



# Operating Instructions COPY REFERENCE



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

For safety, please follow the instructions in this manual.



#### **RICOH COMPANY, LTD.** 15-5, 1 chome, Minami-Aoyama, Minato-ku, Tokyo Telephone: Tokyo 3479-3111

## **Overseas Affiliates**

#### U.S.A.

RICOH CORPORATION 5 Dedrick Place West Caldwell, New Jersey 07006 Phone: +1-973-882-2000

#### The Netherlands

RICOH EUROPE B.V. Groenelaan 3, 1186 AA, Amstelveen Phone: +31-(0)20-5474111

#### **United Kingdom**

RICOH UK LTD. Ricoh House, 1 Plane Tree Crescent, Feltham, Middlesex, TW13 7HG Phone: +44-(0)181-261-4000

#### Germany

RICOH DEUTSCHLAND GmbH Mergenthalerallee 38-40, 65760 Eschborn Phone: +49-(0)6196-9060

#### France

RICOH FRANCE S.A. 383, Avenue du Général de Gaulle BP 307-92143 Clamart Cedex Phone: +33-(0)1-40-94-38-38

#### Spain

RICOH ESPAÑA S.A. Avda. Litoral Mar, 12-14, 08005 Barcelona Phone: +34-(0)93-295-7600

#### Italy

RICOH ITALIA SpA Via della Metallurgia 12, 37139 Verona Phone: +39-045-8181500

#### Hong Kong

RICOH HONG KONG LTD. 23/F., China Overseas Building, 139, Hennessy Road, Wan Chai, Hong Kong Phone: +852-2862-2888

#### Singapore

RICOH ASIA PACIFIC PTE.LTD. 260 Orchard Road, #15-01/02 The Heeren, Singapore 238855 Phone: +65-830-5888

#### Introduction

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

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

#### Notes

Some illustrations may be slightly different from your machine.

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

#### **Operator Safety**

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected ) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

#### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

#### Warning:

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

#### Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see  $\Rightarrow$  P.1 *"Machine Types"*.)

- Type1: Aficio 551
- Type2: Aficio 700

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

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

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

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

#### **Power Source**

#### 120V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see  $\Rightarrow$  P.335 *"Power Connection"*.

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

means POWER ON.

() means STAND BY.

#### Introduction

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

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

#### Notes

Some illustrations may be slightly different from your machine.

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

#### **Operator Safety**

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected ) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

#### Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

#### Warning:

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

#### Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see  $\Rightarrow$  P.1 *"Machine Types"*.)

- Type1: 2055DP, 3355
- Type2: 2070DP, 3370

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

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

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

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

#### **Power Source**

120V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see  $\Rightarrow$  P.335 *"Power Connection"*.

Read this manual carefully before you use this product and keep it handy for future reference. For safety, please follow the instructions in this manual.

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

#### means POWER ON.

**(**) means STAND BY.

#### SAVIN CORPORATION

333 Ludlow Street, Stamford, CT 06904 203-967-5000

# Safety Information

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

## Safety During Operation

In this manual, the following important symbols are used:

#### A WARNING:

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

#### ▲ CAUTION:

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

A WARNING:

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

## A CAUTION:

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

# How to Read this Manual

#### Symbols

In this manual, the following symbols are used:

#### A WARNING:

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

### A CAUTION:

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

• WARNINGS and CAUTIONS are notes for your safety.

## ∰Important

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

### Preparation

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

### Note

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

## Limitation

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

## ₽ Reference

This symbol indicates a reference.

## [ ]

Keys that appear on the machine's display panel.

## [ ]

Keys built into the machine's control panel.

# TABLE OF CONTENTS

Machine Types	1
What You Can Do with This Machine (Copy Mode)	
Guide To Components	4
Output Tray Guide	6
Options	7
Control Panel	8
Display Panel	10
Displays and Key Operations	10
Function List Based on Options	13

# 1. Basics

Turning On the Power         Turning On the Main Power         Starting the Machine         Shutting Down the Machine         Turning Off the Main Power	17 18 18
Originals Sizes and Weights of Recommended Originals Sizes Detectable by the Auto Paper Select	<b>19</b> 19 20
Copy Paper Recommended Paper Sizes and Types Non-recommended Paper Paper Storage	23
Toner Handling Toner Toner Storage Used Toner	27

# 2. Copying

Basic Procedure	29
Setting Originals	31
Setting Originals on the Exposure Glass	
Setting Originals in the Document Feeder	32
Original Orientation	33
Setting Special Originals	36
Basic Functions	40
Adjusting Copy Image Density	40
Selecting Original Type Setting	
Selecting Copy Paper	

Auto Reduce/Enlarge Copying onto Tab Stock	47 48
Sort/Stack/Staple	52
Sort	
Stack	
Staple	
To Stop Scanning Temporarily When Memory Reaches 0%	
To Remove the Paper from the Staple Unit	
Copying from the Bypass Tray	73
When Copying onto OHP Transparencies or Thick Paper	
Programs	78
Storing a Program	
Changing a Stored Program	
Deleting a Program Recalling a Program	
Job Preset	
Editing Job Preset	
Deleting Job Preset	
Other Functions	
Energy Saver Mode	
Interrupt Copy	
User Codes	
Auto Start	
Original Beeper Sample Copy	
Changing the Number of Sets	
Preset Reduce/Enlarge	
Shrink&Center mode	
Zoom	97
Size Magnification	99
Directional Magnification (%) 1	01
Directional Size Magnification (inch) 1	04
Duplex/Combine 1	
Original Direction and Completed Copies 1	
Originals and Copy Direction	109
Specifying Orientation of Bound Originals	
1 Sided > 2 Sided	
1 Sided $\rightarrow$ 2 Sided	
Combine	
1 Sided 2 Pages $\rightarrow$ Combine 1 Side	
1 Sided 4 Pages $\rightarrow$ Combine 1 Side	

$\begin{array}{l} 1 \mbox{ Sided 8 Pages} \rightarrow \mbox{ Combine 1 Side} \\ 1 \mbox{ Sided 4 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 1 \mbox{ Sided 8 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 1 \mbox{ Sided 16 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 2 \mbox{ Sided 2 Pages} \rightarrow \mbox{ Combine 1 Side} \\ 2 \mbox{ Sided 4 Pages} \rightarrow \mbox{ Combine 1 Side} \\ 2 \mbox{ Sided 8 Pages} \rightarrow \mbox{ Combine 1 Side} \\ 2 \mbox{ Sided 4 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 2 \mbox{ Sided 4 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 2 \mbox{ Sided 4 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 2 \mbox{ Sided 4 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 2 \mbox{ Sided 8 Pages} \rightarrow \mbox{ Combine 2 Side} \\ 2 \mbox{ Sided 16 Pages} \rightarrow \mbox{ Combine 2 Side} \\ \end{array}$	122 123 125 127 128 130 131 133
Series/Book	
Series Copies Copying Book Originals	138
Cover/Slip Sheet	
Front Cover	
Front/Back Covers	
Designate	
Chapters	
Slip Sheets	
Double Copies	
Image Repeat	
Margin Adjustment	170
Erase	
Border Erase	
Center Erase Center/Border Erase	
Centering	
Stamp	
Background Numbering	
Preset Stamp	183
User Stamp	
Date Stamp Page Numbering	
Combination Chart	

# 3. Document Server

Overview	209
Document Server Features	
Features and Benefits	210
On Demand Printing	210
File Merge Printing	
Scanning Originals	

Printing Saved Documents	216
Sample Printing	
Print First Page	
To Search by File Name	
Deleting Saved Documents	220

# 4. Connect Copy (Option)

What is Connect Copy?	223
How Connect Copy Works	225
Connectable Copier Models	
Functions Not Available with Connect Copy	226
Interrupt Functions	
Before You Start	226
Connect Copy Display Panel	227
Using Connect Copy	230
Exiting Connect Copy Mode	
Printing Saved Documents with Connect Copy	
Relationship Between Master Unit and Sub-Unit System Settings	239
Relationship Between Master Unit and Sub-Unit Copy/	
Document Server Features	242

# 5. What to Do If Something Goes Wrong

If Your Machine Does Not Operate as You Want	247 250 251 254 255
If You Cannot Make Copies As You Want General Adjust Image Combine Duplex Stamp When Memory Is Full	<b>258</b> 258 259 259 260 261
Loading Paper in Tray 1 (Tandem Tray) Loading Paper in Tray 2 or 3 Loading Paper in the Large Capacity Tray	<b>263</b> 263 265 266
% Clearing Misfeeds	270

Changing the Paper Size Changing the Paper Size in Tray 2	
Adding Staples	285 287
<ul> <li>Removing Jammed Staples</li></ul>	293 295
Removing Punch Waste 50-Sheet Finisher 100-Sheet Finisher	301

# 6. User Tools (Copy/Document Server Features)

····· 3·······························	<b>305</b> 306
User Tools Menu (Copy/Document Server Features)	308
Settings You Can Change with the User Tools	310
General Features <sup>1</sup> / <sub>3</sub>	310
General Features <sup>2</sup> / <sub>3</sub>	313
â	314
Reproduction Ratio <sup>1</sup> / <sub>2</sub>	
Reproduction Ratio <sup>2</sup> / <sub>2</sub>	316
Page Format <sup>1</sup> / <sub>2</sub>	317
	320
Input/Output	329
Count Manager	331

# 7. REMARKS

Do's And Don'ts	333
Where to Put Your Machine	334
Machine Environment	334
Power Connection	335
Access to the Machine	336
Maintaining Your Machine	337
Cleaning the Exposure Glass	337
Cleaning the Document Feeder	337

# 8. Specification

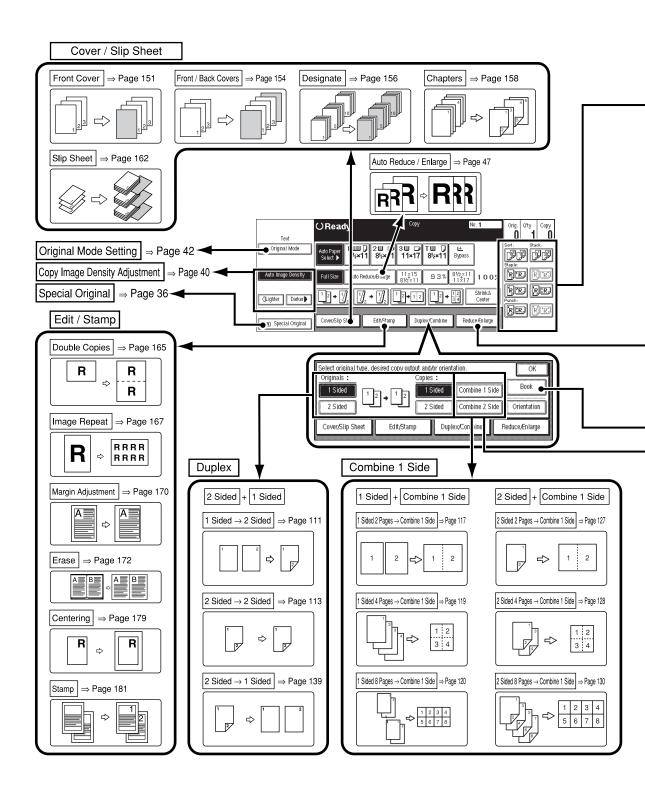
Mainframe	339
Document Feeder	343
50-Sheet Finisher	344
100-Sheet Finisher	346
Booklet Finisher	348
Punch Kit (Option)	350
Output Tray (Option)	351
Large Capacity Tray (LCT) (Option)	352
Copy Connector Cable (Option)	353
INDEX	354

# **Machine Types**

This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

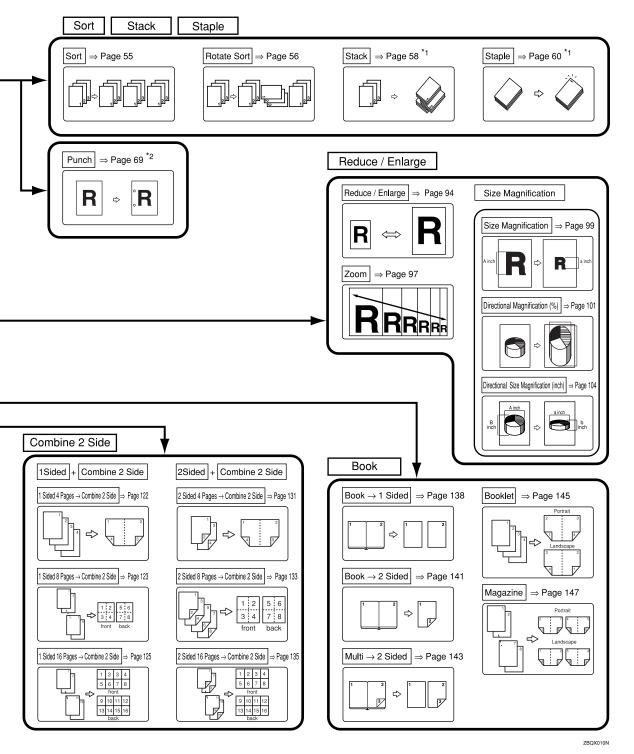
	Type 1	Type 2
Copy speed	55 copies/minute (A4 $\square$ , $8^1/_2$ " × 11" $\square$ )	70 copies/minute (A4 $\square$ , $8^1/_2$ " × 11" $\square$ )

# What You Can Do with This Machine (Copy Mode)



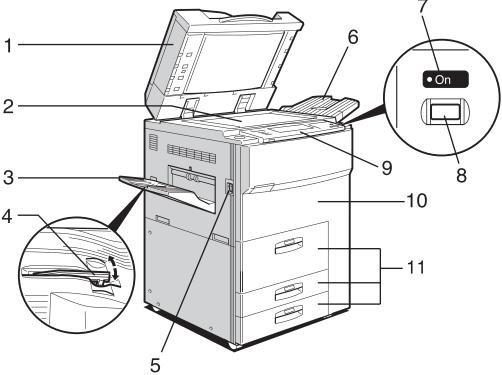
\*1 Optional finisher is required.

\*2 Optional finisher and punch kit are required.



3

# **Guide To Components**



ZBQS010N

#### 1. Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

#### 2. Exposure glass

Place originals here face down for copying.

#### 3. Output tray

Copied paper is delivered here.

#### 4. Output tray guide

This guide prevents copied OHP transparencies and translucent paper from being curled when delivered.

#### 5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

#### 6. ADF external tray

When copying one-sided originals, the originals are delivered here.

### 7. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

#### 8. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

#### 9. Control panel

See  $\Rightarrow$  P.8 "Control Panel".

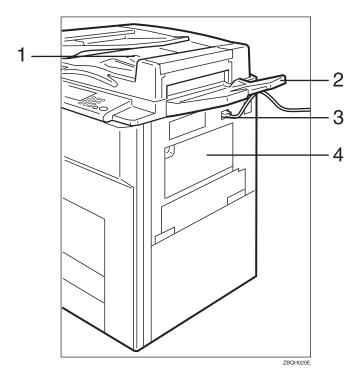
#### **10.** Front cover

Open to access the inside of the machine.

#### 11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out.



## **1.** ADF tray

When copying two-sided originals, the originals are delivered here.

## Note

Even when copying one-sided originals, you can select the ADF tray.

#### 2. ADF external tray

When copying one-sided originals, the originals are delivered here.

#### 3. Connect Copy port

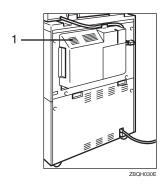
Attach the optional Connect Copy cable here.

## ∰Important

- Do not connect any other equipment to the Connect Copy port.
- Be sure to turn off the main power switch on both the master unit and sub-unit before you disconnect the Connect Copy cable. Unplugging the cable while power is on could damage the machines.

#### 4. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post-cards, and non-standard size paper.



## 1. Ventilation hole

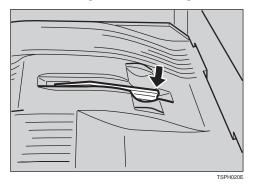
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

# **Output Tray Guide**

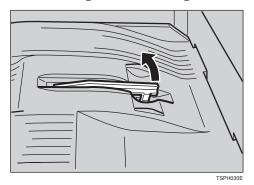
When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

### To copy onto normal paper and thick paper

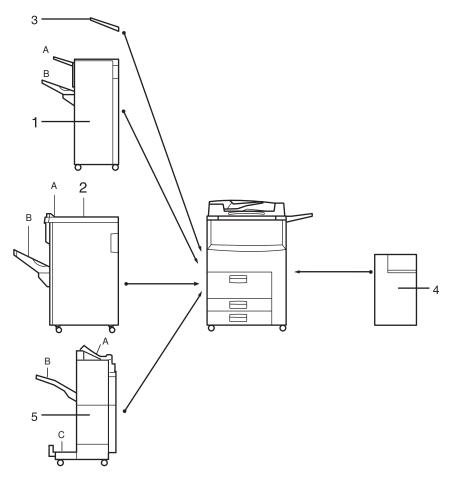
Pinch the right end of the guide, and then lower it until it clicks into place.



To copy onto OHP transparencies and translucent paper Raise the right end of the guide until it clicks.



# Options



#### 1. 50-Sheet Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- A: Finisher proof tray
- B: Finisher shift tray

### 2. 100-Sheet Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- A: Finisher proof tray
- B: Finisher shift tray

#### Other options:

- Punch kit
- Copy Connector kit
- Tab sheet tray

### • $8^{1}/_{2}$ " × 14" paper size tray (inch version only)

# **3.** Output tray (Can be installed when the finisher is not installed.)

ZBQP010E

Copied paper is delivered here.

#### 4. Large Capacity Tray (LCT)

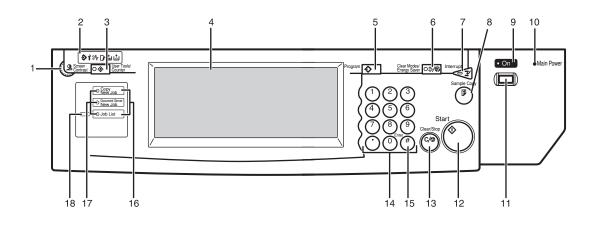
Holds 3,500 sheets of paper.

#### **5.** Booklet Finisher

Sorts, stacks, and staples copies. The Saddle Stitch function is also available.

- A: Finisher proof tray
- B: Finisher shift tray
- C: Booklet tray

# **Control Panel**



### 1. Screen Contrast knob

Adjusts the brightness of the display panel.

#### 2. Indicators

These indicators show errors or the status of the machine. See  $\Rightarrow$  P.247 "What to Do If Something Goes Wrong".

### 3. [User Tools/Counter] key

- User Tools
   Press to change the default settings
   and conditions to meet your requirements.
- Counter Press to check or print the total number of copies made.

See  $\Rightarrow$  P.305 "User Tools (Copy/Document Server Features)".

#### 4. Display panel

Shows operation status, error messages, and function menus. See  $\Rightarrow$  P.10 "*Display Panel*".

## 5. [Program] key

Press to select the program mode. See  $\Rightarrow$  P.78 "*Programs*".

### 6. [Clear Modes/Energy Saver] key

• Clear Modes Press to clear any previously entered copy job settings. Energy Saver
 Press to switch to

Press to switch to and from Energy Saver mode. See  $\Rightarrow$  P.88 "Energy Saver Mode".

ZBQS040N

## 7. [Interrupt] key

Press to make interrupt copies during a copy run. See  $\Rightarrow$  P.88 "*Interrupt Copy*".

### 8. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See  $\Rightarrow$  P.91 "Sample Copy".

#### 9. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

#### **10.** Main power indicator

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

#### 11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

## 12. [Start] key

Press to start copying. Use to set Auto Start. See  $\Rightarrow$  P.90 "*Auto Start*".

## 13. [Clear/Stop] key

- Clear Press to delete a number entered.
- Stop Press to stop a copy job in progress.

## 14. Number keys

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

## 15. **[#]** key

Press to enter a value.

## **16.** Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Job List

## 17. Function indicators

These indicators go on when the function is selected.

## 18. Function Status indicator

These show the status of the above functions:

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

# **Display Panel**

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

### ∰Important

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

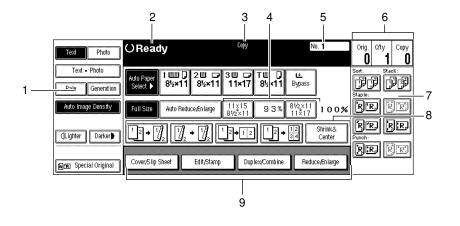
## 🖉 Note

- □ The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.
- When you select or specify an item on the display panel, it is highlighted like
  Interpret A second secon
- □ Keys appearing as OK cannot be used.

# **Displays and Key Operations**

## 🖉 Note

- □ The following illustrations are examples for the machine with the optional 50-sheet finisher and large capacity tray (LCT) installed.
- Initial copy display



ZBQS050N

**1.** Original mode, Image Density and Special Original mode.

**2.** Operational status or messages.

**3.** The currently selected function (Copy, Document Server).

4. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Shortcut R/E" in  $\Rightarrow$  P.315 "*Reproduction Ratio* 1/2".

**5.** Job ID of the scanned document.

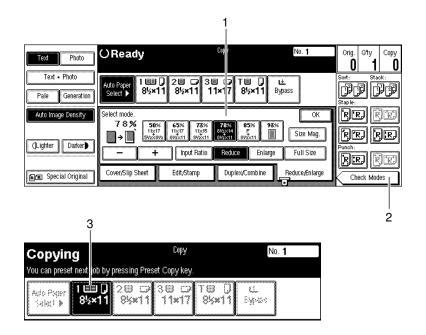
**6.** The number of originals scanned into memory, number of copies set, and number of copies made.

7. Sort, Stack, Staple or Punch mode.

8. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut Keys" in  $\Rightarrow$  P.314 "General Features  ${}^{3}/_{3}$ ".

9. Shows the available functions. Press a function name to display its menu. For example, press the [Re-duce/Enlarge] key to bring up the Re-duce/Enlarge menu.

#### Function menu



ZBQS060N

**1.** Items you can select.

2. The [Check Modes] key appears when you have selected function(s). Press this key to view the functions currently selected. 3. The key highlighted with the lower line underlined indicates the tray feeding the paper.

### Document Server initial display

1	2		
	Ready Document server; Files No. 4	Page Qty Copy	3
	Selected file can be printed continuously.	Siloned data tist	=
	Indicated order: File Name User ID Time Page Print order	Delete	
Scanned original can be	Indicate files: 3 Chapter1 4/ 2 14:03 6 1		
stored as a file.	All the files i Chap tor 2 4 4 2 14 04 4 2 2	elected files can be ombined.	4
Scan Originals	Search: Chapter3 4/214:06 3 3 1/1	Print Setting	
	File Name	Ĺ	
	User ID	Print 1st Page	

ZBQS070N

- **1.** Operational status and messages.
- 2. Display titles.

**3.** The number of originals scanned into memory, number of copies set, and number of copies made.

4. Operational keys.

# **Function List Based on Options**

The functions that are available to you depend on your machine configuration and which options you have. See the table below.

- O...Available
- ×...Not available

	Sheet F	eet/100- finisher tion)		et Fin- Option)	Place o	riginals	Connect Copy (Option) *3
	not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
Batch (SADF)	О	О	0	О		О	О
Mixed Sizes	О	О	О	О		О	О
Thin	О	О	О	О		О	О
Adjusting Image Density	0	0	О	О	О	О	О
Selecting Original Type	0	0	О	О	О	О	О
Selecting Copy Paper	О	О	О	О	О	О	О
Auto Reduce/ Enlarge	О	0	О	О	О	О	О
Sort	О	О	О	О	О	О	О
Rotate Sort	О	O *1	О	O *1	О	О	О
Stack	×	О	×	О	О	О	О
Punch	×	О	×	×	О	О	О
Staple	×	О	×	O *2	О	О	О
Copying from the Bypass Tray	0	0	0	О	О	О	imes *4
Program	О	О	О	О	О	О	O *5
Job Preset	О	О	О	О	О	О	×
Reduce/Enlarge	О	О	О	О	О	О	О
Zoom	О	О	О	О	О	О	О
Size Magnification	О	О	О	О	О	О	О
Directional Magnification (%)	0	0	О	О	О	О	О
Directional Size Mag- nification (inch)	О	О	О	О	О	О	О

		Sheet F	eet/100- 'inisher tion)		et Fin- Option)	Place o	riginals	Connect Copy (Option) *3
		not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
lex	1 Sided $\rightarrow$ 2 Sided	О	О	О	О	О	О	О
Duplex	2 Sided $\rightarrow$ 2 Sided	О	О	О	О	О	О	О
	1 Sided 2 pages → 1 Side	О	О	О	О	О	О	О
	1 Sided 4 pages → 1 Side	О	О	О	О	О	О	О
	1 Sided 8 pages → 1 Side	О	О	О	О	О	О	О
	1 Sided 4 pages → 2 Side	О	О	О	О	О	О	О
	1 Sided 8 pages → 2 Side	О	О	О	О	О	О	О
	1 Sided 16 pages $\rightarrow$ 2 Side	О	О	О	О	О	О	О
	$\begin{array}{l} 2  \text{Sided}  2  \text{pages} \rightarrow \\ 1  \text{Side} \end{array}$	О	О	О	О	О	О	О
	$\begin{array}{l} 2  \text{Sided}  4  \text{pages} \rightarrow \\ 1  \text{Side} \end{array}$	О	О	О	О	О	О	О
	$\begin{array}{l} 2  \text{Sided 8 pages} \rightarrow \\ 1  \text{Side} \end{array}$	О	О	О	О	О	О	О
	$\begin{array}{l} 2  \text{Sided}  4  \text{pages} \rightarrow \\ 2  \text{Side} \end{array}$	О	О	О	О	О	О	О
ine	$\begin{array}{l} 2  \text{Sided 8 pages} \rightarrow \\ 2  \text{Side} \end{array}$	О	О	О	О	О	О	О
Combine	2 Sided 16 pages $\rightarrow$ 2 Side	О	О	О	О	О	О	О

		Sheet F	eet/100- finisher tion)		et Fin- Option)	Place o	riginals	Connect Copy (Option) <sup>*3</sup>
		not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
	$Book \rightarrow 1$ Sided	О	О	О	О	О	О	О
	$2$ Sided $\rightarrow 1$ Sided	О	О	О	О	О	О	О
	1 Sided $\rightarrow$ 2 Sided	О	О	О	О	О	О	О
	$2$ Sided $\rightarrow 2$ Sided	О	О	О	О	О	О	О
k	Booklet	О	О	О	О	О	О	О
Book	Magazine	О	О	О	О	О	О	О
	ver/Designate/ apters	О	О	О	О	О	О	О
Sli	p Sheet	О	О	О	О	О	О	О
Do	ouble	О	О	О	О	О	О	О
Re	peat	О	О	О	О	О	О	О
Ma	argin Adjust	О	О	О	О	О	0	О
Era	ase	О	О	О	О	О	0	О
Ce	ntering	О	О	О	О	О	О	О
	Background Numbering	О	О	О	О	О	0	О
	Preset Stamp	О	О	О	О	О	О	О
	User Stamp	О	О	О	О	О	О	O *5
du	Date Stamp	О	О	О	О	О	О	О
Stamp	Page Numbering	О	О	О	О	О	О	О

<sup>\*1</sup> You can use this function when "Rotate Sort" is selected in "Select Stack or Rotate sort" of the User Tools.

<sup>\*2</sup> The Saddle Stitch function is available.

<sup>\*3</sup> When the same type of finishers are equipped with the master and sub-unit.
 <sup>\*4</sup> You can set only cover sheets and slip sheets.
 <sup>\*5</sup> The program stored in the master unit is recalled. However, functions not available in Connect Copy mode or in the sub-unit are canceled.

# 1. Basics

# **Turning On the Power**

To turn the machine on, press the operation switch.

## 🖉 Note

□ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "Auto Off" in ⇒ P.29 "*Basic Procedure*" and "Auto Off Timer" in the System Settings manual.

#### • Power switches

This machine has two power switches.

### Operation switch (right side of the control panel)

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

#### Main power switch (left side of the machine)

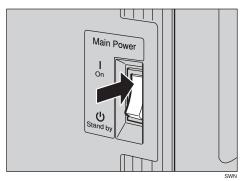
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

**1** Make sure that the power cord is firmly plugged into the wall outlet.

## **2** Turn on the main power switch.

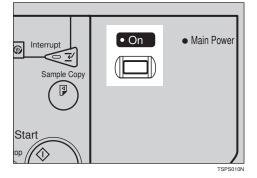
The **main power** indicator on the control panel goes on.



## Starting the Machine

**1** Press the operation switch to make the On indicator go on.

The display panel will come on.



## 🖉 Note

- □ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- □ During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ P.90 "Auto Start".
- □ You can set up a copy job and press the **[Start]** key while the "Select modes and press the start key. Scanning originals can be started." message is displayed.
- □ When "Input user code, then press # ." is displayed, enter your user code. See  $\Rightarrow$  P.90 "User Codes".

## Shutting Down the Machine

**1** Press the operation switch to make the On indicator go off.

## **Turning Off the Main Power**

## **1** Turn off the main power switch.

The main power indicator of the control panel goes off.

# Originals

# Sizes and Weights of Recommended Originals

### Metric version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to A3	
Document feeder	1-sided originals: A3D – A5D	$52 - 157 g/m^{2}$
	2-sided originals: A3 $\Box$ – A5 $\Box$ $\Box$	$52 - 128 g/m^2$
	Thin originals: A3 $\Box$ – B6 $\Box$ $\Box$ <sup>*1</sup>	$41 - 157 g/m^2$

\*1 Except B6

<sup>\*2</sup> A5  $\Box$ , B6  $\Box$   $\Box$ , 52 – 128g/m<sup>2</sup>

#### Inch version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	
Document feeder	1-sided originals: 11" × 17" $\Box$ – 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " $\Box$	14 – 42 lb. Bond *1
	2-sided originals: $11" \times 17" \square - 5^1/_2" \times 8^1/_2" \square \square$	14 – 34 lb. Bond
	Thin originals: $11" \times 17" \square - 5^1/_2" \times 8^1/_2" \square \square$	11 – 42 lb. Bond

<sup>\*1</sup>  $5^{1}/_{2}$ " ×  $8^{1}/_{2}$ "  $\square$ , 14 – 34 lb. Bond

## 🖉 Note

□ The number of originals that can be set in the document feeder is about 100.

### Non-recommended originals for the document feeder

Setting the following types of originals in the document feeder can cause paper misfeeds or damage to the originals. Set these originals on the exposure glass instead.

• Originals other than those specified in ⇒ P.19 "Sizes and Weights of Recommended Originals"

- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

## Sizes Detectable by the Auto Paper Select

#### Metric version

Size Place of origi- nal	A3	B4	A4 <b>D</b> <b>D</b>	B5 <b>D</b>	A5 D	A5	B6 ₽ ₽	11 "× 17" ₽	11 "× 15" ₽	8 <sup>1</sup> / 2"× 14" ₽	8 <sup>1</sup> / 2"× 11" ₽	$5^{1}/2'' \times 8^{1}/2''$ 2'' D D	8 <sup>1</sup> / 2"× 13" □ *1	8K	16 K ₽ ₽
Expo- sure glass	0	0	0	0	0	×	×	×	×	×	×	×	0	×	×
Doc- umen t feed- er	О	О	0	0	0	0	0	0	×	×	0	×	0	0	0

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

#### Inch version

Size Place of origi- nal	A3	B4 ☞	A4 <b>D</b> <b>D</b>	B5 <b>D</b>	A5 D	A5	B6 ₽ ₽	11" × 17" ₽	11" × 15" ₽	10" × 14" ₽	8" × 10" ₽	8 <sup>1</sup> / 2"× 14" □	8 <sup>1</sup> / 2"× 11" ₽	$5^{1}/2'' \times 8^{1}/2''$	8 <sup>1</sup> / 2"× 13" □ *1
Expo- sure glass	×	×	×	×	0	×	×	0	×	×	×	О	0	×	×
Doc- umen t feed- er	×	×	0	×	×	×	×	О	×	0	0	0	0	О	0

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

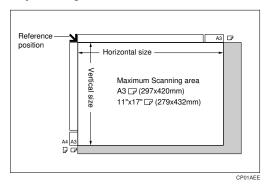
### Sizes difficult to detect

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

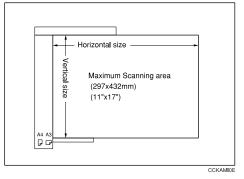
- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

# **Missing Image Area**

### Exposure glass



### Document feeder



# Limitation

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

# **Copy Paper**

# **Recommended Paper Sizes and Types**

	Metric version	Inch version	Paper weight	Paper ca- pacity
Tray 1 <sup>*1</sup>	A4, $, 8^{1}/_{2} \times 11^{"}$		52 – 128g/ m <sup>2</sup> , 14 – 34 lb. Bond *6	1550 + 1550 sheets
Tray 2	A3□, (B4□), A4□□, (B5□□), A5□□, (11" × 17" □), (8 <sup>1</sup> / <sub>2</sub> " × 14"□), (8 <sup>1</sup> / <sub>2</sub> " × 11"□), (8 <sup>1</sup> / <sub>2</sub> " × 13"□), 8 <sup>1</sup> / <sub>2</sub> " × 13"□, (8" × 10"□), (8" × 13"□), 8 <sup>1</sup> / <sub>4</sub> " × 13"□, (10" × 14"□), (11" × 15"□), (5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "□) (8K□ * <sup>8</sup> ), (16K□□ * <sup>9</sup> ), (tab stocks) <b>Note</b> □ You have to speci- fy the paper size with the User Tools (System Set- tings). See "Paper Size Setting" in the System Set- tings manual. □ When selecting paper sizes in pa- rentheses, set the paper size selec- tor knob to the <del>X</del> mark on the left. See ⇒ P.282 "Changing the Pa- per Size".	(A3D), (B4D), (A4D), (B5D), (A5D), 11" × 17"D, $8^{1}/2$ " × 14"D, $8^{1}/2$ " × 11"D, $(8^{1}/2" × 13"D)$ , $8" × 10^{1}/2" × 13"D$ , $8" × 10^{1}/2" × 13"D$ , $8" × 10"D$ , $8" × 13"D$ , $(8^{1}/4" × 13"D)$ , $10" × 14"D$ , (11" × 15"D), $5^{1}/2" × 8^{1}/2"D$ , (tab stocks) <b>Note</b> D You have to speci- fy the paper size with the User Tools (System Set- tings). See "Paper Size Setting" in the System Set- tings manual. D When selecting paper sizes in pa- rentheses, set the paper size selec- tor knob to the <b>X</b> mark on the left. See $\Rightarrow$ P.282 "Changing the Pa- per Size".	52 – 128g/ m <sup>2</sup> , 14 – 34 lb. Bond *6	550 sheets

The following limitations apply to each tray:

		Metric version	Inch version	Paper weight	Paper ca- pacity
Tray 3 *1		A3D, B4D, A4D, B5D, A5D, 11" ×17", $8^{1}/{2}$ "×14", $8^{1}/{2}$ "×11", $8^{1}/{2}$ "×14", $8^{1}/{2}$ "×11", $8^{1}/{2}$ ", $8^{1}/{2}$ "×110, $8^{1}/{2}$ ", $8^{1}\times10^{1}$ , $8^{1}\times10^{1}/{2}$ ", $8^{1}/{4}$ "×13", $10^{1}$ × $14^{1}$ , $11^{1}$ ×15", $5^{1}/{2}$ "× $8^{1}/{2}$ ", $0^{1}$	A3D, B4D, A4D, B5DD, A5DD, 11" $\times 17$ "D, $8^{1}/{2}$ " $\times 14$ "D, $8^{1}/{2}$ " $\times 11$ "D, $8^{1}/{2}$ " $\times 13$ "D, $8$ " $\times 10^{1}/{2}$ "D, $8$ " $\times 10$ "D, $8$ " $\times 13$ "D, $8^{1}/{4}$ " $\times 13$ "D, 10" $\times$ $14$ "D, 11" $\times 15$ " D, $5^{1}/{2}$ " $\times 8^{1}/{2}$ "D	52 – 128g/ m <sup>2</sup> , 14 – 34 lb. Bond <sup>*6</sup>	550 sheets
LargeC Tray (L	apacity CT) <sup>*1</sup>	A4 <b>□</b> , B5 <b>□</b> , 8 <sup>1</sup> / <sub>2</sub> "× 11" <b>□</b>	A4, , B5, , 8 <sup>1</sup> / <sub>2</sub> "× 11", 8 <sup>1</sup> / <sub>2</sub> "×14", *7	64 – 105g/ m <sup>2</sup> , 16 – 24 lb. Bond	3,500 sheets
By- pass tray <sup>*3</sup> <sup>*4</sup> <sup>*5</sup>	Stan- dard size	A3D, B4D, A4D, B5D, A5D, B6D, A6D, 11" × 17" D, $8^{1}/{2}$ " × 14"D, $8^{1}/{2}$ " × 11" D, $8^{1}/{2}$ " × 13"D, $8$ " × 10 <sup>1</sup> / ${2}$ " D, B, $8$ " × 10" D, $8$ " × 13"D, $8^{1}/{4}$ " × 13"D, 10" × 14"D, 11" × 15" D, $5^{1}/{2}$ " × $8^{1}/{2}$ " D	A3D, B4D, A4D, B5D, A5D, B6D, A6D, 11" × 17" D, $8^{1}/{2}$ " × 11" D, $8^{1}/{2}$ " × 11" D, $8^{1}/{2}$ " × 13" D, $8$ " × 10" D, $8$ " × 13" D, $8^{1}/{4}$ " × 13" D, $10$ " × 14" 11" × 15" D, $5^{1}/{2}$ " × $8^{1}/{2}$ "	52 – 157g/ m <sup>2</sup> , 14 lb. Bond – 90 lb. Index 52 – 200g/ m <sup>2</sup> , 14 lb. Bond – 110 lb. In- dex <sup>*10</sup>	50 sheets
	Non- stan- dard size <sup>*2</sup>	Vertical: 100 – 300mm Horizontal: 140 – 432mm	Vertical: 4.0" – 11.7" Horizontal: 5.5" – 17.0"	52 – 157g/ m <sup>2</sup> , 14 lb. Bond – 90 lb. Index	1 sheet
		Postcards, adhesive la per, OHP transparenc	-	52 – 200g/ m <sup>2</sup> , 14 lb. Bond – 110 lb. In- dex <sup>*10</sup>	

<sup>\*1</sup> The paper tray fence is fixed. If you wish to change the size of paper set in this tray, contact your service representative.

<sup>\*2</sup> If you wish to copy onto non-standard size paper, set the paper in the bypass tray and specify the size. See  $\Rightarrow$  P.73 "*Copying from the Bypass Tray*".

- <sup>\*3</sup> If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.76 "When Copying onto OHP Transparencies or Thick Paper".
- <sup>\*4</sup> Always set one sheet at a time. See  $\Rightarrow$  P.73 "Copying from the Bypass Tray".

<sup>\*5</sup> When setting copy paper, make sure that the stack height does not exceed the limit mark. The maximum number of sheets you can set at a time depends on the paper thickness and condition.

- <sup>\*6</sup> If you wish to copy onto thick (105g/m<sup>2</sup>, 28 lb. Bond or heavier) paper, select Thick Paper mode. See "Special Paper Indication" in the System Settings manual.
- <sup>\*7</sup> The optional  $8^{1}/_{2}$ " × 14" paper size tray is required to set this size of paper.
- <sup>\*8</sup> 8K (Ba-kai) =  $267 \times 390$ mm
- <sup>\*9</sup> 16K (Shi-Liu-kai) = 195 × 267mm

<sup>\*10</sup> When the optional 100 sheet finisher is installed.

### ∰Important

□ If you use damp or curled paper, a misfeed might occur. In this case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

### 🖉 Note

- $\square$  When you use the bypass tray, be sure to set the copy paper direction to  $\square$ .
- Postcards should be fed from the bypass tray.
- □ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called "Auto Tray Switching". (If you put recycled paper, translucent paper, user color paper 1, or user color paper 2 in paper trays with "Special Paper Indication", this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select" in ⇒ P.43 "Selecting Copy Paper", "Auto Tray Switching" and "Special Paper Indication" in the System Settings manual.
- If you select Thick Paper mode or Tab Stock mode, copying speed might be reduced.

## Non-recommended Paper

### A CAUTION:

• Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.

### ∰Important

- Do not use any of the following kinds of paper or a fault might occur.
  - Thermal fax paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
  - Colored OHP transparencies
  - Paper with perforated lines
  - Hemmed paper
- Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

### 🖉 Note

□ Do not use the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface
- □ If you make a copy on rough grain paper, the copy image might be blurred.
- □ Do not use paper which has been copied or printed on.

# **Paper Storage**

### 🖉 Note

- □ When storing paper, the following precautions should always be followed:
  - Do not store paper where it will be exposed to direct sunlight.
  - Avoid storing paper in humid areas (humidity: 70% or less).
  - Store on a flat surface.
- □ Keep open reams of papers in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.

# Toner

# **Handling Toner**

### \land WARNING:

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

### A CAUTION:

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

### A CAUTION:

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

### ∰Important

□ If you use toner other than the recommended type, a fault might occur.

# **Toner Storage**

When storing toner, the following precautions should always be followed:

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

# **Used Toner**

# 🖉 Note

□ Used toner cannot be re-used.

# 2. Copying

# **Basic Procedure**

## **1** Make sure that the machine is in Copy mode.

If the machine is not in Copy mode, press the **[Copy/New Job]** key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 世 ↓ 2 0 0 Select ▶ 8½×11 8½×1	⊃ 3世 ເ⊃ ⊺世 D 1 11×17 8½×11	<b>⊯</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	REFE
(Lighter Darker)	$\begin{array}{c}1\\2 \bullet \boxed{7}_{2}\\2\end{array} = \boxed{7}_{2} \bullet \boxed{7}_{2}$		1 2 3 4 Center	
<b>Fr</b> Special Original	Cover/Slip Sheet Edit/Star	np Duplex/Combine	Reduce/Enlarge	KIRA KIRA

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

### 

 $\Rightarrow$  P.90 "User Codes".

**3** Make sure that there are no previous settings remaining.

## 🖉 Note

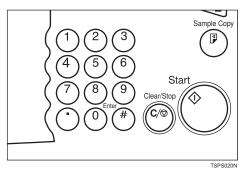
□ To clear settings, press the **[Clear Modes/Energy Saver]** key.

4 Set your originals.

 $\Rightarrow$  P.31 "Setting Originals".

## **5** Set your desired settings.

**6** Enter the number of copies required with the number keys.



# 🖉 Note

- □ The maximum copy quantity can be set between 1 and 999 (default: 999). See "Maximum Copy Quantity" in  $\Rightarrow$  P.313 "General Features <sup>2</sup>/<sub>3</sub>".
- □ To change the number entered, press the **[Clear/Stop]** key and enter the new number.

### Press the [Start] key.

The machine starts copying.

### 🖉 Note

- □ When you set originals on the exposure glass, press the **[#]** key after all originals are scanned.
- Usually, when you set a single original on the exposure glass or in the document feeder, the copied paper is delivered face up. However, with some functions, copies will be delivered face down.
- □ You can choose to have copies delivered either face up or face down (except for copying through the bypass tray). See "Face-Up/Down Selection in Platen Mode" in ⇒ P.329 "Input/Output".
- □ To stop the machine during the multi-copy run, press the [Clear/Stop] key.
- □ To return the machine to the initial condition after copying, press the [Clear Modes/Energy Saver] key.

# 🖗 Auto Reset

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

### 🖉 Note

□ You can change the Auto Reset time. See "Auto Reset Timer" in  $\Rightarrow$  P.310 "General Features  $\frac{1}{3}$ ".

# Auto Off

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

### 🖉 Note

You can change the Auto Off time. See "Auto Off Timer" in the System Settings manual.

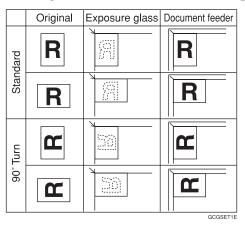
# **Setting Originals**

### Limitation

Set originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

### 🖉 Note

Basically originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see the explanations of each function.



# ₽ Reference

 $\Rightarrow$  P.19 "Originals".

# Setting Originals on the Exposure Glass

## **1** Lift the document feeder.

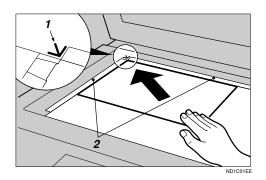
### ∰Important

Do not open the document feeder with a force. Otherwise, the cover of the document feeder might open or be damaged.

### 🖉 Note

Be sure to open the document feeder by more than 30°. Otherwise the original size might not be detected correctly.

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



- 1: Reference mark
- 2: Scale

### 🖉 Note

□ Start with the first page to be copied.

### **U** Lower the document feeder.

# Setting Originals in the Document Feeder

### 🖉 Note

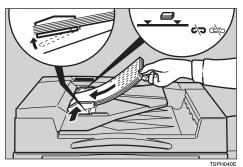
- □ The last page should be on the bottom.
- Do not stack originals beyond the limit mark on the side fence of the document feeder.
- □ When copying thin originals (40 52g/m<sup>2</sup>, 11 14 lb. Bond), set one original in the document feeder at a time or place it on the exposure glass to avoid damage due to a multi-sheet feed (several pages fed together at the same time).
- □ The original might become dirty if it is written with a pencil or similar tools.
- Usually, one-sided originals are delivered to the ADF external tray, and twosided originals to the ADF tray.

### 

Regarding originals that the document feeder can handle, see  $\Rightarrow$  P.19 "Originals".

# **1** Set the aligned originals face up into the document feeder.

Setting a stack of originals is completed when the bottom plate rises.



### ∰Important

□ After the bottom plate of the document feeder rises, do not add or force in originals.

### 🖉 Note

- □ Straighten curls in the originals before setting them in the document feeder.
- □ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.
- □ You can set the timing for the bottom plate of the document feeder to rise. See "ARDF Original Table Rise Time" in  $\Rightarrow$  P.329 "*Input/Output*".

# **Original Orientation**

You can set the original orientation separately in the following ways.

This function is useful for copying torn originals or large originals.

### Standard Orientation

Select this function when the original direction is the same as the copy paper direction.

### 💠 90° Turn

This function rotates the copy image by 90°. Use this function when you want to copy onto A3, B4,  $11" \times 17"$  paper.

### Press the [Special Original] key.

Text Photo	OReady	Сору	No. 1	1	Orig. O	Qity 1	Сору <b>О</b>
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 8½×11	20 0 30 0 1 8½×11 11×17	「 <b>世 D ⊔⊥</b> <b>8½×11</b> Bypass		Sort:	P C	»: PP
Auto Image Density	Full Size Auto Reduc	e,Ænlarge 11×15 8½×11	93% <sup>81/2×11</sup> 1 11×17 1	100%	R	D	ĴØ
(Lighter Darker)	<u>1</u> ²→ℤ₂ ℤ₂ •	· 1/2 12+12		nrink& Center	Punch:	96	
RE Special Original	Cover/Slip Sheet	Edit/Stamp Duple)	«Combine Reduce,	Enlarge	R	S (6	Jirij

## **2** Select the original orientation.

#### Standard Orientation

#### **1** Make sure that the [Standard Orientation] key is selected.

Special Original	OReady	Сору	No. 1	Orig. Qity Copy
Batch (SADF) Mixed Sizes	Auto Paper Select ▶ 100 20 8½×11 8		∎ <b>L≚</b> Bypass	Sort: Stack:
Thin Original Orientation	Full Size Auto Reduce/Er	nlarge 11×15 939 8½×11 939	8 <sup>1/2×11</sup> 11×17 100%	
kr 22			◆ 12 34 Center	
ОК	Cover/Slip Sheet Edi	t/Stamp Duplex/Combin	e Reduce/Enlarge	

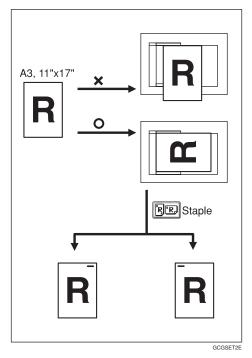
#### 90° Turn

When you want to copy A3  $\Box$ , B4  $\Box$  or 11" × 17"  $\Box$  size originals, set your original in the landscape orientation and then press the **[90° Turn]** key. The machine rotates the original image and you can make copies as you wish. This is useful for copying large originals with the Staple, Punch, Duplex, Combine or Stamp functions.

For example, if you want to copy A3  $\square$  or 11" × 17"  $\square$  originals with for the Staple function configured as shown below:

## 🔗 Note

□ It is recommended to use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.



• Press the [90° Turn] key.

Special Original	OReady	Сору	No. 1	Orig. Qity Copy
Batch (SADF) Mixed Sizes		■ □ 3■ □ T■ [ 3½×11 11×17 8½×1	) u Bypass	Sort: Stack:
Thin Original Orientation	Full Size Auto Reduce,6	inlarge 11×15 8½×11 93%	6 81/2×11 11×17 100%	
RR 🗠			◆ 112 314 Shrink& Center	
ок	Cover/Slip Sheet Ed	iit/Stamp Duplex/Combir	ie Reduce/Enlarge	RE

B Press the [OK] key.

2

# **Setting Special Originals**

Use this function when you want to use Batch (SADF), Mixed Sizes, Thin mode, or when you select the original orientation.

### Batch (SADF) mode

Up to 100 standard originals can be set in the document feeder at a time. If there are more than 100 originals, set Batch (SADF) mode so that originals can be fed automatically without pressing the **[Start]** key each time they are set in the document feeder.

### ∰Important

□ When setting special originals such as translucent paper, set them one by one.

### 🖉 Note

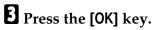
□ In Batch (SADF) mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

### Press the [Special Original] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	3≣ □ T≣ ] 11×17 8½×11	<b>⊌</b> ⊥ Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	<sup>8½×11</sup> 11×17 100%	
(Lighter Darker)		<sup>1</sup> 2→12 12→	12 34 Shrink& Center	
fer Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	R. R. Biri

# **2** Press the [Batch (SADF)] key.

	OReady	Сору	No. 1	Orig. Qity Copy
Batch (SADF) Mixed Sizes	Auto Paper Select ▶ 1 💷 🕽 2 🗉 8½×11 8½	- □ 3世 □ T世 ] ×11 11×17 8½×11	<b>Ľ</b> Bypass	Sort: Stack:
Thin Original Orientation	Full Size Auto Reduce/Enla	arge 11,≚15 81⁄2×11 93%	8 <sup>1/2×11</sup> 11×17 100%	
RR 22			▶ 12 34 Shrink& Center	Punch:
ОК	Cover/Slip Sheet Edit/	Stamp Duplex/Combine	e Reduce/Enlarge	RIR RIE

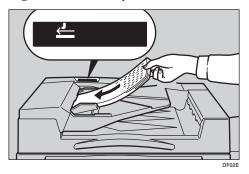


### 4 Set your originals, then press the [Start] key.

The Auto Feed indicator of the document feeder goes on.

# After all the previously set originals are fed, set the next originals while the Auto Feed indicator is on.

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



### 🖉 Note

- □ When the Sort, Combine or Duplex function has been set, press the **[#]** key after all originals are scanned.
- □ You can change the lighting-up time of the **Auto Feed** indicator. See "Batch (SADF) Auto Reset Time" in  $\Rightarrow$  P.329 "*Input/Output*".

#### **Mixed Sizes mode**

When originals of different sizes are set on the document feeder at a time, the machine automatically checks the size of the originals and makes copies.

### Limitation

- When setting originals of different sizes on the document feeder and making copies without using Mixed Sizes mode, parts of the original image might not be copied.
- □ The weight of originals that can be set with this function is  $52 81g/m^2$ , 14 20 lb. Bond.
- □ The original sizes that can be set with this function are as follows:

Metric version	A3, B4, A4, C, B5, C
Inch version	$11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, 8^{1}/_{2}" \times 11" \square \square, 5^{1}/_{2}" \times 8^{1}/_{2}" \square \square$

□ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

### Press the [Special Original] key.

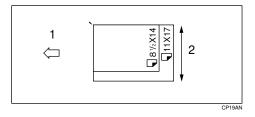
Text Photo	() Ready	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 世目 D 2世 ⊂ Select ▶ 8½×11 8½×1	38 🗗 T8 🕽	l <b>⊻</b> )ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	<sup>V2×11</sup> 1×17 <b>100%</b>	
(Lighter) Darker	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{\end{array}_2} \\ \boxed{\end{array}_2} \bullet \boxed{\end{array}_2}$	$1^2 \rightarrow 1^2 \qquad 1^2 \rightarrow \frac{1}{3}$	2 Shrink& Center	RR RR
<b>F</b> Special Original	Cover/Slip Sheet Edit/Star	np Duplex/Combine	Reduce/Enlarge	<b>BR</b>

# **2** Press the [Mixed Sizes] key.

Special Original Batch (SADF)	⊖Ready	Copy	No. <b>1</b>	Orig. Qty Copy
Mixed Sizes	Auto Paper Select ▶ 1 💷 🕽 2 🗉 0 8½×11 8½×1	⊃ 3Ш ⊡ ТШ D 1 11×17 8½×11	u≰. Bypass	Sort: Stack:
Thin Original Orientation	Full Size Auto Reduce/Enlarge	9 11×15 8½×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	RE RE
RR 22		12→12 12→	12 34 Center	Punch:
ОК	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce/Enlarge	RIEJ (SIE)

# Press the [OK] key.

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



1: Set into the document feeder.

2: Vertical size

### ∰Important

□ If the originals are of different vertical sizes, put the longer original on the bottom, otherwise the sizes might not be detected correctly.

# **5** Adjust the guide to the widest original size.

### **6** Set the aligned originals face up into the document feeder.

### Thin mode

Use Thin mode if the scanned image is distorted at the edges when copying thin  $(52g/m^2, 14 \text{ lb. Bond or lighter})$  originals.

### ∰Important

□ Set to Thin mode when you place thin paper into the document feeder, otherwise your originals might be damaged.

Press the [Special Original] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		u <b>⊥</b> ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	/2×11 1×17 <b>100%</b>	RRRE
(Lighter) Darker	$\boxed{1}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{1}_{2} \rightarrow \boxed{1}_{2}$	$1^2 \rightarrow 1^2$ $1^2 \rightarrow \frac{1}{3}$		
Re Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	RIET BURN

# **2** Press the [Thin] key.

Special Original	OReady	Сору	No. 1	Orig. Q'ty Copy
Batch (SADF) Mixed Sizes	Auto Paper Select ▶ 1 💷 🕽 2 8½×11	:= - 3= - T= - 8½×11 11×17 8½×11	<b>t≚</b> Bypass	U I U Sort: Stack: DD Staple:
Thin Original Orientation	Full Size Auto Reduce/	Enlarge 11×15 8½×11 93%	<sup>8½×11</sup> 11×17 1100%	
kr ét			12 34 Center	
ОК	Cover/Slip Sheet E	dit/Stamp Duplex/Combine	Reduce/Enlarge	

Press the [OK] key.

# **Basic Functions**

The following basic functions are explained in this section.

- Adjusting Copy Image Density Auto and Manual Image Density
- Selecting Original Type Setting Text, Text. Photo, Photo, Pale, Generation Copy
- Selecting Copy Paper

Auto Paper Select and Manual Paper Select

### Auto Reduce/Enlarge

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

### 🖉 Note

- □ You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See  $\Rightarrow$  P.310 "General Features <sup>1</sup>/<sub>3</sub>".
- □ You can change default settings for basic functions. See  $\Rightarrow$  P.310 "Settings You Can Change with the User Tools".

# **Adjusting Copy Image Density**

You can adjust the copy image density to match your originals.

There are three types in this function:

### Auto Image Density

The machine automatically adjusts the image density.

