

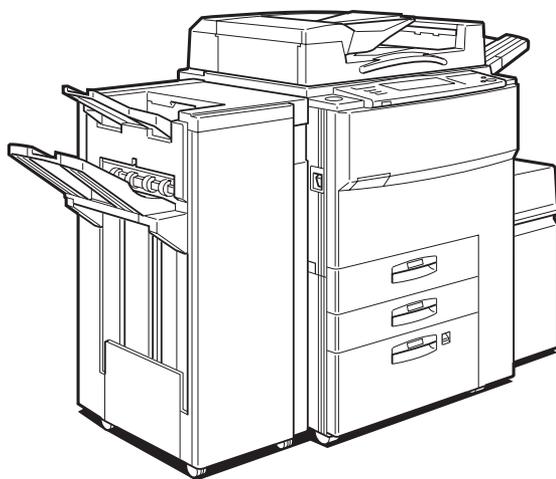
**RICOH**

# Aficio

## 650

### 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.



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## 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 I laser device, safe for office/ EDP use. The machine contains two 5-milliwatt, 760 - 800 nanometer wavelength, GaAlAs laser diodes. 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.

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

120 V, 60 Hz, 16 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.217 "Power Connection".

## Note to users in the United States of America

### Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

**Reorient or relocate the receiving antenna.**

**Increase the separation between the equipment and receiver.**

**Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.**

**Consult the dealer or an experienced radio /TV technician for help.**

### Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006  
201-882-2000

## Note to users in Canada

### Note:

This Class B digital apparatus complies with Canadian ICES-003.

## Remarque concernant les utilisateurs au Canada

### Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

**I** means **POWER ON**.

**⏻** means **STAND BY**.

# Safety Information

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

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## Safety During Operation

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In this manual, the following important symbols are used:

- |   |
|---|
|  <b>WARNING:</b><br><i>Ignoring this warning could cause serious injury or even death.</i> |
|  <b>CAUTION:</b><br><i>Ignoring this caution could cause injury or damage to property.</i> |

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## Examples Of Indications

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Symbols  mean a situation that requires you take care.



Symbols  mean "Hot surface".



Do NOT carry out the operation represented by this symbol .  
This example means "Do not take apart".



Symbols  mean you MUST perform this operation.  
This example means "You must remove the wall plug".

---

**⚠ WARNING:**

---



- **Only connect the machine to the power source described on the inside front cover of this manual.**
- **Avoid multi-wiring.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.**
- **Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.**



- **Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.**



- **Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.**
- **Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.**



- **If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.**
- **If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.**



- **Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.**



- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

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**⚠ CAUTION:**

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- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*



- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*



- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*



- *If you use the machine in a confined space, make sure there is a continuous air turnover.*



- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*



- *When removing misfed paper, do not touch the fusing section because it could be very hot.*



- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*



- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

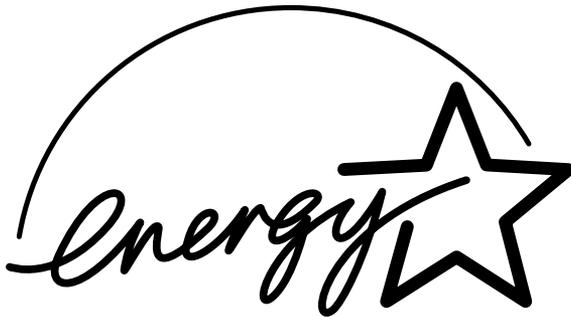


- *This equipment is only to be installed by a qualified service personnel.*



- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

# Energy Star



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As an Energy Star Partner, we have determined that this machine model meets Energy Star Guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving feature such as Auto Off mode.

For details, see the following pages.

◆ **Auto Reset Timer**

See "Auto Off Timer" of the "System Settings" manual.

◆ **Low Power Shift Time**

See "Low Power Shift Time" of the "System Settings" manual.

◆ **Duplex Priority**

See "Duplex Mode Priority" in ⇒ P.201 "General Features 2/3".

◆ **Recycled Paper**

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

# How To Read This Manual

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## Symbols

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In this manual, the following symbols are used:

### **WARNING:**

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

### **CAUTION:**

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

\* The statements above are notes for your safety.

### **Important**

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

### **Preparation**

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

### **Note**

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

### **Limitation**

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

### **Reference**

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

[ ]

Keys built into the machine's operation panel.

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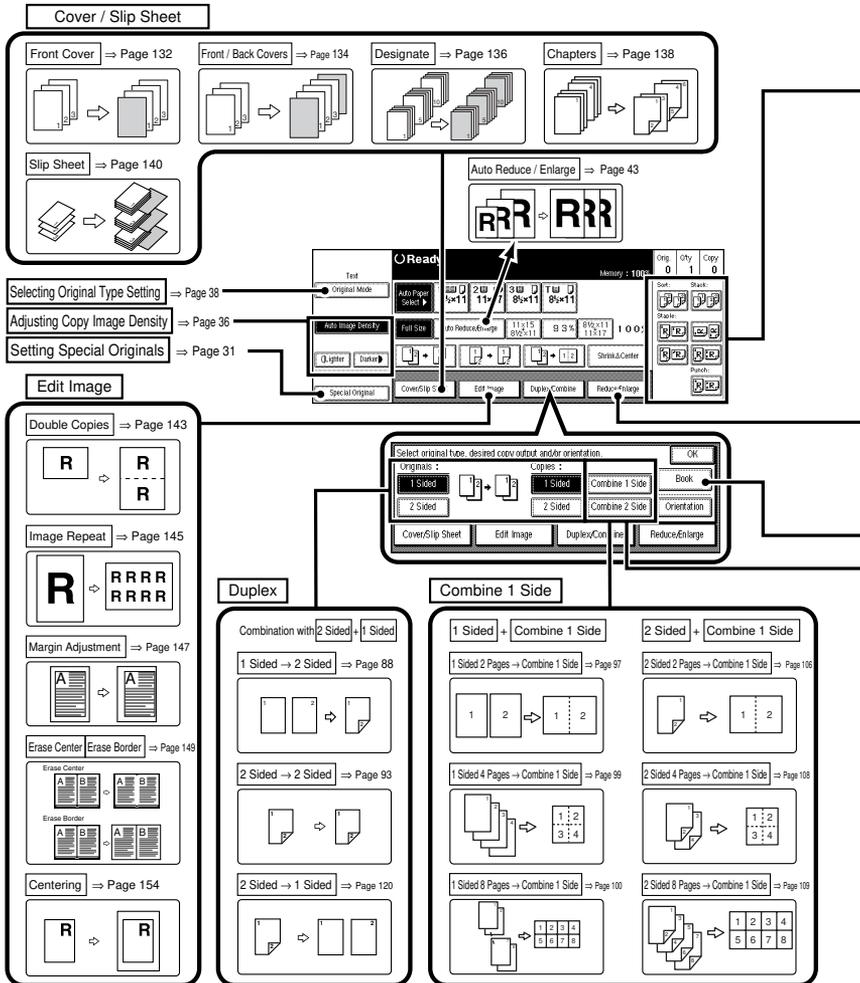
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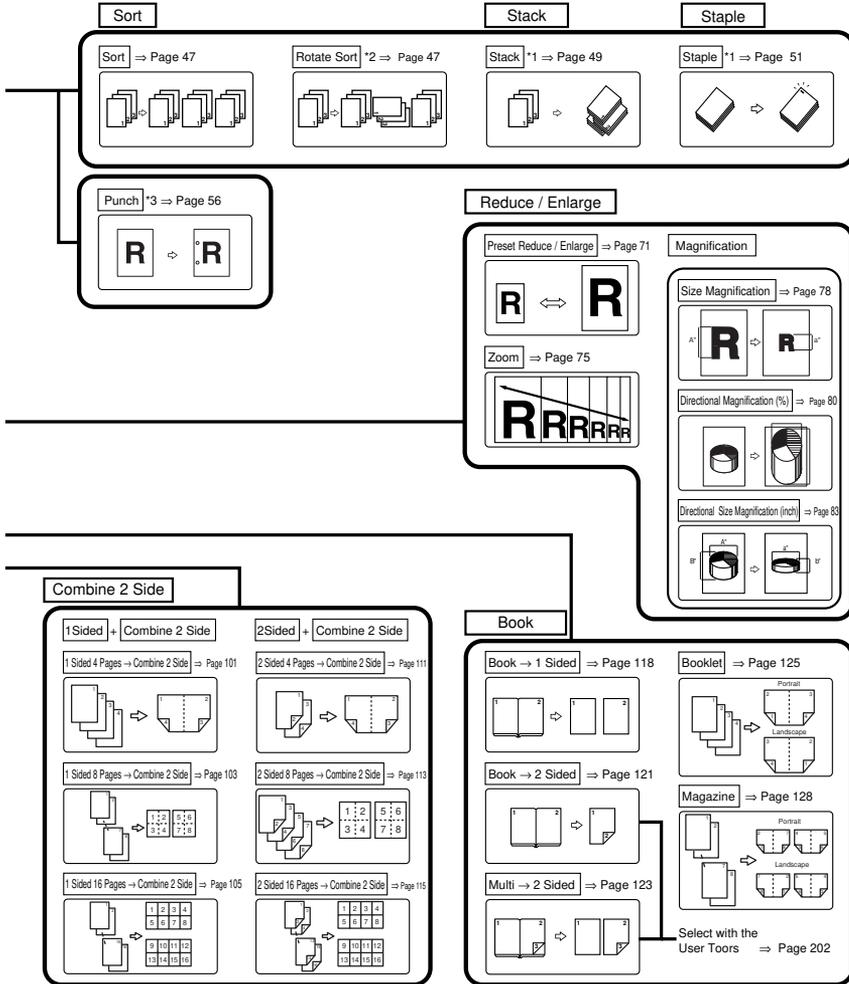
# What You Can Do With This Machine (Copy Mode)



\*1 Optional finisher is required.

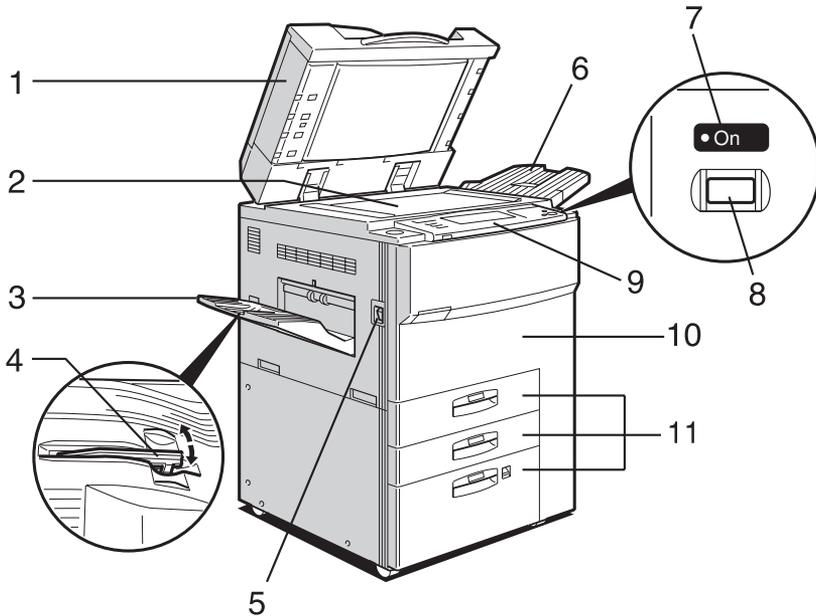
\*2 This mode can be used when the optional finisher is not installed.

\*3 Optional finisher and punch kit are required.



TSPH301N

# Guide To Components



TSP5050N

## 1. Document Feeder (ADF)

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

## 2. Exposure glass

Position originals here face down for copying. See ⇒ P.18 “*Originals*”.

## 3. Output tray

Copied paper is delivered here face down.

## 4. Output tray guide

### **Note**

□ This guide prevents copied OHP transparencies and translucent paper from being curled when delivered. See ⇒ P.6 “*Output Tray Guide*”.

## 5. Main power switch

### **Note**

□ If the machine does not operate after turn-

ing 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 lights up 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 lights up). To turn the power off, press this switch again (the **On** indicator goes off).

## 9. Operation panel

See ⇒ P.8 “*Operation Panel*”.

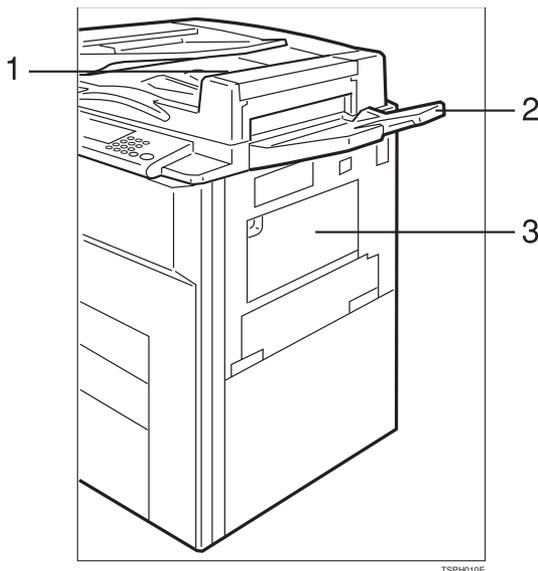
## 10. Front cover

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. See ⇒ P.166 “ Loading Paper”.



TSPH010E

## 1. ADF tray

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

### Note

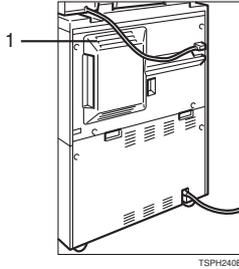
- Even when copying one-sided originals, you can select the ADF tray. See “ADF Tray Setting” of the “System Settings” manual.

## 2. ADF external tray

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

## 3. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.59 “*Copying From The Bypass Tray*”.



### **I. Ventilation hole**

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an

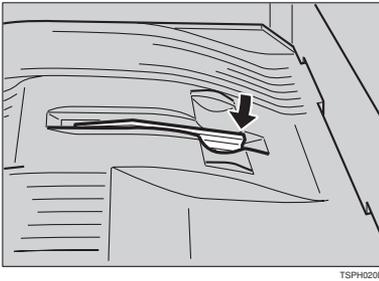
object near it. If the machine overheats, a fault might occur.

## **Output Tray Guide**

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

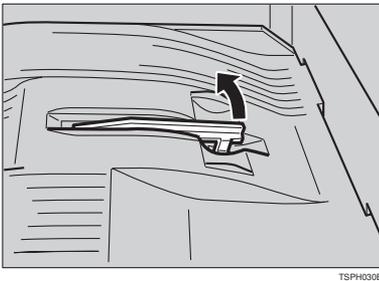
### **◆To copy onto normal paper and thick paper**

Lower the right end of the guide until it clicks.

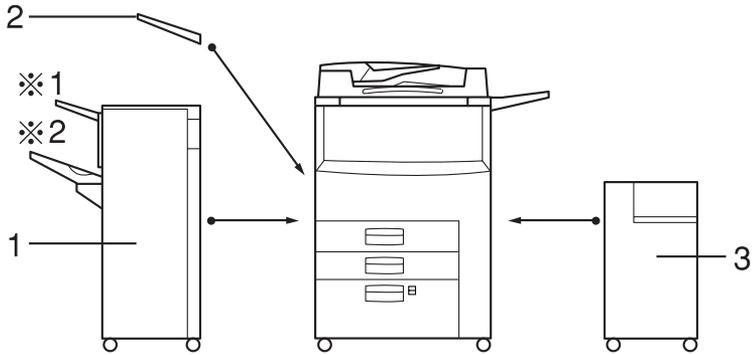


### **◆To copy onto OHP transparencies and translucent paper**

Raise the right end of the guide until it clicks.



# Options



SP50PE

## ***1. Finisher***

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

- 1: Proof tray
  - 2: Shift tray
- Other option:
- Punch kit

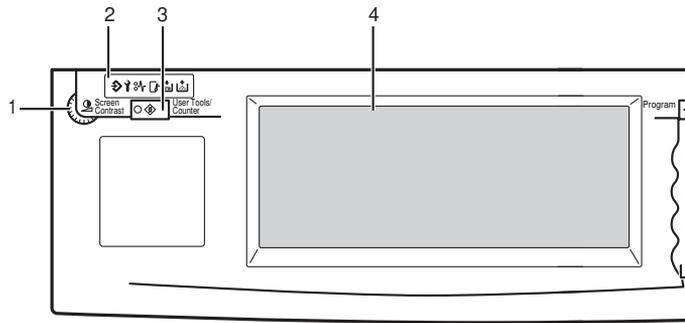
## **2. Output tray (Can be installed when the finisher is not installed.)**

Copied paper is delivered here face down.

## **3. Large Capacity Tray (LCT)**

Holds 3,500 sheets of paper.

# Operation Panel



## 1. Screen Contrast knob

Adjusts the brightness of the panel display.

## 2. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.159 “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 ⇒ P.193 “USER TOOLS (COPY FEATURES)”.

## 4. Panel display

Shows operation status, error messages, and function menus. See ⇒ P.10 “Panel Display”.

## 5. [Program] key

Press to select the program mode. See ⇒ P.64 “Program—Storing Your Copy Settings In Memory”.

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

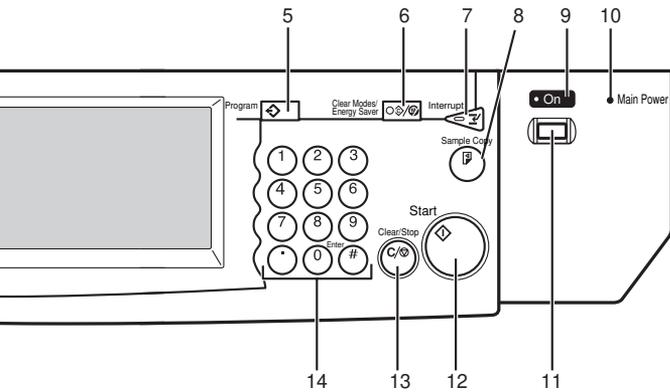
Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode. See ⇒ P.67 “Energy Saver Mode—Saving Energy”.

## 7. [Interrupt] key

Press to make interrupt copies during a copy run. See ⇒ P.67 “Interrupt—Temporarily Stopping One Job To Copy Something Else”.

## 8. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the finish and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ P.70 “Sample Copy—Checking Output Quality Before Making A Long Copy Run”.



TSPH200N

### 9. On indicator

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

### 10. Main Power indicator

This indicator lights up 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 lights up). To turn the power off, press this switch again (the **On** indicator goes off).

### 12. [Start] key

Press to start copying. Use to set the Auto Start. See ⇒ P.69 “Auto Start—Entering Copy Job Settings During The Warm-up Period”.

### 13. [Clear/Stop] key

While entering numbers, press to cancel a number to have entered. While copying, press to stop copying.

### 14. [Number] keys

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

Use the Enter key to enter data in selected modes.

# Panel Display

The panel display shows operational status, 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 panel display. 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 panel display, it is highlighted like .

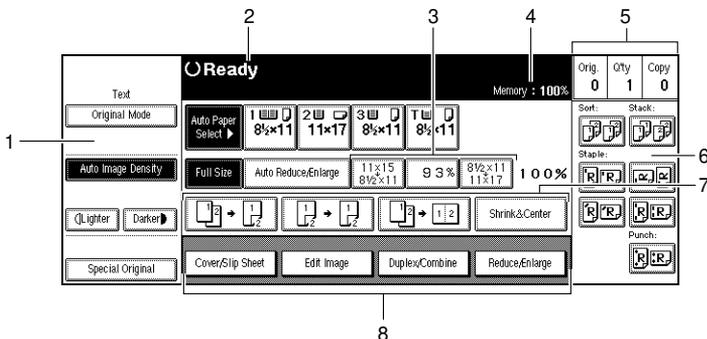
- Keys appearing as  cannot be used.

## Displays And Key Operations

## Note

- The following illustrations are examples for the machine with the optional finisher unit and large capacity tray (LCT) installed.

### ◆ Copy initial display



TPEH220N

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

**2. Operational status or messages.**

**3. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See “Shortcut R/E” in ⇒**

**P.201 “General Features 2/3”.**

**4. Shows the remaining capacity of memory as a percentage.**

**5. Displays the number of originals scanned into memory, number of copies set, and number of copies**

made.

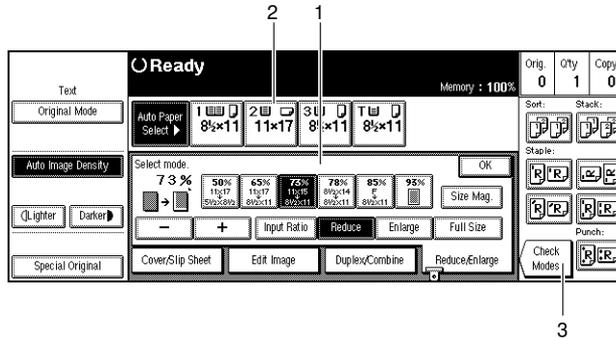
6. Sort, Stack, Staple or Punch mode.

7. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See “Shortcut Keys” in ⇒ P.203 “General Features 3/3”.

8. Shows the available functions. Touch a function name to display its menu. For example, touch the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

Touch a function name to display its menu. For example, touch the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

#### ◆Function menu display



1. Items you can select.

2. The key highlighted with the lower line underlined indicates the tray feeding the paper.

3. The [Check Modes] key appears when you have selected function (s). Touch this key to view the functions currently selected.

TSPH230N

# Function List Based On Options

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

○...Available

×...Not available

	Finisher (Option)		Place originals	
	without installed	installed	on the exposure glass	in the document feeder
Batch (SADF)	○	○	-	○
Mixed Sizes	○	○	--	○
Thin	○	○	-	○
Adjusting Image Density	○	○	○	○
Selecting Original Type	○	○	○	○
Selecting Copy Paper	○	○	○	○
Auto Reduce/Enlarge	○	○	○	○
Sort	○	×	○	○
Rotate Sort	○	×	○	○
Stack	×	○	○	○
Punch	×	○ <sup>*1</sup>	○ <sup>*1</sup>	○ <sup>*1</sup>
Staple	×	○	○	○
Copying from the Bypass Tray	○	○	○	○
Program	○	○	○	○
Reduce/Enlarge	○	○	○	○
Zoom	○	○	○	○
Size Magnification	○	○	○	○
Directional Magnification (%)	○	○	○	○
Directional Size Magnification (inch)	○	○	○	○
Duplex	1 Sided → 2 Sided	○	○	○
	2 Sided → 2 Sided	○	○	○

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Combine	1 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Book	Book → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Booklet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Magazine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover/Designate/Chapters		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Slip Sheet		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Double		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Repeat		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Margin Adjust		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Erase Center/Border		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Centering		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

\*1 The optional punch kit required.

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# 1. BASICS

## Starting The Machine

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

### Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See “Energy Saver Mode—Saving Energy” and “Auto Off Timer” of the System Settings.

---

### Power switches

This machine has the operation switch and main power switch.

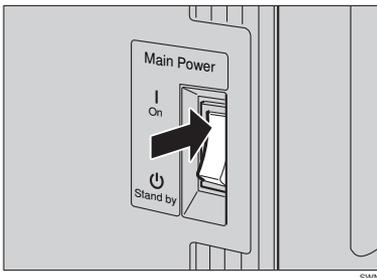
- ◆ **Operation switch (right side of the operation panel)**  
Press this switch to activate the machine. When the machine has warmed up, you can make copies.
- ◆ **Main power switch (left side of the machine)**  
When the machine is not to be used for an extended period of time, turn off the main power switch.

---

## Starting The Machine

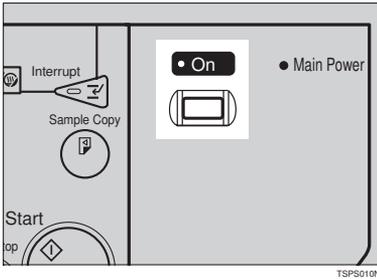
---

- 1** Make sure that the power cord is plugged into the wall outlet firmly.
- 2** Turn on the main power switch.



## Turning On The Power

- 1 Press the operation switch to make the On indicator light up.



The panel display 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.69 "Auto Start—Entering Copy Job Settings During The Warm-up Period".

## When the machine is set for user codes

- 1 Enter your user code using the **[Number]** keys. Then press the **[#]** key.

### Note

- To prevent others from making copies with your user code, press the **[Clear Modes/Energy Saver]** key and the **[Clear/Stop]** key simultaneously after copying.

### Reference

For setting user codes, see ⇒ P.212 "Count Manager".

## When the **[Clear Modes/Energy Saver]** indicator is lit

The machine is in Energy Saver mode.

- 1 Press any key.

The machine will return to the ready condition.

### Note

- The machine will also return to the ready condition when an original is set in the document feeder, or the document feeder is opened.

**Reference**

See “Low Power Timer” of the “System Settings” manual.

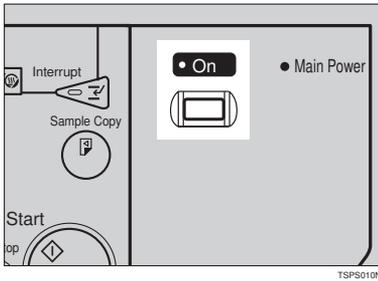
---

**Turning Off The Power**

---

**1**

- 1** Press the operation switch to make the On indicator go 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: A3  - B6 	52 - 128 g/m <sup>2</sup>
	2-sided originals: A3  - A5 	52 - 105 g/m <sup>2</sup>
	Thin Paper mode: A3  - B6 	41 - 128 g/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"  - 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " 	14 - 34 lb
	2-sided originals: 11" × 17"  - 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " 	14 - 28 lb
	Thin Paper mode: 11" × 17"  - 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " 	11 - 34 lb

### Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper mis-feeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.18 "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 original that has low stiffness
- Originals of inappropriate weight ⇒ P.18 “*Sizes And Weights Of Recommended Originals*”
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

## 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 solid image
- Originals which have solid image at their edges
- Originals other than those (with ○) in the table below. See ⇒ P.19 “*Sizes detectable by the Auto Paper Select*”.

## Sizes detectable by the Auto Paper Select

### ◆ Metric version

Size	A3	B4	A4	B5	A5	B6	11 "	11 "	8 <sup>1</sup> / <sub>2</sub> "	8 <sup>1</sup> / <sub>2</sub> " ×	5 <sup>1</sup> / <sub>2</sub> " ×	8 <sup>1</sup> / <sub>2</sub> "
Place of original							× 17" 	× 15" 	× 14" 	11" 	8 <sup>1</sup> / <sub>2</sub> " 	× <sup>*1</sup> 
Exposure glass	○	○	○	○	×	×	×	×	×	×	×	○
Document feeder	○	○	○	○	○	○	○	○	×	○	×	○

<sup>\*1</sup> You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See “<F/F4> Size Setting” of the “System Settings” manual.

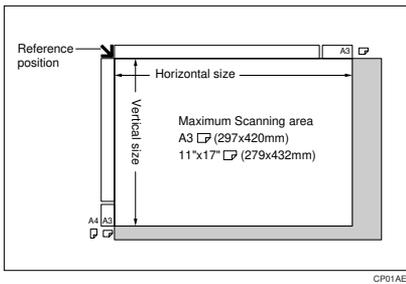
◆ Inch version

Size Place of original	A3 ☐	B4 ☐	A4 ☐ ☐	B5 ☐ ☐	A5 ☐ ☐	B6 ☐ ☐	11"× 17" ☐	11"× 15" ☐	8½" × 14" ☐	8½"× 11" ☐ ☐	5½"× 8½" ☐ ☐	8½" × 13" ☐ *1
Expo- sure glass	×	×	×	×	×	×	○	×	○	○	×	×
Docu- ment feeder	×	×	○	×	×	×	○	○	○	○	○	○

\*1 You can select from 8½" × 13", 8¼" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

## Original Sizes And Scanning Area/Missing Image Area

◆ Exposure glass



● Limitation

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

# Copy Paper

1

## Recommended Paper Sizes And Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 <sup>*1</sup> (With a separator as Tandem tray.)	A4  , B5  , 8 1/2" × 11"   <b>Note</b> <input type="checkbox"/> You have to specify paper size using the user tools. See ⇒ P.182 "Changing The Paper Size".		52 – 128 g/m <sup>2</sup> , 14 – 34 lb	500 + 500 sheets
Tray 1 <sup>*1</sup> (Without a separator in the tray.)	A3  , B4  , A4   , B5   , 11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  		52 – 128 g/m <sup>2</sup> , 14 – 34 lb	500 sheets
Tray 2	A3  , (B4  ), A4   , (B5   ) A5  , (11" × 17"  ) (8 1/2" × 14"  ) (8 1/2" × 11"  ) (8 1/2" × 13"  )  , 8 1/2" × 13"  , (8" × 10 1/2"  )  , (8" × 10"  ) (8" × 13"  )  , 8 1/4" × 13"  , (10" × 14"  )  , (11" × 15"  )  , (5 1/2" × 8 1/2"  ) 	(A3  ) (B4  ) (A4   ) (B5   ) (A5  ) 11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"   14"  , 8 1/2" × 11"   8 1/2" × 13"   , 8" × 10 1/2"   8" × 10"   , 8" × 13"   (8 1/4" × 13"   ) 10" × 14"   , 11" × 15"   5 1/2" × 8 1/2"  	52 – 128 g/m <sup>2</sup> , 14 – 34 lb	550 sheets
1500-sheet LCT <sup>*1</sup>	B4  , A4   , B5   , 8 1/2" × 14"  , 8 1/2" × 11"  		52 – 128 g/m <sup>2</sup> , 14 – 34 lb	1,500 sheets

		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray *3 *4 *6	Standard size	A3☐, A4☐, A5☐, 8" × 13"☐	A3☐, 11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 11"☐, 5 1/2" × 8 1/2"☐	52 – 163 g/m <sup>2</sup> , 14 – 90 lb	50 sheets
	Non-standard size *2	Vertical: 100 – 300 mm Horizontal: 148 – 432 mm	Vertical: 4.0" – 11.7" Horizontal: 6.0" – 17.0"	52 – 163 g/m <sup>2</sup> , 14 – 90 lb	1 sheet
		Postcards, adhesive labels, translucent paper, OHP transparencies *5			

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

\*2 If you wish to copy onto non-standard size paper, set the paper in the Bypass Tray and specify the size. See ⇒ P.59 "Copying From The Bypass Tray".

\*3 If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.62 "When copying onto OHP transparencies or thick paper".

\*4 Note that you cannot copy onto thick paper or OHP transparencies when "Face-Up/Down selection in Bypass Mode" is set to "Face Up Exit." Use standard high-quality paper with a weight of 52 – 128 g/m<sup>2</sup> (14 – 34 lb) instead. See "Face-up/Down selection in Bypass Mode" in ⇒ P.212 "Count Manager".

\*5 Always set one sheet at a time. See ⇒ P.59 "Copying From The Bypass Tray".

\*6 When setting copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can set at once depends on the paper thickness and condition.

