

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 class 1 laser device, safe for office/EDP use. The machine contains two 15-milliwat, 760-800 nanometer wavelength, GaAIAs 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.

The following label is attached on the back side of the machine.



Laser Safety:

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 of the optical subsystem is required.

Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

Basic type : Aficio Color 6010

Edit type : Aficio Color 6110

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

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

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

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

Power Source

220 - 240V, 50/60Hz, 8A

Please be sure to connect the power cord to a power source as above. For details about power source, • see page 202.

Do not make copies of anything which is prohibited from copying by law. The following items are normally prohibited from copying by national law. Other items may be prohibited by local law.

- Money
 Stamps
 Bonds
 Stocks
- Bank drafts
 · Checks
 · Passports
 · Driver's licenses

The copy samples in this Operating Instructions differ somewhat from actual copies due to printing effects.

The coloring of each Color key may differ somewhat from the actual copies.

This copier has a function that prevents making counterfeit bills. So, if you use an original image that is similar to a bill, you may not get proper copies.

Safety Information

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

Safety during Operation

In this manual, the following important symbols are used:

▲ WARNING: Ignoring this warning could cause serious injury or even death.
 ▲ CAUTION: Ignoring this caution could cause injury or damage to property.

Examples of Indications

Symbols riangle mean a situation that requires you take care.



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Symbols rianglesimmean "Hot surface".

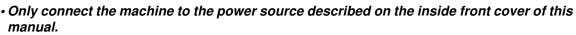
(

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

Symbols ● mean you MUST perform this operation.

This example means "You must remove the wall plug".

WARNING:



- 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.



O-C

 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.

 \bigotimes

 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.



 Do not insert your hands between sorter bins when your machine is equipped with the 20bin sorter stapler. You may be injured.

≜CA l	JTION:
\bigcirc	 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.
0	• 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.
0	• If you use the machine in a confined space, make sure there is a continuous air turnover.
\bigcirc	• 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.

How to Read this Manual

Symbols

In this manual, the following symbols are used:

A WARNING:

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

A CAUTION:

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

*The statements above are notes for your safety.

Important

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

Preparation

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

🔗 Note

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

Limitation

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

₽ Reference

This symbol indicates a reference.

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Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

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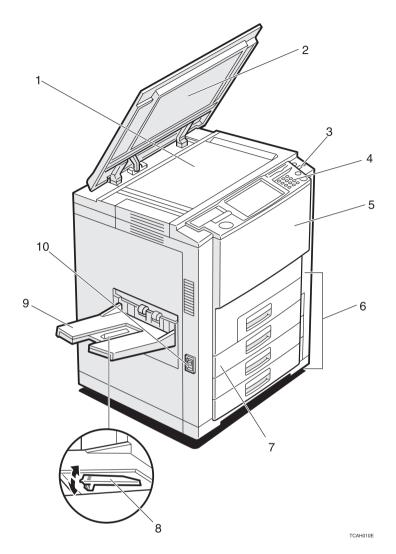
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Where it is & What it is

Machine Exterior



1. Exposure glass (platen glass)

2. Platen cover (option)

- 3. Operation switch
- 4. Operation panel
- 5. Front cover
- 6. Paper tray
- 7. Auto duplex tray
- 8. Stopper
- 9. Copy tray
- 10. Main power switch

Position originals here face down for copying.

Lower this cover over originals placed on the exposure glass (platen glass) for copying.

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

See page 5.

Open to access the inside of the machine.

Set paper here. • See page 172.

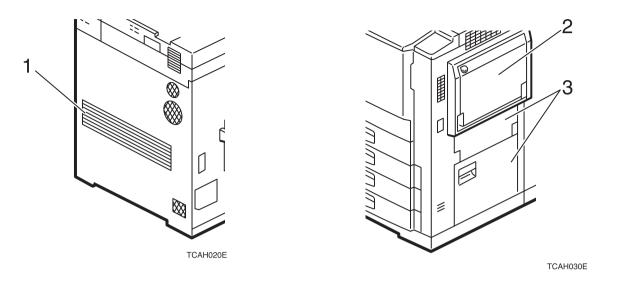
Use to make two-sided copies.

When you copy onto thin paper, raise this to prevent curling.

- Completed copies are delivered here.
 - To start the machine, turn on this switch.

🔗 Note

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



- 1. Ventilation hole
- 2. Bypass tray

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

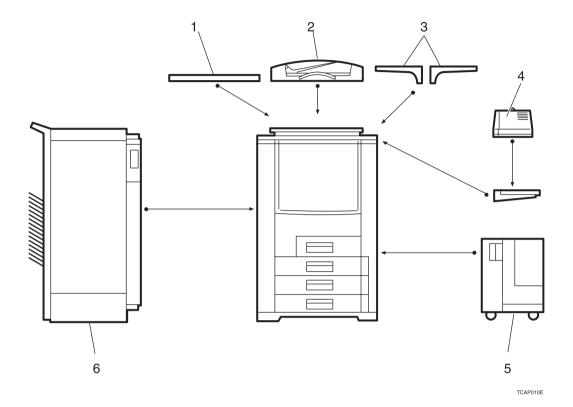
Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper, results See page 48.

 3. Right side cover
 /Lower right cover

 Open this cover to remove jammed paper.

Options

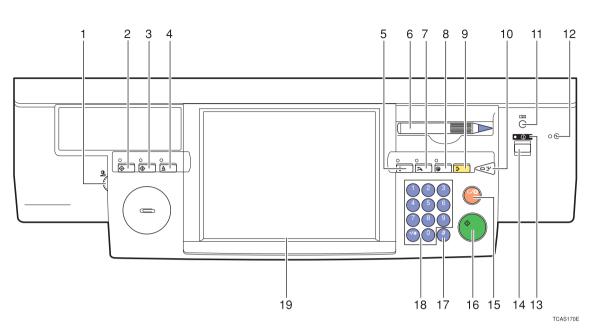
This machine can be provided with the following options:



1. Platen cover	Lower this cover over originals placed on the exposure glass (platen glass) for copying.
2. Document feeder (ADF)	Insert a stack of originals here. They will be fed automatically.
3. Original tray	Put your originals.
4. Film projector unit	Use to copy films. 🖝 See page 207.
5. Large capacity tray (LCT)	 Note The holder is required for installation. Holds 1,500 sheets of paper.
	Note The adapter is required for installation.
6. 20-bin sorter stapler	Sorts, stacks, and staples copies.

Where it is & what it is

Operation Panel



1. Screen Contrast knob

You can change the brightness of the display.

2. [Special Accessory] key

Press to use the optional film projector unit. • See page 207.

3. [User Tools] key

Press to change the default setting. • See page 187.

4. [Adjustment/Memory] key

5. [Program] key

Press to select the program mode. • See page 57.

6. Editor pen

Use to designate areas.

7. [Recall] key

Press to recall the previously selected copy jobs.

8. [Energy Saver] key

Press to enter/exit the Energy Saver mode. • See page 55.

9. [Clear Modes] key

Press to clear the previously entered settings.

10. [Interrupt] key

Press to make interrupt copies.

See page 55.

11. [Counter] key

Press to display the total number of copies made.

12. Main Power indicator

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

13. On indicator

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

14. 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).

15. [Clear/Stop] key

Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

16. [Start] key

Press to start copying.

17. [#] key

Press to enter data in selected modes.

18. [Number] keys

Use to enter the desired number of copies. They are also used to enter data.

19. Touch panel display

You can see the operation status and messages here.

Touch Panel Display

	To	tal number of copies to make
Initial display	/	COPY COUNTER
O Ready	Area Editing Image Overlay Q'ty Copy	Counts number of copies made so far.
		You can select whether the copy counter counts up
Auto Color Select Full Color Black&White	Single Color Twin Color	(counter up) or counts down (counter down). If you want to change the setting, riangle see page 191.
Auto Orig. Type Select Text / Photo Text Photo	Special Original	
Auto Paper Select 1 A 4 A 4 B 5	4 🗐 🖓 🖳 Normal A 3 11 × 17	
Full Size Auto Reduce/Enlarge 100%		
Custom Size Orig. Sort Stack Staple:	RR E RR	
Image Creation Color Creation Shift/Book	Duplex/Combine Reduce/Enlarge	

This machine's features are accessed by simply pressing the name of the feature and following the instructions that come up on the display.

\mathcal{P} Reference

Regarding detailed information about each key and function, - see page 12.

For how to use the touch panel display, - see page 25.

What You can do with this Machine

Differences between Edit Type and Basic Type

This machine comes in two versions. Refer to the table below for features available on your machine.