### Manual Image Density

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

### Combined Auto and Manual Image Density

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

# 🖉 Note

- In Connect Copy mode, make adjustments to copy image density on the master unit.
  - The image density level set on the master unit will be used by both units, However, in order to produce similar images on both units, make sure that the "Original Mode Quality Level" settings are the same on each unit. If they are not the same, the finish of images may differ. See "Original Mode Quality Level" in ⇒ P.310 "General Features <sup>1</sup>/<sub>3</sub>".

**1** Select one of Image Density modes.

Auto Image Density

Text Photo	() Ready		Copy	No. 1	Orig. Qty	y Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 8½×1	D 2世 □ 31 1 8½×11 1		⊌ Bypass	Sort:	Stack:
Auto Image Density	Full Size Auto F	educe,⁄En large 1 81		<sup>3</sup> <sup>1</sup> / <sub>2</sub> ×11 11×17 <b>100%</b>	R'R	ØR
(Lighter Darker)	1² • 1⁄2₂ [½	$\int_2 \rightarrow \left[ \frac{1}{2} \right] \left[ \frac{1}{2} \right]$		12 34 Center	RR Punch:	RR
Fire Special Original	Cover/Slip Sheet	Edit/Stamp	Duplex/Combine	Reduce/Enlarge	<u>[</u> <b>R</b> ]:R_]	Ør

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

### 🖉 Note

- □ If the **[Auto Image Density]** key is not selected, press the **[Auto Image Density]** key.
- □ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Manual Image Density

**1** Press the [Auto Image Density] key to cancel it.

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

Text Photo	() Ready	Copy	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 🖽 🕽 2 🗉 🗔 8½×11 8½×11	3≣ □ T≣ ] 11×17 8½×11	<b>⊌_</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 81/2×11 93%	8½×11 11×17 <b>100%</b>	
(Lighter)	$\boxed{1}_{2} \bullet \boxed{7}_{2} \boxed{7}_{2} \bullet \boxed{7}_{2}$	<sup>1</sup> 2→12 <sup>1</sup> 2→	12 34 Center	RR RR
fer Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/Enlarge	RR BE

## 🖉 Note

□ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Combined Auto and Manual Image Density

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

**2** Press the [Lighter] or [Darker] key to adjust the density.

Text Photo	OReady	Copy	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1  □		u± ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	/2×11 1×17 <b>100%</b>	
(Lighter) Darker		$1^{2} \rightarrow 1^{2}$ $1^{2} \rightarrow \frac{1}{3}$	2 Shrink& Genter	Punch:
FR Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	RE RE

### 🖉 Note

□ If you do not wish to set any other functions, press the **[Start]** key to start copying.

# Selecting Original Type Setting

Select one of the following types to match your originals:

### Text

Select this mode when your originals contain only letters (no pictures).

### Text-Photo

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

### Photo

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

### Pale

Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

### Generation Copy

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

### 🖉 Note

- □ You can directly display the **[Original Mode]** key on the copy original display. See "Original Mode Display" in  $\Rightarrow$  P.310 "*General Features* <sup>1</sup>/<sub>3</sub>".
- □ You can adjust the quality level for each original type. See "Original Mode Quality Level" in  $\Rightarrow$  P.310 "*General Features*  $\frac{1}{3}$ ".
- In Connect Copy mode, make adjustments to the original type on the master unit.

**1** Press the appropriate key to select the original type.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	38 🕞 T8 🕽	u± Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce,Enlarge		<sup>3/2×11</sup> 11×17 <b>100%</b>	RR RR
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}}, \boxed{\end{array}}, \boxed{\end{array}, \boxed{\end{array}}, \boxed{\end{array}, , 2$		2 Shrink& Center	
Fr Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	KR KR

### 🖉 Note

□ If "Yes" has been selected in "Original Mode Display" of the User Tools, press the **[Original Mode]** key to select the original type, then press the **[OK]** key. See "Original Mode Display" in  $\Rightarrow$  P.310 "General Features 1/3".

Original Mode	OReady	Copy	No. 1	Orig. Qty Copy
Text - Photo	Auto Paper Select ▶ 1 💷 🕽 2 🗉 8½×11 8½×	☞ 3世 ☞ TU ┃ 11 11×17 8½×11	u <b>⊻</b> Bypass	Sort: Stack:
Photo	Full Size Auto Reduce/Enlar	ge 11×15 93% 8½×11 93%	<sup>8½×11</sup> 11×17 <b>100%</b>	Staple:
Generation Copy	$\boxed{2} \rightarrow \boxed{2}_2 \qquad \boxed{2}_2 \rightarrow \boxed{2}_2$		12 34 Shrink& Center	RR RR
ОК	Cover/Slip Sheet Edit/St	amp Duplex/Combine	Reduce/Enlarge	RIFF RIED

□ If you do not wish to set any other functions, press the **[Start]** key to start copying.

# **Selecting Copy Paper**

There are two ways to select copy paper:

#### Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.  $\Rightarrow$  P.46 "*Rotated copy*".

### Manual Paper Select

Choose the tray containing the paper you wish to copy onto: Paper Tray, Bypass Tray or large capacity tray (LCT).

### ✓ Reference

 $\Rightarrow$  P.73 "Copying from the Bypass Tray".

### Limitation

- □ Auto Paper Select mode is intended for normal and recycled paper.
- If you set all the paper trays other than "No Display" or "Recycled Paper", you cannot use Auto Paper Select.

### 🔗 Note

□ See the following table for possible copy paper sizes and directions with Auto Paper Select (when copying at a ratio of 100%):

#### Metric version

Where Original Is Set	Paper Size and Direction
Exposure glass	A3D, B4D, A4DD, B5DD, 8 <sup>1</sup> / <sub>2</sub> "× 13"D <sup>*1</sup>
Document feeder	A3D, B4D, A4DD, B5DD, A5DD, B6DD, 11" $\times$ 17"D, 8 <sup>1</sup> / <sub>2</sub> " $\times$ 11"DD, 8 <sup>1</sup> / <sub>2</sub> " $\times$ 13"D * <sup>1</sup> , 8KD, 16KDD

<sup>\*1</sup> You can select from  $8^{1}/_{2}$ " × 13",  $8^{1}/_{4}$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

#### Inch version

Where Original Is Set	Paper Size and Direction
Exposure glass	11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$
Document feeder	A4 $\Box$ $\Box$ , 11" × 17" $\Box$ , 11" × 15" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\Box$ $\Box$ , 8" × 10" $\Box$ , 10" × 14" $\Box$ , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " $\Box$ $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 13" $\Box$ <sup>*1</sup>

<sup>\*1</sup> You can select from  $8^1/_2$ " × 13",  $8^1/_4$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

- □ For some originals, the original size might not be detected correctly. See  $\Rightarrow$  P.21 "Sizes difficult to detect".
- When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "Special Paper Indication" in the System Settings manual.
- □ In Connect Copy mode, select the copy paper in the master unit.
  - We recommend that both units have the same paper settings. Only paper trays loaded with the paper of the same size, direction and type installed in both the master unit and sub-unit are available.
  - When you press the **[Connect]** key, only the paper trays that have the same settings in both units are displayed. Other trays are shown grayed out and cannot be selected.
  - If the multiple trays are available in Connect Copy mode, each unit selects the paper tray detected in each "Paper Tray Priority" setting. See "Paper Tray Priority" in the System Settings manual.
  - If the paper tray in use runs out of paper in the sub-unit, the paper tray that has the paper identical in size and different in direction is selected, and the original image is rotated (if "On (Rotate)" is selected in "Auto Tray Switching"). See "Auto Tray Switching" in the System Settings manual.

# Select the copy paper.

Auto Paper Select

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

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 Select ▶ 8½×11 8½×*	⊃ 3∎ ⊂ T≣ D 11 11×17 8½×11	<b>⊌</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarg	e 11×15 8½×11 93%	<sup>8½</sup> ×11 11×17 100%	
(]Lighter Darker	$\boxed{1}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{1}_{2} \rightarrow \boxed{1}_{2}$		12 34 Shrink& Center	Punch:
Fre Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce/Enlarge	RR

### 🖉 Note

- □ If the **[Auto Paper Select]** key is not selected, press the **[Auto Paper Select]** key.
- □ If you do not wish to set any other functions, press the **[Start]** key to start copying.

Manual Paper Select

**1** Select the paper tray, bypass tray or large capacity tray (LCT).

Text Photo	OReady	Сору		No. <b>1</b>	Orig. Qity 0	/ <sup>Copy</sup>
Text • Photo Pale Generation	Auto Paper Select ) 8 <sup>1</sup> / <sub>2</sub> ×11 8 <sup>1</sup> / <sub>2</sub>	3≣ 교 ≨×11 11×17	T <b>Ш [] 止</b> 8½×11 Bypass		Sort:	Stack:
Auto Image Density	Full Size Auto Reduce,En	large 11×15 8½×11	93% <sup>81/2×1</sup> 11×1	100%		ØR
(Lighter Darker)		<b>]</b> 2 <sup>1</sup> 2→1 2	$12 \rightarrow \frac{12}{34}$	Shrink& Center	RR Punch:	RR
Re Special Original	Cover/Slip Sheet Edit	;/Stamp Dupl	ex/Combine Re	duce/Enlarge	<u>R</u> .	<u>Bir</u>

### 🖉 Note

□ If you do not wish to set any other functions, press the **[Start]** key to start copying.

2

# Rotated copy

If the direction in which your original is set (landscape or portrait) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See "Auto Paper Select" in  $\Rightarrow$  P.43 "Selecting Copy Paper" and  $\Rightarrow$  P.47 "Auto Reduce/Enlarge".

Original	Paper Ori-	Copy Ori-
Orientation	entation	entation
R	Ļ	GCROTAGE

### Limitation

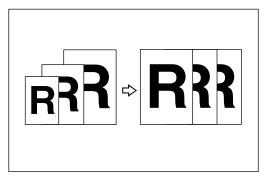
- You cannot use the Rotated Copy function with Auto Paper Select if the "Auto Tray Switching" setting of the User Tools (System Settings) is set to "On (No Rotate)" or "No". See "Auto Tray Switching" in the System Settings manual.
- □ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, set your original in the landscape direction.

	Origin. tion	al Size and Direc-		Copy I rection	Paper Size and Di-
You cannot rotate:	A4, B5, or A5 por- trait	GCROTATE	When en- larging to $\rightarrow$	B4, A3	GCROTAZE
However, you can ro- tate:	A4, B5, or A5 land- scape	GCROTA3E	When en- larging to $\rightarrow$	B4, A3	R

□ You cannot use the Rotated Copy function when "Top Slant", "Left 2" or "Saddle Stitch" is selected for stapling or if the Punch function is selected. See  $\Rightarrow$  P.60 "*Staple*" and  $\Rightarrow$  P.69 "*Punch*".

# Auto Reduce/Enlarge

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



### Limitation

□ You cannot use the bypass tray with this function.

### 🖉 Note

□ When you use Auto Reduce/Enlarge, see the following table for possible original sizes and directions:

### Metric version

Where Original Is Set	Original Size and Direction
Exposure glass	A3D, B4D, A4DD, B5DD, 8 <sup>1</sup> / <sub>2</sub> "× 13"D <sup>*1</sup> , 8KD, 16KDD
Document feeder	A3D, B4D, A4DD, B5DD, A5DD, B6DD, 11" $\times$ 17"D, 11" $\times$ 15"D, 8 <sup>1</sup> / <sub>2</sub> " $\times$ 11"DD, 8 <sup>1</sup> / <sub>2</sub> " $\times$ 13"D * <sup>1</sup> , 8KD, 16KDD

<sup>\*1</sup> You can select from  $8^{1}/_{2}$ " × 13",  $8^{1}/_{4}$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

### Inch version

Where Original Is Set	Original Size and Direction
Exposure glass	11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$
Document feeder	A4 $\Box$ $\Box$ , 11" × 17" $\Box$ , 11" × 15" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " × 2" $\Box$ $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 13" $\Box$ *1

<sup>\*1</sup> You can select from  $8^{1}/_{2}$ " × 13",  $8^{1}/_{4}$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

 $\Box$  The reproduction ratios the machine will select are 25 – 400%.

- □ For some originals, the original size might not be detected correctly. See  $\Rightarrow$  P.21 "Sizes difficult to detect".
- □ You can set originals of different sizes in the document feeder at a time. See  $\Rightarrow$  P.37 "*Mixed Sizes mode*".

### Press the [Auto Reduce/Enlarge] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 💷 0 Select ▶ 8½×11 8½×1		u <b>⊥</b> ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	9 11×15 93% 81 81/2×11 93% 1	/2×11 1×17 <b>100%</b>	RERE
(]Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{} 2_2 \bullet \boxed{} 2_2 \bullet \boxed{} 2_2 \bullet \boxed{} 2_2$	$1 \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} \xrightarrow{3}$	2 Shrink& Center	
Fre Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce/Enlarge	RIR. RIRI

# **2** Select the paper tray.

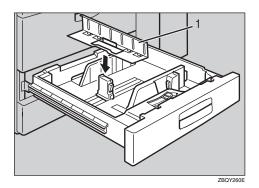
### 🖉 Note

□ If you do not wish to set any other functions, press the **[Start]** key to start copying.

# **Copying onto Tab Stock**

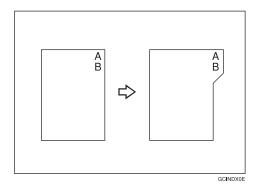
The options which are required to use this function are as follows:

- Output tray or 100-sheet finisher
- Tab sheet tray



### **1.** Tab sheet tray

To make copies onto tab stock, you need to specify the paper type. For details, see "Tray 2: Special Paper Indication" in the System Settings manual.



### Preparation

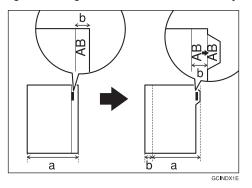
Select "Tab Stock" in "Tray 2: Special Paper Indication" of the User Tools (System Settings). See "Tray 2: Special Paper Indication" in the System Settings manual.

Specify the paper size in "Tray 2:Paper Size Setting" of the User Tools (System Settings) as follows:

- Metric version: A4 🗸
- Inch version:  $8^1/_2$ " × 11"  $\square$

Set the tab stock in tray 2.

Check the position of the index tab to avoid cropping the image. See "Tray 2: Special Paper Indication" in the System Settings manual.

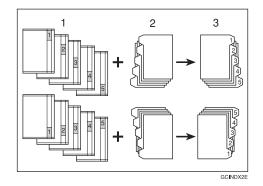


# Limitation

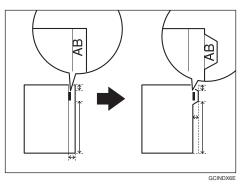
- □ Use originals which contain only text.
- □ The image area of one original should be 6% or less of the whole area of the original.
- □ The font size of the letters on the originals should be 16 points or less.
- $\Box$  When using the tab stock, the temperature should be 20°C, 68°F or more.

### ∰Important

**T**ab stock is always fed starting with the top tab.



- **1.** Set originals
- 2. Place the tab stocks in tray 2
- 3. Make copies
- Use the originals which do not have any images on the top or bottom part of the index tab. If the images are on the top or bottom part of the index, the images are not copied on the paper, and the machine will be damaged.



### 🖉 Note

- □ When copying onto the tab stock, copying speed will be reduced.
- □ Copies are delivered face down.
- □ The number of tabs, weights and types of the tab stock that can be placed in tray 2 are as follows:

	Number of Tabs	Weight of Tab Stock	Type of Tab Stock
Metric version	Tab 5	$160g/m^2$ , 110 lb.	Small tab only
Inch version	Tab 1 – 5, Tab 8, Tab 12	Index or lighter	(large tab is not available)

□ You can store the optional tab sheet tray using the hook which is packed with the tab sheet tray.

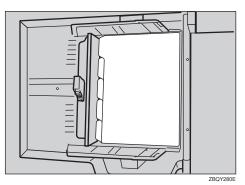
### Pull out tray 2 until it stops.

# **2** Adjust the back fence as follows:

- Metric version: 10" (Paper Size Settings is A4 □)
- Inch version: B5 (Paper Size Settings is  $8^1/_2$ " × 11"  $\square$ )

# **3** Attach the tab sheet tray to the back fence in the paper tray.

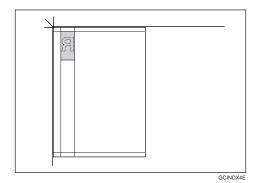
**4** Place the tab stock in the  $\square$  direction as shown below.



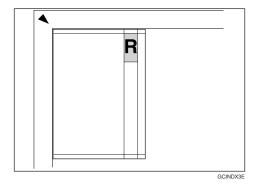
**5** Select the paper tray (tray 2).

**6** Place your originals as follows:

### Exposure glass









# Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

### Sort

- Sort
- Rotate Sort

### Stack (optional finisher required)

• Stack (optional finisher required)

#### Staple (optional finisher required) 50-Sheet/100-Sheet Finisher

- Top
- Top Slant
- Bottom
- Left 2

• Top 2 (only when "90° Turn" is selected with the original orientation) Booklet Finisher

- Top Slant
- Bottom
- Left 2
- Top 2 (only when "90° Turn" is selected with the original orientation)
- Saddle Stitch

### Limitation

□ You cannot use the bypass tray with this function.

### 🖉 Note

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

□ The maximum tray capacity is as follows.

### ✤ Metric version

Output tray	• A5, B5, A3: 250 sheets (80g/m <sup>2</sup> )
	• A4, B4: 500 sheets (80g/m <sup>2</sup> )
50-Sheet Finisher	Finisher proof tray (Without punch):
	• B4 or larger: 50 sheets (80g/m <sup>2</sup> )
	• A4 or smaller: 250 sheets (80g/m <sup>2</sup> )
	Finisher shift tray (Without punch):
	• A5 <sup>-</sup> : 100 sheets (80g/m <sup>2</sup> )
	• Except A5, A4 : 1,500 sheets (80g/m <sup>2</sup> )
	• A4 🖵 : 3,000 sheets (80g/m <sup>2</sup> )
100-Sheet Finish-	Finisher proof tray (Without punch):
er	• B4 or larger: 250 sheets (80g/m <sup>2</sup> )
	• A4 or smaller: 500 sheets (80g/m <sup>2</sup> )
	Finisher shift tray (Without punch):
	• A5 <sup>-</sup> : 100 sheets (80g/m <sup>2</sup> )
	• Except A5, A4 : 1,500 sheets (80g/m <sup>2</sup> )
	• A4 🖵 : 3,000 sheets (80g/m <sup>2</sup> )
Booklet Finisher	Finisher proof tray:
	• A4 $\square$ or larger: 75 sheets (80g/m <sup>2</sup> )
	• A4  or smaller: 150 sheets (80g/m <sup>2</sup> )
	Finisher shift tray (Without staple): *1
	• Except A4 🔽 , B5 🖵 : 500 sheets (80g/m <sup>2</sup> )
	• A4 , B5 : 1,000 sheets (80g/m <sup>2</sup> )
	Booklet tray:
	• 1 – 5 sheets: 25 sets (80g/m <sup>2</sup> )
	• 6 – 10 sheets: 15 sets (80g/m <sup>2</sup> )
	• 11 – 15 sheets: 10 sets (80g/m <sup>2</sup> )
	1

<sup>\*1</sup> If you copy when paper remains on the tray, the capacity might be reduced.

### Inch version

Output tray	• $5^{1}/_{2}$ " × $8^{1}/_{2}$ ", 11" × 17": 250 sheets (20 lb. Bond)
	• $8^{1}/2$ " × 11", $8^{1}/2$ " × 13": 500 sheets (20 lb. Bond)
50-Sheet Finisher	Finisher proof tray (Without punch):
	• 8 <sup>1</sup> / <sub>2</sub> " × 14" or larger: 50 sheets (20 lb. Bond)
	• $8^{1}/_{2}$ " × 11" or smaller: 250 sheets (20 lb. Bond)
	Finisher shift tray (Without punch):
	• $5^{1}/_{2}$ " × $8^{1}/_{2}$ " $\square$ : 100 sheets (20 lb. Bond)
	• Except 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " , 8 <sup>1</sup> / <sub>2</sub> " × 11" . 1,500 sheets (20 lb. Bond)
	• $8^{1}/_{2}$ " × 11" $\square$ : 3,000 sheets (20 lb. Bond)
100-Sheet Finish-	Finisher proof tray (Without punch):
er	• $8^{1}/{_{2}}'' \times 14''$ or larger: 250 sheets (20 lb. Bond)
	• 8 <sup>1</sup> / <sub>2</sub> " × 11" or smaller: 500 sheets (20 lb. Bond)
	Finisher shift tray (Without punch):
	• $5^1/_2$ " × $8^1/_2$ " $\square$ : 100 sheets (20 lb. Bond)
	<ul> <li>Except 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" □, 8<sup>1</sup>/<sub>2</sub>" × 11" □: 1,500 sheets (20 lb. Bond)</li> </ul>
	• $8^{1}/_{2}$ " × 11" $\square$ : 3,000 sheets (20 lb. Bond)
Booklet Finisher	Finisher proof tray:
	• $8^1/2'' \times 11'' \square$ or larger: 75 sheets (20 lb. Bond)
	• $8^1/2" \times 11" \square$ or smaller: 150 sheets (20 lb. Bond)
	Finisher shift tray (Without staple): *1
	• Except $8^{1}/_{2}$ " × 11" $\Box$ : 500 sheets (20 lb. Bond)
	• $8^{1}/_{2}$ " × 11" $\Box$ : 1,000 sheets (20 lb. Bond)
	Booklet tray:
	• 1 – 5 sheets: 25 sets (20 lb. Bond)
	• 6 – 10 sheets: 15 sets (20 lb. Bond)
	• 11 – 15 sheets: 10 sets (20 lb. Bond)

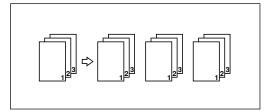
 $^{*1}$  If you copy when paper remains on the tray, the capacity might be reduced.

# Sort

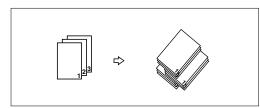
Copies can be assembled as sets in sequential order.

### Sort

Copies can be assembled as sets in sequential order.

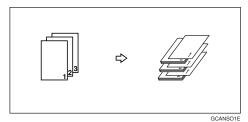


• 50-Sheet/100-Sheet Finisher The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can differentiate each set or job.



Booklet Finisher

The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the top sheet of each set to shift when delivered so that you can differentiate each set or job.



# 🖉 Note

□ The paper sizes that can be used in the Sort function are as follows:

### Metric version

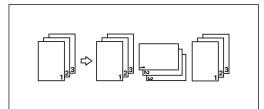
Output tray	A3, B4, A4, C, B5, C, 8K, 16K, D
50-Sheet Finisher	A3, B4, A4, C, B5, C, A5, C
100-Sheet Finish- er	A3, B4, A4, C, B5, C, A5, C
Booklet Finisher	A3, B4, A4, C, B5, C

#### Inch version

Output tray	$11" \times 17"$ , $8^{1}/_{2}" \times 14"$ , $8^{1}/_{2}" \times 11"$
50-Sheet Finisher	$11" \times 17"$ , $8^{1}/_{2}" \times 14"$ , $8^{1}/_{2}" \times 11"$
100-Sheet Finish- er	$11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, 8^{1}/_{2}" \times 11" \square \square, 5^{1}/_{2}" \times 8^{1}/_{2}" \square \square$
Booklet Finisher	$11" \times 17"$ , $8^{1}/_{2}" \times 14"$ , $8^{1}/_{2}" \times 11"$

### Rotate Sort

Every other copy set is rotated by  $90^{\circ}$   $\square$   $\square$  and delivered to the copy tray.



### 🖉 Note

- □ When the optional finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. See "Select Stack or Rotate sort" in ⇒ P.329 "*Input/Output*".
- □ The paper sizes that can be used in the Rotate Sort function are as follows:

#### Metric version

Output tray	A4 $\square$ $\square$ , B5 $\square$ $\square$ , A5 $\square$ $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$ $\square$ , 8K $\square$ , 16K $\square$ $\square$
50-Sheet Finisher	A4, D, B5, D, A5, D
100-Sheet Finish- er	A4 <b>DD</b> , B5 <b>DD</b> , A5 <b>DD</b>
Booklet Finisher	A4 D D, B5 D D

### Inch version

Output tray	$8^1/_2$ " × 11" $\square$ $\square$
50-Sheet Finisher	$8^1/_2$ " × 11" $\square$ $\square$
100-Sheet Finish- er	$8^{1}/_{2}$ " × 11" $\square$ $\square$
Booklet Finisher	$8^1/_2$ " × 11" $\square$ $\square$

□ To use the Rotate Sort function, two paper trays identical in size and different in direction (□□) are required.

### 

For the paper capacity of the optional finishers, see  $\Rightarrow$  P.344 "50-Sheet Finisher",  $\Rightarrow$  P.346 "100-Sheet Finisher" and  $\Rightarrow$  P.348 "Booklet Finisher".

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

#### When the finisher is not installed

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Q'ty Copy
Text • Photo	Press Sample Copy key, then one set	will be copied.		
Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		Ш. Вурахк	Sort: Rotate Sort:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	8½×11 11×17 <b>100%</b>	
(Lighter Darker)	$\begin{array}{c}1\\2 \bullet \boxed{2}\\2\end{array}$		12 34 Center	
<b>F</b> Special Original	Cover/Slip Sheet Edit/Star	p Duplex/Combine	Reduce/Enlarge	

#### When the 50-Sheet/100-Sheet Finisher is installed

Text Photo	O Ready Copy No. 1 Press Sample Copy key, then one set will be copied.	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11 11×17 8½×11 8½×1	Sort: Stack:
Auto Image Density	Full Size         Auto Reduce, Enlarge         11×15 8½×11         9 3 %         8½×11 11×17         1 0 0 %	
(]Lighter Darker	$\begin{bmatrix} 1 \\ 2 \end{bmatrix} + \begin{bmatrix} 1 \\ 2 \end{bmatrix} \begin{bmatrix} 1 \\ 2 \end{bmatrix} + \begin{bmatrix} 1 \\ 2 \end{bmatrix} \begin{bmatrix} 1 \\ 2 \end{bmatrix} + \begin{bmatrix} 1 \\ 2 $	Punch:
Re Special Original	Cover,Silp Sheet Edit,Stamp Duplex,Combine Reduce,Enlarge	kr (r

#### When the booklet finisher is installed

Text Photo	OReady Press Sample Copy key, then one set will b	Copy e copied.	No. 1	Orig. Q'	ty Copy <b>1 0</b>
Text • Photo Pale Generation		■ 🕞 T■ 🕽 🗯	1. 4-26-5	Sort: CCCP Staple:	Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge 8	1×15 12×11 93% 81/11	2×11 ×17 <b>100%</b>	'Ŗ'ŖĴ	PP
(Lighter Darker)		$ + 1 2 \qquad 1 2 + \frac{1}{34} $	Shrink& Centre	R	RR
en Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge		

### Note

□ When the optional finisher is installed, use the User Tools to display [Rotate Sort]. See "Select Stack or Rotate sort" in  $\Rightarrow$  P.329 "*Input/Output*".

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

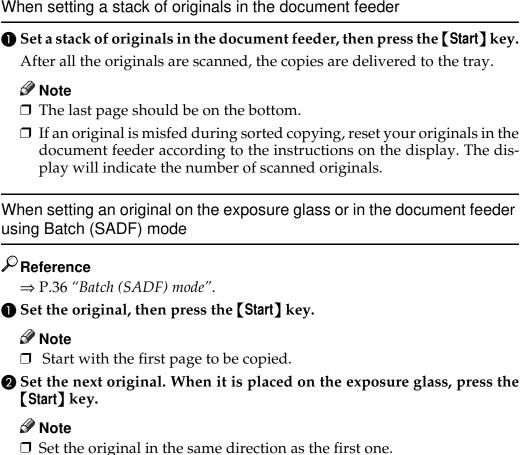
#### Limitation

 $\square$  The maximum number of sets is 999.

## 🖉 Note

□ To change the entered number, press the **[Clear/Stop]** key.

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



**3** After all originals are scanned, press the **[#]** key.

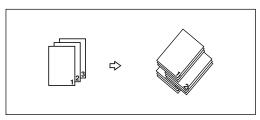
# Stack

The optional finisher is required to use this function.

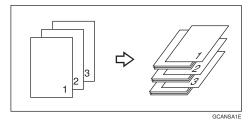
#### Stack

This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. The finisher shift tray of the finisher provides this function by sliding from side to side.

• 50-Sheet/100-Sheet Finisher



Booklet Finisher



# 🖉 Note

□ The paper sizes that can be used in the Stack function are as follows:

#### Metric version

50-Sheet Finisher	A3, B4, A4, C, B5, C, A5, C
100-Sheet Finish- er	A3, B4, A4, C, B5, C, A5, C, 8K, 16K, C
Booklet Finisher	A3, B4, A4, C, B5, A3, B5, A4, A4, A4, A4, A4, A4, A4, A4, A4, A4

#### Inch version

50-Sheet Finisher	$11" \times 17"$ , $8^{1}/_{2}" \times 14"$ , $8^{1}/_{2}" \times 11"$
100-Sheet Finish- er	$11" \times 17" \square, 8^{1}/_{2}" \times 14" \square, 8^{1}/_{2}" \times 11" \square \square, 5^{1}/_{2}" \times 8^{1}/_{2}" \square \square$
Booklet Finisher	$11" \times 17"$ , $8^{1}/_{2}" \times 14"$ , $8^{1}/_{2}" \times 11"$

### 

For the maximum tray capacity of the optional finisher, see  $\Rightarrow$  P.344 "50-Sheet *Finisher*",  $\Rightarrow$  P.346 "100-Sheet Finisher", and  $\Rightarrow$  P.348 "Booklet Finisher".

# Press the [Stack] key.

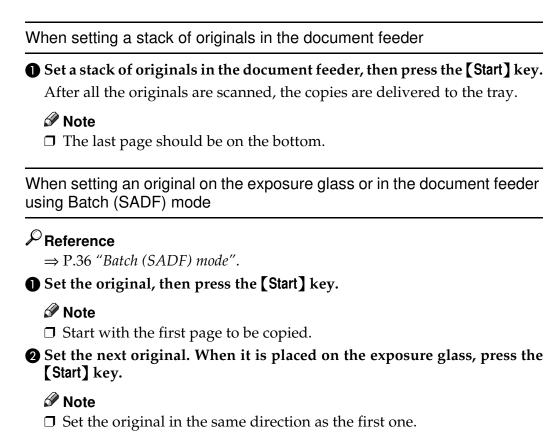
Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Q'ty Copy 0 1 0
Text • Photo Pale Generation	Auto Paper 8½×11 8½×11	3■ ☞ T■ D 11×17 8½×11	ul. Bypess	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 5	<sup>3V2×11</sup> 11×17 <b>100%</b>	
(Lighter Darker)		$1^{2} \rightarrow 1^{2}$ $1^{2} \rightarrow \frac{1}{3}$	2 Shrink& Center	
Re Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	R. C.

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

### 🖉 Note

 $\hfill\square$  To change the entered number, press the **[Clear/Stop]** key.

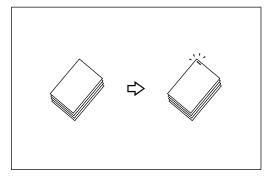
**B** Set your originals, then press the **[Start]** key.



# Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



# Limitation

- □ You cannot use the following paper in this function:
  - Tab stocks
  - Postcards
  - Translucent paper

- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different vertical sizes

#### 🖉 Note

□ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

V mour			
	With 50-Sheet Finisher	With 100-Sheet Finish- er	With Booklet Finisher
Paper size	A3□, B4□, A4□□, B5□□, 8K□, 16K□□	A3, B4, A4, C, B5, C, 8K, 16K, C, C	A3, B4, A4, (C) * <sup>3</sup> , B5 Saddle stitch function: A3, B4, A4
Sta- pler capac- ity	<ul> <li>(without punch)</li> <li>A4 or smaller: 50 sheets (80g/m<sup>2</sup>)</li> <li>B4 or larger: 30 sheets (80g/m<sup>2</sup>)</li> </ul>	<ul> <li>(without punch)</li> <li>A4 □, B5 □: 100 sheets (80g/m<sup>2</sup>)</li> <li>Except A4 □, B5 □: 50 sheets (80g/m<sup>2</sup>)</li> </ul>	<ul> <li>A4  or smaller: 50 sheets (80g/m<sup>2</sup>)</li> <li>A4  or larger: 30 sheets (80g/m<sup>2</sup>)</li> <li>Saddle stitch function: 15 sheets (80g/m<sup>2</sup>)</li> </ul>
Shift tray capac- ity (A4 ) *1	3,000 sheets (80g/m <sup>2</sup> )	3,000 sheets (80g/m <sup>2</sup> )	750 sheets (80g/m <sup>2</sup> ) * <sup>2</sup>

#### Metric version

<sup>\*1</sup> Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.

<sup>\*2</sup> If you copy when the paper remains on the tray, the capacity might be reduced.

<sup>\*3</sup> Available staple positions are "Top" and "Bottom".

#### Inch version

	With 50-Sheet Finisher	With 100-Sheet Finish- er	With Booklet Finisher
Paper size	$\begin{array}{c} 11" \times 17" \square, 8^{1}/_{2}" \times \\ 14" \square, 8^{1}/_{2}" \times 11" \square \square \end{array}$	$\begin{array}{c} 11" \times 17" \square, 8^{1}/{_{2}}" \times \\ 14" \square, 8^{1}/{_{2}}" \times 11" \square \square \end{array}$	11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$ ( $\square$ ) * <sup>3</sup> Saddle stitch function: 11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$
Sta- pler capac- ity	<ul> <li>(without punch)</li> <li>8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 50 sheets (20 lb. Bond)</li> <li>8<sup>1</sup>/<sub>2</sub>" × 14" or larger: 30 sheets (20 lb. Bond)</li> </ul>	<ul> <li>(without punch)</li> <li>8<sup>1</sup>/<sub>2</sub>" × 11" □: 100 sheets (20 lb. Bond)</li> <li>Except 8<sup>1</sup>/<sub>2</sub>" × 11" □: 50 sheets (20 lb. Bond)</li> </ul>	<ul> <li>8<sup>1</sup>/<sub>2</sub>" × 11" □ or smaller: 50 sheets (20 lb. Bond)</li> <li>8<sup>1</sup>/<sub>2</sub>" × 11" □ or larg- er: 30 sheets (20 lb. Bond)</li> <li>Saddle stitch func- tion: 15 sheets (20 lb. Bond)</li> </ul>
Shift tray capac- ity (8 <sup>1</sup> / <sub>2</sub> " × 11" <b>□</b> ) *1	3,000 sheets (20 lb. Bond)	3,000 sheets (20 lb. Bond)	750 sheets (20 lb. Bond) *2

<sup>\*1</sup> Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.

<sup>\*2</sup> If you copy when the paper remains on the tray, the capacity might be reduced.

<sup>\*3</sup> Available staple positions are "Top" and "Bottom".

□ In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

□ When you select Staple, Sort mode is automatically selected.

#### ✓ Reference

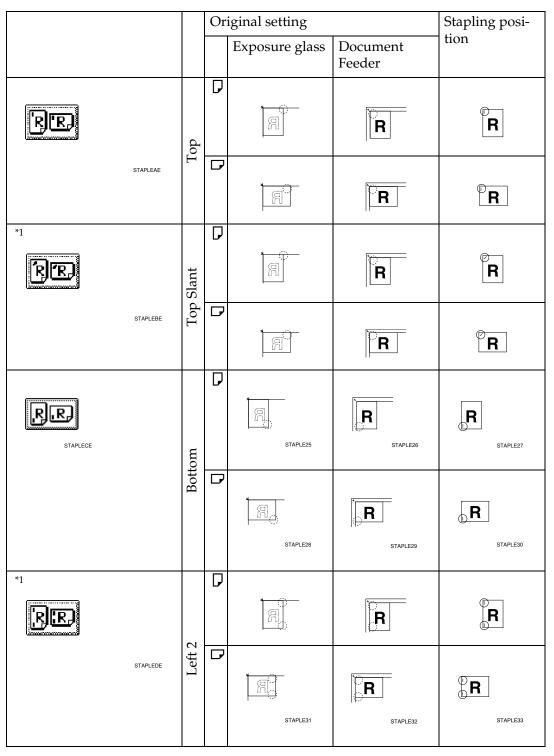
If you want to add staples, see  $\Rightarrow$  P.285 "  $\bowtie$  Adding Staples".

When staple is jammed, see  $\Rightarrow$  P.293 "  $\clubsuit$  *Removing Jammed Staples*".

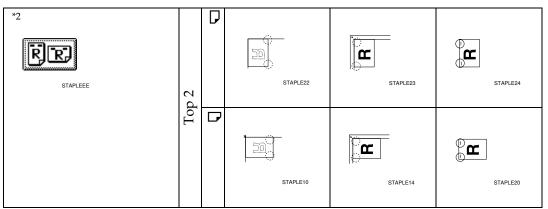
#### Stapling position and original setting

When there is copy paper that is identical in size and direction as your original, stapling positions are as follows:

#### ✤ 50-Sheet /100-Sheet Finisher







- <sup>\*1</sup> Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.
- <sup>\*2</sup> This position is available if "90° Turn" is selected with the original orientation.

## 🖉 Note

- □ You cannot change stapling positions during copying.
- □ When the original image is rotated, the stapling direction turns by 90°.
- With "Top" or "Bottom" selected at the stapling position, if no paper oriented in the same direction as the original is available, the image will be rotated and the paper of the same size as the original but oriented in the different direction will be selected.
- **D** The maximum original image size that can be rotated is as follows:

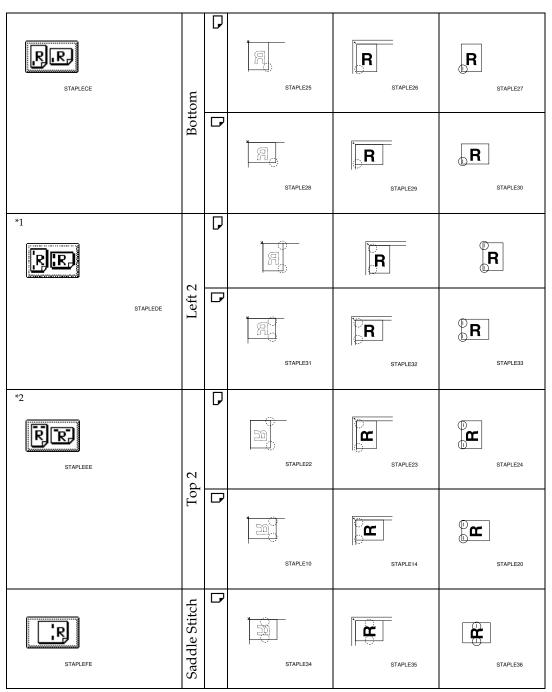
Metric version	A4
Inch version	$8^{1}/_{2}$ " × 11"

□ You cannot use the Rotated Copy function when "Top Slant" or "Left 2" is selected.

### Booklet Finisher

			Or	iginal setting		Stapling posi-	
				Exposure glass	Document Feeder	tion	
RR		Slant	D	R	R	R	
	STAPLEBE	Top	D		R	R	

2



- Original images are not rotated. When selecting these stapling positions, set the orig-inals in the same direction as copy paper is set. This position is available if "90° Turn" is selected with the original orientation. \*1
- \*2

### Solution Note

- □ If you select "Top Slant" when using A4 $\square$ , 8<sup>1</sup>/<sub>2</sub>"×11" $\square$  or 8<sup>1</sup>/<sub>2</sub>"×14" $\square$  copy paper, the result will be "Top".
- □ If you select "Left 2", the machine will not rotate the image by 90°.

- □ If you select "Saddle Stitch", the machine staples and folds the paper in the center, then delivers the paper folded.
- □ If you select "Saddle Stitch" in Magazine mode, the machine staples the paper, and folds it like a book, then delivers the paper folded. See  $\Rightarrow$  P.147 "*Magazine*".

# Select one of the stapling positions.

#### 50-Sheet/100-Sheet Finisher

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Q'ty Copy
	Press Sample Copy key, then one set v	/ill be copied.		
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	3世 ☞ T世 D 11×17 8½×11	Ш. Вуражк	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	8½×11 11×17 100%	
(]Lighter Darker	$\boxed{\begin{array}{c}1\\2\end{array}}, \boxed{\end{array}}, \boxed{\end{array}, \boxed{\end{array}}, \boxed{\end{array}, \boxed{\end{array}, }, \boxed{\end{array}, , , , , , , , $	12+12 12+	12 34 Center	RR RR
Fr Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	<b>RR</b> 812

#### Booklet Finisher

Text Photo	OReady Copy No. 1 Press Sample Copy key, then one set will be copied.	Orig.	Q'ty	Copy
Text • Photo Pale Generation	Auto Paper Select ▶         1 目目 8½×11         2 目 8½×11         3 目 11×17         T 目 8½×11         1 В½×2	Sort:	P [	rk: PP
Auto Image Density	Full Size         Auto Reduce, Enlarge         11×15 8½×11         9 3 %         8½×11 11×17         1 0 0.	% R	10000	jr
(Lighter Darker)	$1 \xrightarrow{2} + 1 \xrightarrow{1}_{2} \xrightarrow{1}_{2}$		8	₹ <b>I</b> RJ
FR Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge			

# 🖉 Note

- □ If the number of sheets of one set exceeds 15 when using "Saddle Stitch", the message asking you if you wish to "Print" or "Cancel" the job appears. If you press the **[Print]** key, the booklet finisher staples 15 sheets as one set. If you press the **[Cancel]** key, stapling is canceled and you need to remove the paper remaining in the staple unit.
- □ When you select the stapling position, Sort mode is automatically selected.

#### Reference

 $\Rightarrow$  P.63 "Stapling position and original setting"

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

#### 🖉 Note

□ To change the entered number, press the **[Clear/Stop]** key.

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

When setting a stack of originals in the document feeder

• Set a stack of originals in the document feeder, then press the [Start] key. After all the originals are scanned, the copies are delivered to the tray.

#### Note 🖉

□ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

✓ Reference

 $\Rightarrow$  P.36 "Batch (SADF) mode".

• Set the original, then press the [Start] key.

Note 🖉

□ Start with the first page to be copied.

**2** Set the next original. When it is placed on the exposure glass, press the [Start] key.

Solution Note

□ Set the original in the same direction as the first one.

**3** After all originals are scanned, press the **[#]** key.

# To Stop Scanning Temporarily

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

Press the [Clear/Stop] key to stop originals from being scanned into memory.

To resume scanning

**1** Press the [Resume] key to resume scanning.

#### Note

□ Scanned images in memory are not cleared.

To clear scanned images of the originals



#### • Press the [Cancel] key.

Scanning is stopped with the images cleared.

# When Memory Reaches 0%

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

#### 🖉 Note

□ There is enough memory to store approximate 200 to 1,000 originals of A4, 8<sup>1</sup>/<sub>2</sub>" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type.

#### Reference

Scanning will stop when memory reaches 0% during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "Memory Full Auto Scan Restart" in  $\Rightarrow$  P.329 "*Input/Output*".

### Press the [Start] key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

**2** Remove the copies and continue copying by following the instructions on the display.

# To Remove the Paper from the Staple Unit

If you cancel the stapling copy job in the middle of the job, the paper might be left in the staple unit. In this case, remove the paper from the staple unit.

#### Press the [Clear Modes/Energy Saver] key to cancel the copy settings.

# **2** Set the next original, then press the **[Start]** key.

The paper left in the staple unit is automatically delivered, then the next job starts.

#### 🖉 Note

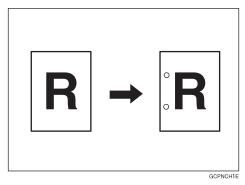
□ When the paper is not delivered and the message is displayed, follow the instructions on the display to remove the paper.

# Punch

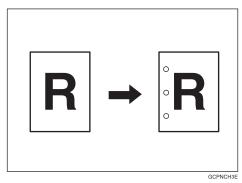
The optional finisher and punch kit are required to use this function.

This function is used to make punch holes in copies.

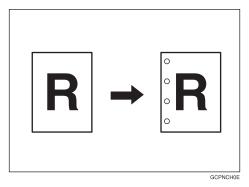
# 2 holes



## ✤ 3 holes



### ♦ 4 holes

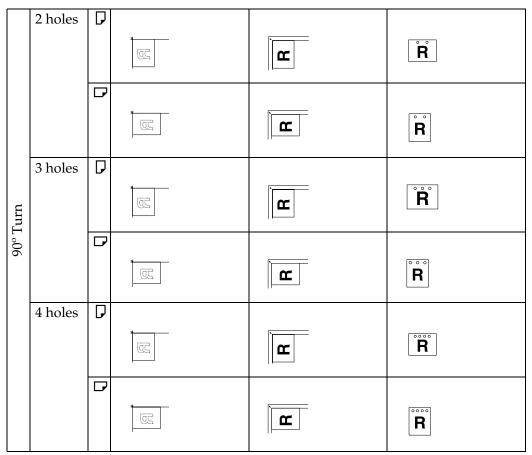


# 🔗 Note

□ The relationship between the direction in which you set the original and the punch hole positions is as follows:

# Punch hole positions

			Direction in which	Original Is Set	Punch Hole Posi-
			Exposure glass	Document feeder	tions
	2 holes	D	R	R	₿
		D	<u>a</u>	R	°R
Standard	3 holes	Ŀ	R	R	°₽
Stan		D	<u>a</u>	R	: <b>R</b>
	4 holes	₽	R	R	R
		D	<u>A</u>	R	R



□ Punchable paper sizes are as follows:

2 holes		A3 $\square - A5$ $\square \square, 11" \times 17" \square, 8^{1}/{_2"} \times 14" \square - 5^{1}/{_2"} \times 8^{1}/{_2"}$ $\square \square \square$
3 holes		A3 $\square$ , B4 $\square$ , A4 $\square$ , B5 $\square$ , 11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$
4 holes	Metric version	A3 $\square$ , A4 $\square$ , 11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$
	Scandinavian version	A3 $\square - A5 \square$ , 11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\square - 5^{1}/_{2}$ " × 8 <sup>1</sup> / <sub>2</sub> " $\square$

□ Since punch holes are made in each copy, the punch hole positions vary slightly.

□ The punch hole positions change according to the direction of the paper selected.

# ₽ Reference

If the punch waste box fills up, see  $\Rightarrow$  P.301 "*Arean Removing Punch Waste*".

# **1** Select the Punch position.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	3≣ ☞ T≣ D 11×17 8½×11	t <b>⊻</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 93% 8 8½×11 93% 1	1/2×11 1×17 1 0 0 %	اهی اور
(Lighter) Darker	$\boxed{\begin{array}{c}1\\2\end{array}}$	$1 \xrightarrow{1}{2} \rightarrow 1 \xrightarrow{2} \xrightarrow{1}{2} \xrightarrow{1}{3}$	2 Shrink& 4 Center	Punch:
Fr Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	RIEF BIEG

# 🔗 Note

 $\Box$  When stapling copies, also select a stapling position. See  $\Rightarrow$  P.60 "*Staple*".

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

# 🖉 Note

- □ To change the entered number, press the **[Clear/Stop]** key.
- $\hfill\square$  If you wish to use the Sort function, press the **[Sort]** key.

# **E** Set your originals, then press the **[Start]** key.

# Copying from the Bypass Tray

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

# Limitation

- When copying several originals using the bypass tray, copies are delivered face up ("Face Up Exit") and in reverse order by default.
- □ You can change the setting to "Face Down Exit" only when you are using high quality copy paper with a weight of 52 – 105g/m<sup>2</sup> (14 – 28 lb. Bond). See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.331 "Count Manager".
- □ If you have copies delivered face down when copying onto special paper, such as adhesive labels, a paper misfeed may occur. Be sure to select "Face Up Exit".

# 🖉 Note

- □ If you wish to have copies delivered face down when only one original is set on the exposure glass or in the document feeder, you must set the "Face-Up/ Down Selection in Bypass Mode" setting to "Face Down Exit" and the "Face-Up/Down Selection in Platen Mode" setting to "Face Down Exit" with the User Tools. See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.331 "Count Manager" and "Face-Up/Down Selection in Platen Mode" in ⇒ P.329 "Input/Output".
- □ The machine can automatically detect the following sizes as standard size copy paper:

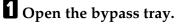
Metric version	A3D, A4D, A5D
Inch version	A3 $\square$ , 11" × 17" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\square$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\square$ , 8" × 10 <sup>1</sup> / <sub>2</sub> " $\square$ , 8" × 10" $\square$ , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " $\square$

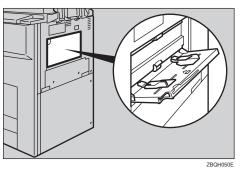
If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	<ul> <li>Vertical: 100 – 300mm</li> <li>Horizontal: 140 – 432mm</li> </ul>
Inch version	<ul> <li>Vertical: 4.0" – 11.7"</li> <li>Horizontal: 5.6" – 17.0"</li> </ul>

- □ To make copies onto OHP transparencies or thick paper exceeding 105g/m<sup>2</sup>, 28 lb. Bond, specify the paper type in ⇒ P.76 "When Copying onto OHP Transparencies or Thick Paper".
- □ The maximum number of sheets you can set at a time depends on the paper type. For details about paper capacity of the bypass tray, see ⇒ P.23 "Copy Paper".

□ In Connect Copy mode, you can set only cover sheet paper and slip sheet paper for the Cover/Slip Sheet function in the bypass tray.



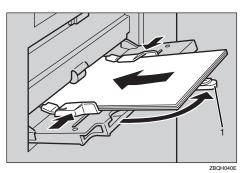


**2** Adjust the guides to copy paper size.

#### ∰Important

□ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

# **1** Lightly insert the copy paper face up until the beeper sounds.



#### 1. Extender

### 🖉 Note

- □ The face side of the paper set is copied on.
- Do not stack paper over the limit mark, otherwise a skew image or paper misfeeds might occur.
- If the beeper is turned off, lightly insert the copy paper until it stops. See "Operation Panel Beeper" in the System Settings manual.
- When the document feeder is open, set the direction of the copy paper toD.

- □ Swing out the extender to support paper sizes larger than A4 $\Box$ ,  $8^1/_2$ " × 11" $\Box$ .
- □ Fan paper to get air between the sheets and avoid a multi-sheet feed.
- □ Before setting, adjust the paper if curled or warped.

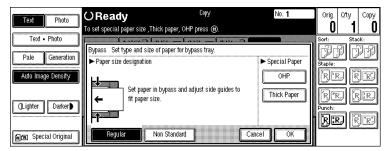
When copying onto non-standard size paper

#### **₩**Important

□ You should specify the size of copy paper to avoid paper misfeeds.

Press the [#] key.

**2** Press the [Non Standard] key.



**3** Press the [Vert inch] key and enter the vertical size of the paper with the number keys, then press the [#] key.

Text	() Ready	Сору	No. <b>1</b>	Orig.	Q"ty_	Сору
	To set special paper size ,Thick paper, OHP	press 🗰.		0	1	0
Text • Photo	[]			Sort:	Stac	:K:
Pale Generation	Bypass Set type and size of paper for byp	ass tray.		1 DØC	ЯÖ	
	<ul> <li>Paper size designation</li> <li>Enter vertical and horizontal dimensions.</li> </ul>		<ul> <li>Special Paper</li> </ul>	Staple:	ستنتبذا السسية	
Auto Image Density			OHP	R	2) [R	) rej
	↓ Vert	Store	Thick Paper			
Clighter Darker	←		Inick Paper	LBC	Y 6	JER.J
(]Lighter Darker	→ Horz	Recall		Punch:	_	S
					2J 🛛	Jiri
FRE Special Original	Regular Non Standard	Cano	el OK			

### 🖉 Note

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

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

#### 🖉 Note

- □ If the **[Horz inch]** key is not highlighted, press the **[Horz inch]** key.
- □ To change the number entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.

**5** To register the non-standard size entered, press the [Store] key and then press the [Cancel] key.

2

#### 🖉 Note

- □ If you do not register the non-standard size, go to step .
- □ Only one non-standard size can be stored.
- □ To recall the non-standard size stored, press the **[Recall]** key.
- □ If you do not register the non-standard size, the size you set is deleted when modes are cleared.

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

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

**5** When your copy job is finished, press the **[Clear Modes/Energy Saver]** key to clear the settings.

# When Copying onto OHP Transparencies or Thick Paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

### Limitation

□ When you select "OHP" or "Thick Paper", copy paper is delivered face up even if you have set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit". See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.331 "Count Manager".

### 🖉 Note

**\Box** Select **[Thick Paper]** if the paper weight is more than  $105g/m^2$ , 28 lb. Bond.

### **U** Open the bypass tray, and adjust the guides to the paper size.

### ∰Important

□ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

# **2** Lightly insert the OHP transparencies or thick paper face up until the beeper sounds.

The  $\blacksquare$  indicator on the display automatically goes on.

### 🖉 Note

- □ When you set an OHP transparency, make sure that its front and back faces are properly positioned.
- **D** To avoid paper misfeeds, fan the paper before setting it in the tray.

# B Press the [#] key.

# Select [OHP] or [Thick Paper].

Text Photo	Copy To set special paper size ,Thick paper, OHP press ⊕.	No. 1	Orig. Qty Copy
Text • Photo	Bypass Set type and size of paper for bypass tray.		Sort: Stack:
Pale Generation Auto Image Density	► Paper size designation	► Special Paper OHP	Staple:
	Set paper in bypass and adjust side guides to fit paper size.	Thick Paper	RR RR
(Lighter) Darker			Punch:
F Special Original	Regular Non Standard	Cancel OK	

# **5** Press the [OK] key.

**6** Set your originals and press the **[Start]** key.

### ₿Important

□ When copying onto OHP transparencies, remove copied sheets one by one.

When your copy job is finished, press the [Clear Modes/Energy Saver] key to clear the settings.

# Programs

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

#### Limitation

You cannot store the settings whether the Connect Copy function will be selected automatically in a program.

#### Storing Your Settings

You can store your settings you frequently use.

#### Deleting A Program

You can delete a stored program.

#### Recalling A Program

You can recall a stored program.

#### 🖉 Note

- □ You can store up to ten programs.
- □ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset is made, or immediately after the operation switch is turned on. See "Initial Mode" in  $\Rightarrow$  P.313 "General Features  $^{2}/_{3}$ ".
- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the User Tools (System Settings) will be selected first. See "Paper Tray Priority" in the System Settings manual.
- Programs are not cleared by turning the power off or by pressing the [Clear Modes/Energy Saver] key. They are canceled only when you delete or overwrite them with another program.
- If your program contains settings that are not available in Connect Copy mode, they are ignored in Connect Copy mode.
- If your program contains settings that are not available on the sub-unit, they are ignored in Connect Copy mode.

# Storing a Program

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

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



# Press the [Store] key.

Text + Plets	Select progr	ram number key to store.		
	<b>€</b> 1	Report 12	2	Not Stored
Faio Generation	3	Not Stored	4	Not Stored
Aulo image bensity	5	Not Stored	6	Not Stored
	7	Not Stored	8	Not Stored
(Lipter Daker)	9	Not Stored	1	O Not Stored

Press the program number you want to store.

### 🖉 Note

 $\Box$  Program numbers with  $\clubsuit$  already have settings in them.

### 

 $\Rightarrow$  P.80 "Changing a Stored Program"

# **5** Enter the program name with the letter keys on the display panel.

Toxi Plego	Store Program		
Test + Plate			Back Space
	1 2 3	4 5 6 7	8 9 0
Palo Generation	A B C	D E F G	НІЈ
Aulo image Censity	K L M	N O P Q	R S T
,			r Case Lower Case
(il.ipier Daker)		# & % -	Blank Clear
,			
Ginn Special Original			

### 🖉 Note

- □ If you do not wish to enter the program name, go to step **G**.
- □ You can register up to 25 characters.
- □ To change the name entered, press the **[Back Space]**, **[Clear]** or **[Clear/Stop]** key and enter new letters.