 **Important**

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

 **Note**

- ☐ When you use the bypass tray, be sure to set the copy paper direction to ☐.
- ☐ Post cards 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 Switch. (If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, 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", and "Auto Tray Switching" of the "System Settings" manual, and "Bypass Tray: Special paper Indication" of the "System Settings" manual.

 **Reference**

If you want to add paper, see ⇒ P.166 " Loading Paper".

If you want to change the paper size, see ⇒ P.182 “Changing The Paper Size”.

## Non-recommended Paper

### CAUTION:



- Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.

1

### Important

- Do not use paper with any kind of coating as follows. Otherwise, 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 fault might occur.

### Note

- Do not use the following type of paper because a paper 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.

1

- Keep open reams of papers in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.

# Toner

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## Handling Toner

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1

 **WARNING:**



- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.**

 **CAUTION:**



- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

 **CAUTION:**



- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

 **Important**

- If you use toner other than that recommended, a fault might occur.

 **Reference**

If you want to add toner, see ⇒ P.172 " Adding Toner".

---

## Toner Storage

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 **Note**

- When storing toner, the following precautions should always be followed:
  - Store toner containers in a cool, dry place free from direct sunlight.
  - Do not store toner where it will be exposed to heat.
  - Do not eat or swallow toner, and keep it out of reach of children.
  - Store on a flat surface.

---

## Used Toner

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 **Note**

- Used toner cannot be re-used.

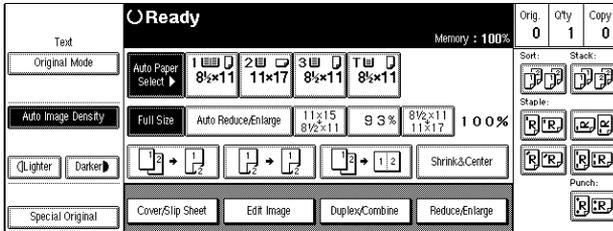
1

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# 2. COPYING

## Basic Procedure

- 1 Make sure that the machine is in Copy mode.



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

**Reference**

See ⇒ P.68 “User Codes”.

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

**Note**

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

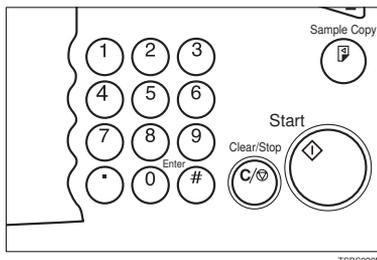
- 4 Set your originals.

**Reference**

See ⇒ P.29 “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 ⇒ P.201 “General Features <sup>2</sup>/<sub>3</sub>”.
- To change the number entered, press the **[Clear/Stop]** key and enter the new number.

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

The machine starts copying.

 **Note**

- 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 specify to deliver copied paper either face up or face down. (Except for copying through the bypass tray) See “Platen Mode Exit” in ⇒ P.210 “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 after 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 ⇒ P.198 “General Features <sup>1</sup>/<sub>3</sub>”.

 **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” of the “System Settings” manual.

# Setting Originals

## ⚠ Limitation

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

## 📝 Note

- ❑ Basically the 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 explanations of each function.

Originals	Set in the document feeder	Set on the exposure glass

## 🔍 Reference

See ⇒ P.18 “Originals”.

## Setting Originals On The Exposure Glass

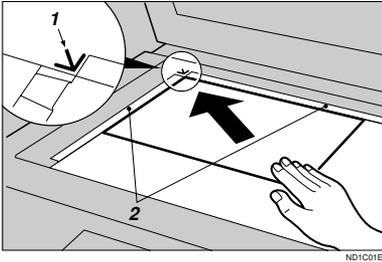
### 1 Lift the document feeder.

#### 📝 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.

2



1: Reference mark

2: Scale

**Note**

- Start with the first page to be copied.

**3** 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 – 52 g/m<sup>2</sup>, 11 – 14 lb), 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 (if several sheets are 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 two-sided originals to the ADF tray.

**Reference**

Regarding originals that the document feeder can handle, see ⇒ P.18 “Originals”.

---

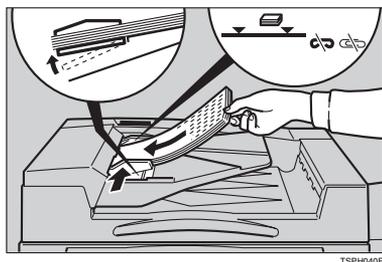
### Setting a stack of originals in the document feeder

---

**1** Adjust the guide to the original size.

**2** Set the aligned originals face up into the document feeder.

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



2

### **Important**

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

### **Note**

- 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 ⇒ P.210 "Input Output".

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## Setting Special Originals

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When using Batch (SADF), Mixed Sizes or Thin mode

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### Batch (SADF) mode

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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.

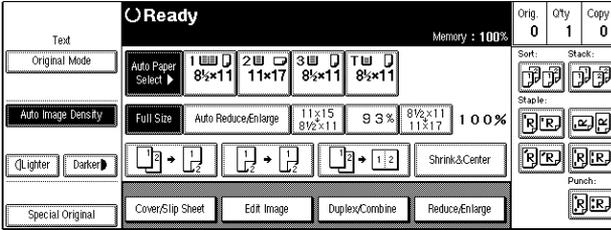
### **Important**

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

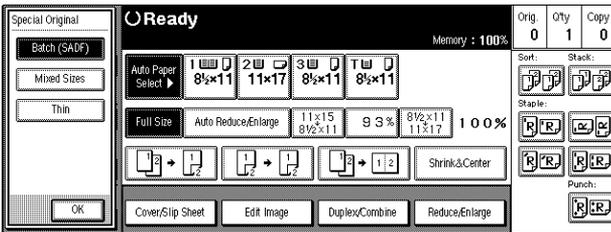
### **Note**

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

**1** Touch the [Special Original] key.



**2** Touch the [Batch (SADF) ] key.



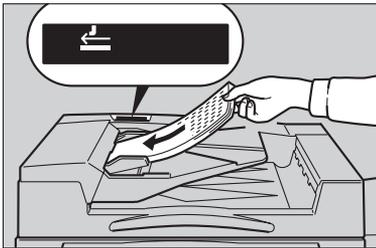
**3** Touch the [OK] key.

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

The Auto Feed indicator is lit.

**5** After all the previously set originals are fed, set the next originals while the Auto Feed indicator is lit.

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 at the end of setting the originals.
- You can change the lighting-up time of the **Auto Feed** indicator. See "Batch (SADF) Auto Reset Time." in ⇒ P.210 "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.

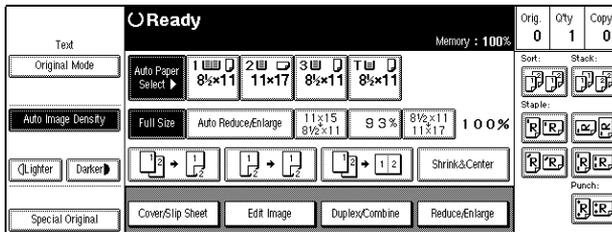
### ⚠ Limitation

- 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 – 81 g/m<sup>2</sup>, 14 – 20 lb.
- The paper sizes that can be set with this function are as follows:

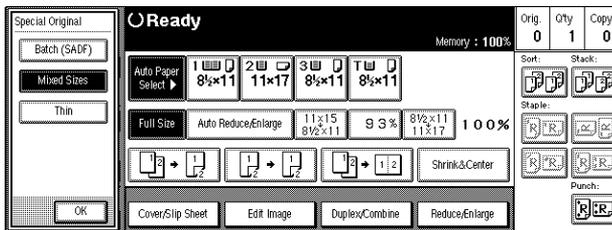
Metric version	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> , B5 <input type="checkbox"/>
Inch version	11" × 17" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 14" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 11" <input type="checkbox"/> , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " <input type="checkbox"/>

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

### 1 Touch the [Special Original] key.

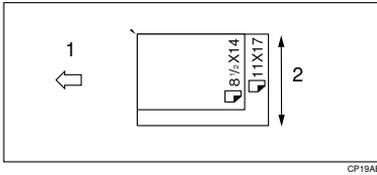


### 2 Touch the [Mixed Sizes] key.



### 3 Touch the [OK] key.

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



- 1: Set into the document feeder (ADF).
- 2: Vertical size

**Important**

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

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

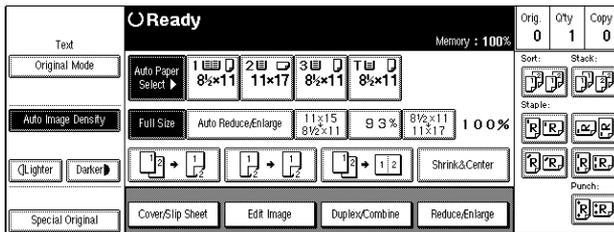
**6** Set the aligned originals face up into the document feeder.

**Thin mode**

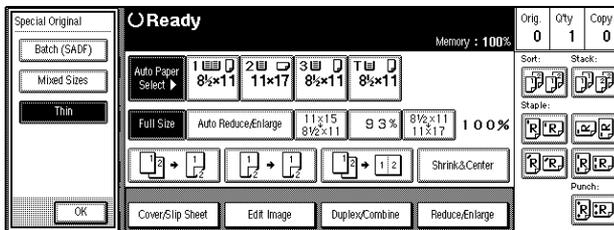
**Important**

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

**1** Touch the [Special Original] key.



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



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

2

## 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 ⇒ P.198 “General Features  $\frac{1}{3}$ ”.
- You can change default settings for basic functions. See ⇒ P.198 “Settings You Can Change With The User Tools”.

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## 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.

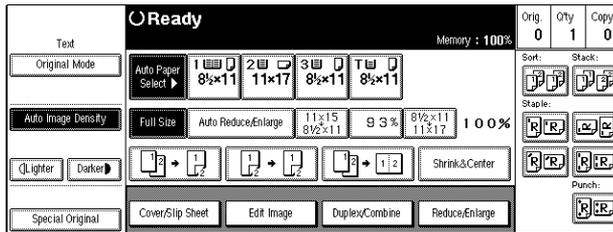
### ❖ **Combined Auto and Manual Image Density**

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

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

## Auto Image Density

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



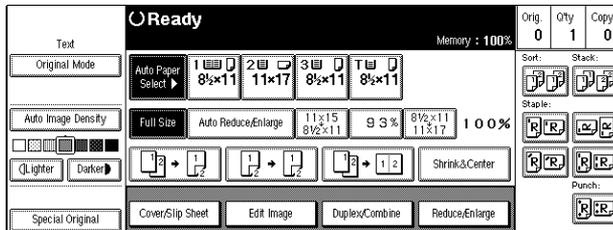
2

### Note

- If not, touch the [Auto Image Density] key.

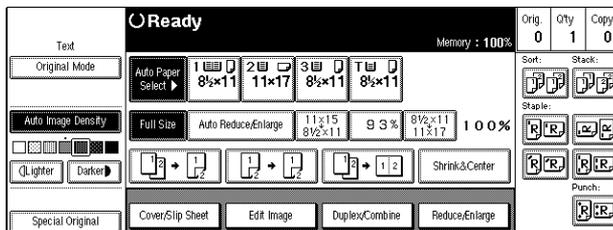
## Manual Image Density

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



## Combined Auto and Manual Image Density

- 1 Make sure that the Auto Image Density is selected.
- 2 Touch the [Lighter] or [Darker] key to adjust the density.



## 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).

2

### ◆ Text-Photo

Select Text-Photo when your originals contains 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.

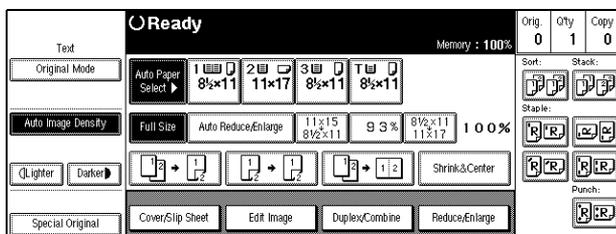
### ◆ Generation Copy

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

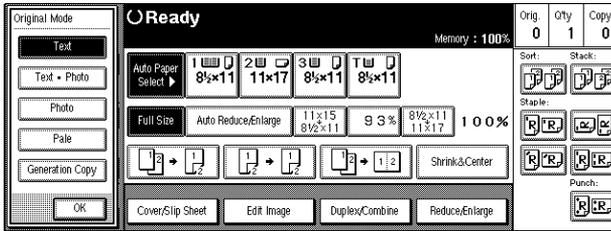
### 📝 Note

- You can directly display the original type keys on the copy original display. See "Original Mode Display" in ⇒ P.198 "General Features  $\frac{1}{3}$ ".
- You can adjust the quality level for each original type. See "Original Mode Quality Level" in ⇒ P.198 "General Features  $\frac{1}{3}$ ".

### 1 Touch the [Original Mode] key.

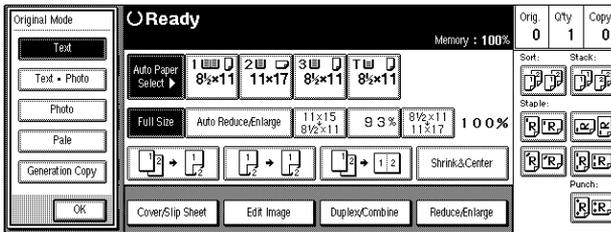


## 2 Select the original types.



2

## 3 Touch the [OK] key.



### Note

- If no other functions are to be set, 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. ⇒ P.41 “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

See ⇒ P.59 “Copying From The Bypass Tray”.

### 💡 Limitation

- The machine cannot auto-select trays that you have designated as “Thin” or “Special Paper” using the Special Paper Indication function. Therefore, if all trays designated as “Thin” or “Special Paper”, the Auto Paper Select function is not available. Refer to the “Paper Size Setting” section of the “System Settings” manual for more details.

 **Note**

- When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions. (if the ratio is 100 %)

◆ **Metric version**

Where original is set	Paper size and direction
Exposure glass	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 13" <input type="checkbox"/> *1
Document feeder	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/> , A5 <input type="checkbox"/> <input type="checkbox"/> , B6 <input type="checkbox"/> <input type="checkbox"/> , 11" × 17" <input type="checkbox"/> , 11" × 15" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 11" <input type="checkbox"/> <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 13" <input type="checkbox"/> *1

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

◆ **Inch version**

Where original is set	Paper size and direction
Exposure glass	11" × 17" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 14" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 11" <input type="checkbox"/> <input type="checkbox"/>
Document feeder	A4 <input type="checkbox"/> <input type="checkbox"/> , 11" × 17" <input type="checkbox"/> , 11" × 15" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 14" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 11" <input type="checkbox"/> <input type="checkbox"/> , 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " <input type="checkbox"/> <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 13" <input type="checkbox"/> *1

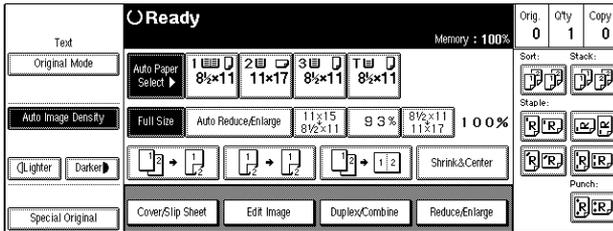
\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

- For some originals, the original size might not be detected correctly. See ⇒ P.19 "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 "Bypass Tray: Special Paper Indication" of the "System Settings" manual.

**1** Select the copy paper.

## Auto Paper Select

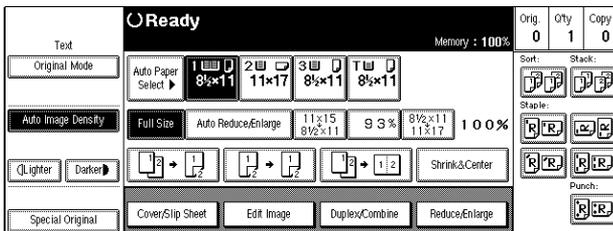
- 1 Make sure that the [Auto Paper Select] key is selected.



2

## Manual Paper Select

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

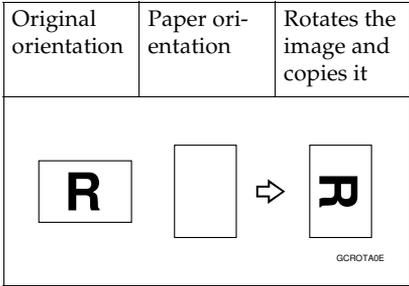


### Note

- When selecting the bypass tray, open the bypass tray.

### Rotated Copy

If the direction in which your original is set (landscape or portrait) is different from 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 are selected. See ⇒ P.39 “Auto Paper Select” and ⇒ P.43 “Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios”.



**Limitation**

- You cannot use the Rotated Copy function with Auto Paper Select if the Auto Tray Switching setting in the user tools is set to "NO". Refer to the "Auto Tray Switching" section of the "System Settings" manual.
- You cannot use the Rotated Copy function when enlarging onto 8 1/2" x 14" or 11" x 17" size paper. In this case, set your original in the landscape direction.

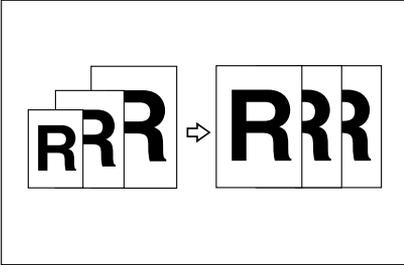
	Original Size and Direction		Copy Paper Size and Direction
You cannot rotate:	8 1/2" x 11" or 5 1/2" x 8 1/2"		when enlarging to → 8 1/2" x 14" or 11" x 17"
However, you can rotate:	8 1/2" x 11" or 5 1/2" x 8 1/2"		when enlarging to → 8 1/2" x 14" or 11" x 17"

- You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected for stapling or if Punch function is selected. If you try, a "Check paper size and direction" message is displayed. See ⇒ P.51 "Staple" and ⇒ P.56 "Punch".



## Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios

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



2

### ⚠ Limitation

- You cannot use the bypass tray with this function.

### 📝 Note

- When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

#### ◆ Metric version

Where original is set	Original size and direction
Exposure glass	A3 ☐, B4 ☐, A4 ☐☐, B5 ☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1
Document feeder	A3 ☐, B4 ☐, A4 ☐☐, B5 ☐☐, A5 ☐☐, B6 ☐☐, 11" × 17" ☐, 11" × 17" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

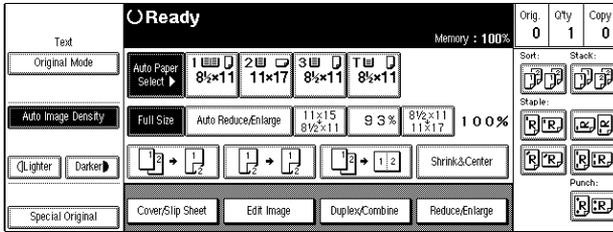
#### ◆ Inch version

Where original is set	Original size and direction
Exposure glass	11" × 17" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐☐
Document feeder	A4 ☐☐, 11" × 17" ☐, 11" × 15" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " ☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

- ❑ The reproduction ratios the machine will select are 32–400 %.
- ❑ For some originals, the original size might not be detected correctly. See ⇒ P.19 “*Sizes Difficult To Detect*”.
- ❑ You can set originals of different sizes in the document feeder at a time. See ⇒ P.33 “*Mixed sizes mode*”.

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



**2** Select the paper tray.

# Sort/Stack/Staple

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

## ❖ Sort

- Sort
- Rotate Sort (This mode cannot be selected when the Finisher is installed.)

2

## ❖ Stack (optional finisher required)

- Stack  
(the optional finisher required)

## ❖ Staple (the optional finisher required)

- Top



- Top Slant



- Bottom



- 2 Staples



## ! Limitation

- Once copying has started, the only copy setting you can change is Image Density.
- You cannot use the bypass tray with this function.

 **Note**

- The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

◆ **Metric version**

Output tray	<ul style="list-style-type: none"> <li>• B4 or larger: 250 sheets (80 g/m<sup>2</sup>)</li> <li>• A4 or smaller: 500 sheets (80 g/m<sup>2</sup>)</li> </ul>
Finisher	Proof tray (Without punch): <ul style="list-style-type: none"> <li>• B4 or larger: 50 sheets (80 g/m<sup>2</sup>)</li> <li>• A4 or smaller: 250 sheets (80 g/m<sup>2</sup>)</li> </ul>
	Shift tray (Without punch): <ul style="list-style-type: none"> <li>• Except A4: 1,500 sheets (80 g/m<sup>2</sup>)</li> <li>• A4: 3,000 sheets (80 g/m<sup>2</sup>)</li> </ul>

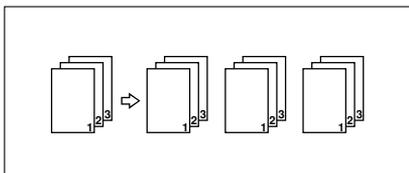
◆ **Inch version**

Output tray	<ul style="list-style-type: none"> <li>• 8<sup>1</sup>/<sub>2</sub>" × 14" or larger: 250 sheets (20 lb)</li> <li>• 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 500 sheets (20 lb)</li> </ul>
Finisher	Proof tray (Without punch): <ul style="list-style-type: none"> <li>• 8<sup>1</sup>/<sub>2</sub>" × 14" or larger: 50 sheets (20 lb)</li> <li>• 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 250 sheets (20 lb)</li> </ul>
	Shift tray (Without punch): <ul style="list-style-type: none"> <li>• Except 8<sup>1</sup>/<sub>2</sub>" × 11": 1,500 sheets (20 lb)</li> <li>• 8<sup>1</sup>/<sub>2</sub>" × 11": 3,000 sheets (20 lb)</li> </ul>

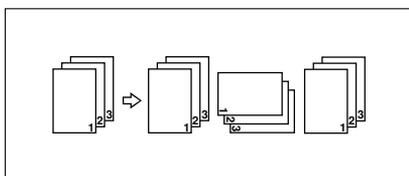
## Sort—Sorting Into Sets (123, 123, 123)

Copies can be assembled as sets in sequential order.

### ◆ Sort



### ◆ Rotate Sort



There are two types in the Sort function:

### ◆ Sort

Copies can be assembled as sets in sequential order.

#### ✎ Note

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

Metric version	A3☐, B4☐, A4☐☐, B5☐☐
Inch version	11" × 17" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐☐

□ When the optional finisher is installed, 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 tell the division of each set or job.

#### 🔍 Reference

For the paper capacity of the optional finisher, see ⇒ P.51 "Staple".

### ◆ Rotate Sort

Every other copy set is rotated by 90°☐☐ and delivered to the copy tray.

#### ✎ Note

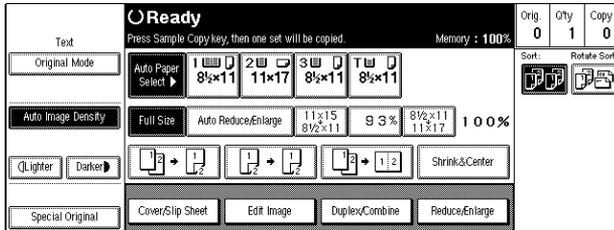
- This mode cannot be selected when the optional finisher is installed.
- The paper sizes that can be used in Rotate Sort function are as follows:

Metric version	A4  , B5
Inch version	8 <sup>1</sup> / <sub>2</sub> " × 11"

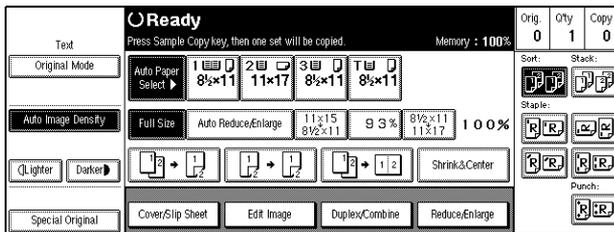
- To use the Rotate Sort function, two paper trays identical in size and different in direction ( ) are required.

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

◆ When the finisher is not installed



◆ When the finisher is installed



**Note**

- When the optional finisher is installed, [Rotate Sort] is not displayed.

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

! **Limitation**

- The maximum number of sets is 999.

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

When setting a stack of originals in the document feeder

**1** 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.

- If an original is misfed during sorted copying, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of scanned originals.

---

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

---

### Reference

⇒ P.31 "Batch (SADF) mode".

- 1 Set the original, then press the **[Start]** key.

#### Note

- Start with the first page to be copied.

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

#### Note

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

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

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

The copies are delivered to the tray.

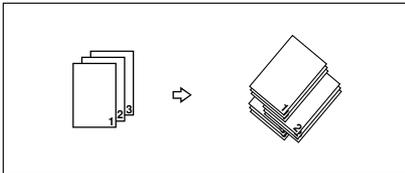
---

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

---

Copies can be assembled with each page set.

### ◆ Stack



### ◆ Stack (optional finisher required)

Every other page set is shifted for ease of separation. The shift tray of the finisher provides this function by sliding from side to side.

#### Note

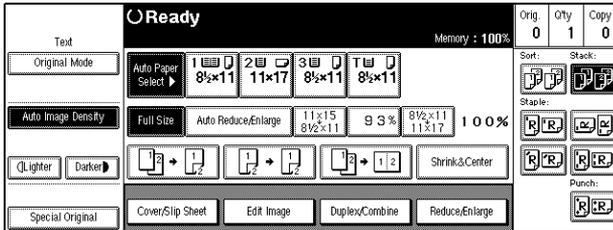
- The sizes that can be used in this function are as follows:

Metric version	A3  , B4  , A4   , B5  
Inch version	11" × 17"  , 8 <sup>1</sup> / <sub>2</sub> " × 14"   , 8 <sup>1</sup> / <sub>2</sub> " × 11"  

 **Reference**

For the maximum tray capacity of the optional finisher, see ⇒ P.226 “*Finisher (Option)*”.

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



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

**3** Set your originals.

---

When setting a stack of originals in the document feeder

---

**1** 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**

See ⇒ P.31 “*Batch (SADF) mode*”.

**1** Set the original, then press the [Start] key.

 **Note**

- Start with the first page to be copied.

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

 **Note**

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

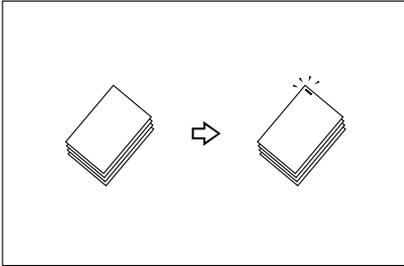
**3** After all originals are scanned, press the [Start] key.

The copies are delivered to the tray.

## Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



2

### ⚠ Limitation

- You cannot use the following paper in this function:
  - Post cards
  - Translucent paper
  - OHP transparencies
  - Adhesive labels
  - Curled paper
  - Low stiffness paper
  - Paper of different 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.

### ❖ Metric version

	With finisher
Paper size	A3☐, B4☐, A4☐☐, B5☐☐
Stapler capacity	(without punch) <ul style="list-style-type: none"> <li>• A4 or smaller: 50 sheets (80 g/m<sup>2</sup>)</li> <li>• B4 or larger: 30 sheets (80 g/m<sup>2</sup>)</li> </ul>
Shift tray capacity (A4☐) *1	3,000 sheets (80 g/m <sup>2</sup> )

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

◆ **Inch version**

	With finisher
Paper size	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"   , 5 1/2" × 8 1/2"  
Stapler capacity	(without punch) <ul style="list-style-type: none"> <li>• 8 1/2" × 11" or smaller: 50 sheets (20 lb)</li> <li>• 8 1/2" × 14" or larger: 30 sheets (20 lb)</li> </ul>
Shift tray capacity (8 1/2" × 11"  ) *1	3,000 sheets (20 lb)

\*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

- ☐ In the following cases, the copies will be delivered to the shift tray without stapling.
  - When the number of copies 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 ⇒ P.185 “ Adding Staples”.

When staple is jammed, see ⇒ P.188 “ 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:

		Original setting			Stapling position
			Exposure glass	Document Feeder	
 STAPLEAE	Top				
					
*1  STAPLEBE	Top Slant				
					
 STAPLECE	Bottom				
					
*1  STAPLEDE	2 Staples				
					

\*1 Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.

### 📌 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.
- The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	8 <sup>1</sup> / <sub>2</sub> " × 11"

- You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected. If you try, a "Check paper size and direction" message is displayed.

**1** Select one of four stapling positions.

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

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

---

When setting a stack of originals in the document feeder

---

- 1** 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**

See ⇒ P.31 "Batch (SADF) mode".

- 1** Set the original, then press the **[Start]** key.

 **Note**

- Start with the first page to be copied.

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

 **Note**

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

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

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

The copies are delivered to the tray.

---

## To stop scanning

---

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

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

---

## To resume scanning

---

- 1 Touch the **[No]** key.  
Scanning is resumed.

 **Note**

- Scanned images in memory are not cleared.

---

## To clear scanned images of the originals

---

- 1 Touch the **[Yes]** 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 650 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 ⇒ P.210 "Input Output".

- 1 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.

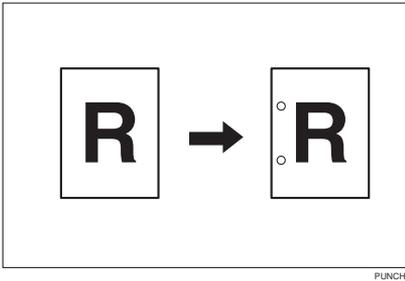
## Punch

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

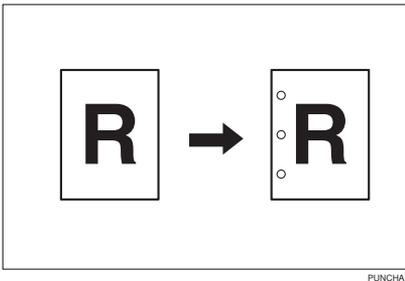
The function is used to make punch holes in copies.

2

### ◆ 2 holes version



### ◆ 3 holes version



### ! Limitation

- You cannot use the Rotated Copy function if Punch function is selected. If you try, a “Check Paper size and direction” message is displayed. In this case, set your original in the same direction (landscape or portrait) as the copy paper.

**Note**

Original setting directions and punch hole positions are as shown below.

**◆ Original setting directions and punch hole positions**

	Original setting direction		Punch hole positions	
		Exposure glass		Document feeder
2 holes				
3 holes				

Punchable paper sizes are as follows:

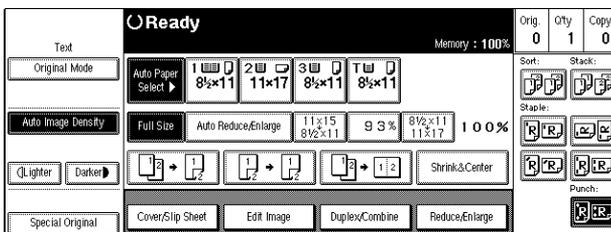
Metric version	A3, B4, A4, B5, A5
Inch version	11" x 17", 8 1/2" x 14", 8 1/2" x 11"

- 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 is full, see ⇒ P.191 “Removing Punch Waste”.