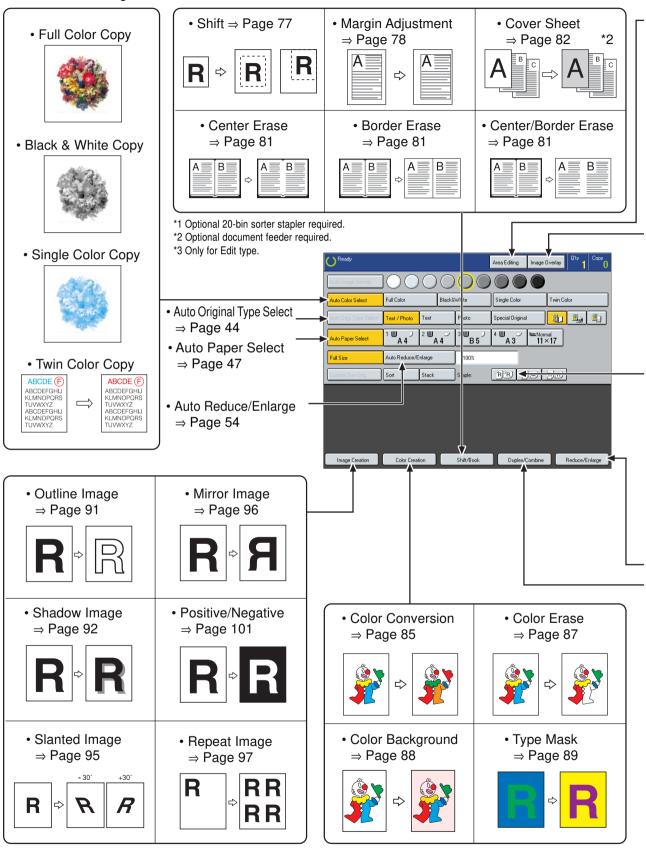
Function	S	Edit type	Basic type
Auto Ima	ige Density	✓	✓
Auto Col	or Select	✓	✓
Full Cold	r	✓	✓
Black &	White	✓	1
Single C	olor	✓	✓
Twin Col	or	✓	\checkmark
Auto Orig	ginal Type Select	✓	√
Auto Pap	per Select	✓	✓
	Preset R/E	✓	✓
ge/	Zoom	✓	√
Reduce/ Enlarge	Size Magnification	✓	✓
щ	Directional Magnification	✓	√
	Poster Mode	✓	√
¥	Shift	✓	√
Shift/Book	Margin Adjustment	✓	✓
nift/	Erase	✓	1
S	Cover Sheet	✓	✓
_	Color Conversion	✓	✓
lor	Color Erase	✓	✓
Color Creation	Color Background	✓	✓
0	Type Mask	✓	✓
_	Outline Image	✓	✓
Image Creation	Positive/Negative	✓	✓
rea	Shadow Image	✓	√
Je C	Mirror Image	✓	✓
naç	Slanted Image	✓	1
-	Repeat Image	✓	1
Ę	Program User Color	✓	✓
nen	Color Adjustment	✓	✓
Jjustment/ mory	Color Balance Adjustment	✓	✓
r Adjustr Memory	Color Balance Sample	 ✓ 	✓
Color Ad Mer	Color Balance Program	✓	✓
ŏ	Image Adjustment	✓	1
Image O	verlay	✓	_
Area Edi	ting	✓	-
Interrupt	Copying	✓	✓

Differences between Edit Type and Basic Type

Functions	Edit type	Basic type
Recall	✓	 ✓
Auto Start	✓	1
Program	✓	✓
Auto Reduce/Enlarge	✓	✓
Bypass Tray Copying	✓	1
Duplex/Combine Copying	✓	✓
Default Setting	✓	✓
User Tools	✓	1
Display Color	Full color	Full color

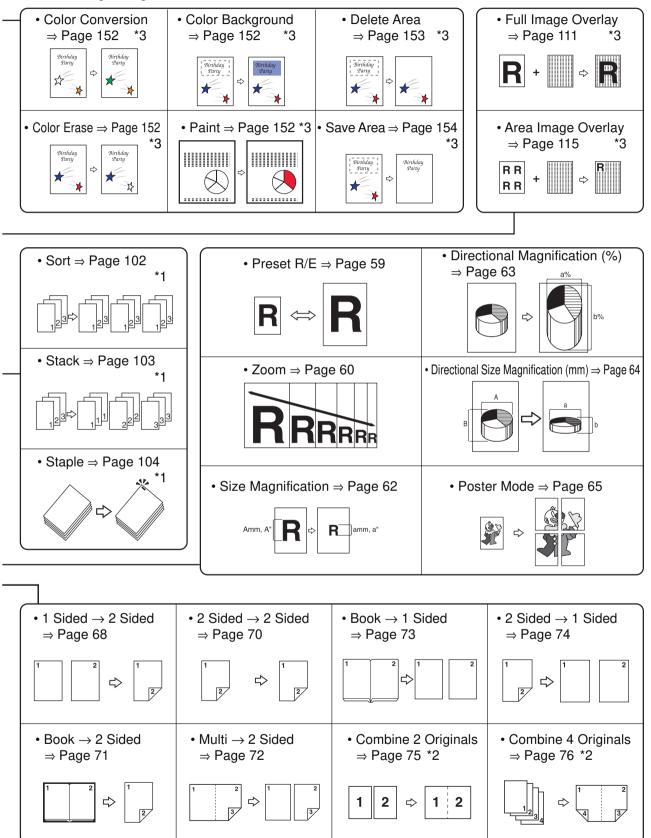
What You can do with this Machine

• Color Mode ⇒ Page 40



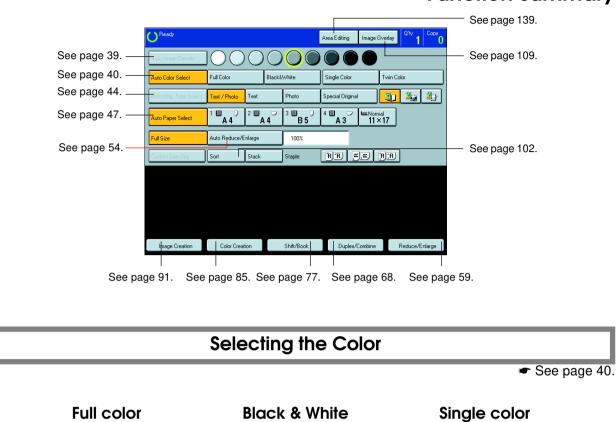
TCAX320E

• Area Editing \Rightarrow Page 139



TCAX330E

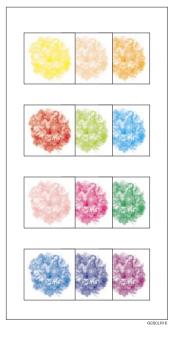
What You can do with this Machine



Function Summary







User color



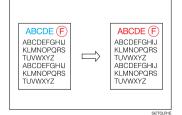
GCUSCL1E

Scanned color



GCSNCL1E

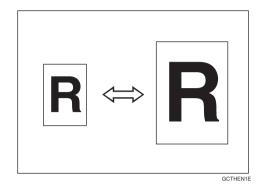
Twin color



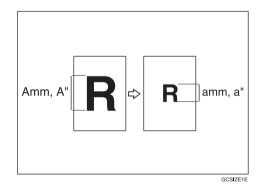
Reducing and Enlarging

See page 59.

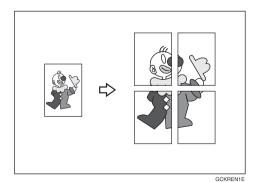
Preset R/E—Reducing and enlarging using preset ratios



Size Magnification(mm)—Fitting the original to a copy of a different size



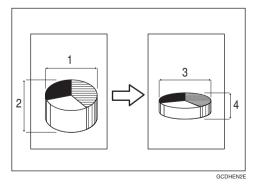
Poster Mode—Enlarging the complete image onto several sheets



. . .

1: Horizontal % 2: Vertical %

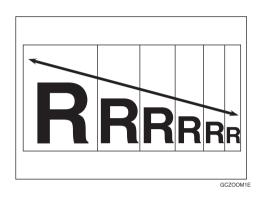
Directional Size Magnification (mm)— Stretching and squeezing the image into the copy area



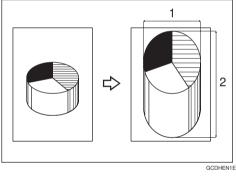
1: Horizontal original size

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

Zoom—Reducing and enlarging in 1% steps



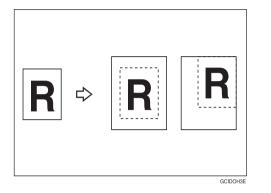
Directional Magnification (%)—Stretching and squeezing the image in 1% steps



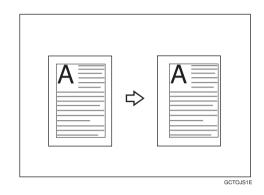
Shifting the Image

See page 77.

Shift—Centering/Cornering the Image



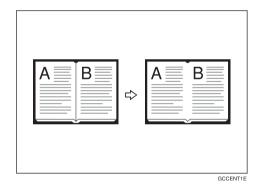
Margin Adjustment — Adding margins for binding



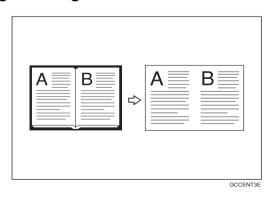
Erasing Parts of the Copy Image

See page 81.

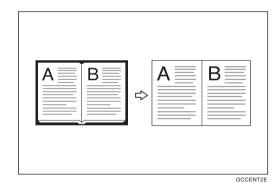
Center Erase—Erasing the center margin of the original image



Center/Border Erase—Erasing the center margin and surrounding area of the original image



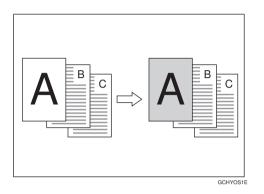
Border Erase—Erasing the surrounding area of the original image



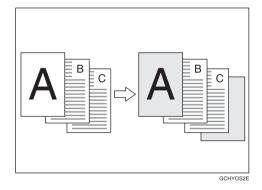
Adding the Cover

🖝 See page 82.