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

When the settings are successfully stored, the  $\clubsuit$  indicator goes on.

# **Changing a Stored Program**

**1** Press the stored program number key and make sure the settings.

#### 🖉 Note

□ When you want to check the contents of the program, recall the program. See  $\Rightarrow$  P.81 "*Recalling a Program*".

**2** Repeat steps **1** to **4** in Storing a Program.

#### To overwrite the program

#### ∰Important

□ If you select **[Delete]**, the previous program is lost.

• Press the [Delete] key.

Pogran Select pro	pan number key to store			_	
Q	Do you want to cancel resistered program	n?			
Do	1ª delete		Delete		्रेलस अ

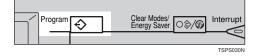
**2** Repeat steps **5** and **6** in Storing a Program.

Not to overwrite the program

Press the [Don't delete] key.

# **Deleting a Program**

Press the [Program] key.



# **2** Press the [Delete] key.

Text * Plets	-     📀	1	Report 12	] [	2	Hat Storal
Falo General I		3	First Stored	] [	Ą.	Hirt Storal
Aulo image Gensity		5	Not Stored	] [	6	Hat Storal
		7	Na Sava	] [	8	Hat Stored
Lipie   Dalei		0	Na Sovi	1		Na Stori

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

# Press the [Delete] key.

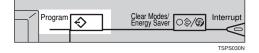
Posjivan Selest pri	gram number in ter deteled.			
Q	Do you wan to cancel cor	ntents of program?		
Do	n't delete		Delete	Cara I

### Note

□ To cancel the deletion, press the **[Don't delete]** key.

# **Recalling a Program**

```
Press the [Program] key.
```



# **2** Press the [Recall] key.

Text + Plate	Select p	progr	am number key.			
	[ €	1	Report 12	2	2	Har Storal
Pale Generation		3	Nat Storal	A		Hat Storad
Aulo image Censity		5	Nat Stored	E		Hat Storal
			Nat Storad	8	\$	Hat Stand
.kpler Daker		0	Not Stand		0	Hirt Stored

# **3** Press the program number you want to recall.

The stored settings are displayed.

Note

 $\Box$  Only programs with  $\clubsuit$  contain a program.

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

2

# **Job Preset**

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

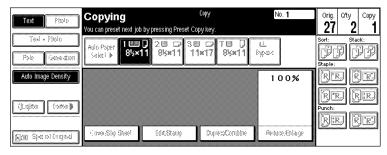
### Limitation

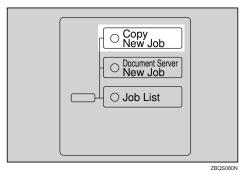
You cannot combine the Job Preset function with the Connect Copy function (option).

### Note

- **D** The maximum number of job sets that you can set with this function is 8.
- □ You can use this function for the documents stored in the Document Server.

## Press the [Copy/New Job] key.





# **2** Set up the next copy job.

Text Photo	<b>OReady</b> Please set modes and press start key.	Copy	No. <b>2</b> Cancel	Orig. Q'ty 01	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		u <b>⊥</b> ypass	Sort: Star	°K: PP
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 81	<sup>2×11</sup> 1×17 <b>100%</b>	RR (	ÌRÌ
(Lighter Darker)	$\begin{array}{c} 1 \\ 2 \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \end{array} \end{array} \right)_{2} \begin{array}{c} 1 \\ 2 \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \end{array} \right)_{2} \end{array}$	$\begin{array}{c}1\\1\\2\end{array} \rightarrow 1 2\end{array} \begin{array}{c}1\\2\\3\\3\end{array}$	2 Shrink& 4 Center	Punch:	, R
Fr Special Original	Cover/Slip Sheet Edit/Stam	) Duplex/Combine	Reduce/Enlarge	<u>r</u> r	<u>Jirj</u>

### 🖉 Note

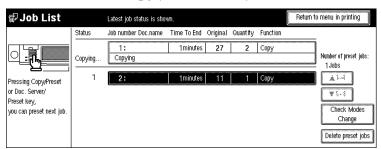
- The receipt number (preset number) of the preset job is displayed on the upper right of the display panel.
- □ To cancel this job, press the **[Cancel]** key.

#### **E** Set the originals in the document feeder and press the **[Start]** key.

After all originals are scanned, the Job List is displayed.

### Press the [Return to menu in printing] key.

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

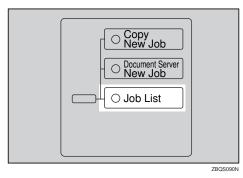


### 🖉 Note

□ You can switch the display to the current copy job by pressing the **[Return to menu in printing]** or **[Return to menu in scanning]** key. You can switch the display to the preset job by pressing the **[Return to menu in setting new job]** key.

# **Editing Job Preset**

Press the [Job List] key.



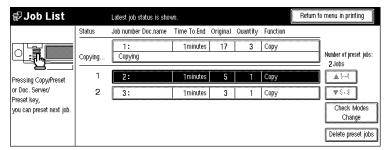
### 🖉 Note

□ You can confirm the preset number, time to end, number of originals, number of copy sets, and functions you use in the job status list.

**2** Press the preset job you want to change.

### 🖉 Note

□ If the desired job is not shown and more than 5 jobs are preset, press the [▼5~8] key to display the desired job.



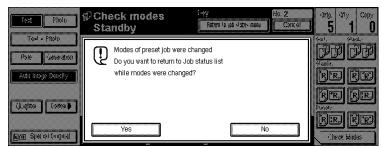
B Press the [Check Modes//Change] key.

**4** Change the settings.

**5** Press the [Return to job status menu] key.

Text Photo	₽ Check modes Standby	Copy Return to job status menu	No. <b>2</b> Cancel	Orig. Qity Copy 5 1 0
Text + Photo Pole Lisneration	Auto Paper Select ► 8½×11 8½×11	3₩ 🖙 Tℍ 🕽 ப 11×17 8½×11 ฿๚๛		Sort: Stack:
Auto Image Density	Full Size Auto Redected by:	1115 8匹加 93米 部本11	]100%	Staple:
(Lijte (cre)	Ľ²→ℤ₂ ℤ₂∗ℤ₂ Ľ		Shrinka. Centor	Punch:
in the second control of the second control	Cover/Slip Sheet Edit/Stamp	Duplex/Combine Rea	use.Enlage	RIEJ RIEJ

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



# 🖉 Note

 $\hfill\square$  To cancel the changes, press the **[No]** key.

**1** If you want to change the settings for other preset jobs, repeat steps **2** to **6**.

# B Press the [Return to menu in printing] key.

The initial display reappears.

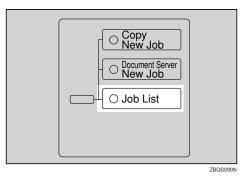


Depending on the condition of the current copy job, the [Return to menu in setting new job] or [Return to menu in scanning] key might be displayed. In this case, press the [Return to menu in setting new job] or [Return to menu in scanning] key.

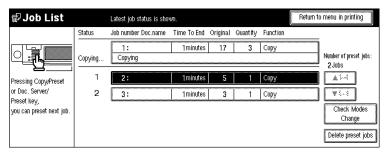
# **Deleting Job Preset**

You can delete the preset job in the Job List or Check modes display. The following procedure describes how to delete the preset job in the Job List display.

# Press the [Job List] key.



**2** Press the preset job you want to delete, then press the [Delete preset jobs] key.



### 🖉 Note

- □ If you delete the preset job in the Check modes display, press the **[Cancel]** key in the Check modes display.
- □ If the desired job is not shown and more than 5 jobs are preset, press the [▼5~8] key to display the desired job.

# B Press the [Cancel] key.

Text Photo	∲Check modes Standby	( 419) Retrimile jab vlativ menu	भिः 2 दिनस्त	<sup>کیری</sup> 5	ोग प्र 1 0
Tail + Photo Pole Campaction Auto intege Dansity Cluginge Control	Do you stop the followin Preset job No. 2 Copying	ng printing?		Salar Salar Salar R	P DR J BR
EM Spar tei (a time)	Resume		Cancel	RI	DE

# 🖉 Note

□ To cancel the deletion, press the **[Resume]** key.

# If you want to delete other preset jobs, repeat steps **2** and **3**.

# **5** Press the [Return to menu in printing] key.

The initial display reappears.

### 🖉 Note

Depending on the condition of the current copy job, the [Return to menu in preset mode] or [Return to menu in scanning] key might be displayed. In this case, press the [Return to menu in preset mode] or [Return to menu in scanning] key.

# **Other Functions**

# **Energy Saver Mode**

If you do not operate the machine for a certain period after copying, or when you press and hold the **[Clear Modes/Energy Saver]** key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the **[Clear Modes/Energy Saver]** key again, when the originals are set in the document feeder, or when the document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

#### 🖉 Note

- □ If you press the **[Clear Modes/Energy Saver]** key during the operation, the current settings will be cleared.
- It takes about 10 seconds to return to the ready condition from Energy Saver mode.
- It takes about 30 seconds to return to the ready condition from Low Power mode.
- □ If you press the **[Clear Modes/Energy Saver]** key while setting Connect Copy, Connect Copy mode is canceled and the machine returns to the initial condition of Copy mode.
- □ If you press the **[Connect]** key on the master unit, the sub-unit exits Energy Saver mode and enters Connect Copy mode.
- □ In Connect Copy mode, the sub-unit will not enter Energy Saver mode.

#### P Reference

See "Low Power Timer" in the System Settings manual.

# **Interrupt Copy**

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

### 🖉 Note

- The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.
- □ You can use Document Server mode in Interrupt Copy mode.
- In Connect Copy mode, you cannot use the Interrupt Copy function on the master unit.
- □ In Connect Copy mode, you cannot use the Interrupt Copy function on the sub-unit while the master unit is scanning an original.

- □ In Connect Copy mode, you cannot use the Interrupt Copy function when memory on the sub-unit is full.
- In Connect Copy mode, after finishing the interrupt copy job on the sub-unit, be sure to exit Interrupt mode on the sub-unit. When you exit Interrupt mode, the two machines automatically share the rest of the connect copy job.
- In Connect Copy mode, if the connect copy job is finished before finishing the interrupt copy job on the sub-unit, be sure to exit Interrupt mode on the sub-unit. If you do not exit Interrupt mode, the next connect copy job cannot be started.

#### To interrupt an original being fed

#### Press the [Interrupt] key.

The Interrupt indicator goes on and scanning stops.

**2** Remove the originals that were being copied and set the originals you wish to copy.

#### Press the [Start] key.

The machine starts making your copies.

When your copy job is finished, remove your originals and copies.

#### **5** Press the [Interrupt] key again.

The Interrupt indicator goes off.

When the display prompts you to, replace the originals that were being copied before.

#### Press the [Start] key.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

#### To interrupt copying after all originals have been fed

### Press the [Interrupt] key.

The Interrupt indicator goes on.

Note 🖉

□ Copying will not stop yet.

**2** Set your original.

#### Press the [Start] key.

The machine stops the original job and starts copying your original.

# When copying is complete, remove your originals and copies.

# **5** Press the [Interrupt] key again.

The Interrupt indicator goes off.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

# **User Codes**

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

## 🖉 Note

- When the machine is set for the user codes, the machine will prompt you for your user codes after the operation switch is turned on or Auto Reset comes into effect.
- □ You can adjust how long the machine waits before switching to the user code input display. See "Auto Reset Timer" in  $\Rightarrow$  P.310 "*General Features*  $^{1}/_{3}$ ".
- □ To prevent others from making copies using your user code, press the **[Clear Modes/Energy Saver**] and **[Clear/Stop]** keys simultaneously after copying.
- □ You can turn the User Codes on or off with the master unit User Tools (System Settings). See "Set User Codes" in the System Settings manual.
- □ You can monitor the total number of copies made by the master unit and subunit with the master unit User Codes function.
- If the User Codes are set to on in the sub-unit and a code has been entered before Connect Copy was selected, the master unit cannot monitor the number of copies made.
- If the User Codes are set only in the sub-unit, you can enter Connect Copy mode and make copies without entering a code. In this case the number of copies made will not be monitored.

#### ✓ Reference

For how to set up the user codes, see "Set User Codes" in the System Settings manual.

For how to register, change and delete the user codes, see "User Code Register/Change/Delete" in  $\Rightarrow$  P.331 "*Count Manager*".

# Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink, and your copies will be made as soon as warm-up finishes.

### **U** Make any adjustments to copy settings during the warm-up period.

# **2** Set your originals.

# Press the [Start] key.

Copying automatically starts when the **[Start]** key indicator flashes red and green and the machine is ready for copying.

# 🖉 Note

- □ In Connect Copy mode, copying starts when the master unit is ready for copying.
- □ To cancel Auto Start, press the **[Clear/Stop]** key.
- □ In Connect Copy mode, press the **[Clear/Stop]** key on the master unit to cancel Auto Start.

# **Original Beeper**

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

# 🖉 Note

- You can adjust when the beeper sounds with the "Auto Response (Human) Sensor" setting:
  - If set to "Yes", the beeper sounds as soon as you leave the machine after copying.
  - If set to "No", the beeper sounds 2 seconds after copying. See "Auto Response (Human) Sensor" in the System Settings manual.

□ To cancel this function, see "Original Beeper" in  $\Rightarrow$  P.313 "General Features <sup>2</sup>/<sub>3</sub>".

# Sample Copy

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

# Limitation

□ This function can be used only when the Sort function has been turned on.

# 🖉 Note

□ This function is only available on the master unit in Connect Copy mode.

**1** Select Sort and any other functions, then enter the number of copy sets to be made.

**2** Set the originals.

B Press the [Sample Copy] key.

One copy set is delivered for proof copying.

# After checking the finish, press the [Resume] key if the sample is acceptable.

The number of copies made is the number you specified minus one for the proof copy.

#### 🖉 Note

If you press the [Cancel] key after checking the finish, return to step 1 to adjust the copy settings as necessary. You can change the settings for Staple, Punch, Duplex, Copy Orientation, Stamp, Margin Adjust, and Cover/Slip Sheet. However, depending on the combinations of functions, some settings might not be changed.

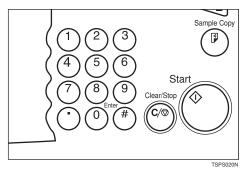
# Changing the Number of Sets

You can change the number of copy sets during copying.

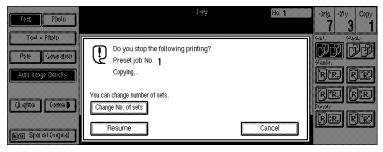
#### Limitation

□ This function can be used only when the Sort function has been turned on.

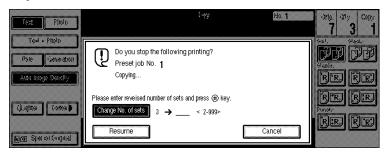
Press the [Clear/Stop] key when "Copying" is displayed.



# **2** Press the [Change No. of sets] key.



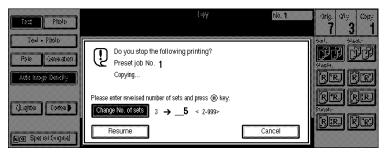
Enter the number of copy sets with the number keys, then press the [#] key.



#### 🖉 Note

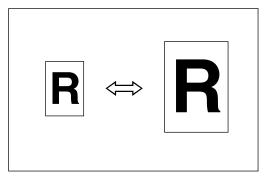
- □ The number of sets you can enter differs depending on the timing of pressing the **[Clear/Stop]** key.
- □ To change the entered number, press the **[Clear/Stop]** key.

Press the [Resume] key.



# Preset Reduce/Enlarge

You can select a preset ratio for copying.



#### 🖉 Note

- □ You can select one of 11 preset ratios (5 enlargement ratios, 6 reduction ratios).
- □ Use "Shrink&Center" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display.
- □ You can change the preset ratios to other ratios you frequently use. See "Enlarge" in ⇒ P.315 "Reproduction Ratio <sup>1</sup>/<sub>2</sub>" and "Reduce" in ⇒ P.316 "Reproduction Ratio <sup>2</sup>/<sub>2</sub>".
- □ You can set and display three kinds of ratio on the initial display. See "Short-cut R/E" in  $\Rightarrow$  P.315 "*Reproduction Ratio*  $^{1}/_{2}$ ".
- □ You can specify which of **[Reduce]**, **[Enlarge]** or **[Input Ratio]** is to be given priority and displayed when the **[Reduce/Enlarge]** key is pressed. See "R/E Priority" in  $\Rightarrow$  P.315 "*Reproduction Ratio*  $\frac{1}{2}$ ".
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- □ Copies can be reduced or enlarged as follows:

Ratio (%)	<b>Original</b> $\rightarrow$ <b>Copy paper size</b>
400 (enlarge area by 16)	
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	$A4 \rightarrow A3, A5 \rightarrow A4$
122	$F \rightarrow A3, A4 \rightarrow B4$
115	B4→A3
93	

#### Metric version

Ratio (%)	<b>Original</b> $\rightarrow$ <b>Copy paper size</b>
82	$F \rightarrow A4, B4 \rightarrow A4$
75	$B4 \rightarrow F4, B4 \rightarrow F$
71 (reduce area by $1/2$ )	$A3 \rightarrow A4, A4 \rightarrow A5$
65	A3→F
50 (reduce area by $1/4$ )	A3 $\rightarrow$ A5, F $\rightarrow$ A5

#### Inch version

Ratio (%)	Original $\rightarrow$ Copy paper size
400 (enlarge area by 16)	
200 (enlarge area by 4)	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " → $11$ " × $17$ "
155 (enlarge area by 2)	$5^{1}/_{2}$ " $\times 8^{1}/_{2}$ " $\rightarrow 8^{1}/_{2}$ " $\times 14$ "
129	$8^{1}/_{2}$ " × 11" → 11" × 17"
121	$8^{1}/_{2}$ " × 14" → 11" × 17"
93	
85	$F \rightarrow 8^1/_2$ " × 11"
78	$8^{1}/_{2}$ " × 14" → $8^{1}/_{2}$ " × 11"
73	$11"\times15"{\rightarrow}8^1/_2"\times11"$
65	$11"\times17"{\rightarrow}8^1/_2"\times11"$
50 (reduce area by $^{1}/_{4}$ )	$11" \times 17" \rightarrow 5^{1}/_{2}" \times 8^{1}/_{2}"$

## **1** Press the [Reduce/Enlarge] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🗋 20 8½×11 8		<b>⊌</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Er	nlarge 11×15 93% 8½×11 93%	<sup>8½</sup> ×11 11×17 100%	
(Lighter) Darker	$\boxed{\begin{array}{c}1\\2\end{array}}, \boxed{\end{array}}, \boxed{\end{array}, \boxed{\end{array}, 2}$	Ŋ₂ <u>1</u> 2+12 <u>1</u> 2→	12 34 Center	Punch:
fer Special Original	Cover/Slip Sheet Edi	t/Stamp Duplex/Combine	Reduce/Enlarge	RERE

#### 🖉 Note

□ To select a preset ratio on the initial display, directly press the shortcut reduce/enlarge key and go to step **⑤**.

#### **2** Press the [Enlarge] or [Reduce] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Q'ty Copy
Text • Photo Pale Generation	Auto Paper 1  □ ↓ 2 □ Select ▶ 8½×11 8½	J □ 38 □ T8 ] ×11 11×17 8½×11	<b>⊌≚</b> Bypass	Sort: Stack:
Auto Image Density	Select mode. 78% 50% 65%		25% OK	RR ØR
(Lighter) Darker	→ <u>5v2×8v2</u> 8v2×1		rge Full Size	
RE Special Original	Cover/Slip Sheet Edit,	Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

**3** Select a ratio.

Press the [OK] key.

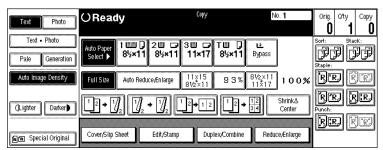
**b** Set your originals, then press the **[Start]** key.

### Shrink&Center mode

Use "Shrink&Center" to reduce the image by 93% of its original size with the center position as reference. You can register this function in a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

#### 🖉 Note

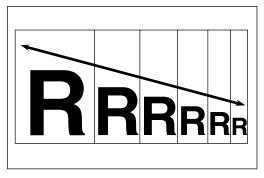
- □ You can register "Shrink&Center" in a shortcut key. See "Shortcut Keys" in  $\Rightarrow$  P.314 "General Features  $^{3}/_{3}$ ".
- □ You can change the Reduce/Enlarge ratio for "Shrink&Center". See "Shrink&Center Ratio" in  $\Rightarrow$  P.316 "*Reproduction Ratio* <sup>2</sup>/<sub>2</sub>".
- Press the [Shrink&Center] key displayed on the initial display.



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

# Zoom

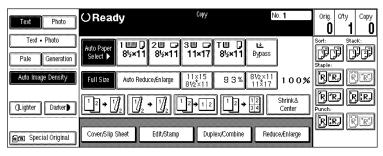
You can change the reproduction ratio in 1% steps.



### 🖉 Note

- □ The following ratios can be selected:
  - Metric version: 25 400%
  - Inch version: 25 400%
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- □ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the [+] or [-] key.

### Press the [Reduce/Enlarge] key.



### **2** Enter the ratio.

To select the ratio with the [+] and [-] keys

• Select a preset ratio which is close to the desired ratio by using [Reduce] or [Enlarge].

Text Photo	O Ready Cwy	No. 1	Orig. Qty Copy
Text • Photo Pale Generation		<u>↓</u> pass	Sort: Stack:
Auto Image Density	Select mode. <b>78%</b> 50% 65% 73% 78% 85% 93% 11%17 11%17 11%15 30%14 F		RR RR
(]Lighter Darker	→         11x17         11x17         11x16         800x141         F           SV2x8V2         0V2x11         800x11         800x11         800x11         800x11           -         +         Input Ratio         Reduce         Enlarge	Size Mag.	RR RR Punch:
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

**2** Adjust the ratios with the [+] or [-] key.

#### 🖉 Note

□ To change the ratio in 1% steps, just press the [+] or [-] key. To change the ratio in 10% steps, press and hold down the [+] or [-] key.

To enter the ratio with the number keys

#### **1** Press the [Input Ratio] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 월 0 28 0 38 0 TB 0 止 8½×11 8½×11 8½×11 8½×11 8½×11 8½×11	Sort: Stack:
Auto Image Density	Select reproduction ratio with number keys, then press (#). OK	RREE
(]Lighter Darker)	□ → □     Clear     (#)     Size Mag.       -     +     Input Ratio     Reduce     Enlarge     Full Size	RR RR Punch: RR RT
R Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	Check Modes

**2** Enter the desired ratio with the number keys.

#### 🖉 Note

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

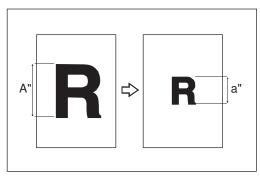
**3** Press the **[#]** key.

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

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

# **Size Magnification**

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



#### Preparation

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

#### Limitation

If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

#### 🖉 Note

 $\Box$  A ratio is selected in the range of 25 to 400%.

#### Press the [Reduce/Enlarge] key.

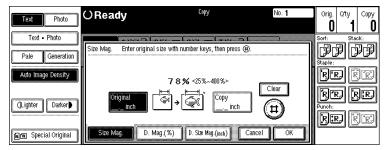
Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 ( Select ▶ 8½×11 8½×1	⊋ 3≣ ☞ T≣ D 1 11×17 8½×11	<b>⊌≟</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarg	e 11×15 81/2×11 93%	<sup>8½×11</sup> 11×17 100%	
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{\end{array}_2} \\ \boxed{\end{array}_2} \bullet \boxed{\end{array}_2}$		12 34 Shrink& Center	
film Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce/Enlarge	<b>BE</b> BE

#### Press the [Size Mag.] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 월 0 2 0 3 0 7 10 0 止 8½×11 8½×11 11×17 8½×11 Bypass	Sort: Stack:
Auto Image Density	Select mode. 78% 50% 65% 73% 78% 85% 93% 112/15 112/15 802014 F	
(Lighter) Darker		
R R Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/E	nlarge Check Modes

**1** Make sure that the [Size Mag.] key is highlighted.

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



#### 🖉 Note

□ You can enter sizes within the following ranges:

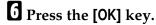
Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

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

**5** Enter the length of the copy with the number keys and press the [#] key.

#### 🖉 Note

- □ To change the length entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new length.
- □ To change the length after pressing the **[#]** key, select **[Original]** or **[Copy]** and enter the desired length.

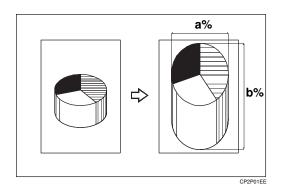


**2** Press the [OK] key.

Set your original, then press the [Start] key.

# **Directional Magnification (%)**

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



### 🖉 Note

- □ The following ratios can be selected:
  - Metric version: 25 400%
  - Inch version: 25 400%
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- □ You can also select a preset ratio which is close to the desired ratio by using Reduce or Enlarge, then adjust the ratio with the [+] or [-] key.

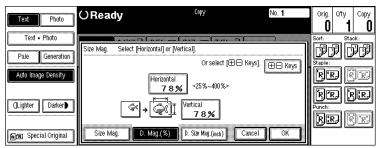
### Press the [Reduce/Enlarge] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Q'ty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		t <b>⊻</b> )ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	<sup>V2×11</sup> 1×17 <b>100%</b>	اهد اعد
(Lighter Darker)			2 Shrink& 4 Center	
Fre Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	rr (123

### **2** Press the [Size Mag.] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ►         1 目目 ↓         2 目 ♀         3 目 ♀         T 目 ↓         止           8½×11         8½×11         11×17         8½×11         Bypass	Sort: Stack:
Auto Image Density	Select mode.	RREE
(]Lighter Darker	→         11517 5922492         11517 892211         11517 892211         11517 892211         Size Mag.           -         +         Input Ratio         Reduce         Enlarge         Full Size	
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	Check Modes

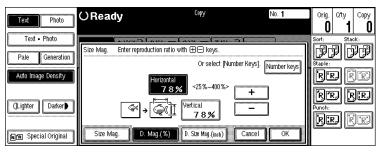
### Press the [D. Mag.(%)] key.



To specify a ratio with the [+] and [-] keys

• Press the [+- Keys] key.

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



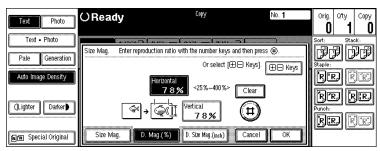
**③** Adjust the ratio using the [**+**] or [**−**] key.

#### 🖉 Note

- □ Pressing the [+] or [-] key changes the ratio in 1% steps. Pressing and holding down the [+] or [-] key changes it in 10% steps.
- □ If you have incorrectly entered the ratio, readjust the ratio with the [+] or [-] key.
- **4** Press the [Vertical] key.
- **⑤** Adjust the ratio with the **[+]** or **[−]** key.
- **6** Press the **[OK]** key.

To enter the ratio with the number keys

#### **1** Press the [Horizontal] key.



**2** Enter the desired ratio with the number keys, followed by the [#] key.

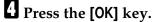
#### Solution Note

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

**③** Press the [Vertical] key.

**4** Enter the desired ratio with the number keys, followed by the **[#]** key.

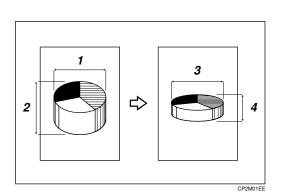
**6** Press the **[OK]** key.



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

# **Directional Size Magnification (inch)**

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

#### Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

#### Limitation

If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

#### 🖉 Note

□ You can enter sizes within the following ranges:

Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

#### **D** The following ratios can be selected:

- Metric version: 25 400%
- Inch version: 25 400%

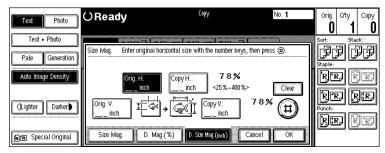
### Press the [Reduce/Enlarge] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qity Copy
Text • Photo Pale Generation		■ □ 3■ □ T■ D 8½×11 11×17 8½×11	<b>L≚</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/	Enlarge 11×15 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	اهی اعم
(]Lighter Darker)	<u>1</u> ²→Ŋ₂ Ŋ₂→		12 34 Center	Punch:
Re Special Original	Cover/Slip Sheet E	dit/Stamp Duplex/Combine	Reduce/Enlarge	RE

### **2** Press the [Size Mag.] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Q'ty	Сору О
Text • Photo Pale Generation		≝ □ 3≝ □ T≝ 0 3½×11 11×17 8½×11	<b>반</b> Bypass	Sort: Stat	°K: PP
Auto Image Density		5% 73% 78% 85%	OK	RR 8	
(Lighter) Darker	→ 5 <sup>11</sup> 5 <sup>12</sup> × <sup>812</sup> - +	ว้า11 8/2ว้า11 8/2ว้า11 8/2ว้า11	Size Mag.		
RE Special Original	Cover/Slip Sheet Ec	dit/Stamp Duplex/Combin	e Reduce/Enlarge	Check Mod	es les

### B Press the [D. Size Mag.(inch)] key.



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

#### Note

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

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

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

**U** Enter the vertical size of the copy with the number keys, then press the [#] key.

### 🔗 Note

□ To change the length, press the place you wish to change and enter the new value.

Press the [OK] key.

Press the [OK] key.

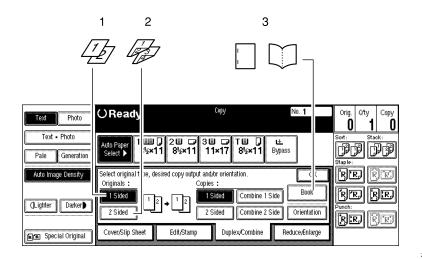
D Set your originals, then press the [Start] key.

# **Duplex/Combine**

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

### Check your originals and select [1 Sided] or [2 Sided] for the originals.

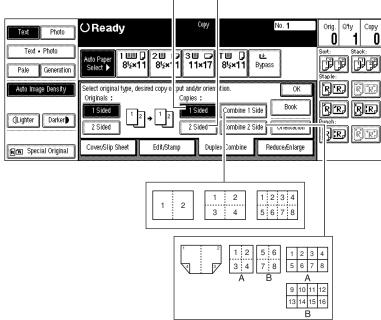


ZBQS100N

- 1: 1-sided
- 2: 2-sided
- 3: Book

**2** Select [1 Sided] or [2 Sided] for copying.





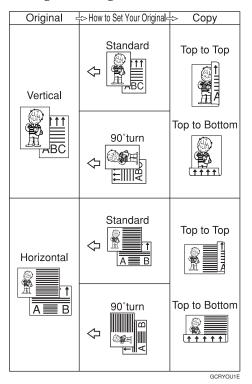
ZBQS110E

- 1: 1-sided
- 2: 2-sided
- A: Front
- B: Back
- **3** Press the [OK] key.

2

### **Original Direction and Completed Copies**

The resulting copy image will differ according to the direction in which you set your original (lengthwise  $\square$  or widthwise  $\square$ ).



### 🖉 Note

□ The illustrations show the directions of copied images on the front and back, not the directions of delivery.

### **Originals and Copy Direction**

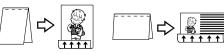
You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). See  $\Rightarrow$  P.110 "Specifying Orientation of Bound Originals".

• Top to Top



Duplex1

• Top to Bottom



### **Specifying Orientation of Bound Originals**

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[Top to Top]**.

#### 🖉 Note

□ You can change the orientation default with the User Tools. See "Copy Orientation in Duplex Mode" and "Original Orientation in Duplex Mode" in  $\Rightarrow$  P.313 "General Features  $^{2}/_{3}$ ".

#### Press the [Duplex/Combine] key.

Text Photo	⊖Ready	Copy	No. <b>1</b>	Orig. Qty Copy 0 1 0
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	3≣ □ T⊟ D 11×17 8½×11	t <b>⊻</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 81⁄2×11 93% 8	100%	
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \rightarrow \boxed{} 2 \end{array}$	$1 \xrightarrow{2} \rightarrow 1 \xrightarrow{2} 1 \xrightarrow{2} 1 \xrightarrow{2} 3$	2 Shrink& Center	RR RR
fer Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	KIRI KIRI

#### **2** Press the [Orientation] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶         1 目目 8½×11         2 目 8½×11         3 目 11×17         T 目 8½×11         U 8½×11	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation.	K RR RR
(Lighter) Darker)	I Sided     12     ↓     1     I Sided     Combine 1 Side     Boc       2 Sided     12     ↓     2     Sided     Combine 2 Side     Orienter	
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/En	

**B** Select an original orientation and a copy orientation.

Text Photo	O Ready Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 월 0 2 월 2 3 월 2 T 월 0 년 8½×11 8½×11 11×17 8½×11 Bypass	Sort: Stack: DDD DDD Staple:
Auto Image Density		RRRR
(Lighter Darker)	Orig. : D D D D D D D D D D D D D D D D D D	Punch:
Re Special Original	Cancel	

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

# **Duplex**

This function can be used in two ways:

#### ♦ 1 Sided $\rightarrow$ 2 Sided

This mode makes two-sided copies from one-sided originals.

#### ♦ 2 Sided $\rightarrow$ 2 Sided

This mode makes two-sided copies from two-sided originals.

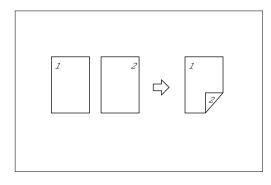
#### Limitation

□ You cannot use the following copy paper in this function:

- Paper smaller than A5  $\Box$ ,  $5^1/_2$ " ×  $8^1/_2$ "  $\Box$  (possible on A5  $\Box$ ,  $5^1/_2$ " ×  $8^1/_2$ "  $\Box$ )
- Paper thicker than 105g/m<sup>2</sup>, 28 lb. Bond
- Paper thinner than 64g/m<sup>2</sup>, 17 lb. Bond
- Translucent paper
- Adhesive labels
- OHP transparencies
- Postcards

□ You cannot use the bypass tray with this function.

### 1 Sided $\rightarrow$ 2 Sided

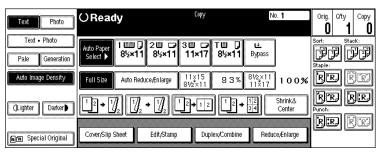


### 🖉 Note

- □ If you set an odd number of 1-sided originals in the document feeder, the reverse side of the last page is left blank.
- □ If you set originals in the document feeder and select Sort mode, all the originals will be scanned before being copied. Therefore, the copy speed is faster than that when Sort mode is not selected. See "Auto Sort Mode" in ⇒ P.329 "Input/Output".

- □ When original images are copied, the images are shifted by a width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. See "Front Margin: Left/Right", "Back Margin: Left/Right", "Front Margin: Top/Bottom" and "Back Margin: Top/ Bottom" in ⇒ P.317 "Page Format <sup>1</sup>/<sub>2</sub>".
- □ A binding margin can be automatically made on the back side. See "1 → 2 Duplex Auto Margin Adjust" in  $\Rightarrow$  P.317 "*Page Format*  $^{1}/_{2}$ ".

#### Press the [Duplex/Combine] key.



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

Text Photo	⊖Ready	Copy	No. 1	Orig. O	Qity 1	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽	28 🗭 38 🗭 T8 🕽 8½×11 11×17 8½×11	LL Byg-sais	Sort: Staple:	P C	<sup>ck:</sup>
Auto Image Density	Select original type, desi Originals :	ed copy output and/or orientation. Copies :	ОК	<u>'R</u> U	2) [E	jr
(]Lighter Darker	2 Sided	→ T to T T to T → T to T → T to T → T to T → → → → → → → → → →		R Punch:	iii	<b>JR</b>
Re Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Combine	Reduce/Enlarge		eck Mod	ő

### 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "Specifying Orientation of Bound Originals".

#### Press the [OK] key.

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

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

#### $\mathcal{P}$ Reference

 $\Rightarrow$  P.36 "Batch (SADF) mode".

• Set the original, then press the [Start] key.

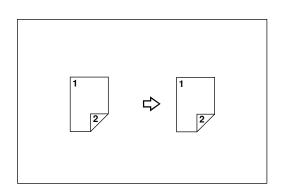
#### 🖉 Note

□ Start with the first page to be copied.

2 Set the next original. When it is placed on the exposure glass, press the [Start] key.

**3** Press the **[#]** key after the last original has been scanned.

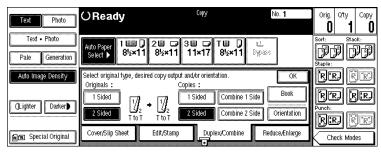
### 2 Sided $\rightarrow$ 2 Sided



### Press the [Duplex/Combine] key.

Text Photo	⊖Ready	Copy	No. 1	Orig. Q'ty	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 🗔 8½×11 8½×11	3≣ ☞ T≣ 0 11×17 8½×11	t <b>⊻</b> Bypass	Sort: St.	<sup>iok:</sup>
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8	1/2×11 11×17 <b>100%</b>	[	JPJ
(Lighter) Darker	$\boxed{\begin{array}{c}1\\2\end{array}}, \boxed{\end{array}}, \boxed{\end{array}, \boxed{\end{array}, 2}, \boxed{\end{array}, , 2$		2 Shrink& Center	Punch:	rjer)
Fr Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/Enlarge	Ŗ.	YUR'I

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



#### 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See  $\Rightarrow$  P.110 "Specifying Orientation of Bound Originals".

Press the [OK] key.

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

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

#### 

 $\Rightarrow$  P.36 "Batch (SADF) mode".

• Set the original, then press the [Start] key.

#### 🖉 Note

□ Start with the first page to be copied.

2 Set the next original. When it is placed on the exposure glass, press the [Start] key.

**3** Press the **[#]** key after the last original has been scanned.

# Combine

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and 2 Sided Combine mode for 2-sided copies.

This function can be used in twelve ways:

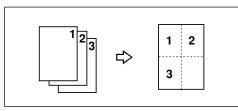
- ♦ 1 Sided 2 Pages → Combine 1 Side Copies two 1-sided originals to one side of a sheet.
- ◆ 1 Sided 4 Pages → Combine 1 Side Copies four 1-sided originals together to one side of a sheet.
- ◆ 1 Sided 8 Pages → Combine 1 Side Copies eight 1-sided originals together to one side of a sheet.
- ◆ 1 Sided 4 Pages → Combine 2 Side Copies four 1-sided originals to the two-page spread on both sides of a sheet.
- ◆ 1 Sided 8 Pages → Combine 2 Side Copies eight 1-sided originals together to both sides of a sheet.
- ◆ 1 Sided 16 Pages → Combine 2 Side Copies 16 1-sided originals together to both sides of a sheet.
- ◆ 2 Sided 2 Pages → Combine 1 Side Copies one 2-sided original to one side of a sheet.
- ◆ 2 Sided 4 Pages → Combine 1 Side Copies two 2-sided originals to one side of a sheet.
- ◆ 2 Sided 8 Pages → Combine 1 Side Copies four 2-sided originals to one side of a sheet.
- ◆ 2 Sided 4 Pages → Combine 2 Side Copies two 2-sided originals together to both sides of a sheet.
- ◆ 2 Sided 8 Pages → Combine 2 Side Copies four 2-sided originals together to both sides of a sheet.
- ◆ 2 Sided 16 Pages → Combine 2 Side Copies eight 2-sided originals together to both sides of a sheet.

#### Limitation

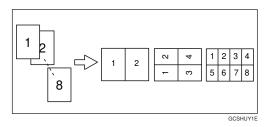
- □ You cannot use the bypass tray with this function.
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied.

#### 🖉 Note

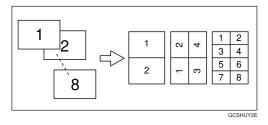
- □ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- □ The machine uses ratios in the following range:
  - Metric version: 25 400%
  - Inch version: 25 400%
- □ A separation line between originals can be printed with the User Tools. See "Combine Separation Line" in  $\Rightarrow$  P.320 "*Page Format* <sup>2</sup>/<sub>2</sub>".
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- □ When making copies in Combine mode, the border of each original can be automatically erased by 3mm, 0.1". See "Combine Orig. Shadow Erase" in  $\Rightarrow$  P.317 "*Page Format*  $^{1}/_{2}$ ".
- □ If the number of originals placed is less than the number specified for combining, the last page is copied blank as shown in the illustration.



- □ You can change the copy order in Combination mode. See "Copy Order In Combine Mode" in  $\Rightarrow$  P.320 "*Page Format* <sup>2</sup>/<sub>2</sub>".
- Direction of the originals and arrangement of combined images
  - Portrait (D) originals

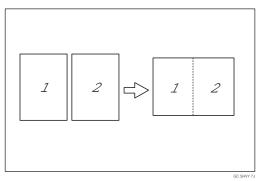


#### ✤ Landscape (□) originals



### 1 Sided 2 Pages $\rightarrow$ Combine 1 Side

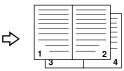
Copies two 1-sided originals to one side of a sheet.



#### Setting originals (Originals set in the document feeder)

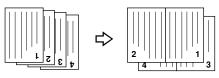
• Originals read from left to right





Combine5

• Originals read from top to bottom



Combine6

### Press the [Duplex/Combine] key.

Text Photo	() Ready	Copy	No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 世目 🕽 2 🗉 ⊂ Select ▶ 8½×11 8½×1	738 □718 ] 111×17 8½×11	t <b>⊻</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce, En large	11×15 8½×11 93%	8½×11 11×17 <b>100%</b>	
(Lighter Darker)	$\boxed{1}_{2} \rightarrow \boxed{1}_{2}$	12→12 12→	12 34 Center	
fer Special Original	Cover/Slip Sheet Edit/Stan	np Duplex/Combine	Reduce/Enlarge	RR VR

# **2** Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.

Text Photo	O Ready Copy	No. <b>1</b>	Orig. Q'ty Copy 0 1 0
Text • Photo Pale Generation		<u>↓</u> "pass	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation. Originals :Copies :		RR RR
(Lighter Darker)	1 Sided     12     + 12     1 Sided     Combine 1 Sided       2 Sided     12     2 Sided     Combine 2 Sided		RR, RR Punch:
RE Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine	Reduce/Enlarge	تكك تكك

### B Press the [2 Originals] key, then press the [OK] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy 0 1 0
Text • Photo Pale Generation	Auto Paper Select ▶ 11월 0 28 0 38 0 T 0 0 8½×11 8½×11 11×17 8½×11 8½×11	Sort: Stack:
Auto Image Density	Combine 1 SidGelect mode.	RR RR
(Lighter) Darker)	1         2         3         4         1         2         3         4         1         2         3         4         1         2         3         4         1         2         3         4         1         3         3         1         3         3         1         3	RR RR Punch:
RE Special Original	Cancel	

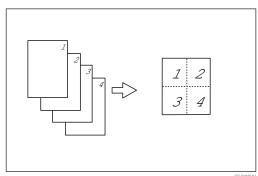
## 4 Select the paper.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation		20 7 30 7 TU 0 8½×11 11×17 8½×11	L By-ax	Sort: Stack:
Auto Image Density	Select original type, desired Originals :	copy output and/or orientation. Copies : 2 Originals	ОК	RR ØR
(Lighter Darker)	1 Sided 2 Sided 12 →	1 2 1 Sided Combine 1 2 Sided Combine 2		RR RR Punch:
Re Special Original	Cover,/Slip Sheet E	Edit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

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

### 1 Sided 4 Pages $\rightarrow$ Combine 1 Side

Copies four 1-sided originals together to one side of a sheet.



### Press the [Duplex/Combine] key.

Text Photo	() Ready	Сору	No. <b>1</b>	Orig. O	Q'ty	Сору <b>О</b>
Text • Photo Pale Generation	Auto Paper 1  □ ↓ 2 □ Select ▶ 8½×11 8½×	□ 3 □ □ T □ ] 11 11×17 8½×11	<b>L≚</b> Bypass	Sort:	P [	°K: PP
Auto Image Density	Full Size Auto Reduce/Enlar	ge 11×15 93% 8½×11 93%	8½×11 11×17 100%		2	D
(Lighter Darker)	$ \begin{array}{c} 1 \\ 2 \end{array} \bullet \begin{array}{c} 1 \\ 2 \end{array} \end{array} $		▶ 12 34 Shrink& Center	Punch	과면	
<b>er</b> Special Original	Cover/Slip Sheet Edit/S	tamp Duplex/Combine	Reduce/Enlarge	R	S C	9189

Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 1 0 2 0 0 3 0 0 T0 0 4 8½×11 8½×11 11×17 8½×11 Bypass	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation.	RR RR
(Lighter Darker)	1 Sided     12     ↓     12     ↓     13 Sided     Combine 1 Side     Book       2 Sided     2 Sided     Combine 2 Side     Orientation	
📭 Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

### **3** Press the [4 Originals] key, then press the [OK] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Q'ty	Сору <b>()</b>
Text • Photo Pale Generation	Auto Paper 1 EE 0 2 E Select 🕨 8½×11 8½	i ⊃ 3≣ ⊃ T≣ D ×11 11×17 8½×11	el. Bypess	Sort: Stack	-
Auto Image Density	Combine 1 SidGelect mode.			RR 🛛	<b>[</b> 2]
(Lighter) Darker)	1 2 2 Originals	4 Originals 8 Orig	jinals	RR R Punch:	R
Fr Special Original			Cancel OK		لسس

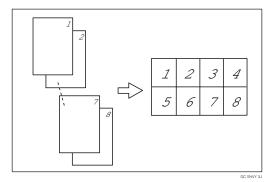
### 4 Select the paper.

Text Photo	⊖Ready	Сору	No. 1	Orig. Q'ty Copy
Text • Photo Pale Generation		28 - 38 - T8 0 8½×11 11×17 8½×11	LL Bypess	Sort: Stack:
Auto Image Density	Select original type, desired ( Originals :	copy output and/or orientation. Copies : 4 Originals	OK	RR ØR
(Lighter) Darker)	1 Sided 2 Sided	1     2       3     4       2     Sided       Combine		RR RR Punch:
Fr Special Original	Cover/Slip Sheet E	idit/StampDuplex/Combine	Reduce/Enlarge	Check Modes

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

### 1 Sided 8 Pages $\rightarrow$ Combine 1 Side

Copies eight 1-sided originals together to one side of a sheet.



**1** Press the [Duplex/Combine] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 🖙 8½×11 8½×11		u± Vypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	/2×11 1×17 <b>100%</b>	RRRE
(Lighter Darker)	$\begin{array}{c}1\\2 \bullet \boxed{2}\\2\end{array}$	$1^{2} \rightarrow 1^{2}$ $1^{2} \rightarrow \frac{1}{3}$	2 Shrink& 4 Center	
<b>er</b> Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	RE RE

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

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty	Сору О
Text • Photo Pale Generation		:	<b>⊌</b> ⊥ Bypass	Sort: Sta Staple:	<sup>ick:</sup>
Auto Image Density	Select original type, desired o Originals :	copy output and/or orientation. Copies :	OK	RR (	JØ
(]Lighter Darker)	1 Sided     12 →       2 Sided     1	1 2 Sided Combine 2		RR ( Punch: RR	R. R
RE Special Original	Cover/Slip Sheet E	dit/Stamp Duplex/Combine	Reduce/Enlarge	نا تكري	<u> </u>

### B Press the [8 Originals] key, then press the [OK] key.

Text Photo	OReady Copy No.	1 Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶         1 Ⅲ 0 8½×11         2 Ⅲ □ 8½×11         3 Ⅲ □ 11×17         T Ⅲ 0 8½×11         ↓	Sort: Stack:
Auto Image Density	Combine 1 Sid&elect mode.	RR 82
(Lighter Darker)	1         2         1         2         1         1         1         1         1         1         2         3         4         5         6         7         8         7         1         1         2         1         1         2         1         2         1         2         1         1         2         1         1         2         1         1         1         1         1         1         1         1         1	RR RR Punch: RR RITE
Fr Special Original		OK COUL

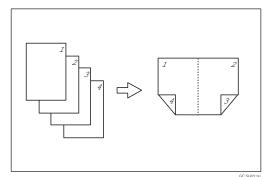
## 4 Select the paper.

Text Photo	⊖Ready	Copy	No. 1	Orig. Qty Copy
Text - Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 8½×11	2 3 3 7 T 1 8½×11 11×17 8½×11	L By-z-s	Sort: Stack:
Auto Image Density	Select original type, desire Originals :	d copy output and/or orientation. Copies : 8 Originals	ОК	RR BR
(Lighter Darker)	1 Sided 2 Sided 12→	1234         1 Sided         Combine           5678         2 Sided         Combine 3		Punch:
Re Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

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

### 1 Sided 4 Pages $\rightarrow$ Combine 2 Side

Copies four 1-sided originals to the two-page spread on both sides of a sheet.



### Press the [Duplex/Combine] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🖬 ⊋ Select ▶ 8½×11 8½×11	3世 ☞ T世 D 11×17 8½×11	u≚ Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge		<sup>3V2×11</sup> 11×17 100%	
(Lighter) Darker)	$\boxed{1}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{1}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{2}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{2}_{2} $	$1^{2} \rightarrow 1^{2}$ $1^{2} \rightarrow 1^{3}$	2 Shrink& Center	Punch:
fer Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	<b>KR</b> VE

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

Text Photo	O Ready Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1111 0 211 07 311 07 T11 0 14 8½×11 8½×11 8½×11 8½×11 8½×11 8½×11	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation.	RR RR
(Lighter Darker)	1     Sided     1     1     Sided     Book       2     Sided     2     Sided     Combine 1     Side	RR RR Punch:
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

### B Press the [4 Originals] key, then press the [OK] key.

Text Photo	() Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 8½×11 8½	□ 3世 □ T世 [ ×11 11×17 8½×1	l L Bypass	Sort: Stack:
Auto Image Density	Combine 2 SidSelect mode.			RR ØR
(]Lighter Darker	4 Originals		2 3 9 6 2 13 Driginals	RR RR Punch:
Re Special Original			Cancel OK	

### Check the orientation.

Text Photo	() Ready	Copy	No. <b>1</b>	Orig. Qity	Copy
Text • Photo Pale Generation		:■ □ 3■ □ T■ D 8½×11 11×17 8½×11	Щ. Буднахк	Sort: St Staple:	ack:
Auto Image Density	Select original type, desired o Originals :	copy output and/or orientation. Copies : 4 Originals	ОК	RR (	ŊRIJ
(]Lighter Darker	1 Sided 2 Sided	1 Sided Combine 1 T to T		Punch:	rr Re
Re Special Original	Cover/Slip Sheet E	dit/Stamp	Reduce/Enlarge	Check Mo	odes

### 🔗 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "Specifying Orientation of Bound Originals".

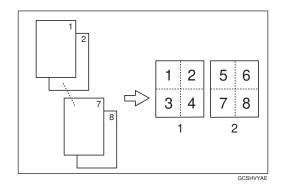
**5** Press the [OK] key.

**6** Select the paper.

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

### 1 Sided 8 Pages $\rightarrow$ Combine 2 Side

Copies eight 1-sided originals together to both sides of a sheet.



- 1. Front
- 2. Back

2

### Press the [Duplex/Combine] key.

Text Photo	()Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		u <b>⊥</b> ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	/2×11 1×17 <b>100%</b>	
(]Lighter Darker)	$\boxed{1}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{1}_{2} \rightarrow \boxed{1}_{2}$	$1^2 \rightarrow 1^2$ $1^2 \rightarrow 1^3$	2 Shrink& Center	RR RR
Fr Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	RR RE

# Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Pager Select > 8½×11 20 0 30 0 TU 0 4 8½×11 8½×11 8½×11 8½×11 Bypass	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation. Originals : Originals : OK	RR RR
(Lighter Darker)	1 Sided     1 2 → 1 2     1 Sided     Combine 1 Side     Book       2 Sided     2 Sided     Combine 2 Side     Orientation	RRRR
RE Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

### B Press the [8 Originals] key, then press the [OK] key.

Text Photo	() Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½	×11 3≣ □ T≣ 0 ×11 11×17 8½×11	L By-ax	Sort: Stack:
Auto Image Density	Combine 2 SidGelect mode.			KR 82
(Lighter) Darker)	4 Originals	125 375 8 Originals 16 Orig	nals	RR RR Punch:
RE Special Original		C	ancel OK	

# Check the orientation.

Text Photo	⊖Ready	Copy	No. <b>1</b>	Orig. Q'ty 01	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11	28 🖸 38 🗗 T8 🕽 8½×11 11×17 8½×11	ul Bypess	Sort: Sta	<sup>ok:</sup> PP
Auto Image Density	Select original type, desired Originals :	copy output and/or orientation. Copies : 8 Originals		RR (	jej
(Lighter Darker)	1 Sided 2 Sided 1 <sup>2</sup> →	1     2     1     Sided     Combine 1       3     7     2     Sided     Combine 2		RR (	
Fr Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Combine	Reduce/Enlarge	Check Mod	

### 🔗 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "Specifying Orientation of Bound Originals".

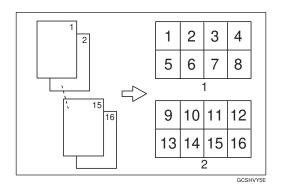
**5** Press the [OK] key.

**6** Select the paper.

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

### 1 Sided 16 Pages $\rightarrow$ Combine 2 Side

Copies sixteen 1-sided originals together to both sides of a sheet.



- 1. Front
- 2. Back

Press the [Duplex/Combine] key.