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



 **Note**

When stapling copies, also select a stapling position. See ⇒ P.51 “Staple”.

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

2

## Copying From The Bypass Tray

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

### Limitation

- When copying several originals using the bypass tray, copies are delivered face-up (“Face Up Exit”) and in reverse order by default.
- Only change the setting to “Face Down Exit” if you are using high quality copy paper with a weight of 52 – 105 g/m<sup>2</sup> (14 – 28 lb). See “Face-up/Down Selection in Bypass Mode” in ⇒ P.212 “*Count Manager*”.
- If you try and have copies delivered face-down when copying onto other types of paper or adhesive labels, a paper jam may occur.

### Note

- If you select “Face Down Exit” 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.212 “*Count Manager*” and “Face Up/Down Selection in Platen Mode” in ⇒ P.210 “*Input Output*”.
- The machine can automatically detect the following sizes as standard size copy papers:

Metric version	A3, A4, A5, 8 1/2" × 13"
Inch version	A3, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2"

- 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:

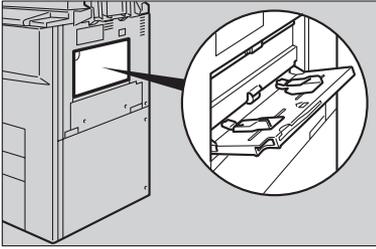
Metric version	<ul style="list-style-type: none"> <li>• Vertical: 100 – 300 mm</li> <li>• Horizontal: 148 – 432 mm</li> </ul>
Inch version	<ul style="list-style-type: none"> <li>• Vertical: 4.0" – 11.7"</li> <li>• Horizontal: 6.0" – 17.0"</li> </ul>

- To make copies onto OHP transparencies or thick paper exceeding 104.7 g/m<sup>2</sup>, 28 lb, specify the paper type in ⇒ P.62 “*When copying onto OHP transparencies or thick paper*”.

### Reference

For details about paper capacity of the bypass tray, see ⇒ P.21 “*Copy Paper*”.

**1** Open the bypass tray.



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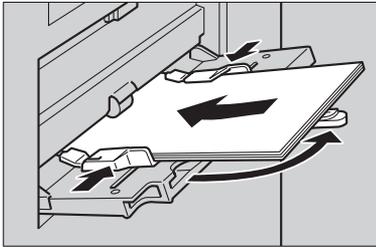
**2** Adjust the guides to copy paper size.

**Important**

- If the guides are not flush with the copy paper, a skew image or paper mis-feeds might occur.

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

The  indicator on the display is automatically selected.



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**Note**

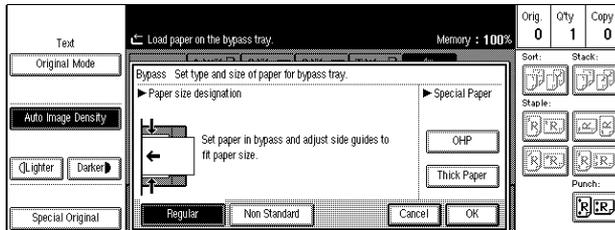
- The face side of the paper set is copied on.
- Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- If the beeper is turned off, lightly insert the copy paper until it stops. See "Operation Panel Beeper" of the "System Settings" manual.
- When the document feeder is open, set the direction of the copy paper to .
- Swing out the extender to support larger size copy paper larger than A4 ,  $8\frac{1}{2} \times 11$  .
- 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 size-unreadable standard size paper and non-standard size special paper

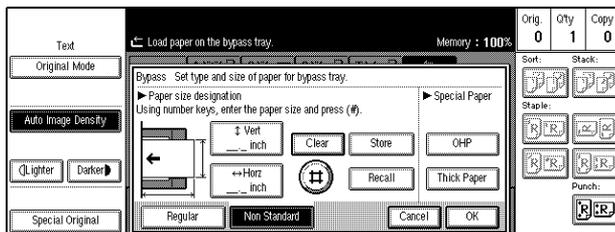
### Important

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

- 1 Press the **[#]** key.
- 2 Touch the **[Non Standard]** key.



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



### Note

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

- 4 Touch the **[Horz inch]** key and enter the horizontal size of the paper with the **[Number]** keys, then press the **[#]** key.

### Note

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

- 5 To register the non-standard size entered, touch the **[Store]** key.

### Note

- Only one non-standard size can be stored.
- To recall the non-standard size stored, touch the **[Recall]** key.

- 6 Touch the **[OK]** key.

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

2

## 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.212 "Count Manager".

### 📝 Note

- Select **[Thick Paper]** if the paper weight is more than 104.7 g/m<sup>2</sup>, 28 lb.

### 1 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.

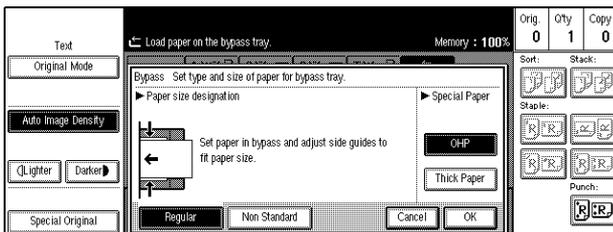
The  indicator on the display is automatically selected.

### 📝 Note

- When you set a OHP transparencies, make sure that its front and back faces are properly positioned.
- To avoid paper misfeeds, shuffle a stack of paper before setting it in the tray.

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

### 4 Select **[OHP]** or **[Thick Paper]**.



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

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

 **Important**

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

## Program—Storing Your Copy Settings In Memory

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

2

### ❖ 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.
- Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See “Paper Tray Priority” in ⇒ P.198 “General Features 1/3”.
- 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.

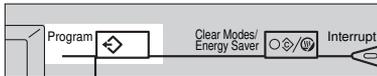
---

## Storing Your Settings

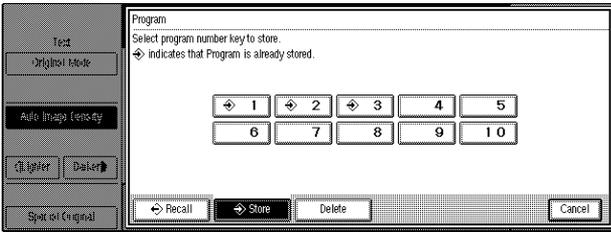
---

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

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



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



2

**4** Touch the program number you want to store.

When the settings are successfully stored, the indicator appears.

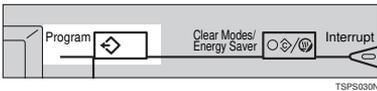
**Note**

- Program numbers with already have settings in them.
- If this program number is already being used, the machine will ask you if you wish to overwrite it - Touch the [Yes] or [No] key.

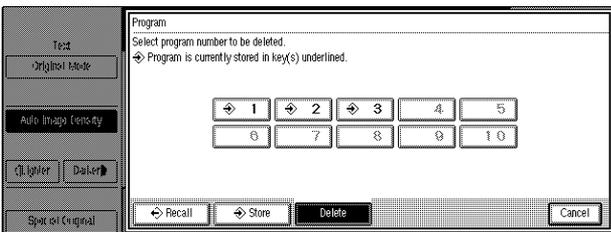
## Deleting A Program

You can delete a stored program.

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

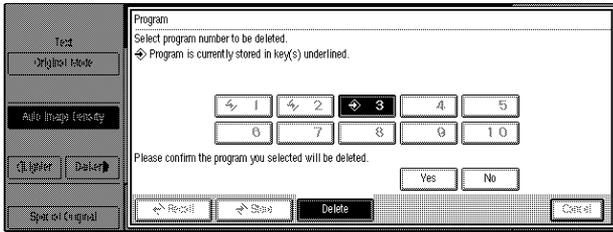


**2** Touch the [Delete] key.



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

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



**Note**

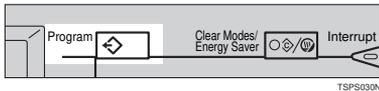
- ☐ To cancel the deletion, touch the [No] key.

**5** To delete another program, repeat steps **3** and **4**.

## Recalling A Program

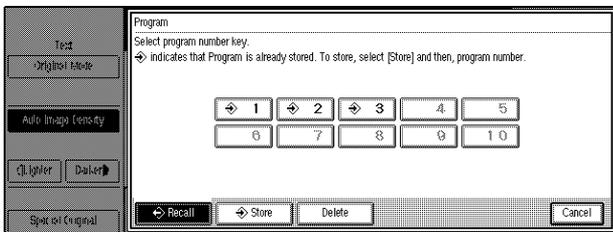
You can recall a stored program.

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



**2** Touch the program number you want to recall.

The stored settings are displayed.



**Note**

- ☐ Only programs with contain a program.

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

## Other Functions

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### Energy Saver Mode—Saving Energy

---

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.

The 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.

#### Reference

See “Low Power Timer” of the “System Settings” manual.

---

### Interrupt—Temporarily Stopping One Job To Copy Something Else

---

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

#### Note

- The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.

---

While a document is being fed

---

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

The Interrupt key lights up and copying stops.

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

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

The machine starts making your copies.

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

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

The Interrupt key indicator goes out.

**6** Replace the originals that were being copied before.**7** Press the **[Start]** key.

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

**2**

---

**Interrupting during copying after all originals have been fed**

---

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

The interrupt key lights up.

 **Note**

- Copying will not stop yet.

**2** Set your original.**3** Press the **[Start]** key.

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

**4** When copying is complete, remove your originals and copies.**5** Press the **[Interrupt]** key again.

The Interrupt indicator goes out.

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 user codes, the machine will prompt you for your user codes after the operation switch is on or the 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 ⇒ P.198 "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.

## Reference

For user code setting, see “Settings You Can Change With The User Tools” of the “System Settings” manual.

For registering, changing and deleting user codes, see ⇒ P.212 “Count Manager”.

---

## Auto Start—Entering Copy Job Settings During The Warm-up Period

---

2

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.

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

**2** Set your originals.

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

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

### Note

- To cancel Auto Start, press the **[Clear/Stop]** key.
- With “Individual Input/Output Operation” set to “Yes”, originals are scanned even if the paper has run out or paper jamming has occurred. Supply paper or remove the jammed paper so that copying will automatically start without pressing the start key.

## Reference

See “Individual Input/Output Operation” and “Next Job Scan Start” in ⇒ P.210 “Input Output”.

---

## 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. Refer to the “Auto Response (Human) Sensor” setting of the “System Settings” manual.
- To cancel this function, see “Original Beeper” in ⇒ P.201 “General Features 2/3”.

---

## Next Job—Presetting Next Copy Job During A Copy Run

---

You can preset the next copy job during copying.  
After copying, the next copying automatically starts.

**1** Touch the **[Next Job]** key.

**2** Set the next copy job and touch the **[OK]** key.

 **Note**

- To cancel the job during setting, touch the **[Cancel]** key.

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

The originals placed are scanned.

After copying, the next job automatically starts.

 **Note**

- You can proceed to the first set copy job page when you touch **[Current Job Status]**, and to the next set copy job when you touch the **[Next Job Status]** key. See “Next Job Scan Start” in ⇒ P.210 “Input Output”.

---

## Sample Copy—Checking Output Quality Before Making A Long Copy Run

---

Before making copies, you can check the finish by making one copy first.

 **Limitation**

- This function can be used only when the Sort function has been set.

**1** Set the functions to be used with the Sort function, enter the number of copies to be made.

**2** Set the originals.

**3** Press the **[Sample Copy]** key.

One copy is delivered for proof copying.

**4** The finish check page is displayed. After checking the finish, touch the **[Yes]** key if the sample is acceptable.

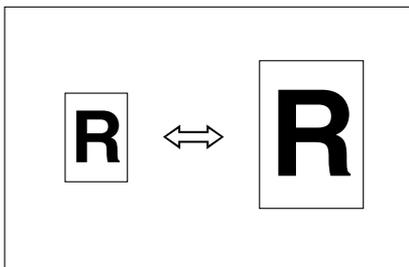
The number of copies is made excluding the one copy for proof copying.

 **Note**

- If you touch **[No]** after checking the finish, return to step **1** where you can set the Staple, Punch or density adjustment function again.

## Preset Reduce/Enlarge—Reducing And Enlarging Using Preset Ratios

You can select a preset ratio for copying.



2

### Note

- You can select one of 12 present ratios (5 enlargement ratios, 7 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 in the initial display.
- You can change the preset ratios to other ratios you frequently use. See ⇒ P.204 “*Reproduction Ratio*<sup>1/2</sup>”.
- You can set and display three kinds of ratio in the initial display. See “Shortcut R/E” in ⇒ P.201 “*General Features*<sup>2/3</sup>”.
- 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:

#### ◆ Metric version

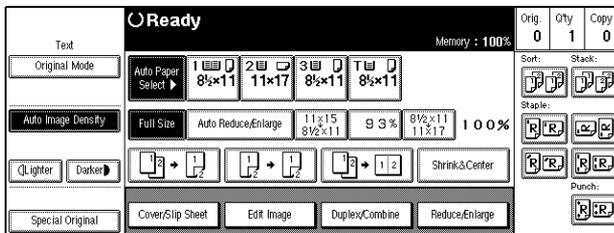
Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F

Ratio (%)	Original → Copy paper size
71 (reduce area by $\frac{1}{2}$ )	A3→A4, A4→A5
65	A3→F
50 (reduce area by $\frac{1}{4}$ )	A3→A5, F→A5

❖ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 11'' \times 17''$
155 (enlarge area by 2)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 8\frac{1}{2}'' \times 14''$
129	$8\frac{1}{2}'' \times 11'' \rightarrow 11'' \times 17''$
121	$8\frac{1}{2}'' \times 14'' \rightarrow 11'' \times 17''$
93	--
85	F→ $8\frac{1}{2}'' \times 11''$
78	$8\frac{1}{2}'' \times 14'' \rightarrow 8\frac{1}{2}'' \times 11''$
73	$11'' \times 15'' \rightarrow 8\frac{1}{2}'' \times 11''$
65	$11'' \times 17'' \rightarrow 8\frac{1}{2}'' \times 11''$
50 (reduce area by $\frac{1}{4}$ )	$11'' \times 17'' \rightarrow 5\frac{1}{2}'' \times 8\frac{1}{2}''$

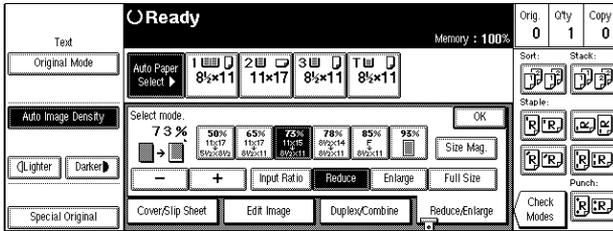
1 Touch the [Reduce/Enlarge] key.



**Note**

- To select a preset ratio in the initial display, directly touch the shortcut reduce/enlarge key and proceed to step 5.

**2** Select [Enlarge] or [Reduce].



2

**Note**

- You can specify which of [Reduce], [Enlarge] and [Input Ratio] is to be given priority and displayed when the [Reduce/Enlarge] key is touched. See “R/E Priority” in ⇒ P.201 “General Features <sup>2</sup>/<sub>3</sub>”.

**3** Select a ratio.

**Note**

- You can specify the reduce/enlarge ratios of the keys displayed when the [Reduce/Enlarge] key is touched, followed by [Enlarge] or [Reduce]. See “Enlarge” in ⇒ P.204 “Reproduction Ratio <sup>1</sup>/<sub>2</sub>” and “Reduce” in ⇒ P.204 “Reproduction Ratio <sup>2</sup>/<sub>2</sub>”.

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

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

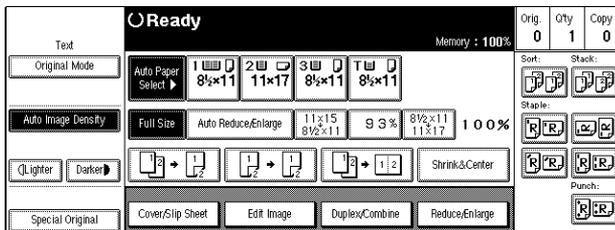
Shrink&Center mode

Use Shrink & Center mode 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 in the initial display.

**Note**

- For storing “Shrink&Center”, see “Shortcut Keys” in ⇒ P.203 “General Features <sup>3</sup>/<sub>3</sub>”.
- You can change the Reduce/Enlarge ratio for “Shrink&Center”. See “Shrink&Center” in ⇒ P.203 “General Features <sup>3</sup>/<sub>3</sub>”.

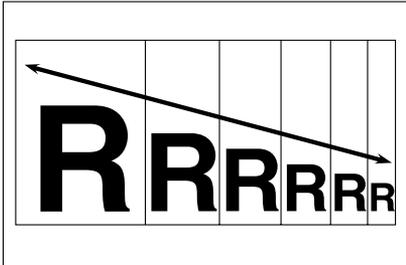
- 1 Touch the **[Shrink&Center]** key displayed in the initial display.



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

# Zoom—Reducing And Enlarging In 1 % Steps

You can change the reproduction ratio in 1 % steps.

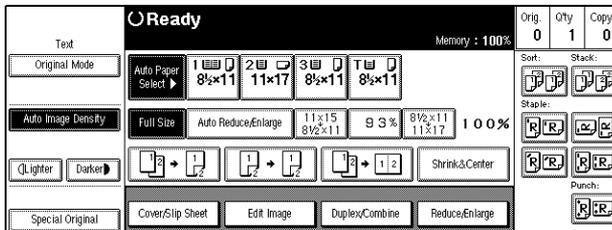


2

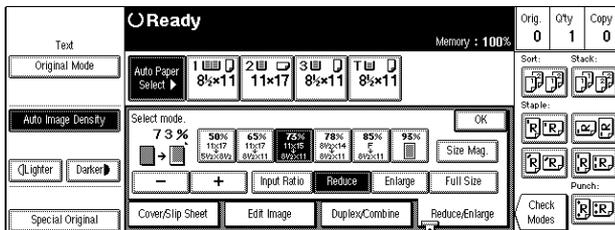
## Note

- The following ratios can be selected:
  - Metric version: 32 – 400 %
  - Inch version: 32 – 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.

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

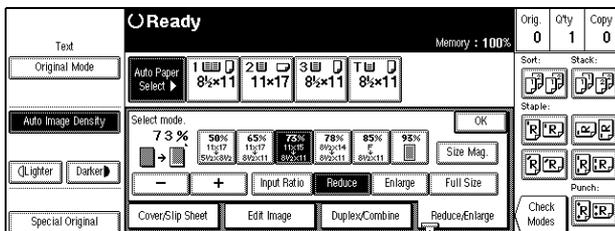


**2** Enter the ratio.



When using the **[+]** or **[-]** key

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



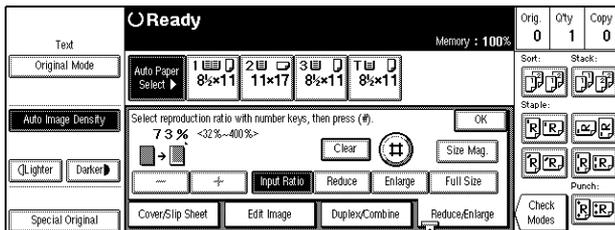
- 2 Enter the desired reproduction ratios with the **[+]** or **[-]** key.

**Note**

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

When using the **[Number]** keys

- 1 Touch the **[Input Ratio]** key.



- 2 Enter the desired ratio with the **[Number]** keys.

 **Note**

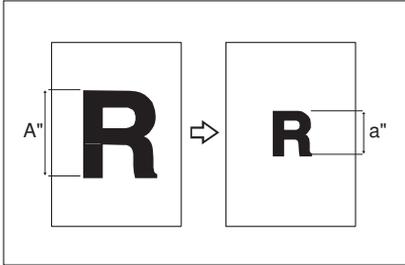
- To change the ratio entered, touch the **[Clear]** key and enter the new ratio.

③ Touch the **[OK]** key.

③ Set your originals, then press the **[Start]** key.

# Size Magnification

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



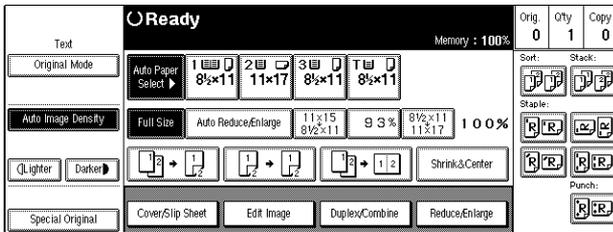
## Preparation

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

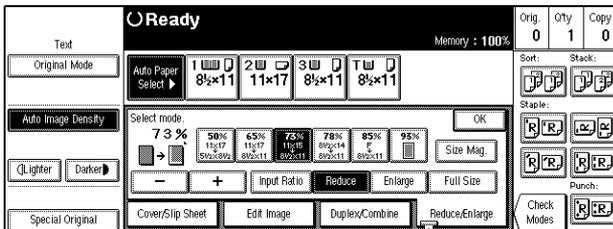
## Note

- A ratio is selected in the range of 32 to 400 %.
- 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.

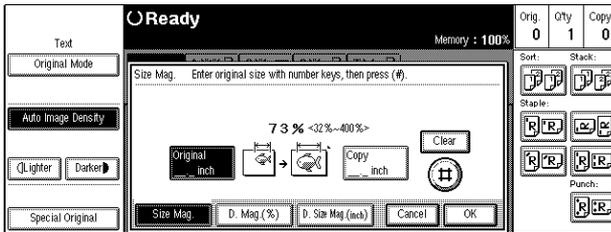
## 1 Touch the [Reduce/Enlarge] key.



## 2 Touch the [Size Mag.] key.



- 3** Enter the length of the original with the **[Number]** keys and press the **[#]** key.



2

**Note**

- You can enter sizes within the following ranges:

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

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

- 4** Enter the length of the copy with the **[Number]** keys and press the **[#]** key.

**Note**

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

- 5** Touch the **[OK]** key.

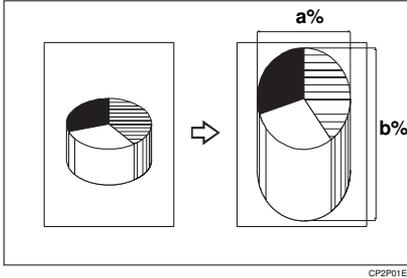
- 6** Touch the **[OK]** key.

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

# Directional Magnification (%)—Stretching And Squeezing The Image In 1 % Steps

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

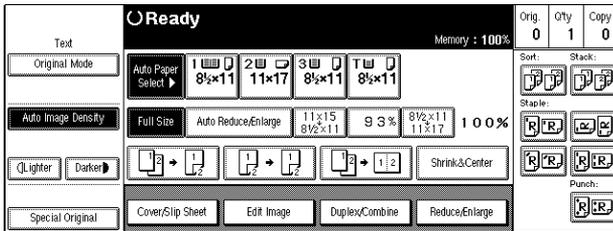
2



**Note**

- The following ratios can be selected:
  - Metric version: 32 – 400 %
  - Inch version: 32 – 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.

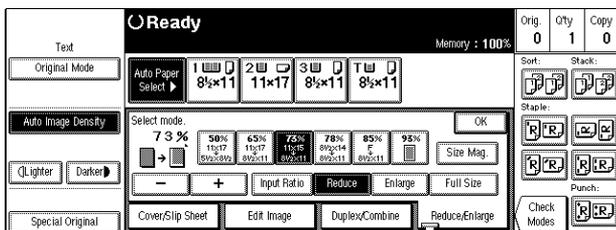
**1** Touch the **[Reduce/Enlarge]** key.



**Note**

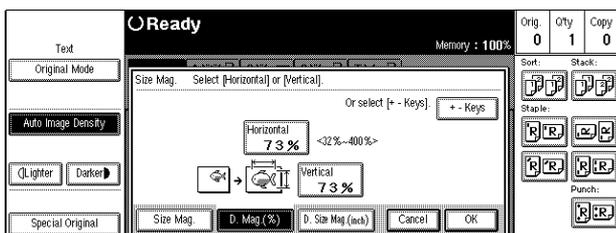
- When specifying a ratio with the **[+]** or **[-]** key, select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.

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



2

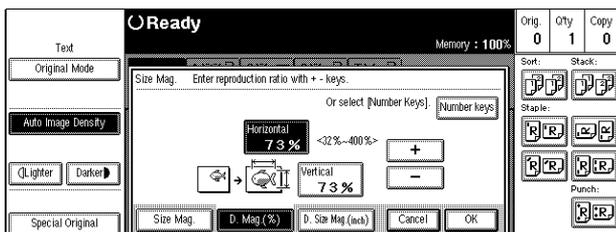
**3** Touch the [D. Mag. (%)] key.



To specify a ratio with the [+ ] or [- ] key

**1** Touch the [+ - Keys] key.

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



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

**Note**

- Touching the [+ ] or [- ] key changes the ratio in 1 % steps. Touching 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** Touch the [Vertical] key.

**5** Adjust the ratio with the [+ ] or [- ] key.

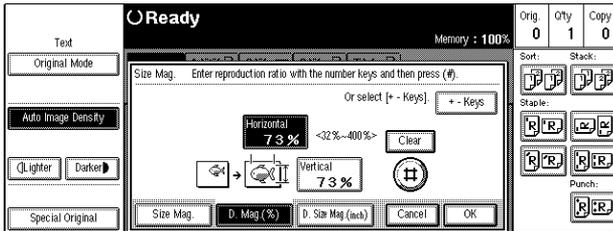
**6** Touch the [OK] key.

---

 When using the [ Number ] keys
 

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- 1 Touch the [Horizontal] key.



- 2 Enter the desired ratio with the [Number] keys, followed by the [#] key.

**Note**

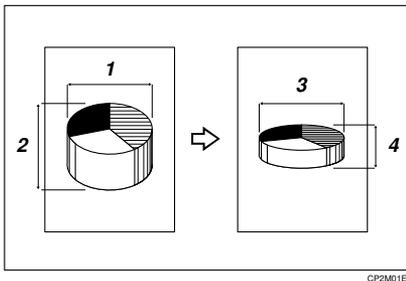
- To change the ratio entered, press the [Clear/Stop] key or [Clear] and enter the new ratio.

- 3 Touch the [Vertical] key.
  - 4 Enter the desired ratio with the [Number] keys, followed by the [#] key.
  - 5 Touch the [OK] key.
- 4 Touch the [OK] key.
  - 5 Set your originals, then press the [Start] key.

## Directional Size Magnification (Inch)— Stretching And Squeezing The Image Into The Copy Area

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

2



- 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.

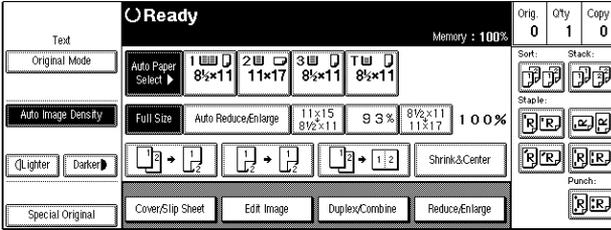
### Note

- You can enter sizes within the following ranges:

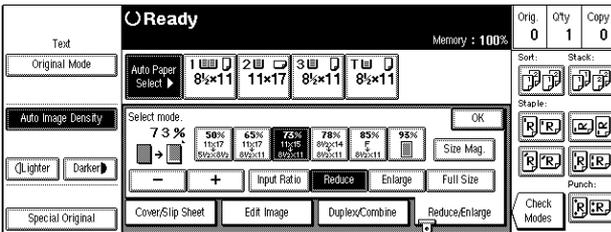
Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

- 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.

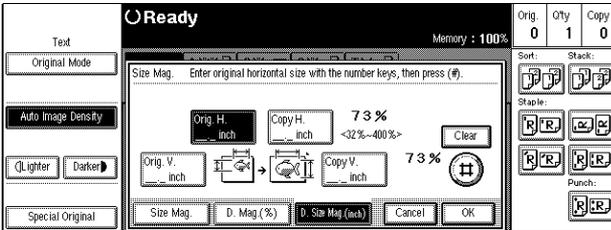
**1** Touch the [Reduce/Enlarge] key.



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



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



**4** Enter the horizontal size of the original with the [Number] keys. Then, press the [#] key.

**Note**

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

**5** Enter the horizontal size of the copy with the [Number] keys. Then, press the [#] key.

**6** Enter the vertical size of the original with the [Number] keys. Then, press the [#] key.

**7** Enter the vertical size of the copy with the [Number] keys. Then, press the [OK] key.

 **Note**

- To change the length, touch the place you wish to change and enter the new value.

**8** Touch the **[OK]** key.

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

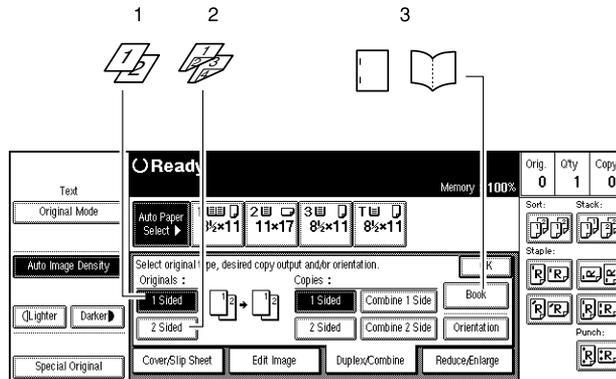
## Operation For Duplex/Combine

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

2

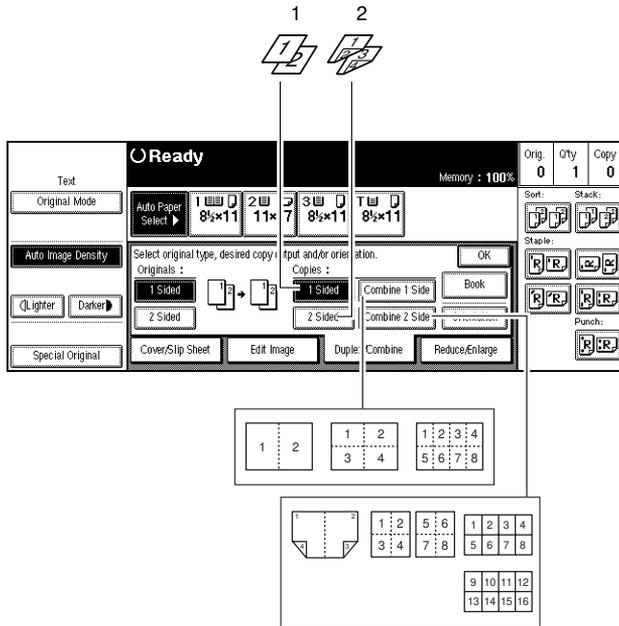
**1** Check your originals and select [1 Sided] or [2 Sided] for the originals.