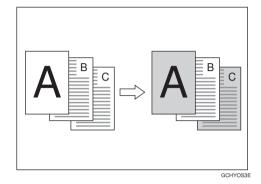
Front Cover—Copying a front cover



Front & Back Cover—Copying front cover and adding back cover



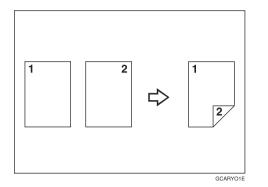
Front & Back Cover—Copying front and back covers



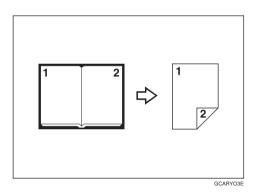
Making Duplex Copies

See page 68.

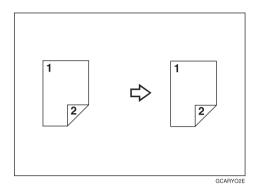
1 Sided \rightarrow 2 Sided—Making two-sided copies from one-sided originals



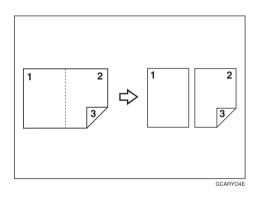
Book \rightarrow 2 Sided—Making two-sided copies from facing pages of a bound original



2 Sided \rightarrow 2 Sided—Making two-sided copies from two-sided originals



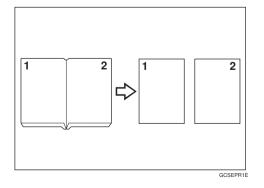
 $\label{eq:Multi} \textbf{Multi} \rightarrow \textbf{2} \, \textbf{Sided} \textbf{--} \textbf{Making two-sided copies from a book}$



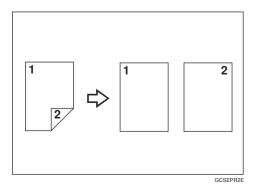
Making Series Copies

See page 73.

 $\text{Book} \rightarrow 1$ Sided—From book originals to 2 one-sided copies



2 Sided \rightarrow 1 Sided—From two-sided originals to 2 one-sided copies



Making Combine Copies

See page 75.

Combine 2 Originals—Combining two originals

⇔

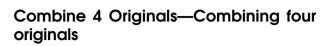
1

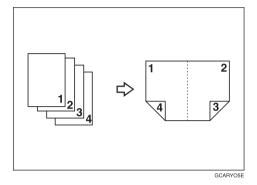
2

2

GCSYYK1E

1

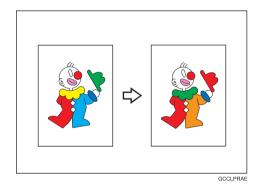




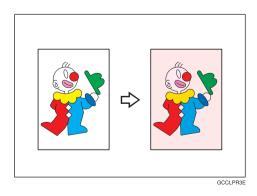
What You can do with this Machine

Color Creation

Color Conversion—Converting a selected color into a different color

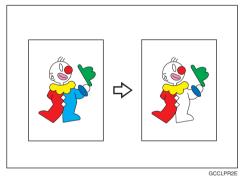


Color Background—Making copies with a color background



Color Erase—Erasing the selected color

See page 85.



Type Mask—Coloring text part and background part separately

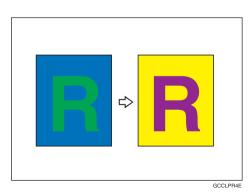
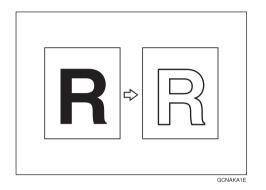


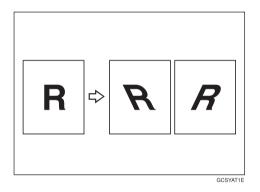
Image Creation

See page 91.

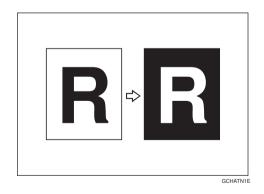
Outline Image—Copying only the outline of the image



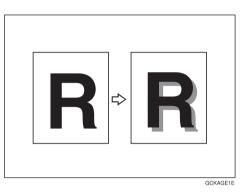
Slanted Image—Slanting the copy image



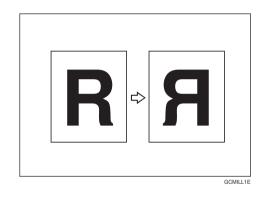
Positive/Negative—Copying in complementary colors



Shadow Image—Adding a shadow around the copy image elements



Mirror Image—Making a mirror image



Repeat Image—Copying a part of the original image repeatedly

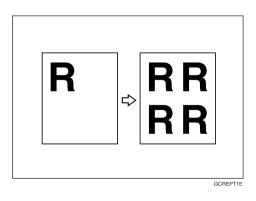
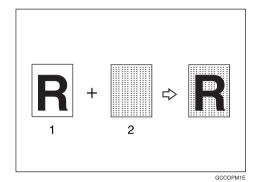


Image Overlay (Only for Edit Type)

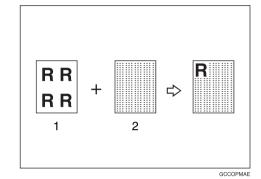
See page 109.

Full Image Overlay—Overlaying the overlay image onto a background



- 1: Foreground image original
- 2: Background image original

Area Image Overlay—Overlaying a portion of the overlay image onto a background original

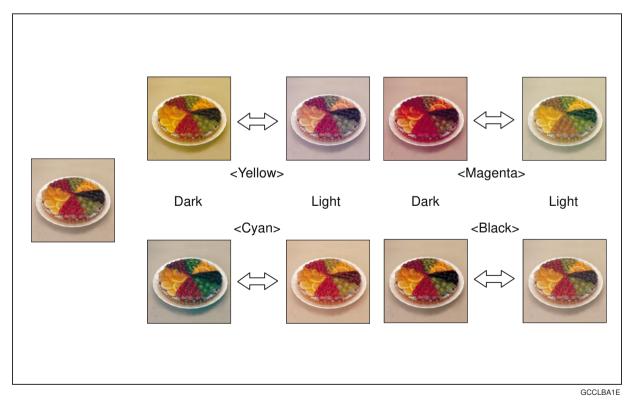


1: Foreground image original 2: Background image original

Color Balance—Adjusting and Storing the Color Balance

See page 124.

Color Balance Adjustment—Adjusting the color balance



Color Balance Program—Storing and recalling the color balance Color Balance Sample—Sampling the color balance

Color Adjustment—Adjusting a Single Color

See page 131.

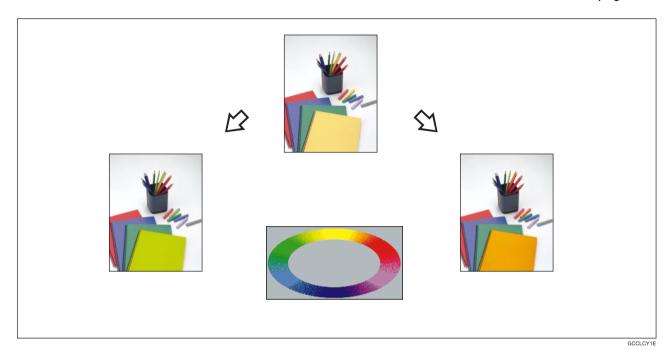
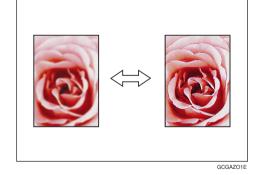


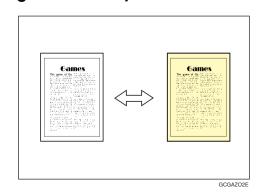
Image Adjustment

See page 132.

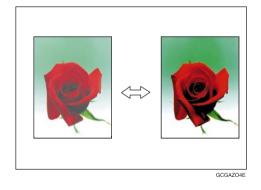
Soft/Sharp



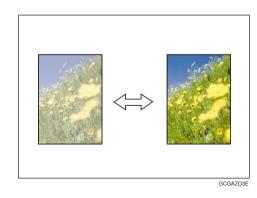
Background Density



Contrast



Pastel

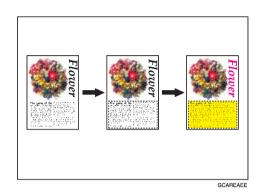


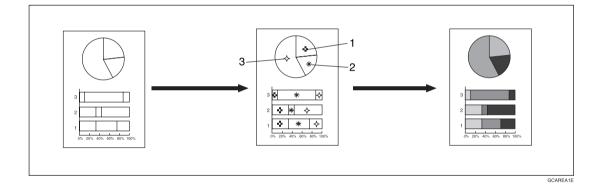
Program User Color—Storing User Colors

See page 135.

Area Editing (Only for Edit Type)

See page 139.