Text Photo	()Ready	Сору	No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 ⊂ 8½×11 8½×1	3 ≝ □ T ≝ 0 1 11×17 8½×11	<b>ビ</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce,Enlarge	11×15 8½×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	
(Lighter Darker)	$\begin{array}{c}1\\2 \bullet \boxed{2}\\2\end{array}$		12 34 Center	Punch:
Fre Special Original	Cover/Slip Sheet Edit/Star	p Duplex/Combine	Reduce/Enlarge	RIR- 8 R

# **2** Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.

Text Photo	() Ready	Сору	No. 1	Orig. Q'ty Copy 0 1 0
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2	28 🕞 38 🕞 T8 [ 8½×11 11×17 8½×11	) ⊯ Bypass	Sort: Stack:
Auto Image Density	Originals :	copy output and/or orientation. Copies :	OK Book	RE CE
(Lighter Darker)	1 Sided 2 Sided	2	e 1 Side Orientation	RR, RR Punch:
RE Special Original	Cover/Slip Sheet E	dit/Stamp Duplex/Combin	ne Reduce/Enlarge	

### Press the [16 Originals] key, then press the [OK] key.

Text Photo	OReady Copy No. 1	Orig. Q'ty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8%×11 8%×11 11×17 8%×11 8%∞	Sort: Stack: Staple:
Auto Image Density	Combine 2 SidGelect mode.	TRR 82
(Lighter) Darker)	$\frac{\sqrt{12}}{3} = \frac{123}{3} = \frac{123}{5} = \frac{123}{50} = \frac{123}{10} = \frac{123}{10} = \frac{123}{10} = \frac{1123}{10} = \frac{1123}{$	RR RR Punch: RR RR
RE Special Original	Cancel	

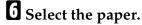
### Check the orientation.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11	28 7 38 7 TE 0 8½×11 11×17 8½×11	Щ Вурахкі	Sort: Stack:
Auto Image Density	Select original type, desired ( Originals :	copy output and/or orientation. Copies : 16 Originals	G CK	RR RR
(Lighter) Darker)	1 Sided 2 Sided	1 Sided Combine 1 Sided Combine 1 Sided Combine T to T		RR RR Punch:
Fr Special Original	Cover/Slip Sheet E	idit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

#### 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "*Specifying Orientation of Bound Originals*".

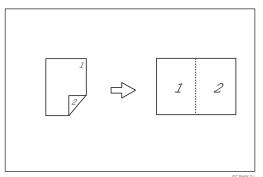




**2** Set your originals, then press the **[Start]** key.

### 2 Sided 2 Pages $\rightarrow$ Combine 1 Side

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



### Press the [Duplex/Combine] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. 0	Qity 1	Сору <b>О</b>
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🗔 Select ▶ 8½×11 8½×11	3■ ☞ T■ D 11×17 8½×11	u≚ Bypass	Sort:	P [	*:  }}
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8	<sup>8/2×11</sup> 11×17 <b>100%</b>		ليتنبأ للس	ĴĘĴ
(Lighter Darker)	$1_2 \bullet 1_2 \\ 1_2 $		2 3 4 2 Shrink& Center	Punch:	] [3	
R Special Original	Cover/Slip Sheet Edit/Stam	Duplex/Combine	Reduce/Enlarge	<u>R</u> :R	JĽ	JED

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

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty	Сору О
Text • Photo Pale Generation	Auto Paper 1  □ ↓ 2 □ Select ▶ 8½×11 8½×1		l <b>⊻</b> Iypass	Sort: Sta Staple:	<sup>ick:</sup>
Auto Image Density	Select original type, desired copy o Originals :	utput and/or orientation. Copies :		RR (	929
(Lighter) Darker	$\begin{array}{c} 1 \text{ Sided} \\ \hline 2 \text{ Sided} \\ \hline T \text{ to } T \end{array} \xrightarrow{1}_{2} \Rightarrow \begin{array}{c} 1 \\ 1 \\ 2 \end{array}$	1 Sided     Combine 1 Sic     2 Sided     Combine 2 Sic		Punch:	RJER RIEJ
Re Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce/Enlarge	Check Mor	des

### B Press the [2 Pages] key, then press the [OK] key.

Text Photo	OReady	Сору	No. 1	Orig. Qty Copy 0 1 0
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 1 Select 🕨 8½×11 8½×1	☞ 3텔 ☞ T텔 11 11×17 8½×	D 11 Byg-act	Sort: Stack: DDD DD Staple:
Auto Image Density	Combine 1 SidGelect mode.			TRR 82
(]Lighter Darker	1 2	1 2 3 4	1234 5678	RR RR
Fr. Special Original	2 Pages	4 Pages	8 Pages Cancel OK	RE ÉE

2

### 4 Check the orientation.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8	3 □ 3 □ T □ 0 ½×11 11×17 8½×11	ul. Byg-ass	Sort: Stack:
Auto Image Density	Select original type, desired co Originals :	py output and/or orientation. Copies : 2 Pages	OK	RR RE
[]Lighter] [Darker]	1 Sided     1       2 Sided     T to T	2 1 Sided Combine 1 2 Sided Combine 2	Side	RR RR Punch:
Fire Special Original	Cover/Slip Sheet Edit	t/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

### 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See  $\Rightarrow$  P.110 "Specifying Orientation of Bound Originals".

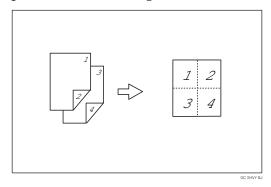
**5** Press the [OK] key.

**6** Select the paper.

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

### 2 Sided 4 Pages $\rightarrow$ Combine 1 Side

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



Press the [Duplex/Combine] key.

Text Photo	() Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🖬 Select ▶ 8½×11 8½×11		<b>⊌_</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge		<sup>81/2×11</sup> 11×17 <b>100%</b>	
(Lighter Darker)	$\begin{array}{c}1\\2 \bullet \boxed{7}\\2\end{array} \qquad \boxed{7}\\2 \bullet \boxed{7}\\2\end{array}$		1 2 3 4 Center	
RE Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/Enlarge	RR ØR

**2** Press the [2 Sided] key for the original, then press the [Combine 1 Side] key for the copy.

Text Photo	() Ready	Copy	No. <b>1</b>	Orig. Q"ty	Сору О
Text • Photo Pale Generation		≝ ☞ 3≝ ☞ T≝ D 3½×11 11×17 8½×11	<b>Ľ</b> ⊥ Bypass	Sort: Sta Staple:	<sup>ick:</sup>
Auto Image Density	Select original type, desired c Originals :	Copies :	OK	RR (	jej
(Lighter) Darker	1 Sided 2 Sided T to T	1     Sided     Combine 1       2     2     Sided     Combine 2		Punch:	r. R
RE Special Original	Cover/Slip Sheet Ec	dit/Stamp Duplex/Combine	Reduce/Enlarge	Check Mo	

# B Press the [4 Pages] key, then press the [OK] key.

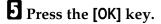
Text Photo	()Ready	Сору	No. 1	Orig. Q'ty	Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×1	⊃ 3世 ເ⊃ ⊺世 D 1 11×17 8½×11	ul. Bypass		tack:
Auto Image Density	Combine 1 SidSelect mode.			'rr	R) R)
(Lighter Darker)	1 2	1 2 3 4 5 6		RR.	r.
Fre Special Original	2 Pages		ges Cancel OK	RR	ŔĴ <u></u> .ĔĴ

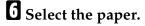
# Check the orientation.

Text Photo	OReady	Сору	No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 ■ 2 Select ▶ 8½×11	28 - 38 - T8 - T8 - T8 - T8 - T8 - T8 - T	L By-ax	Sort: Stack:
Auto Image Density	Select original type, desired Originals :	copy output and/or orientation. Copies : 4 Pages	OK	RR RR
(Lighter) Darker)	1 Sided     1/2       2 Sided     T to T	1     2     1     Sided     Combine 1       3     4     2     Sided     Combine 2		RR RR Punch:
Fr Special Original	Cover/Slip Sheet E	idit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

## 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "*Specifying Orientation of Bound Originals*".

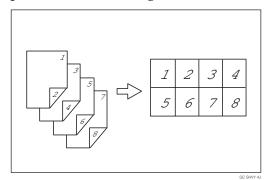




**2** Set your originals, then press the **[Start]** key.

# 2 Sided 8 Pages $\rightarrow$ Combine 1 Side

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



# Press the [Duplex/Combine] key.

Text Photo	() Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 🗔 8½×11 8½×11	3≣ ☞ T≣ D 1 11×17 8½×11	<b>L⊻</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 81/2×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	RR BE
(Lighter Darker)	$\boxed{1}_{2} \rightarrow \boxed{2}_{2} \qquad \boxed{2}_{2} \rightarrow \boxed{2}_{2}$		12 34 Center	Punch:
Fire Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/Enlarge	<b>RR</b> RE

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

Text Photo	OReady Copy No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 11110 21 0 311 0 11×17 85×11 Bypass	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation.	RR RR
(Lighter) Darker)	1 Sided     12     1 Sided     Combine 1 Side     Book       2 Sided     T to T     2 Sided     Combine 2 Side     Orientation	
Fre Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	Check Modes

## B Press the [8 Pages] key, then press the [OK] key.

Text Photo	⊖Ready	Copy	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 L Select ▶ 8½×11 8	≝ □ 3≝ □ T≝ . ½×11 11×17 8½×1	l Byraw	Sort: Stack:
Auto Image Density	Combine 1 SidGelect mode.			RR RR
(]Lighter Darker	1 2 2 Pages	1 2 3 4 5 4 Pages 81	2 3 4 6 7 8 Pages	
Fre Special Original			Cancel OK	لتتقالضن

# Check the orientation.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 8½×11 4	■ □ 3■ □ T■ □ ¾×11 11×17 8½×11	Щ. Бурыхо	Sort: Stack:
Auto Image Density	Select original type, desired o Originals :	opy output and/or orientation. Copies : 8 Pages	OK	RR ØR
(Lighter) Darker)	1 Sided 2 Sided T to T	1 Sided     Combine 1       1 Sided     Combine 2       2 Sided     Combine 2	Side	RR RR Punch:
Re Special Original	Cover/Slip Sheet E	dit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

# 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "*Specifying Orientation of Bound Originals*".

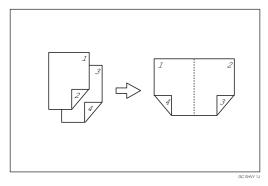
**5** Press the [OK] key.

**6** Select the paper.

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

# 2 Sided 4 Pages $\rightarrow$ Combine 2 Side

Copies 2-sided originals together to both sides of a sheet.



Press the [Duplex/Combine] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🗔 Select ▶ 8½×11 8½×11		u± ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8½	2×11 1×17 <b>100%</b>	
(Lighter) Darker	$\boxed{1}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{1}_{2} \rightarrow \boxed{1}_{2}$	$1 \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} \xrightarrow{1} 1$	2) Shrink& Center	
<b>Fire</b> Special Original	Cover/Slip Sheet Edit/Stam	) Duplex/Combine	Reduce,Enlarge	REP COR

# **2** Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.

Text Photo	() Ready	Сору	No. <b>1</b>	Orig. G	ty Copy
Text • Photo Pale Generation	Auto Paper 1	∎ 🗔 T⊞ 🕽 止 1×17 8½×11 Bypa	38	Sort:	Stack:
Auto Image Density	Select original type, desired copy output and Originals : Copie	s :	OK Book	R.B.	
(Lighter Darker)	<b>1</b> //. → 1 <sup>1</sup> 2	Sided Combine 1 Side Sided Combine 2 Side	Orientation	Punch:	RR RR
RE Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine R	educe/En large	Check	( Modes

# B Press the [4 Pages] key, then press the [OK] key.

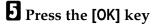
Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11 11×17 8½×11 5½∞	Sort: Stack:
Auto Image Density	Combine 2 SidSelect mode.	RR RE
(]Lighter Darker	$\begin{array}{c} 1 \\ 4 \\ 4 \\ 1 \\ 2 \\ 3 \\ 3 \\ 3 \\ 7 \\ 3 \\ 3 \\ 7 \\ 7 \\ 3 \\ 7 \\ 7$	RR, RR Punch:
Film Special Original	4 Pages 8 Pages 16 Pages Cancel OK	R.R. R.E.

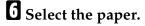
# Check the orientation.

Text Photo	⊖Ready	Copy	No. 1	Orig. Qity Copy
Text • Photo Pale Generation		28 7 38 7 T8 7 8½×11 11×17 8½×11	L By-z-s	Sort: Stack:
Auto Image Density	Select original type, desired Originals :	d copy output and/or orientation. Copies : 4 Pages	OK	RE RE
(Lighter) Darker)	I Sided 2 Sided T to T	T to T 2 Sided Combine 1	Side Book	RR RR Punch:
FR Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

## 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "*Specifying Orientation of Bound Originals*".

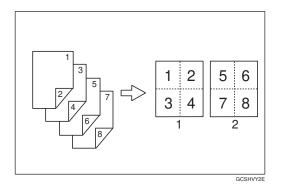




**2** Set your originals, then press the **[Start]** key.

# 2 Sided 8 Pages $\rightarrow$ Combine 2 Side

Copies four 2-sided originals together to both sides of a sheet.



- 1. Front
- 2. Back

**1** Press the [Duplex/Combine] key.

Text Photo	()Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1  □ ↓ 2 □ □ Select ▶ 8½×11 8½×1		L <b>⊻</b> Jypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	<sup>V2×11</sup> 1×17 <b>100%</b>	
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}}, \boxed{\end{array}}_{2} \\ \end{array} \\ \boxed{\begin{array}{c}2\\2\end{array}}, \boxed{\end{array}}_{2} \\ \boxed{\end{array}}_{2} \\ \phantom{aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa$	$1 \xrightarrow{2} 1 \xrightarrow{2} 1 \xrightarrow{2} \xrightarrow{3} 3$	2 Shrink &	
Re Special Original	Cover/Slip Sheet Edit/Star	np Duplex/Combine	Reduce/Enlarge	R. SE

Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 월 0 28 00 38 00 TB 0 8½×11 8½×11 8½×11 8½×11 8½×11 Bypass	Sort: Stack: Staple:
Auto Image Density	Select original type, desired copy output and/or orientation.	RR BE
(Lighter Darker)	1 Sided     U/2     12     1 Sided     Combine 1 Side     Book       2 Sided     T to T     2 Sided     Combine 2 Side     Orientation	
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	Check Modes

2

# B Press the [8 Pages] key, then press the [OK] key.

Text Photo	OReady Copy	No. 1 Orig.	Qity Copy
Text • Photo Pale Generation	Auto Paper Select ) 8½×11 8½×11 11×17 8½×11 0	, Son:	r dr
Auto Image Density	Combine 2 SidGelect mode.	B	rr
(Lighter) Darker)	1         3         1         3         5         1         2         3         5         5         6         1         3         1         3         7         5         6         1         3         1         3         7         5         6         1         3         1         6         1         3         1         6         1         3         1         3         1         6         1         3		r rr
RE Special Original	Cancel		

# Check the orientation.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. O	۵ty 1	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 8½×11		u Bypes	Sort: Staple:	PC	°K: JJJ
Auto Image Density	Select original type, desi Originals :	red copy output and/or orientation. Copies : 8 Pages	ОК	R	d [	)œj
(Lighter Darker)	1 Sided 2 Sided T to T	→ 1 Sided Combine 2 Sided Com		RT Punch:	i <u></u>	)R)
Re Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Combine	Reduce,Enlarge		eck Mod	

## 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "Specifying Orientation of Bound Originals".

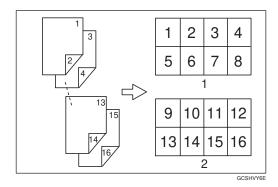
**5** Press the [OK] key

**6** Select the paper.

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

# 2 Sided 16 Pages $\rightarrow$ Combine 2 Side

Copies eight 2-sided originals together to both sides of a sheet.



- 1. Front
- 2. Back

**1** Press the [Duplex/Combine] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🗔 Select ▶ 8½×11 8½×11	3  ☐	l <b>⊻</b> 3ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8	<sup>1/2×11</sup> 1×17 <b>100%</b>	
(Lighter) Darker	$\boxed{1}_{2} \bullet \boxed{1}_{2} \qquad \boxed{1}_{2} \bullet \boxed{1}_{2}$	$1^2 \rightarrow 1^2$ $1^2 \rightarrow 1^3$	2 Shrink& Center	Punch:
Fre Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/Enlarge	<b>RR</b> RE

Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.

	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 월 0 28 00 38 00 TB 0 년 8½×11 8½×11 8½×11 8½×11 8½×11 8½×11 8½×11	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation.	RR FE
(Lighter Darker)	1 Sided 2 Sided	
Fr. Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	Check Modes

# B Press the [16 Pages] key, then press the [OK] key.

Text Photo	OReady	Copy	No. <b>1</b>	Orig. Q'ty Copy
Text • Photo Pale Generation	Auto Paper Select 🕨 8½×11 8½×11	38 🗗 T8 🗋 🐛		Sort: Stack:
Auto Image Density	Combine 2 SidSelect mode.			RR RE
(Lighter) Darker)	4 Pages	1 2 5 3 7 8 Pages 16 Pages		RR RR Punch:
Re Special Original		Cance	ПОК	

# Check the orientation.

Text Photo	()Ready	Сору	No. 1	Orig. O	Q'TY	Сору О
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 Select ▶ 8½×11		LL Byg-saws	Sort: DC Staple:	P [	ck:
Auto Image Density	Select original type, desi Originals :	red copy output and/or orientation. Copies : 16 Pages	ОК	<u>'R</u> U	2) [	jrj
(Lighter Darker)	1 Sided 2 Sided T to T	→1213/19 55674/13 T to T 1 Sided Combine 1 S 2 Sided Combine 2 Side Comb		Punch:		<b>)R)</b>
Re Special Original	Cover/Slip Sheet	Edit/StampDuplex/Combine	Reduce/Enlarge		eck Mod	ű

## 🖉 Note

□ To change the copy orientation to "Top to Bottom", press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 "Specifying Orientation of Bound Originals".

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

**6** Select the paper.

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

# Series/Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

The following types of Series and Book modes can be used:

Series Copies

#### ♦ Book $\rightarrow$ 1 Sided

Copies the two facing pages of a spread original to make two 1-sided copies.

#### ♦ 2 Sided $\rightarrow$ 1 Sided

Copies the front and back of a 2-sided original to make two 1-sided copies.

Book

#### ♦ Book $\rightarrow$ 2 Sided

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

#### ♦ Multi $\rightarrow$ 2 Sided

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

#### Booklet

Make copies in page order for a folded booklet.

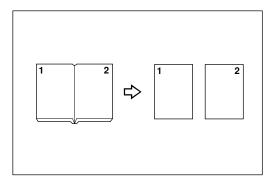
#### Magazine

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

# **Series Copies**

#### $\text{Book} \rightarrow \text{1 Sided}$

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



## 🖉 Note

□ See the following table when you select original and copy paper sizes with 100% ratio:

#### Metric version

Original	Copy paper
A3D	A4 $\square$ × 2 sheets
B4D	B5 $\square \times 2$ sheets
A4D	A5 $\square$ × 2 sheets

#### Inch version

Original	Copy paper
11"×17"□	$8^1/_2$ " × 11" $\square$ × 2 sheets
8 <sup>1</sup> / <sub>2</sub> "×11"□	$5^1/_2$ " $\times 8^1/_2$ " $\square \times 2$ sheets

# Press the [Duplex/Combine] key.

Text Photo	()Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1  □	⊃ 3Ш ⊡ ТШ ] 1 11×17 8½×11	u <b>⊻.</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	: 11×15 8½×11 93%	<sup>8½</sup> ×11 11×17 100%	
(Lighter) Darker	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{}_2 \end{array} = \boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{}_2 \end{array}$	<sup>1</sup> 2 <b>→</b> 12 <sup>1</sup> 2→	12 34 Center	Punch:
fer Special Original	Cover/Slip Sheet Edit/Star	mp Duplex/Combine	Reduce/Enlarge	R R R

# **2** Press the [Book] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Q'ty	Copy
Text • Photo Pale Generation		2世 ☞ 3世 ☞ T世 8½×11 11×17 8½×1	D 🖳 Bypass	Sort: St Staple:	ack:
Auto Image Density	Select original type, desired Originals :	copy output and/or orientation. Copies :	OK	'R'R	ŊĘĮ
(Lighter Darker)	1 Sided 2 Sided 12 →	1 2	ine 1 Side Book	RR Punch: RR	<b>r r</b>
RE Special Original	Cover/Slip Sheet	dit/Stamp Duplex/Comb	ine Reduce/Enlarge	ن نگ	

## B Press the [Book $\rightarrow$ 1 Sided] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. ( <b>0</b>	۵ty Cop 1	<sup>ру</sup> 0
Text - Photo Pale Generation	Auto Paper Select ► 8 <sup>1</sup> / <sub>2</sub> ×11	20 7 30 7 TU 0 8½×11 11×17 8½×11	<b>t≚</b> Bypass	Sort:	Stack:	P
Auto Image Density	Book Select mode			R.	PR	
(]Lighter Darker	1 2 → 1 2 1 Book → 1 Sided	2 → 2 3/4 12 → 1 Booklet Magazine	Book → 2 Sided	RR, Punch:		9
Fr Special Original			ancel OK			ľ

Press the [OK] key.

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

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

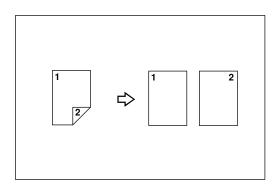
## 🖉 Note

□ If the **[Auto Paper Select]** key is not selected, press the **[Auto Paper Select]** key.

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

#### 2 Sided→1 Sided

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



## Press the [Duplex/Combine] key.

Text Photo	OReady	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	3≣ □ T■ ] 11×17 8½×11 □	t <b>⊻.</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	<sup>1/2×11</sup> 1×17 <b>100%</b>	
(Lighter) Darker)		$1 \xrightarrow{2} \rightarrow 1 \xrightarrow{2} 1 \xrightarrow{2} 3$	2 Shrink& Center	Punch:
fer Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce,Enlarge	RIE RIEI

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

Text Photo	()Ready	Copy	No. <b>1</b>	Orig. O	Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		l <b>≚</b> Iypass	Sort:	Stack:
Auto Image Density	Select original type, desired copy out Originals :	put and/or orientation. Copies :	OK	<b>'</b> Ŗ''R	PRE
(Lighter) Darker)	$ \begin{array}{c} \text{ISided} \\ \text{ISided} \\ \text{ISided} \\ \text{ISided} \\ \text{T to T} \end{array} $	1 Sided     Combine 1 Sided       2 Sided     Combine 2 Sided		RR Punch:	) RR
RE Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/En large	Che	ck Modes

# **3** Check the orientation.

## 🖉 Note

□ To change the original orientation to "Top to Bottom", press the [Orientation] key, then select [Top to Bottom]. See ⇒ P.110 "Specifying Orientation of Bound Originals".

## Press the [OK] key

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

# **Copying Book Originals**

## Limitation

- $\square$  You cannot use the bypass tray with this function.
- □ The machine cannot copy originals different in size and direction.

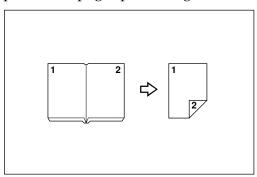
## 🖉 Note

- □ The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- $\Box$  The machine uses ratios in the range of 25 to 400%.

- □ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- □ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

#### $Book \rightarrow 2$ Sided

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



#### 🖉 Note

□ See the following table when you select original and copy paper sizes with 100% ratio:

#### Metric version

Original	Copy paper
A3D	A4 (2-sided)
B4D	B5 (2-sided)
A4D	A5 (2-sided)

#### Inch version

Original	Copy paper
11" × 17" 🗗	$8^{1}/_{2}$ " × 11" (2-sided)
8 <sup>1</sup> / <sub>2</sub> "×11"□	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " (2-sided)

# Press the [Duplex/Combine] key.

Text Photo	()Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	3■ □ T■ 0 11×17 8½×11	<b>⊌</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	8 <sup>1/2×11</sup> 11×17 <b>100%</b>	
(Lighter) Darker)	$\boxed{1}_{2} \rightarrow \boxed{1}_{2} \qquad \boxed{1}_{2} \rightarrow \boxed{1}_{2}$		12 34 Center	Punch:
<b>F</b> Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	RERE

# Press the [Book] key.

Text Photo	OReady	Сору	No. 1	Orig. Q'ty	Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 U Select ▶ 8½×11 8		u± Bypass	Sort: Staple:	iaok: JJ
Auto Image Density	Select original type, desired co Originals :	py output and/or orientation. Copies :	OK	'R'R	ŊĘĴ
(Lighter) Darker)	$ \begin{array}{c} 1 \text{ Sided} \\ \hline 2 \text{ Sided} \end{array} $	1 Sided         Combine           2 Sided         Combine		RR Punch:	<b>RR</b> RR
RE Special Original	Cover/Slip Sheet Edit	t/Stamp Duplex/Combine	Reduce,/Enlarge	الكين	

# **B** Press the [Book $\rightarrow$ 2 Sided] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 8½×11 85	3 □ 3 □ T □ 0 ½×11 11×17 8½×11	u≚ Bypass	Sort: Stack:
Auto Image Density	Book Select mode.			RR 82
(]Lighter   Darker)		ŀ≁♡¼ └≀≁'∰。		RR RR
		ooklet Magazine	Book → 2 Sided	RR 82
Fr Special Original		······	ancel OK	

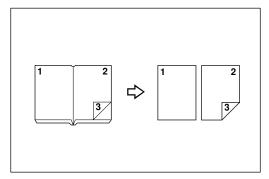
# Press the [Book $\rightarrow$ 2 Sided] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper         1 Ш □         2 Ш □         3 Ш □         T Ш □         L           Select ▶         8½×11         8½×11         11×17         8½×11         8½×11	Sort: Stack:
Auto Image Density	Book → 2 Sided Select mode.	T RE RE
(]Lighter Darker	$\begin{array}{c} 1 \\ \hline 2 \\ \hline 1 \hline 1$	RR RR Punch:
Fin Special Original	Cancel OK	

- **5** Press the [OK] key.
- **6** Select the paper.
- **2** Set your originals, then press the **[Start]** key.

### Multi $\rightarrow$ 2 Sided

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



#### Solution Note

□ See the following table when you select original and copy paper sizes with 100% ratio:

#### Metric version

Original	Copy paper
A3D	A4 (2-sided)
B4D	B5 (2-sided)
A4D	A5 (2-sided)

#### Inch version

Original	Copy paper
11" × 17" 🕞	$8^{1}/_{2}$ " × 11" (2-sided)
8 <sup>1</sup> / <sub>2</sub> "×11"□	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " (2-sided)

## Press the [Duplex/Combine] key.

Text Photo	() Ready	Copy	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🗔 Select ▶ 8½×11 8½×11	2 3	<b>⊌</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8	<sup>1/2×11</sup> 1×17 <b>100%</b>	اهی اول
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}}, \boxed{\end{array}}, \boxed{\end{array}, \boxed{\end{array}, 2}, \boxed{\end{array}, 2}$		2 Shrink& Center	Punch:
Fin Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/Enlarge	R.E.

# **2** Press the [Book] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper         1000 20 20 30 20 11 20 20 20 20 20 20 20 20 20 20 20 20 20	Sort: Stack:
Auto Image Density	Select original type, desired copy output and/or orientation. Originals: Originals: OK	RR RR
(Lighter) Darker	1 Sided     12     1     Sided     Combine 1 Side     Book       2 Sided     2 Sided     Combine 2 Side     Orientation	RR RR
RE Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

# **B** Press the [Book $\rightarrow$ 2 Sided] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Q'ty Copy 0 1 0
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2	28 🗇 38 🗇 T8 🕽 8½×11 11×17 8½×11	<b>Ľ</b> ⊥ Bypass	Sort: Stack:
Auto Image Density	Book Select mode			RR RR
(]Lighter Darker▶	1 2 → 1 2 1 Book → 1 Sided	2 → 2 3 1 1 2 → 1 3 4 Booklet Magazine	Book → 2 Sided	RR RR Punch:
Fr Special Original			ancel OK	للتكالكك

# Press the [Multi $\rightarrow$ 2 Sided] key.

Text Photo	()Ready	Copy	No. <b>1</b>	Orig. Qity <b>0</b>	/ <sup>Copy</sup>
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×1	2 3 □ □ T □ D 1 11×17 8½×11	€L Egyases	Sort:	Stack:
Auto Image Density	Book → 2 Sided Select mode.			R.R.	RE
(Lighter) Darker	1 <sup>2</sup> → 1	₩ <u></u> 1₽,1₽,¶,		RR. Punch:	<u>r</u> r
En Special Original	Book → 2 S	ided Multi → 2 Sided	ncel OK	R:R	ØR



# **5** Press the [OK] key.

**6** Select the paper.

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

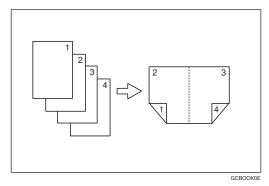
## Note Note

□ When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the **[#**] key after all originals are scanned.

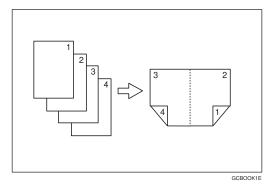
#### Booklet

Make copies in page order for a folded booklet as shown in the following illustrations:

#### Portrait



#### Landscape



### ∰Important

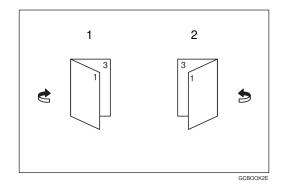
□ Before selecting this function, select "Portrait" or "Landscape" with the User Tools. See "Booklet/Magazine Original Orientation" in ⇒ P.320 "Page Format <sup>2</sup>/ <sup>2</sup>".

### 🖉 Note

- □ Four originals are copied onto each sheet of copy paper.
- □ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- $\Box$  A ratio is selected in the range of 25 to 400%.
- If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- □ If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- □ You can have a 3mm, 0.1" bounding margin around all four edges of the original left blank (erased). See "Combine Orig. Shadow Erase" in ⇒ P.317 "Page Format <sup>1</sup>/<sub>2</sub>".

2

### How to fold copies to make a booklet



- 1. Portrait
- 2. Landscape

Press the [Duplex/Combine] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 ⊂ 8½×11 8½×1	38 0 T8 0 1 11×17 8½×11	<b>⊌</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 81/2×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	RRRE
(]Lighter Darker)	$\begin{array}{c}1\\2 \rightarrow 1\\2\\2\end{array} \qquad \begin{array}{c}1\\2\\2\\2\end{array} \qquad \begin{array}{c}1\\2\\2\\2\end{array} \rightarrow 1\\2\\2\end{array}$		1 2 3 4 Center	
Fr Special Original	Cover/Slip Sheet Edit/Starr	p Duplex/Combine	Reduce,Enlarge	K) K) K) K) K)

# Press the [Book] key.

Text Photo	OReady <sup>Ony No. 1</sup>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8 <sup>1</sup> / <sub>2</sub> ×11 8 <sup>1</sup> / <sub>2</sub> ×11 11×17 8 <sup>1</sup> / <sub>2</sub> ×11 Bypass	Sort: Stack: DDD DDD Staple:
Auto Image Density	Select original type, desired copy output and/or orientation.	RR ØR
(Lighter) Darker)	1 Sided     1 2     1 3ided     Combine 1 Side     Book       2 Sided     2 Sided     Combine 2 Side     Orientation	Punch:
R Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

B Press the [Booklet] key, followed by the [OK] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Q'ty Copy <b>0 1 0</b>
Text • Photo Pale Generation	Auto Paper Select ▶ 8 <sup>1</sup> / <sub>2</sub> ×11	28 ☞ 38 ☞ T8 0 8½×11 11×17 8½×11	Ш. Вурахо	Sort: Stack:
Auto Image Density	Book Select mode			RR ØR
(Lighter) Darker)	1 2 → 1 2 1 Book → 1 Sided	2 → 2 3 1 2 → 3 3 4 Booklet Magazine	Book → 2 Sided	Punch:
Re Special Original			ancel OK	لككا لككا

# **4** Select the paper.

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

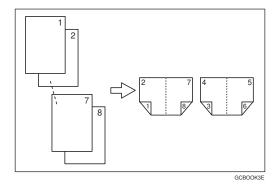
## 🖉 Note

□ When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the **[#]** key after all originals are scanned.

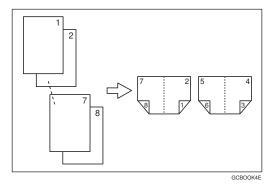
#### Magazine

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

#### Portrait



#### Landscape



### ∰Important

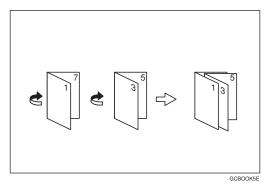
□ Before selecting this function, select "Portrait" or "Landscape" with the User Tools. See "Booklet/Magazine Original Orientation" in ⇒ P.320 "Page Format <sup>2</sup>/<sub>2</sub>".

## 🖉 Note

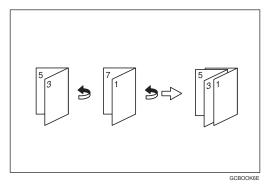
- □ To use this function with two-sided originals, select this function from the Shortcut Keys. See "Shortcut Keys" in  $\Rightarrow$  P.314 "*General Features*  $^{3}/_{3}$ ".
- □ Four originals are copied onto each sheet of copy paper.
- □ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- $\Box$  A ratio is selected in the range of 25 to 400%.
- If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- □ If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- □ You can have a 3mm bounding margin around all four edges of the original left blank (erased). See "Combine Orig. Shadow Erase" in  $\Rightarrow$  P.317 "*Page Format*  $^{1}/_{2}$ ".
- □ The copying may take some time after scanning originals.

#### How to fold and unfold copies to make a magazine

#### Portrait



#### Landscape



## 🖉 Note

□ If you select "Saddle Stitch" with the optional booklet finisher in Magazine mode, the machine staples the paper, and folds it like a book, then delivers the folded pages.

### Limitation

□ If you select "Saddle Stitch" with the optional booklet finisher in Magazine mode when the number of originals is only one, the original image is copied onto the second page of the copy paper.

## Press the [Duplex/Combine] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 🗔 8½×11 8½×11		u± ypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	<sup>2×11</sup> 1×17 <b>100%</b>	
(Lighter Darker)		$1 \xrightarrow{1} 2 \rightarrow 1 \xrightarrow{2} 1 \xrightarrow{2} 3$	2 Shrink& 4 Center	RR, RR Punoh:
Re Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	K K K K

# **2** Press the [Book] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty Copy 010
Text • Photo Pale Generation		≝ ⊂73⊞ ⊂7T⊞ [ ½×11 11×17 8½×11	) u≝ Bypass	Sort: Stack:
Auto Image Density	Select original type, desired co Originals :	py output and/br orientation. Copies :	ОК	RR 80
(]Lighter Darker)	$\begin{array}{c} 1 \text{ Sided} \\ \hline 2 \text{ Sided} \end{array} \begin{array}{c} 1 \\ 2 \end{array} \xrightarrow{1} 2 \xrightarrow{1} 1 \\ \hline \end{array}$	2 1 Sided Combin	e 1 Side Book	RR RR Punch:
RE Special Original	Cover/Slip Sheet Edi	t/Stamp Duplex/Combin	ie Reduce,Enlarge	

# B Press the [Magazine] key, followed by the [OK] key.

Text Photo	OReady Copy No. 1 Press Sample Copy key, then one set will be copied.	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶         1 월 0 8½×11         2 월 0 8½×11         3 월 0 11×17         T 월 0 8½×11         0 11×17         1 8½×11	Sort: Stack:
Auto Image Density	Book Select mode.	I RR RR
(Lighter Darker)	1 2 + 1 2 1 2 + √2 3 √ 1 2 + <sup>1</sup> 3 5 5 6 Brock + 1 Sided Brock + 2 Sided Brock + 2 Sided	Punch:
fere Special Original	Cancel OK	

# A Select the paper.

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

## 🖉 Note

□ When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the **[#]** key after all originals are scanned.

# **Cover/Slip Sheet**

Using this function, you can add or insert cover or paper designate.

There are four types in this function:

#### Front Cover

The first page of your originals is copied on a specific paper sheet for covers.

#### Front/Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

#### Paper Designate

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

#### Chapters

If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided  $\rightarrow$  2 sided mode.

#### Preparation

Before selecting this function, set the tray for front cover paper and slip sheet paper. See "Cover", "Slip Sheet 1" and "Slip Sheet 2" in the System Settings manual.

The cover or slip sheets should be identical in size and direction with the copy paper.

### Limitation

You cannot set the copy paper in the bypass tray. Only set the cover or slip sheets in the bypass tray.

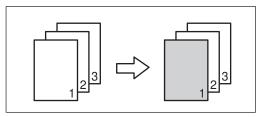
## Note

□ If Blank mode is selected, the cover will not be counted as a copy.

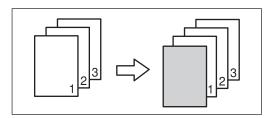
## **Front Cover**

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

#### 🛠 Сору



#### Blank



## 🖉 Note

- □ You can specify whether to make a copy on a sheet for covers. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.
- □ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). See "Cover" in the System Settings manual.
- In "Cover" of the User Tools (System Settings), if you selected "Mode Selected" for "Tray Display" setting, the machine refers to the settings in "Cover" about whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). If you selected "Display Always" for "Tray Display", the machine refers to the settings in "Special Paper Indication" about whether the front and back covers are copied single-sided ("1 Sided Copy") or double-sided ("Duplex Copy"). See "Special Paper Indication" and "Cover" in the System Settings manual.
- □ When you use this function with Combine mode, you can specify whether to combine the front cover or not. See "Cover page in combine mode" in  $\Rightarrow$  P.320 "*Page Format* <sup>2</sup>/<sub>2</sub>".

### Press the [Cover/Slip Sheet] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🖬 📿 8½×11 Cover	3 ≝ ⊂⊃ T ≝ 🕽 ⊯ 11×17 8½×11 Вур	ass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8½ 11×	11 17 100%	RR 82
(Lighter Darker)		$2 \rightarrow 12 \qquad 12 \rightarrow 12 \\ 34 \qquad 34$	Shrink& Center	
FR Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce,Enlarge	<b>BR</b>

# **2** Press the [Front Cover] key.

Text Photo	⊖Ready		Сору	No. 1	Orig. O	Qity (	Сору <b>О</b>
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 [ 8½×1 Cover	] 2∎ 교 3∎ 1 8½×11 11	」 □ T II [] 1×17 8½×11	∎ <b>±</b> Bypass	Sort:	Stack:	P
Auto Image Density	Covers, designate and c	chapters can be select	ted together.	ОК	RR	9 0	~eD
(Lighter) Darker)					RR	) R	IR.
	Front Cover	F/8 Cover D	esignate/Chapter	Slip Sheet	Punch:	) R	°R;)
fer Special Original	Cover/Slip Sheet	Edit/Stamp	Duplex/Combine	Reduce/Enlarge		تشتقل للست	

Select [Copy] or [Blank] for a cover sheet, and then press the [OK] key.

Text Photo	OReady	Copy	No. 1	Orig. Q'ty Copy
Text • Photo	Press Sample Copy key, then one s	4		U 1 U Sort: Stack:
Pale Generation	Aulo Poper Select ≥ 8½×11 Cover	D 3 D T U U 11 11×17 8½×11	Eyp-ax	Staple:
Auto Image Density	Covers, designate and chapters ca	n be selected together.	OK	R'R ØR
(Lighter) Darker)	Copy Blank			RR RR
	Front Cover F/8 Cov	er Designate/Chapter	Silp Sheet	RR RE
RE Special Original	Cover/Slip Sheet Edit/St	amp Duplex/Combine	Reduce/Enlarge	Check Modes

Select the paper tray containing the non-cover sheet paper.

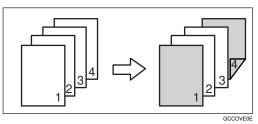
Text Photo	OReady	Сору	No. <b>1</b>	Orig. Q'ty Copy
Tut Dut	Press Sample Copy key, then one set v	/ill be copied.		
Text • Photo Pale Generation	Auto Poper Select ≥ 8½×11 8½×11 Cover	3世 ☞ T世 D 11×17 8½×11	Ш. Бураж	Sort: Stack: CPCP CPCP Staple:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8	1/2×11 11×17 1 0 0 %	
(Lighter Darker)			2 Shrink& 4 Center	RR RR
Fr Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	Check Modes

**5** Set your originals in the document feeder, then press the **[Start]** key.

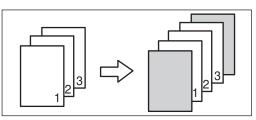
## Front/Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

< Сору



Blank



## 🖉 Note

- □ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.
- □ When choosing **[Copy]**, select whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). See "Cover" in the System Settings manual.
- In "Cover" of the User Tools (System Settings), if you selected "Mode Selected" for "Tray Display" setting, the machine refers to the settings in "Cover" about whether the front and back covers are copied single-sided ("1 Sided Only") or double-sided ("Duplex Copy"). If you selected "Display Always" for "Tray Display", the machine refers to the settings in "Special Paper Indication" about whether the front and back covers are copied single-sided ("1 Sided Copy") or double-sided ("Duplex Copy"). See "Special Paper Indication" and "Cover" in the System Settings manual.
- □ When making a 1-sided cover copy, you can specify whether to issue the back cover outside (outside page) or inside (inside page). See "Copy Back Cover" in  $\Rightarrow$  P.320 "*Page Format*  $^{2}/_{2}$ ".

Press the [Cover/Slip Sheet] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qity Copy
Text • Photo Pale Generation		■ □ 3■ □ T■ ] 3½×11 11×17 8½×11	<b>L⊻</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/6	Enlarge 11×15 93% 8½×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	
(]Lighter Darker	<u>1</u> 2 → 1 <u>√</u> 2 ↓ 1 <u>√</u> 2 → 1	1 2→1 2 1 2 →	12 34 Shrink& Center	RR RR
RE Special Original	Cover/Slip Sheet Ec	tit/Stamp Duplex/Combine	Reduce/Enlarge	RR RE

# **2** Press the [F/ B Cover] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 ↓ 8½×11 Cover	28 🗔 38 🗔 T8 🕽 8½×11 11×17 8½×11	<b>Ľ</b> Bypass	Sort: Stack:
Auto Image Density	Covers, designate and chap	ters can be selected together.	OK	RR RE
(]Lighter Darker	Front Cover F	/8 Cover Designate/Chapter	Slip Sheet	RR RR Punch:
F. Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Combine	Reduce/Enlarge	تصحيات

**3** Select [Copy] or [Blank] for the cover sheets, and then press the [OK] key.

Text Photo	OReady	Copy	No. 1	Orig. Q'ty Copy
Text • Photo	Press Sample Copy key, then one se			U 1 U Sort: Stack:
Pale Generation	Auto Poper Salact ≥ 8½×11 8½×1 Cover	⊃ 3  □	u Syraes	CCC DP
Auto Image Density	Covers, designate and chapters can	be selected together.	OK	RR ØR
(Lighter) Darker	Copy Blank			RR RR
	Front Cover F/B Cover	Designate/Chapter	Sip Steat	RR XE
Re Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce/Enlarge	Check Modes

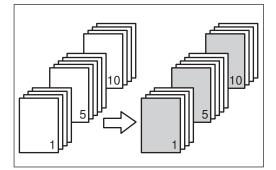
Select the paper tray containing the non-cover sheet paper.

Text Photo	OReady	Сору	N	0. <b>1</b>	Orig. (	aty Copy
Text • Photo	Press Sample Copy key, then			1	U Sort:	1 U Stack:
Pale Generation			TE U U. 8½×11 By-as		<b>P</b> C	) (jej
Auto Image Density	Full Size Auto Reduce	/Enlarge 11×15 8½×11	93% 8½×11 11×17	100%	<b>'</b> Ŗ'₽,	PR
(Lighter Darker)	$1_2 \rightarrow 1_2$ $1_2 \rightarrow 1_2$			Shrink& Center	RR.	
RE Special Original	Cover/Slip Sheet	Edit/Stamp Dup	lex/Combine Reduc	ce/En large	Chec	N REE

**5** Set your originals in the document feeder, then press the **[Start]** key.

# Designate

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



#### Preparation

Before using this function, set the special paper tray for slip sheets. See "Slip Sheet 1", "Slip Sheet 2" in the System Settings manual.

## Limitation

□ You cannot use this function with Slip Sheet mode.

### 🖉 Note

- $\Box$  You can specify the pages up to 20.
- □ When Combine mode ("1 Sided  $\rightarrow$  2 Sided") has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.

# Press the [Cover/Slip Sheet] key.

Text Photo	⊖Ready	Copy		No. <b>1</b>	Orig. Q	ty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 E Select 🕨 Slip Sheet Slip	×11 11×17	T <b>Ш D 止</b> 8½×11 Bypas	s	Sort:	Stack:
Auto Image Density	Full Size Auto Reduce/En	large 11×15 8½×11	93% <sup>81/2,×</sup> 11×1		'Ŗ'ŖĴ	ØØ
(Lighter Darker)	<u>1</u> ² → Ŋ <sub>2</sub> Ŋ <sub>2</sub> → Ŋ	<b>1</b> 2→1 2	$12 \rightarrow 12 \\ 34$	Shrink& Center	Punch:	
fer Special Original	Cover/Slip Sheet Edit,	/Stamp Dupl	ex/Combine R	educe/Enlarge	Ŗ.R.	Pe

# **2** Press the [Designate/Chapter] key.

Text Photo	()Ready		Сору	No. <b>1</b>	Orig. Q'ty	Copy
Text • Photo Pale Generation	Auto Paper 1 💷 Select ▶ 8½×1 Slip Shee			u± Bypass	Sort: St Staple:	ack:
Auto Image Density	Covers, designate and c	hapters can be select	ed together.	ОК	'R'R	ØRI
(Lighter) Darker	Front Cover	F/8 Cover	esignate/Chapter	Slip Sheet	RR	r:rj
Re Special Original	Cover/Slip Sheet	Edit/Stamp	Duplex/Combine	Reduce,/Enlarge	<u>R</u> .	

# **3** Press the key to select the chapter number.

Text Photo	⊖Ready	Сору	No. 1	Orig. O	۵ty 1	Сору О
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 Select ▶ 8½×11 Slip Sheet	2 🖬 🖓 3 🖬 🖓 T 🗐 🕽 8½×11 Slip Sheet	L Bypass	Sort:	PC	*: PP
Auto Image Density	Paper designate You can set Press key o	chapter and paper designate. f chapter number.		רק קרק קרק	2 8 2 6	
(Lighter Darker)	1         2           6         7	8 9		Punch:	Je Je	
RE Special Original	L	⊡10 <b>▼11-20</b> C	ancel OK	<u></u>	تتتنيا فسي	

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

Text Photo	OReady	Сору	No. 1	Orig. O	Qty	Сору О
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🕞 Select 🕨 Silp Sheet Silp Sheet	3■ □ T■ 0 11×17 8½×11 ₪	6.1	Sort:	P C	*: PP
Auto Image Density	Chapter 1 First page of chapter will t	e copied onto insertion paper.		R	2) 🛛	ĴœĴ
(]Lighter Darker	Copy OHP/Slip Sheet	Please enter original number and press (#) key.	of 1st chapter	R.T. Punch:	D B	)R)
fer Special Original	<ul> <li>Blank</li> <li>Tray 2</li> <li>Designate</li> <li>Chapters</li> </ul>	<1~999≻ To next chapter Cancel		R	2	)127

## Note

- □ To change the value entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new value.
- **5** Select [Copy] or [Blank] for a slip sheet.
- **6** Select the paper tray for slip sheets.
- **2** Press the [OK] key.

### 🖉 Note

□ To display the settings for the next chapter, press the **[To next chapter]** key.

To specify another page location, repeat steps **3** to **7**.

## 🔗 Note

□ To select chapters 11 to 20, press the **[▼11-20]** key.

U When you wish to finish specifying page location, press the [OK] key.

Text Photo	() Ready	Сору	No. 1	Orig. O	Q'TY	Сору О
Text • Photo Pale Generation	Auto Paper 8½×11 8	■	L Bypass	Sort:	P C	*: PP
Auto Image Density	Paper designate You can set cha Press key of ch	apter and paper designate. apter number.		'R'E Gor		
(Lighter Darker)	6 7	8 9	10	Punch:	2) (¢	12) JEJ
RE Special Original	i	() <b>▼11-20</b>	ancel OK		فتتثنا لس	

This display shows example settings.

## 🖉 Note

□ To change the number entered, enter the new number in the same way as steps 3 to 7.

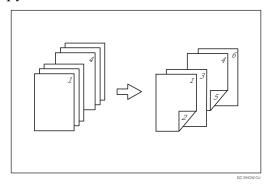
 ${f D}$  Select the paper tray containing the non-slip sheet paper.

Text Photo	OReady Copy No. 1 Press Sample Copy key, then one set will be copied.	Orig. Qty Copy
Text • Photo Pale Generation	Aulto Poper         1 ■ 0         2 ■ 0         3 ■ 0         T ■ 0         4           Solat I         85×11         85×11         11×17         85×11         Egrace	Sort: Stack:
Auto Image Density	Covers, designate and chapters can be selected together.	I RR RR
(Lighter) Darker)	Designate/Chapter : 3	RR RR
	Front Cover F/B Cover Designate/Chapter Silp Sheet	Punch:
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	Check Modes

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

# Chapters

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



#### Preparation

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

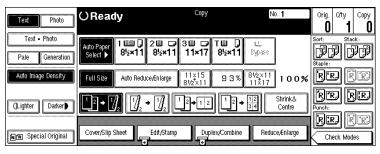
#### Limitation

□ You cannot use this function with Slip Sheet mode.

#### 🖉 Note

- $\Box$  You can specify the pages up to 20.
- □ This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.
- **□** This function can be combined with the Designate function.

## Press the [Cover/Slip Sheet] key.



## **2** Press the [Designate/Chapter] key.

Text Photo	OReady Copy	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11 11×17 8½×1	J LL 1 Byg-axis	Sort: Stack:
Auto Image Density	Covers, designate and chapters can be selected together.	ОК	RR RR
(Lighter) Darker)	Front Cover F/8 Cover Designate/Chapter	Silp Steen	
RE Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combi	ne Reduce/Enlarge	Check Modes

## **3** Press the key to select the chapter number.

	OReady Copy	No. 1 Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶         1 Ш □ 8½×11         2 Ш □ 8½×11         3 Ш □ 11×17         T Ш □ 8½×11         0         4	Sort: Stack:
Auto Image Density	Paper designate. You can set chapter and paper designate. Press key of chapter number.	RR BE
(]Lighter Darker)		
Fr Special Original	6         7         8         9           ▲ 1-10         ▼11-20         Cance	

## 🖉 Note

□ To select chapters 11 to 20, press the **[▼11-20]** key.

## Press the [Chapters] key.

Text Photo	OReady	Copy	No. <b>1</b>	Orig. O	Qity 1	Сору О
Text • Photo Pale Generation	Auto Paper Select ► 8½×11	25 🗗 35 🗗 T5 🕽 8½×11 11×17 8½×11	L Byy-save	Sort: Staple:	PC	°K: PPP
Auto Image Density	Chapter 1 Start page of	chapter will be copied on face page.		R	r (	jrj
(]Lighter Darker		Please enter original r and press ⊕ key. <1~9		Punch:	Ð	)R)
Re Special Original	🖸 Designate 🗗		ancel OK	R	Ð	jirj

Enter the page location of the first page of the first chapter with the number keys. Then, press the [#] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. O	Qty	Сору <b>О</b>
Text • Photo Pale Generation	Auto Paper 1  □□	2目 ロ 3目 ロ T目 D 8½×11 11×17 8½×11	L By-ax	Sort:	P C	*: PP
Auto Image Density	Chapter 1 Start page of c	hapter will be copied on face page.		R	D C	ÌRJ
(Lighter) Darker)		Please enter original n and press ⊕ key. 4 <1~99		RT Punch:	2 E 2 ©	
RE Special Original		Chapters To next chapter C	ancel OK	<u> </u>	نسنا لاست	

## 🖉 Note

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

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

### Note

□ To display the settings for the next chapter, press the **[To next chapter]** key before pressing the **[OK]** key.

## **2** To specify another page location, repeat steps **3** to **6**.

## 🖉 Note

□ To select chapters 11 to 20, press the **[▼11-20]** key.

**U** When you finish specifying the page location, press the [OK] key.

Text Photo	OReady Copy No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Ado Paper Select ▶ 1 111 0 21 0 31 0 T1 0 4 85×11 85×11 11×17 85×11 59∞	Sort: Stack:
Auto Image Density	Paper designate You can set chapter and paper designate. Press key of chapter number.	RRRE
(Lighter) Darker)	1     4     6     5       6     7     8     9     10	
Re Special Original	▲ 1-19 ▼11-20 Cancel OK	

This display shows example settings.

## 🖉 Note

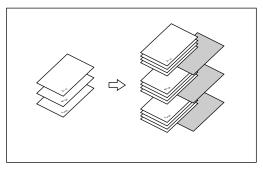
□ To change the number entered, enter the new number in the same way as in steps **B** to **G**.

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

2

# **Slip Sheets**

Every time the original's page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



#### Preparation

Before selecting this function, specify the paper tray for slip sheets. See "Slip Sheet 1", "Slip Sheet 2" in the System Settings manual.

#### Limitation

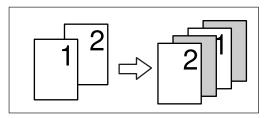
- □ You cannot use this function with Chapters and Paper Designate modes.
- □ In Connect Copy mode, you cannot use the non-standard size paper.

#### 🖉 Note

- □ Set the slip sheets in the same orientation as originals.
- □ You can specify whether to make copies onto the inserted slip sheets or not.
- □ If you do not copy onto slip sheets, they are excluded from the number of copies counted.
- □ In Connect Copy mode, specify the paper settings before you press the **[Connect]** key.

#### When using OHP transparencies set on the bypass tray

#### Blank



## Limitation

□ When copying two or more originals using the bypass tray, the copies are delivered in the reversed page order.

## 🔗 Note

- □ Press the **[#]** key and set the "Special Paper" setting to **[OHP]**. See  $\Rightarrow$  P.76 "When Copying onto OHP Transparencies or Thick Paper".
- □ When you select [OHP], copy paper is delivered face up even if you have set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit". See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.331 "Count Manager".

Press the [Cover/Slip Sheet] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1  □ ↓ 2 □ □ Select ▶ 8½×11 8½×1 Slip Sheet Slip Sheet		u≰. Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	93%	8½×11 11×17 <b>100%</b>	اهی اص
(Lighter Darker)	$\boxed{1}_{2} \rightarrow \boxed{2}_{2} \qquad \boxed{2}_{2} \rightarrow \boxed{2}_{2}$		12 34 Shrink& Center	Punch:
Fer Special Original	Cover/Slip Sheet Edit/Star	mp Duplex/Combine	Reduce/Enlarge	Kr SB

**2** Press the [Slip Sheet] key.

Text Photo	() Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation		≝	<b>브</b> Bypass	Sort: Stack:
Auto Image Density	Covers, designate and chapter	rs can be selected together.	ОК	RR RR
(Lighter Darker)				RR RR
	Front Cover F/B	Cover Designate/Chapter	Slip Sheet	RR RE
RE Special Original	Cover/Slip Sheet Ec	dit/Stamp Duplex/Combine	Reduce/Enlarge	

# Select [Copy] or [Blank], followed by the [OK] key.

Text Photo	0 Ready <sup>۵</sup>	opy	No. <b>1</b>	Orig. Q'ty <b>0</b>	Copy
Text • Photo Pale Generation	Auto Paper Soliat I ▶ 8½×11 8½×11 11× Slip Sheet Slip Sheet	□ T U D U 17 8½×11 Bypa	ISS	Sort: S Sort: S Staple:	Xack:
Auto Image Density	Covers, designate and chapters can be selected	-	ОК	<u>r</u> rj	RE
(Lighter) Darker)	Front Cover F/B Cover Des		Sheet	Punch:	RE RE
Re Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge		lodes

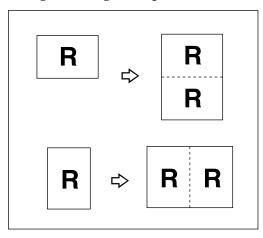
## Select the paper tray containing the non-slip sheet paper. When using OHP transparencies, open the bypass tray.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Q'ty Copy
Text • Photo Pale Generation		20 5 30 5 TU D 8½×11 11×17 8½×11	u <b>⊥</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce	Ænlarge 11×15 93% 8½×11 93%	8½×11 11×17 100%	RRIPE
(]Lighter Darker)	Le•V. V.+		Shrink& Center	
Re Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

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

# **Double Copies**

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



#### Limitation

□ The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the document feeder.

Metric version	A5, B6, C
Inch version	$5^{1}/_{2}$ " × $8^{1}/_{2}$ " <b>D</b>

□ You cannot use the bypass tray with this function.