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

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



1: 1-sided

2: 2-sided

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

TSPH280N

## Duplex-Making Two-Sided Copies

There are two ways in this function:

### ◆ 1 Sided → 2 Sided

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

### ◆ 2 Sided → 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,  $5\frac{1}{2}'' \times 8\frac{1}{2}''$  (possible on A5 )
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards

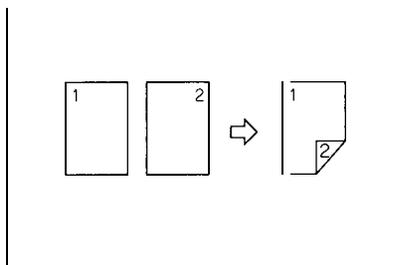
You cannot use the bypass tray with this function.

### ✎ Note

The following paper limitations apply:

Metric version	Minimum size	A5 (possible on A5 <input type="checkbox"/> )
	Weight	52 - 105 g/m <sup>2</sup>
Inch version	Minimum size	$5\frac{1}{2}'' \times 8\frac{1}{2}''$
	Weight	14-281b

## 1 Sided → 2 Sided-Making Two-sided Copies From One-sided Originals

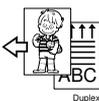
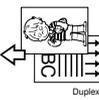
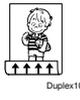


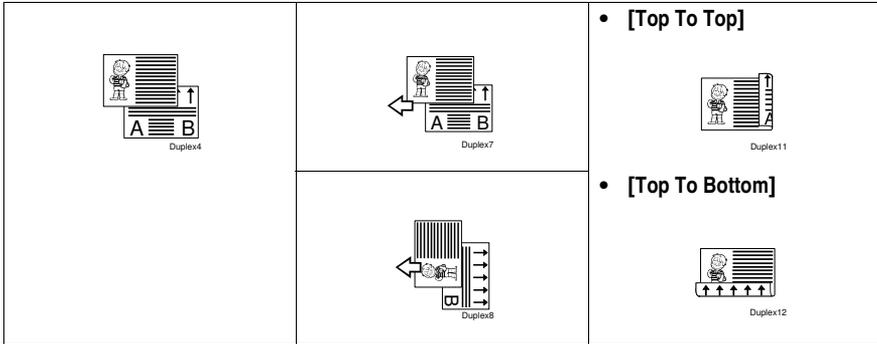
 **Note**

- If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See “Duplex: Auto Eject” in ⇒ P.210 “Input Output”.
- 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 when Sort mode is not selected. See “Auto Sort Mode” in ⇒ P.210 “Input Output”.
- When original images are copied, the images are shifted by a width of binding margin. You can adjust the binding margin or binding position. You can also change their default values. See “Back Margin: Left/Right” in ⇒ P.205 “Page Format 1/2”.
- A binding margin can be automatically made on the back side. See “1 → 2 Duplex Auto Margin Adjust” in ⇒ P.205 “Page Format 1/2”.

 **Original direction and completed copies**

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

Original	Orientation	Result *1
		<ul style="list-style-type: none"> <li>• <b>[Top To Top]</b></li> <li></li> </ul>
		<ul style="list-style-type: none"> <li>• <b>[Top To Bottom]</b></li> <li></li> </ul>



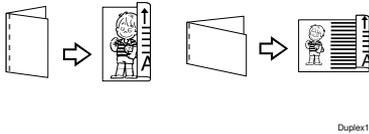
\*1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.



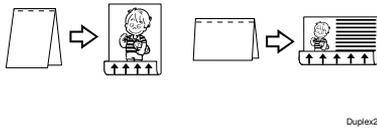
**Originals and copy direction**

You can select the orientation ([**Top to Top**], [**Top to Bottom**]). See ⇒ P.92 “*Specifying Orientation of Bound Originals*”.

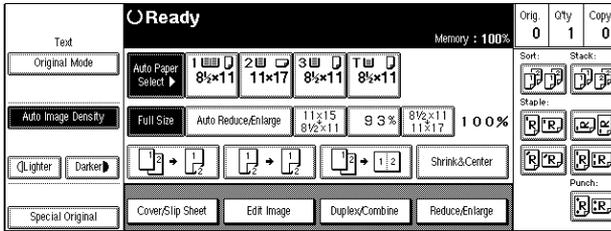
- Top To Top



- Top To Bottom

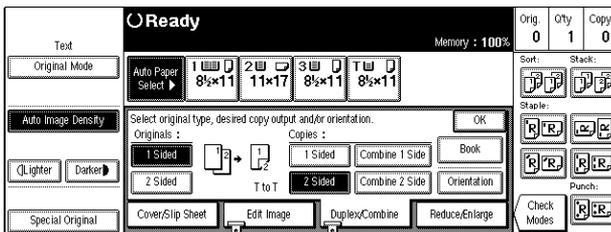


**1** Touch the [Duplex/Combine] key.



2

**2** Touch the [1 Sided] key for original, then touch the [2 Sided] key for copy.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select Top to Bottom. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

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

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

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

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**Reference**

See ⇒ P.31 “Batch (SADF) mode”.

**1** 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** When the number of originals is uneven, press the [#] key at the last original.

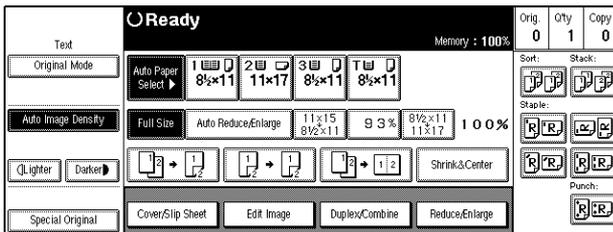
## Specifying Orientation of Bound Originals

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

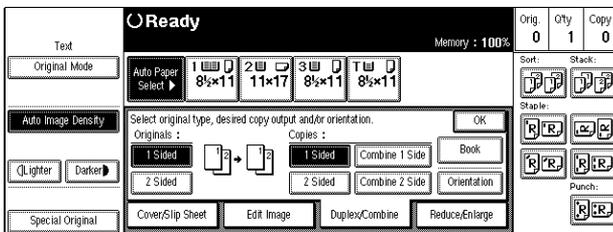
 **Note**

- You can change the orientation default with the user tools. See “Copy Orientation in Duplex Mode” and “Original Orientation in Duplex Mode” in ⇒ P.201 “General Features 2/3”.

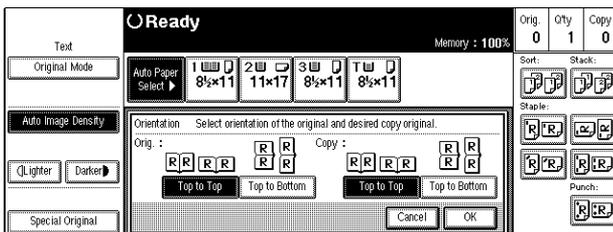
**1** Touch the **[Duplex/Combine]** key.



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

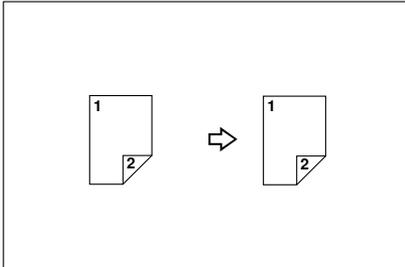


**3** Select an original orientation and a copy orientation.



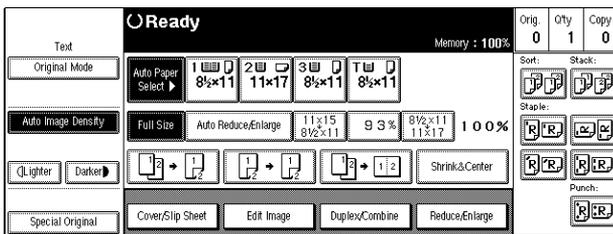
**4** Touch the **[OK]** key.

## 2 Sided → 2 Sided—Making Two-sided Copies From Two-sided Originals

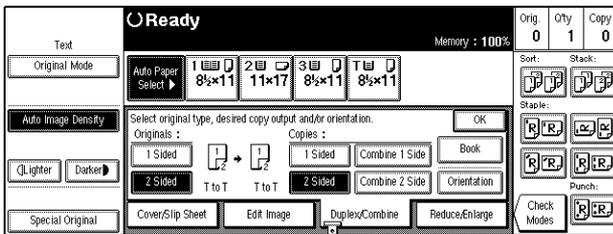


2

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



**2** Touch the [2 Sided] key for original, then touch the [2 Sided] key for copy.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select Top to Bottom. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

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

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

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

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 **Reference**

See ⇒ P.31 “*Batch (SADF) mode*”.

- ① 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 When the number of originals is uneven, press the **【#】** key at the last original.**

# Combine—Combining Originals Into One Copy

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

There are twelve types in this function.

**2**

◆ **1 Sided 2 Pages → Combine 1 Side**

Copies two 1-sided originals to the two-page spread 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**

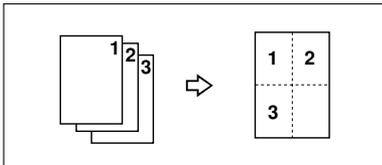
Copies eight 2-sided originals together to both sides of a sheet.

● **Limitation**

- You cannot use the bypass tray with this function.
- The machine cannot copy originals different in size and direction.

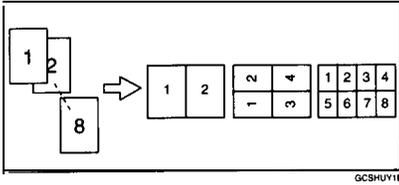
 **Note**

- 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: 32 – 400 %
  - Inch version: 32 – 400 %
- 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 or blank margins appear on copies.
- Separation line between originals can be printed with the user tools. See “Combine Separation Line” in ⇒ P.206 “Page Format  $\frac{2}{2}$ ”.
- 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 circumference of each original can be automatically erased by 3 mm, 0.1". See “Combine Original Shadow Erase” in ⇒ P.205 “Page Format  $\frac{1}{2}$ ”.
- If the number of originals placed is less than the number specified for combining, pressing the **【#】** key allows the last page(s) to be copied blank as shown in the illustration. You can also change the system setting to automatically avoid such copying. See “Combine: Auto Eject” in ⇒ P.210 “Input Output”.



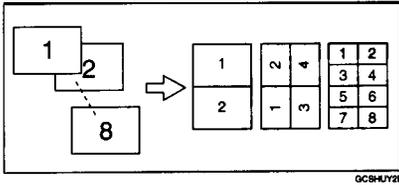
- Direction of the originals and arrangement of combined images

◆ Portrait (📄) originals



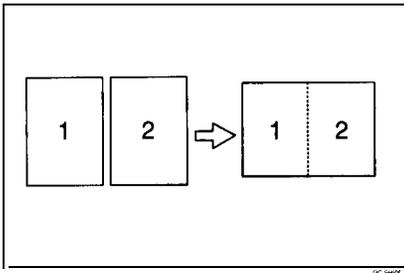
2

◆ Landscape (📄) originals



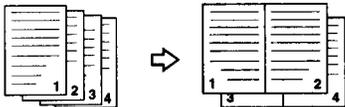
**1 Sided 2 Pages → Combine 1 Side**

Copies two 1-sided originals to the two-page spread of a sheet.

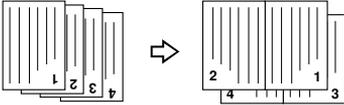


◆ Setting originals (Originals set in the document feeder)

- Originals reading from left to right



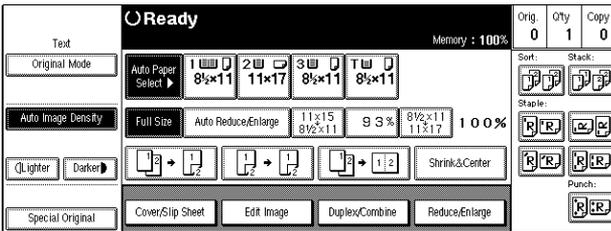
- Originals reading from top to bottom



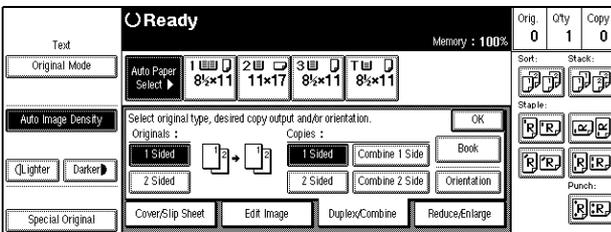
Combine6

2

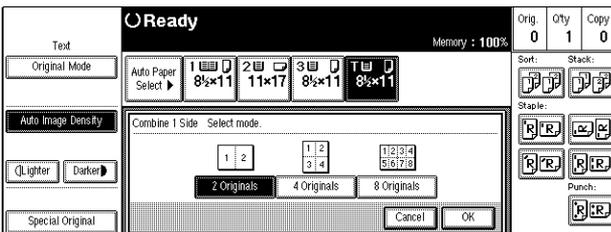
- 1 Touch the [Duplex/Combine] key.



- 2 Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.



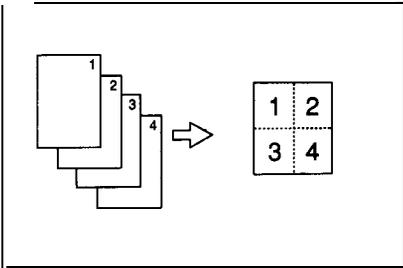
- 3 Touch the [2 Originals] key, then touch the [OK] key.



- 4 Select paper.
- 5 Set your originals, then press the [Start] key.

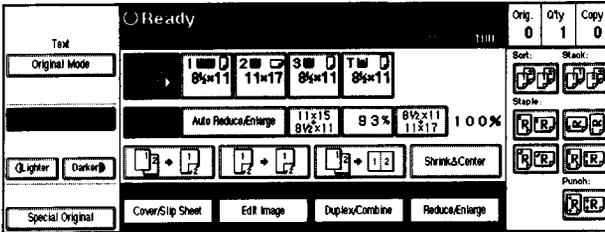
# 1 Sided 4 Pages → Combine 1 Side

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

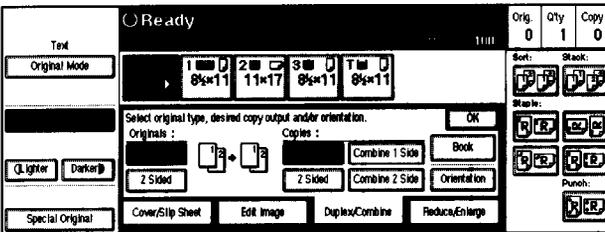


2

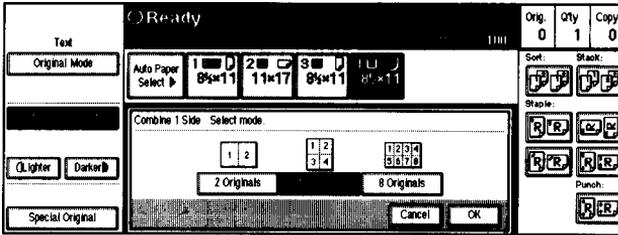
**1** Touch the [Duplex/Combine] key.



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



- 3** Touch the [4 Originals] key, then touch the [OK] key.

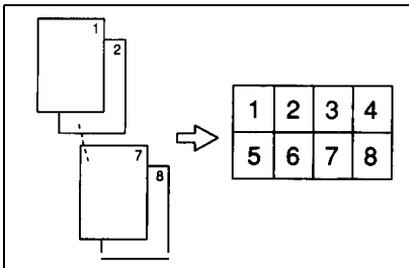


- 4** Select paper.

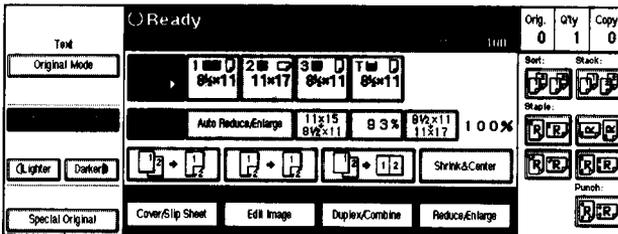
- 5** Set your originals, then press the [Start] key.

## 1 Sided 8 Pages → Combine 1 Side

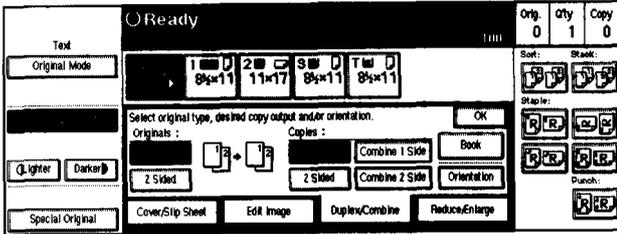
Copies eight l-sided originals together t one side of a sheet.



- 1** Touch the [Duplex/Combine] key.

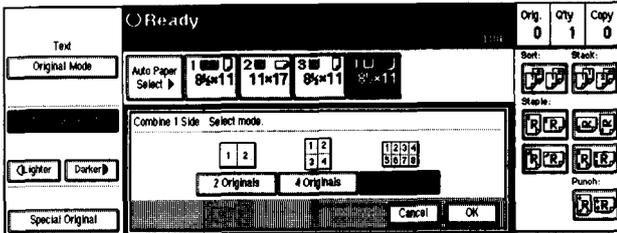


- 2** Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.



2

- 3** Touch the [8 Originals] key, then touch the [OK] key.

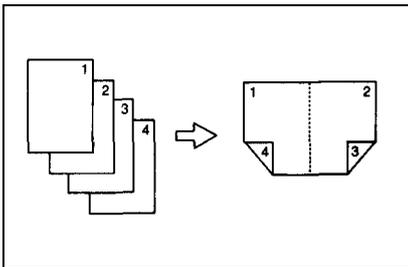


- 4** Select paper.

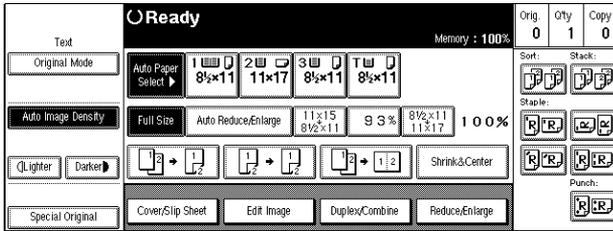
- 5** Set your originals, then press the [Start] key.

## 1 Sided 4 Pages → Combine 2 Side

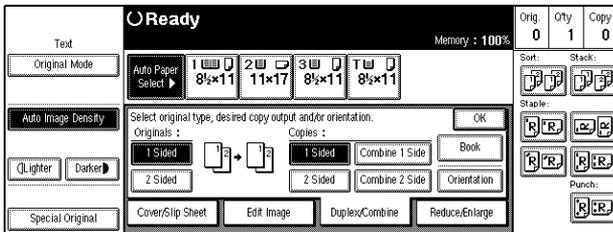
Copies four 1-sided originals to the two-page spread on both sides of a sheet.



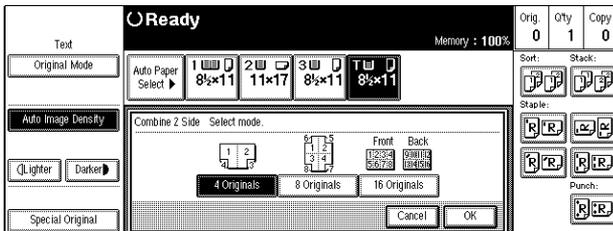
**1** Touch the [Duplex/Combine] key.



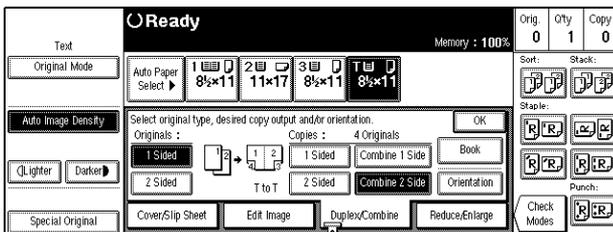
**2** Touch the [1 Sided] key for original, then press the [Combine 2 Side] key for copy.



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



**4** Check the orientation.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

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

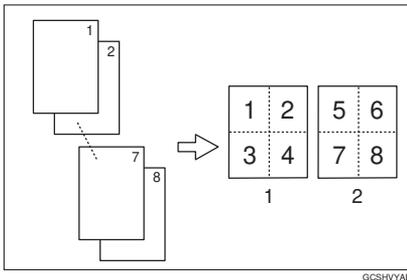
**6** Select paper.

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

2

## 1 Sided 8 Pages → Combine 2 Side

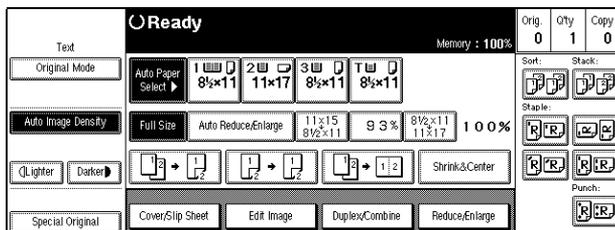
Copies eight 1-sided originals together to both sides of a sheet.



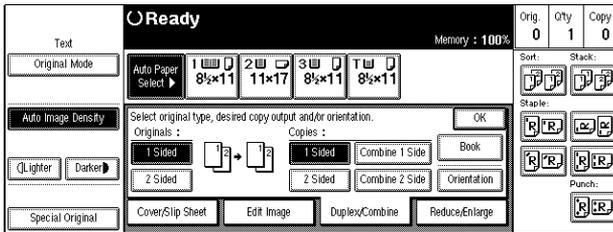
**1. Front**

**2. Back**

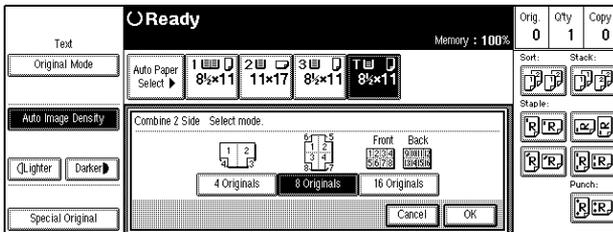
**1** Touch the **[Duplex/Combine]** key.



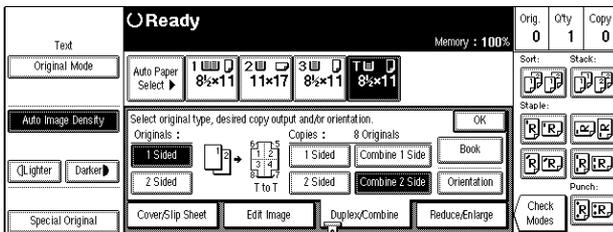
- 2 Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.



- 3 Touch the [8 Originals] key, then touch the [OK] key.



- 4 Check the orientation.



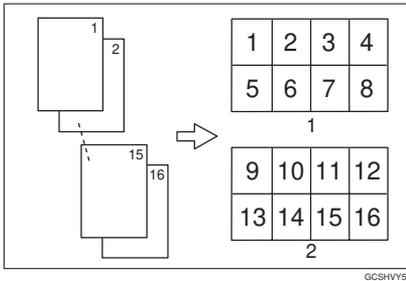
**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

- 5 Touch the [OK] key.
- 6 Select paper.
- 7 Set your originals, then press the [Start] key.

## 1 Sided 16 Pages → Combine 2 Side

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



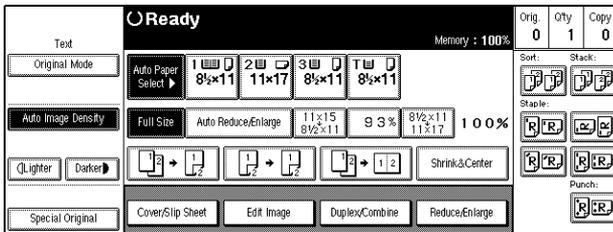
GCSHVYSE

2

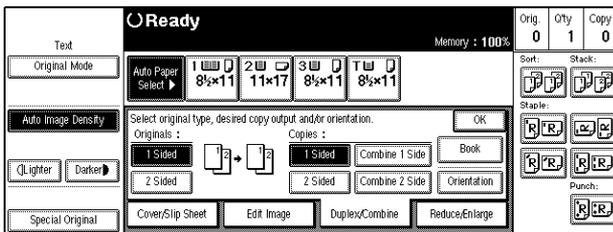
1. Front

2. Back

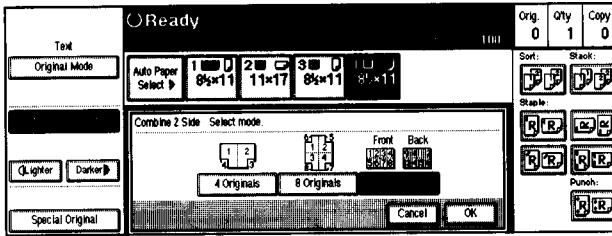
**1** Touch the [Duplex/Combine] key.



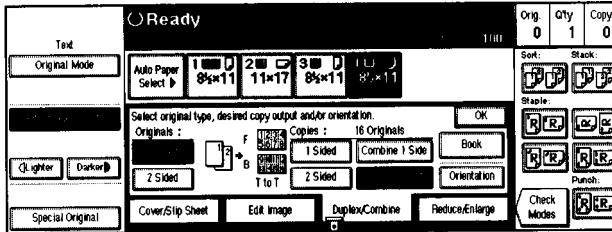
**2** Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.



**3** Touch the [16 Originals] key, then touch the [OK] key.



**4** Check the orientation.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

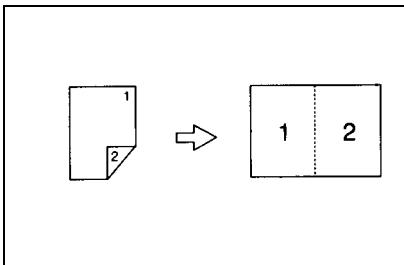
**5** Touch the [OK] key.

**6** Select paper.

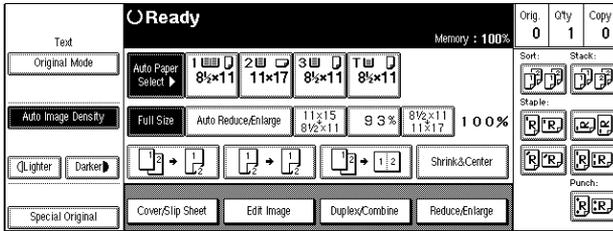
**7** Set your originals, then press the [Start] key.

## 2 Sided 2 Pages → Combine 1 Side

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

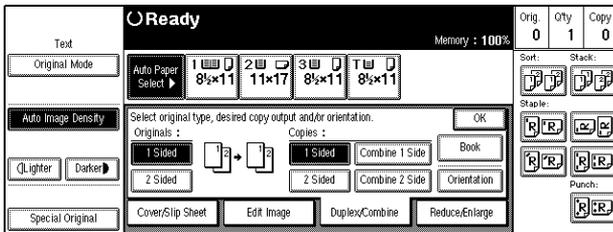


**1** Touch the [Duplex/Combine] key.

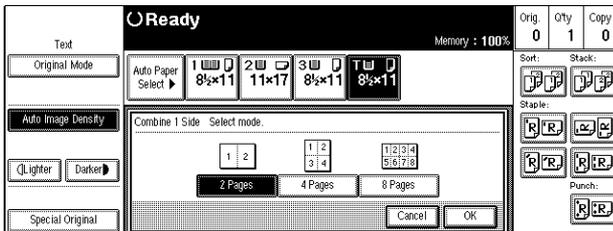


2

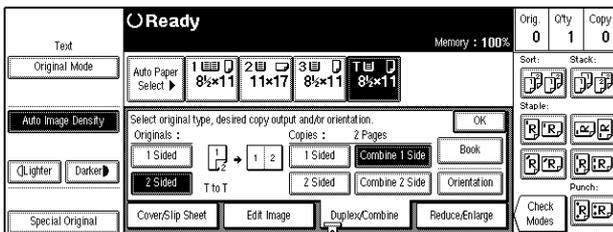
**2** Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.



**3** Touch the [2 Pages] key, then touch the [OK] key.



**4** Check the orientation.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

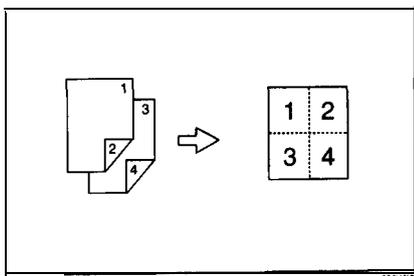
**5** Touch the [OK] key.

**6** Select paper.

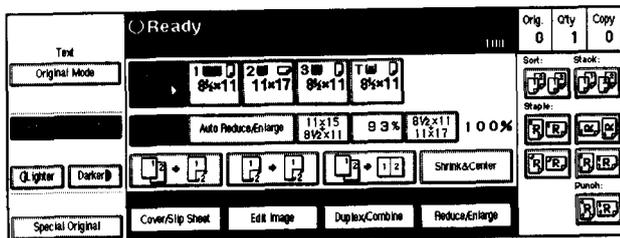
**7** Set your originals, then press the [Start] key.

## 2 Sided 4 Pages → Combine 1 Side

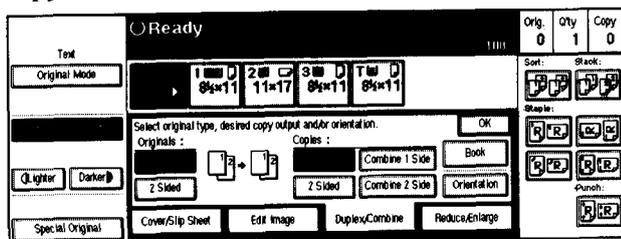
Copies two 2-sided originals to one side of a sheet.



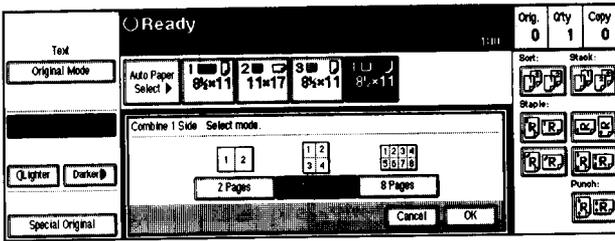
**1** Touch the [Duplex/Combine] key.



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

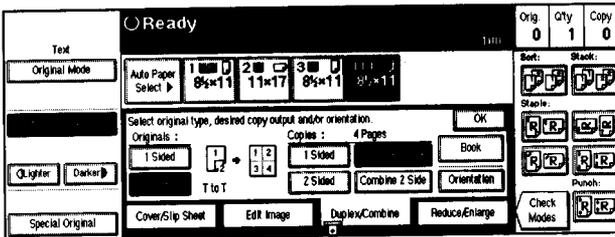


- 3** Touch the [4 Pages] key, then touch the [OK] key.



2

- 4** Check the orientation.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “*Specifying Orientation of Bound Originals*”.

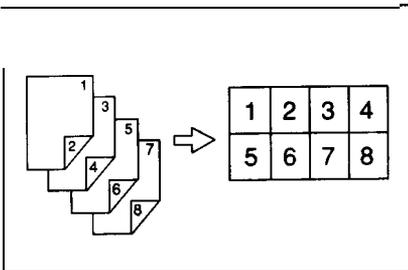
- 5** Press the [OK] key.

- 6** Select paper.