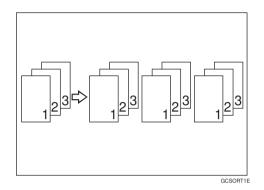




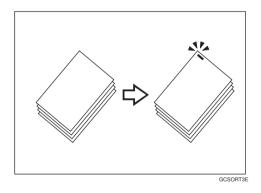
Finishing (Option)

See page 102.

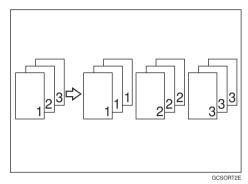
Sort-Sorting into sets (123, 123, 123)



Staple—Stapling copies



Stack—Stacking together all copies of a page (111, 222, 333)



Using the Projector (Option)

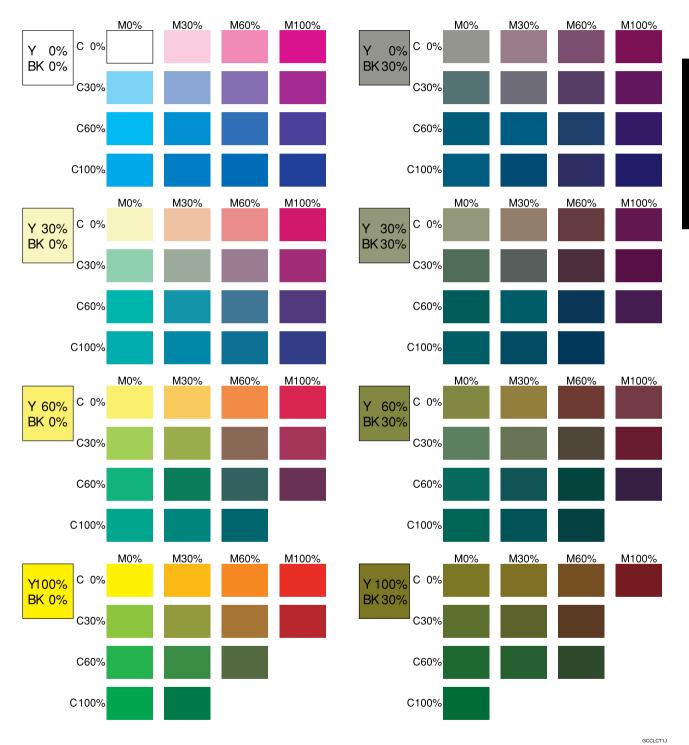
See page 207.

Color Sample Chart

This is the User Color sample. You can mix the basic colors to make your own colors (User Color).

🔗 Note

□ The color sample might differ somewhat from actual copies due to printing effects.



23

Using the Touch Panel Display

Selecting Functions

On the touch panel display, you can find keys, instructions and messages. By pressing keys on the display, you can select or deselect functions, and enter data for the selected modes. If you make a mistake and wish to clear the current settings, press the [Clear Modes] key.

					Messages and instructions appear here.
Ready			Area Editing Image Ove	erlay Q'ty Copy	
Auto Image Density	1000	$\bigcirc \bigcirc \bigcirc \bigcirc$			
Auto Color Select	Full Color	Black&White	Single Color T	win Color	
Auto Orig. Type Select	Text / Photo Text	Photo	Special Original	1 is is	
Auto Paper Select	1 U J 2 U	A 4 3 8 5	4 📕 🖓 🖳 Normal A 3 11 × 1	7	Keys that have been selected.
Full Size	Auto Reduce/Enlarge	100%			—— Keys that have the option of being selected.
Custom Size Orig.	Sort Stack	Staple:	RR FE R):R)	Keys that do not have the option of being selected are fail
Image Creation	Color Creation	Shiitt/Book	Duplex/Combine	Reduce/Enlarge	

In this manual, keys on the display are indicated as follows:

Example:

Key on the display: Auto Paper Select

In the manual:

[Auto Paper Select] key

🔗 Note

Do not press the touch panel display with any hard or sharp object. Always use the editor pen.

Entering Numbers

When the display prompts you to enter a number, type in the number with the **[Number]** keys and press the **[#]** key on the display to accept it.

Should you make a mistake:

- If you have not pressed the [#] key yet, press the [Clear] key and then re-enter it. If there is not the [Clear] key on the display, press the [Clear/Stop] key.
- If you have already pressed the [#] key, press the item you wish to change on the display and re-enter the number with the [Number] keys. Press the [#] key on the display to accept it.

Checking the Functions You Have Selected

When you set one or more copy settings, the last item you selected will remain on the screen.

O ^{Ready}			Area Editing Image	Overlay Q'ty Copy	
Auto Image Density		$\bigcirc \bigcirc \bigcirc$)	
Auto Color Select	Full Color	Black&White	Single Color	T win Color	
Auto Orig. Type Select	Text / Photo Text	Photo	Special Original		
Auto Paper Select	¹ 4 ² a	4 ³ ₿5	4 🗐 🖵 🖳 Nor A 3 11	^{mal} ×17	
Full Size	Auto Reduce/Enlarge	50%			[Check Modes] key
Custom Size Orig.	Sort Stack	Staple:	RR ≝,≝	B Check Modes	
Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge	
Select reproduction ratio.				100%	-
→	200%	115% B4→A3	$\begin{array}{ccc} 122\% & 141\% \\ \begin{tabular}{c} 8\times13\rightarrow A3 & A4\rightarrow A3 \\ A4+B4,ss & A5\rightarrow A4 \end{array}$	200% 400% ≜5→≜3	
- +	25% 50	% 65% A5 A3→8+13	$\begin{array}{ccc} 71\% & 75\% \\ {}_{A3\to A4} & {}_{B4\to 8^{+13}} \\ {}_{A4\to A5} & {}_{H5} \end{array}$	82% ^{8∗13→≜4} 93%	
Input Ratio	Preset R/E / Zoom	Size Magnification	Directional Mag.	Poster Mode	

To check all the settings you have set so far, press the [Check Modes] key.

O Ready	Area Editing Image Overlay 01 0	O Ready		Area Editing Image 0	Iverlay Q'ty Copy
Auto Image Density		Auto Image Density	0000		
Auto Color Select Full Color Black&White	Single Color Twin Color	Auto Color Select	Full Color Black&W	/hite Single Color	Twin Color
Auto Drig. Type Select Text / Photo Text Photo	Special Original	Auto Drig. Type Select	Text / Photo Text I	Photo Special Original	
Auto Paper Select	4 I Sormal A 3 11×17	Auto Paper Select		3 U 4 U Norm B5 A3 11×	
Full Size Auto Reduce/Enlarge 50%		Full Size	Auto Reduce/Enlarge	50%	
Custom Size Orig. Sort Stack Staple:		Custom Size Orig.	Sort Stack Stack	Staple: RR =	R R Previous
Image Creation Color Creation Shift/Book	Duplex/Combine Reduce/Enlarge		s	Shift/Book	Reduce/Enlarge
Select reproduction ratio. 50% → → 200% 115% 200%	100% 122% 141% 200% 400% ▲49434 ▲5→▲3 400%				Preset R/E 50 % ^{A3} →A5 ^{B+13→A5}
- + 25% 50% 65%	71% 75% 82% 93% A3→A4 B4→843 8413→A4 A4→A5		Center	r Erase	→
Input Ratio Preset R/E / Zoom Size Magnification	Directional Mag. Poster Mode	Image Creation	Color Creation	Duplex/Combine	

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. About Energy Saver mode,
see page 55. About Auto Timer,
see page 191.

Power Switches

This machine has the operation switch and main power switch.

Operation switch (right side of the operation panel)

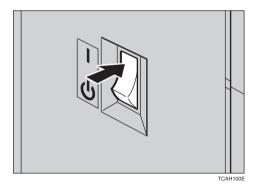
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

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

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

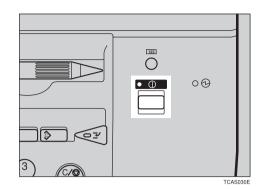


Turning on the Power

Press the operation switch to make the **On** indicator lights up.

🔗 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 (about 9 minutes), you can use the Auto Start function. See page 56.



When the machine is set for user codes

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] key and the [Clear /Stop] key simultaneously after copying.

\mathcal{P} Reference

For setting user codes, - see page 196.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

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 when the platen cover or the document feeder is opened.

Originals

Standard Size Originals

The machine will detect original of the following sizes and directions as standard size originals:

When you set originals on the exposure glass (platen glass)

Metric version	A3□, B4□, A4□, B5□, A5□, 81/2" × 13"□
Inch version	11" × 17", 10" × 14", 81/2" × 13", 81/2" × 11", 51/2" × 81/2",

When you set originals in the document feeder

Metric version	A3□, B4□, A4□□, B5□□, A5□□, B6□□, 81/2" × 13"□, 81/2" × 11"□, 11" × 17"□, 11" × 81/2"□
Inch version	11" × 17", 81/2" × 14", 81/2" × 11", 51/2" × 81/2", 11" × 15", A4, 10" × 14", 8" × 13", 8" × 10"

Recommended Originals

₽ Reference

For originals that the document feeder can handle, - see page 241.