#### 🖉 Note

- □ You can insert separation lines between repeated images. See "Double Copies Separation Line" in  $\Rightarrow$  P.320 "*Page Format* <sup>2</sup>/<sub>2</sub>".
- □ See the following table when you select original and copy paper sizes with 100% ratio:

#### Metric version

Original Size and Direction	Copy Paper Size and Direction
A5D	A4 🔽
Вб	B5 🖵
A4 🔽	A3D
A5 🔽	A4D
Вб 🖵	B5D

#### Inch version

Original Size and Direction	Copy Paper Size and Direction	
$5^{1}/_{2}$ " × $8^{1}/_{2}$ " <b>D</b>	$8^{1}/_{2}$ " × 11" $\Box$	
$5^{1}/_{2}$ " × $8^{1}/_{2}$ " $\square$	$8^{1}/_{2}$ " × 11"	
8 <sup>1</sup> / <sub>2</sub> "×11"□	11" × 17"□	

# Press the [Edit/Stamp] key.

Text Photo	() Ready	Copy	No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 世日 1 2世 ⊂ Select ▶ 8½×11 8½×1		u± Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce,Enlarge	11×15 8½×11 93%	<sup>3V2×11</sup> 11×17 <b>100%</b>	RR RE
(Lighter Darker)	$\boxed{1}^{2} \rightarrow \boxed{2}^{2} \qquad \boxed{2}^{2} \rightarrow \boxed{2}^{2}$		2 Shrink& Center	Punch:
Fre Special Original	Cover/Slip Sheet Edit/Stan	np Duplex/Combine	Reduce/Enlarge	RR BE

# **2** Press the [Double] key.

Text Photo		opy	No. <b>1</b>	Orig. Q'ty 01	Сору <b>()</b>
Text • Photo Pale Generation	Auto Paper 8½×11 8½×11 11	□ T世 D •17 8½×11 ⊮∽	255	Sort: Stack	J.J.
Auto Image Density	Select mode.		ОК	RR 8	ĩR)
[]Lighter] Darker]	$ABC \Rightarrow ABC R \Rightarrow R R R R R R R R R R R R R R R R R $	<u></u>		RR R	R
<u>i</u>	Double Repeat Margin Adj.	Erase Centering	Starte	RR 8	123
R Special Original	Cover.Slip Stele	Duplex/Combine	Reduce/Enlarge	Check Modes	s

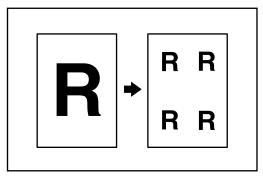
Press the [OK] key.

4 Select the paper.

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

# Image Repeat

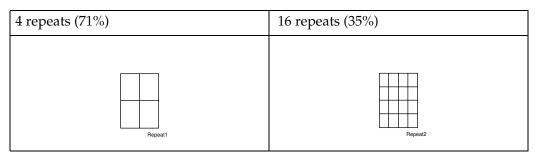
The original image is copied repeatedly.



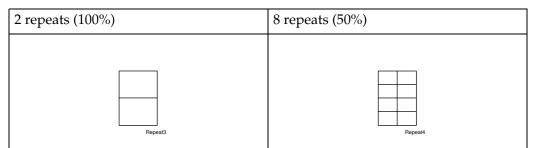
## 🖉 Note

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

#### ♦ Original: A5 □/Copy paper: A4 □ or Original: A5 □/Copy paper A4 □



#### ♦ Original: A5 □/Copy paper: A4□ or Original: A5□/Copy paper A4 □



- Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.
- □ You can insert separation lines between repeated images. See "Repeat Separation Line" in  $\Rightarrow$  P.317 "*Page Format*  $^{1}/_{2}$ ".
- □ You can select the area of the images to be repeated. See  $\Rightarrow$  P.169 "To repeat the *image of the selected area*".
- **U** Select the size of the copy paper and the reproduction ratio.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		t⊈ Jypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	<sup>V2×11</sup> 1×17 <b>100%</b>	RR BR
(]Lighter Darker		$\frac{1}{2} \rightarrow 12$	2 Shrink& Center	Punch:
RE Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	

# B Press the [Repeat] key.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation		11×17 8½×	0 吐 K11 Bypass	Sort: Stack:
Auto Image Density	Select mode.		ОК	RR RE
(Lighter) Darker)	$\begin{array}{c} ABC \rightarrow ABC \\ ABC \end{array} R \rightarrow R \land R \\ R \\$		<b>→ 1</b>	RR RR
	Double Repeat	Margin Adj. Erase	Centering Stamp	RR 82
FR Special Original	Cover/Slip Sheet E	dit/Stamp Duplex/Cor	nbine Reduce/Enlarge	

# Specify the area to be repeated.

To repeat the whole image of the original

# Press the [All area] key.

Text Photo	()Ready	Сору	No. 1	Orig. Q"ty 0	, Copy <b>1 0</b>
Text • Photo Pale Generation	Auto Paper Salaci () 8%×11 8	≝   3 ≝	u≚ Bypass	Sort:	Stack:
Auto Image Density	Image Repeat Set area when	e you want to repeat.		'r'r	(B) B)
(Lighter Darker)	All image will be repeated. Press OK if acceptable.			RR Punch:	R.R.
FR Special Original	All area S	ielected area	ancel OK	K	<u>Ski</u>

2

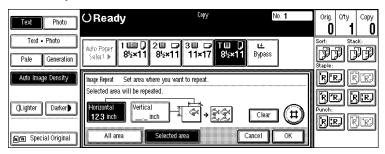
168

To repeat the image of the selected area

#### Press the [Selected area] key.

Text Photo	OReady	Сору	No. 1	Orig. O	Qity Co	opy O
Text • Photo Pale Generation	HE AND 5 242362 18 1	■   3■   T■ ) ¾×11 11×17 8½×11	u± Bypass	Sort:	Stack:	P
Auto Image Density	Image Repeat Set area when Selected area will be repeate	e you want to repeat.		R.F	DRi	Ø
(]Lighter Darker)	Horizontal	The sea	Clear (#	R.F. Punch:	d Re d Re	2) 2)
Fr Special Original	All area 🔤	elected area	ancel OK		السلامية	

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



#### 🔗 Note

- □ To change the number entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.
- 3 Enter the vertical size of the area with the number keys, then press the [#] key.

#### 🔗 Note

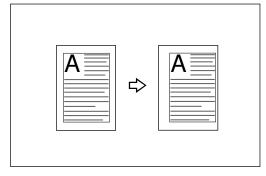
□ To change the number entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.

## **5** Press the [OK] key.

- **6** Press the [OK] key.
- **2** Set your original, then press the **[Start]** key.

# Margin Adjustment

You can shift the image left, right, top or bottom to make a binding margin.



#### Limitation

□ If you set the margin too wide, areas you do not want to delete might be erased.

## 🖉 Note

□ You can change the width of the binding margin as follows:

Metric version	0 – 30mm (in 1mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

□ The margin width default is as follows. You can change this default setting with the User Tools. See "Front Margin: Left/Right", "Back Margin: Left/Right", "Front Margin: Top/Bottom", "Back Margin: Top/Bottom" in ⇒ P.317 "Page Format <sup>1</sup>/<sub>2</sub>".

Metric version	• Front: 5mm Left			
	Back: 5mm Right			
Inch version	• Front: 0.2" Left			
	• Back: 0.2" Right			

- □ When making two-sided copies from one-sided originals, you can set a binding margin for back pages. See "1 → 2 Duplex Auto Margin Adjust" in  $\Rightarrow$  P.317 "*Page Format*  $^{1}/_{2}$ ".
- When making copies in Combine mode, the binding margins are made on the copies after the combining is finished.
- □ When "2 Sided  $\rightarrow$  1 Sided" is selected, set the binding margins for front and back pages of the original.

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 8½×11	28 🗔 38 🗔 T8 8½×11 11×17 8½×1	D 止 Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduct	e,Enlarge 11×15 93 8½×11 93	% 8½×11 11×17 100%	
(]Lighter Darker	<u>1</u> 2 → [] <sub>2</sub> → [] <sub>2</sub> →	· [] <sub>2</sub> 1 <sup>2</sup> →12 1 <sup>2</sup>	) → 12 34 Center	Punch:
Re Special Original	Cover/Slip Sheet	Edit/Stamp Duplex/Comb	ine Reduce/Enlarge	<b>BR</b>

# **2** Press the [Margin Adj.] key.

Text Photo	() Ready	(	Copy	No. <b>1</b>	Orig. O	Qity	Сору О
Text • Photo Pale Generation		2∎ 교 3∎ 8½×11 11:		u≚ ypass	Sort: Staple:	PC	×
Auto Image Density	Select mode.			OK	R	2	ÌRJ
(Lighter) Darker			<b>■</b>		R	2 3	)R)
	Double Repeat	Margin Adj.	Erase Centeri	ng Stamp	Punch:	2) 🕅	1.6.1
RE Special Original	Cover/Slip Sheet	Edit/Stamp	Duplex/Combine	Reduce/Enlarge		فتنذنا فست	

Set a binding margin for a front page. Press the  $[\leftarrow]$  and  $[\rightarrow]$  keys when setting the left and right margins, and the  $[\downarrow]$  and  $[\uparrow]$  keys when setting the top and bottom margins.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Q'ty	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11 1*	U □2 T U D 止 I×17 8½×11 Bypass		Sort: St Staple:	ack: PP
Auto Image Density	Margin Adjust Set margin with $\leftarrow \rightarrow$ key	<	0∼1.2 inch >	'R'R	9e)
(Lighter) Darker)	Front T/8 0.0 inch Lett 0.2 inch		B 0.0 inch ght 0.2 inch	RR Punch:	R.R.
Fr Special Original				<u>R</u> .	<u>girj</u>

## 🖉 Note

□ To change the value entered, press the  $[\leftarrow]$ ,  $[\rightarrow]$ ,  $[\downarrow]$ ,  $[\uparrow]$  keys and enter the new value.

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

#### 🖉 Note

- □ You can specify the back margin only when the Duplex or the Two Sided copy with Combine is selected.
- □ If you do not need to specify the back margin, press the **[OK]** key and go to step **⑤**.

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

# Erase

This function erases the center and/or all four sides of the original image. This is useful for avoiding shadows on the copy image caused by the bound originals, such as books.

This function can be used in three ways:

#### Border

This mode erases the edge margin of the original image.

#### Center

This mode erases the center margin of the original image.

#### Center/Border

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

#### 🖉 Note

□ You can change the width of the erased margin as follows:

Metric version	3 – 50mm (in 1mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

□ The default setting of the erased margin is as follows. You can change this settings with the User Tools. See "Erase Border" and "Erase Center" in  $\Rightarrow$  P.317 "*Page Format*  $^{1}/_{2}$ ".

Metric version	10mm
Inch version	0.4"

- □ The width of the erased margin varies depending on the reproduction ratio.
- If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

#### Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3, B4, A4, A4, B5, B5, A1/2"×13", *1
Document feeder	A3D, B4D, A4DD, B5DD, A5DD, B6DD, 11" × 17"D, 11" × 15"D, $8^2/_1$ " × 11"DD, $8^1/_2$ " × 13"D *1

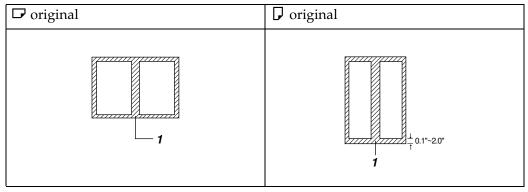
<sup>\*1</sup> You can select from  $8^{1}/_{2}$ " × 13",  $8^{1}/_{4}$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

#### Inch version

Where Original Is Set	Paper Size and Orientation
Exposure glass	$11" \times 17"$ , $8^1/_2" \times 14"$ , $8^1/_2" \times 11"$ , $D$
Document feeder	A4 $\Box$ $\Box$ , 11" × 17" $\Box$ , 11" × 15" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " $\Box$ $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 13" $\Box$ *1

<sup>\*1</sup> You can select from  $8^{1}/_{2}$ " × 13",  $8^{1}/_{4}$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

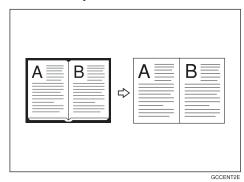
The relationship between the original orientation and the erased part is as follows:



□ 1: Erased part

# **Border Erase**

This function erases the edge margins. You can set the same margin width for all four sides, or you can set different margin widths for each side.



## 🖉 Note

□ If you want to erase the center margin too, use the Center/Border function. See  $\Rightarrow$  P.177 "Center/Border Erase".

Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 8½×11 8½×	☞ 3■ ☞ T■ D 11 11×17 8½×11	<b>L⊻</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlar	je <mark>11×15</mark> 93% 8½×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>	
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{}_2\\2\end{array} \left[\begin{array}{c}1\\2\\2\end{array}\right] \bullet \boxed{}_2\\2\end{array}$	12 <b>→</b> 12 12→	12 34 Shrink& Center	Punch:
Re Special Original	Cover/Slip Sheet Edit/St	amp Duplex/Combine	Reduce,Enlarge	<b>BR</b>

# **2** Press the [Erase] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ►         1 目目 ①         2 目 □         3 目 □         T 目 ①         LL           8½×11         8½×11         11×17         8½×11         Bypass	Sort: Stack:
Auto Image Density	Select mode. OK	RR RR
(Lighter) Darker)	ABC     ABC     Image: ABC     Ima	RR RR Punch:
RE Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

# B Press the [Border] key.

Сору О
*: PPP
لتكار
1:27

# Set the erase border width.

Selecting [Same Width]

• Press the [Same Width] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qity Copy
Text • Photo	Erase Set border v	vidth with 🕀 keys.		Sort: Stack:
Auto Image Density	Same Wirth	¥	<0.1~2.0inch>	Staple:
	4 Sides			RR RR
(Lighter) Darker		0.4 inch		Punch: RR EE
Fr Special Original	Border Ce	nter Center,Border	Cancel OK	

② Set an erase border width with the [+] and [−] keys, followed by the [OK] key.

🔗 Note

□ To change the value entered, press the [+] and [-] keys and enter the new value.

Selecting [4 Sides] Press the [4 Sides] kev.

	-	5				
Text Photo	OReady	Сору	No. 1	Orig.	Qty	Сору
lext Photo	,			0	1	0
Text • Photo		1 Aug		Sort:	Stac	ck:
	Erase Set border	width with 🕀 😑 keys.		1 B	PIG	PP
Pale Generation			<0.1~2.0inch>	Staple:		
Auto Image Density	Same Width	B 0.4 inch	+	R	20	ĴœĴ
(Lighter Darker)	4 Sides			R	2 3	)R)
		L 0.4 inch R 0.4 inch		Punch:	J R	ĴĿŖĴ
📭 Special Original	Border	enter Center/Border Cancel	ОК		تتنتبنا فسي	

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

#### 🖉 Note

□ To change the value entered, press the [+] and [-] keys and enter the new value.

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

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

# **Center Erase**

This function erases the center margin.

A B	⇔	A	B	
				GCCENT1E

# 🖉 Note

□ If you want to erase the border margin too, use the Center/Border function. See  $\Rightarrow$  P.177 "*Center/Border Erase*".

Text Photo	⊖Ready	Сору	No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 1 8½×11 8½×1	⊃ 3Ш ⊃ ТШ D  1 11×17 8½×11	u± Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarg	1 1 1 V 1 E 1 1 (	<sup>31/2×11</sup> 11×17 <b>100%</b>	RE RE
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{\end{array}_2} \\ \boxed{\end{array}_2} \bullet \boxed{\end{array}_2}$	12→12 12→	12 Shrink& Center	Punch:
Re Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce,Enlarge	RR ØR

# **2** Press the [Erase] key.

Text Photo	() Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 8½×11 2 3 1 3 1 8½×11 1	U □ T U D 止 1×17 8½×11 Bypa	ss	Sort: Stack:
Auto Image Density	Select mode.		ОК	RR ØR
(]Lighter Darker)	ABC     R     R       ABC     R     R       Double     Repeat     Margin Adj.	Erase Centering	12 Stamp	RR RR Punch:
RR Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine F	leduce/En large	

# B Press the [Center] key.

	() Ready	Copy	No. <b>1</b>	Orig. Q1	у Сору <b>1 0</b>
Text • Photo Pale Generation	Erase Set borde	<del>o for an anti-forment of the second of the</del>	<0.1~2.0jncb>	ßß	Stack:
Auto Image Density	Same Width		+	Staple:	ØØ
(Lighter Darker)	4 Sides	+ + + + + + + + + + + + + + + + + + + +		RR Punch:	RR
Fre Special Original	Border		ncel OK	<u>r</u> r	PR

# Set the erase center width with the [+] and [-] keys. Then press the [OK] key.

Text Photo	OReady	Сору	No. 1	Orig. Qity Copy
Text • Photo	Erase Set the erase	width with 🕀 🖂 keys.	5	sort: Stack:
Pale Generation Auto Image Density		0.4 inch ⇒)  ≪	<0.1~2.0inch>	Staple: RR RR RR RR
(Lighter Darker)	Border Cent		Cancel OK	Punch: RERE

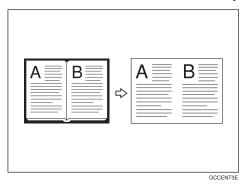
## 🖉 Note

□ To change the value entered, press the [+] and [-] keys and enter the new value.

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

# **Center/Border Erase**

This mode erases both the center and edge margins. You can set the same margin width for all four sides and center, or you can set different margin widths for each.



# Press the [Edit/Stamp] key.

Text Photo	OReady	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 世目 D 2 世 ⊂ Select ▶ 8½×11 8½×1	⊃ 3世 ⊡ T世 D 1 11×17 8½×11	<b>⊌</b> ⊈ Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	<sup>8½</sup> ×11 11×17 100%	اهی اعم
(Lighter Darker)	$1 \xrightarrow{2} \rightarrow 1 \xrightarrow{2} 1 \xrightarrow{2} 2 \xrightarrow{2} 2$	12→12 12→	12 34 Shrink& Center	
fim Special Original	Cover/Slip Sheet Edit/Star	np Duplex/Combine	Reduce/Enlarge	

# **2** Press the [Erase] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 00 0 20 00 30 00 10 0 00 Select ▶ 8 <sup>1</sup> / <sub>2</sub> ×11 8 <sup>1</sup> / <sub>2</sub> ×11 11×17 8 <sup>1</sup> / <sub>2</sub> ×11 Bypass	Sort: Stack:
Auto Image Density	Select mode. OK	RR RR
(Lighter) Darker	ABC     ABC     R     ↓ [] []       Double     Repeat     Margin Adj     Erase     Centering     Stamp	RR RR Punch:
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

# Press the [Center/Border] key.

Text Photo OR	eady	Сору	No. <b>1</b>	orig. Qity 01	Сору О
Text • Photo	Set border width with 🕀			Sort: Sta	*: PP
Pale Generation			<0.1~2.0inch>	Staple:	
Sar	me Width	*	+	r Gron r	
Darker	4 Sides	• + k* 0.4 inch		Punch:	J.C.J
		Center/Border		RR E	JERJ

# Set the erase margin width.

2

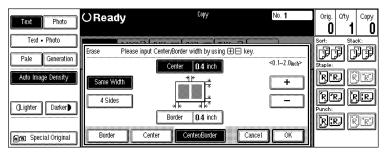
#### Selecting [Same Width]

● Press the [Center] key, then set the erase center width with the [+] and [-] keys.

#### Solution Note

□ To change the value entered, press the [+] and [-] keys and enter the new value.

#### **2** Press the [Same Width] key.



③ Press the [Border] key, then set the erase border width with the [+] and [-] keys.

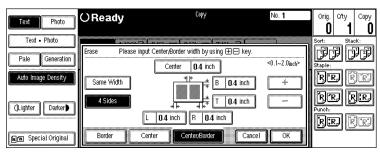
#### 🖉 Note

□ To change the value entered, press the [+] and [-] keys and enter the new value.

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

#### Selecting [4 Sides]

Press the [4 Sides] key.



Press the key for the part you wish to change and set an erase margin width with the [+] and [-] keys.

#### 🖉 Note

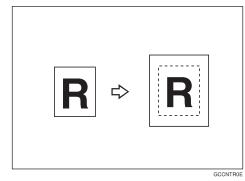
□ To change the value entered, press the [+] and [-] keys and enter the new value.

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

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

# Centering

You can make copies by moving the image to the center of the copy paper.



# Limitation

- □ You cannot use the bypass tray with this function.
- □ If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90°(rotated copy).
- □ If the original size cannot be measured, the centering function will not work.

## 🖉 Note

□ The original sizes and directions for centering are listed below.

#### Metric version

Original placed on:	Original size and direction
Exposure glass	A3, B4, A4, A4, B5, B5, B5, 81/2" × 13", 8K, 8K, 16K, C
Document feeder	A3D, B4D, A4DD, B5DD, A5DD, B6DD, 11" × 17"D, 11" × 15"D, $8^{1}/{_{2}}$ " × 11"DD, $8^{1}/{_{2}}$ " × 13"D *1

<sup>\*1</sup> You can select from  $8^{1}/_{2}$ " × 13",  $8^{1}/_{4}$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

## Inch version

Original placed on:	Original size and direction
Exposure glass	$11" \times 17"$ , $8^1/_2" \times 14"$ , $8^1/_2" \times 11"$ , $D$
Document feeder	A4 $\Box$ $\Box$ , 11" × 17" $\Box$ , 11" × 15" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 14" $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 11" $\Box$ $\Box$ , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " $\Box$ $\Box$ , 8 <sup>1</sup> / <sub>2</sub> " × 13" $\Box$ *1

<sup>\*1</sup> You can select from  $8^{1}/_{2}$ " × 13",  $8^{1}/_{4}$ " × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

## Select the paper.

Text Photo	()Ready	Сору	No. <b>1</b>	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 🖽 🕽 2 🗉 ⊂ 8½×11 8½×1	2 3 ⊑ ⊂ T ≣ [] 1 11×17 8½×11	u± Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce,Enlarge	11×15 81/2×11 93%	8½×11 11×17 <b>100%</b>	
(Lighter Darker)	$\begin{array}{c}1\\2 \bullet \boxed{2}\\2\end{array}$		12 34 Shrink& Center	
Re Special Original	Cover/Slip Sheet Edit/Star	p Duplex/Combine	Reduce/Enlarge	RIFF RIED

# **B** Press the [Centering] key.

Text Photo	() Ready	Copy	No. <b>1</b>	Orig. Qty Copy
Text - Photo Pale Generation	Auto Paper 1  □ ↓ 2 □ Select ▶ 8½×11 8½		ul. Yess	Sort: Stack:
Auto Image Density	Select mode.		OK	RR 82
(]Lighter Darker)	$\begin{array}{c} \textbf{ABC} \rightarrow \textbf{ABC} \\ \textbf{ABC} \rightarrow \textbf{ABC} \\ \textbf{ABC} \\ \textbf{ABC} \\ \textbf{ABC} \\ \textbf{R} \rightarrow \textbf{R} \\ $	Aargin Adj. Erase Center	mg Stamp	RR RR
Fr Special Original	Cover/Slip Sheet Edit/	Stamp Duplex/Combine	Reduce/Enlarge	Check Modes

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

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

# Stamp

This function prints stamp on the copies. Stamp modes are as follows:

- Background Numbering This function prints numbers on the background of copies.
- Preset Stamp

This function prints preset messages on copies.

#### User Stamp

This function prints custom messages on copies.

Date Stamp

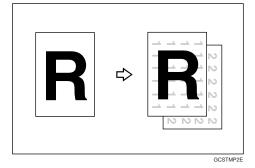
This function prints the date on copies.

Page Numbering

This function prints page numbers on copies.

# **Background Numbering**

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



# Limitation

□ You cannot use the bypass tray with this function.

- □ You can change the size of the numbers with the User Tools. See "Size" in ⇒ P.323 "Background Numbering".
- □ You can change the density of the numbers with the User Tools. See "Density" in  $\Rightarrow$  P.323 "*Background Numbering*".
- □ Numbers are printed on all pages.
- □ You can select whether the Background Numbering is printed negative if it overlaps black parts of image. See "Superimpose" ⇒ P.323 "Background Numbering".
- **\Box** You can change the starting number of the Background Numbering (1 999).

Text Photo	OReady	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🗔 Select ▶ 8½×11 8½×11	3≣ □ T≣ 0 11×17 8½×11	u±. Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 8	<sup>3V2×11</sup> 11×17 <b>100%</b>	
(Lighter Darker)	$\boxed{1}_{2} \bullet \boxed{1}_{2} \qquad \boxed{1}_{2} \bullet \boxed{1}_{2}$		2 Shrink& Center	Punch:
Re Special Original	Cover/Slip Sheet Edit/Stam	p Duplex/Combine	Reduce/Enlarge	REP BIRD

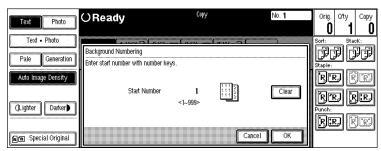
# **2** Press the [Stamp] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qity Copy 010
Text • Photo Pale Generation		≝ ┌ 3≝ ┌ T≝ D ½×11 11×17 8½×11	u <b>⊻.</b> Bypass	Sort: Stack:
Auto Image Density	Select mode.		ОК	kr ér
(Lighter) Darker	$\begin{array}{c} \textbf{ABC} \rightarrow \textbf{ABC} \\ \textbf{ABC} \rightarrow \textbf{R} \rightarrow \textbf{R} \\ R$	Margin Adj. Erase Ce	→ INI 2 ntering Stamp	
Fr Special Original	Cover/Slip Sheet Edi	it/Stamp Duplex/Combine	Reduce/Enlarge	الشتي الكي

B Press the [Background Numbering] key.

Text Photo	OReady		Сору		No. <b>1</b>	Orig.	Qty	Сору
	- ,					0	1	0
Text • Photo			[[			Sort:	Sta	sk:
Pale Generation	Stamp Select 9					P	PC	비망
Auto Image Density	111 111 111 111 111 111 111 111 111 11	11日本 11日本 11日本 11日本 11日本 11日本 11日本 11日本		200.1.1	12	Staple:	2	ję
(Lighter) Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Punch:	2	)R)
						RI	रु	JERJ
R Special Original				Cancel	ОК		سنيدا فيسيد	

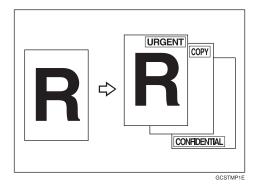
Enter the number to start counting from with the number keys. Then press the [OK] key.



- $\Box$  The number can be set from 1 to 999.
- □ To change the entered number, press the **[Clear]** or **[Clear/Stop]** key and enter the new number.

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

# Preset Stamp

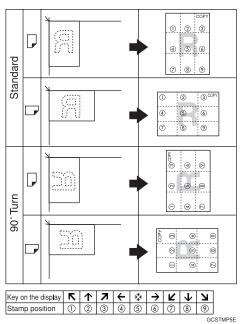


## Limitation

- □ You cannot use the bypass tray with this function.
- One message can be stamped at a time.

- One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "Preliminaray", "For internal use", "CONFIDENTIAL", "DRAFT".
- □ You can change the print page with the User Tools.
- □ You can change the size and density of the stamp with the User Tools.
- Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.
- □ You can choose the default settings for the position, size and density of the stamp with the User Tools. See "Stamp position", "Stamp condition" in ⇒ P.323 "Preset Stamp".
- □ You can choose the default settings for the print page with the User Tools. See "Stamp condition" in  $\Rightarrow$  P.323 "*Preset Stamp*".
- □ You can change the stamp language with the User Tools. See "Stamp Language" in  $\Rightarrow$  P.323 "*Preset Stamp*".
- □ You can select whether the Preset Stamp is printed negative if it overlaps black parts of the image. See "Superimpose" in  $\Rightarrow$  P.323 "*Preset Stamp*".
- You cannot combine the Preset Stamp function with the Image Repeat or Double Copies function.
- When you combine this function with the Magazine or Booklet function, only the first page is stamped.

□ The relationship between the direction in which you set the original and stamp orientation/position is as follows:



□ You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See "Stamp position" in  $\Rightarrow$  P.323 "*Preset Stamp*".

# Press the [Edit/Stamp] key.

Text Photo	⊖Ready	Сору	No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🗔 Select ▶ 8½×11 8½×11	3≣ ☞ T■ D 11×17 8½×11	<b>⊌</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	111×15 8½×11 93%	<sup>8½×11</sup> 11×17 100%	
(]Lighter Darker)	$1_2 \bullet 1_2 \qquad 1_2 \bullet 1_2$	<sup>1</sup> 2→12 <sup>1</sup> 2→	12 34 Shrink& Center	RR, RR,
Fre Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	<b>KR</b> KR

# **2** Press the [Stamp] key.

Text Photo	OReady Copy No. 1	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶         1 Ш □         2 Ш □         3 Ш □         T Ш □         止           8½×11         8½×11         11×17         8½×11         Bypass	Sort: Stack:
Auto Image Density	Select mode. OK	RR RR
(]Lighter Darker		RR RR
<u></u>	Double Repeat Margin Adj. Erase Centering Stamp	RR 82
Re Special Original	Cover/Slip Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

# **B** Press the [Preset Stamp] key.

	⊖Ready		Copy		No. <b>1</b>	Orig. O	Q'TY	Сору О
Text • Photo Pale Generation	Stamp Select S		<u></u> f. <del>.</del>	<u></u>		Sort:	PC.	×
Auto Image Density	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	至急 (後) 被製厳禁		2000.1.1		R	Ð	ÌD
(Lighter Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Punch:	2 6	)R)
Fre Special Original				Cancel	ок	RI	2	ÌEJ

# **4** Select the desired message.

Text Photo	OReady		Copy	No. 1	Orig. O	Qity 1	Сору О
Text • Photo		£	== f	i	Sort:	Sta	ck:
Pale Generation	Stamp Select Sta	imp.			P	PC	PP
	COPY	URGENT	PRIORITY	For Your Info.	Staple:		
Auto Image Density				6	R	R) 🛛	JEJ
	PRELIMINARY	For Internal Use Only	CONFIDENTIAL	DRAFT			
Cliphter Darker	<position densit<="" size="" td=""><td>y&gt;</td><td><print page=""></print></td><td></td><td>Punch:</td><td>RJ</td><td>₽JER.J</td></position>	y>	<print page=""></print>		Punch:	RJ	₽JER.J
	R R Normal	Change	All Pages	1st Page Only	R	R) (k	1.63
Re Special Original			G	ancel OK		التست	<u></u>

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

#### Limitation

□ If you combine this function with the Magazine or Booklet function, "1st Page Only" is selected automatically.

# **6** Change the stamp position, size or density.

If you do not wish to change, go to step **2**.

To change the stamp position, size or density

#### • Press the [Change] key.

Text Photo	OReady		Copy	No. <b>1</b>	Orig. O	aty <b>1</b>	Сору О
Text • Photo	Stamp Select St	amp.	(	]	Sort:	an stad	*: 171
Pale Generation Auto Image Density	COPY	URGENT	PRIORITY	For Your Info.	Staple:	eu ye a lis	
Auto Intage Density	PRELIMINARY	For Internal Use Only	CONFIDENTIAL	DRAFT	L C D D	910 110	<u>التكار</u>
(Lighter Darker)	<pre><position <="" densi="" pre="" size=""></position></pre>	ty> Change	<print page=""></print>	1st Page Only		- - - -	
Re Special Original	Normal			ancel OK	R	9J [6	JÜRÜ

Copy OReady No. 1 Orig. Q'ty Сору Text Photo 0 1 0 Text • Photo tt ( Position/Size/Density Pale Generation <Size> <Density> <Position: Auto Image Density RR 82 ⊾ 2X Normal Ža: Υ rr rr 8X Lighter (]Lighter Darker R Light K Ы RR 82 Fr Special Original Cancel OK

**2** Select the desired position, size and density.

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

After you specified all the desired settings, press the [OK] key.

# Press the [OK] key.

Text Photo	⊖Ready		Сору		No. <b>1</b>	Orig. O	Qity Copy
Text • Photo	Stamp Select S	Stamp.	<u></u>			Sort:	B PP
Auto Image Density	5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	COPY Top Right All Pages		200.1.1		Staple:	JØR
(Lighter Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	RT Punch:	J RR
Re Special Original				Cancel	ОК	ß	PRE

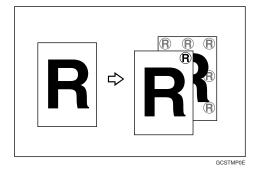
#### 🖉 Note

□ To cancel the settings, press the **[Cancel]** key.

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

# **User Stamp**

Up to four messages which you use frequently can be stored in the machine's memory and stamped on copies.



#### Preparation

Before using this function, you have to store your messages with the User Tools. See  $\Rightarrow$  P.189 "*Program/Delete User Stamp*".

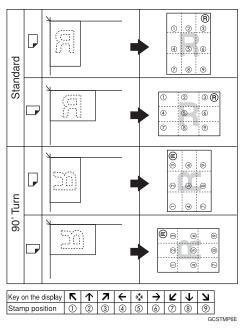
2

## Limitation

- □ You cannot use the bypass tray with this function.
- □ One message can be stamped at a time.
- In Connect Copy mode, register the same user stamp on the master unit and sub-unit.
- If the position exceeds the page boundary, the stamp will not be printed on copies.

## 🖉 Note

- □ You can change the print page with the User Tools.
- □ You can choose the default settings for the print page and the stamp position with the User Tools. See "Stamp condition" and "Stamp position" in ⇒ P.325 "User Stamp".
- □ You can combine this function with only one Preset Stamp.
- You cannot combine the User Stamp function with the Image Repeat or Double Copies function.
- □ The relationship between the direction in which you set the original and stamp Orientation/Position is as follows:



□ You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See "Stamp position" in  $\Rightarrow$  P.325 "User Stamp".

Text Photo	⊖Ready	Сору	No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 1 8½×11 8½×1	⊃ 3Ш ⊃ ТШ D  1 11×17 8½×11	u± Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarg	1 1 1 V 1 E 1 1 (	<sup>31/2×11</sup> 11×17 <b>100%</b>	RE RE
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{\end{array}_2} \\ \boxed{\end{array}_2} \bullet \boxed{\end{array}_2}$	12→12 12→	12 Shrink& Center	Punch:
Re Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce,Enlarge	RR ØR

# **2** Press the [Stamp] key.

Text Photo	OReady	Copy	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗆 🖓 Select ▶ 8½×11 8½×11	3世 ☞ T世 D 11×17 8½×11 □	<b>L⊻</b> Bypass	Sort: Stack:
Auto Image Density	Select mode.		OK	R'R RE
(Lighter) Darker	ABC → ABC ABC R → ABC	j. Erase Center	ing Stamp	
RE Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	لتشتها لكت

# B Press the [User Stamp] key.

	⊖Ready		Сору		No. <b>1</b>	Orig. O	Qity	Сору О
Text • Photo Pale Generation	Stamp Select S		<u>a</u> [	<u></u>		Sort:	PC	*: PP
Auto Image Density	1 1	至急 (论) 和职策禁		200.1.1		Staple:	Ð	jrj
(Lighter Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	RT Punch:	2	<u>, r</u>
fer Special Original				Cancel	ОК	RI	Ð	ĴœĴ

# Select the stamp you require.

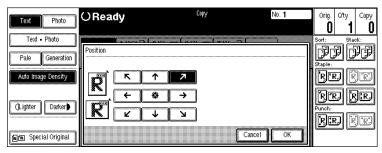
Text Photo	⊖Ready	Сору	No. <b>1</b>	Orig. O	Q'ty	Сору О
Text • Photo		<u> </u>		Sort:	Sta	sk:
	User Stamp Select Stamp				Ðſ	PP
Pale Generation	Stamp area:Vertical 2.4ir	<sub>ich</sub> Horizontal <b>1.2</b> inch		Staple:		
Auto Image Density		Not Slavel 3 Not Slavel	🖧 Not Siani	R	2) (E	ÌR)
	There is a possibility not t	o stamp in case that stamp area does no	t match paper size.	ច្រក	a le	וסיו
(Lighter) Darker	<position></position>	<print page≻<="" td=""><td></td><td>يري</td><td></td><td>لاكال</td></print>		يري		لاكال
	R R Change	All Pages	1st Page Only	Punch:	2) [k	) <u>r</u> r)
Fr Special Original		Car	icel OK		يتنتينا فسي	

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

To change the stamp position

• Press the [Change] key.

**2** Select the desired position.



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

**6** After you specified all the desired settings, press the [OK] key.

🖉 Note

 $\hfill\square$  To cancel the settings, press the **[Cancel]** key.

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

Text Photo	⊖Ready		Сору		No. <b>1</b>	Orig. O	Q'ty 1	Сору <b>О</b>
Text • Photo	Stamp Select S	tamp.	A \$10			Sort:	Stad D	
Pale         Generation           Auto Image Density	5 5 5 X 5 5 5 X 5 7 1 X 7 1 X	至急 (10) 複製業禁	Stamp <b>1</b> Top Right All Pages	200.1.1		Staple:	J R	
(Lighter) Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	RT Punch:	JR	IR.
Re Special Original				Cancel	ОК	RI	J 🕅	Ite)

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

#### Program/Delete User Stamp

**1** Make sure that the machine is in Copy mode.

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



# Press the [Copy/Document Server Features] key. System Settings Copy/Document Server Features Language Priority Total Counter

# Press the [Stamp Setting] key.

Copy/Document Server Features										
Select one of the fol	lowing default settings	i.								
General Features	Reproduction Ratio	Page Format	Stam	p Setting	Input/Output	Count Mar	nager			
Auto Paper S	elect Priority	Yes		Ori	ginal Mode Quality I	Level				
Auto Paper Sele	ect Tray Display	Display	y Original Image Density Level		Level					
Auto Image D	ensity Priority	Yes			Auto Reset Timer		60sec			
Original M	ode Priority	Text								
Original Mo	ode Display	No				1/3	3	Prev. ▼Next		

# **5** Press the [User Stamp] key.

Gopy/Document Server Features									
Select one of the following default settings	3.								
General Features Reproduction Ratio	Page Format	Stamp Setting	Input/Output	Count Manager					
Background Numbering Preset	Stamp	User Stamp	Date Stamp	Page	Numbering				
Size	Normal								
Density	Normal								
Superimpose	0ff								

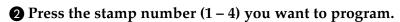
# Press the [Program/Delete Stamp] key.

Copy/Document Server Features									
Select one of the following default setting	S.								
General Features Reproduction Ratio	neral Features Reproduction Ratio Page Format		Input/Output	Count Manager					
Background Numbering Preset	Stamp	User Stamp	Date Stamp	Page Numbering					
Program/Delete Stamp	Program/Delete Stamp		position: 4 Not Stored	d Top Right					
Stamp position: 1 Not Stored	Top Right	Stamp	condition: 1 Not Store	ed All Pages					
Stamp position: 2 Not Stored	Top Right	Stamp	condition: 2 Not Store	ed All Pages					
Stamp position: 3 Not Stored	Top Right			1/2 ▲ ???∀. <b>▼</b> Next					

#### To program the User Stamp

#### • Press the [Program] key.

Copy/Docu		elete Stamp								
Select one of iter following		y to program.								
General Features Faper	1	Not Stored		2	Not Stored	З	Not Stored	4	Not Stored	
Beskinding parter wi										
Proponyleiele St										
Stomp position: 1 Not Sto										
Storip position 2 Not Sto										
Storip position 3 Not Sto	⇒Pro		Delete							Exit



#### Solution Note

- $\Box$  Stamp numbers with  $\clubsuit$  already have settings in them.
- □ If the stamp number is already being used, the machine will ask you if you wish to overwrite it Press the **[Yes]** or **[No]** key.

**3** Enter the user stamp name with the letter keys on the display panel.

Copy/Docu	Program User Stamp	Enter the name of User Stamp.	
Select one of the following			Up to 8 characters Back Space
General Features Repri	1 2 3	4 5 6 7	8 9 0
Beckgourd Hinteing	A B C	DEFG	НІЈ
Programi e le le St	K L M	N O P Q	RST
Storig position 1 Not Sto	UVW		r Case Lower Case
Storp position 2 Not Sto		# & % -	Space Clear
Stamp position: 3 Not Ste			ОК

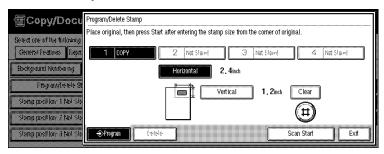
## 🖉 Note

- □ You can register up to 8 characters.
- □ To change the name entered, press the [Back Space], [Clear] or [Clear/ Stop] key and enter new letters.

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

🛒 Сору/Доси	Program User Stamp	Enter the name of User Stamp.				
Select one of ites following		COPY	Up to 8 characters Back Space			
General Features Fourt	1 2 3	4 5 6 7	8 9 0			
Bestoning parton to	A B C	DEFG	HIJ			
Programy veiele St	KLM	N O P Q	RST			
Stamp position: 1 Not Ste			r Case Lower Case			
Storip position: 2 Not Sto		# & % -	Space Clear			
Stomp position: 3 Not Sto			ОК			

**6** Enter the horizontal size of the stamp with the number keys, then press the [#] key.



#### 🖉 Note

- □ To change the value entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new value.
- □ You can enter sizes within 10 432mm, 1.0" 17.0" horizontal, and 10 297mm, 1.0" 11.7" vertical. However, if the value exceeds the maximum value of the area (5,000mm<sup>2</sup>, 7.75 inch<sup>2</sup>), it is corrected within the range of the area automatically.

6 Press the [Vertical] key, and enter the vertical size in the same way as step6.

Set the user stamp on the exposure glass, and then press the [Scan Start] key.

#### 🖉 Note

- □ Do not set the original in the document feeder.
- □ The machine scans the original three times. Do not lift the document feeder until the main menu of the Copy features appears.
- □ If you press the **[Exit]** key, the main menu of the Copy features appears with nothing programmed.

#### **8** Press the **[Exit]** key.

#### To delete the User Stamp

#### ∰Important

□ You cannot restore a deleted stamp.

#### • Press the [Delete] key.

Sund on a surger on on on		am/Delet t key to	e Stamp delete.		 	 		 		
Select one of iter following General Features Repri		-	)PY		Not Slove	Э	Not Silore	4	Not Slove	
Bestgand binterig										
Prograničelele St										
Somp position: 1 C PY										
Stomp poetfloor 2 Not Sto										
Stomp position: 3 Not Sto	÷	>Program		Delete					ĺ.	Exit

**2** Press the stamp number (1 – 4) you want to delete.

## 🖉 Note

 $\Box$  Only programs with  $\clubsuit$  contain a user stamp.

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

	Pougrand Dalata Stanp Seliest kay to delele		
Select one of the following General Features Found Beokground Humbering Frequenziekele St	Do you want to delete selected stamp pattern?	1	4 Net Signi
Storig position: 1 COPY Storig position: 2 Not Sto Storig position: 3 Not Sto	Stop	Delete	Ext

# 🖉 Note

□ To cancel the deletion, press the **[Stop]** key.

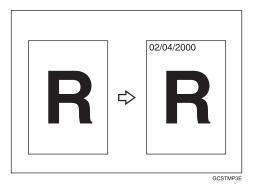
**4** Press the **[Exit]** key.

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

## **2** Press the [Exit] key.

The initial display appears.

# Date Stamp

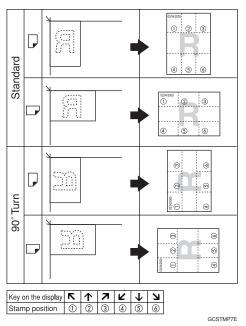


## Limitation

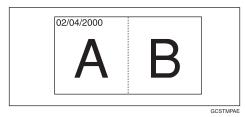
□ You cannot use the bypass tray with this function.

- □ You can select the following styles:
  - MM/DD/YYYY
  - MM.DD.YYYY
  - DD/MM/YYYY
  - DD.MM.YYYY
  - YYYY.MM.DD
  - DD.JUN.YYYY
- □ You can change the Date Stamp settings with the User Tools. See  $\Rightarrow$  P.325 *"Date Stamp"*.
- □ The font and size of the Date Stamp can be changed with the User Tools. See "Font" and "Size" in  $\Rightarrow$  P.325 "*Date Stamp*".
- □ You can select whether the Date Stamp is printed negative if it overlaps black parts of an image. See "Superimpose" in  $\Rightarrow$  P.325 "*Date Stamp*".
- □ For how to set the date, see "Set Date" in the System Settings manual.
- □ You can choose the default settings for the stamp position with the User Tools. See "Position Priority" in ⇒ P.325 "Date Stamp".
- □ The size, font and superimpose settings are linked with the Page Numbering functions.
- You cannot combine the Date Stamp function with the Image Repeat or Double Copies function.

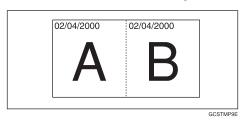
□ The relationship between the direction in which you set the original and the stamp position is as follows:



- □ You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See "Position Priority" in  $\Rightarrow$  P.325 "*Date Stamp*".
- □ If you combine this function with the Combine, Magazine or Booklet function, the page is stamped as follows.
  - Combined with the Combine function



• Combined with the Magazine or Booklet function



Text Photo	⊖Ready	Сору	No. 1	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 1 8½×11 8½×1	⊃ 3Ш ⊃ ТШ D  1 11×17 8½×11	u± Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce/Enlarg	1 1 1 V 1 E 1 1 (	<sup>31/2×11</sup> 11×17 <b>100%</b>	RE RE
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{\end{array}_2} \\ \boxed{\end{array}_2} \bullet \boxed{\end{array}_2}$		12 Shrink& Center	Punch:
Re Special Original	Cover/Slip Sheet Edit/Sta	mp Duplex/Combine	Reduce,Enlarge	RR ØR

# **2** Press the [Stamp] key.

Text Photo	OReady	Copy	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11 1		l <b>⊻</b> }ypass	Sort: Stack:
Auto Image Density	Select mode.		OK	R'R RR
(Lighter) Darker	ABC     ABC     R <td< th=""><th>Erase Center</th><th>ing Stamp</th><th></th></td<>	Erase Center	ing Stamp	
Fr Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	للشلاف رمصوع

# B Press the [Date Stamp] key.

Text Photo	() Ready		Сору		No. <b>1</b>	Orig. O	Q'ty	Сору О
Text • Photo Pale Generation	Stamp Select S		<u></u>			Sort:	PC	.k. PP
Auto Image Density	1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	至急 (论)		200.1.1		Staple:	2	ÌRI
(Lighter Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	RT Punch:	2] [8	R
fere Special Original				Cancel	ОК	RI	2	ĴœĴ

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

To change the style of date

• Press the [Change style] key.

Text Photo	() Ready	Copy	No. <b>1</b>	Orig. O	aty 1	Сору О
Text • Photo Pale Generation	Date Please check position and	assectation → 1 style of date.		Sort:	PC	*: PP
Auto Image Density	<today's date=""> 4/ 2/2000</today's>	Change style	]	R	2	ÌRÌ
(Lighter Darker)	<position></position>	<print page=""></print>	t Page Only	Punch:	र] [F रा	
Re Special Original		Cancel	СК	<u></u> _	20	268.2

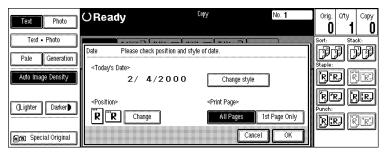
## **2** Select the style of date.

Text Photo (	⊖Ready	Сору	No. <b>1</b>	Orig. O	Qity 1	Сору <b>О</b>
Text • Photo	Style of date Please sele	ct style.		Sort:	P C	*: PP
Auto Image Density	MM/DD/YYYY	MM.DD.YYYY		Staple:	J R	Ìœl
	DD/MM/YYYY YYYY.MM.DD	DD.MM.YYYY DD.JUN.YYYY		R	2 3	)R)
(Lighter Darker)				Punch:	2) [®	ĴœĴ
Fer Special Original			ancel OK	G	تتنتبنا فسي	

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

To change the stamp position

#### **1** Press the [Change] key.



**2** Select the desired position of the Date Stamp.

Text Photo	⊖Ready	Сору	No. 1	Orig. <b>O</b>	Qty	Сору О
Text • Photo Pale Generation	Position	<u></u>		Sort: Staple:	PC	°K∶ ₽₽₽
Auto Image Density		↑ 7		Ru Do	r [	<u>জি</u>
(Lighter Darker)	RĽ	¥ ] ¥		Punch:	r R	)te)
R Special Original			Cancel OK		تتثننا فسس	<u></u>

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

**5** After you specified all the desired settings, press the [OK] key.

#### Note

□ To cancel the settings, press the **[Cancel]** key.

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

Text Photo	⊖Ready		Сору		No. <b>1</b>	Orig. O	Q'ty	Сору О
Text • Photo Pale Generation	Stamp Select S	itamp.	<u></u>	n. m (		Sort:	PC	*: PP
Auto Image Density	1 1	至急 (他) 把親厳禁		Top Left All Pages		Staple:	D [	jrøj
(Lighter Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	RT Punch:	2 6	;)R)
fer Special Original				Cancel	OK	RI	2) [e	jæ

# **2** Set your originals, then press the **[Start]** key.

# Page Numbering

Use this function to print page numbers on your copies. There are six types of Page Numbering (n is the total number of pages in your original):

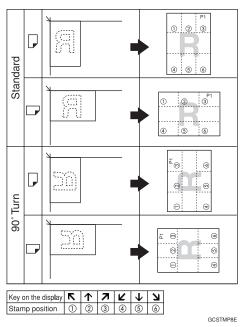
- Type A: P1,P2,...Pn
- Type B: 1/n,2/n,...n/n
- Type C: -1-,-2-,...-n-
- Type D: P.1,P.2,...P.n
- Type E: 1, 2...n
- Type F: 1-1,1-2,..1-n

#### Limitation

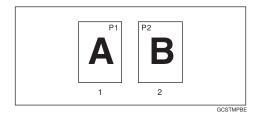
□ You cannot use the bypass tray with this function.

- □ You can change the Page Numbering settings with the User Tools. See  $\Rightarrow$  P.326 "*Page Numbering*".
- □ The font and size of Page Numbering can be changed with the User Tools. See "Font" and "Size" in  $\Rightarrow$  P.326 "*Page Numbering*".
- □ You can select whether the Page Numbering is printed negative if it overlaps black parts of image. See "Superimpose" in  $\Rightarrow$  P.326 "*Page Numbering*".
- □ You can choose the default settings for the stamp position with the User Tools. See "Position Priority" in ⇒ P.326 "Page Numbering".
- □ You can choose the default settings for the stamp format with the User Tools. See "Format Priority" in  $\Rightarrow$  P.326 "*Page Numbering*".
- The font, size and superimpose settings are linked with the Date Stamp function.
- You cannot combine the Page Numbering function with the Image Repeat or Double Copies function.

□ The relationship between the direction in which you set the original and the Page Numbering orientation/position is as follows:



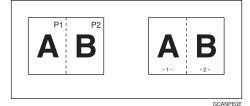
- □ You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See "Position Priority" in ⇒ P.326 "Page Numbering".
- □ If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.



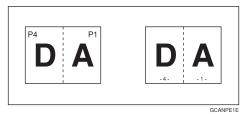
- 1. Front
- 2. Back
- □ If you combine this function with the Duplex (Top to Top) function, you can change the setting to stamp on the back side in the same position as the front side. See "Duplex Back Page Number Position" in ⇒ P.326 "Page Numbering".
- □ If you use this function with the Combine, Magazine, or Booklet function, the page is stamped as follows.

#### Page Numbering per original

• Combined with 1 Sided/2 Sided in the Combine function

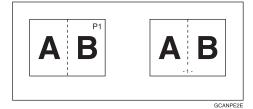


• Combined with the Magazine or Booklet function



#### Page Numbering per copy

• Combined with 1 Sided/2 Sided in the Combine function



- $\Box$  See "Page Numbering In Combine Mode" in  $\Rightarrow$  P.326 "Page Numbering".
- □ If you use the "1-1, 1-2" style, you can print page numbers on the slip sheets in Designate or Chapters mode. See "Copy On Slip Sheet In Designate Mode" in ⇒ P.326 "*Page Numbering*".

# Press the [Edit/Stamp] key.

Text Photo	()Ready	Сору	No. <b>1</b>	Orig. Qity Copy
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 🗔 Select ▶ 8½×11 8½×11	3■ □ T■ 0 11×17 8½×11	<b>止</b> Bypass	Sort: Stack:
Auto Image Density	Full Size Auto Reduce,Enlarge	11×15 81/2×11 93% 8	12×11 1×17 100%	
(]Lighter Darker	$\begin{array}{c}1\\2 \bullet \boxed{7}\\2\end{array} \left[ \boxed{7}\\2\end{array} \right] \left[ \boxed{7}\\2 \bullet \boxed{7}\\2\end{array} \right]$	$1^2 \rightarrow 1^2$ $1^2 \rightarrow \frac{1}{3}$	2 Shrink& 4 Center	
Re Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	RR RR

# **2** Press the [Stamp] key.

Text Photo	OReady	Сору	No. <b>1</b>	Orig. Qty 0 1	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11		vpass	Sort: Sta Staple:	<sup>ick:</sup>
Auto Image Density	Select mode.		OK	RR [	ÌR
(Lighter) Darker)	$ABC \Rightarrow \frac{ABC}{ABC} R \Rightarrow \frac{R}{R} \frac{R}{R} \frac{R}{R}$	<b>■</b>		RR (	₽.R.)
	Double Repeat Margin A	idj. Erase Centerir	ng Stamp	Punch:	d e d
Re Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	ن السلين	<u> </u>

# **B** Press the [Page Numbering] key.

	() Ready		Copy		No. <b>1</b>	Orig. O	Q'TY	Сору О
Text • Photo Pale Generation	Stamp Select S		<u>a</u> [			Sort: DI Staple:	PC	*: PP
Auto Image Density	1 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	至急 (论 被製業禁		2000.1.1		Ru	2	jęj
(Lighter Darker)	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Punch:	2] [5	)R)
RE Special Original				Cancel	ОК	RI	2	)œ)

# **4** Select the style.

Text Photo	() Ready	Сору		No. <b>1</b>	Orig. O	Qity	Сору О
Text • Photo Pale Generation		select stlyle of page numbe	ring.		Sort:	PC	*: PP
Auto Image Density	P1,P2	1/5,2/5	-1-,-2	P.1,P.2	RE	Ð	)œl
(Lighter) Darker	<position></position>	Printing Start Page ange Numbering	:From <b>1</b> page : <b>1</b> ~To The End	Change	Punch:	2) [8 2) [8	
RE Special Original			Cance	ОК		<u> </u>	لانتشاع

# **5** To change the stamp position, press the [Change] key.

If you do not wish to change the stamp position, go to step **2**.

**6** Select the stamp position, then press the [OK] key.

Text Photo	() Ready	Сору	No. <b>1</b>	Orig. O	Qty	Сору О
Text • Photo Pale Generation	Position	. <del> </del>		Sort:	P (	:ĸ: ₽₽₽
Auto Image Density	R	↑ ↗		RE	2	
(Lighter) Darker	R	↓ У				
Fr Special Original		Canc	el OK	<u> </u>		

**7** To change the first printing page and start number, press the [Change] key.

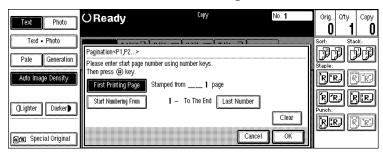
#### 🖉 Note

- □ The display differs depending on the selected style.
- □ If you do not wish to change, press the **[OK]** key and set your originals, then press the **[Start]** key.

# **8** Specify the page and number.

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

Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.

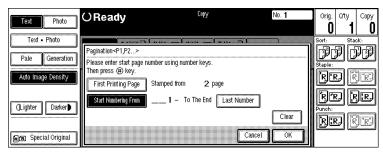


#### Solution Note

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

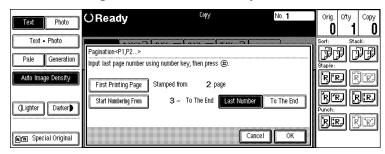
#### **2** Press the **[#]** key.