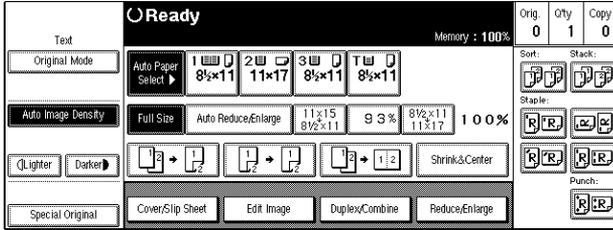
- 7** Set your originals, then press the [Start] key.

## 2 Sided 8 Pages → Combine 1 Side

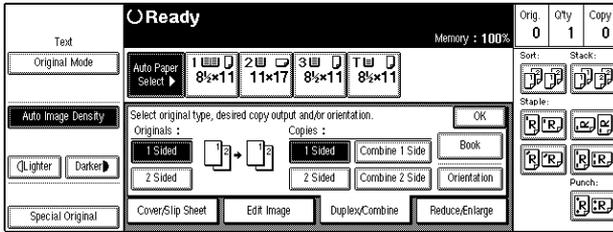
Copies four 2-sided originals to one side of a sheet.



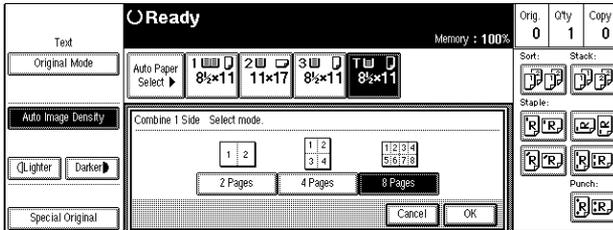
**1** Touch the [Duplex/Combine] key.



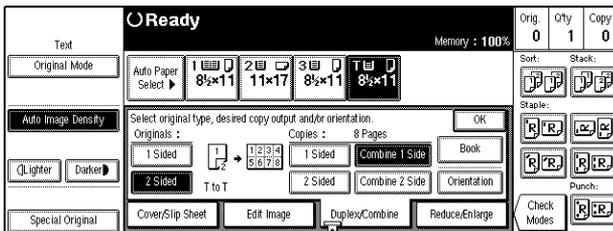
**2** Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.



**3** Touch the [8 Pages] key, then touch the [OK] key.



**4** Check the orientation.



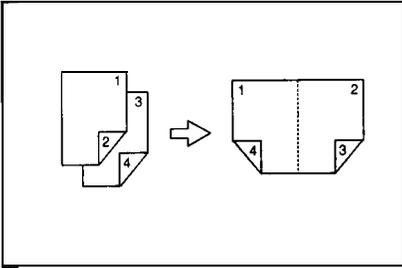
**Note**

- ☐ To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

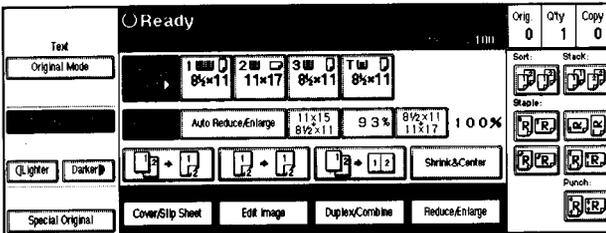
- 5 Touch the [OK] key.
- 6 Select paper.
- 7 Set your originals, then press the [Start] key.

**2****2 Sided 4 Pages → Combine 2 Side**

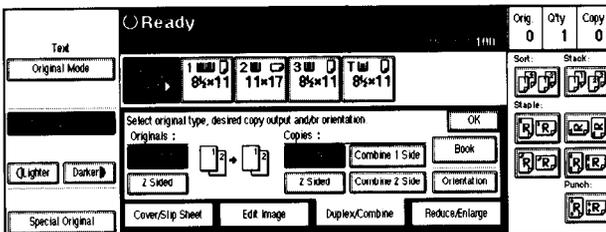
Copies 2-sided originals together to both sides of a sheet.



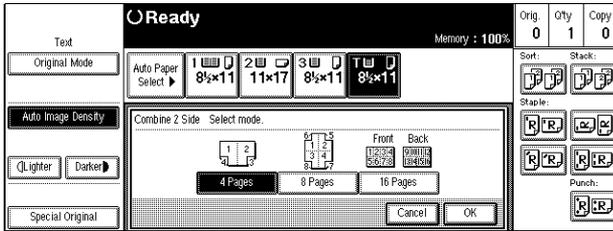
- 1 Touch the [Duplex/Combine] key.



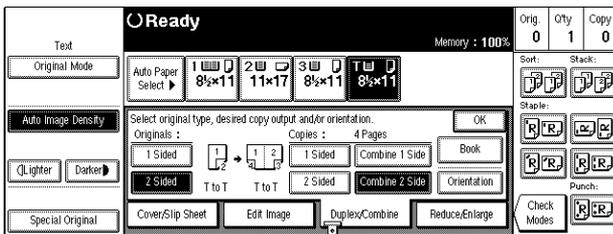
- 2 Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.



**3** Touch the [4 Pages] key, then touch the [OK] key.



**4** Check the orientation.



**Note**

- ❑ To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

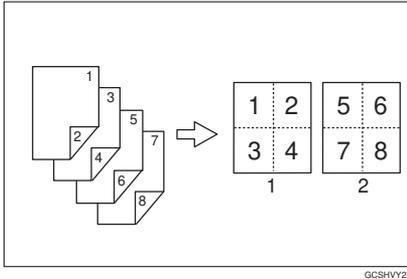
**5** Touch the [OK] key

**6** Select paper.

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

## 2 Sided 8 Pages → Combine 2 Side

Copies four 2-sided originals together to both sides of a sheet.



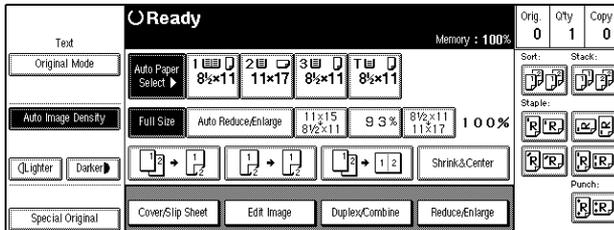
GCSHVYZE

2

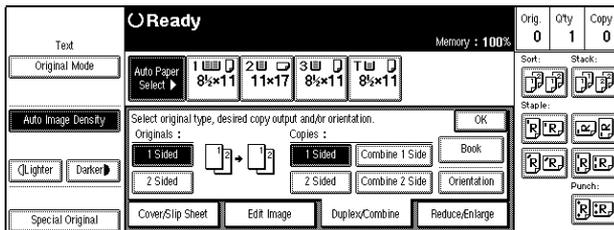
1. Front

2. Back

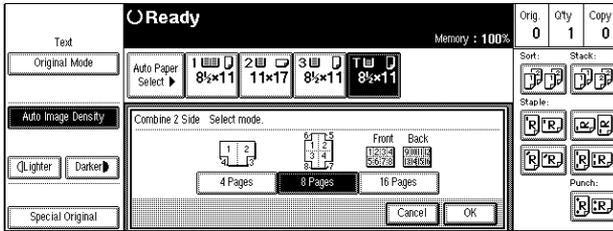
**1** Touch the [Duplex/Combine] key.



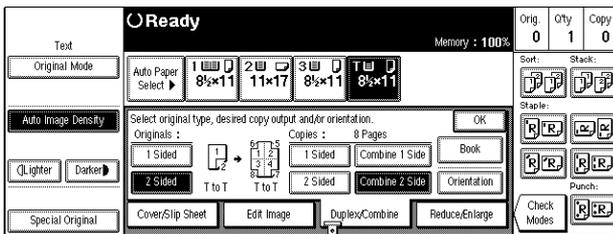
**2** Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.



**3** Touch the [8 Pages] key, then touch the [OK] key.



**4** Check the orientation.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

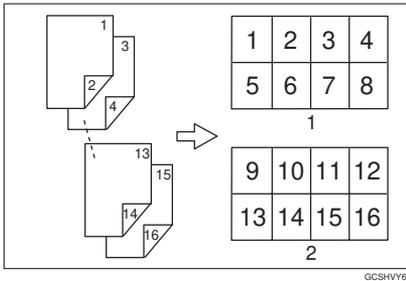
**5** Touch the [OK] key

**6** Select paper.

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

## 2 Sided 16 Pages → Combine 2 Side

Copies eight 2-sided originals together to both sides of a sheet.



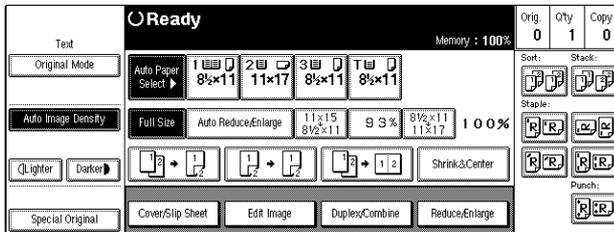
GCSHVY6E

2

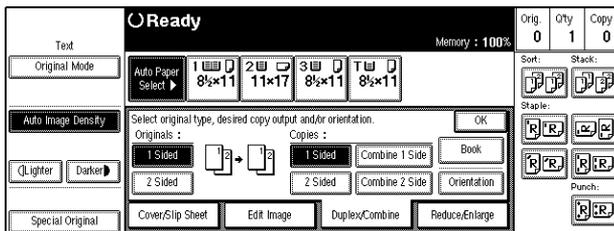
### 1. Front

### 2. Back

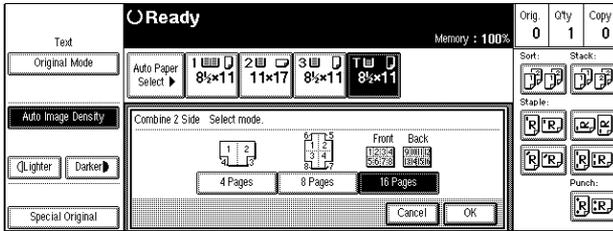
## 1 Touch the [Duplex/Combine] key.



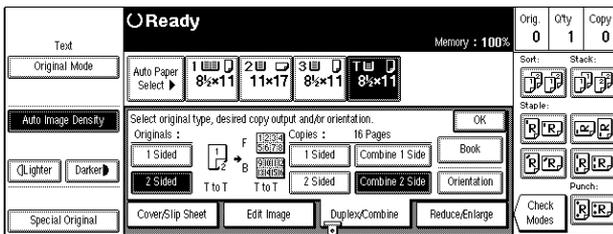
## 2 Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.



- 3 Touch the [16 Pages] key, then touch the [OK] key.



- 4 Check the orientation.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

- 5 Touch the [OK] key
- 6 Select paper.
- 7 Set your originals, then press the [Start] key.

# 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.

There are the following types of Series and Book modes.

Series Copies

◆ **Book → 1 Sided**

Copies the two facing pages of a spread original to make two 1-sided copies.

◆ **Book → 2 Sided**

Copies the front and back of a 1-sided original to make two 1-sided copies.

Book

◆ **Book → 2 Sided**

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

◆ **Multi → 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).

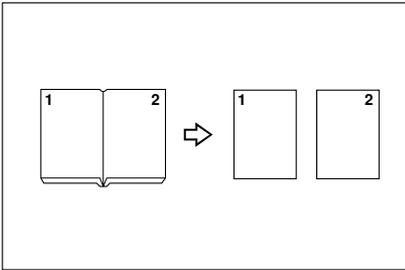
● **Limitation**

□ You cannot use the bypass tray with this function.

## Series Copies—Making One-sided Copies From Various Originals

### Book → 1 Sided—Making One-sided Copies From Two Facing Page Of A Bound Original (Book)

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



**Note**

Refer to the following table when you select original and copy paper sizes with 100 % ratio:

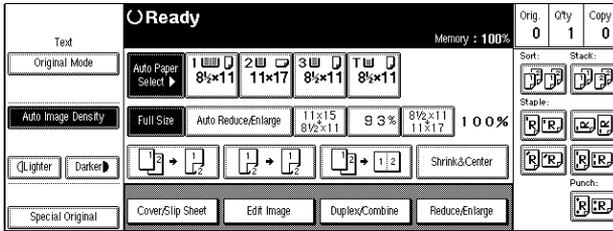
◆ **Metric version**

Original	Copy paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

◆ **Inch version**

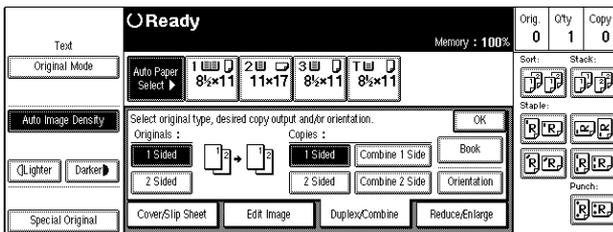
Original	Copy paper
11" × 17"	8 <sup>1</sup> / <sub>2</sub> " × 11" × 2 sheets
8 <sup>1</sup> / <sub>2</sub> " × 11"	5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " × 2 sheets

- 1 Touch the [Duplex/Combine] key.

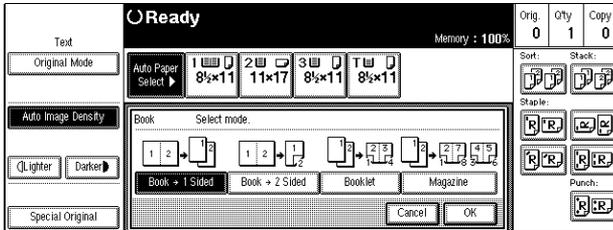


2

- 2 Touch the [Book] key.



- 3 Touch the [Book → 1 Sided] key.



- 4 Touch the [OK] key.

- 5 Touch the [OK] key.

- 6 Make sure the [Auto Paper Select] is selected.

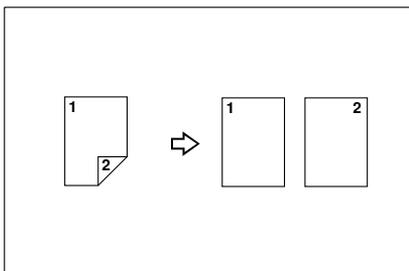
**Note**

- If not, select the [Auto Paper Select].

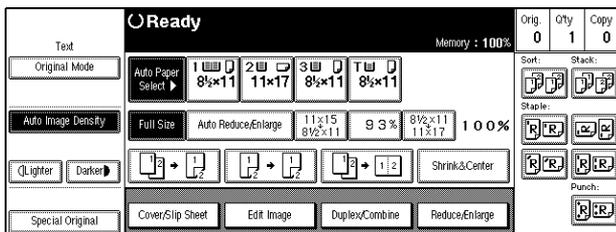
- 7 Set your originals, then press the [Start] key.

## 2 Sided→1 Sided—Making One-sided Copies From Two-sided Originals

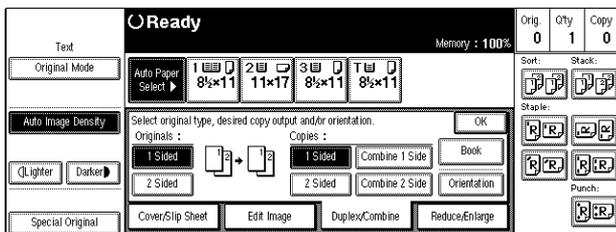
You can make one-sided copies from two-sided originals.



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



**2** Touch the [2 Sided] key for original, then touch the [1 Side] key for copy.



**3** Check the orientation.

**Note**

- To change the original orientation to “Top to Bottom”, touch the [Orientation] key, then select [Top to Bottom]. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

**4** Touch the [OK] key

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

## Book

### Limitation

- You cannot use the bypass tray with this function.
- The machine cannot copy originals different in size and direction.

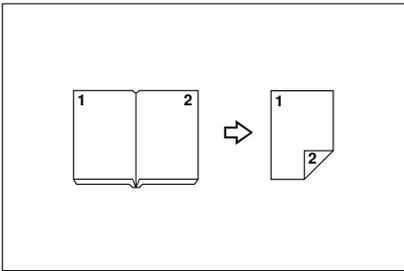
### Note

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine uses ratios in the range of 32 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.

2

## Book→2 Sided

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



### Important

- If **[Multi → 2 Sided]** has been selected in “Book Duplex” of the user tools, change it to **[Book → 2 Sided]**. See “Book Duplex” in ⇒ P.201 “General Features 2/3”.

### Note

- Refer to the following table when you select original and copy paper sizes with 100 % ratio:

#### ◆ Metric version

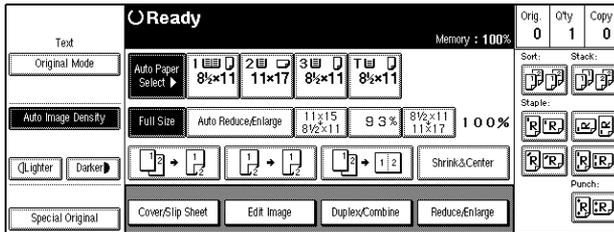
Original	Copy paper
A3☐	A4 (2-sided)
B4☐	B5 (2-sided)

<b>Original</b>	<b>Copy paper</b>
A4	A5 (2-sided)

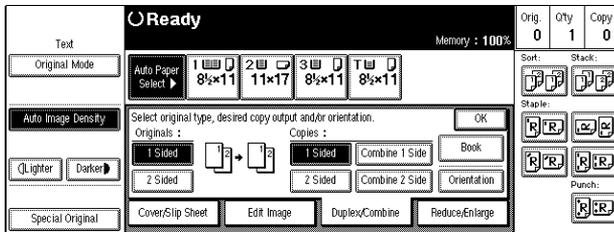
◆ Inch version

<b>Original</b>	<b>Copy paper</b>
11" × 17"	8 <sup>1</sup> / <sub>2</sub> " × 11" (2-sided)
8 <sup>1</sup> / <sub>2</sub> " × 11"	5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " (2-sided)

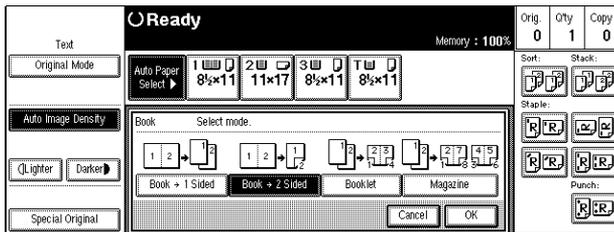
**1** Touch the [Duplex/Combine] key.



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



**3** Touch the [Book → 2 Sided] key.



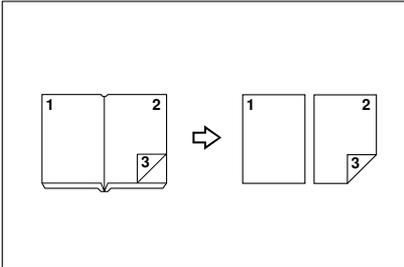
**4** Set your originals, then press the [Start] key.

---

**Multi → 2 Sided**


---

Copies each two-page spread original as it is onto both sides of a sheet.



2

**Important**

- If **[Book → 2 Sided]** has been selected in “Book Duplex” of the user tools, change it to **[Multi → 2 Sided]**. See “Book Duplex” in ⇒ P.201 “General Features  $\frac{2}{3}$ ”.

**Note**

- Refer to the following table when you select original and copy paper sizes with 100 % ratio:

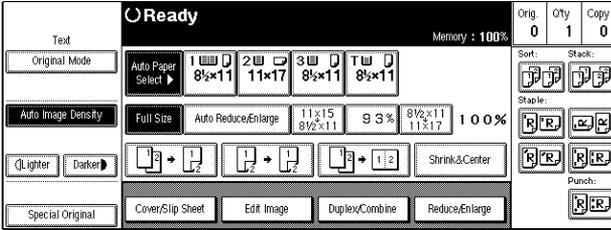
**◆ Metric version**

Original	Copy paper
A3 <input type="checkbox"/>	A4 (2-sided)
B4 <input type="checkbox"/>	B5 (2-sided)
A4 <input type="checkbox"/>	A5 (2-sided)

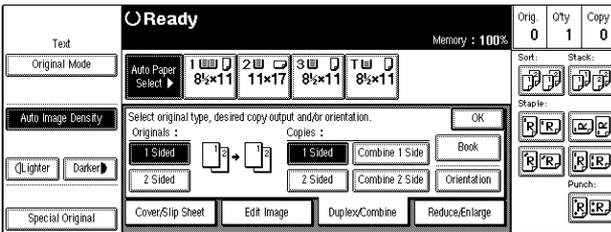
**◆ Inch version**

Original	Copy paper
11" × 17" <input type="checkbox"/>	8 $\frac{1}{2}$ " × 11" (2-sided)
8 $\frac{1}{2}$ " × 11" <input type="checkbox"/>	5 $\frac{1}{2}$ " × 8 $\frac{1}{2}$ " (2-sided)

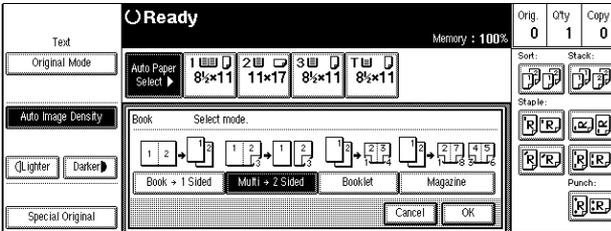
**1** Touch the [Duplex/Combine] key.



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



**3** Touch the [Multi → 2 Sided] key.



**4** Touch the [OK] key and select 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 at the last original.

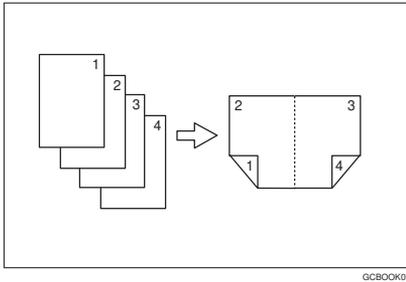
---

**Booklet**


---

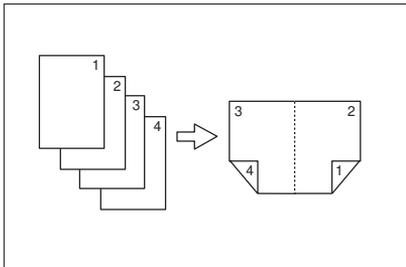
Make copies in page order for a folded booklet as shown in the following illustrations:

◆ **Portrait**



GCBOOK0E

◆ **Landscape**



GCBOOK1E

◆ **Important**

- ❑ Before selecting this function, select “Portrait” or “Landscape” with the user tools. See “Booklet/Magazine Original Orientation” in ⇒ P.206 “Page Format 2/2”.

◆ **Note**

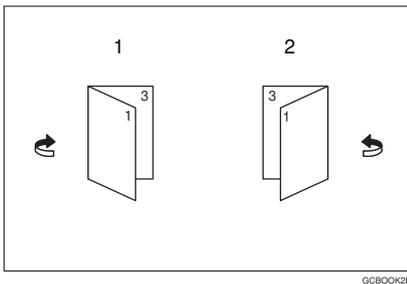
- ❑ Four originals are copied onto each sheet of copy paper.
- ❑ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- ❑ A ratio is selected in the range of 32 to 400 %.
- ❑ If the calculated ratio is under the available 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, pressing the [#] key allows the last page(s) to be copied blank. You can also change the system

setting to automatically avoid such copying. See “Combine: Auto Eject” in ⇒ P.210 “Input Output”.

- ❑ You can have a 3 mm, 0.1" bounding margin around all four edges of the original left blank (erased). “Combine Original Shadow Erase” in ⇒ P.205 “Page Format 1/2”.

## How to fold and unfold copies to make a booklet

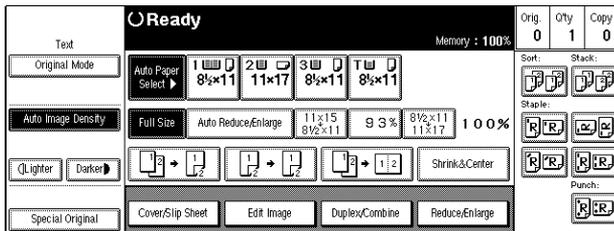
2



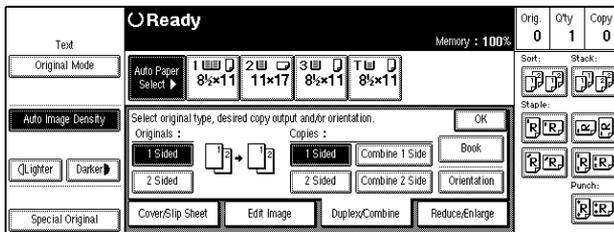
### 1. Portrait

### 2. Landscape

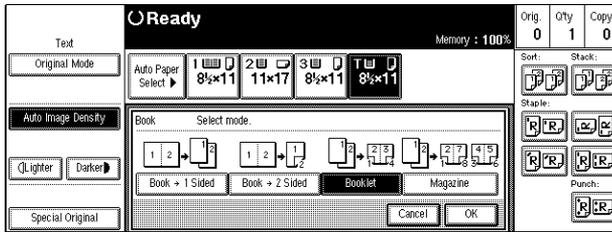
- 1 Touch the [Duplex/Combine] key.



- 2 Touch the [Book] key.



- 3 Touch the [Booklet] key, followed by the [OK] key.

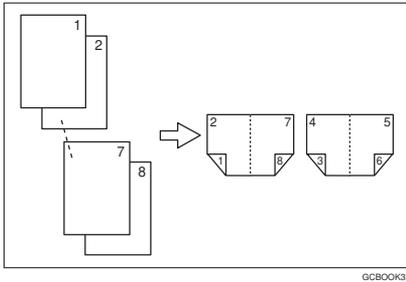


- 4 Select paper.
- 5 Set your originals, then press the [Start] key.

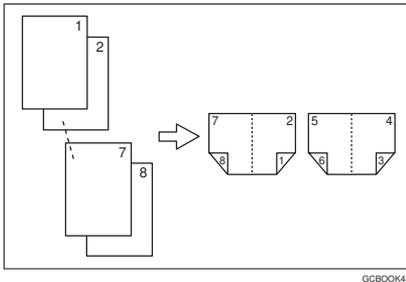
## Magazine

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.206 “Page Format 2/2”.

### 📝 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.
- A ratios selected in the range of 32 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, pressing the **【#】** key allows the last page(s) to be copied blank. You can also change the system

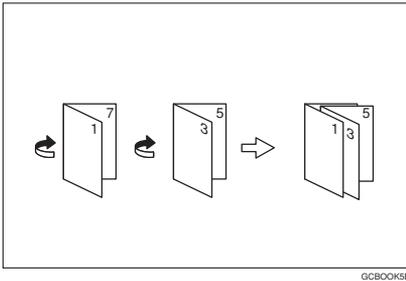
setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 "Input Output".

- You can have a 3 mm, 0.1" bounding margin around all four edges of the original left blank (erased). See "Combine Original Shadow Erase" in ⇒ P.205 "Page Format 1/2".

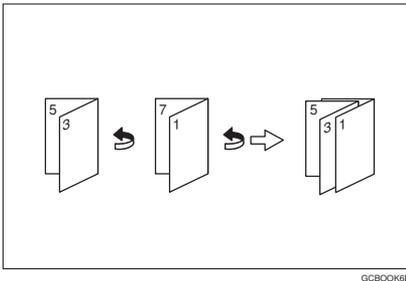
## How to fold and unfold copies to make a magazine

2

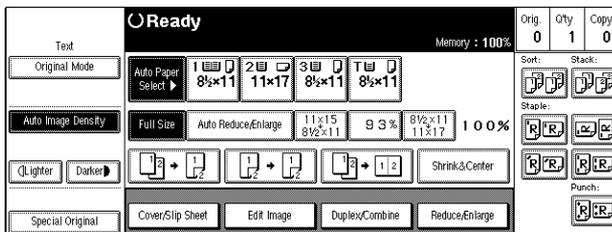
### ◆ Portrait



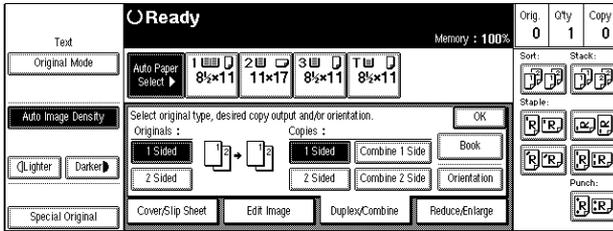
### ◆ Landscape



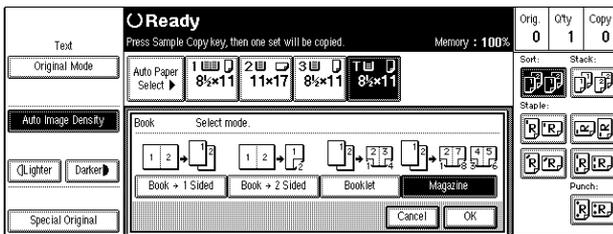
## 1 Touch the [Duplex/Combine] key.



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



**3** Touch the [Magazine] key, followed by the [OK] key.



**4** Select paper.

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

**Note**

- It takes some time to scan the originals and make copies.

# Cover/Slip Sheet—Adding Or Inserting Sheets

In 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 sheets 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 → 2 sided mode.

## 📌 Limitation

- You cannot use the bypass tray with this function.

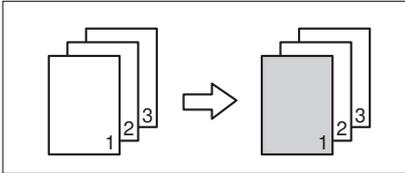
## 📝 Note

- Before selecting this function, set the tray for front cover paper and slip sheet paper. See “Special Paper Indication” of the “System Settings” manual.
- The cover or slip sheets should be identical in size and direction with the copy paper.
- If Blank mode is selected, the cover will not be counted as a copy.

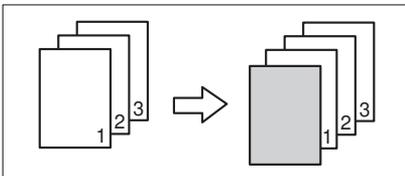
## Front Cover—Copying Or Adding A Front Cover

The first page of your originals is copied on a specific paper sheets for covers.

### ◆ Copy



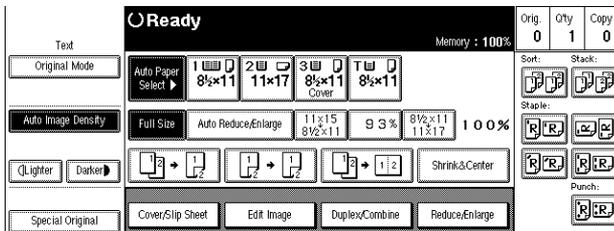
### ◆ Blank



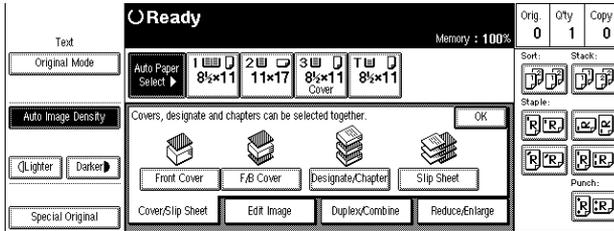
### ✎ Note

- 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 selecting **[Copy]**, select “1 Sided” or “2 Sided” for the side to be copied on. See “Cover Mode” in ⇒ P.205 “Page Format 1/2”.