Non-recommended Originals for the Document Feeder

🔗 Note

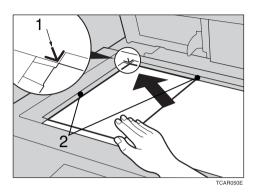
- The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).
- □ Originals thicker than 128g/m², 34 lb
- □ Originals thinner than 40g/m², 11 lb
- For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to ADF Thin paper mode with the user tools.
- □ Originals larger than A3, 11" × 17"
- □ Originals smaller than B6□□, 51/2" × 81/2"□□
- Folded, curled, creased, or damaged originals
- Mailing labels, or perforated originals
- Bound, stapled, or clipped originals
- OHP transparencies

- Translucent paper
- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

Setting Originals on the Exposure Glass (Platen Glass)

Lift the platen cover or the document feeder.

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



- 1. Reference mark
- 2. Scale



Π

3 Lower the platen cover or the document feeder.

Setting a Stack of Originals in the Document Feeder

You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

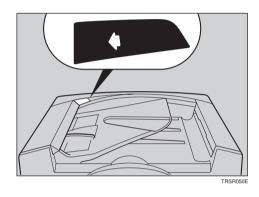
🔗 Note

- □ Some originals are unsuitable for the document feeder.
 See page 30.
- Do not press down or hold originals after inserting them.
- I While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.



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

2 Make sure the **Insert Original** indicator is lit and the exposure glass (platen glass) is clear of originals.

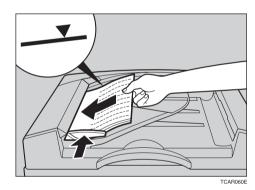


- Adjust the guide to the original size.
- Set the originals <u>face up</u> into the document feeder until the **Insert Original** indicator goes off.

🔗 Note

3

- □ The last page should be on the bottom.
- □ The original guide must touch the front side of the originals.
- Do not stack originals above the limit mark.



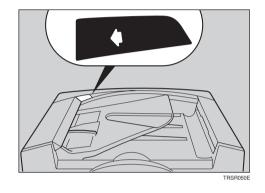
1: Limit mark 2: Original guide

Setting one Original at a Time in the Document Feeder

If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the [Start] key.

🔗 Note

- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.
 - Correct any curl, fold, or crease in the originals before setting.
- 2 Make sure the **Insert Original** indicator is lit and the exposure glass (platen glass) is clear of originals.



Adjust

Adjust the guide to the original size.

Set the original <u>face up</u> into the document feeder until the **Insert Original** indicator goes off.

🔗 Note

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.
 - Press the [Start] key.
- While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

🔗 Note

5

 You can adjust the time the machine waits before being ready for the next original with the user tools.
 See page 191.



Setting Originals of Different Sizes in the Document Feeder

You can insert a stack of originals of different standard sizes (e.g. A4, B5 etc.) into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools. - See page 198.

Limitation

- The weight of originals that can be set with this function is 52 81g/m², 14 20 lb.
- □ Smaller size originals might be skewed a little.

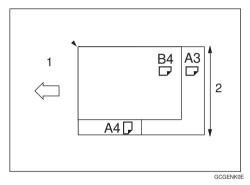
🔗 Note

If your stack of originals contains pages of different sizes, make sure that:

- Longer originals are at the bottom of the stack, and shorter originals are at the top.
- All originals are flush with the back fence of the document feeder.



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



1: Set into the document feeder 2: Vertical size



Adjust the guide to the widest original size.

3 Set the aligned originals face up into the document feeder.

Setting Non-standard Sized Originals

When copying from non-standard sized originals, enter the original size so that copy is well aligned.

Limitation

You must set your non-standard size originals on the exposure glass (platen glass).

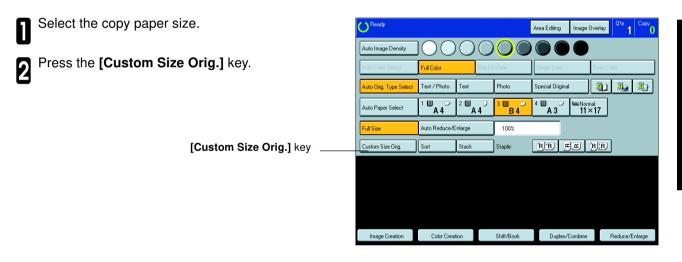
\mathcal{P} Reference

For the standard sizes the machine can detect, \bullet see page 30.

🔗 Note

□ The dimensions you can enter must be within the following ranges:

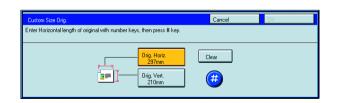
Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)



3 Make sure that the **[Orig. Horiz.]** key is selected. Enter the horizontal size with the **[Number]** keys, then press the **[#]** key.

🔗 Note

□ To change the value entered, press the [Clear] key and enter a new value.



Press the **[Orig. Vert.]** key and enter the vertical size with the **[Number]** keys, then press the **[#]** key.



6

- Press the [OK] key.
- Set your original on the exposure glass (platen glass), then press the **[Start]** key.

Basics

Removing the Platen Cover to Copy a Large Original

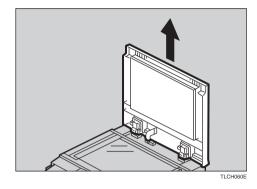
You can remove the platen cover to copy a large (more than A3, $11" \times 17"$) original.

🔗 Note

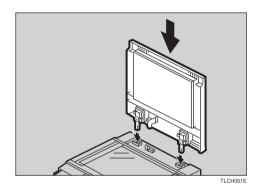
- □ You cannot remove the document feeder.
- To remove the platen cover, lift it out.

🔗 Note

Lift the platen cover with both hands. Place the removed cover on a flat surface such as a desk and where it will not be damaged.



To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover into the copier.



Copying

Basic Operation

How to Make Copies

- Set your original on the exposure glass (platen glass) or in the document feeder. See page 31, 32, or 33.
- 2 Confirm that the [Auto Color Select], [Text/ Photo], [Auto Paper Select], [Full Size] keys are selected. If not, press the keys.

🔗 Note

- □ Auto Color Select see page 40.
- □ Text/Photo riangle see page 44.
- □ Auto Paper Select see page 47.

B Enter the number of copies required using the **[Number]** keys.

🔗 Note

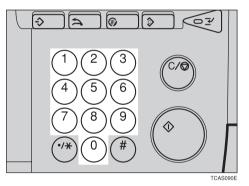
□ To change the number entered, press the **[Clear**/ **Stop]** key, then enter the new number.

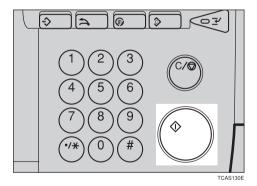
Press the [Start] key.

🔗 Note

- □ To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- □ To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

O ^{Ready}				Area Editing Ima	ge Overlay Q'tv Copy	
Auto Image Density	$ \bigcirc\bigcirc$	\bigcirc				
Auto Color Select	Full Color	Bla	ck&White	Single Color	Twin Color	
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original		
Auto Paper Select	1 U ∪ A 4	2 🗐 🛛 🖌	³ ⊎ 5		Normal 11×17	
Full Size	Auto Reduce/E	nlarge	100%	100%		
Custom Size Orig.	Sort	Stack	Staple:	RR F,	R:R	
Image Creation	Color Creat	ion	Shiift/Book	Duplex/Combi	ine Reduce/Enlarge	





Adjusting Copy Image Density

Image density affects the contrast of copies. With these functions you can control the image density so that copies match originals. Make the selection you require then set your originals and press the [Start] key.

Auto image density

The machine automatically controls the image density.

Note

Auto Image Density and Auto Color Select cannot be set together.

- If Auto Color Select mode is selected, select other color modes to cancel it. - See page 40.
- Press the [Auto Image Density] key. 2

O ^{Ready}				Area Editing Im	age Overlay	
Auto Image Density	$ \bigcirc\bigcirc$	00				
Auto Color Select	Full Color	Black8	White	Single Color	Twin Co	lor
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Original		
Auto Paper Select	1 🗐 🖓 2 🗐 🖓 A 4 A 4		³ Шв5		Normal 11×17	
Full Size	Auto Reduce/E	nlarge	100%			
Custom Size Orig.	Sort	Stack	Staple:	Ŕĸ,≃) <u>B</u> ;B)	

Manual image density

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

2

If [Auto Image Density] key is selected, press it to cancel it it to cancel it.

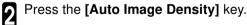
Press the desired color density level.

O ^{Ready}				Area Editing	Image Overlay	^{Q'W} 1	Сору
Auto Image Density	$ \bigcirc\bigcirc$	00					
Auto Color Select	Full Color	Black8	White	Single Color	Twin C	olor	
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Original			9
Auto Paper Select	1 U ↓ A 4	² 📕 🗖	³ Шв5	⁴ ■ □ □ □ A 3	⊫Normal 11×17		
Full Size	Auto Reduce/E	nlarge	100%				
Custom Size Orig.	Sort	Stack	Staple:	BB =	.≝ B:R]	

Combined auto and manual image density

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

If Auto Color Select mode is selected, select other color modes to cancel it. - See page 40.





Press the desired color density level.