**3** Press the [Start Numbering From] key, then enter the number from which to start numbering with the number keys.



**<sup>4</sup>** Press the **[#]** key.

**6** Press the [Last Number] key, then enter the page number at which to stop numbering with the number keys.



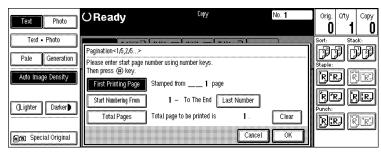
## 🖉 Note

□ If you wish to print onto the last page, press the **[To The End]** key and go to step **①**.

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

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

• Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.



### 🔗 Note

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

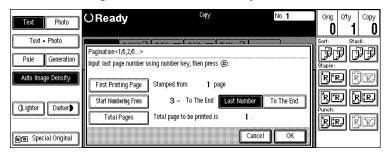
**2** Press the **[#]** key.

**3** Press the [Start Numbering From] key, then enter the page number from which to start numbering with the number keys.

Text Photo	()Ready	Сору	No. 1	Orig.	Qity Co	ру <b>О</b>
Text • Photo		( (		Sort:	Stack:	লা
Pale Generation	Pagination<1/5,2/5> Please enter start page number usin	a number keure				P
Auto Image Density	Then press  (a) key.	· ·		Staple:	r) (?)	ð
(Lighter Darker)		~ To The End Last Nu	mber	Punch:	r, Ru	ያ
	Total Pages Total pag	e to be printed is	1. Clear	R	RJ R	ð
RE Special Original			Cancel OK			لس

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

**6** Press the **[Last Number]** key, then enter the page number at which to stop numbering with the number keys.

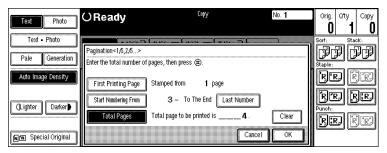


## 🔗 Note

□ If you wish to print onto the last page, press **[To The End]** key and go to step **①**.

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

Press the [Total Pages] key, then enter the total number of original pages with the number keys.



### **③** Press the **[#]** key.

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

• Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.

Text Photo	() Ready	Copy	No. 1	Orig. Qty Copy
Text • Photo	Pagination<1-1,1-2>	C		sort: Stack:
Pale Generation Auto Image Density	Please enter start page number u Then press (#) key.	using number keys. bed from <u> </u>		staple:
(Lighter) Darker)	Chapter Number From	1 1 <sup>-1</sup>		RR RR
Gran Special Original	Start Numbering From	1 <sup>1-1</sup>	Clear Cancel OK	RR EE

### 🖉 Note

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

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

**3** Press the [Chapter Number From] key, then enter the chapter number from which to start numbering with the number keys.

	⊖Ready	Сору	No. <b>1</b>	Orig. O	Qity 1	Сору О
Text • Photo	Pagination<1-1,1-2>			Sort:	PC.	°K: PP
Auto Image Density	Press first chapter number a	and press æ) key. tamped from <b>1</b> page		Staple:	r) [	JED
(Lighter Darker)	Chapter Number From _	1 1-1		R1 Punch:	2	)R)
Fr Special Original	Start Numbering From	1 <sup>1-1</sup> ↑	Clear Cancel OK	Ru	ÐĽ	ĴœĴ

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

**5** Press the [Start Numbering From] key, then enter the page number from which to start numbering with the number keys.

Text Photo	OReady	Сору	No. 1	Orig. G	גינע Copy 1 0
Text • Photo		·/	5 <b>1</b>	Sort:	Stack:
Pale Generation	Pagination<1-1,1-2>				U DU DU
	Please enter start page number Then press (#) key.	r using number keys.		Staple:	
Auto Image Density		anadémen 1 naga		'R'R,	BR
·	First Printing Page Star	nped from <b>1</b> page			
	Chapter Number From	1 1-1		RJ RJ	I RIEJ
(jLighter Darker)	Start Numbering From	1 1-1	Clear	Punch:	
		-· Ŧ		RIR	
FRE Special Original			Cancel OK		

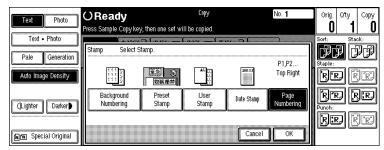
### **6** Press the **[#]** key.

#### Press the [OK] key.

### Note

□ To change the settings after pressing the **[OK]** key, press the **[Change]** key and enter the new value.

# Press the [OK] key.



## 🖉 Note

□ To cancel the settings, press the **[Cancel]** key.

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

# **Combination Chart**

The combination chart given below shows which modes can be used together. When you read the chart, see the following table:

0	means that these modes can be used together.
$\rightarrow$	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

															I	Mo	de	af	ter	yc	ou s	Sel	lect	;													٦
												ray							Book						Cover/Slip	Sheet	Edit/Stamp										
												ss T													S							St	an	ıp			
		Batch (SADF)	Mixed Sizes	Selecting Copy Paper	Auto Paper Sel	Auto Reduce/Enlarge	Sort	Rotate Sort	Stack	Staple		Copying From The Bypass Tray		Shrink&Center	Zoom	Size Magnification	Duplex	Combine	_	2 Sided→1 Sided	1 Sided→2	2 Sided→2 Sided	_		_			Repeat				Background Numbering	Preset Stamp				Copy Face Up
	Batch (SADF)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	0	0	0	0	0	0	0	0	0	0	0	<u> </u>	0
	Mixed Sizes	0		0	0	0	0	×	0	×	0	0	0	0	0	0	0	0	0	0		×	-	-	0	0	0	0	0	0	0	0	0		0	-	0
	Selecting Copy Paper	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Auto Paper Select	0	0	0		$\rightarrow$	0	0	0	0	0	$\rightarrow$	0	0	0	0	0	0	0	0	0	0	0	0	$\rightarrow$	$\rightarrow$	0	<b>→</b>	0	0	0	0	0	0	0	0	0
	Auto Reduce/ Enlarge	0	0	0	Ŷ		0	0	0	0	0	×	$\rightarrow$	0	$\rightarrow$	$\rightarrow$	0	0	0	0	0	0	0	0	0	0	0	Ŷ	0	0	0	0	0	0	0	0	0
÷	Sort	0	0	0	0	0		$\rightarrow$	$\rightarrow$	0	0	×	0	0	0	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	0	0	0	0	0	0	0
select	Rotate Sort	0	$\times$	0	0	0	$\rightarrow$		×	$\rightarrow$	×	×	0	0	0	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	0	0	0	0	0	0	0
	Stack	0	0	0	0	0	$\rightarrow$	×		$\rightarrow$	0	×	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
e vo	Staple	0	0	0	0	0	0	$\rightarrow$	$\rightarrow$		0	×	0	0	0	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	0	0	0	0	0	0	×
for	Punch	0	0	0	0	0	0	×	0	0		0	0	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	0	0	0	0	0	0	0	0	×
Mode before vou	Copying From The Bypass Tray	0	0	0	<b>→</b>	×	×	×	×	×	0		0	×	0	0	×	×	0	0	×	×	×	×	×	0	×	0	0	0	×	×	×	×	×	×	0
		0	0	0	0	$\rightarrow$	0	0	0	0	0	0		0	$\rightarrow$	$\rightarrow$	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Enlarge	_					~								-								-	~	~	0	-			~		-				-	
	Shrink&Center					0							0	_	0	0							0														
	Zoom	0			0	$\rightarrow$	0	0			0	0	$\rightarrow$	0		$\rightarrow$	0	0	0				0				0	0				0		0	0	-	0
	Size Magnification	0	0	0	0	$\rightarrow$	0	0	0	0	0	0	$\rightarrow$	0	$\rightarrow$		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Duplex	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0		$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	0	×	0	0	0	0	0	0	0	0	0	0	0
	Combine	0	0	0	0	0	0	0	0	Ō	0	×	0	0	0	0	$\rightarrow$		$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	×	×	×	×	0	0	0	×	0	0	0	0	0

																	ľ	Ло	de	af	ter	yc	u	Sel	lec	t													
														Tray							Book						Cover/Slip	Sheet	Edit/Stamp										
				Batch (SADF)	Mixed Sizes		Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort		Staple		<b>Copying From The Bypass</b>	Preset Reduce/Enlarge		Zoom		Duplex	Combine	Book→1 Sided	2 Sided→1 Sided	1 Sided→2 Sided	2 Sided→2 Sided	Booklet	Magazine		Slip Sheet		Repeat	Margin Adjust	_	Centering	<b>Background Numbering</b>	_	User Stamp	_	Page Numbering	Copy Face Up
			ook→1 ded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	$\rightarrow$	$\rightarrow$		$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	×	0	0	0	0	0	0	0	0	0	0	0	0
			Sided→1 ded	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	À	À	À		À	->	-	$\rightarrow$	×	0	0	0	0	0	0	0	0	0	0	0	0
	Book		Sided→2 ded	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	<b>→</b>	<b>→</b>	<b>→</b>	$\rightarrow$		$\rightarrow$	$\rightarrow$	$\rightarrow$	×	×	0	0	0	0	0	0	0	0	0	0	0
			Sided→2 ded	0	×	0	0	0	0	0	0	0	0	×	0	0	0	0	ſ	ſ	ſ	1	ſ		$\uparrow$	$\rightarrow$	×	×	0	0	0	0	0	0	0	0	0	0	0
		Вс	ooklet	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$	$\rightarrow$		$\rightarrow$	×	×	×	×	0	0	0	0	0	0	0	0	0
		Μ	lagazine	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	Ŷ	Ŷ	Ŷ	$\rightarrow$	Ŷ	$\rightarrow$	$\rightarrow$		×	×	×	×	0	0	0	0	0	0	0	0	0
	p Sheet	D	over/ esignate/ hapters	0	0	0	×	0	0	×	0	0	0	×	0	0	0	0	0	0	×	×	×	×	×	×		ſ	×	×	0	0	0	0	0	0	0	0	0
elect	Cover/Slip Sheet		ip Sheet	0	×	0	×	0	×	×	0	×	0	0	0	0	0	0	×	×	0	0	×	×	×	×	->		×	×	0	0	0	0	0	0	0	0	0
ou se	•	D	ouble	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	0	×	0	0	0	0	×	×	×	×		$\rightarrow$	0	0	0	×	×	×	×	×	0
e yc		Re	epeat	0	0	0	×	×	0	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	×	×	×	×	$\rightarrow$		0	0	0	×	×	×	×	×	0
Mode before you select			largin djust	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0
lod			rase							0																											0		_
A		C	entering	0	0		0			0												0					0		0			0		0		0			0
	:/Stamp		Back- ground Number- ing	0	0					0														0					×		0		0			0	0	0	0
	Edit/S	c	Champin	Ō	Ō	0	0	0	0	0	0	Ō	0	×	Ō	0	0	0	0	0	0	0	0	Ō	Ō	0	Ō	0	×	×	0	0	0	Ō		×	0	0	0
		Stam	User Stamp	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	0	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	×		0	0	0
			Date Stamp	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	0	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	0	0		0	0
			Page Number- ing	0	0	0	0	0	0	0	0	0	0	×	0	0	0	0	0	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	0	0	0		0
	С	op	y Face Up	0	0	0	0	0	0	0	0	0	×	×	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

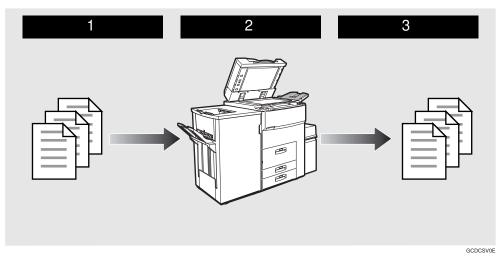
# 3. Document Server

# Overview

The Document Server enables you to save documents in the machine memory and then edit and print them as you want.

There are two ways to save documents.

- Scanning from the document feeder
- Scanning from the exposure glass



**1** Prepare the documents you want to save.

## **2** Save the documents.

The documents are saved in the machine memory.

## **3** Print the documents.

You can print saved documents with any settings you desire at any time.

# **Document Server Features**

The following printing features are available with the Document Server.

#### On Demand Printing

You can print the saved documents as you want at any time.

#### File Merge Printing

You can combine multiple documents to print them in one set.

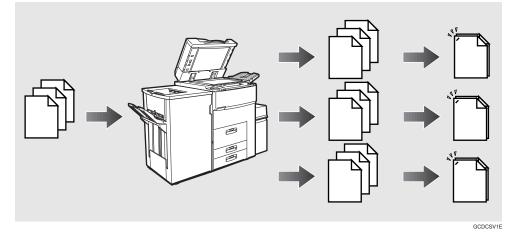
# **Features and Benefits**

# **On Demand Printing**

Use to print any saved document as required.

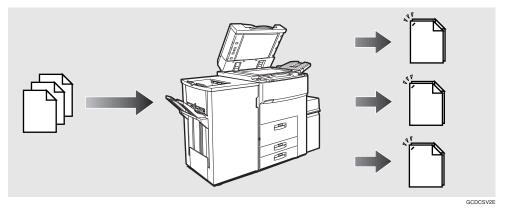
#### Your current situation might be...

• When you need to print multiple sets of documents double-sided and stapled together, you normally print the originals, make duplex copies and then staple them together manually.



#### With the Document Server

If you save your document in the Document Server, you can print it out at any time with the necessary print settings, such as duplex and stapling. Your documents will not be confused with those of others in the exit tray.



#### 🖉 Note

- □ Stapling requires the installation of the optional finisher.
- **D** Punching requires the installation of the optional punch kit in the finisher.
- □ You can use a password to prevent others from printing saved documents.

# **File Merge Printing**

You can combine multiple scanned documents to print them in one set.

#### Your current situation might be...

You want to combine several originals that are different in density, size, and paper weight, e.g.

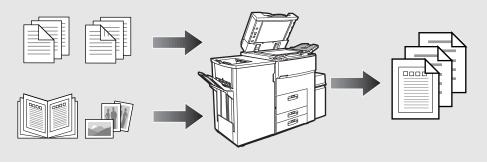
- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals



#### With the Document Server

You can save the originals individually by making the best settings for each original, and edit them as a file.

It does not matter whether the originals were scanned using the document feeder or the exposure glass. As you can specify the print order for several files, you can combine them as you want, and print them as a file.



GCDCSV3E

You can check the print result by printing a sample set before making a large print run by pressing the **[Sample Copy]** key.

If you are not satisfied with the print result of some pages of the set, you have only to scan that part again.

# **Scanning Originals**

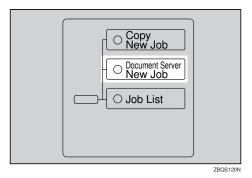
You can scan the originals you want to save in the Document Server using the control panel of the machine. The originals can be set either on the exposure glass or into the document feeder.

The saved documents will automatically be named in the order of scanning as "Scan001", "Scan002"....

#### 🖉 Note

- □ You can set the timer to delete the documents stored in the Document Server with the User Tools. See "Auto File Delete" in  $\Rightarrow$  P.331 "Count Manager".
- □ You can change the file names that are assigned automatically.
- □ You can use a password to prevent others from printing saved documents.

## Press the [Document Server/New Job] key.



The "Document Server: Files" display appears.

**2** Press the [Scan Originals] key.

	<select< th=""><th>File&gt;</th><th></th><th>Document server;</th><th>Files N</th><th>lo. <b>1</b></th><th>Page O</th><th>Q'ty</th><th>Сору О</th></select<>	File>		Document server;	Files N	lo. <b>1</b>	Page O	Q'ty	Сору О
	No scanned file	S.						red dala	
	Indicated order:	File Name	User ID	Time	Page Palu			(ielele	
Scanned original can be	Indicate files:								
stored as a file.	All the files						Select f setting.	ile, then	enter
Scan Originals	Search:					1/1		rint Seita	
	File Name					A Pier			È. I
	User ID					🔻 Net	F7	nt ist Pa	*

The "Doc. server: Scanning	g" display appears.
----------------------------	---------------------

Text Photo	Ready	Doc. server: Scanning	No. <b>1</b>	Page <b>O</b>
Text • Photo Pale Generation	Auto Paper 1 💷 🕽 2 🗉 ⊂ Select ▶ 8½×11 8½×1	2 3 □ □ T □ D 1 11×17 8½×11	u Egeas	Scan001 Change File Name
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	8½×11 11×17 <b>100%</b>	Don't change Change Password
(Lighter Darker)	1 Sided Orig. 2 Sided Orig. Top to Top	2 Sided Orig. Top to Bottom	Shrink& Center	Scanning Complete
Fre Special Original	Edit Ima	je Combine	Reduce/Enlarge	

## **3** Enter a file name.

#### 🖉 Note

- □ If you do not wish to register a file name, go to step **4**.
- □ If you do not register a file name, it is stored automatically.

To set the file name

**1** Press the [Change File Name] key.

**2** Enter the new file name using the letter keys on the display panel.

Tosl Pretto	Change Name	Enter new f	ile name.					
Text + Plato	Sca	n001 →					Ba	ck Space
	1 2	3	4	56	7	8	9	0
Falo Generation	AB	С	D	E F	G	Н		J
Auto imaga Genarty	KL	м	N	0 P	Q	R	S	Т
	UV	W	X	Y Z	Upper	Case	Lower	Case
(Trétes,								Clear
and special cription							Cancel	OK

#### 🖉 Note

- □ You can enter up to 8 letters.
- □ To switch to the capital letter mode or small letter mode, press the **[Upper Case]** or **[Lower Case]** key.
- □ To change the letter entered, press the **[Back Space]**, **[Clear]**, or **[Clear/ Stop]** key and enter new letters. To delete the entered letters in 1 letter steps, press the **[BackSpace]** key. To delete all the entered letters, press the **[Clear]** or **[Clear/Stop]** key.

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

#### **4** Enter your password.

#### 🖉 Note

□ If you do not wish to enter a password, go to step **5**.

#### To set the password

**1** Press the [Change Password] key.

**2** Enter the password using the number keys (4 digits).

ijosi Pležo	Liec. concer
Text * Photo	
Fale Generation	Ann Paper Select ▶ 8 <sup>1</sup> / <sub>2</sub> ×11 8 <sup>1</sup> / <sub>2</sub> ×11 11×17
Aulo image bensity	Full Sure Auto Reduce Africanje 11015 Steve 11
(), lybler Daller)	1 Sided Orig. 2 Slated Carg Top to Top Top to Beltom
🞯 🖭 Special Original	Edit invige

#### Solution Note

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

**③** Press the [OK] or **[#]** key.

**5** Set your originals either on the exposure glass or into the document feeder.

#### PReference

For more information on the types of originals that can be set and how to set them, see  $\Rightarrow$  P.31 "Setting Originals".

#### **()** Make any desired settings.

Text Photo	Ready Doc. server: Scanning No. 1	Page <b>D</b>
Text • Photo Pale Generation	Auto Pager Select ▶ 1 월월 2 월 5 3 월 5 T월 7 월 8½×11 8½×11 11×17 8½×11 8½×11	Chapter1 Change File Name
Auto Image Density	Full Size         Auto Reduce/Enlarge         11×15 8½×11         9 3 %         8½×11 11×17         1 0 0 %	Change Change Password
(Lighter Darker)	1 Sided Orig. 2 Sided Orig. 2 Sided Orig. Top to Top Top to Top to Top to Top to Top to Top to Rottom	Scanning Complete
Feren Special Original	Edit Image Combine Reduce,Enlarge	

## 🖉 Note

□ Press the **[Scanning Complete]** key to cancel the file name, password, or print settings and return to the "Document Server: Files" display.

#### <sup>P</sup>Reference

For details, see the explanations of each function in this manual.

### Press the [Start] key.

The document is saved in the Document Server. The saved documents are displayed on the "Document Server: Files" display.

## 🔗 Note

- □ If you have set your originals in the document feeder, the "Document Server: Files" display appears automatically after all originals have been scanned.
- If you have set your originals on the exposure glass, press the [Scanning Complete] key after all originals have been scanned. The "Document Server: Files" display appears.
- □ To stop scanning, press the **[Clear/Stop]** key.
- □ To resume the paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete the saved images and cancel the job, press the **[Cancel]** key.
- □ When storing a password, ] appears on the left side of the file name.

To change the file name or password

Press the line of the document whose file name or password you want to change.

	Ready	Document server; Files	lo. 4	Page Qty Copy 6 1 0
	Selected file can be printed continuously.			Stored data list
	Indicated order: File Name User ID	Time Page Print	order	Delete
Scanned original can be	Indicate files: 3 Chapter 1	4/214:03 6 1		
stored as a file.	All the files Chapter2	4/214:04 4		Select file, then enter setting.
Scan Originals	Search: Chapter3	4/214:06 3	1/1	Print Setting
Ľ	File Name		i A bis∧	Ľ
	User ID		₩ Next	Print 1st Page

If you select a document which requires a password, the "Input the Password" window appears. Input the password using the number keys, then press the [OK] key.

**3** Press the [Stored data list] key.

**4** Press the [Change File Name] or [Change Password] key.

	Ready	Document server; Files No. 4	Page Qty Copy 6 1 0
	Selected file can be printed continuously.		
	Indicated order: File Name User ID	Time Page Print order	
Scanned original can be	Indicate files:		Chapter1 Change File Name
stored as a file.	All the files Chapter2	4/2 14:04 4	Change
Scan Originals	Search: Chapter3	4/ 2 14:06 3 1/1	Change Password
	File Name	A Piev	
	User ID	Vet	OK

**6** Enter the new file name or password using the letter keys or number keys.



# **Printing Saved Documents**

You can print any of the documents saved in the Document Server. Follow these steps to select a document and print it out.

### Press the [Document Server/New Job] key.

The "Document Server: Files" display appears.

**2** Press the line for the document you want to print.

	<select< th=""><th>: File&gt;</th><th></th><th>Document se</th><th>erver; File</th><th>1 8</th><th>lo. 4</th><th>Page O</th><th>Q'ty</th><th>Сору О</th></select<>	: File>		Document se	erver; File	1 8	lo. 4	Page O	Q'ty	Сору О
	Select file you	want to print.							red dala	
	Indicated order:	File Name	User ID	Tir	ne	Page [Pilul	-7101	1	(ieiele	
Scanned original can be	Indicate files:	l Chapter1		4/2	14:03	6		l		
stored as a file.	All the files	Chapter2		4/2	14:04	4		Select : setting.	ile, then	enter
Scan Originals	Search:	Chapter3		4/2	14:06	3	1/1		rint Selti	
	File Name					İ.	å Pi∌v			ù.
	User ID						🐺 Nest	F7	ht ist P	્રાજ

#### The selected line is highlighted.

	Ready	Document server; Files	No. 4	Page Qty Copy
	Selected file can be printed continuously.			Stored data list
	Indicated order: File Name User ID	Time Page Prin	t order	Delete
Scanned original can be	Indicate files: [] [Chapter1]	4/2 14:03 6 1		
stored as a file.	All the files Chapter2	4/214:04 4	] 🖉 🖾	Select file, then enter setting.
Scan Originals	Search: Chapter3	4/214:06 3	] 1/1	Print Setting
Ĺ	File Name		<u>≜</u> Piev	L
	User ID		🐺 Nest	Print 1st Page

## 🖉 Note

- □ You can search the document you desire by the file name. See  $\Rightarrow$  P.219 "To Search by File Name".
- □ You can sort the files in order of **[File Name]**, **[Time]**, or **[Print order]**. Press the key you want to sort by.
- □ If the desired file name is not shown, see the next or previous screen using the [▼ Next] and [▲ Prev.] keys.
- □ If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- □ Press the selected line again to cancel the print job.
- □ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, then press the [OK] key. To delete the value entered, press the [Clear] or [Clear/Stop] key. To cancel a selected document, press the [Cancel] key.

**1** To print more than one document, repeat step **2** to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

## 🖉 Note

- □ To change the print order, press the highlighted lines to return to the normal conditions, then select them again in the order you want to print.
- □ Press the **[Clear Modes/Energy Saver]** key to cancel all the settings.

If you need to change any of the print settings, press the [Print Setting] key.

	Ready	Document server; Files No. 4	Page Qty Copy
	Selected file can be printed continuously.		Signal gale (gal
	Indicated order: File Name User I	D Time Page Print order	Delete
Scanned original can be	Indicate files: 1 Chapter 1		L
stored as a file.	All the files Chapter2	4/214:04 4 2	Selected files can be combined.
Scan Originals	Search: Chapter3	4/2 14:06 3 3 1/1	Print Setting
	File Name	A Piev	
	User ID	¥ Net	Print 1st Page

The "Document Server: Print Conditions" display appears.

File Name: Chapter1	Ready Doc. Server : Print Conditions No. 4	Page Qty Copy
User ID: Priority:	Anto Paper Select ▶ 8½×11 8½×11 11×17 8½×11 Bypass	Sort: Stack:
1/3	,, ,,	Staple: RR RR
Select File	1 Sided Print         2 Sided Print         2 Sided Print         Booklet         Magazine	
	Cover/Silp Sheet Edit/Stamp	RIEJ RIÈ

## 🖉 Note

- **D** The print settings remain in the machine after printing.
- □ The print settings of the document you select first are applied to the merged documents.
- □ If you select multiple files, you can confirm the file names or print order of the files you selected in step **B** by scrolling through the list with the [▼] and [▲] keys.
- □ Press the **[Select File]** key to return to the "Document Server: Files" display.

#### ₽ Reference

For details, see the explanations of each function in this manual.

Enter the required number of prints using the number keys.

## 🖉 Note

**Up** to 999 can be entered.

- □ To change the value entered, press the [Clear/Stop] key and enter new value.
- □ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See  $\Rightarrow$  P.218 "*Sample Printing*".

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

The machine starts printing.

#### 🖉 Note

□ To pause the print job, press the **[Clear/Stop]** key. In the confirmation dialog box, press the **[Resume]** key to resume it, or press the **[Cancel]** key to cancel it.

# **Sample Printing**

If you print multiple sets using the Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the **[Sample Copy]** key.

Limitation

□ This function can be used only when the Sort function has been turned on.

**1** Follow steps **1** to **5** of the preceding procedure.

Press the [Sample Copy] key.

After the first set is printed out, press the [Resume] key to print the rest of the print job. Press the [Cancel] key to cancel it and return back to the "Document Server: Print Conditions" menu for changing the setting.

# **Print First Page**

You can print the first page of the document selected in the "Document Server: Files" display to check the contents.

If more than one document is selected, the first page of each document is printed.

Press the line for the desired document(s) in the "Document Server: Files" display, and press the [Print 1st Page] key.

## Press the [Start] key.

The first page is printed out.

# To Search by File Name

You can search the document stored in the Document Server by the file name.

#### Press the [Document Server/New Job] key.

The "Document Server: Files" display appears.

### Press the [File Name] key.

### Enter the file name using the letter keys.

#### 🖉 Note

- □ You can enter up to 8 letters.
- □ To switch to the capital letter mode or small letter mode, press the **[Upper Case]** or **[Lower Case]** key.
- □ To change the letter entered, press the [Back Space], [Clear], or [Clear/Stop] key and enter new letters. To delete the entered letters in 1 letter steps, press the [Back Space] key. To delete all the entered letters, press the [Clear] or [Clear/Stop] key.

### Press the [OK] key.

Only the files beginning with the letters appear in the "Document Server: Files" display.

## 🖉 Note

□ To display all the files saved in the Document Server, press the [All the files] key.

# **Deleting Saved Documents**

You should delete any of the saved documents using the control panel of the machine.

This section describes how to delete saved documents.

#### ∰Important

- You can save up to 200 documents in the Document Server. No more documents can be saved, when there are 200 documents in the Document Server. You should delete unnecessary documents.
- □ You can set the timer to delete the documents stored in the Document Server with the User Tools. See "Auto File Delete" in  $\Rightarrow$  P.331 "Count Manager".

#### 🖉 Note

□ You can delete all the saved documents at a time with the User Tools. See "Delete All The Saved Files" in  $\Rightarrow$  P.331 "*Count Manager*".

Follow these steps to delete saved documents.

#### Press the [Document Server/New Job] key.

The "Document Server: Files" display appears.

#### **2** Select a document you want to delete by pressing the name of it.

The selected name is highlighted.

	<select file=""></select>	Document server; Files	No. 4	Page Qty Copy
	Select file you want to print. Indicated order: File Name User ID	Time Page [Pi		Sloget gis [s]
Scanned original can be	Indicate files: 1 Chapter 1	4/ 2 14:03 6		(wikip
stored as a file.	All the files Chapter 2	4/214:04 4	ן שבו	Select file, then enter setting.
Scan Originals	File Name	4/2 14:06 3	1/1	Frint Setting
	User ID		w Net	Frint 1st Page

### 🖉 Note

- □ You can search the document you desire by the file name. See  $\Rightarrow$  P.219 "To Search by File Name".
- □ You can sort the files in order of [File Name], [Time], or [Print order]. Press the key you want to sort by.
- □ If the desired file name is not shown, see the next or previous screen using the [▼ Next] and [▲ Prev.] keys.
- □ If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- □ Press the selected line again to cancel the print job.

□ If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, and press the **[OK]** key. To delete the value entered, press the **[Clear]** or **[Clear/Stop]** key. To cancel a selected document, press the **[Cancel]** key.

# **3** Repeat step **2** if you want to select more than one document.

## **4** Press the [Delete] key.

A confirmation dialog box appears.

	Ready	Document server; Files	No. 4	Page Qity Copy
	Selected file can be printed continuously.			Signed data tist
	Indicated order: File Name User ID	Time Page Prin	t order	Delete
Scanned original can be	Indicate files: 1 Chapter1	4/214:03 6		
stored as a file.	All the files Chapter2	4/214:04 4 2		Selected files can be combined.
Scan Originals	Search: Chapter3	4/214:06 3 3	1/1	Print Setting
	File Name		≜ Piev	
	User ID		🔻 Net	Print 1st Page

**5** Press the [Delete] key to delete it.

	De Hard Stor, Flitt (45), <b>3</b>	Peqe of Copy 13 1 0
	Do you want to delete total 3 documents?	isteres state insi (1989)
Scamed original can be stored as a rife.		Selected new can tee contented
Star Apples		Frint Scitury
	Stop	Frint 1st Page

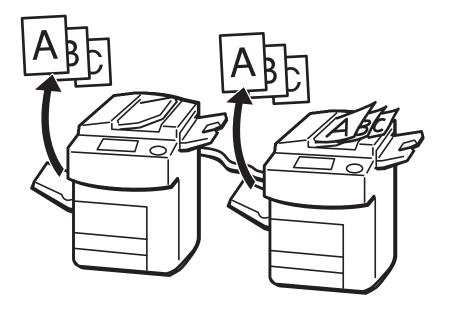
## 🖉 Note

□ To cancel the delete operation, press the **[Stop]** key.

# 4. Connect Copy (Option)

# What is Connect Copy?

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



#### **Connect Copy benefits**

Connect Copy provides the following benefits:

#### High-speed copying for greater productivity

For large volume copy runs, two connected machines form a single system that can complete the job in a shorter time. If two 70 copies/minute (A4  $\square$ , 8<sup>1</sup>/ 2"×11"  $\square$  size) copiers are connected together, a 140 copies/minute (A4  $\square$ , 8<sup>1</sup>/ 2"×11"  $\square$  size) speed will be available.

#### Auto-backup system for less participation of operators

Even if one machine stops because of a paper jam, it has run out of toner, or run out of paper, the other machine will take over and finish the job automatically. If the stopped machine is recovered, the machines will allocate the job again and continue using Connect Copy to complete the job in a way that results in maximum productivity.

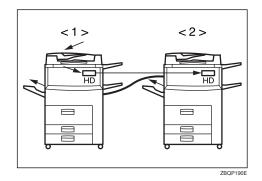
GCC

### 🖉 Note

- □ You cannot make other copy jobs when two machines are connected.
- □ The two machines automatically share the job in order to finish at almost the same time and provide maximum productivity.
- □ To use the two machines separately again, press the **[Connect]** key to disconnect them.

# How Connect Copy Works

In this manual, we refer to the two machines as the master unit and sub-unit respectively.



#### 1. Master unit

#### 2. Sub-unit

As your original is scanned in, the image data is stored on the master unit hard disk and transferred simultaneously to the sub-unit hard disk. As soon as scanning has finished, copying starts.

The master unit is the machine at which you press the **[Connect]** key to enter Connect Copy mode. When you do this, the other machine becomes the sub-unit. You can use either machine as the master unit or sub-unit, but you cannot change the relationship without exiting Connect Copy mode first.

# **Connectable Copier Models**

• The master unit and sub-unit do not have to be same speed models.

Master Unit	Sub-Unit
55 copies/minute copier	55 copies/minute copier
55 copies/minute copier	70 copies/minute copier
70 copies/minute copier	55 copies/minute copier
70 copies/minute copier	70 copies/minute copier

• You can still use Connect Copy even if no optional finisher, booklet finisher, or large capacity tray (LCT) is available. However, the optional finisher must be installed in both units in order to use the Stack and Staple functions, the optional finisher and punch kit must be installed in both units in order to use the Punch function, and the optional booklet finisher must be installed in both units in order to use the Stack and Saddle Stitch function.

# **Functions Not Available with Connect Copy**

The following functions are not available in Connect Copy mode:

• Job Preset

# Interrupt Functions

- You cannot use Connect Copy when a job has been paused using the Interrupt function.
- You can use the Interrupt function on the sub-unit while in Connect Copy mode, but only when the master unit is not scanning originals.

# **Before You Start**

Both units must have paper trays loaded with paper of the same size, direction and type that you wish to copy onto.

To make the most out of the Connect Copy feature, we recommend that:

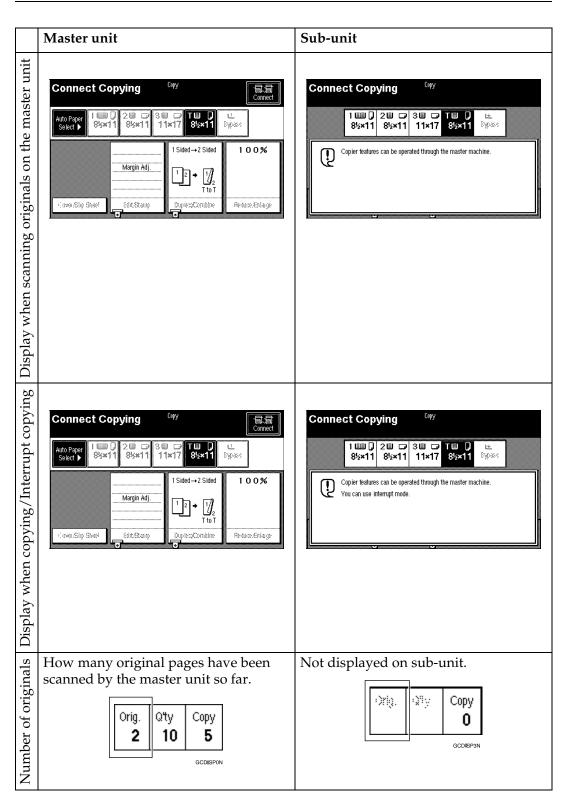
- The paper tray settings of the master unit and sub-unit match each other.
- The "Original Mode Quality Level" of the User Tools settings should be the same on each unit. If they are not the same, the copied images may differ. See "Original Mode Quality Level" in ⇒ P.310 "General Features <sup>1</sup>/<sub>3</sub>".
- If the installations of the optional finisher or booklet finisher in both units are not the same, the copied images may differ.

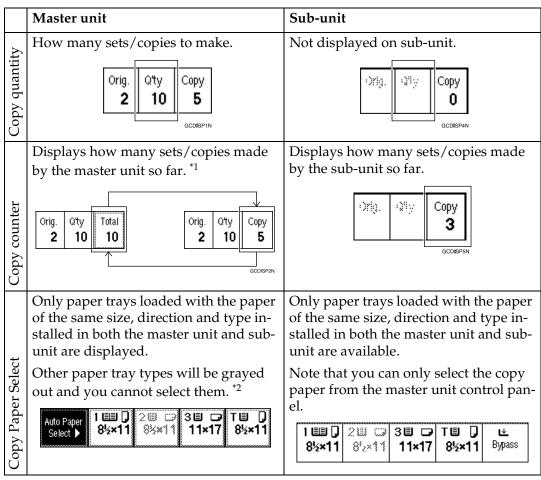
# **Connect Copy Display Panel**

This section describes the displays on the master unit and sub-unit.

Note that when you enter Connect Copy mode, you must access all Connect Copy features and menus through the master unit display panel.

	Master unit	Sub-unit
Initial display in standard copy mode	$\begin{array}{c c} \hline O \ Re \ ady & \hline \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$	$\begin{array}{c} \hline \textbf{O} \textbf{Ready} & \hline \textbf{O} \textbf{W} \\ \hline Auto Paper 1 Byzx11 By$
Initial display in Connect Copy mode	Cuy         Connect           Arto Paper         1         2         3         3         7         1         Connect           Arto Paper         1         3         3         7         1         1         Eprect           Full Size         Arto Reduce, Enlarge         11×15         9         3         8         8/2×11         1         0         %           Full Size         Arto Reduce, Enlarge         11×15         9         3         8         8/2×11         1         0         %           Edit         1         2         +         2         1         2         +         2         Shrinkå           Cover/Slip Sheet         Edit/Stamp         Duplex/Combine         Reduce, Enlarge	Image: Degree state sta





- \*1 When two or more pages are being copied using Sort and Staple, you can check how many sets have been copied so far. To toggle the copy counter between the master unit total and the total for both units, press the area that displays the number of copies. "Copy" means the number of sets made so far by the master unit and "Total" means the total number of sets made so far by both units.
- <sup>\*2</sup> The bypass tray can be used only for the Cover/Designate functions.

# **Using Connect Copy**

You can select Connect Copy mode from either of the two connected machines by pressing the **[Connect]** key. The machine you use becomes the master unit, and the other machine the sub-unit.

#### Limitation

Once Connect Copy is selected, you must carry out all operations on the master unit.

#### 🖉 Note

□ You can select whether the [Connect] key is displayed or not with the User Tools. See "Connect Copy Master" in ⇒ P.331 "Count Manager".

# **1** Make sure that the machine is in Copy mode.

Text Photo	OReady	Сору	Connect	Orig. Qty 0 1	Сору О
Text • Photo Pale Generation	Auto Paper Select ▶ 8½×11 8½×11	3世 ☞ T世 D 11×17 8½×11	u≚ Bypass	Sort: Sta Staple:	<sup>ick:</sup>
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93%	<sup>81/2×11</sup> 11×17 <b>100%</b>		jr
(]Lighter Darker)			1 2 3 4 Center	Punch:	₿₽₽
RR Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	Ŗ.R.	91E9

### 🖉 Note

□ If the User Codes are turned on, enter a user code programmed in the master unit using the number keys (maximum 8 digits) then press the **[#]** key. You do not need to enter the user code for the sub-unit.

#### PReference

 $\Rightarrow$  P.90 "User Codes"

### **2** Press the [Connect] key on the machine that is to be the master unit.

When the key darkens, the two units are connected.

#### Master unit display

Text Photo	OReady Copy Copy Connect	Orig. Qty Copy
Text • Photo Pale Generation	Auto Paper Select ▶ 1111, 211 □ 311 □ TU ↓ 4 8%×11 8%×11 11×17 8%×11 5%∞	Sort: Stack:
Auto Image Density	Full Size         Auto Reduce, Enlarge         11×15 8½×11         9 3 %         8½×11 11×17         1 0 0 %	
(Lighter) Darker	$\begin{array}{c} 1 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ 2 \\ 2 \\ 2 \\ \end{array} \rightarrow \begin{array}{c} 1 \\ 2 \\ 2 \\ 2 \\ 2 \\ 2 \\ 2 \\ 2 \\ 2 \\ 2 \\$	Punch:
<b>F</b> Special Original	Cover/Silp Sheet Edit/Stamp Duplex/Combine Reduce/Enlarge	

#### Sub-unit display

<b>Text</b> Phylo	Ready	,		Copy				vrią.	¢≋y	Сору О
Toxi + Pholo Pole Generation		1 ाा ] 8½×11	2∎ 교 8½×11	3≣ ₪ 11×17	T⊞ [] 8½×11	u± Bypass	]		ØČ	ĴØ
Anto Intege Dansily (Lugino) (conce)	[] []	Copier feature You can use ir		*	the master m	achine.				

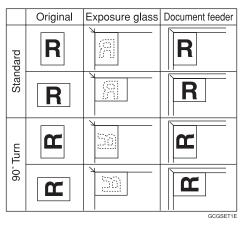
## 

If the **[Connect]** key is not visible or you cannot select it, see  $\Rightarrow$  P.252 "Connect Copy".

If you press the **[Connect]** key and the message "Connect Copy is not available at this time. Please check the connected machine. Press **[Cancel]**, connect copy will be cancelled." appears, see  $\Rightarrow$  P.249 "Connect Copy".

Text Phylo	t my	Copy Context 0 1 0
Taul + Fholo Pole Constant	Connect Copy is not available at this time. Please check the connected machine.	Sel. Stat.
Auto Intege Density	Press [Cancel], connect copy will be cancelled.	RR RR RR BR
्रिता Spat का (नवानव)	Can	

# **3** Set your originals in the master unit.



### 

 $\Rightarrow$  P.31 "Setting Originals"

A Make any settings you require on the master unit.

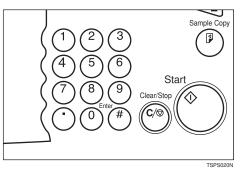
## 🖉 Note

- Any copy settings that were set up before you entered Connect Copy mode will still remain in effect. However, if optional finishers are not installed on both the master unit and sub-unit, the Stack, Staple and Punch functions will be automatically disabled.
- □ To exit Connect Copy mode, press the **[Connect]** key on the master unit again.

#### Reference

For more information on functions you can use with Connect Copy, see  $\Rightarrow$  P.13 *"Function List Based on Options"*.

# **5** Enter the number of copies you require using the number keys.



### 🖉 Note

- □ You can enter up to 999 copies.
- □ If you make a mistake, press the **[Clear/Stop]** key and enter a new number.
- Even though Connect Copy is selected, only the master unit will make copies in the following situations:
  - When making a single copy set
  - When the original is a single sheet and you enter a low number of copies/sets

### Deress the [Start] key on the master unit.

Copying starts after the original has been scanned.

If you set originals in the document feeder

• Copying starts simultaneously in the master unit and sub-unit after all originals have been scanned.

If you set originals on the exposure glass

Set the next page(s) when scanning has finished, then press [Start] key.
 When all pages have been scanned in, press the [#] key. Copying starts simultaneously in the master unit and sub-unit.

#### If you use Batch (SADF) mode

• Set your originals and press the [Start] key. After all the previously set originals are fed, set the next originals while the Auto Feed indicator is lit.

**2** When all pages have been scanned in, press the **[#]** key. Copying starts simultaneously in the master and sub-unit.

#### 🖉 Note

□ To stop originals from being scanned or copied, press the **[Clear/Stop]** key on the master unit, then press the **[Cancel]** key following the instructions on the display.

#### ${}^{\mathcal{P}}$ Reference

See  $\Rightarrow$  P.36 "Batch (SADF) mode".

If the size of scanned data exceeds memory capacity, the memory overflow message is displayed. Follow the instructions in "When Memory Is Full". See  $\Rightarrow$  P.262 "*Connect Copy*".

# **2** Pick up your copies from the master unit and sub-unit.

#### 🖉 Note

- □ The number of sheets and sets copied by the master unit and sub-unit may be different.
- **T** The master unit and sub-unit may not finish copying at the same time.
- When using the Sort/Staple function, copies are organized into copy sets. If there is a paper jam in one machine during this process, it is not possible for the other machine to take over the copy set processing of the down machine.

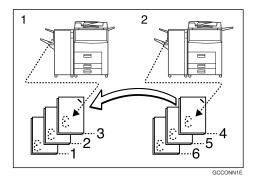
. . . . . . . . . .

# Copy output order

#### When copying in Sort/Staple mode

e.g., copying 6-sets of a 3-sheet original

• Copying with the master unit (face down output)—sub-unit (face down output)



#### **1.** Master unit

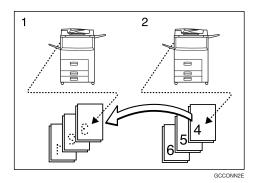
#### 2. Sub-unit

When using Sort/Staple, your copies sets are not split between the master unit and sub-unit.

#### When copying without Sort/Staple mode

e.g., making 2 copies of each page of a 6-sheet original

• Copying with the master unit (face down output)—sub-unit (face up output)



- 1. Master Unit
- 2. Sub-Unit

Combine your copy stacks from the master unit and sub-unit as shown in the diagram.

# 🖓 Auto Reset

The machine exits Connect Copy mode and automatically returns to the initial condition a certain period of time after your job has finished. This function is called "Auto Reset".

## 🖉 Note

- When the master unit "Auto Reset Timer" of the User Tools delay elapses, the master unit will be reset automatically.
- □ When the sub-unit "System Reset" of the User Tools (System Settings) delay elapses, Interrupt mode will be cancelled on the sub-unit.

## ₽ Reference

See "Auto Reset Timer" in  $\Rightarrow$  P.310 "General Features 1/3".

See "System Reset" in the System Settings manual.

# Auto Off

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

## 🖉 Note

□ You can change the Auto Off time.

#### 

See "Auto Off Timer" in the System Settings manual.

# **Exiting Connect Copy Mode**

This procedure describes how to exit Connect Copy mode and return to the standard copying functions.

#### Press the [Connect] key on the master unit.

The [Connect] key will be deselected.

Text Photo	OReady	Сору	Connect	Orig. (	ລ"ty Copy <b>1 0</b>
Text • Photo Pale Generation	Auto Paper Select ▶ 1 💷 🕽 2 🗉 🗔 8½×11 8½×11	3世 ☞ T世 D 11×17 8½×11	u± Bypass	Sort:	Stack:
Auto Image Density	Full Size Auto Reduce/Enlarge	11×15 8½×11 93% 1	<sup>8/2×11</sup> 11×17 <b>100%</b>		
(Lighter Darker)	$\boxed{\begin{array}{c}1\\2\end{array}} \bullet \boxed{}_2 \end{array} \left[ \boxed{}_2 \bullet \boxed{}_2 \right] $	$1 \rightarrow 12$ $12 \rightarrow 13$	2 Shrink& Center	Punch:	
Rr Special Original	Cover/Slip Sheet Edit/Stamp	Duplex/Combine	Reduce/Enlarge	<u>R</u> I:R,	RE

## 🖉 Note

Settings that were selected on the master unit while in Connect Copy mode will not be cleared.

- If you press the [Clear Modes/Energy Saver] key on the master unit, Connect Copy mode is canceled and the master unit returns to the initial condition of the Copy mode.
- The sub-unit will return to the state it was in prior to entering Connect Copy mode.

#### Reference

If you cannot exit Connect Copy mode by pressing the **[Connect]** key, see  $\Rightarrow$  P.255 "*If You Cannot Exit Connect Copy*".

# Printing Saved Documents with Connect Copy

You can print any of the documents saved in the Document Server using Connect Copy.

#### 🖉 Note

Use the machine that saved the documents in the Document Server as the master unit.

# **1** Press the **[Document Server/New Job]** key on the master unit.

The "Document Server: Files" display appears.

### **2** Press the line for the document you want to print.

	<select file=""></select>	Document server; Files	Page Q'ty Copy
	Select file you want to print.		Stored dots tist
	Indicated order: File Name User ID	Time Page Pibl atto	(reiele
Scanned original can be	Indicate files: 1 Chapter1	4/ 2 14:03 6	
stored as a file.	All the files Chapter2		Select file, then enter setting.
Scan Originals	Search: Chapter3	4/2 14:06 3 1/1	Frint Setting
Ľ	File Name	A Piev	
	User ID	¥ Net	Frint 1st Page

#### The selected line is highlighted.

	Ready		Document server; Files	Connect	Page Qty Copy
	Selected file	an be printed continuously.			Stored data list
	Indicated order:	File Name User ID		t order	Delete
Scanned original can be stored as a file.	indicate mes.	1 Chapter1	4/214:03 6 1		Calact file than optor
	All the files	Chapter2	4/214:04 4	] 🖉 🏹	Select file, then enter setting.
Scan Originals	Search:	Chapter3	4/214:06 3	<u> </u>	Print Setting
	File Name			<u>≱</u> Piev	
	User ID			🐺 Nest	Print 1st Page

#### 🖉 Note

<sup>□</sup> You can search the document you desire by the file name. See  $\Rightarrow$  P.219 "To Search by File Name".

- □ You can sort the files in order of [File Name], [Time], or [Print order]. Press the key you want to sort by.
- □ If the desired file name is not shown, see the next or previous screen using the [▼ Next] and [▲ Prev.] keys.
- □ If you cannot choose the desired document by its name, you can print the first page to check the contents. Press the line for the desired document, and press the **[Print 1st Page]** key followed by the **[Start]** key.
- □ Press the selected line again to cancel the print job.
- If you select a document which requires a password, the "Input the Password" window appears. Enter your password using the number keys, and press the [OK] key. To delete the value entered, press the [Clear] or [Clear/ Stop] key. To cancel a selected document, press the [Cancel] key.

# To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out.

The selected order is shown in the priority column next to the selected document(s).

### 🖉 Note

- □ To change the print order, press the highlighted lines to return to the normal conditions, then select them again in the order you want to print.
- □ Press the **[Clear Modes/Energy Saver]** key to cancel all the settings.

If you need to change any of the print settings, press the [Print Setting] key.

	Ready		Docume	nt server; Files		日日 Connect	Page 6	۵۳y Co	<sup>opy</sup>
	Selected file c	an be printed contin	uously.				Sto	red data. list	
	Indicated order:	File Name	User ID	Time   F	age Print or	der]		Delete	-
Scanned original can be	Indicate files:	2 Chapter 1	4/	2 14:03	6 1				لس
stored as a file.	All the files	Chapter2	4/	2 14:04	4		setting.	ile, then ente	er
	Search:	Chapter3	4/	2 14:06	3	1/1	Pr	int Setting	٦
	File Name					🛦 Piðv			
	User ID					w Nest	Pri	nt 1st Page	

The "Document Server: Print Conditions" menu appears.

File Name: Chapter1	Ready Duc. Server : Print Conditions	Page Qty Copy 610
User ID:	Auto Paper 1 □□ 2 □ 3 □ □ T □ 0 ↓ Select ▶ 8½×11 8½×11 11×17 8½×11 Bypass	sort: Stack:
Priority: 1/1		Staple:
Select File	1 Sided Print         2 Sided Print         2 Sided Print         Booklet         Magazine	RR RR
<b>I</b> I	Cover/Slip Sheet Edit/Stamp	RR FR

## 🖉 Note

**D** The print settings remain in the machine after printing.

- □ The print settings of the document you select first are applied to the merged documents.
- □ If you select multiple files, you can confirm the file names or print order of the files you selected in step <sup>B</sup> by scrolling through the list with the [▼] and [▲] keys.
- □ Press the **[Select File]** key to return to the "Document Server: Files" display.

#### $\mathcal{P}$ Reference

For details, see the explanations of each function in this manual.

### **5** Press the [Connect] key.

When the key darkens, the two units are connected.

#### **1** Enter the required number of prints using the number keys.

### 🖉 Note

- □ Up to 999 can be entered.
- □ To change the value entered, press the **[Clear/Stop]** key and enter a new value.
- □ If you print more than one set using the Sort function, you can check the print result by printing out only the first set. See  $\Rightarrow$  P.218 "*Sample Printing*".

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

Printing starts after the image data stored in the master unit has been transferred to the sub-unit.

### 🖉 Note

- □ The printing may take some time after transferring the image data to the sub-unit.
- □ To stop originals from being printed, press the **[Clear/Stop]** key on the master unit, then press the **[Cancel]** key following the instructions on the display.
- The number of sheets and sets printed by the master unit and sub-unit may be different.
- **D** The master unit and sub-unit may not finish printing at the same time.

## Relationship Between Master Unit and Sub-Unit System Settings

This section describes which System Settings are used by the master unit and sub-unit in Connect Copy mode.

## 🖉 Note

□ In Connect Copy mode, the **[User Tools/Counter]** key on the sub-unit is disabled. To access the User Tools on the sub-unit, you need to exit Connect Copy mode first.

## ₽ Reference

For details, see the System Settings manual.

Symbol	Meaning
云	The master unit and sub-unit use each setting
$\leftarrow$	Both units use the master unit setting
—	Unrelated
*	Depends on the function

Menu	Master unit	Sub-unit	Remarks
Basic Page 1		·	
Operation Panel Beeper	☆	☆	
Ready Operation Panel Beeper	\$	\$	
Copy Count Display	-	_	The copy counter is always displayed in count up mode.
Auto Response (Human) Sensor	☆	Invalid	Disabled even if the sub-unit setting is "Yes".
Auto Tray Switching	☆	☆	
Auto Off Timer	☆	_	
Low Power Shift Time	—	—	In Connect Copy mode, nei-
Low Power Timer			ther unit will enter any of En- ergy Saver modes (Low Power mode, Energy Saver mode). When Connect Copy is exited, the machines will enter Energy Saver mode af- ter the programmed delay elapses.

Menu	Master unit	Sub-unit	Remarks
ADF Orig. Ejection	☆	—	
<f f4="">Size Setting</f>	☆	☆	
Basic Page 2	1		
System Reset	_	*	Interrupt mode on the sub- unit will be cleared by this timer.
Function Priority		-	When the time set in "Auto Reset Timer" of the User Tools on the master unit pass- es and Connect Copy is can- celed, and then the time set in "System Reset" of the User Tools (System Settings) pass- es, it returns to the function defined by the "Function Pri- ority" of the User Tools (Sys- tem Settings) setting.
Copy/Document Server: Output Tray	☆	\$	
Staple initialization	—	—	
Set Time	1		
Set Date	☆	☆	
Set Time	☆	☆	
Weekly Timer:Monday to Sunday	*	_	The function is disabled on the sub-unit in Connect Copy mode. When Connect Copy is exited, the power will be switched off at the time speci- fied by the timer.
Key Operator Code for Off Setting	—	—	
Paper Size Setting		I	L
Paper Tray Priority		☆	
Tray 1:Paper Size Setting	☆	☆	We recommend that the mas-
Tray 2:Paper Size Setting	☆	☆	ter unit and sub-unit have the same paper tray settings. This
Tray 3:Paper Size Setting	<u>क्र</u>	\$	is because only paper trays with the same size, direction and type of paper can be use in Connect Copy mode.

Menu	Master unit	Sub-unit	Remarks
Bypass: Special Paper Indica- tion	*	*	Can be used only with the Cover/Designate functions.
Tray 1: Special Paper Indica- tion	\$	\$	We recommend that the mas- ter unit and sub-unit have the
Tray 2: Special Paper Indica- tion	☆	\$	same paper tray settings. This is because only paper trays with the same size, direction,
Tray 3: Special Paper Indica- tion	☆	Å	and type of paper can be used in Connect Copy mode.
LCT: Special Paper Indica- tion	\$	\$	
Cover	☆	☆	
Slip Sheet 1	☆	☆	
Slip Sheet 2	☆	☆	
Count Manager	I		
Set User Codes	\$	_	Access these settings on the master unit. The master unit settings override those of the sub-unit.
Key Counter	—	_	You cannot control the op- tional Key Counter in Con- nect Copy mode.
Set Key Card	☆	—	—
Key Operator Code	—	—	
AOF(Keep It On.)			Neither the master unit nor sub-unit will be turned off by this function in Connect Copy mode. The power will go off after you have exited Connect Copy mode and the AOF De- lay has elapsed.
Counter/Print	—	—	

## Relationship Between Master Unit and Sub-Unit Copy/Document Server Features

This section describes which Copy/Document Server Features are used by the master unit and sub-unit in Connect Copy mode.

### 🖉 Note

□ In Connect Copy mode, the **[User Tools/Counter]** key on the sub-unit is disabled. To access the User Tools on the sub-unit, you need to exit Connect Copy mode first.