### 1 Touch the **[Cover/Slip Sheet]** key.

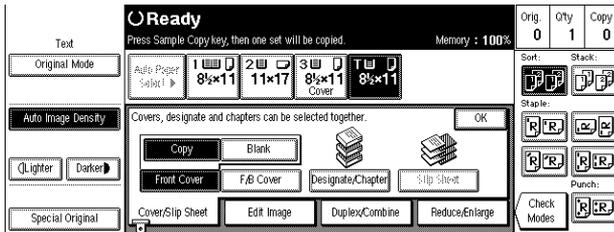


**2** Touch the [Front Cover] key.

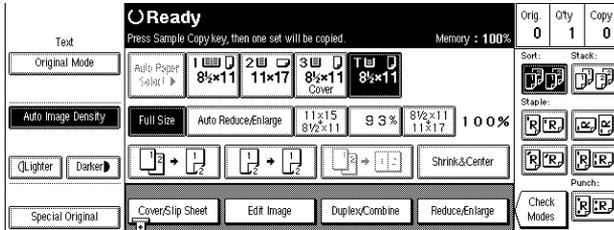


2

**3** Select [Copy] or [Blank], and then touch the [OK] key.



**4** Select the tray you use.

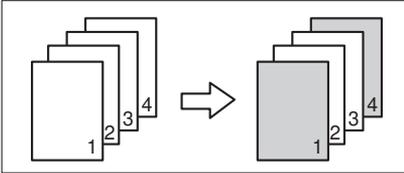


**5** Set your originals in the document feeder, then press the [Start] key.

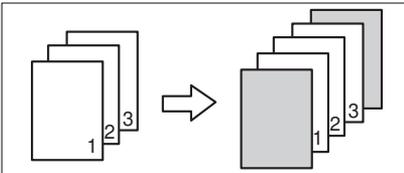
## Front/Back Covers—Copying Or Adding Front And Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

### ◆ Copy



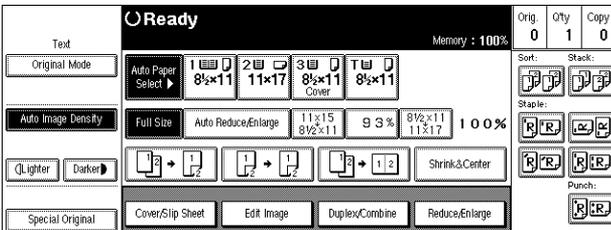
### ◆ Blank



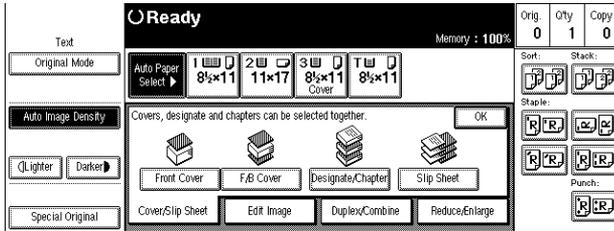
### ✎ Note

- 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 selecting **[Copy]**, select “1 Sided” or “2 Sided” for the side to be copied on. See “Cover Mode” in ⇒ P.205 “Page Format 1/2”.
- When making a 1-sided front cover copy, you can specify to deliver the back cover side either face up or face down. See “Copy Back Cover” in ⇒ P.205 “Page Format 1/2”.

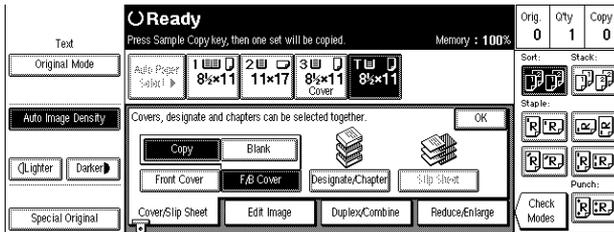
### 1 Touch the **[Cover/Slip Sheet]** key.



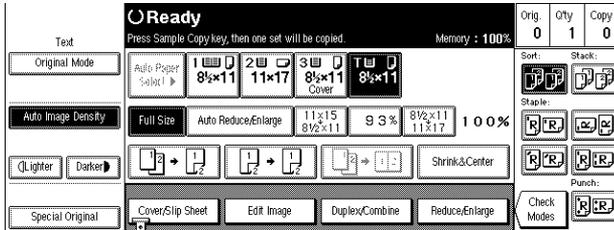
- 2** Touch the [F/B Cover] key.



- 3** Select [Copy] or [Blank], and then touch the [OK] key.



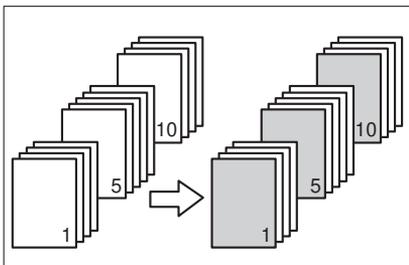
- 4** Select the tray you use.



- 5** Set your originals in the document feeder, then press the [Start] key.

## Designate—Copying Designated Pages Of Originals Onto Slip Sheets

Use this function to have certain pages of your original copied onto slip sheets.



2

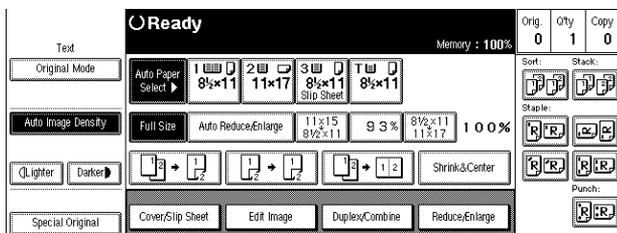
### ⚠ Limitation

- You cannot use this function with Slip Sheet mode.

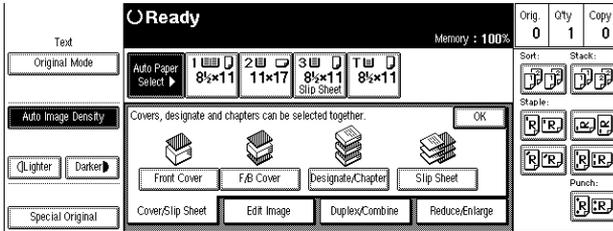
### 📝 Note

- You can specify up to 20 page numbers.
- When “1 Sided → 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.
- Before using this function, set the special paper tray for slip sheets using the user tools. See “Paper Size Setting” and “Special Paper Indication” of the “System Settings” manual.

### 1 Touch the [Cover/Slip Sheet] key.

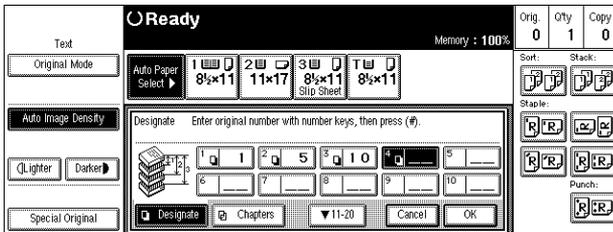


**2** Touch the [Designate/Chapter] key.



2

**3** Enter the page number you want to copy onto a slip sheet with the [Number] keys. Then, press the [#] key.



This display shows example settings.

**Note**

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

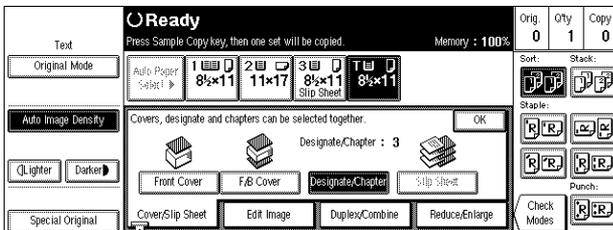
**4** To specify another page number, repeat Step 3.

**5** When you wish to finish specifying page number (s), touch the [OK] key.

**Note**

- To change the number entered, select the desired item, then enter the new number.

**6** Select the tray you wish to use.

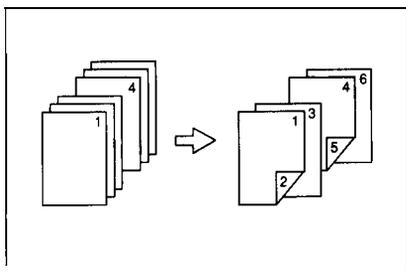


**7** Set your originals, then press the [Start] key.

## Chapters-Separating One-sided Originals Into Chapters Of Two-sided Copies

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

2



### Limitation

You cannot use this function with Slip Sheet mode.

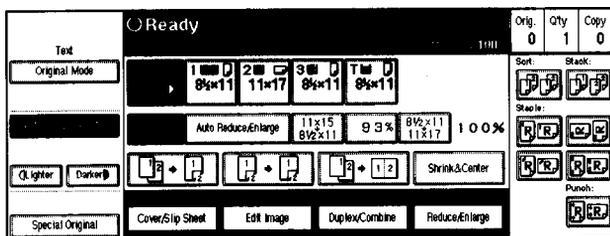
### Note

You can specify up to 20 page numbers.

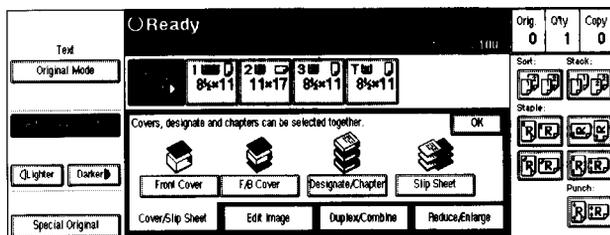
Before selecting this function, touch the [Duplex/Combine] key and select "1 Sided" for original side, and "2 Sided" for copy side.

This function can be combined with the Designate function.

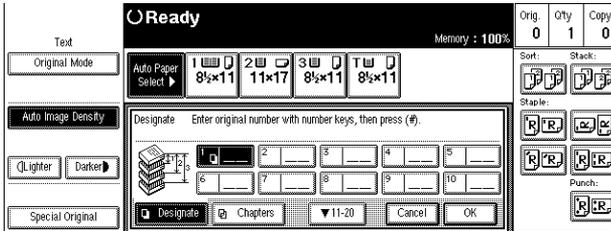
**1** Touch the [Cover/Slip Sheet] key.



**2** Touch the [Designate/Chapter] key.

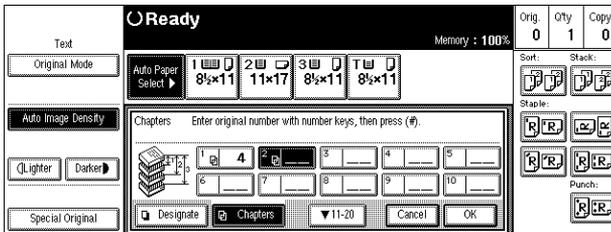


**3** Touch the [Chapters] key.



2

**4** Enter the page number of the first page of the first chapter with the [Number] keys. Then, press the [#] key.



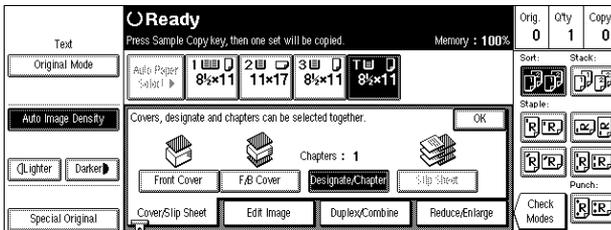
This display shows example settings.

**Note**

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

**5** To specify another page number, repeat Step 4.

**6** When you finish specifying the page number (s), touch the [OK] key.



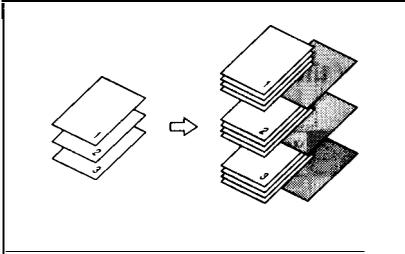
**Note**

- To change the number entered, select the desired item, then enter the new number.

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

## Slip Sheet-Copying Or Inserting Slip Sheet

Every time the original's page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between every OHP transparencies copied or used as a stack function. You can also copy onto the inserted slip sheets.



### ! Limitation

You cannot use this function with Chapters and Paper Designate modes.

### ✍ Note

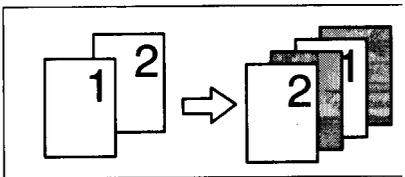
- Before selecting this function, specify the paper tray for slip sheets. See “Special Paper Indication” of the “System Settings” manual.
- Set the slip sheets in the same orientation as originals.
- You can specify whether to make copies onto the inserted slip sheets or not.
- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

---

When using OHP transparencies set on the bypass tray

---

### ◆ Blank

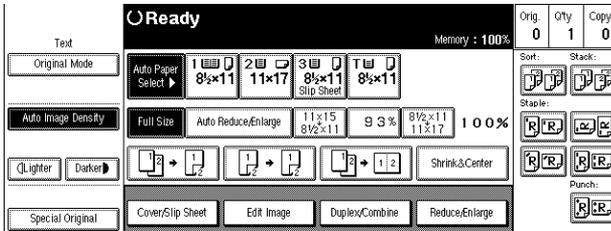


### ! Limitation

- Press the [#] key and set the “Special Paper” setting to “OHP”. See ⇒ P.62 “When copying onto OHP transparencies or thick paper”.

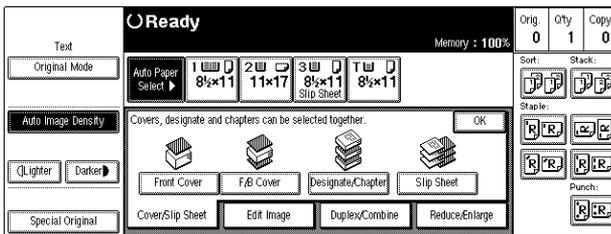
- ❑ When you select “OHP”, copy paper is delivered face-up even if you have set the “Face Up/Down Selection in Bypass Mode” setting to “Face Down Exit.” See “Face-Up/Down Selection in Bypass Mode” in ⇒ P.212 “Count Manager”.
- ❑ When copying two or more originals using the bypass tray, the copies are delivered in the reversed page order.

### 1 Touch the [Cover/Slip Sheet] key.

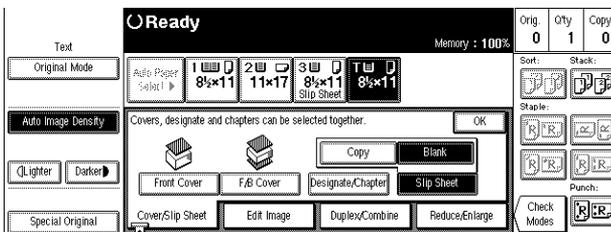


2

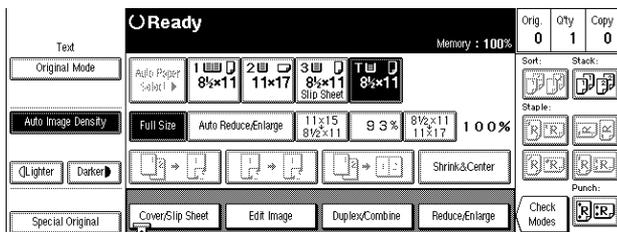
### 2 Touch the [Slip Sheet] key.



### 3 Select [Copy] or [Blank], followed by the [OK] key.



**4** Select a tray.



**Note**

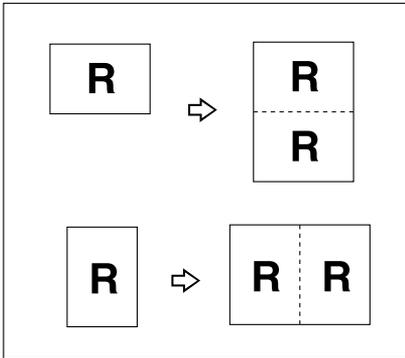
- When using OHP transparencies, open the bypass tray.

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

2

# Double Copies—Copying The Image Twice On One Page

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



2

**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 optional document feeder.

Metric version	A5 <input type="checkbox"/> , B6 <input type="checkbox"/> <input type="checkbox"/>
Inch version	5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " <input type="checkbox"/>

- You cannot use the bypass tray with this function.

**Note**

- You can insert separate lines between repeated images. See “Double Copies Separation Line” in ⇒ P.206 “Page Format <sup>2</sup>/<sub>2</sub>”.
- Refer to the following table when you select original and copy paper sizes with 100 % ratio:

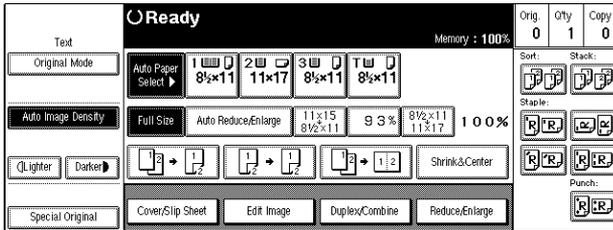
◆ **Metric version**

Original size and direction	Copy paper size and direction
A5 <input type="checkbox"/>	A4 <input type="checkbox"/>
B6 <input type="checkbox"/>	B5 <input type="checkbox"/>
A4 <input type="checkbox"/>	A3 <input type="checkbox"/>
A5 <input type="checkbox"/>	A4 <input type="checkbox"/>
B6 <input type="checkbox"/>	B5 <input type="checkbox"/>

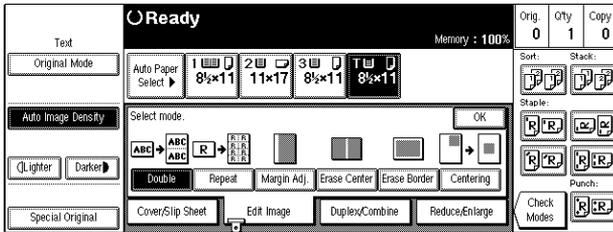
◆ Inch version

Original size and direction	Copy paper size and direction
5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " 	8 <sup>1</sup> / <sub>2</sub> " × 11" 
5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " 	8 <sup>1</sup> / <sub>2</sub> " × 11" 
8 <sup>1</sup> / <sub>2</sub> " × 11" 	11" × 17" 

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



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

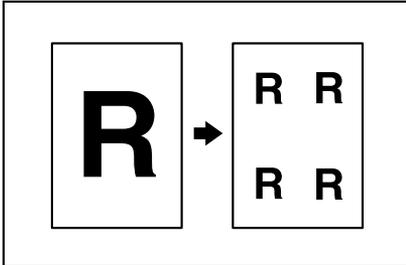


**3** Touch the [OK] key, then select the paper.

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

# Image Repeat—Repeating An Image Over The Entire Copy

The original image is copied repeatedly.



2

## Note

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

❖ Original:  $5\frac{1}{2}'' \times 8\frac{1}{2}''$  □ / Copy paper:  $8\frac{1}{2}'' \times 11''$  □ or Original:  $5\frac{1}{2}'' \times 8\frac{1}{2}''$  □ / Copy paper  $8\frac{1}{2}'' \times 11''$  □

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

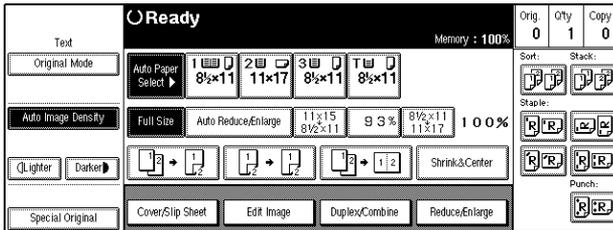
❖ Original:  $5\frac{1}{2}'' \times 8\frac{1}{2}''$  □ / Copy paper:  $8\frac{1}{2}'' \times 11''$  □ or Original:  $5\frac{1}{2}'' \times 8\frac{1}{2}''$  □ / Copy paper  $8\frac{1}{2}'' \times 11''$  □

2 repeats (100 %)	8 repeats (50 %)
 Repeat3	 Repeat4

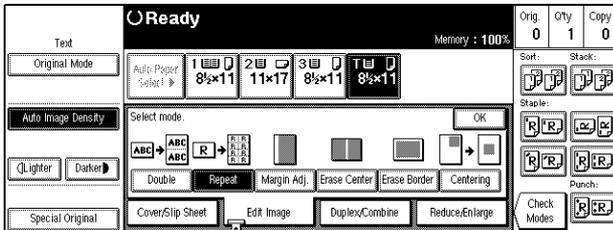
- Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.
- You can insert separate lines between repeated images. See "Repeat Separation Line" in ⇒ P.206 "Page Format  $2\frac{1}{2}''$ ".

**1** Select the size of the copy paper and the reproduction ratio.

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



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

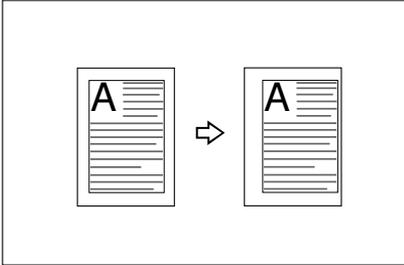


**4** Touch the [OK] key.

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

# Margin Adjustment—Adjusting The Margin

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



2

## Limitation

- If you set too wide margin, areas you do not want to delete might be erased.

## Note

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

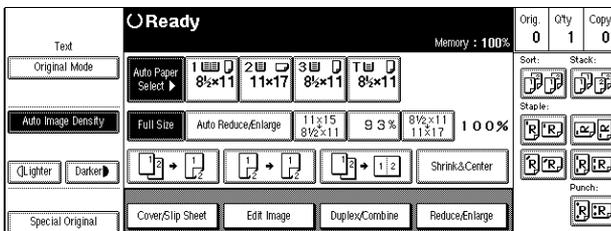
Metric version	0 – 30 mm (in 1 mm steps)
Inch version	0" – 1.0" (in 0.1" steps)

- The margin width default is as follows. You can change this default setting with the user tools. See “Front Margin: Left/Right” in ⇒ P.205 “Page Format 1/2”.

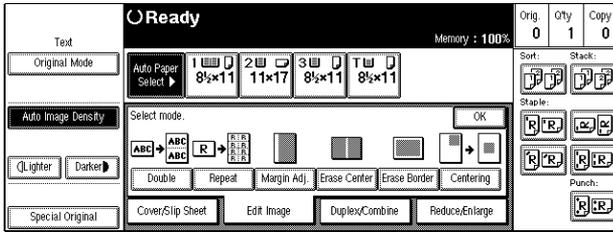
Metric version	<ul style="list-style-type: none"> <li>• Front: 5 mm Left</li> <li>• Back: 5 mm Right</li> </ul>
Inch version	<ul style="list-style-type: none"> <li>• Front: 0.2" Left</li> <li>• Back: 0.2" Right</li> </ul>

- 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 ⇒ P.205 “Page Format 1/2”.

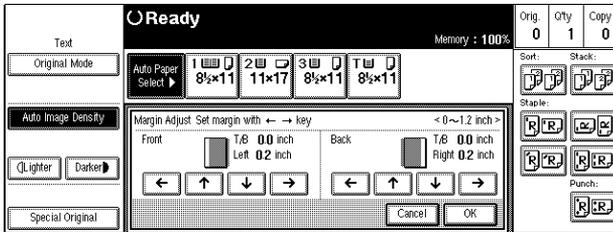
## 1 Touch the [Edit Image] key.



**2** Touch the [Margin Adj.] key.



**3** Set a binding margin for a front page. Touch the [→] and [←] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.



**Note**

- To change the value entered, touch the [←], [→], [↓], [↑] keys and enter the new value.

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

**Note**

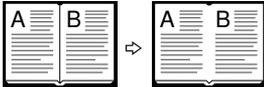
- You can specify the back margin only when the Duplex or the Two Sided copy with Combine is selected.
- If you do not need to specify the back margin, touch the [OK] key and go to Step 5.

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

# Erase Center/Border—Erasing The Center And The Border

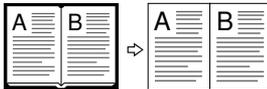
This function erases the center and/or all four sides of the original image, such as book originals.

## ◆ Erase Center



CenterEE

## ◆ Erase Border



BorderEE

There are two types in this function:

### ◆ Center

This mode erases the center margin of the original image.

### ◆ Border

This mode erases the surrounding area of the original image.

### Note

- You can change the width of the erased margin as follows:

Metric version	3 – 50 mm (in 1 mm 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” in ⇒ P.205 “Page Format  $1/2$ ” and “Erase Center” in ⇒ P.206 “Page Format  $2/2$ ”.

Metric version	10 mm
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☐☐, B5☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐ *1
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 11" × 15"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐ *1

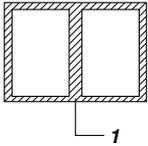
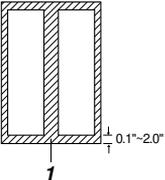
\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Paper size and orientation
Exposure glass	11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐
Document feeder	A4☐☐, 11" × 17"☐, 11" × 15"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐ *1

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

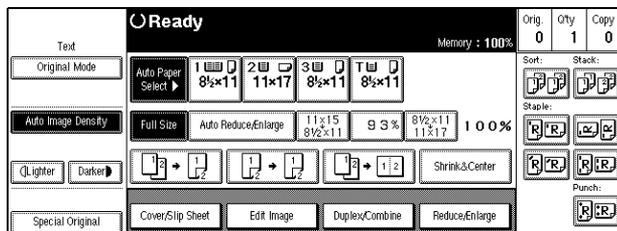
- ☐ The position of the margin to be erased is determined according to the original size and reproduction ratio.

☐ copy paper	☐ copy paper
	

1: Erased part

- ☐ You can use the Erase Center and Erase Border functions together.

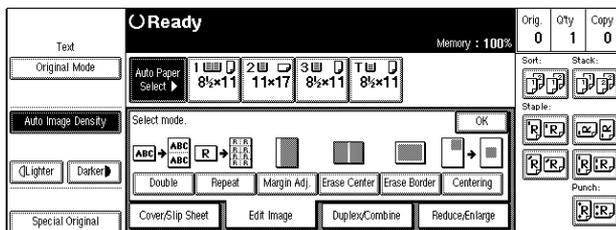
**1** Touch the [Edit Image] key.



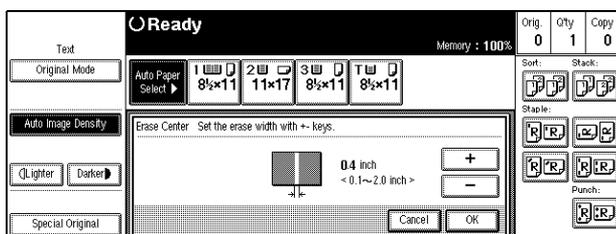
## 2 Select the part to be erased.

### Erase Center

#### 1 Touch the [Erase Center] key.



#### 2 Set the center width with the [+] [-] keys. Then touch the [OK] key.

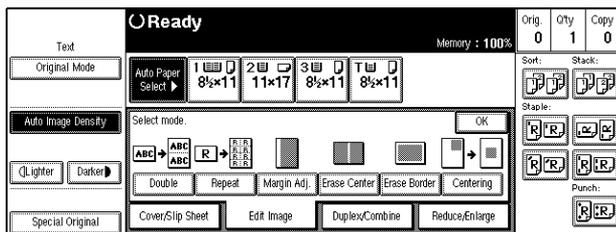


#### Note

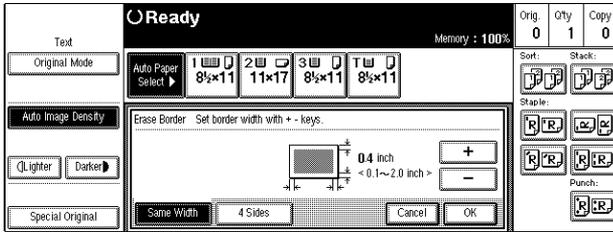
- To change the value entered, press the [+] [-] keys and set the new value.

### Erase Border (Setting with the same width)

#### 1 Touch the [Erase Border] key.



**2** Touch the **[Same Width]** key.



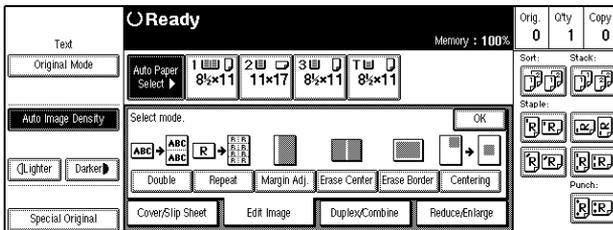
**3** Set an erase border width with the **[+]** and **[-]** keys, followed by the **[OK]** key.

**Note**

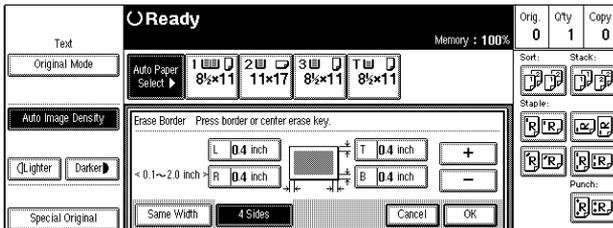
- To change the erase border width entered, press the **[+]** and **[-]** keys and enter the correct erase border width.
- If you have incorrectly set the width, correct it by touching the **[+]** and **[-]** keys.

Erase Border (Separately setting the top and bottom and left and right borders)

**1** Touch the **[Erase Border]** key.



**2** Touch the **[4 Sides]** key.



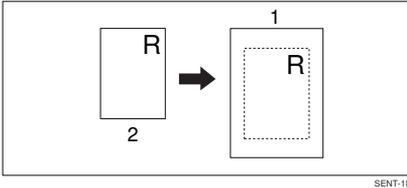
**3** Touch the key for the border you wish to change and set an erase width with the **[+]** and **[-]** keys.

To change the erase border width entered, touch the **[+]** and **[-]** keys and enter the correct erase border width.

- ④ Touch the **[OK]** key.
- ③ Set your originals, then press the **[Start]** key.

# Centering

You can make copies by moving the image to the center of the copy paper.



## 1. "Center"

## 2. Full

### ⚠ 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°(rotate-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:	Paper size and direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 11" × 15"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1

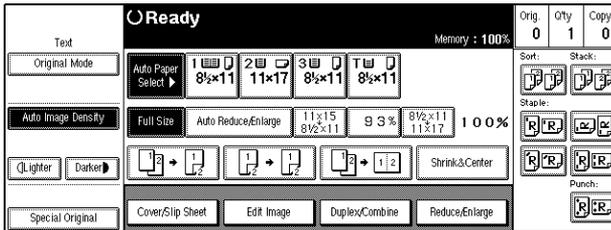
\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

#### ❖ Inch version

Original placed on:	Paper size and direction
Exposure glass	11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐
Document feeder	A4☐☐, 11" × 17"☐, 11" × 15"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1

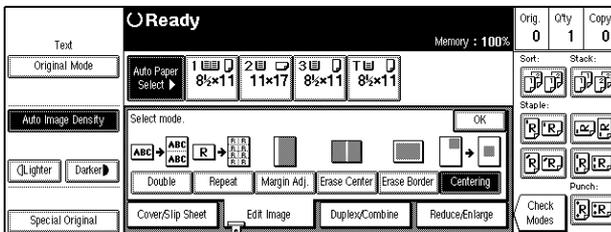
\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

- 1** Select paper.
- 2** Touch the [Edit Image] key.