				Area Editing	Image Overlay	Q'W 1	Сору
Auto Image Density	$ \bigcirc\bigcirc$	00	\odot				
Auto Color Select	Full Color	Black8	White	Single Color	Twin C	iolor	
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Original	1	٤.	2 }
Auto Paper Select	1 Ш ⊃ A 4	2 🗐 🗸	3 □ □ □ B 4	4 Ш	⊫Normal 11×17		
Full Size	Auto Reduce/E	nlarge	100%				
Custom Size Orig.	Sort	Stack	Staple:	RR P]	

Selecting a Color Mode

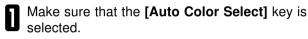
Select a color mode that best suits your originals and copying requirements.

Auto color select mode

The machine automatically detects whether the original has color parts or not. Originals with only black images will be copied in Black & White mode. Originals with some color areas will be copied in Full Color mode.

🔗 Note

If you make one copy set of a black original using the document feeder, it is recommended to select Black & White mode. If you choose Auto Color Select mode, the machine will reset the color selection for every original page, taking a long time to complete the job.



🔗 Note

□ If not, press the [Auto Color Select] key.

O ^{Ready}					Area Editing	Image (Dverlay	^{Q'W} 1	Сору
Auto Image Density	$ \bigcirc\bigcirc$	\bigcirc	0	\bigcirc					
Auto Color Select	Full Color	В	Black&	//hite	Single Color		Twin Co	lor	
Auto Orig. Type Select	Text / Photo	Text		Photo	Special Origina	al		≊ i⊚	1
Auto Paper Select	¹ ∐ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □	2 🗐 🗛 4	ŗ	³ ∎ ₽ В 4	⁴ 📕 🖉 🖉	⊫ _{Norn} 11>	^{nal} <17		
Full Size	Auto Reduce/E	nlarge		100%					
Custom Size Orig.	Sort	Stack		Staple:	RR P	". <u>"</u>	<u>R</u> .		



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

Full color copy mode

This function makes copies in full color.

Press the [Full Color] key.

O ^{Ready}				Area Editing Im	age Overlay Q'ly Copy
Auto Image Density	$ \bigcirc\bigcirc$	\odot	\bigcirc		
Auto Color Select	Full Color	Black&	White	Single Color	Twin Color
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original	
Auto Paper Select	¹ ∐	² 📕 🗸	³ ■ □ B 4	4 🗒 🗖 🗖	Normal 11×17
Full Size	Auto Reduce/E	nlarge	100%		
Custom Size Orig.	Sort	Stack	Staple:	ŘR ≓,≊	J B.B.

2

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

Black & White copy mode

This function makes copies in black.

Press the [Black & White] key.

OReady				Area Editing	Image Overlay	^{Qtv} 1	Сору
Auto Image Density	$ \bigcirc\bigcirc$	\odot	\odot				
Auto Color Select	Full Color	Black&	White	Single Color	Twin Ci	olor	
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original		<u> 1</u>	2 }
Auto Paper Select	¹ ∐	2 🗐 🗸 🗸	3 Ш □ B 4	⁴ □	⊫Normal 11×17		
Full Size	Auto Reduce/Enlarge		100%				
Custom Size Orig.	Sort	Stack	Staple:	RR E	E BR]	

2

Set your originals, then press the $\ensuremath{\mbox{[Start]}}$ key.

Single color mode

This function makes copies in single colors.

🖉 Note

• 12 basic colors:

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Beige, Marine Blue, Pink, Purple

• 15 user colors:

Up to 15 colors can be manually mixed and stored in memory. - See page 137.

• 1 scanned color (Only for Edit type):

You can scan in a color from an original. - See page 42.

₽ Reference

For copy samples, • see page 12.

-Basic color



2 Select the color.

🖉 Note

□ You can select the color density level.



Press the **[OK]** key.



3

Note

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

-User colors

🔗 Note

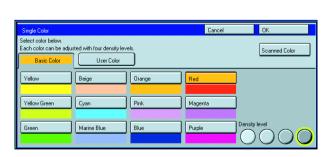
When Single Color copying, user colors might come out lighter.





Select the color.

□ You can select the color density level.



Cancel

Magenta

Purple

Pink Blue

Marine Blue

OK Scanned Color

Single Color				Cancel	ОК
Select color below Each color can be Basic Color	adjusted with four o	lensity levels. r Color			Scanned Color
User Color 1	User Color 2	User Color 3	User Color 4	User Color 5	
User Color 6	User Color 7	User Color 8	User Color 9	User Color 10	
User Color 11	User Color 12	User Color 13	User Color 14	User Color 15	

Basic Operation

Press the [OK] key.

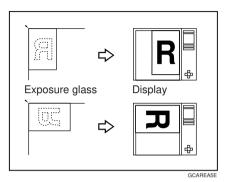


Set your originals, then press the [Start] key.

-Scanned color (Only for Edit type)

🔗 Note

- When Single Color copying, Scanned colors might come out lighter.
- "Scanned color" means that the color is specified from the original image directly.



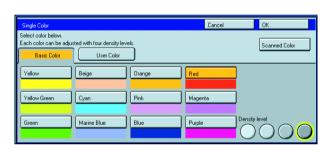


Press the [Single Color] key.

2 Set your original, then press the **[Scanned Color]** key.

🔗 Note

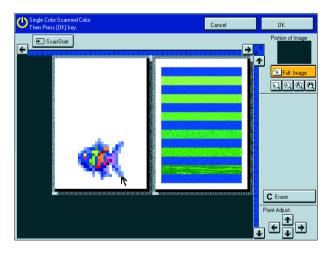
□ The image of the original is displayed.

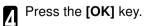


Press the color on the image you wish to scan in with the editor pen.

🖉 Note

- Point to an area of color with a radius of at least 5 mm.
- □ To cancel the pointing, press the [Erase] key.
- □ For details of this display, riangleright see page 142.





🖉 Note

□ The color you have chosen is scanned in.

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

Twin color mode

This function makes copies with black parts in the selected color and other parts in the other selected color.

₽ Reference

For copy samples, r see page 12.

🔗 Note

- □ You can have colored areas copied in one of the following colors:
- Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and User Colors You can have black parts copied in one of the following colors:
- Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and User Colors



Press the [Twin Color] key.

2 Select the color you want to copy in for the color parts of the original.

Twin Color			Cancel	OK
Change Color Portion [N Then Press [OK] key.	lot Black Portion] of the c	original to one of the colo	rs listed below.	Change Black
Basic Color	User Color			
Yellow	Beige	Orange	Red	
Yellow Green	Cyan	Pink	Magenta	
Green	Marine Blue	Blue	Purple	

2	If you want to change the black parts, press the
J	[Change Black] key.

🖉 Note

- If you don't want to change the black parts, go to step 5.
- Select the color you want to copy in for the black parts of the original.



6

Press the [OK] key.

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

Selecting the Original Image Type

To optimize the likeness between copies and originals, select an image type that matches your originals.

🔗 Note

□ You can adjust the readability of black lettering in colored areas, see page 131.

Auto original type select mode

This mode is selected automatically when the Full Color is selected and optimizes the likeness of copies to originals.

Press the [Auto Original Type Select] key.

				Area Editing	Image Ove	rlay Q'ty 1	Сору
Auto Image Density		00					
Auto Color Select	Full Color	Black8	White	Single Color	Τv	win Color	
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Original		1 🕹	2 }
Auto Paper Select	1 Ⅲ	² 📕 🗖 🗸	³ Ш – Г В 5	4 🗐 🗖 🖉	■Normal 11×1	7	
Full Size	Auto Reduce/E	nlarge	100%				
Custom Size Orig.	Sort	Stack	Staple:	BB E	B	(R)	
Image Creation	Color Creat	ion	Shift/Book	Duplex/0	Combine	Reduce/E	nlarge

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

Text/Photo mode

This mode automatically detects the areas of your original containing text or photographs. The text areas are copied using Text mode, and the photographs are copied with Photo mode.

🔗 Note

□ There are 3 types of Photo mode:

[Press Print]: Use when copying photographs or pictures that are printed on paper (e.g. magazines).

[Glossy Photo]: Use when copying developed photographs.

[2nd Generation]: Use when copying copies or originals printed from printers.

Make sure that the [Text/Photo] key is selected.

🔗 Note

ľ

□ If not, press the [Text/Photo] key.

OReady				Area Editing	Image Ove	erlay Q'ty	Сору
Auto Image Density]00	00					
Auto Color Select	Full Color	Black8	White	Single Color	T	win Color	
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Origin	al 🚺	1	<u>i</u> }
Auto Paper Select	¹ ∐	² 📕 🗖	³ Ш 5	⁴ ∐ A 3 ⊂	⊫Normal 11×1	7	
Full Size	Auto Reduce/E	nlarge	100%				
Custom Size Orig.	Sort	Stack	Staple:	BB (≝.≝ B	(R)	
Image Creation	Color Creat	ion	Shift/Book	Duplex	/Combine	Reduce/E	nlarge

Select your desired photo mode.

2

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

3

Text mode

This modes is suitable for copying originals consisting of characters, line diagrams, and letter, but not photographic images.



Press the [Text] key.