### 

 $\Rightarrow$  P.305 "User Tools (Copy/Document Server Features)"

Symbol	Meaning
☆	The master unit and sub-unit use each setting
$\leftarrow$	Both units use the master unit setting
—	Unrelated

Menu	Master unit	Sub-unit	Remarks	
General Features				
Auto Paper Select Priority	¥		Trays with the same size and direction of paper will be se- lected from the master unit and sub-unit automatically.	
Auto Paper Select Tray Dis- play	\$	_	The sub-unit displays the type of paper whether this function is selected or not.	
Auto Image Density Priority	☆	—		
Original Mode Priority	☆	—		
Original Mode Display	☆	—		
Original Mode Quality Level	☆	☆	Same level should be selected on both units.	
Original Image Density Lev- el	☆	☆	Each unit uses its own pro- grammed value.	
Auto Reset Timer	\$	_	Connect Copy will be can- celled according to the timer on the master unit.	
Duplex Mode Priority	☆	_		

Menu	Master unit	Sub-unit	Remarks
Copy Orientation in Duplex Mode	☆	_	
Original Orientation in Du- plex Mode	\$	_	
Initial Mode	☆	_	
Maximum Copy Quantity	☆	_	
Original Beeper	☆	_	
Job End Call	<u>क्र</u>	*	When turned on, the beeper sounds only on the master unit when copying is complet- ed. Only if the "Operation Panel Beeper" of the User Tools (System Settings) setting is "On".
Time for indicating job sta- tus	_	—	
Shortcut Keys:F1	☆	—	
Shortcut Keys:F2	☆	—	
Shortcut Keys:F3	☆	—	
Shortcut Keys:F4	☆	—	
Shortcut Keys:F5	☆	_	
Reproduction Ratio			
Shortcut R/E	☆	_	
R/E Priority	☆	_	
Enlarge 1 – 5	☆	—	
Priority Setting : Enlarge	☆	—	
Reduce 1 – 6	☆	_	
Priority Setting : Reduce	☆	—	
Shrink&Center Ratio	$\overrightarrow{\Delta}$	_	
Page Format		•	
Front Margin: Left/Right	☆	$\leftarrow$	
Back Margin: Left/Right	$\overrightarrow{\alpha}$	$\leftarrow$	
Front Margin: Top/Bottom	\$	$\leftarrow$	

Menu	Master unit	Sub-unit	Remarks
Back Margin: Top/Bottom	☆	$\leftarrow$	
$1 \rightarrow 2$ Duplex Auto Margin Adjust	☆	$\leftarrow$	
Erase Border	☆	$\leftarrow$	
Combine Orig. Shadow Erase	☆	<i>←</i>	
Erase Center	☆	$\leftarrow$	
Repeat Separation Line	☆	$\leftarrow$	
Double Copies Separation Line	$\overrightarrow{\Delta}$	<i>←</i>	
Combine Separation Line	☆	$\leftarrow$	
Copy Back Cover	☆	$\leftarrow$	
Cover page in combine mode	☆	<i>←</i>	
Designated Slip Sheet Copy In Combine	☆	<i>←</i>	
Booklet/Magazine Original Orientation	☆	<i>←</i>	
Copy Order In Combine Mode	☆	$\leftarrow$	
Stamp Setting	1		
Background Numbering			
Size	☆	$\leftarrow$	
Density	☆	$\leftarrow$	
Superimpose	$\overrightarrow{\alpha}$	$\leftarrow$	
Preset Stamp			
Stamp Priority	☆	$\leftarrow$	
Stamp Language	☆	$\leftarrow$	
Stamp position	☆	$\leftarrow$	
Stamp condition	☆	$\leftarrow$	
Superimpose	☆	$\leftarrow$	
User Stamp	•		

Menu	Master unit	Sub-unit	Remarks
Program/Delete Stamp	☆	$\leftarrow$	Set the same stamp in the both
Stamp position	☆	<i>←</i>	unit.
Stamp condition	☆	<i>←</i>	
Date Stamp	L		
Format	☆	$\leftarrow$	
Font	☆	$\leftarrow$	
Position Priority	☆	$\leftarrow$	
Size	☆	$\leftarrow$	
Superimpose	☆	$\leftarrow$	
Page Numbering			
Format Priority	☆	$\leftarrow$	
Font	☆	$\leftarrow$	
Size	☆	$\leftarrow$	
Duplex Back Page Number Position	$\overrightarrow{\alpha}$	$\leftarrow$	
Page Numbering In Com- bine Mode	$\overrightarrow{\Delta}$	$\leftarrow$	
Copy On Slip Sheet In Desig- nate Mode		$\leftarrow$	
Position Priority: P1, P2	☆	$\leftarrow$	
Position Priority: 1/5, 2/5	☆	$\leftarrow$	
Position Priority: -1-, -2	☆	$\leftarrow$	
Position Priority: P.1, P.2	☆	$\leftarrow$	
Position Priority: 1, 2	☆	$\leftarrow$	
Position Priority: 1-1,1-2	☆	$\leftarrow$	
Superimpose	☆	<i>~</i>	
Input/Output			
Batch (SADF) Auto Reset Time	☆	_	
ARDF Original Table Rise Time	☆	—	

Menu	Master unit	Sub-unit	Remarks
Face-Up/Down Selection in Platen Mode			This setting will be ignored and the setting programmed for Connect Copy will be used. $\sim$ <b>Reference</b> See step <b>1</b> in $\Rightarrow$ P.230 "Us- ing Connect Copy".
Rotate Sort Auto Paper Con- tinue	\$	<i>←</i>	This function is effective when the "Auto Tray Switching" of the User Tools (System Set- tings) setting is "On (Rotate)".
Auto Sort Mode	☆	_	
Memory Full Auto Scan Re- start	☆	~	
Select Stack or Rotate sort	☆		
Staple Position	☆	—	
Paper Eject: Always Rotate 180°	$\overrightarrow{\alpha}$	~	
Count Manager			
Check/Reset/Print Copy Counter	_		
User Code Register/ Change/Delete		_	
Face-Up/Down Selection in Bypass Mode	—	—	
Connect Copy Master	$\overrightarrow{\alpha}$		
Auto File Delete	$\overrightarrow{x}$		
Delete All The Saved Files	—	—	

# 5. What to Do If Something Goes Wrong

## If Your Machine Does Not Operate as You Want

## General

Machine Status	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up.
		✓ Reference You can use Auto Start mode during warm-up period. See $\Rightarrow$ P.90 "Auto Start".
	Copy paper is moving in tray 1 (Tandem Tray).	Wait for the machine.
The machine cannot detect the original size.	Improper original is set. See $\Rightarrow$ P.21 "Sizes difficult to detect".	Set non-standard size orig- inal on the exposure glass. See $\Rightarrow$ P.31 "Setting Origi- nals on the Exposure Glass".
		Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/ Enlarge mode.
	Original is not set.	Set your originals.
The machine instructs you to check the original direc- tion.	There is no copy paper that is in the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Improper original size is set.	Select the proper paper size.
The machine cannot per- form rotate-sorting for this paper size.	The size of paper for which no rotate-sorting is avail- able is selected.	Select the proper paper size. See $\Rightarrow$ P.55 "Sort".
The machine cannot punch this size of paper.		Select the proper paper size that can be used in Punch mode. See $\Rightarrow$ P.69 "Punch".

Machine Status	Problem/Cause	Action
The number of sheets that can be stapled has been ex- ceeded.		Check the stapler capacity. See $\Rightarrow$ P.60 "Staple".
The machine cannot staple this size of paper.		Select the proper paper size that can be used in Staple mode. See $\Rightarrow$ P.60 "Staple".
This paper is not available in Duplex mode.	A paper size not available in Duplex mode has been selected.	Select a paper size that can be used in Duplex mode. See $\Rightarrow$ P.111 "Duplex".
You cannot enter the de- sired copy set number.	The number of copies ex- ceeds the maximum copy quantity.	You can change the maxi- mum copy quantity that you can make at a time. See "Maximum Copy Quanti- ty" in $\Rightarrow$ P.313 "General Fea- tures <sup>2</sup> / <sub>3</sub> "

#### **Document Server**

Machine Status	Problem/Cause	Action
The machine asks you whether you want to store pages where scanning is finished as 1 file.	The number of scanned pages exceeds the capacity per file of the Document Server.	The maximum number of pages per file you can store is 1,200 pages in the Docu- ment Server. To store pages where scanning is finished as 1 file, press the <b>[Yes]</b> key. To cancel scanning, press the <b>[No]</b> key.
Scanned pages became over 1,200 pages per file.	The number of scanned pages exceeds the capacity of the Document Server.	The maximum number of files or pages per file you can store is 200 files or 1,200 pages in the Docu- ment Server. Delete any unnecessary files and then scan the document again.

Machine Status	Problem/Cause	Action
You cannot use Connect Copy.	The sub-unit has a paper misfeed or needs a fresh supply of toner or other re- plenishable supply.	Press the <b>[Cancel]</b> key on the master unit and follow the instructions given on the sub-unit display.
		<ul> <li>✓ Reference</li> <li>See ⇒ P.268 " ▲ Changing the Toner Bottle".</li> <li>See ⇒ P.270 " ¾ Clearing Misfeeds".</li> <li>See ⇒ P.293 " ▲ Removing Lemma Stanlag".</li> </ul>
		<i>ing Jammed Staples"</i> . If the sub-unit display shows that a cover is open, follow the instructions giv- en. For all other situations, follow the instructions on the display.
	The User Tools menu is open on the sub-unit.	Press the <b>[Cancel]</b> key on the master unit. Then on the sub-unit press the <b>[User</b> <b>Tools/Counter]</b> key to close the User Tools menu.
	The sub-unit is busy copy- ing or printing with anoth- er function.	Press the <b>[Cancel]</b> key on the master unit then stop the sub-unit from copying/ printing.
	The sub-unit is in Interrupt mode.	Press the <b>[Cancel]</b> key on the master unit. Then press the <b>[Interrupt]</b> key on the sub-unit to exit Interrupt mode.
		$\begin{array}{c} \checkmark \\ \textbf{Reference} \\ \Rightarrow P.88 "Interrupt Copy" \end{array}$

Machine Status	Problem/Cause	Action
You cannot use Connect Copy.	The sub-unit has been switched off automatically by the Weekly Timer func- tion and is waiting for the Key Operator Off Code to be entered.	Press the <b>[Cancel]</b> key on the master unit. Then on the sub-unit enter the code and press the <b>[#]</b> key. <b>P</b> Reference See "Key Operator Code for Off Setting" in the System Settings manual.
	The sub-unit is not in Copy mode (i.e., in Document Server mode).	Press the <b>[Cancel]</b> key on the master unit. Then press the <b>[Copy/New Job]</b> key on the sub-unit to switch over to Copy mode.
	The <b>[Connect]</b> key was pressed simultaneously on both the master unit and sub-unit.	Press the <b>[Cancel]</b> key on both the master unit and sub-unit, then press the <b>[Connect]</b> key on just one of them.
	indicator is lit on the sub- unit.	Follow the instructions shown on the display.
You cannot use Connect Copy. The other machine is in use.	The master unit is not in Copy mode (i.e., in Docu- ment Server mode).	Press the <b>[Cancel]</b> key on the master unit. Then press the <b>[Copy/New Job]</b> key on the master unit to switch over to Copy mode.

## **Document Server**

Problem	Action
You forgot your password.	Without the password, you cannot edit or print the document. Scan the document again.
	You can delete all the saved documents at once with the User Tools. See "Delete All The Saved Files" in $\Rightarrow$ P.331 " <i>Count Man-</i> <i>ager</i> "
	Make sure that no important document is saved in the Document Server before de- leting all of the saved documents.

Problem	Action
You cannot find out what is saved in a file.	Check the date or time column in the "Document Server: Files" display.
	Check the contents of the document by printing the first page of it. Press the line for the desired document in the "Docu- ment Server: Files" display, and press the <b>[Print 1st Page]</b> key followed by the <b>[Start]</b> key.
Memory becomes full frequently.	Delete any unnecessary files. See $\Rightarrow$ P.220 "Deleting Saved Documents".
You want to check the print result before making a large print run.	Check the print result by printing out only the first set. See $\Rightarrow$ P.218 "Sample Printing"
You want to save a document which can- not be deleted automatically.	Turn "Auto File Delete" off, then save the document in the Document Server. See "Auto File Delete" in $\Rightarrow$ P.331 "Count Manager".
	If you turn "Auto File Delete" on after saving the document, this function is ap- plied to the next saved documents.

## Display

Machine Status	Problem/Cause	Action
The display panel is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the display panel.
	The machine is in Energy Saver mode.	Press the <b>[Clear Modes/Ener-gy Saver ]</b> key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch.

### **Connect Copy**

Machine Status	Problem/Cause	Action
The <b>[Connect]</b> key does not appear on the display.	The main power switch on the sub-unit is off.	Turn on the sub-unit main power switch.
	The operation switch on the sub-unit is off.	Press the operation switch on the right side of the con- trol panel. The <b>On</b> indica- tor will goes on.
		<ul> <li>Note</li> <li>The machine will be ready to operate about five minutes after turning power on.</li> </ul>
	The master unit is not in Copy mode (i.e., in Docu- ment Server mode).	Press the <b>[Copy/New Job]</b> key on the master unit to switch to Copy mode.
	The master unit is in Inter- rupt mode.	Press the <b>[Interrupt]</b> key on the master unit to exit In- terrupt mode.
	The master unit is in Job Preset mode.	Exit Job Preset mode in one of the following ways.
		If you are still selecting copy settings and copy- ing has not started yet: Press the [Cancel] key then remove the origi- nals set in the master unit document feeder.
		If Job Preset mode is in progress: Press the [Clear/Stop] key, follow the instruc- tions on the display then press the [Cancel] key.
		$\begin{array}{c} \checkmark \\ \textbf{Reference} \\ \text{See} \Rightarrow \text{P.83 "Job Preset".} \end{array}$

Machine Status	Problem/Cause	Action
The <b>[Connect]</b> key does not appear on the display.	The "Connect Copy Mas- ter" of the User Tools set- ting is "No".	Change the setting to "Yes" or press the <b>[Connect]</b> key on the other unit.
		P ReferenceSee "Connect CopyMaster" in $\Rightarrow$ P.331"Count Manager".
	The Connect Copy cable is damaged.	Contact your service repre- sentative.
	indicator is lit.	Follow the instructions shown on the display.
The <b>[Connect]</b> key is grayed out.	The master unit is now copying or copying will start as soon as the warm- up finished.	Press the master unit [Clear/Stop] key to cancel copying.
	Copying has stopped be- cause there is a paper mis- feed or toner has run out on the unit you wish to use as the master unit.	Solve the problem on the master unit.
	Functions are programmed that cannot be used with Connect Copy.	Press the master unit <b>[Clear</b> <b>Modes/Energy Saver]</b> key to clear the programmed functions.
		$\begin{array}{c} \checkmark \mathbf{P} \text{ Reference} \\ \Rightarrow P.13 "Function List \\ Based on Options" \end{array}$

## If Connect Copy Is Cleared

Machine Status	Problem/Cause	Action
Exited Connect Copy.	The master unit main pow- er switch has been turned off or the operation switch has been pressed.	Connect Copy is cancelled and the display returns to copy standby mode. On the master unit, either turn on the main power switch or press the operation switch, then press the <b>[Connect]</b> key and start your copy job again.
	Either the sub-unit main power switch has been turned off or the operation switch has been pressed.	A message requesting you to check the sub-unit is dis- played on the master unit. Press the <b>[Cancel]</b> key and clear connect-copying. Ei- ther turn on the main pow- er switch on the sub-unit or press the operation switch and then press the <b>[Con- nect]</b> key.
	The Weekly Timer function has automatically turned the master unit off.	Press the master unit oper- ation switch then press the <b>[Connect]</b> key and copy. <b>P Reference</b> See "Weekly Timer" in the System Settings
An error message indicat- ing a breakdown is shown on the master unit display.	<b>1</b> indicator is lit.	manual. Copying is not possible. Follow the instructions dis- played in the error mes- sage.

lf	You	Cannot	Exit	Connect	Сору
----	-----	--------	------	---------	------

Machine Status	Problem/Cause	Action
Nothing happens when you press the <b>[Connect]</b> key.	Originals are being scanned or copied.	Press the master unit [Clear/Stop] key and then press the [Cancel] key to cancel scanning or copy- ing.
	There is a paper misfeed in either the master unit or sub-unit.	Clear the paper misfeed in the master unit or sub-unit.
	The master unit <b>[Clear</b> / <b>Stop]</b> key was pressed and scanning of the original has been interrupted.	To exit Connect Copy mode, follow the instruc- tions on the display, then press the <b>[Cancel]</b> key.
	The <b>[Clear/Stop]</b> key was pressed on either the mas- ter unit or sub-unit and copying has been inter- rupted.	To exit Connect Copy mode, follow the instruc- tions on the display, then press the <b>[Cancel]</b> key.

Machine Status	Problem/Cause	Action
Nothing happens when you press the <b>[Connect]</b> key.	The master unit or sub-unit needs a fresh supply of ton- er or staples.	<ul> <li>Solve the problem in the appropriate unit.</li> <li>✓ Reference <ul> <li>⇒ P.263 " → Loading Paper"</li> <li>⇒ P.268 " → Changing the Toner Bottle"</li> <li>⇒ P.285 " → Adding Staples"</li> <li>⇒ P.301 " → Removing Punch Waste"</li> </ul> </li> <li>For all other situations, follow the instructions on the display.</li> <li>To exit Connect Copy mode, press the master unit [Clear/Stop] key, then press the [Cancel] key.</li> </ul>
	A paper misfeed occurred during stapling.	Remove the misfed paper. To exit Connect Copy mode, press the <b>[Clear</b> / <b>Stop]</b> key, then press the <b>[Connect]</b> key.

# If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. See $\Rightarrow$ P.40 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an orig- inal image is copied.	The image density is too dark.	Adjust the image density. See $\Rightarrow$ P.40 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on cop- ies if you use pasted origi- nals.	The image density is too dark.	Adjust the image density. See $\Rightarrow$ P.40 "Adjusting Copy Image Density".
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or doc- ument feeder belt is dirty.	Clean them. See $\Rightarrow$ P.337 "Maintaining Your Ma- chine".
Copies are too light.	The image density is too light.	Adjust the image density. See $\Rightarrow$ P.40 "Adjusting Copy Image Density".
	Damp or rough grain pa- per is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. See $\Rightarrow$ P.268 "
Parts of the image are not copied.	The original is not set cor- rectly.	Set originals correctly. See $\Rightarrow$ P.31 "Setting Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set cor- rectly.	Set originals correctly. See $\Rightarrow$ P.31 "Setting Originals".
A moiré pattern is pro- duced on copies.	Your original has a dot pat- tern image or many lines.	Place the original on the exposure glass at a slight angle.

## If You Cannot Make Copies As You Want

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See $\Rightarrow$ P.293 " $\stackrel{\bullet}{\clubsuit}$ Removing Jammed Staples".
		<ul> <li>Note</li> <li>After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.</li> </ul>
	The number of copies ex- ceeds the capacity of the stapler.	Check the stapler capacity. See $\Rightarrow$ P.60 "Staple".
	Copy paper is curled.	Turn the copy paper over in the tray.
Staples are wrongly posi- tioned.	Originals are not set cor- rectly.	Set originals correctly. See $\Rightarrow$ P.60 "Staple".
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See $\Rightarrow$ P.282 "Changing the Paper Size".
You cannot combine sever- al functions.	Selected functions cannot be used together.	See $\Rightarrow$ P.206 "Combination Chart".
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were ejected in two blocks.	You can interrupt the copy- ing when the memory be- comes full. See "Memory Full Auto Scan Restart" in $\Rightarrow$ P.329 "Input/Output".

#### **Connect Copy**

Problem	Cause	Action
Cannot stack, staple or punch.	The optional finisher or punch kit is not installed in the sub-unit.	Press the <b>[Connect]</b> key to exit Connect Copy mode, then copy using stack/sta- ple/punch.

Problem	Cause	Action
The copied images differ.	The "Original Mode Quali- ty Level" of the User Tools settings are not the same.	See "Original Mode Quali- ty Level" in $\Rightarrow$ P.310 "Gen- eral Features $^{1}/_{3}$ ".
	The installation of the op- tional finisher or booklet finisher in both units are not the same.	Press the <b>[Connect]</b> key to exit Connect Copy mode, then start copying.

## 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 cor- rect.	Select the proper original and copy paper. See $\Rightarrow$ P.165 "Double Copies".
In Border, Center, or Cen- ter/Border mode, parts of	You set the wide erased margin.	Set the narrow margin with the User Tools. See "Erase Border" and "Erase Cen- ter" in $\Rightarrow$ P.317 " <i>Page For-</i> <i>mat</i> $1/2$ ".
the original image are not copied.	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the User Tools. See "Front Margin: Left/Right" and "Back Margin: Left/Right" in $\Rightarrow$ P.317 "Page Format <sup>1</sup> / 2 <sup>"</sup> .
In Image Repeat mode, the original image is not cop-	You selected the same size copy paper as originals, and did not select the prop- er reproduction ratio.	Select copy paper larger than the originals.
ied repeatedly.		Select the proper reproduc- tion ratio.

## Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Origi- nal Magazine Format is not correct.	Change the setting. See $\Rightarrow$ P.115 "Combine".

Problem	Cause	Action
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy pa- per.	When you specify a repro- duction ratio using Manual Paper Select mode, make sure that the ratio matches your originals and the copy paper.
		<ul> <li>Note</li> <li>Select the correct reproduction ratio before using Combine mode.</li> </ul>
	Your originals are not iden- tical in size and direction.	Use originals that are iden- tical in size and direction.
Order of copies is not cor- rect.	You set originals in the in- correct 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 first page to be copied.

## Duplex

Problem	Cause	Action
Order of copies is not cor- rect.	You set originals in the in- correct 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 first page to be copied.

Problem	Cause	Action
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an in- correct direction or the ori- entation setting is incorrect.	Select the correct orienta- tion, or set originals cor- rectly. See $\Rightarrow$ P.111 "Duplex".
		<ul> <li>Note</li> <li>If you set A3, 11" × 17" or B4, 8<sup>1</sup>/<sub>2</sub>" × 14" originals as shown below, select [Top to Bottom] to make copies in "Top to Top" orientation. Or select [Top to Top] to make copies in "Top to Bottom" orientation.</li> </ul>

## Stamp

Problem	Cause	Action
The wrong date is printed.	The machine main power has been turned off for more than 20 days.	Set the date correctly again. See "Set Date" in the Sys- tem Settings manual.
The stamp position is wrong.	The paper orientation is wrong.	Check the paper orienta- tion and stamp position.
The stamp does not appear.	Stamp is too large to print.	Check the size of the user stamp and register it again. See $\Rightarrow$ P.189 " <i>Program/De-</i> <i>lete User Stamp</i> ".

## When Memory Is Full

#### **Document Server**

Machine Status	Action
The memory is full.	Delete any unnecessary files and then scan the document again. See $\Rightarrow$ P.220 "Deleting Saved Documents".

#### **Connect Copy**

Because Connect Copy scans in all your originals into memory, if the number of originals exceeds a certain limit, the machine will run out of memory.

### Limitation

□ If memory is full on either the master unit or sub-unit, Interrupt Copy will not be available.

#### 🖉 Note

□ If you set "Memory Full Auto Scan Restart" of the User Tools to "Yes", the memory overflow message will not be displayed, but make Connect Copy for the scanned original automatically. Connect Copy continues scanning and copying until finishing the job. Note that copy sets will be printed out separately by scanning at this time.

Machine Status	Action
The memory is full.	Press the <b>[Output]</b> key to copy scanned originals and clear the scanning data. Press the <b>[Clear]</b> key to clear the scanning data and not copy.
The machine asks you whether you want to scan the remaining originals.	To continue copying, remove all copies then press the <b>[Resume]</b> key. To stop copy- ing, press the <b>[Cancel]</b> key.

# Loading Paper

## 🖉 Note

□ If you want to change the paper size of tray 2 (550-sheet tray), see  $\Rightarrow$  P.282 "*Changing the Paper Size*".

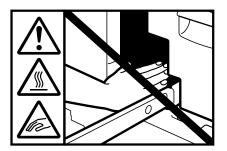
### 

Regarding paper types and sizes, see  $\Rightarrow$  P.23 "Copy Paper".

## Loading Paper in Tray 1 (Tandem Tray)

#### A CAUTION:

• Take care not to get your hand caught between the right and left trays.



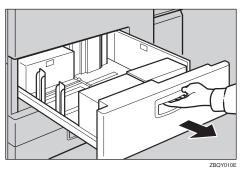
### ∰Important

When the paper on the right side in tray 1 runs out, the paper on the left side will automatically move to the right side. While the paper on the left side is moving, the machine instructs you to wait. At this time, do not pull out the tray.

## 🖉 Note

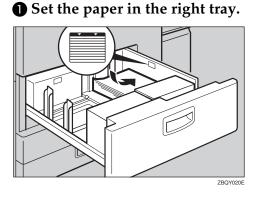
- □ You can supply paper even while you are making copies using the paper in tray 1. During copying, you can pull out the left half of the tray.
- Prepare paper of the same size as that loaded in the right of the tray. Load it in the left side in the same direction.

## **1** Pull out the paper tray until it stops.



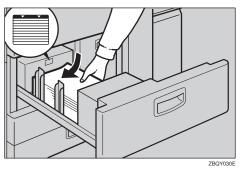
## **2** Square the paper and set it in the tray.

When the whole tray is pulled out



**2** Return the right tray into the original position.

**3** Set the paper in the left tray.

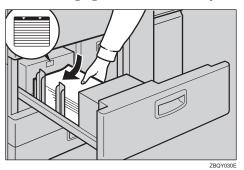


#### ∰Important

- **D** Push the right paper to the right side, and the left paper to the left side.
- **D** Do not stack paper over the limit mark.

#### When the left half of the tray is pulled out

• Set the paper in the left tray.



#### Important

- **D** Do not stack paper over the limit mark.
- □ Make sure that the paper stack is flush with the left side fence.

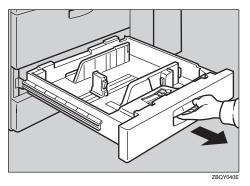
### 🖉 Note

□ Straighten the paper, if curled or warped, before placing it in the tray.

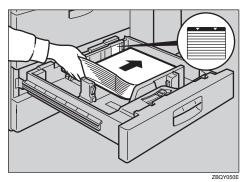
**B** Push the paper tray in until it stops.

## Loading Paper in Tray 2 or 3

**1** Pull out the paper tray until it stops.



## **2** Square the paper and set it in the tray.



#### ∰Important

- **D** Do not stack paper over the limit mark.
- □ Make sure that the paper stack is flush with the right side fence.

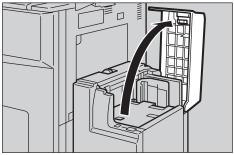


□ Straighten the paper, if curled or warped, before placing it in the tray.

**3** Gently push the paper tray in until it stops.

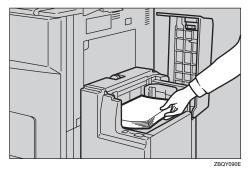
## Loading Paper in the Large Capacity Tray

### **1** Open the top cover.



ZBQY080E

**2** Place the paper in the tray along the edge on the left.

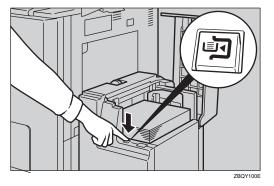


## 🖉 Note

□ Load up to about 500 sheets of paper in the tray.

## Press the [Down] key.

The key blinks while the bottom plate is moving down.



## Load paper by repeating steps **2** and **3**.

## 🖉 Note

□ The tray can hold up to 3,500 sheets.

## **5** Close the top cover.

# Langing the Toner Bottle

When 🚵 is displayed, it is time to supply toner.

#### A WARNING:

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

#### A CAUTION:

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

#### A CAUTION:

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

#### ∰Important

- □ If you use toner other than that recommended, a fault might occur.
- □ When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- □ Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.

#### 🔗 Note

□ You can still make about 1,000 copies after 🚵 appears, but replace the toner early to prevent poor copy quality.

#### <sup>P</sup>Reference

Regarding toner storage, see  $\Rightarrow$  P.27 "Toner Storage".

- 1: Open the front cover of the machine.
- 2: Pull out the lever under the toner bottle toward you 90°.



- 3: Pull the green lever, and gently pull out the toner bottle.
  - 4: Hold a new bottle horizontally and shake it 5 or 6 times.

• 5: Remove the outer cap.

## 🖉 Note

 $\Box$  Do not remove the inner cap.

ZBQT050

• 6: Place the toner bottle in position, then push it in until the green lever clicks.

## 🖉 Note

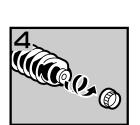
- □ If you cannot get it to click in, pull out the toner bottle a little, slightly rotate it to the right by 10 20°, then try again.
- 7: Return the lever under the toner bottle to its original position.
- 8: Close the front cover of the machine.



ZBQT060E

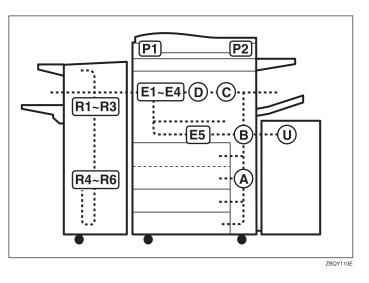




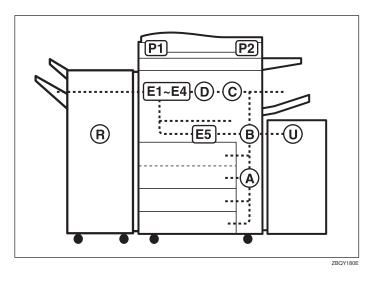


# **%** Clearing Misfeeds

#### With 50-Sheet Finisher

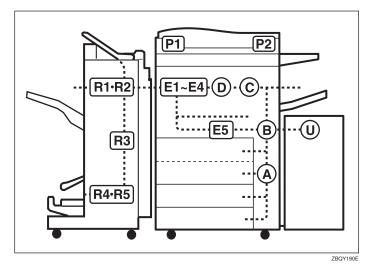


#### With 100-Sheet Finisher



270

#### With Booklet Finisher



#### A CAUTION:

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

#### ∰Important

- □ When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- □ To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- □ If paper misfeeds occur repeatedly, contact your service representative.

#### 🖉 Note

- □ More than one misfed area may be indicated. In this case, check every applicable area. See the following charts: A, B, C, D, E1 E5, P1, P2, U, R (R1 R6)
- □ You can find a sticker explaining how to remove misfed paper inside of the front cover or inside of the finisher.

#### When D is lit









3

While pushing lever D2, hold knob D3 and pull out the fuser unit.

ഹ



D1/E1 four or five times

to eject the paper.

⑧ Remove paper if seen.

ብ





10 Remove the paper being careful not to touch the area around lever E4.

#### When E<sub>1</sub> – E<sub>4</sub> are lit



 Open the front cover.
 Turn fuser unit knob D1/E1 four or five times to control the approximation. to eject the paper.



⑦ Pull handle E3 and fully pull out the duplex unit.



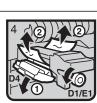
2

F2

ി 3



Raise lever E4.



While pushing lever D2, hold knob D3 and pull out the fuser unit.
 Lower lever D4.
 Check to ascertain the left and right-hand sides of the paper, and then grasp the paper and turn knob D1/E1 to remove it.

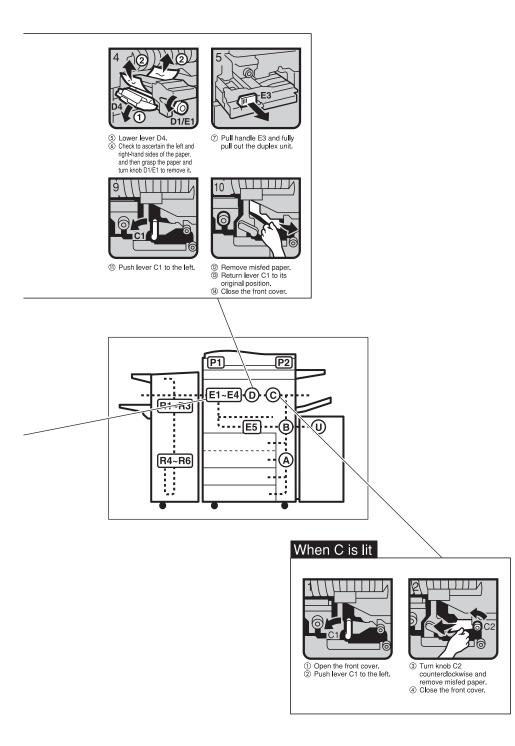


1 Remove the paper being careful not to touch the area around lever E4.



When over the paper from the output tray in it is visible.
 (When the finisher is installed, open the front cover and remove misfed paper.)
 Close the front cover.

TSPY440E



ZBQY200E

#### When E₅ is lit



 Open the front cover.
 Turn fuser unit knob D1/E1 four or five times to eject the paper.



③ Raise handle E2 and remove misfed paper.



While pushing lever D2, hold knob D3 and pull out the fuser unit.



 Lower lever D4.
 Check to ascertain the left and right-hand sides of the paper, and then grasp the paper and turn knob D1/E1 to remove it.



Pull handle E3 and fully pull out the duplex unit.



⑧ Remove paper if seen.



Raise lever E4.



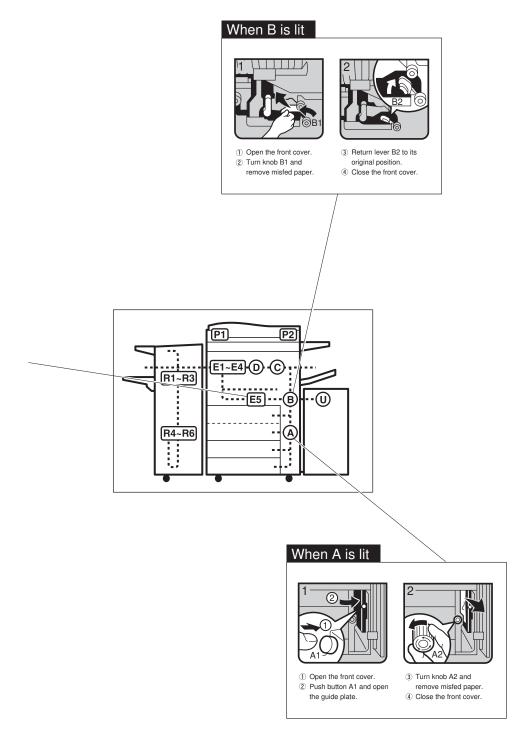
(i) Remove the paper being careful not to touch the area around lever E4.



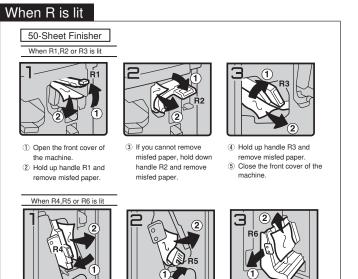
1 Lower handle E5.



Remove misfed paper.
 Return handle E5 to its original position.
 Close the cover.



ZBQY210E

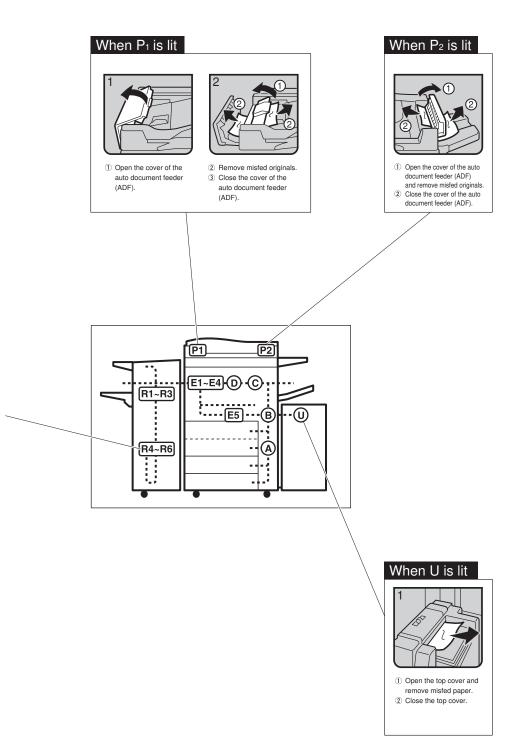


- ① Open the front cover of the machine.
- 2 Hold down handle R4 and remove misfed paper.

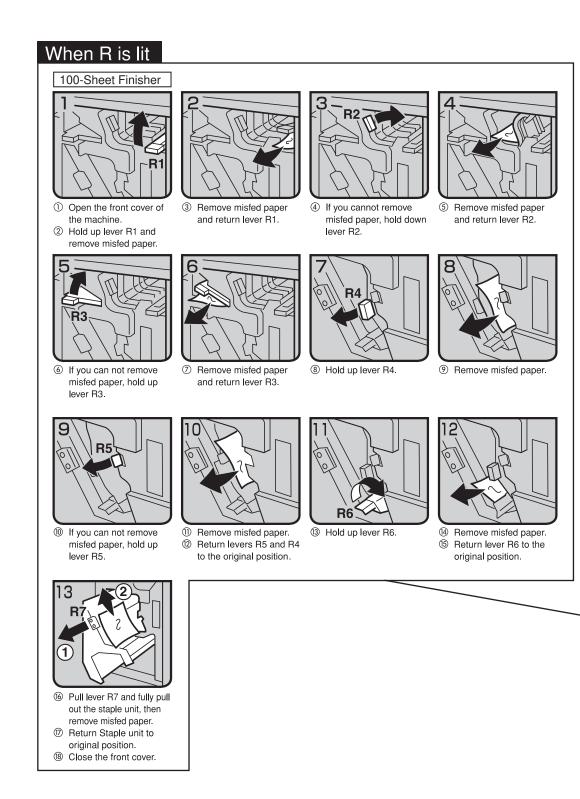
③ If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.

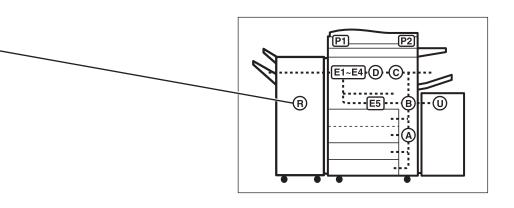


- ④ Pull handle R6 and pull out the staple unit, then remove misfed paper. Close the front cover of the machine.



ZBQY230E





ZBQY240E



#### Booklet Finisher

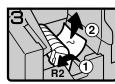




 Lift the finisher proof tray, and open the upper cover.
 Remove misfed paper.

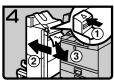


③ If you can not remove misfed paper, hold up lever R1 and remove misfed paper.



④ Hold up lever R2 and remove misfed paper.

(5) Lower the finisher proof tray, and close the upper cover.



6 While pushing the release

- lever, remove the finisher.
- 8 Return the release lever until it clicks, and attach the finisher.



① While pushing the release lever, remove the finisher.



② Hold up lever R3 and remove misfed paper.



③ If you can not remove misfed paper, open the lower front cover.



 Turn knob R4 counterclockwise.
 Note
 Depending on the location of misfed paper, knob R4 might not turn.



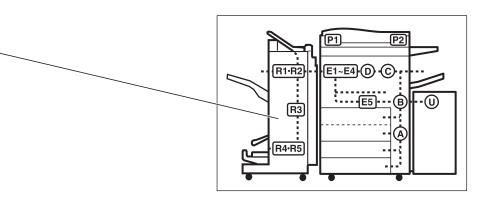
(5) While pushing knob R5, turn knob R5 clockwise.



(6) Hold up the lever on the upper right of the booklet tray, and open the cover.



⑦ Remove misfed paper.⑧ Close the cover.



# **Changing the Paper Size**

#### ∰Important

□ If you wish to change the paper size set in tray 1, tray 3, and the optional large capacity tray (LCT), contact your service representative.

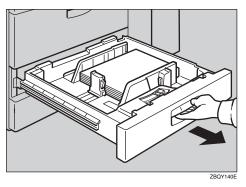
### 

For paper sizes, weight, and capacity that can be set in each tray, see  $\Rightarrow$  P.23 "*Copy Paper*".

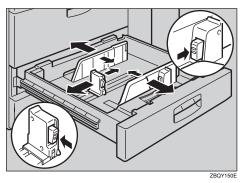
### Changing the Paper Size in Tray 2

**1** Make sure that the paper tray (tray 2) is not being used. Then fully pull out the tray.

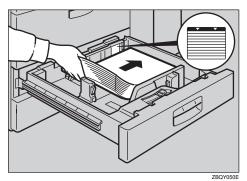
Remove the paper in the tray.



**2** While pushing the release lever, adjust the side fences and back fence to the new paper size.



**3** Square the paper and set it in the tray.



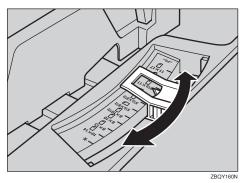
### ∰Important

- **D** Do not stack paper over the limit mark.
- □ Make sure that the paper stack is flush with the right side fence.

### 🖉 Note

□ Straighten the paper, if curled or warped, before placing it in the tray.

Set the paper size selector inside the tray to the new paper size.



To adjust the paper size to one not available with the paper size selector

**①** Set the paper size selector knob to the  $\bigstar$  mark on the left.

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

**3** Press the [System Settings] key.

**4** Press the [Paper Size Setting] key.

**G** Press the [Tray 2:Paper Size Setting] key.

- **6** Select your desired size. Then, press the [OK] key.
- Press the [Exit] key or press the [User Tools/Counter] key to exit the User Tools.

### ∰Important

□ Be sure to select paper size with the User Tools (System Settings). Otherwise, misfeeds might occur.

### ₽ Reference

For details, see "User Tools (System Settings)" in the System Settings manual.

## **5** Gently push the paper tray until it stops.

**6** Check the paper size displayed on the display panel.

# 📩 Adding Staples

#### A CAUTION:

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

#### ∰Important

□ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

### 🖉 Note

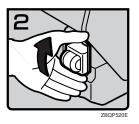
If the optional booklet finisher is installed, initialize the staple unit for the Saddle Stitch function with the User Tools (System Settings) after adding staples or removing jammed staples. If you do not, misfeeds might occur. See "Staple initialization" in the System Settings manual.

### **50-Sheet Finisher**

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.

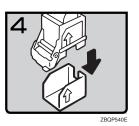


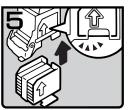
• 3: Lift the cartridge until it clicks.



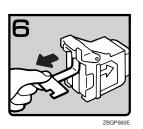
0











• 4: Pull out the cartridge gently.

• 5: Take out the empty refill in the direction of the arrow.

• 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.

• 7: Pull out the ribbon.

- 8: Reinstall the cartridge.
- 9: Press down the cartridge until it

clicks.

- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

ZEOPETRE





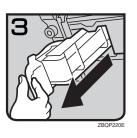
## **100-Sheet Finisher**

• 1: Open the front cover of the finisher.



287











- 2: Pull lever R8 down in the staple unit.
- 3: Turn knob R9 until the staple unit rises.
- 4: Pull out the staple unit lever.
- 5: Pull out the staple unit gently.

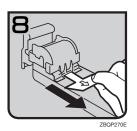
• 6: Put down the staple unit on a level surface.

• 7: Raise the cover up.

• 8: Set the new refill.

9: Lower the cover until it clicks. ٠











ZBQP300E

10: Pull out the ribbon. ٠

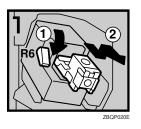
11: Turn the staple unit around. •

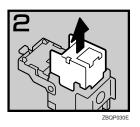
12: Reinstall the staple unit. ٠

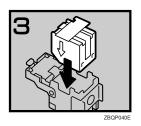
• 13: Push the staple unit until it clicks.

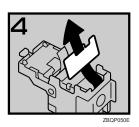


## **Booklet Finisher**









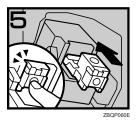
• 14: Close the front cover of the finisher.

- 1: Open the front cover of the finisher.
- 2: Pull lever R6 down, then pull out the cartridge while lifting the cartridge.
- 3: Take out the empty refill in the direction of the arrow.

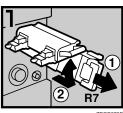
• 4: Set the new refill.

• 5: Pull out the ribbon.

- 6: Push the cartridge until it clicks.
- 7: Close the front cover of the finisher.



#### Staple unit for Saddle Stitch function



ZBQP070E





- 1: Open the front bottom cover of the finisher.
- 2: Pull lever R7 and fully pull out the staple unit.
- 3: While pulling the lever of the staple unit, lift the lever of the staple unit.
- 4: Take out the empty cartridge.

- 5: Set the new cartridge.
- 6: Bring the staple unit back into place.
- 7: Close the front bottom cover of the finisher.

To initialize the staple unit with the User Tools (System Settings)

- Press the [User Tools/Counter] key.
- **2** Press the [System Settings] key.
- **3** Press the [Staple initialization] key on the "Basic Page 2" menu.
- **4** Press the **[OK]** key.

The machine staples a few times without ejecting staples.

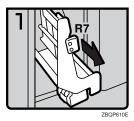
- **(5)** Press the **[Exit]** key and return to the User Tools Main Menu.
- **6** Press the **[Exit]** key and return to Copy mode.

# 📩 Removing Jammed Staples

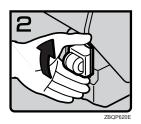
### 🖉 Note

- Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.
- □ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
- If the optional booklet finisher is installed, initialize the staple unit for the Saddle Stitch function with the User Tools (System Settings) after adding staples or removing jammed staples. If you do not, misfeeds might occur. See "Staple initialization" in the System Settings manual.

### **50-Sheet Finisher**

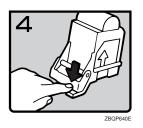


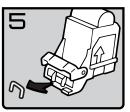
- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



• 3: Lift the cartridge until it clicks.











• 4: Pull out the cartridge gently.

• 5: Open the face plate by pressing the lock on the right.

• 6: Remove the jammed staples.

• 7: Close the face plate by pressing it until it clicks.

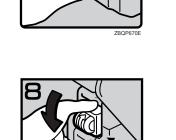
• 8: Reinstall the cartridge.

• 9: Press down the cartridge until it clicks.

- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

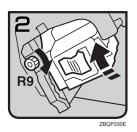
**100-Sheet Finisher** 

- 1: Open the front cover of the finisher and pull lever R9 down.
- 2: Pull lever R8 and fully pull out the staple unit.



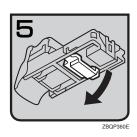


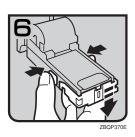












• 3: Turn knob R9 until the marks are aligned.

• 4: Pull out the staple unit lever.

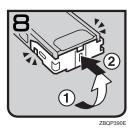
• 5: Pull out the staple unit gently.

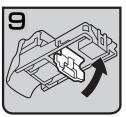
• 6: Raise the blue lever.

• 7: Push the buttons on the both sides of the staple unit and open the face plate.

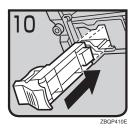
• 8: Pull out the jammed staples.













• 9: Lower the face plate until it clicks.

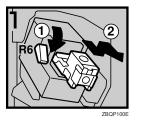
• 10: Lower the blue lever.

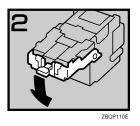
• 11: Reinstall the staple unit.

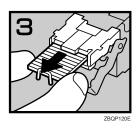
• 12: Push the staple unit until it clicks.

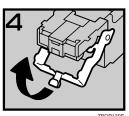


## **Booklet Finisher**









ZBQP130E

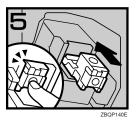
- 13: Replace the staple unit. •
- 14: Close the front cover of the finisher. •

- 1: Open the front cover of the finisher. •
- 2: Pull lever R6 down, then pull out the • cartridge while lifting the cartridge.
- 3: Pull down the knob of the cartridge. ٠

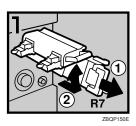
4: Take out all staples slid from the car-٠ tridge.

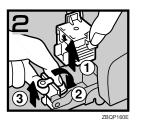
5: Set the knob of the cartridge back ٠ into place.

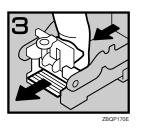
- 6: Push the cartridge until it clicks.
- 7: Close the front cover of the finisher.

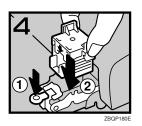


#### Staple unit for Saddle Stitch function









- 1: Open the front bottom cover of the finisher.
- 2: Pull lever R7 and fully pull out the staple unit.
- 3: While pulling the lever of the staple unit, lift the lever of the staple unit.
- 4: Take out the cartridge.
- 5: Pull the blue knob down, then lift the knob of the face plate.

• 6: Remove all jammed staples.

- 7: Bring the face plate back into place by pushing it.
- 8: Push the cartridge.
- 9: Bring the staple unit back into place, then close the front bottom cover of the finisher.

To initialize the staple unit with the User Tools (System Settings)

- Press the [User Tools/Counter] key.
- **2** Press the [System Settings] key.
- **3** Press the **[Staple initialization]** key on the "Basic Page 2" menu.
- **4** Press the **[OK]** key.

The machine staples a few times without ejecting staples.

- **(5)** Press the **[Exit]** key and return to the User Tools Main Menu.
- **6** Press the **[Exit]** key and return to Copy mode.

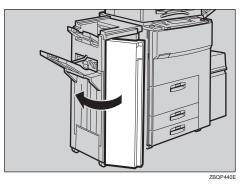
# Removing Punch Waste

### 🖉 Note

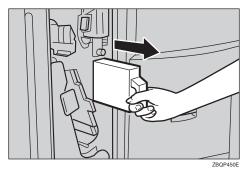
While "Hole Punch Receptacle Full." is displayed, you cannot use the Punch function.

## **50-Sheet Finisher**

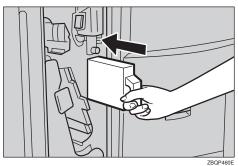
**1** Open the front cover of the finisher.



**2** Pull out the punch waste box and remove punch waste.



## B Reinstall the punch waste box.



### 🖉 Note

□ If you do not, "Hole Punch Receptacle Full." is still displayed.

## Close the front cover of the finisher.

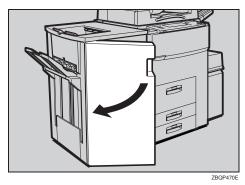
"Hole Punch Receptacle Full." disappears.

### 🖉 Note

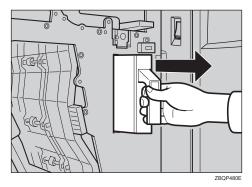
□ If the message is still displayed, reinstall the punch waste box.

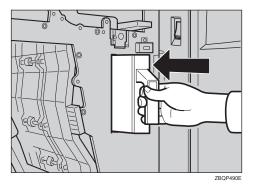
### **100-Sheet Finisher**

**1** Open the front cover of the finisher.



**2** Pull out the punch waste box and remove punch waste.





## B Reinstall the punch waste box.

### Note

□ If you do not, "Hole Punch Receptacle Full." is still displayed.

### Close the front cover of the finisher.

"Hole Punch Receptacle Full." disappears.

### 🖉 Note

□ If the message is still displayed, reinstall the punch waste box.

# 6. User Tools (Copy/ Document Server Features)

# Accessing the User Tools (Copy/ Document Server Features)

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

#### Preparation

After using the User Tools, be sure to exit from the User Tools.

The selected key is highlighted.

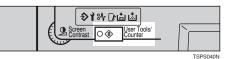
Any changes you make with the User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Clear Modes/Energy Saver] key is pressed.

### 

For details, see "Accessing the User Tools (System Settings)" in the System Settings manual.

### Press the [User Tools/Counter] key.

The User Tools Main Menu appears.



### **2** Press the [Copy/Document Server Features] key.

The Copy/Document Server Features menu appears.

🕸 User Tools/Counter	Exit
FB System Settings	Copy/Document Server Features
(日) Language Priority	1123 Total Counter

### Select the desired menu and press the key.

■Copy/Document Server Features								
Select one of the fol	lowing default settings	i.						
General Features	Reproduction Ratio	Page Format	Stam	p Setting	Input/Output	Count Mana	ager	
Auto Paper Select Priority Yes		Ori	ginal Mode Quality	Level				
Auto Paper Select Tray Display		Display		Original Image Density Level				
Auto Image Density Priority		Yes		Auto Reset Timer			60sec.	
Original M	ode Priority	Text						
Original Mo	ode Display	No				1/3	. A Prev. ■ ▼Ne	

### 🖉 Note

□ **[Next]**: Press to go to the next page.

□ **[**▲**Prev.]**: Press to go back to the previous page.

#### ✓ Reference

 $\Rightarrow$  P.308 "User Tools Menu (Copy/Document Server Features)".

Change the settings by following the instructions on the display panel. Then press the [OK] key.

#### P Reference

 $\Rightarrow$  P.310 "Settings You Can Change with the User Tools".

#### 🖉 Note

- **[OK]**: Press to set the new settings and return to the previous menu.
- **[Cancel]**: Press to return to the previous menu without changing any data.

### **Exiting From the User Tools**

After changing the User Tools settings, press the [Exit] key on the User Tools Main Menu.

Changing the User Tools is completed, and the machine is ready for copying.

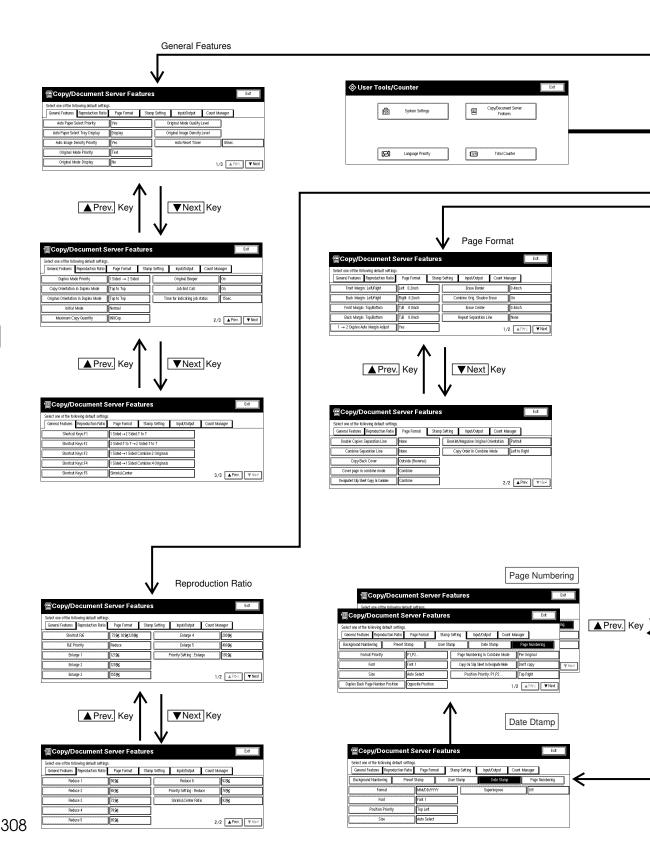
⊗User Tools/Cou	nter			Exit
fā s	ystem Settings	督	Copy/Document Server Features	
	anguage Priority	123	Total Counter	

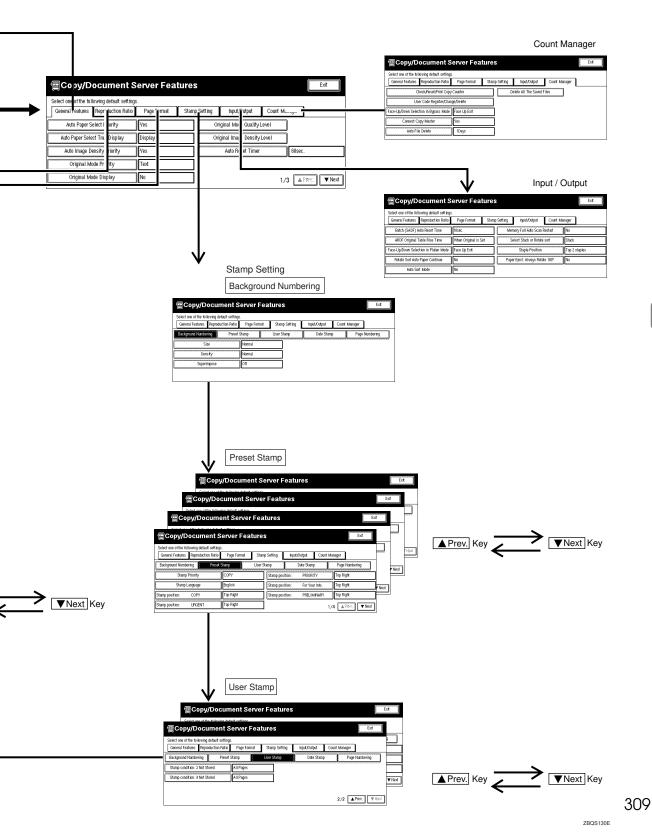
### 🖉 Note

- □ To exit from the change of the machine's default settings and return to Copy mode, press the **[User Tools/Counter]** key.
- □ You can also exit from the User Tools by pressing the **[User Tools/Counter]** key.