2

- 3** Touch the [Centering] key.



- 4** Touch the [OK] key.
- 5** 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, please refer to the following table.

☆	means that these modes can be used together.
→	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.

		Mode after you select																																					
		Batch (SADF)	Mixed Sizes	Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort	Stack	Staple	Punch	Copying From The Bypass Tray	Preset Reduce/Enlarge	Shrink&Center	Zoom	Size Magnification	Duplex	Combine	Book	Book→1 Sided	2 Sided→1 Sided	1 Sided→2 Sided	2 Sided→2 Sided	Booklet	Magazine	Cover/Designate/Chapters	Cover/Slip Sheet	Slip Sheet	Double	Edit Image	Repeat	Margin Adjust	Erase Center/Border	Centering					
Mode before you select	Batch (SADF)	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○			
	Mixed Sizes	○	1	○	○	○	○	×	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	Selecting Copy Paper	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Auto Paper Select	○	○	○	1	↓	○	○	○	○	○	○	↓	○	○	○	○	○	○	○	○	○	○	○	○	○	↓	○	↓	○	○	○	○	○	○	○	○		
	Auto Reduce/Enlarge	○	○	○	○	1	○	○	○	○	○	○	×	↓	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
Mode before you select	Sort	○	○	○	○	○	1	↓	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
	Rotate Sort	○	×	○	○	○	○	1	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Stack	○	○	○	○	○	○	○	1	↓	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Staple	○	×	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	
	Punch	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Mode before you select	Copying From The Bypass Tray	○	○	○	○	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Preset Reduce/Enlarge	○	○	○	○	○	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Shrink&Center	○	○	○	○	○	○	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Size Magnification	○	○	○	○	○	○	○	○	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Duplex	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Combine	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	1	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○



2

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# 3. WHAT TO DO IF SOMETHING GOES WRONG

## If Your Machine Does Not Operate As You Want

### Message

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up.  <b>Reference</b> You can use Auto Start mode during warm-up period. See ⇒ P.69 "Auto Start—Entering Copy Job Settings During The Warm-up Period".
	Copy paper is moving in the tray 1 (Tandem Tray).	Wait for the machine.
The machine cannot detect the original size.	Improper original is set. See ⇒ P.19 "Sizes Difficult To Detect".	Set non-standard size original on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See ⇒ P.29 "Setting Originals 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 direction.	There is no copy paper that is 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 perform rotate-sorting for this paper size.	The size of paper for which no rotate-sorting is available is selected.	Select the proper paper size. ⇒ P.47 "Sort—Sorting Into Sets (123, 123, 123)".

Machine's Condition	Problem/Cause	Action
Staple mode has been reset.	The paper size was changed during stapling.	You can only staple paper of the same size. Select the paper of the same size.
The number of sheets that can be stapled has been exceeded.	--	Check the stapler capacity. See ⇒ P.51 "Staple".
The machine cannot staple this size paper.	--	Select the proper paper size that can be used in Staple mode. See ⇒ P.51 "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 ⇒ P.88 "Duplex—Making Two-Sided Copies".
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See "Maximum copy quantity" in ⇒ P.201 "General Features 2/3".

3

## Display

Problem	Cause	Action
The panel display 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 panel display.
	The machine is in Energy Saver mode.	Press the <b>[Clear Modes/Energy 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. See ⇒ P.4 "Guide To Components".

## If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.36 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ P.36 "Adjusting Copy Image Density".
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. ⇒ P.36 "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 document feeder belt is dirty.	Clean them. ⇒ P.219 "Maintaining Your Machine".
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ P.36 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. ⇒ P.172 "Adding Toner".
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ P.29 "Setting Originals".
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ⇒ P.29 "Setting Originals"

Problem	Cause	Action
<p>A moire pattern is produced on copies.</p> 	<p>Your original has dot pattern image or many lines.</p>	<p>Place the original on the exposure glass at a slight angle.</p>

## 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 ⇒ P.188 “  Removing Jammed Staples”.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ P.51 “Staple”.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ P.51 “Staple”.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.182 “Changing The Paper Size”.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.156 “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 copying when the memory becomes full. See “Memory Full Auto Scan Restart” in ⇒ P.210 “Input Output”.

3

### Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. See ⇒ P.143 “Double Copies—Copying The Image Twice On One Page”.

Problem	Cause	Action
In Center/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "Erase Border" in ⇒ P.205 "Page Format 1/2" and "Erase Center" in ⇒ P.206 "Page Format 2/2".
	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 ⇒ P.205 "Page Format 1/2".
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

## Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Original Magazine Format is not correct.	Change the setting. ⇒ P.95 "Combine—Combining Originals Into One Copy"
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper.   <b>Note</b> <input type="checkbox"/> Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of original 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

3

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	<p>Select the correct orientation, or set originals correctly. ⇒ P.88 “Duplex—Making Two-Sided Copies”</p> <p> <b>Note</b></p> <p><input type="checkbox"/> If you set A3, 11" × 17" or B4, 8<sup>1</sup>/<sub>2</sub>" × 14" originals as shown below, select <b>[Top to Bottom]</b> to make copies in “Top to Top” orientation. Or select <b>[Top to Top]</b> to make copies in “Top to Bottom” orientation.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p style="text-align: right; font-size: small;">CP270-A</p>

## Loading Paper

### Note

- If you want to change the paper size of the tray 2 (550-sheet tray), see ⇒ P.95 “Combine—Combining Originals Into One Copy”.

### Reference

Regarding paper types and size that can see ⇒ P.95 “Combine—Combining Originals Into One Copy”.

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## 3

### Tray 1 (Tandem Tray)

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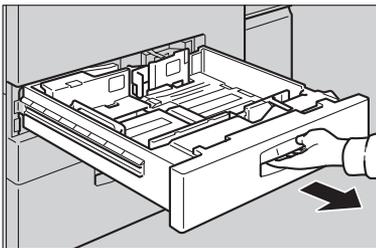
### Important

- 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.

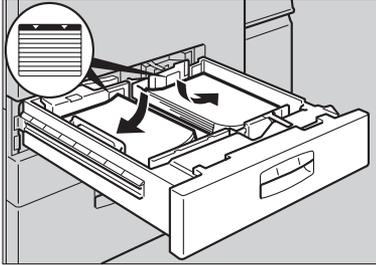
### **1** Pull out the paper tray until it stops.



TSPH080E

### **2** Square the paper and set it in the tray.

❖ When the whole tray is pulled out:

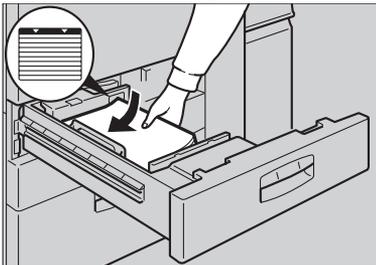


TSPH090E

 Important

- Push the right paper to the right side, and the left paper to the left side.

❖ When the left half of the tray is pulled out:



TSPH100E

 Important

- Do not stack paper over the limit mark.
- Make sure that the paper stack is flush with the left side fence.

 Note

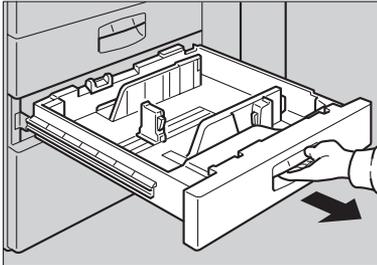
- Shuffle the paper before placing it in the tray.
- Correct the paper, if curled or warped, before placing it in the tray.

**3** Push the paper tray in until it stops.

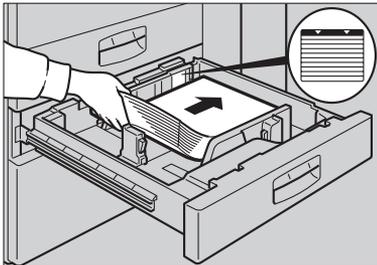
Tray 2 (550-sheet Tray)

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**1** Pull out the paper tray until it stops.



**2** Square the paper and set it in the tray.



**Important**

- Do not stack paper over the limit mark.
- Make sure that the paper stack is flush with the right side fence.

**Note**

- Shuffle the paper before placing it in the tray.
- Correct the paper, if curled or warped, before placing it in the tray.

**3** Push the paper tray in until it stops.

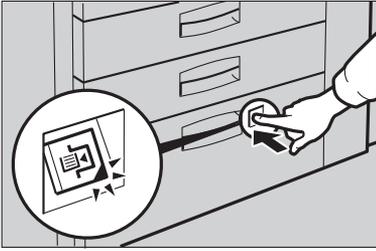
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## Tray 3 (1500-sheet large capacity tray)

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**1** If the **[Down]** key is not lit, press it to lower the bottom plate.

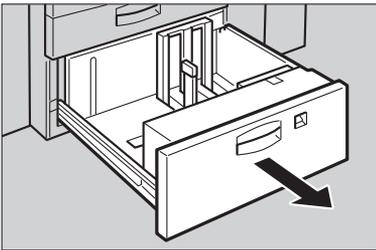
The key will blink while the bottom plate is moving down.



TSPH320E

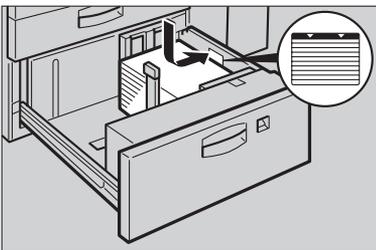
3

**2** After the **[Down]** key stops blinking and lights, pull the tray all the way out.



TSPH330E

**3** Load paper into the tray.



TSPH340E

**Important**

- Do not stack paper over the limit mark.
- Do not place papers or objects in the vacant place on the left side of the paper tray.

 **Note**

- Load paper with the copy side down.
- The paper stack must be flush with the right side fence.

**4** Push the tray in gently until it stops.

 **Note**

- Make sure that the **[Down]** key goes off and the **[Start]** key turns green.

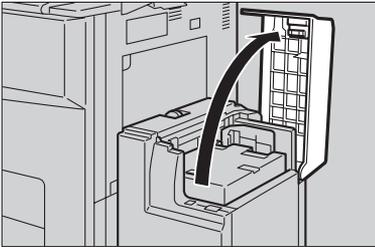
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## Optional 3500-sheet Large Capacity Tray

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3

**1** Open the top cover.



SP9LCT1E

**2** Place the paper in the tray along the edge on the left.



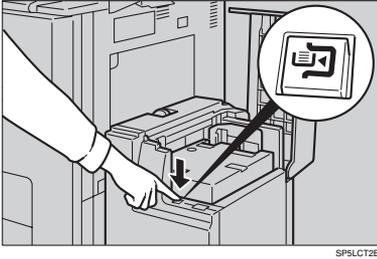
SP9LCT3E

 **Note**

- Load up to about 500 sheets of paper in the tray.

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

The key blinks while the bottom plate is moving down.



**4** Load paper by repeating steps **2** and **3**.

 **Note**

- The tray can hold up to 3,500 sheets.

**5** Close the top cover.

## Adding Toner

When  is displayed, it is time to supply toner.

### **WARNING:**



- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.**

### **CAUTION:**



- Do not eat or swallow toner.
- Keep toner (used or unused) and toner containers out of reach of children.

### **CAUTION:**



- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

### **Important**

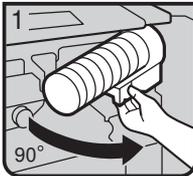
- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.

### **Note**

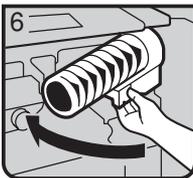
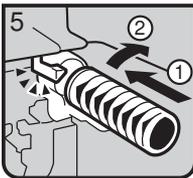
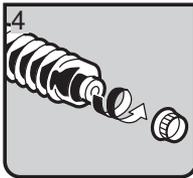
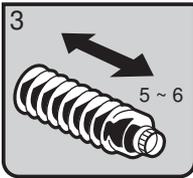
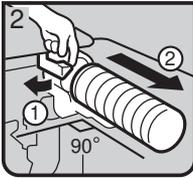
- You can still make about 1,000 copies after the  appears, but replace the toner early to prevent poor copy quality.

### **Reference**

Regarding toner storage, see ⇒ P.25 "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.

**Note**

- Do not remove the cap when shaking.

- 5: Remove the outer cap.

**Note**

- Do not remove the inner cap.

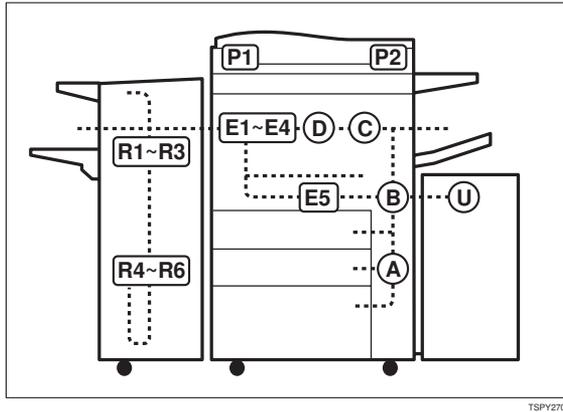
- 6: Place the toner bottle in position, turn it clockwise, then return the green lever.

- 7: Return the lever under the toner bottle to its original position.
- 8: Close the front cover of the machine.

3

## 🔧 Clearing Misfeeds

3



### ⚠️ CAUTION:



- When removing misfed paper, do not touch the fusing section because it could be very hot.

### 🔧 Important

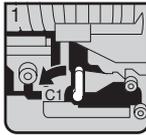
- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.

### 📝 Note

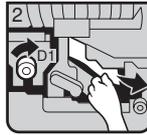
- More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, E1–E5, P1, P2, U, R (R1 – R6)
- You can find a sticker explaining how to remove misfed paper inside of the front cover or inside of the finisher.

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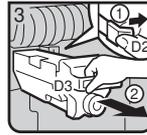
When D is lit



- ① Open the front cover.
- ② Push lever C1 to the left.

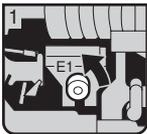


- ③ Turn knob D1 clockwise and remove misfed paper.



- ④ While pushing lever D2, hold knob D3 and pull out the fuser unit.

When E1 - E4 are lit



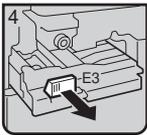
- ① Open the front cover.
- ② Turn knob E1 counterclockwise a few times.



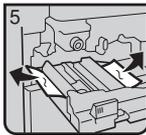
- ③ Hold up handle E2 and remove misfed paper.



- ④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



- ⑤ Pull handle E3 and fully pull out the duplex unit.



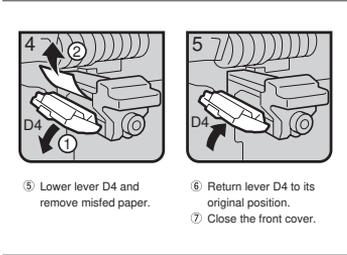
- ⑥ Remove paper if seen.



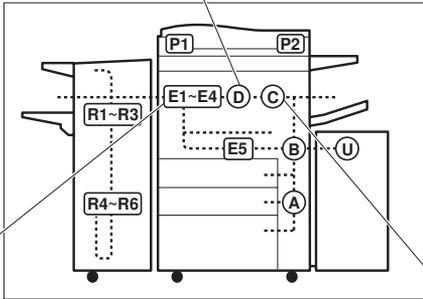
- ⑦ Hold up lever E4.



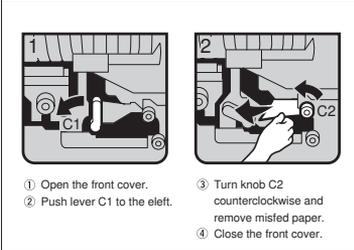
- ⑧ Remove misfed paper.
- ⑨ Close the front cover.



3



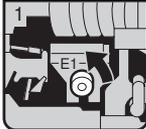
**When C is lit**



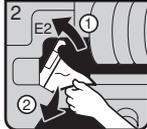
TSPY282E

3

When E is lit



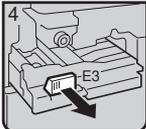
- ① Open the front cover.
- ② Turn knob E1 counterclockwise a few times.



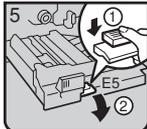
- ③ Hold up lever E2 and remove misfed paper.



- ④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



- ⑤ Pull handle E3 and fully pull out the duplex unit.

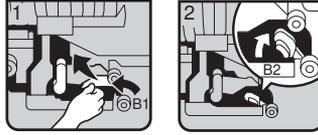


- ⑥ Hold down handle E5.



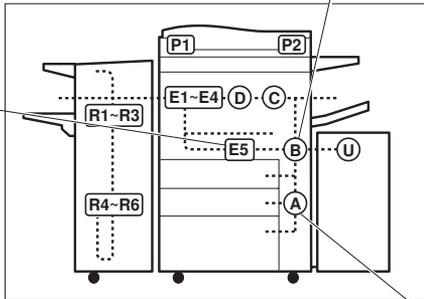
- ⑦ Remove misfed paper.
- ⑧ Return handle E5 to its original position.
- ⑨ Close the front cover.

**When B is lit**

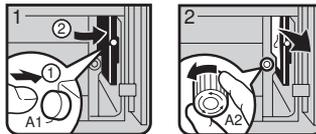


- ① Open the front cover.
- ② Turn knob B1 and remove misfed paper.
- ③ Return lever B2 to its original position.
- ④ Close the front cover.

3



**When A is lit**

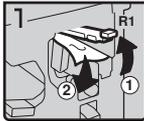


- ① Open the front cover.
- ② Push button A1 and open the guide plate.
- ③ Turn knob A2 and remove misfed paper.
- ④ Close the front cover.

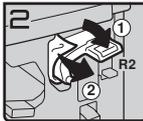
TSPY292E

**When R is lit**

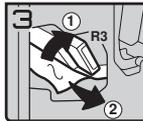
When R1,R2 or R3 is lit



- ① Open the front cover of the machine.
- ② Hold up handle R1 and remove misfed paper.

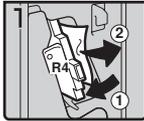


- ③ If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

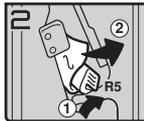


- ④ Hold up handle R3 and remove misfed paper.
- ⑤ Close the front cover of the machine.

When R4,R5 or R6 is lit



- ① Open the front cover of the machine.
- ② Hold down handle R4 and remove misfed paper.

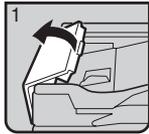


- ③ If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.

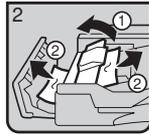


- ④ Pull handle R6 and pull out the staple unit, then remove misfed paper.
- ⑤ Close the front cover of the machine.

**When P<sub>1</sub> is lit**

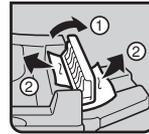


① Open the cover of the auto document feeder (ADF).



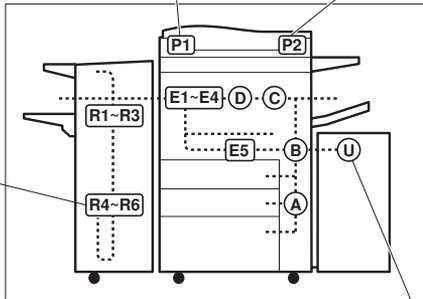
② Remove misfed originals.  
③ Close the cover of the auto document feeder (ADF).

**When P<sub>2</sub> is lit**



① Open the cover of the auto document feeder (ADF) and remove misfed originals.  
② Close the cover of the auto document feeder (ADF).

3



**When U is lit**



① Open the top cover and remove misfed paper.  
② Close the top cover.

## Changing The Paper Size

### Important

- ❑ Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

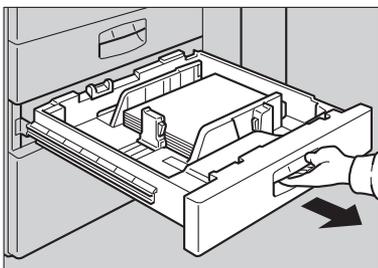
### Reference

For paper sizes, weight, and capacity that can be set in each tray, see ⇒ P.21 “Copy Paper”.

3

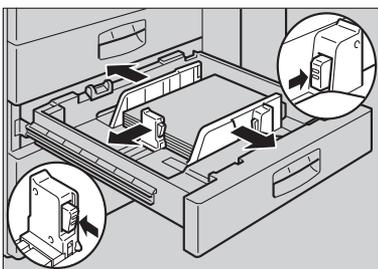
### Tray 2 (550-sheet tray)

- 1** Make sure that the paper tray is not being used. Then fully pull out the tray.



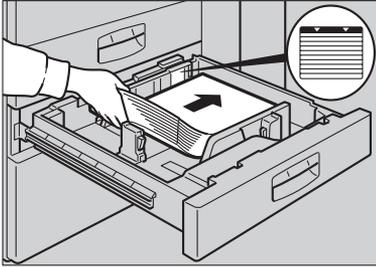
TSPH110E

- 2** While pushing the release lever, adjust the side fences and back fence to the new paper size.



TSPH120E

### 3 Square the paper and set it in the tray.



TSPH130E

3

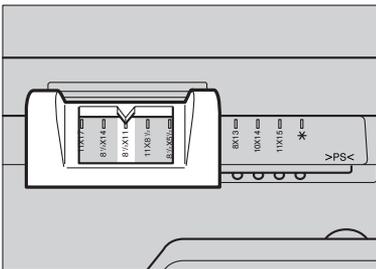
#### **Important**

- Do not set the paper exceeding the paper capacity.
- Make sure that the paper stack is flush with the right side fence.

#### **Note**

- Shuffle the paper before placing it in the tray.
- Correct the paper, if curled or warped, before placing it in the tray.

### 4 Set the paper size selector at the innermost part of the tray to the new paper size.



TSPH140N

To adjust the paper size to one not available with the paper size selector

- 1 Set the paper size selector knob to the **\*** mark on the right.
- 2 Press the **[User Tools/Counter]** key.
- 3 Touch the **[System Settings]** key.
- 4 Touch the **[Paper Size Setting]** key.
- 5 Touch the **[Tray 2: Paper Size Setting]** key.
- 6 Select your desired size. Then, touch the **[OK]** key.

- 7 Touch the **[Exit]** key or press the **[User Tools/Counter]** key to exit the user tools.

 **Reference**

For details, see “User Tools (System Settings)” of the “System Settings” manual.

- 5 Push the paper tray until it stops.

- 6 Check the paper size displayed on the panel display.

**3**

 **Changing the paper sizes of tray 1 (tandem tray), tray 3 (1500-sheet large capacity tray)**

 **Note**

- The fences of tray 1 (tandem tray) and tray 3 (1500-sheet large capacity tray) are fixed on the default A4, 8<sup>1</sup>/<sub>2</sub>" × 11" settings. To change the paper size for these trays, contact your service representative.

 **Changing the paper sizes of the optional 3500-sheet large capacity tray**

 **Note**

- The fence of the optional 3500-sheet large capacity tray is fixed on the default A4, 8<sup>1</sup>/<sub>2</sub>" × 11" settings. To change the paper size of this tray, contact your service representative.

# Adding Staples

**CAUTION:**

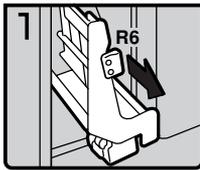


• This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.

**Important**

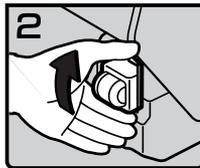
□ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

3



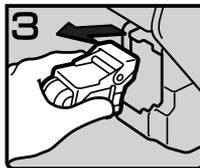
fn301EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



fn302EE

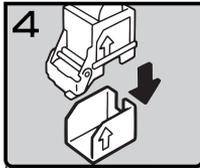
- 3: Lift the cartridge until it clicks.



fn303EE

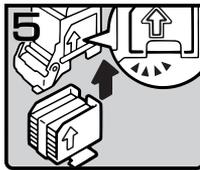
- 4: Pull out the cartridge gently.

3



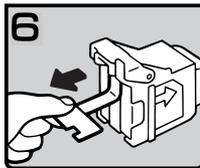
fn304EE

- 5: Take out the empty refill in the direction of the arrow.



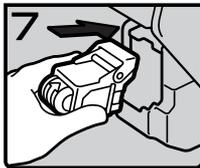
fn305EE

- 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.



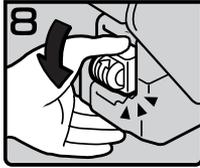
fn306EE

- 7: Pull out the ribbon.



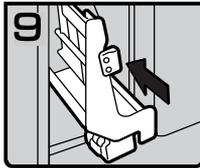
fn307EE

- 8: Reinstall the cartridge.



fr308EE

- 9: Press down the cartridge until it clicks.



fr309EE

- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

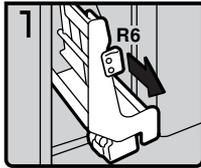
3

## Removing Jammed Staples

### Note

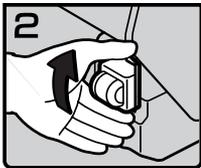
- ❑ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.
- ❑ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

3



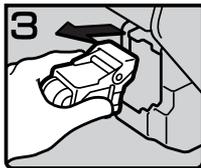
fr310EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



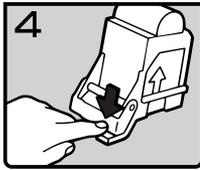
fr311EE

- 3: Lift the cartridge until it clicks.



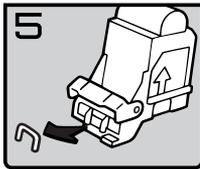
fr312EE

- 4: Pull out the cartridge gently.



fn313EE

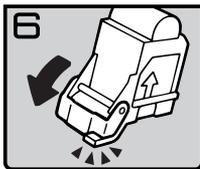
- 5: Open the face plate by pressing the lock on the right.



fn314EE

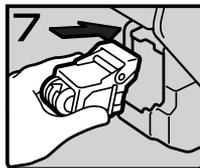
- 6: Remove the jammed staples.

3



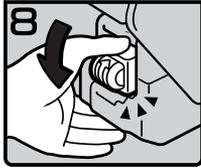
fn315EE

- 7: Close the face plate by pressing it until it clicks.



fn316EE

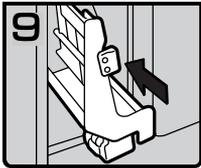
- 8: Reinstall the cartridge.



fr317EE

- 9: Press down the cartridge until it clicks.

3



fr318EE

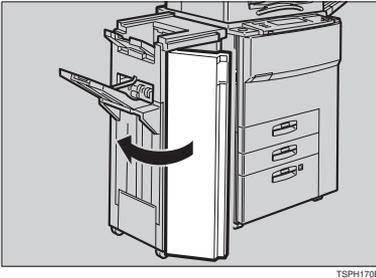
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

## Removing Punch Waste

### Note

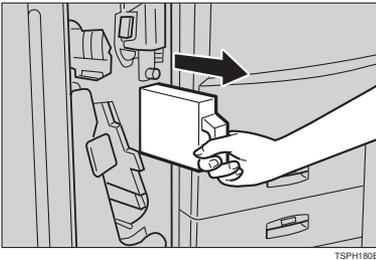
- While the indicator is lit, you cannot use the punch function.

### 1 Open the front cover of the finisher.

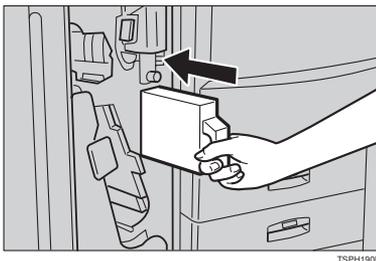


3

### 2 Pull out the punch waste box and remove punch waste.



### 3 Reinstall the punch waste box.



### 4 Close the front cover of the finisher.

The indicator goes off.

 **Note**

- If the indicator is still lit, reinstall the punch waste box.

# 4. USER TOOLS (COPY FEATURES)

## Accessing The User Tools (Copy 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 user tools.

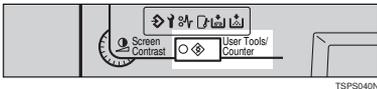
The selected key is highlighted.

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.

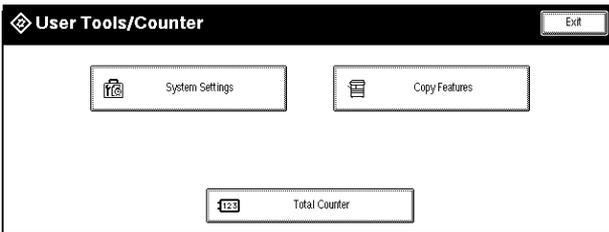
### Reference

Regarding the user tools for system setting, see “Accessing The User Tools (System Settings)” of the “System Settings” manual.

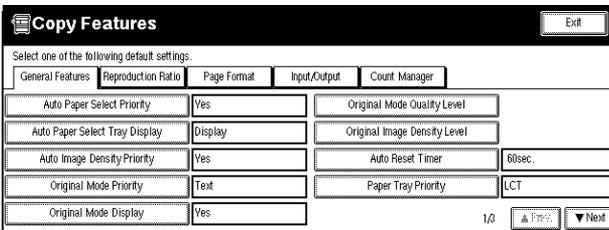
### **1** Press the **[User Tools/Counter]** key.



### **2** Touch the **[Copy Features]** key.



### **3** Select the desired User Tools menu.



 **Note**

- [↓Next]: Touch to go to the next page.
- [↑Prev.]: Touch to go back to the previous page.

 **Reference**

See ⇒ P.193 “USER TOOLS (COPY FEATURES)”.

- 4** Change the settings by following the instructions on the panel display. Then, touch the [OK] key.

 **Reference**

See ⇒ P.198 “Settings You Can Change With The User Tools”.

 **Note**

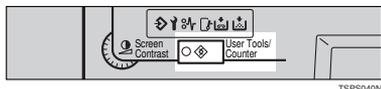
- [OK] key: Touch to set the new settings and return to the previous menu.
- [Cancel] key: Touch to return to the previous menu without changing any data.

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## Exiting From User Tools

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- 1** After changing the user tools settings, press the [User Tools/Counter] key.  
Changing the User Tools is completed, and the machine is ready for copying.

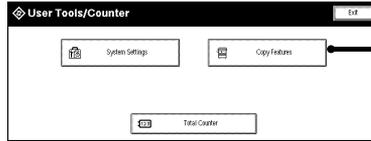


 **Note**

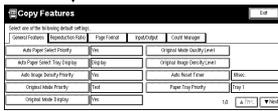
- The settings are not canceled even if the operation switch is turned off or the [Clear Modes/Energy Saver] key is pressed.
- You can exit from the User Tools by touching the [Exit] key on the User Tools Main Menu.