OReady				Area Editing	Image O	verlay Q'ty	Сору
Auto Image Density		00					
Auto Color Select	Full Color	Black8	White	Single Color		Twin Color	
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original			e.
Auto Paper Select	¹ □ □ □ A 4	² 📕 🗸	3 Ш □ B 4	⁴ 📕 🗖 A 3	■Norma 11×		
Full Size	Auto Reduce/E	nlarge	100%				
Custom Size Orig.	Sort	Stack	Staple:	RB 🚊		R);RJ	
Gustom 5128 Olly.		010011					
Custom 0128 Olly.			, ·				
ousion azê Olig.	SUIL		J ·				
Coston Size Uliy,	5011		1				
Lonor size Oig.	3011		J ·				



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

Photo mode

This mode is suitable for copying originals consisting of pictures, photographs, and screened letters/areas, but not solid letters.

🔗 Note

□ There are 3 types of Photo mode:

[Press Print]: Use when copying photographs or pictures that are printed on paper (e.g. magazines).

[Glossy Photo]: Use when copying developed photographs.

[2nd Generation]: Use when copying copies or originals printed from printers.

Press the [Photo] key.

				Area Editing	Image Ove	erlay Q'ty	1 ^{Copy} 0
Auto Image Density	$ \bigcirc \bigcirc$	OC	\bigcirc				
Auto Color Select	Full Color	Black	&White	Single Color	Т	win Color	
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Origina		<u>i</u>	<u>نا</u>
Auto Paper Select	¹ ∐	² 📕 🗸 🗸	³ ■ □ B 4	⁴ ∐ A 3	⊫ _{Normal} 11×1	7	
Full Size	Auto Reduce/E	nlarge	100%				
Custom Size Drig.	Sort	Stack	Staple:	BB.	9.e.) <u>B</u>	<u>.</u>	
Image Creation	Color Creat	ion	Shift/Book	Duplex/	Combine	Redu	ce/Enlarge



3

Select your desired photo mode.

Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ key.

Special original mode

Use this function for originals written in highlight pen, originals printed from inkjet printers, or maps.

0

Press the [Special Original] key.

Select your desired original type from the [Highlight Pen], [Inkjet Output], and [Map] key.

Special Original		Cancel	OK
Select special original mode listed below.			
Highlight Pen	Contraction of the second sec	- Ma	ap



Set your originals, then press the $\ensuremath{\left[\text{Start} \right]}$ key.

Selecting the Copy Paper Size

Select a suitable size of copy paper based on the original size and the reproduction ratio.

Auto paper select

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

\mathcal{P} Reference

For functions that cannot be used together with this function, **•** see page 106.

🔗 Note

Depending on the original type and size you use, the machine cannot detect original size. In this case, select paper size manually.

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

				Area Editing Image	Overlay Q'ty Copy
Auto Image Density		00	\bigcirc		
Auto Color Select	Full Color	Black&	White	Single Color	Twin Color
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Original	
Auto Paper Select	1 Ⅲ	² 4	³ ■ J B 5	4 🗐 🖓 🖳 Norr A 3 11	^{nal} ×17
Full Size	Auto Reduce/E	nlarge	100%		
Custom Size Orig.	Sort	Stack	Staple:	BB SS	B B

Manual paper select

You can select the copy paper manually.

Select the copy paper.

OReady				Area Editing Image	Overlay 01v Copy
Auto Image Density		00	\bigcirc		
Auto Color Select	Full Color	Black&	White	Single Color	Twin Color
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original	
Auto Paper Select	¹ ∐	² 4	³ ■ → B 4	4 U D ENorm	^{mal} ×17
Full Size	Auto Reduce/E	nlarge	100%		
Custom Size Orig.	Sort	Stack	Staple:	RR 5,5	R R
Image Creation	Color Creat	ion	Shift/Book	Duplex/Combine	Reduce/Enlarge

Copying from the Bypass Tray

Use the bypass tray to copy onto thick paper, adhesive labels, OHP transparencies, or non-standard size paper. Also use the bypass tray to copy onto the reverse side of paper that has already been copied onto.

🔗 Note

□ The following limitations apply:

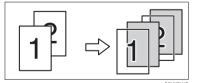
Acceptable paper types	Normal paper (64 ~ 105 Thick paper (105 ~ 157g Extra thick paper (157 ~ Post cards OHP transparencies Adhesive labels Translucent paper	/m², 28 ~ 42 lb)		
	Standard size	Metric version: □: A3, B4, A4, B5, A5, B6, 11" × 17", 12" × 18", 13" × 19" □: A4, B5, A5, B6, A6, 11" × 81/2"		
		Inch version: \Box : 81/2" × 11", 81/2" × 51/2", 10" × 14", 11" × 17", 12" × 18", 13" × 19", A3 \Box : 81/2" × 11", 81/2" × 51/2", A4		
	Non-standard size	Metric version: Vertical: 100 ~ 330mm (in 1mm steps) Horizontal: 140 ~ 483mm (in 1mm steps)		
	1:Horizontal 2:Vertical	Inch version: Vertical: 3.9" ~ 13" (in 0.1" steps) Horizontal: 5.5" ~ 19" (in 0.1" steps)		
Number of sheets that can be set at one time	3:Feed direction Normal paper, OHP tran Thick paper, Extra thick Adhesive labels: Translucent paper:			

□ Select one of the following settings or keys:

[Normal Paper] : normal paper

[Thick] :thick paper, post cards, adhesive labels, translucent paper[Extra Thick] :Heavier than 157g/m², 42 lb[OHP] :OHP transparencies[Duplex Back] :Copying onto the reverse side of paper that has been already copied onto. See page 52.[Custom Size] :Select this after the paper type for non-standard sized paper. See page 50.

When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.

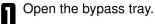


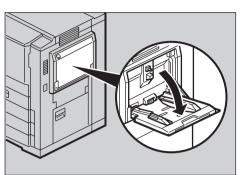
- **D** When you set several sheets at a time, fan them to get air between them before loading.
- □ If the copy paper is curled, gently roll it to remove the curl.
- **D** When you copy onto OHP transparencies, insert them with the copy side up.
- Do not stack copy paper above the limit mark.
- If the copy paper is curled, correct it before setting paper in the bypass tray. If the curled is not corrected, a paper misfeed might occur.
- When the optional sorter stapler is installed, copies made onto thick or OHP transparencies are not delivered in the proof tray but in the first bin instead.

Copying onto standard size paper with the bypass tray

🖉 Note

□ When you copy onto the reverse side of paper that has been already copied onto, < see page 52.

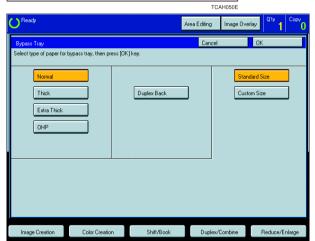




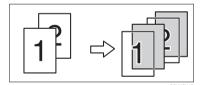
Press the [Normal Paper], [Thick], [Extra Thick], or [OHP] key.

🖉 Note

□ Make sure that the [Standard Size] key is selected.



When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



- Press the [OK] key.
 - Adjust the paper guides to the paper size.

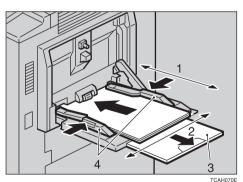
🔗 Note

2

- Make sure that the paper guides matches to the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.
- □ With large copy paper (more than A4□, 81/2"×11"□), swing out the extender.
- **5** With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.

🔗 Note

□ The paper size is displayed.



1:Horizontal size 2:Vertical size 3:Extender 4:Paper guides



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

Copying onto non-standard size paper with the bypass tray

Preparation

You can register non-standard paper sizes you use often in keys [Custom1], [Custom2], and [Custom3] with the user tools. See page 193.

Note

D Be sure to set the size. Otherwise, a paper misfeed might occur.

Open the baypass tray.

Press the [Normal Paper], [Thick], [Extra Thick], or [OHP] key.

O ^{Ready}		A	rea Editing	Image Overlay	Q'W 1	Сору	
Bypass Tray		41.	Cancel	0	K		
Select type of paper for bypass tray, then press [OK] key.							
Normal				Standard	Size		
Thick		Duplex Back	J	Custom S	ize		
Extra Thick							
OHP							
		oursum i			D I 15		
Image Creation	Color Creation	Shift/Book	Duplex/	Lombine	Reduce/E	nlarge	

Area Editing Image Ov

Press the [Custom Size] key. 3

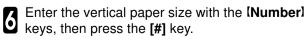
Select [Custom1], [Custom2], [Custom3] or [Enter Size] keys.

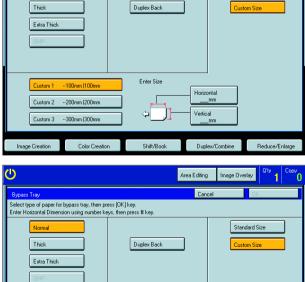
🔗 Note

- □ If you select [Custom1], [Custom2], or [Custom3], go to step 7.
- 5 If you select [Enter Size] in step 4, enter the horizontal paper size with the [Number] keys, then press the [#] key.

Note

□ To change the value entered, press the IClear/ Stopl key and enter a new value.





er for bypass tray, then press [OK] ke

Press the [OK] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
ט		A	wea Editing Image O	verlay Q'ty Copy
Bypass Tray			Cancel	OK
Select type of paper for	r bypass tray, then press [0] sion using number keys, the			
Normal	atori daling number keys, the	ar prove n nuy.	9	andard Size
Thick		Duplex Back		ustom Size
Extra Thick				
OHP				
		Enter Size		
Custom 1	~100mm 100mm	Enter Size	Horizontal	Clear
Custom 2	200mm 200mm		150mm	
Custom 3	300mm (300mm	\$]	Vertical mm	(#)
				_
Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge

7



Adjust the paper guides to the paper size.