This page is intentionally blank.

# User Tools Menu (Copy/Document Server Features)





# Settings You Can Change with the User Tools

## 

For how to access the User Tools, see  $\Rightarrow$  P.305 "Accessing the User Tools (Copy/ Document Server Features)".

Menu	Description
Auto Paper Select Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting.
	S Note
	□ Default: Yes
Auto Paper Select Tray Display	You can choose whether the available paper trays/sizes are shown on the initial display.
	S Note
	Default: Display
	□ If you choose "Hide", the display is shown as below. When the <b>[Auto Paper Select]</b> key is pressed, paper sizes appear on the display.
	Text       Photo       Orig.       Orig.
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can change this setting.
	S Note
	Default: Yes
Original Mode Pri- ority	As a default setting, Text is selected as the Originals Type. You can change it to Text. Photo, Photo, Pale, or Generation.
	<ul><li>Note</li><li>Default: <i>Text</i></li></ul>

## General Features <sup>1</sup>/<sub>3</sub>

Menu	Description
Original Mode Dis- play	You can choose whether the original modes are shown on the initial display.
	SP Note
	□ Default: <i>No</i>
	$\Box$ If you choose "Yes", the display is shown as below.
	TextOrig. OtyOrig. OtyOrig. OtyOpyOriginal ModeAuto Paper $1 \equiv 0$ $2 \equiv 0$ $3 \equiv 0$ $T \equiv 0$ $Sort:$ $Stack:$ Original ModeAuto Paper $8 \leq x = 11$ $B \leq x = 11$ $B \leq x = 11$ $B \leq x = 11$ Auto Image DensityFull SizeAuto Reduce, Enlarge $11 \leq x = 12$ $9 \leq x \leq 11$ $10 \circ 0$ $B \in \mathbb{C}$ $B \in \mathbb{C}$ Auto Image DensityFull SizeAuto Reduce, Enlarge $11 \leq x \leq 12$ $9 \leq x \leq 11$ $10 \circ 0$ $B \in \mathbb{C}$ $B \in \mathbb{C}$ Auto Image DensityFull SizeAuto Reduce, Enlarge $11 \geq x \leq 12$ $12 + 12$ $12 + 12$ $12 + 12$ $B \in \mathbb{C}$ Auto Image DensityCover/Slip SheetEdit/StampDuplex/CombineReduce, Enlarge $B \in \mathbb{C}$
Original Mode Quali	ty Level
Ű	ality level of copies for each of the original types (Text, Text Pho-
Copy/ Selivat one of the General Feature Auto Pape Auto Image Congreat 1976 jinst	After adjusting output, press (OK).            Text       Soft       Normal       Sharp       SP Mode Changed            > Text Photo       Photo Mode       Normal       Text Mode       SP Mode Changed            > Text Photo       Photo Mode       Normal       Text Mode       SP Mode Changed            > Photo       Screened Printed       Normal       Continuous Tone       SP Mode Changed            > Pale       Soft       Normal       Sharp       SP Mode Changed            > Pale       Soft       Normal       Sharp       SP Mode Changed            > Generation       Soft       Normal       Sharp       SP Mode Changed            > Generation       Soft       Normal       Sharp       SP Mode Changed            > Cancel       OK       OK       OK       OK
Text	Adjust the sharpness of text.
	SP Note
	□ Default: Normal
	□ <b>[SP Mode Changed]</b> is the value set during service setup.
	□ Choosing <b>[Sharp]</b> or <b>[Soft]</b> affects the outline sharpness of text.
Text·Photo	When there are photo(s) and text on the original, determine whether the photo or text takes priority.
	SP Note
	□ Default: <i>Normal</i>
	□ <b>[SP Mode Changed]</b> is the value set during service setup.
	□ <b>[Normal]</b> achieves a good balance between text and photos.

Menu	Description
Photo	For a photo original, adjust the finish quality level to match the type of photo original.
	Default: Screened Printed
	<b>[SP Mode Changed]</b> is the value set during service setup.
	<ul> <li>Select [Screened Printed] for printed photo originals, and [Continuous Tone] for printed photo originals with fine dots.</li> </ul>
	□ Select <b>[Normal]</b> for printed photo and text originals.
Pale	Adjust the quality level for the finish of a pale original with nor- mal density.
	Note Default: Normal
	□ <b>[SP Mode Changed]</b> is the value set during service setup.
Generation	Adjust the quality level so as not to thicken the lines of the finish image.
	□ Default: <i>Normal</i>
	□ <b>[SP Mode Changed]</b> is the value set during service setup.
Original Image Density Level	You can select one of seven original image density levels for each of the original types (Text, Text-Photo, Photo, Pale, Gener- ation).
	S Note
	Default: Normal
Auto Reset Timer	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or 0.
	Default: 60sec.
	□ To turn "Auto Reset Timer" off, input "0".
	Note that when "Auto Reset Timer" is turned off, the ma- chine will not return to the user code input window auto- matically.

Menu	Description
Duplex Mode Prior- ity	You can select the type of the Duplex function effective when the machine is turned on, Energy Saver mode is off, or Auto Re- set is on.
	Default:
	• Metric version: 1 Sided $\rightarrow$ 1 Sided
	• Inch version: 1 Sided $\rightarrow$ 2 Sided
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies.
	Default: Top to Top
Original Orienta- tion in Duplex	You can set the original orientation when making two-sided copies.
Mode	Note
	Default: Top to Top
Initial Mode	You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, or modes are cleared.
	Default: Normal
Maximum Copy	The maximum copy quantity can be set between 1 and 999.
Quantity	Note
	Default: 999Cop.
Original Beeper	The beeper (key tone) sounds when you forgot to remove orig- inals after copying.
	Default: On
	If the "Operation Panel Beeper" of the User Tools (System Settings) setting is "Off", the beeper does not sound irrespec- tive of the "Original Beeper" setting. See "Operation Panel Beeper" in the System Settings manual.

# General Features <sup>2</sup>/<sub>3</sub>

Menu	Description
Job End Call	You can choose whether or not the beeper sounds when copy- ing is complete, when copying is interrupted, when the paper tray runs out of paper, or when there is a paper jam.
	□ Default: <i>On</i>
	When the "Auto Response (Human) Sensor" of the User Tools (System Settings) setting is set to "Yes" and the ma- chine senses that there is a person present, it judges that copying operations are not complete and the beeper does not sound. See "Auto Response (Human) Sensor" in the System Settings manual.
	<ul> <li>If the "Operation Panel Beeper" of the User Tools (System Settings) setting is "Off", the beeper does not sound irrespec- tive of the "Job End Call" setting. See "Operation Panel Beeper" in the System Settings manual.</li> </ul>
Time for indicating job status	The machine returns to its initial condition automatically from the Job List display. The time can be set from 10 to 999 seconds, or 0.
	S Note
	□ Default: 15sec.
	□ To turn "Time for indicating job status" off, input "0".

# General Features <sup>3</sup>/<sub>3</sub>

Menu	Description
Shortcut Keys:F1 Shortcut Keys:F2 Shortcut Keys:F3	You can register frequently used functions in Shortcut Keys F1 to F5. You can also change the registered functions. See $\Rightarrow$ P.10 "Display Panel".
Shortcut Keys:F4 Shortcut Keys:F5	<ul><li>Note</li><li>Default:</li></ul>
Shortcut Reys.r5	<ul> <li>Shortcut Keys:F1: 1 Sided→2 Sided:T to T</li> <li>Shortcut Keys:F2: 2 Sided:T to T→2 Sided:T to T</li> <li>Shortcut Keys:F3: 1 Sided→1 Sided Combine:2 Originals</li> <li>Shortcut Keys:F4: 1 Sided→1 Sided Combine:4 Originals</li> <li>Shortcut Keys:F5: Shrink&amp;Center</li> </ul>
	<ul> <li>By using the Copy Face Up function, you can have copies de- livered in reverse order specified by "Face-Up/Down Selec- tion in Platen Mode" of the User Tools. However, you cannot combine the Copy Face Up function with the Staple/Punch function. If you select the bypass tray in which tab stocks are loaded, the "Copy Face Up" setting is ignored.</li> </ul>

# Reproduction Ratio <sup>1</sup>/<sub>2</sub>

Menu	Description
Shortcut R/E	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios. If no Reduce/Enlarge ratio has been set when selecting <b>[User Ra-</b>
	tio 1], [User Ratio 2], or [User Ratio 3], enter the desired Reduce/ Enlarge ratio using the number keys.
R/E Priority	Specify which Reduce, Enlarge or Input Ratio is shown on the display panel with priority when the <b>[Reduce/Enlarge]</b> key is pressed.
	<ul> <li>Note</li> <li>Default: <i>Reduce</i></li> </ul>
Enlarge 1	You can customize the enlargement ratios available when you
Enlarge 2	press the [Reduce/Enlarge] key followed by the [Enlarge] key.
Enlarge 3	
Enlarge 4	□ Default:
Enlarge 5	Metric version:
	• Enlarge 1: <i>115</i> %
	• Enlarge 2: 122%
	• Enlarge 3: 141%
	• Enlarge 4: 200%
	• Enlarge 5: 400%
	Inch version:
	• Enlarge 1: <i>121%</i>
	• Enlarge 2: <i>129%</i>
	• Enlarge 3: <i>155%</i>
	• Enlarge 4: 200%
	• Enlarge 5: 400%
	□ When selecting <b>[User Set. Ratio]</b> , enter a ratio using the number keys (in the range of 101 to 400%).

Menu	Description
Priority Setting : En- large	You can set the ratio with priority when the <b>[Reduce/Enlarge]</b> key is pressed, followed by the <b>[Enlarge]</b> key.
	<ul> <li>Note</li> <li>Default:</li> <li>Metric version: 141%</li> <li>Inch version: 155%</li> </ul>

# Reproduction Ratio <sup>2</sup>/<sub>2</sub>

Menu	Description
Reduce 1	You can customize the reduction ratios available when you
Reduce 2	press the <b>[Reduce/Enlarge]</b> key followed by the <b>[Reduce]</b> key.
Reduce 3	
Reduce 4	Default:
Reduce 5	Metric version:
Reduce 6	• Reduce 1: 50%
	• Reduce 2: 65%
	• Reduce 3: 71%
	• Reduce 4: 75%
	• Reduce 5: <i>8</i> 2%
	• Reduce 6: 93%
	Inch version:
	• Reduce 1: 50%
	• Reduce 2: 65%
	• Reduce 3: 73%
	• Reduce 4: 78%
	• Reduce 5: <i>85</i> %
	• Reduce 6: 93%
	When selecting [User Reduc.Ratio], enter a ratio using the number keys (in the range of 25 to 99%).
Priority Setting : Re- duce	You can set the ratio with priority when the <b>[Reduce/Enlarge]</b> key is pressed, followed by the <b>[Reduce]</b> key.
	Default:
	Metric version: 75%
	• Inch version: 78%

Menu	Description
Shrink&Center Ra- tio	You can set a Reduce/Enlarge ratio when registering "Shrink&Center" in a Shortcut Key.
	<ul><li>Note</li><li>Default: 93%</li></ul>

# Page Format <sup>1</sup>/<sub>2</sub>

Menu	Description
Front Margin: Left/ Right	You can specify left and right margins on the front side of copies in Margin Adjust mode.
	Default:
	Metric version: <i>Left 5mm</i>
	• Inch version: <i>Left 0.2"</i>
Back Margin: Left/ Right	You can specify left and right margins on the back side of copies in Margin Adjust mode.
	S Note
	Default:
	• Metric version: <i>Right 5mm</i>
	• Inch version: <i>Right 0.2"</i>
Front Margin: Top/ Bottom	You can specify front top and bottom margins on the front side of copies in Margin Adjust mode.
	S Note
	Default:
	Metric version: <i>Bottom 0mm</i>
	• Inch version: <i>Bottom 0.0"</i>
Back Margin: Top/ Bottom	You can specify back top and bottom margins on the front side of copies in Margin Adjust mode.
	Note
	Default:
	Metric version: <i>Bottom 0mm</i>
	• Inch version: <i>Bottom</i> 0.0"

Menu	Description
$1 \rightarrow 2$ Duplex Auto Margin Adjust	In 1 sided $\rightarrow$ 2 sided Duplex mode, you can specify whether to automatically set the margins on the back side.
	The margin is set to the same value of "Back Margin: Left/ Right".
	Note
	□ Default: <i>Yes</i>
Erase Border	The default setting of the width of the erased margins in Erase Border mode can be changed as follows:
	• Metric version: 3 – 50mm in 1mm steps
	• Inch version: 0.1" – 2.0" in 0.1" steps
	🖉 Note
	Default:
	• Metric version: <i>10mm</i>
	• Inch version: 0.4"
Combine Orig. Shadow Erase	In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.
	Note
	Default: On
Erase Center	The default setting of the width of the erased margins in Erase Center mode can be changed as follows:
	• Metric version: 3 – 50mm in 1mm steps
	• Inch version: 0.1" – 2.0" in 0.1" steps
	P Note
	Default:
	• Metric version: 10mm
	• Inch version: 0.4"

Menu	Description
Menu Repeat Separation Line	Description         You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop.         • None         • Solid         • Solid         • Broken 1
	<ul> <li>Broken 2</li> <li>Crop</li> <li>+</li> <li>Note</li> <li>Default: None</li> </ul>

Menu	Description
Double Copies Sep- aration Line	You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop.
	• None
	• Solid
	• Broken
	Crop Marks
	Note
	□ Default: <i>None</i>

# Page Format <sup>2</sup>/<sub>2</sub>

Menu	Description
Combine Separa- tion Line	You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop.
	• None
	• Solid
	• Broken 1
	• Broken 2
	• Crop
	Ø Note
	Default: None
Copy Back Cover	When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page).
	Default: Outside (Reverse)
Cover page in com- bine mode	You can specify whether to make a combined copy on the front cover sheet when you select <b>[Copy]</b> in Front Cover mode.
	Default: Combine
Designated Slip Sheet Copy In Com-	You can specify whether to make a combined copy on the in- serted slip sheets in Designate: Copy mode.
bine	
	Default: Combine

Menu	Description
Booklet/Magazine Original Orienta- tion	You can select the type of originals for Booklet or Magazine mode.  Note  Definition
	Default: Portrait
Copy Order In Combine Mode	You can set the copy order in Combine mode to "Left to Right" or "Top to Bottom".
	Top to Top Top to Bottom
	$\begin{bmatrix} 1 & 2 \\ 1 & 2 \\ 3 & 4 \end{bmatrix}$
	<sup>eu</sup> (ques) (ques) signal si signal si si signal si si si si signal si signal signal signal
	$\begin{array}{ c c c c c c c c c c c c c c c c c c c$
	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
	GCCOMBDE

## Stamp Setting

## **Background Numbering**

Menu	Description
Size	You can set the size of the numbers.
	□ Default: <i>Normal</i>
	• Small: About 8 × 4mm, 0.32" × 0.16"
	• Normal: About 32 × 16mm, 1.28" × 0.64"
	• Large: About 64 × 32mm, 2.56" × 1.28"
Density	You can set the density of the numbers.
	Default: Normal
Superimpose	You can select whether the numbering is printed negative when it overlaps black parts of the image.
	<ul><li>Note</li><li>Default: Off</li></ul>

## Preset Stamp

Menu	Description
Stamp Priority	<ul> <li>You can select the stamp type priority detected in Stamp mode.</li> <li>Note</li> <li>Default: <i>COPY</i></li> </ul>
Stamp Language	<ul> <li>You can select the language of the message that is printed in Stamp mode.</li> <li>Note</li> <li>Default: <i>English</i></li> </ul>

Menu	Description
Stamp position	You can set the position at which the stamp is printed.
	Press the arrow keys to adjust the position.
	Default:
	Metric Version:
	Position: <i>Top Right</i>
	• Top/Bottom Margin: 24mm
	Left/Right Margin: 24mm
	Inch Version:
	Position: <i>Top Right</i>
	• Top/Bottom Margin: 0.9"
	• Left/Right Margin: 0.9"
Stamp condition	
You can adjust the s	ize, density and print page for the stamp.
Size	You can set the size of the stamp.
	$\Box$ Default: 1X
Density	You can set the pattern used to print the stamp.
	Default: <i>Normal</i>
	Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.
	Lighter: The image can be seen through the stamp.
	<ul> <li>Light: You can see the image even clearer than in the "Lighter" setting.</li> </ul>
Print Page	You can select whether the stamp is printed on the first page or all pages.
	Note Default: All Pages
Superimpose	You can select whether the Preset Stamp is printed negative when it overlaps black parts of the image.
	<ul><li>Note</li><li>Default: Off</li></ul>

## User Stamp

<b></b>		
Menu	Description	
Program/Delete Stamp		
You can register up to 4 custom stamps with your favorite design. You can register/ change/delete your favorite design as a user stamp.		
How to Program/Delete	How to Program/Delete Stamp, see $\Rightarrow$ P.189 "Program/Delete User Stamp".	
Stamp position	You can set the position at which the stamp is printed.	
	Press the arrow keys to adjust the position.	
	Default:	
	Metric version:	
	Position: <i>Top Right</i>	
	• Top/Bottom Margin: 24mm	
	Left/Right Margin: 24mm	
	Inch version:	
	Position: <i>Top Right</i>	
	<ul> <li>Top/Bottom Margin: 0.9"</li> </ul>	
	Left/Right Margin: 0.9"	
Stamp condition		
You can adjust the print page for User Stamp 1 to 4 you registered.		
Print Page	You can select whether the stamp is printed on the first page or all pages.	
	Default: All Pages	

## Date Stamp

Menu	Description
Format	You can select the date format for Date Stamp mode.
	<ul><li>Note</li><li>Default:</li></ul>
	Metric version: <i>DD/MM/YYYY</i>
	Inch version: <i>MM/DD/YYYY</i>

Menu	Description
Font	You can select the Date Stamp font.
	Default: Font 1
	This setting is linked with Page Numbering.
Position Priority	You can set the position at which the stamp is printed.
	Press the arrow keys to adjust the position.
	Note
	□ Default:
	Metric version:
	Position: <i>Top Left</i>
	• Top/Bottom Margin: 8mm
	• Left/Right Margin: 32mm
	Inch version:
	Position: <i>Top Left</i>
	• Top/Bottom Margin: 0.3"
	Left/Right Margin: 0.8"
Size	You can set the Date Stamp size.
	Note
	Default: Auto Select
	This setting is linked with Page Numbering.
Superimpose	You can select whether the Date Stamp is printed negative when it overlaps black parts of the image.
	Note
	□ Default: <i>Off</i>
	□ This setting is linked with Page Numbering.

## Page Numbering

Menu	Description
Format Priority	You can select the page number format priority detected in Page Numbering mode.
	Service Servic
	Default: <i>P1</i> , <i>P2</i>

Menu	Description
Font	You can select the font of the page number that is printed in Page Numbering mode.
	Note Default: Font 1
	□ This setting is linked with Date Stamp.
Size	You can set the size of the stamp that is printed in Page Numbering mode.
	S Note
	Default: Auto Select
	□ This setting is linked with Date Stamp.
Duplex Back Page Number Position	You can set the position of the duplex back page number that is printed in Duplex mode.
	<ul><li>Note</li><li>Default: Opposite Position</li></ul>
Page Numbering In Combine Mode	You can set how the pages are numbered when you use the Combine function and Page Numbering function together.
	<ul><li>Note</li><li>Default: Per Original</li></ul>
Copy On Slip Sheet In Designate Mode	You can select whether to print the page number onto slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.
	<ul> <li>Note</li> <li>Default: Don't copy</li> </ul>
Position Priority: P1, P2	You can set the position at which the stamp is printed. Press the arrow keys to adjust the position.
Position Priority: 1/5, 2/5	✓ Note □ Default:
Position Priority: -1-, -2-	Metric version:
Position Priority: P.1, P.2	• Position: P1, 1/5, P.1, 1:Top Right, -1-, 1-1: Bottom Center
Position Priority: 1, 2 Position Priority: 1-1, 1-	• Top/Bottom Margin: P1, 1/5, P.1, 1:12mm, -1-, 1-1: 8mm
2	• Left/Right Margin: P1, 1/5, P.1, 1:12mm, -1-, 1-1: 0mm
	Inch version:
	<ul> <li>Position: P1, 1/5, P.1, 1:Top Right, -1-, 1-1: Bottom Center</li> </ul>
	• Top/Bottom Margin: P1, 1/5, P.1, 1:0.5", -1-, 1-1: 0.3"
	• Left/Right Margin: P1, 1/5, P.1, 1:0.5", -1-, 1-1: 0.0"

Menu	Description	
Superimpose	You can select whether page numbers are printed negative when they overlap black parts of the image.	
	<ul> <li>Note</li> <li>Default: <i>Off</i></li> <li>This setting is linked with Date Stamp.</li> </ul>	

Menu	Description		
Batch (SADF) Auto Re- set Time	<ul> <li>When you set one original at a time in the 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 99.</li> <li>Note</li> <li>Default: <i>10sec.</i></li> </ul>		
ARDF Original Table	You can set the document feeder original table rise time.		
Rise Time	Note		
	Default: When Original is Set		
Face-Up/Down Selec- tion in Platen Mode	c- When copying an original placed on the exposure glass of loaded in the document feeder, you can specify which wa it is ejected.		
	Default: Face Up Exit		
Rotate Sort Auto Paper Continue	You can specify whether to continue copying when the paper of the required orientation has run out during rotate- sorting. See "Rotate Sort" in $\Rightarrow$ P.55 "Sort".		
	<ul> <li>If you select [No]: When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.</li> <li>If you select [Yes]:</li> </ul>		
	Copying continues using copy paper of a different direc- tion. The copy job will finish even if you have left the machine.		
	P Note		
	□ Default: <i>No</i>		

## Input/Output

Menu	Description	
Auto Sort Mode	You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.	
	<ul><li>Note</li><li>Default: No</li></ul>	
Memory Full Auto Scan Restart	When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining origi- nals.	
	You can enable or disable this function.	
	• If you select <b>[Yes]</b> : When the memory becomes full, the machine stops op- eration allowing you to remove the copy pages deliv- ered on the output tray.	
	• If you select <b>[No]</b> : You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequen- tial.	
	Default: No	
Select Stack or Rotate sort	Specify which Stack or Rotate Sort is shown on the initial display with priority.	
	Note	
	Default: Stack	
	The optional finisher or booklet finisher is required to use this function.	
Staple Position	Specify which Top 2 staples or Bottom is shown on the ini- tial display with priority.	
	Note Default: Top 2 staples	
	<ul> <li>Default. Top 2 stuples</li> <li>The optional finisher or booklet finisher is required to use this function.</li> </ul>	
Paper Eject: Always Ro- tate 180°	If you want to copy on the paper with letterhead, the ma- chine rotates the image correctly. To use this function, select "Yes".	
	<ul><li>Note</li><li>Default: No</li></ul>	

## **Count Manager**

When a key operator code has already been entered, you cannot begin manager settings unless you enter the key operator code (up to 8 digits).

Menu	Description	
Check/Reset/Print Copy Counter		
You can check or print the number of copies made under each user code. You can also reset each user code's counter to 0.		
If more than 10 user codes are registered, you can view all the counters using the <b>[▲P</b> · <b>rev.]</b> or <b>[▼Next]</b> key.		
Print	You can print the copied quantity of the counter for each user code.	
	To start the printing, press the <b>[Start]</b> key.	
	To stop the printing, press the <b>[Cancel]</b> key.	
Reset Counter	You can reset each user code's counter to 0.	
Reset All	You can reset all counters to 0.	
User Code Register/Change/Delete		

User Code Register/Change/Delete

You can register, change, or delete the user codes (8 digits or less).

## Note

 $\Box$  Up to 500 user codes can be registered.

□ Even if you have changed the user code, the counter value will not be cleared.

□ When the user code is deleted, the counter value will be automatically deleted.

	-	
Register	You can register the user codes.	
Change	You can change the user codes.	
	<ul> <li>Note</li> <li>The number of copies made under the old code is added</li> </ul>	
	to that made under the new user code.	
Delete User Code	You can delete the user codes.	
Delete All User Codes	You can delete all the user codes.	

Menu	Description	
Face-Up/Down Selec- tion in Bypass Mode	You can set whether copies are delivered face up or face down when making copies from the bypass tray.	
	<ul> <li>Limitation</li> <li>Only use "Face Down Exit" when copying onto standard high quality paper with a weight of 52 – 105g/m<sup>2</sup> (14 – 28 lb. Bond).</li> </ul>	
	<ul> <li>When you select "OHP" or "Thick Paper", copy paper is delivered face up even if you have set the "Face-Up/ Down Selection in Bypass Mode" setting to "Face Down Exit".</li> </ul>	
	<ul> <li>Note</li> <li>Default: Face Up Exit</li> </ul>	
Connect Copy Master	You can select whether the <b>[Connect]</b> key is displayed or not. If you choose "No", the <b>[Connect]</b> key will not be displayed and this unit cannot become the master unit. As a default setting, "Yes" is selected. You can cancel this setting.	
	<ul><li>Note</li><li>Default : Yes</li></ul>	
Auto File Delete	Old files stored on the Document Server can be deleted automatically. The time can be set from 1 to 180 days, or 0.	
	<ul> <li>Note</li> <li>Default: 1 Days</li> <li>To turn "Acute File Delete" off innert "0"</li> </ul>	
Delete All The Saved	□ To turn "Auto File Delete" off, input "0".	
Files	You can delete all the saved documents by pressing the <b>[De- lete All The Saved Files]</b> key, and the <b>[Yes]</b> key in the confirma- tion dialog box.	
	<ul> <li>Note</li> <li>All the documents including those with a password are deleted.</li> </ul>	

# 7. REMARKS

# Do's And Don'ts

## A CAUTION:

- Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.
- When you use this equipment for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend you keep it well ventilated.
- Do not press areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may feel warm—this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and is not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if condensation forms inside the machine due to rapid temperature change. To prevent this problem, the machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- Do not open the covers of machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.
- Depending on the operating conditions (e.g., low temperature, input voltage), the copying speed might be reduced to produce a good copy image.

# Where to Put Your Machine

## **Machine Environment**

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

## **Optimum environmental conditions**

#### A CAUTION:

- Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.
- Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.

## A CAUTION:

- If you use the equipment in a confined space, make sure there is a continuous air turnover.
- Temperature: 10 32°C (50 89.6°F)(humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible buildup of ozone, be sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m<sup>3</sup>/hr/person.

## Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Locations close to such machines generating ammonia as diazo copy machine.
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

## **Power Connection**

#### A WARNING:

- Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extention cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.

## A CAUTION:

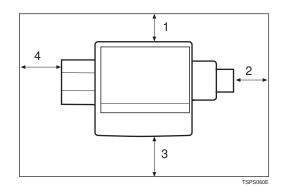
• Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.

## *▲ CAUTION:*

- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure that the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

## Access to the Machine

Place the machine near the power source, providing clearance as shown.



- 1. Rear: more than 3 cm (1.2")
- 2. Right: more than 4 cm (1.6")
- 3. Front: more than 70 cm (27.6")
- 4. Left: more than 10 cm (4.0")

□ For the required space when options are installed, contact your service representative.

# **Maintaining Your Machine**

If the exposure glass or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

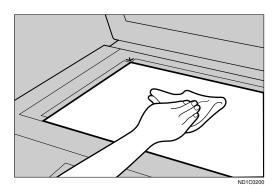
## Cleaning the machine

Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

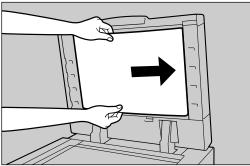
## ∰Important

- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

## **Cleaning the Exposure Glass**



## **Cleaning the Document Feeder**



# 8. Specification

# Mainframe

- Configuration: Console
- Photosensitivity type:
   OPC drum (Φ100)
- Original scanning: One-dimensional solid scanning system through CCD
- Copy process:
   Dry electrostatic transfer system
- Development: Dry two-component magnetic brush development system
- Fusing: Heating roll pressure system
- Resolution: 600 dpi
- Exposure glass: Stationary original exposure type
- Original reference position: Rear left corner
- Warm-up time: Less than 330 seconds (23°C)
- Originals: Sheet/book/objects
- **Maximum original size:** A3 $\Box$ , 11" × 17" $\Box$
- Copy paper size:
  - Trays: A3 $\square$  A5 $\square$ , 11" × 17" $\square$  5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" $\square$
  - Bypass: A3  $\square A6 \square$ , 11" × 17"  $\square 5^{1}/{_{2}}$ " ×  $8^{1}/{_{2}}$ "  $\square$
  - Bypass (non-standard size): Vertical: 100 – 300mm, 4.0" – 11.7" Horizontal: 140 – 432mm, 5.6" – 17.0"

- Duplex: A3  $\square$  A5  $\square$ , 11" × 17"  $\square$  5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\square$  (impossible on A5  $\square$ , 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\square$ )
- LCT: A4 □, B5 □, 8<sup>1</sup>/<sub>2</sub>" × 14" □ <sup>\*1</sup>, 8<sup>1</sup>/<sub>2</sub>" × 11" □
   <sup>\*1</sup> The optional 8<sup>1</sup>/<sub>2</sub>" × 14" paper size tray is required to set this size of paper.

## Copy paper weight:

- Paper tray: 52 128g/m<sup>2</sup>, 14 34 lb. Bond
- Bypass tray: 52 157g/m<sup>2</sup>, 14 lb. Bond 90 lb. Index

 $52 - 200g/m^2$ , 14 lb. Bond – 110 lb. Index (When the optional 100 sheet finisher is installed.)

## Non-reproduction area:

- Leading edge: Less than 3 ± 2mm
- Trailing edge: More than 1mm
- Left edge: More than 2 ± 1.5mm
- Right edge: More than 0.5mm

## First copy time:

- 3.5 seconds or less (face up feed, A4 □, 8<sup>1</sup>/<sub>2</sub>" × 11" □, 100%, feeding from tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)
- 5.3 seconds or less (face down feed, A4 □, 8<sup>1</sup>/<sub>2</sub>" × 11" □, 100%, feeding from tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)

## Copying speed: (Type 1)

- 28 copies/minute (A3□, 11"×17"□)
- 55 copies/minute (A4  $\Box$ ,  $8^1/_2$ " × 11"  $\Box$ )
- Copying speed: (Type 2)
  - 36 copies/minute (A3 $\square$ , 11" × 17" $\square$ )
  - 70 copies/minute (A4  $\square$ ,  $8^1/_2$ " × 11"  $\square$ )

## Reproduction ratio:

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full Size	100%	100%

Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%

Zoom: From 25 to 400% in 1% steps.

#### Maximum continuous copy run:

999 sets

## Copy paper capacity:

- Tray 1 (Tandem tray) : 3,100 sheets (1,550 sheets × 2) (80g/m<sup>2</sup>, 20 lb. Bond)
- Tray 2 (550-sheet tray) : 550 sheets (80g/m<sup>2</sup>, 20 lb. Bond)
- Tray 3 (550-sheet tray) : 550 sheets (80g/m<sup>2</sup>, 20 lb. Bond)
- Bypass tray: 50 sheets (80g/m<sup>2</sup>, 20 lb. Bond)

#### Power consumption:

• Mainframe only

	Type 1	Type 2
Warm-up	about 1.29 kw	about 1.29 kw
Stand-by	about 0.25 kw	about 0.25 kw
During printing	about 1.6 kw	about 1.6 kw
Maximum	less than 1.75 kw	less than 1.75 kw

• Complete system \*1

	Type 1	Type 2
Warm-up	about 1.29 kw	about 1.29 kw
Stand-by	about 0.26 kw	about 0.26 kw
During printing	about 1.6 kw	about 1.6 kw
Maximum	less than 1.75 kw	less than 1.75 kw

<sup>\*1</sup> The Complete System consists of the mainframe, finisher and large capacity tray (LCT).

## Dimensions (W × D × H up to exposure glass):

 $690 \times 750 \times 1,\!138 \text{mm},\,27.2" \times 29.6" \times 44.9"$ 

## ♦ Space for mainframe (W × D):

- 1,265 × 750mm, 49.9" × 29.6" (ADF external extender is not used. Optional Output tray is installed.)
- 1,380 × 750mm, 54" × 30" (ADF external extender is used for larger size originals. Optional Output tray is installed.)

## Noise Emission \*1 :

Sound Power Level:

Mainframe only

	Type 1	Type 2
Stand-by	Less than 49 dB (A)	Less than 49 dB (A)
During printing (ADF 1 to 1)	Less than 74 dB (A)	Less than 75 dB (A)
Copying (From Memory)	Less than 71 dB (A)	Less than 71 dB (A)

## • Complete system \*3

	Type 1	Type 2
Stand-by	Less than 49 dB (A)	Less than 49 dB (A)
During printing (ADF 1 to 1)	Less than 73 dB (A)	Less than 75 dB (A)
During printing(From Memory)	Less than 70 dB (A)	Less than 71 dB (A)

Sound Pressure Level \*2:

• Mainframe only

	Type 1	Type 2
Stand-by	Less than 35 dB (A)	Less than 35 dB (A)
During printing (ADF 1 to 1)	Less than 62 dB (A)	Less than 65 dB (A)
During printing (From Memory)	Less than 57 dB (A)	Less than 58 dB (A)

## • Complete system \*3

	Type 1	Type 2
Stand-by	Less than 35 dB (A)	Less than 35 dB (A)
During printing (ADF 1 to 1)	Less than 62 dB (A)	Less than 65 dB (A)
During printing (From Memory)	Less than 56 dB (A)	Less than 58 dB (A)

<sup>\*1</sup> The above measurements made in accordance with ISO 7779 are actual value.

<sup>\*2</sup> It is measured at the position of the bystander.

<sup>\*3</sup> The Complete System consists of the mainframe, finisher and large capacity tray (LCT).

## ✤ Weight:

Type 1, 2: Approx. 188 kg, 414.5 lb (Mainframe with document feeder)

## **Document Feeder**

## Mode:

ADF mode, Batch (SADF) mode, Mixed Sizes mode, Thin mode

## Original size:

- A3D B6 D D
- $11'' \times 17'' \square 5^1/_2'' \times 8^1/_2'' \square \square$

## Original weight:

- 1-sided originals:  $52 157 g/m^2 (14 42 lb. Bond)$
- 2-sided originals: 52 128g/m<sup>2</sup> (14 34 lb. Bond) (Duplex)
- Thin original:  $41 157g/m^2 (11 42 \text{ lb. Bond})$

## Number of originals to be set:

100 sheets  $(80g/m^2, 20 lb. Bond)$  or less than 12mm, 0.4"

## 🖉 Note

□ Specifications are subject to change without notice.

8

# **50-Sheet Finisher**

## Paper size:

Proof Tray: A3  $\Box$  – B6  $\Box$ , A6  $\Box$ , 11" × 17"  $\Box$  – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\Box$   $\Box$ Shift Tray: A3  $\Box$  – A5  $\Box$   $\Box$ , 11" × 17"  $\Box$  – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\Box$   $\Box$ Staple Mode: A3  $\Box$  – B5  $\Box$   $\Box$ , 11" × 17"  $\Box$  – 8<sup>1</sup>/<sub>2</sub>" × 11"  $\Box$   $\Box$ Punch Mode:

- 2 holes: A3  $\square A5$   $\square \square , 11" \times 17" \square , 8^{1}/{2"} \times 14" \square 5^{1}/{2"} \times 8^{1}/{2"} \square \square$
- 3 holes: A3 $\square$ , B4 $\square$ , A4 $\square$ , B5 $\square$ , 11" × 17" $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 11" $\square$
- 4 holes:
  - Metric version: A3 $\square$ , A4 $\square$ , 11" × 17" $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 11"  $\square$
  - Scandinavian version: A3  $\square$  A5  $\square$ , 11" × 17"  $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 14"  $\square$  5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\square$

## Paper weight:

Stack:  $52 - 157g/m^2$ , 14 - 42 lb. Bond Staple:  $64 - 80g/m^2$ , 17 - 20 lb. Bond Punch:

- 4 holes:  $52 128g/m^2$ , 14 34 lb. Bond
- 2 or 3 holes: 52 157g/m<sup>2</sup>, 14 lb. Bond 90 lb. Index

## Stack capacity:

Proof Tray (without Punch):

- 250 sheets (A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller) (80g/m<sup>2</sup>, 20 lb. Bond)
- 50 sheets (B4,  $8^{1}/_{2}$ " × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond) Proof Tray (with Punch):
- 200 sheets (A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller) (80g/m<sup>2</sup>, 20 lb. Bond)
- 50 sheets (B4,  $8^1/_2$ " × 14" or larger) ( $80g/m^2$ , 20 lb. Bond) Shift Tray (without Punch):
- 3,000 sheets (A4 □, 8<sup>1</sup>/<sub>2</sub>"×11" □) (80g/m<sup>2</sup>, 20 lb. Bond)
- 1,500 sheets (except A4 , A5 ) (80g/m<sup>2</sup>, 20 lb. Bond)
- 100 sheets (A5) (80g/m<sup>2</sup>, 20 lb. Bond)
- Shift Tray (with Punch):
- 2,500 sheets (A4 □, 8<sup>1</sup>/<sub>2</sub>"×11" □) (80g/m<sup>2</sup>, 20 lb. Bond)
- 1,500 sheets (except A4 , A5 ) (80g/m<sup>2</sup>, 20 lb. Bond)
- 100 sheets (A5D) (80g/m<sup>2</sup>, 20 lb. Bond)

## Staple capacity:

Without Punch:

- 2-50 sheets (A4,  $8^{1}/_{2}$ " × 11" or smaller) ( $80g/m^{2}$ , 20 lb. Bond)
- 2 30 sheets (B4,  $8^1/_2$ " × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond) With Punch:
- 2-40 sheets (A4,  $8^{1}/{_{2}}$ " × 11" or smaller) ( $80g/m^{2}$ , 20 lb. Bond)
- 2 25 sheets (B4, 8<sup>1</sup>/<sub>2</sub>" × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond)

## Staple position:

Four positions (Top, Top Slant, Bottom, 2 Staples)

## Power consumption: 481W (a super is super list from the main from

 $48 \mathrm{W}$  (power is supplied from the mainframe.)

## • Dimensions ( $W \times D \times H$ ):

625 × 545 × 960mm, 24.7" × 21.5 " × 37.8"

## ✤ Weight:

Approx. 45kg, 99.3 lb

## Note

## **100-Sheet Finisher**

## Paper size:

Proof Tray: A3  $\Box$  – A5  $\Box$   $\Box$ , 11" × 17"  $\Box$   $\Box$  – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\Box$   $\Box$ Shift Tray: A3  $\Box$  – A5  $\Box$   $\Box$ , 11" × 17"  $\Box$   $\Box$  – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\Box$   $\Box$ Staple Mode: A3  $\Box$  – B5  $\Box$   $\Box$ , 11" × 17"  $\Box$  – 8<sup>1</sup>/<sub>2</sub>" × 11"  $\Box$   $\Box$ Punch Mode:

- 2 holes: A3  $\square A5$   $\square \square , 11" \times 17" \square , 8^{1}/{_2"} \times 14" \square 5^{1}/{_2"} \times 8^{1}/{_2"} \square \square$
- 3 holes: A3 $\square$ , B4 $\square$ , A4 $\square$ , B5 $\square$ , 11" × 17" $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 11" $\square$
- 4 holes:
  - Metric version: A3 $\square$ , A4 $\square$ , 11" × 17" $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 11"  $\square$
  - Scandinavian version: A3  $\square$  A5  $\square$ , 11" × 17"  $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 14"  $\square$  5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\square$

### Paper weight:

Stack:  $52 - 216g/m^2$ , 14 lb. Bond – 80 lb. Covers Staple:  $64 - 80g/m^2$ , 17 – 20 lb. Bond Punch:

- 4 holes: 52 128g/m<sup>2</sup>, 14 34 lb. Bond
- 2 or 3 holes: 52 157g/m<sup>2</sup>, 14 lb. Bond 90 lb. Index

## Stack capacity:

Proof Tray:

- 500 sheets (A4, 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller) (80g/m<sup>2</sup>, 20 lb. Bond)
- 250 sheets (B4,  $8^1/_2$ " × 14" or larger) ( $80g/m^2$ , 20 lb. Bond) Shift Tray (without Punch):
- 3,000 sheets (A4 □, 8<sup>1</sup>/<sub>2</sub>"×11" □) (80g/m<sup>2</sup>, 20 lb. Bond)
- 1,500 sheets (except A4 , A5 ) (80g/m<sup>2</sup>, 20 lb. Bond)
- 100 sheets  $(A5\Box)$  (80g/m<sup>2</sup>, 20 lb. Bond) Shift Tray (with Punch):
- 2,500 sheets  $(A4\Box, 8^{1}/_{2}" \times 11"\Box)$  (80g/m<sup>2</sup>, 20 lb. Bond)
- 1,500 sheets (Others) (80g/m<sup>2</sup>, 20 lb. Bond)
- Shift Tray (with Staple):
- 10 100 originals = 200 30 sets (A4,  $8^1/2'' \times 5_1/2''$ ) ( $80g/m^2$ , 20 lb. Bond)
- 1,500 sheets (B4, 8<sup>1</sup>/<sub>2</sub>" × 14" or larger) (80g/m<sup>2</sup>, 20 lb. Bond)

## Staple capacity:

- 2 100 sheets (A4 □, B5 □, 8<sup>1</sup>/<sub>2</sub>"×11" □) (80g/m<sup>2</sup>, 20 lb. Bond)
- 2 50 sheets (Others) (80g/m<sup>2</sup>, 20 lb. Bond)

## Staple position:

Five positions (Top, Top Slant, Bottom, Left 2, Top 2)

### Power consumption:

140W (power is supplied from the mainframe.)

## **The Dimensions (W** $\times$ D $\times$ H):

800 × 728 × 980mm, 31.5" × 28.7 " × 38.6"

## ✤ Weight:

Approx. 50kg, 130.1 lb

## Note

## **Booklet Finisher**

## Paper size:

Proof Tray: A3  $\Box - A5 \Box \Box$ , 11" × 17"  $\Box - 5^{1}/_{2}$ " × 8<sup>1</sup>/<sub>2</sub>"  $\Box \Box$ Shift Tray: A3  $\Box - A5 \Box \Box$ , 11" × 17"  $\Box - 5^{1}/_{2}$ " × 8<sup>1</sup>/<sub>2</sub>"  $\Box \Box$ Staple Mode:

- Bottom or Top: A3 $\Box$  B5 $\Box$ , 11" × 17" $\Box$ , 8<sup>1</sup>/<sub>2</sub>" × 11" $\Box$   $\Box$
- 2 Staples: A3 $\bigcirc$ , B4 $\bigcirc$ , A4 $\bigcirc$ , B5 $\bigcirc$ , 11" × 17" $\bigcirc$ , 8<sup>1</sup>/<sub>2</sub>" × 11" $\bigcirc$ Saddle Stitch Mode: A3 $\bigcirc$  – A4 $\bigcirc$ , 11" × 17" $\bigcirc$ , 8<sup>1</sup>/<sub>2</sub>" × 11" $\bigcirc$

## Paper weight:

Stack:  $52 - 163g/m^2$ , 14 - 42 lb. Bond Staple:  $64 - 80g/m^2$ , 17 - 20 lb. Bond Saddle Stitch:

- $64 80g/m^2$ , 17 20 lb. Bond
- 64 128g/m<sup>2</sup>, 14 34 lb. Cover (up to 1 cover sheet can be stapled.)

## Stack capacity:

Proof Tray:

- 150 sheets  $(A4 \square, 8^1/_2" \times 11" \square \text{ or smaller})$   $(80g/m^2, 20 \text{ lb. Bond})$
- 75 sheets (A4 $\square$ ,  $8^1/_2$ " × 11" $\square$  or larger) (80g/m<sup>2</sup>, 20 lb. Bond) Shift Tray (without Staple):
- 1,000 sheets  $(A4\Box, \hat{8}^1/_2" \times 11"\Box)$  (80g/m<sup>2</sup>, 20 lb. Bond)
- 500 sheets (A4 $\square$ ,  $8^1/_2$ " × 11" $\square$  or larger) (80g/m<sup>2</sup>, 20 lb. Bond) Shift Tray (with Staple):
- 750 sheets  $(A4 \square, 8^{1}/_{2}" \times 11" \square)$   $(80g/m^{2}, 20 \text{ lb. Bond})$
- 500 sheets (A4 $\square$ ,  $8^1/_2$ " × 11" $\square$  or larger) (80g/m<sup>2</sup>, 20 lb. Bond) Booklet Tray:
- 25 sets (1 5 sheets, 80g/m<sup>2</sup>, 20 lb. Bond)
- 15 sets (6 10 sheets, 80g/m<sup>2</sup>, 20 lb. Bond)
- 10 sets (11 15 sheets, 80g/m<sup>2</sup>, 20 lb. Bond)

## Staple capacity:

### Staple Mode:

- $\hat{2} 50$  sheets (A4  $\square$ ,  $8^{1}/_{2}$ " × 11"  $\square$  or smaller) (80g/m<sup>2</sup>, 20 lb. Bond)
- 2 30 sheets  $(A4\Box, 8^{1}/_{2}" \times 11"\Box$  or larger)  $(80g/m^{2}, 20 \text{ lb. Bond})$
- Saddle Stitch Mode: 2 15 sheets ( $80g/m^2$ , 20 lb. Bond)

### Staple position:

Staple Mode: Five positions (Top, Top Slant, Bottom, Left 2, Top 2) Saddle Stitch Mode: One position

Folding:

Center folding

Power consumption:

60W (power is supplied from the mainframe.)

## **The Second Sec**

689 × 603 × 1,055mm, 27.2" × 23.8 " × 41.6"

## ✤ Weight:

Approx. 50kg, 130.1 lb

## Note

## Punch Kit (Option)

#### Paper size

- 2 holes: A3  $\square$  A5  $\square$   $\square$ , 11" × 17"  $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 14"  $\square$  5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  $\square$   $\square$
- 3 holes: A3, B4, A4, A4, B5, 11" × 17", 8<sup>1</sup>/<sub>2</sub>" × 11"
- 4 holes:
  - Metric version: A3 $\square$ , A4 $\square$ , 11" × 17" $\square$ , 8<sup>1</sup>/<sub>2</sub>" × 11"  $\square$
  - Scandinavian version: A3  $\square$  – A5  $\square$  , 11"  $\times$  17"  $\square$  , 8<sup>1</sup>/<sub>2</sub>"  $\times$  14"  $\square$  – 5<sup>1</sup>/<sub>2</sub>"  $\times$  8<sup>1</sup>/<sub>2</sub>"  $\square$

#### Paper weight:

- 4 holes:  $52 128g/m^2$ , 14 34 lb. Bond
- 2 or 3 holes: 52 157g/m<sup>2</sup>, 14 lb. Bond 90 lb. Index

#### Power consumption:

33.6 W (power is supplied from the mainframe.)

#### **The Dimensions (W** $\times$ D $\times$ H):

92 × 463 × 100mm, 3.7" × 18.3" × 4.0"

♦ Weight:

Approx. 2.4 kg, 5.3 lb

### 🖉 Note

## **Output Tray (Option)**

## ✤ Paper capacity:

- A3, 11" × 17" : 250 sheets
- B4,  $8^1/2'' \times 14'' : 500$  sheets
- A4, 8<sup>1</sup>/<sub>2</sub>" × 11" : 500 sheets
- $B5, 5^1/_2$ " ×  $8^1/_2$ " : 250 sheets

Dimensions (W × D × H): 390 × 330 × 130mm, 15.4" × 13.0" × 5.2"

## ✤ Weight:

Approx. 650 g, 1.5 lb

## 🖉 Note

# Large Capacity Tray (LCT) (Option)

### Paper size:

A4 $\Box$ , B5 $\Box$ , 8<sup>1</sup>/<sub>2</sub>" × 14" $\Box$  \*1, 8<sup>1</sup>/<sub>2</sub>" × 11" $\Box$ 

<sup>\*1</sup> The optional  $8^{1}/_{2}$ " × 14" paper size tray is required to set this size of paper.

#### ✤ Paper weight: 64 - 105g/m<sup>2</sup>, 16 - 24 lb. Bond

Paper capacity: 3,500 sheets (80g/m<sup>2</sup>, 20 lb. Bond)

#### Power consumption Maximum. 48 W (power is supplied from the mainframe.)

#### Dimensions (W × D × H, option unit): 403 × 529 × 608mm, 15.9" × 20.9" × 24.0"

## Weight:

Approx. 22 kg, 48.6 lb

#### 🖉 Note

# Copy Connector Cable (Option)

## Continuous copying speed:

With two 55 copies/minute models:

• 110 copies/minute (A4 $\square$ ,  $8^1/_2$ " × 11" $\square$ )

• 58 copies/minute (A3 $\square$ , 11" × 17" $\square$ )

With two 70 copies/minute models:

• 140 copies/minute (A4 $\Box$ , 8<sup>1</sup>/<sub>2</sub>"×11" $\Box$ )

• 72 copies/minute (A3 $\square$ , 11" × 17" $\square$ )

With one 55 copies/minute model and one 70 copies/minute model:

- 125 copies/minute (A4 $\Box$ ,  $8^1/_2$ " × 11" $\Box$ )
- 64 copies/minute (A3, 11" × 17")

## **The Second Sec**

310 × 310 × 65mm, 12.2" × 12.2" × 2.5"

## Weight:

Approx. 500g, 1.1 lb

## Length:

10m

# INDEX

100-Sheet Finisher, 7, 346 50-Sheet Finisher, 7, 344

## A

Access to the Machine, 336 Adding Staples, 285 ADF external tray, 4, 5 ADF tray, 5 Auto Off, 30, 235 Auto Reduce/Enlarge, 47 Auto Reset, 30, 234 Auto Start, 90

## В

Back Cover, 151, 154 Background Numbering, 181 Basic functions, 40 Batch (SADF) mode, 36 Booklet Finisher, 7, 225, 348 Book originals, copying, 137, 140 Border Erase, 172, 173 Bypass tray, 5, 73

## С

Center/Border Erase, 172, 177 Center Erase, 172, 175 Centering, 179 **Changing Paper** Tray 2, 282 Changing the Paper Size, 282 Changing the Toner Bottle, 268 Chapters, 158 Clearing Misfeeds, 270 Clear Modes/Energy Saver key, 8 Clear/Stop key, 9 Combination Chart, 206 Combine, 107, 115 Connect Copy, 223, 225, 230, 353 Document Server, 226 Exiting, 235 Interrupt, 226 Relationship, 239 Connect Copy port, 5 Control Panel, 8 Control panel, 4

Copying Connect Copy, 223 Copy Paper, 23, 43 Cover Back Cover, 151, 154 Front Cover, 151, 154

## D

Date Stamp, 194 Designate, 156 Directional Magnification (%), 101 Directional Size Magnification (inch), 104 Display, 10 Display Panel, 227 Display panel, 8, 10 Document Feeder, 343 Document feeder, 4, 32, 232 Cleaning, 337 Document Server, 209 Deleting, 220 Features and Benefits, 210 Printing, 216 Scanning Originals, 212 Do's And Don'ts, 333 Double Copies, 165

## Ε

Energy Saver mode, 88 Enlarging, 94 Environment, 334 Erase Border, 172, 173 Center, 172, 175 Center/Border, 172, 177 Exposure glass, 4, 19, 31 Cleaning, 337 Extender, 74

## F

File Merge Printing, 211 Finisher, 225 100-Sheet Finisher, 7 50-Sheet Finisher, 7 Booklet Finisher, 7 Front Cover, 151, 154 Front cover, 4 Function indicators, 9 Function Status indicator, 9

#### I

Image Density, 40, 41 Image Repeat, 167 Indicators, 8 Interrupt Copy, 88 Interrupt key, 8

#### J

Job Preset, 83

#### L

Large Capacity Tray (LCT), 7, 352 Loading Paper, 263 Large Capacity Tray (LCT), 266 Tray 1, 263 Tray 2, 265 Tray 3, 265

#### Μ

Machine Environment, 334 Mainframe, 339 Main power indicator, 8 Main power switch, 4, 17 Maintenance, 337 Margin Adjustment, 170 Master unit, 225 Messages, 247 Misfeeds, 270 Mixed Sizes mode, 37

#### Ν

Numbering Background Numbering, 181 Page Numbering, 198 Number keys, 9

#### 0

On Demand Printing, 210 On indicator, 4, 8 Operation switch, 4, 8, 17 Options, 7 Original Beeper, 91 Original Mode Quality Level, 226 Originals, 19, 231 Originals, setting, 31 Original Type, selecting, 42 Output Tray, 351 Output tray, 4, 7 Output tray guide, 4, 6

#### Ρ

Page Numbering, 198 Paper Changing, 282 Loading, 263 Paper tray, 4 Power Connection, 335 Preset Stamp, 183 Program Changing, 80 Deleting, 80 Recalling, 81 Storing, 78 Program key, 8 Programs, 78 Punching copies, 69 Punch kit, 350

#### R

Reduce/Enlarge, 94 Reducing, 94 Remarks, 333 Removing Jammed Staples, 293 Removing Punch Waste, 301 Repeat Image Repeat, 167

### S

Safety information, i Sample Copy, 91 Sample Copy key, 8 Screen Contrast knob, 8 Series Copies, 137, 138 Slip Sheets, 151, 162 Sort, 52 Sorting copies into sets, 55 Specification, 339 100-Sheet Finisher, 346 50-Sheet Finisher, 344 Booklet Finisher, 348 Connect Copy, 353 Document Feeder, 343 Large Capacity Tray (LCT), 352 Mainframe, 339 Output Tray, 351 Punch kit, 350 Stack, 52, 58

Stamp, 181 Background Numbering, 181 Date Stamp, 194 Page Numbering, 198 Preset Stamp, 183 User Stamp, 186 Staple, 52 Staples, 285 Removing Jammed Staples, 293 Stapling copies, 60 Start key, 9 Sub-unit, 225

## Т

Thin mode, 39 Toner, 27 Toner Bottle *Changing*, 268 *Storage*, 27 Two-sided Copies, 107, 111

## U

User Codes, 90 User Stamp, 186 User Tools *Copy/Document Server Features*, 305 *Settings*, 310 User Tools/Counter key, 8

## V

Ventilation hole, 6

## Ζ

Zoom, 97