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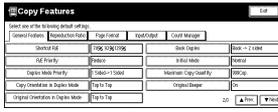
# User Tools Menu (Copy Features)



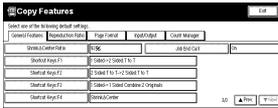
General Features



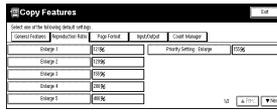
▲ Prev. Key      ▼ Next Key



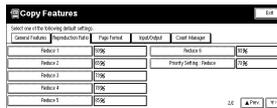
▲ Prev. Key      ▼ Next Key

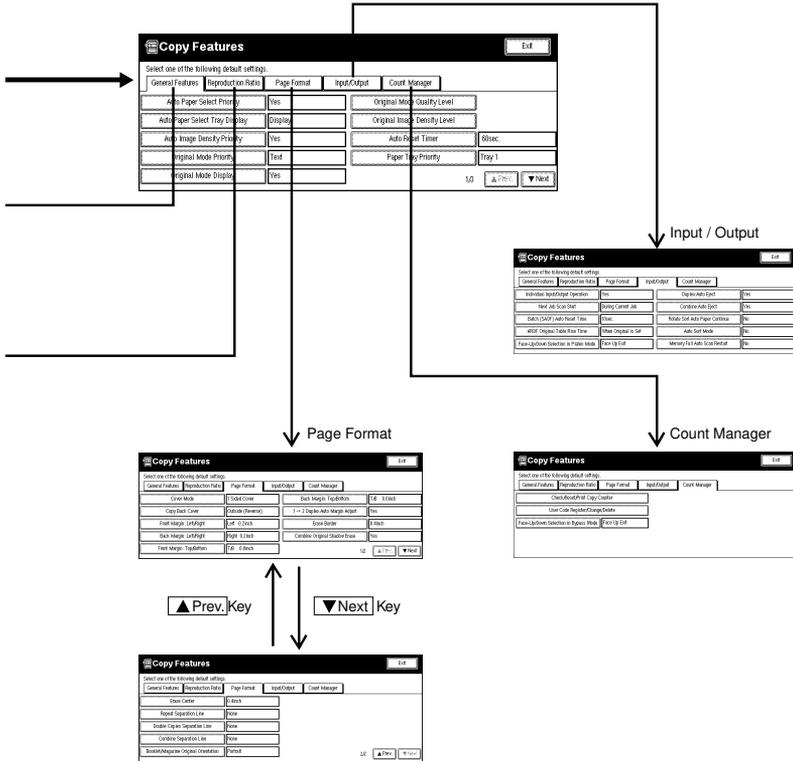


Reproduction Ratio



▲ Prev. Key      ▼ Next Key





4

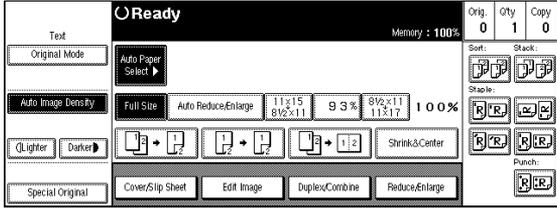
TSPH261N

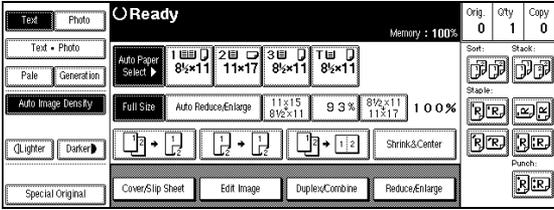
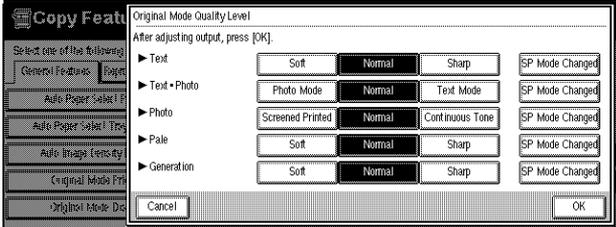
# Settings You Can Change With The User Tools

 **Reference**

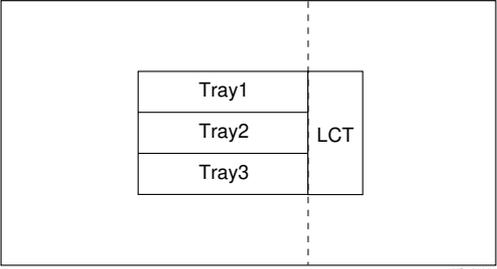
For how to access the user tools, see ⇒ P.193 “Accessing The User Tools (Copy Features)”.

## General Features 1/3

Menu	Description
<div style="background-color: #555; color: white; padding: 5px; display: inline-block; border-radius: 5px;">4</div> <p>Auto Paper Select Priority</p>	<p>As a default setting, Auto Paper Select is selected. You can cancel this setting.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Yes</i></p>
<p>Auto Paper Select Tray Display</p>	<p>You can choose whether the available paper trays/sizes are shown on the initial display.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Display</i>  <input type="checkbox"/> If you choose “Hide,” the display is shown as below. When the <b>[Auto Paper Select]</b> is touched, paper sizes appear on the display.</p> 
<p>Auto Image Density Priority</p>	<p>As a default setting, Auto Image Density is selected. You can change this setting.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Yes</i></p>
<p>Original Mode Priority</p>	<p>As a default setting, Text is selected as originals type. You can change it to Text-Photo, Photo, Pale, or Generation.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Text</i></p>

Menu	Description
<p>Original Mode Display</p>	<p>You can choose whether the original modes are shown on the initial display.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Yes</i></li> <li><input type="checkbox"/> If you choose “No,” the display is shown as below.</li> </ul> 
<p>Original Mode Quality Level</p> <p>You can adjust the quality level of copies for each of the original types (Text, Text-Photo, Photo, Pale, Generation).</p>	
<p>Text</p>	<p>Adjust the sharpness of text.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[SP Mode Changed]</b> is the value set during service setup.</li> <li><input type="checkbox"/> Choosing <b>[Sharp]</b> or <b>[Soft]</b> affects the outline sharpness of text.</li> </ul>
<p>Text-Photo</p>	<p>When there are photo(s) and text on the original, determine whether photo or text takes priority.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[SP Mode Changed]</b> is the value set during service setup.</li> <li><input type="checkbox"/> <b>[Normal]</b> achieves a good balance between text and photos.</li> </ul>

Menu	Description
Photo	<p>For a photo original, adjust the finish quality level to match the type of photo original.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[SP Mode Changed]</b> is the value set during service setup.</li> <li><input type="checkbox"/> Select <b>[Screened Printed]</b> for printed photo originals with coarse dots, and <b>[Continuous Tone]</b> for printed photo originals with fine dots.</li> <li><input type="checkbox"/> "Normal" is a well-balanced quality level for printed photo, pale, photo, and text.</li> </ul>
Pale	<p>Adjust the quality level for the finish of a pale original with normal density.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[SP Mode Changed]</b> is the value set during service setup.</li> </ul>
Generation	<p>Adjust the quality level so as not to thicken the lines of the finish image.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> <li><input type="checkbox"/> <b>[SP Mode Changed]</b> is the value set during service set up.</li> </ul>
Original Image Density Level	<p>You can select one of seven original image density levels for each of the original types (Text, Text·Photo, Photo, Pale, Generation).</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Normal</i></li> </ul>
Auto Reset Timer	<p>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.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>60 seconds</i></li> <li><input type="checkbox"/> To turn the Auto Reset Timer off, input 0 seconds.</li> <li><input type="checkbox"/> Note that when the Auto Reset Timer is turned off, the machine will not return to the user code input display automatically.</li> </ul>

Menu	Description
Paper tray Priority	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> <li>• When the operation switch is turned on.</li> <li>• When System Reset or Auto Reset mode is turned on.</li> <li>• When the <b>[ Clear Modes/Energy Saver ]</b> key is pressed.</li> <li>• When the Auto Paper Select mode is selected.</li> </ul>  <p style="text-align: right; font-size: small;">ND6A0201</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <ul style="list-style-type: none"> <li>• Machine with LCT : LCT</li> <li>• Machine without LCT : Tray 1</li> </ul> </li> <li><input type="checkbox"/> LCT (3500-sheet large capacity tray) is optional.</li> </ul>

## General Features <sup>2</sup>/<sub>3</sub>

Menu	Description
Shortcut R/E	<p>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.</p> <p>If no Reduce/Enlarge ratio has been set when selecting [User Ratio 1] [User Ratio 2] [User Ratio 3], enter the desired Reduce/Enlarge ratio with the <b>[ Number ]</b> keys.</p>
R/E Priority	<p>Specify which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the <b>[Reduce/Enlarge]</b> key is pressed.</p> <p><b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Reduce</i></li> </ul>

Menu	Description
Duplex Mode Priority	<p>You can select the type of Duplex function effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>1 Sided</i> → <i>2 Sided</i></p>
Copy Orientation in Duplex Mode	<p>You can set the copy orientation when making two-sided copies.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Top to Top</i></p>
Original Orientation in Duplex Mode	<p>You can set the original orientation when making two-sided copies.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Top to Top</i></p>
Book Duplex	<p>You can set the type of copy to be displayed with priority given when making two-sided copies from a book original.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Book</i> → <i>2 Sided</i></p>
Initial Mode	<p>You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, or modes are cleared.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Normal</i></p>
Maximum Copy Quantity	<p>The maximum copy quantity can be set between 1 and 999.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>999</i></p>
Original Beeper	<p>The beeper (key tone) sounds when you forgot to remove originals after copying.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>On</i></p> <p><input type="checkbox"/> If the Panel beeper setting is set to Off, (see “System Settings”), the beeper does not sound irrespective of the setting (On or Off) of this Original Beeper function.</p>

## General Features <sup>3/3</sup>

Menu	Description
Shrink&Center	<p>You can set a Reduce/Enlarge ratio when registering "Shrink&amp;Center" in a Shortcut Key.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: 93 %</p>
Shortcut Keys:F1 Shortcut Keys:F2 Shortcut Keys:F3 Shortcut Keys:F4	<p>You can register frequently used functions in Shortcut Keys F1 to F4. You can also change the registered functions. See ⇒ P.10 "Panel Display".</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Shortcut Keys:F1: <i>1 Sided</i> → <i>2 Sided</i></li> <li>• Shortcut Keys:F2: <i>2 Sided</i> → <i>2 Sided</i></li> <li>• Shortcut Keys:F3: <i>1 Sided</i> → <i>Combine 1 Sided</i></li> <li>• Shortcut Keys:F4: <i>Shrink&amp;Center</i></li> </ul>
Job End Call	<p>You can choose whether or not the beeper sounds when copying is complete, when copying is interrupted, when the paper tray runs out of paper, or when there is a paper jam.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> When the Auto Response (Human) Sensor setting is set to "YES" and the machine senses that there is a person present, it judges that copying operations are not complete and the beeper does not sound. Refer to the "Auto Response (Human) Sensor" of the "System Settings" manual.</p>

## Reproduction Ratio<sup>1/2</sup>

Menu	Description
Enlarge 1 Enlarge 2 Enlarge 3 Enlarge 4 Enlarge 5	<p>You can customize the enlargement ratios available when you touch the <b>[Reduce/Enlarge]</b> key followed by <b>[Enlarge]</b>.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Enlarge 1: 121 %</li> <li>• Enlarge 2: 129 %</li> <li>• Enlarge 3: 155 %</li> <li>• Enlarge 4: 200 %</li> <li>• Enlarge 5: 400 %</li> </ul> <p><input type="checkbox"/> When selecting <b>[User Set. Ratio]</b>, enter a ratio with the <b>[Number]</b> keys (in the range of 101 to 400 %).</p>
Priority Setting :Enlarge	<p>You can set the ratio with priority when <b>[Reduce/Enlarge]</b> is touched, followed by <b>[Enlarge]</b>.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Enlarge 3</i></p>

## Reproduction Ratio<sup>2/2</sup>

Menu	Description
Reduce 1 Reduce 2 Reduce 3 Reduce 4 Reduce 5 Reduce 6	<p>You can customize the reduction ratios available when you touch the <b>[Reduce/Enlarge]</b> key followed by <b>[Reduce]</b>.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Reduce 1: 50 %</li> <li>• Reduce 2: 65 %</li> <li>• Reduce 3: 73 %</li> <li>• Reduce 4: 78 %</li> <li>• Reduce 5: 85 %</li> <li>• Reduce 6: 93 %</li> </ul> <p><input type="checkbox"/> When selecting <b>[User Set. Ratio]</b>, enter a ratio with the <b>[Number]</b> keys (in the range of 32 to 99 %).</p>

Menu	Description
Priority Setting :Reduce	<p>You can set the ratio with priority when <b>[Reduce/Enlarge]</b> is touched, followed by <b>[Reduce]</b>.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: Reduce 4</p>

## Page Format <sup>1</sup>/<sub>2</sub>

Menu	Description
Cover Mode	<p>You can specify whether to copy one side or two sides in Cover mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>1 Sided Cover</i></p>
Copy Back Cover	<p>When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page).</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Outside (Reverse)</i></p>
Front Margin: Left/Right	<p>You can specify left and right margins on the front side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: Left 5 mm</li> <li>• Inch version: Left 0.2"</li> </ul>
Back Margin: Left/Right	<p>You can specify left and right margins on the back side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: Right 5 mm</li> <li>• Inch version: Right 0.2"</li> </ul>
Front Margin: Top/Bottom	<p>You can specify front top and bottom margins on the front side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: Bottom 0 mm</li> <li>• Inch version: Bottom 0.0"</li> </ul>

Menu	Description
Back Margin: Top/Bot- tom	<p>You can specify back top and bottom margins on the front side of copies in Margin Adjust mode.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: Bottom 0 mm</li> <li>• Inch version: Bottom 0.0"</li> </ul>
1 → 2 Duplex Auto Margin Adjust	<p>In 1 sided →2 sided Duplex mode, you can specify whether to automatically set the margins on the back side.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Yes</i></p>
Erase Border	<p>The default setting of the width of the erased margins in the Erase Border mode can be changed as follows:</p> <ul style="list-style-type: none"> <li>• Metric version: 3 – 50 mm in 1 mm steps</li> <li>• Inch version: 0.1 – 2.0" in 0.1" steps</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: 10 mm</li> <li>• Inch version: 0.4"</li> </ul>
Combine Original Shadow Erase	<p>In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of original.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Yes</i></p>

## Page Format <sup>2</sup>/<sub>2</sub>

Menu	Description
Erase Center	<p>The default setting of the width of the erased margins in the Erase Center mode can be changed as follows:</p> <ul style="list-style-type: none"> <li>• Metric version: 3 – 50 mm in 1 mm steps</li> <li>• Inch version: 0.1 – 2.0" in 0.1" steps</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> <li>• Metric version: 10 mm</li> <li>• Inch version: 0.4"</li> </ul>

Menu	Description
Repeat Separation Line	<p>You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop.</p> <ul style="list-style-type: none"><li>• None </li><li>• Solid </li><li>• Broken1 </li><li>• Broken2 </li><li>• Crop </li></ul> <p> <b>Note</b> <input type="checkbox"/> Default: <i>None</i></p>

Menu	Description
Double Copies Separation Line	<p>You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop marks.</p> <ul style="list-style-type: none"> <li>• None  </li> <li>• Solid  </li> <li>• Broken  </li> <li>• Crop Marks  </li> </ul> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>None</i></p>

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Menu	Description
Combine Separation Line	<p>You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks.</p> <ul style="list-style-type: none"> <li>• None </li> <li>• Solid </li> <li>• Broken1 </li> <li>• Broken2 </li> <li>• Crop Marks </li> </ul> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>None</i></p>
Booklet/Magazine Original Orientation	<p>You can select the type of originals for Booklet or Magazine mode.</p> <p> <b>Note</b>  <input type="checkbox"/> Default: <i>Portrait</i></p>

## Input Output

Menu	Description
Individual Input/Output Operation	<p>You can specify whether to individually control the original input and output operations.</p> <p>For example, you can specify input of the remaining originals when the paper has run out during copying.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Yes</i></li> <li><input type="checkbox"/> When sorting the output from duplex copying, copying starts after the original is scanned regardless of this setting. ⇒ P.88 “Duplex—Making Two-Sided Copies”</li> </ul>
Next Job Scan Start	<p>You can specify whether to read the next originals into memory while the previously set originals are being copied. (Next Job)</p> <p>You can scan originals while the machine is warming up. (Auto Start)</p> <p>If <b>[No]</b> is selected for “Individual Input/Output Operation”, no next job scan start will be performed even if <b>[During Current Job]</b> is selected for “Next Job Scan Start.”</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>During Current Job</i></li> </ul>
Batch (SADF) Auto Reset Time	<p>When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>10 seconds</i></li> </ul>
ARDF Original Table Rise Time	<p>You can set the document feeder original table rise time.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>When Original is Set</i></li> </ul>
Face-Up/Down Selection in Platen Mode	<p>When copying an original placed on the exposure glass or one original loaded in the document feeder, you can specify which way up it is ejected.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Face Up Exit</i></li> </ul>

Menu	Description
Duplex:Auto Eject	<p>When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be automatically delivered with the reverse side blank. You can cancel this setting.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Yes</i></li> <li><input type="checkbox"/> When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.</li> </ul>
Combine:Auto Eject	<p>As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>Yes</i></li> <li><input type="checkbox"/> When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.</li> </ul>
Rotate Sort Auto Paper Continue	<p>You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. See “Rotate Sort” in ⇒ P.47 “Sort—Sorting Into Sets (123, 123, 123)”.</p> <ul style="list-style-type: none"> <li>• If you select <b>[No]</b>: 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 <b>[Yes]</b>: Copying continues using copy paper of a different direction. The copy job will finish even if you have left the machine.</li> </ul> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>No</i></li> </ul>
Auto Sort Mode	<p>You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared.</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Default: <i>No</i></li> </ul>

Menu	Description
Memory Full Auto Scan Restart	<p>When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining originals.</p> <p>You can enable or disable this function.</p> <ul style="list-style-type: none"> <li>• If you select <b>[Yes]</b>: When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.</li> <li>• 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 sequential.</li> </ul> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: No</p>

## Count Manager

When a key operator code has already been entered, you cannot begin manager setting unless you enter the key operator code (up to 8 digits).

Menu	Description
Check/Reset/Print Copy Counter	<p>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.</p> <p>If more than 10 user codes are registered, you can view all the counters using the <b>[Prev.]</b> or <b>[Next]</b> key.</p>
Print	<p>You can print the copied quantity of the counter for each user code.</p> <p>To start the printing, press the <b>[Start]</b> key.</p> <p>To stop the printing, touch the <b>[Cancel]</b> key.</p>
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	<p>You can register, change, or delete user codes (8 digits or less).</p> <p> <b>Note</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Up to 500 user codes can be registered.</li> <li><input type="checkbox"/> Even if you have changed the user code, the counter value will not be cleared.</li> <li><input type="checkbox"/> When the user code is deleted, the counter value will be automatically deleted.</li> </ul>

Menu	Description
Register	You can register user codes.
Change	<p>You can change user codes.</p> <p> <b>Note</b></p> <p><input type="checkbox"/> The number of copies made under the old code is added to that made under the new user code.</p>
Delete User Codes	You can delete user codes.
Delete All User Codes	You can delete all user codes.
Face-Up/Down Selection in Bypass Mode	<p>You can set whether copies are delivered face-up or face-down when making copies from the bypass tray.</p> <p> <b>Limitation</b></p> <p><input type="checkbox"/> Only use “Face Down Exit” when copying onto standard high quality paper with a weight of 52 – 105 g/m<sup>2</sup> (14 – 28 lb).</p> <p><input type="checkbox"/> 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.”</p> <p> <b>Note</b></p> <p><input type="checkbox"/> Default: <i>Face Up Exit</i></p>

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# 5. REMARKS

## Do's And Don'ts

### CAUTION:



- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. But this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change. To prevent such trouble, this machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- Do not open the covers of machine while copying or printing. If you do, mis-feeds 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.

# Where To Put Your Machine

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## Machine Environment

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Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

---

### Optimum environmental conditions

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**⚠ CAUTION:**



- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

**⚠ CAUTION:**



- *If you use the machine 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 5 mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, make 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.

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### Environments to avoid

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- 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.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

## Power Connection

### **WARNING:**



- **Only connect the machine to the power source described on the inside front cover of this manual.**
- **Avoid multi-wiring.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.**
- **Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.**

### **WARNING:**



- **Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.**

### **CAUTION:**



- **When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.**
- **When the machine will not be used for a long time, unplug the power cord.**

### **CAUTION:**



- **When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.**

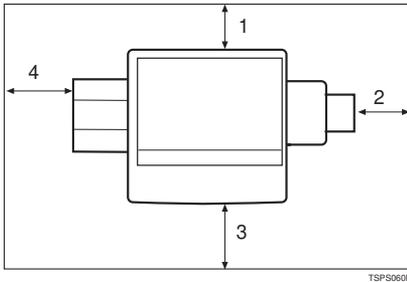
- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10 %.

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## Access To Machine

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Place the machine near the power source, providing clearance as shown.



TSP5060E

**5**

1. Rear: more than 0 cm (0")
2. Right: more than 4 cm (1.6")
3. Front: more than 70 cm (27.6")
4. Left: more than 10 cm (4.0")

 **Note**

- For the required space when options are installed, please 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.

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## Cleaning The Exposure Glass

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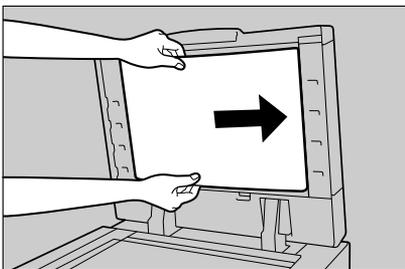
5



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## Cleaning The Document Feeder

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# 6. SPECIFICATION

## Mainframe

- ❖ **Configuration:**  
Console
- ❖ **Photosensitivity type:**  
OPC drum ( $\Phi 100$ )
- ❖ **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:**  
400 dpi
- ❖ **Exposure glass:**  
Stationary original exposure type
- ❖ **Original reference position:**  
Rear left corner
- ❖ **Warm-up time:**  
Less than 330 seconds (20°C)
- ❖ **Originals:**  
Sheet/book/objects
- ❖ **Maximum original size:**  
A3□, 11" × 17"□
- ❖ **Copy paper size:**
  - Trays: A3□ – A5□, 11" × 17"□ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□
  - Bypass: A3□ – A6□, 11" × 17"□ – 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"□
  - Bypass (non-standard size):  
Vertical: 100 – 300 mm, 4.0" – 11.7"  
Horizontal: 148 – 432 mm, 6.0" – 17.0"

- Duplex: A3  $\square$ – A5 $\square$ , 11"  $\square$   $\times$  17" $\square$  – 5<sup>1</sup>/<sub>2</sub>"  $\times$  8<sup>1</sup>/<sub>2</sub>" $\square$
- LCT: A4 $\square$ , B5  $\square$ , 8<sup>1</sup>/<sub>2</sub>"  $\times$  11" $\square$

◆ **Copy paper weight:**

- Paper tray: 52 – 128 g/m<sup>2</sup>, 14 - 34 lb
- Bypass tray: 52 – 163 g/m<sup>2</sup>, 14 - 90 lb

◆ **Non-reproduction area:**

- Leading edge: Less than 3 ± 2 mm
- Trailing edge: More than 1 mm
- Left edge: More than 2 ± 1.5 mm
- Right edge: More than 0.5 mm

◆ **First copy time:**

3.7 seconds or less

( A4  $\square$ , 8<sup>1</sup>/<sub>2</sub>"  $\times$  11" $\square$ , 100 %, feeding from tray 1, on the exposure glass, Text-Photo mode, Auto Image Density)

◆ **Copying speed:**

- 34 copies/minute (A3 $\square$ , 11"  $\times$  17" $\square$ )
- 65 copies/minute (A4 $\square$ , 8<sup>1</sup>/<sub>2</sub>"  $\times$  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 %
	93 %	93 %
Reduction	82 %	85 %
	75 %	78 %
	71 %	73 %
	65 %	65 %
	50 %	50 %

Zoom: From 32 % to 400 % in 1 % steps.

❖ **Continuous copying count:**

1 – 999 copies

❖ **Copy paper capacity:**

- Tray 1 (Tandem tray) : 1,000 sheets (500 sheets × 2) (80 g/m<sup>2</sup>, 20 lb)
- Tray 2 (550-sheet tray) : 550 sheets (80 g/m<sup>2</sup>, 20 lb)
- Tray 3 (1500-sheet tray) : 1,500 sheets (80 g/m<sup>2</sup>, 20 lb)
- Bypass tray: 50 sheets (80 g/m<sup>2</sup>, 20 lb)

❖ **Power consumption:**

	Mainframe only	Full system *1
Warm-up	about 1.29 kw	about 1.31 kw
Stand-by	about 0.09 kw	about 0.11 kw
Copying	about 1.56 kw	about 1.65 kw
Maximum	less than 1.75 kw	less than 1.75 kw

\*1 Mainframe with the finisher, large capacity tray

❖ **Dimensions (W × D × H up to exposure glass):**

690 × 750 × 1,138 mm, 27.2" × 29.6" × 44.9"

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❖ **Space for main frame (W × D):**

- 1,265 × 750 mm, 49.9" × 29.6" (ADF external extender is not used. Optional Output tray is installed.)
- 1,380 × 750 mm, 54" × 30" (ADF external extender is used for larger size originals. Optional Output tray is installed.)

❖ **Noise Emission:**

Sound pressure level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	40 dB (A) or less	40 dB (A) or less
Copying	59 dB (A) or less	59 dB (A) or less

\*1 Mainframe with the finisher, large capacity tray

❖ **Noise Emission:**

Sound power level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	50 dB (A) or less	50 dB (A) or less
Copying	71 dB (A) or less	71 dB (A) or less

\*1 Mainframe with the finisher, large capacity tray

❖ **Weight:**

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:

- A3  -B6  
- 11" × 17"  - 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>"  

## ◆ Original weight:

- 1-sided originals: 52 – 128 g/m<sup>2</sup> (14 – 34 lb)
- 2-sided originals: 52 – 105 g/m<sup>2</sup> (14 – 28 lb) (Duplex)
- Thin paper mode: 41 – 128 g/m<sup>2</sup> (11 – 34 lb)

## ◆ Number of originals to be set:

100 sheets (80 g/m<sup>2</sup>, 20 lb) or less than 12 mm, 0.4"

## Note

- Specifications are subject to change without notice.

## Finisher (Option)

### Shift Tray:

#### ❖ Paper size:

A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"

#### ❖ Paper weight:

52 – 157 g/m<sup>2</sup>, 14 – 42 lb

#### ❖ Stack capacity:

without punch:

- 3,000 sheets (A4, 8 1/2" × 11") (80 g/m<sup>2</sup>, 20 lb)
- 1,500 sheets (A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11") (80 g/m<sup>2</sup>, 20 lb)

with punch (the optional punch kit is required):

- 2,000 sheets (A4, 8 1/2" × 11") (80 g/m<sup>2</sup>, 20 lb)
- 1,500 sheets (A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11") (80 g/m<sup>2</sup>, 20 lb)

### Proof Tray:

#### ❖ Paper size:

A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 8 1/2" × 5 1/2"

#### ❖ Paper weight:

52 – 157 g/m<sup>2</sup>, 14 – 42 lb

#### ❖ Stack capacity:

without punch:

- 250 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m<sup>2</sup>, 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m<sup>2</sup>, 20 lb)

with punch (the optional punch kit is required):

- 200 sheets (A4, 8 1/2" × 5 1/2" or smaller) (80 g/m<sup>2</sup>, 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m<sup>2</sup>, 20 lb)

### Staple:

#### ❖ Staple capacity:

without punch:

- 50 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m<sup>2</sup>, 20 lb)
- 30 sheets (B4, 8 1/2" × 14" or larger) (80 g/m<sup>2</sup>, 20 lb)

with punch (the optional punch kit is required):

- 40 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m<sup>2</sup>, 20 lb)
- 25 sheets (B4, 8 1/2" × 14" or larger) (80 g/m<sup>2</sup>, 20 lb)

#### ❖ Staple paper size:

A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"

❖ **Staple paper weight:**

64 – 80 g/m<sup>2</sup>, 17 – 21 lb

❖ **Staple position:**

Four positions (Top, Top Slant, Bottom, 2 Staples)

❖ **Power consumption:**

48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**

625 × 545 × 960 mm, 24.7" × 21.5" × 37.8"

❖ **Weight:**

Approx. 45 kg, 99.3 lb

 **Note**

Specifications are subject to change without notice.

## Punch Kit (Option)

### ❖ Paper size (2 holes version):

- : A3 – A5, 11" × 17" – 8<sup>1</sup>/<sub>2</sub>" × 11"
- : A4 – A5, 8<sup>1</sup>/<sub>2</sub>" × 11"

### ❖ Paper size (3 holes version):

- : A3, B4, 11" × 17"
- : A4, B5, 8<sup>1</sup>/<sub>2</sub>" × 11"

### ❖ Paper weight:

- 2 holes version: 52 g/m<sup>2</sup> – 128 g/m<sup>2</sup>, 14 – 34 lb
- 3 holes version: 52 g/m<sup>2</sup> – 105 g/m<sup>2</sup>, 14 – 28 lb

### ❖ Power consumption:

33.6 W (power is supplied from the mainframe.)

### ❖ Dimensions (W × D × H):

92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

### ❖ Weight:

Approx. 2.4 kg, 5.3 lb

### Note

- Specifications are subject to change without notice.

## Copy Tray(Optional)

❖ **Paper Capacity:**

- A3, 11" × 17" : 250 sheets
- B4, 8<sup>1</sup>/<sub>2</sub>" × 14" : 500 sheets
- A4, 8<sup>1</sup>/<sub>2</sub>" × 11" : 500 sheets
- B5, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" : 250 sheets

❖ **Dimensions (W × D × H):**

390 × 330 × 130 mm, 15.4" × 13.0" × 5.2"

❖ **Weight:**

Approx. 650 g, 1.5 lb

 **Note**

- Specification are subject to change without notice.

## 3500-Sheet Large Capacity Tray (LCT) (Option)

- ❖ **Paper size:**  
A4 , B5 , 8<sup>1</sup>/<sub>2</sub>" × 11"
  - ❖ **Paper weight:**  
64 – 105 g/m<sup>2</sup>, 16 – 24 lb
  - ❖ **Paper capacity:**  
3,500 sheets (80 g/m<sup>2</sup>, 20 lb)
  - ❖ **Power consumption**  
Maximum. 48 W (power is supplied from the main frame.)
  - ❖ **Dimensions (W × D × H, option unit):**  
403 × 529 × 608 mm, 15.9" × 20.9" × 24.0"
  - ❖ **Weight:**  
Approx. 22 kg, 48.6 lb
-  **Note**  
 Specifications are subject to change without notice.

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