🔗 Note

Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.

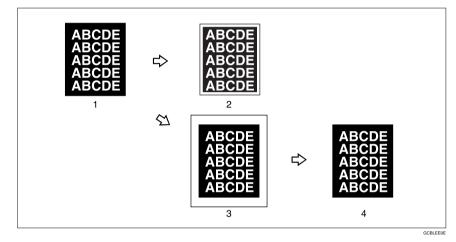
Insert the paper into the bypass tray.



9

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

Making A3, 11" \times 17" full bleed copies



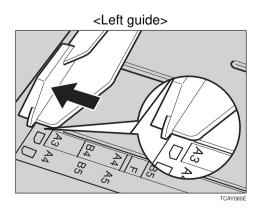
- 1: A3, 11" \times 17" size Original
- 2: In standard copy mode, margins appear on copies
- 3: 12" × 18" or 13" × 19" Full Bleed Copy
- 4: Cut around the margins to produce a full image

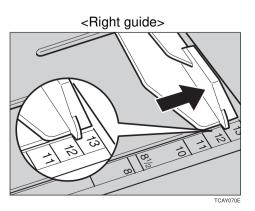
If you adjust the paper guides of the bypass tray more than A3 (11") size, A3 $11" \times 17"$ full bleed copying mode is automatically selected.

In this mode, you can make A3, $11" \times 17"$ full bleed copies with $12" \times 18"$ or $13" \times 19"$ paper. This is useful to make A3, $11" \times 17"$ size copies with colored background (e.g. catalogues).

🔗 Note

- \square This function can be used with 12" \times 18" or 13" \times 19" paper.
- □ When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically changed to widthwise □.
- □ If you want to select this mode, expand the paper guides as shown in the illustration.

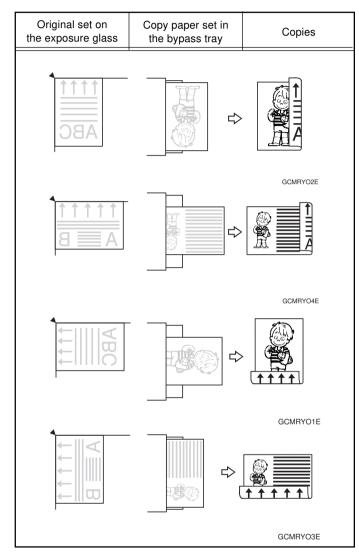




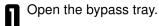
Copying onto the reverse side of paper that has been already copied onto

🖉 Note

- □ Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.



- □ You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.
- Do not use copy paper that has been already copied on with other machines.
- If the copy paper is curled, correct it before setting paper in the bypass tray. If the curl is not corrected, a paper misfeed might occur.





Insert the paper into the bypass tray.

🖉 Note

Make sure the front side (the side that has been copied onto) faces down.

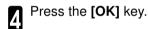


Press the [Duplex Back] key.

🔗 Note

When you copy onto non-standard size paper, press the [Custom Size Orig.] key and select or enter the size. For details, see page 50.

ULoad paper in the Select Mode(s).	e bypass tray.		Area Editir	ış İmage Öve	rlay 0°ty 001	Сору 000
Bypass Tray			Cance	I	OK	
		then press [OK] key. then press [Exit] key				
Normal Pape Thick Paper Yery Thick		Duplex Back			dard Size m Size	
Image Creation	Color Creation	Shift/Book	Dup./Se	ries/Combir	Reduce/En	large



Adjust the paper guides to the paper size.

🖉 Note

5

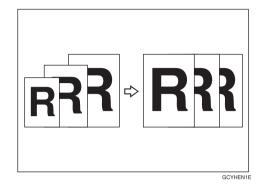
Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.



Set your originals, then press the $\ensuremath{\mbox{[Start]}}$ key.

Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios

The machine can select the proper reproduction ratio based on the selected paper size and the original size.



₽ Reference

For functions that cannot be used together with this function, - see page 106.

Example:

Metric version:	original: A3,	copy paper: A4
Inch version:	original: 11" × 17"	\Box , copy paper: $8_{1/2}$ " \times 11" \Box

Press the [Auto Reduce/Enlarge] key.

O ^{Ready}				Area Editing	Image Overlay	
Auto Image Density]00	00				
Auto Color Select	Full Color	Black8	White	Single Color	Twin (Color
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Original	· 🚺	1
Auto Paper Select	1 Ⅲ ▲ 4	² 📕 🗸	3 🛛 🗖 B 4	4 🗐 🗖 🖉	⊫ _{Normal} 11×17	
Full Size	Auto Reduce/E	nlarge				
Custom Size Orig.	Sort	Stack	Staple:	<mark>ƁƁ</mark> ,≞) <u>B</u> B	
Image Creation	Color Creati	on	Shift/Book	Duplex/	Combine	Reduce/Enlarge

- 2 Set your original on the exposure glass (platen glass) or in the document feeder. See page 31, 32 or 33.
- 3 Choose your copy paper size (e.g. A4 \Box , $8_{1/2}$ " × 11" \Box).
- Press the **[Start]** key. The original image is enlarged or reduced to fit the selected copy paper.

Energy Saver Mode—Saving Energy

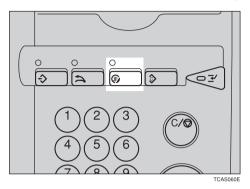
If you do not operate the machine for a certain period after copying or press the **[Energy Saver]** key, the display goes out and the machine enters Energy Saver mode. When you press the **[Energy Saver]** key again and originals are set in the document feeder or when the platen cover or document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.



Press the **[Energy Saver]** key to enter the Energy Saver mode.

🔗 Note

To cancel this mode, press the [Energy Saver] key again.



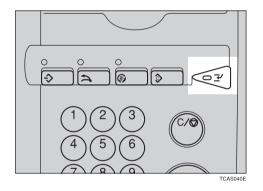
Interrupt Copying—Temporarily Stopping one Job to Copy Something Else

Use the [Interrupt] key to interrupt a copy run and make urgently needed copies.

₽ Reference

For functions that cannot be used together with this function, **•** see page 106.

Press the **[Interrupt]** key. The machine will stop the copy run and store the present settings in the memory. The machine will return to the ready condition.



2 Remove the previous originals. Set your original for interrupt copying on the exposure glass (platen glass) or in the document feeder.

3 Make your copies.

5

After interrupt copying is completed, press the **[Interrupt]** key again. The machine will recall the previous copy settings.

Reset the previous originals and press the [Start] key to resume the previous run.

Auto Start—Entering Copy Job Settings during the Warm-up Period

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and the machine will start copying after the warm-up period.

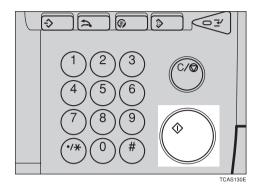


Set your copy settings during the warm-up period.

Press the [Start] key.

🖉 Note

□ To cancel Auto Start, press the [Clear/Stop] key.

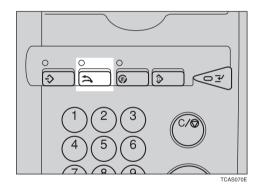


Recall—Recalling the Previous Job Settings

This machine automatically stores the previous job settings. If you want to copy with the same settings as the previous job, press the **[Recall]** key. You can also change the recalled job settings.

🔗 Note

When the recalled job setting is for area editing or image overlay, you cannot change it.



Program—Storing and Recalling Your Copy Settings in Memory

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

Note

□ If you want to change the stored programs, store another program again.

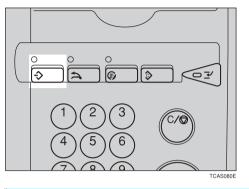
Storing Your Settings



Set the copy settings you want to put into memory.

Press the [Program] key. 2

Press the [Program] key.



Cancel	
5	

Select the program number you want to store

2

3

4 Select the settings in.

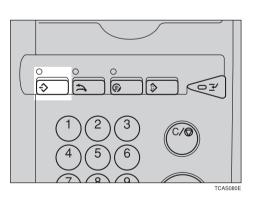
Note

□ If this program number is already being used, the machine asks whether you wish to overwrite it or not. Press the [Yes] or [No] key.

Recalling Your Settings

Press the [Recall] key.

Press the [Program] key.



-Program Cancel <recal> Select program number key</recal>]
Recall Program	
Recal Program ◆ 1 ◆ 2 ◆ 3 4 5	
Program is stored in shaded key(s).	

Basic Operation



Select the program number you want to recall. The stored settings are displayed.

Note

 \Box Only programs with \clubsuit contain a program.



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

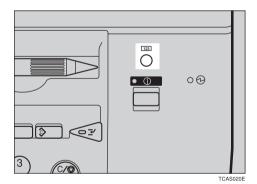
Check Modes—Checking the Selected Copy Jobs

By pressing the [Check Modes] key, you can see at a glance the modes you have selected.

O ^{Ready}				Area Editing	Image Overla	W Q'ty Cop	٥
Auto Image Density	$ \bigcirc \bigcirc$	OC					
Auto Color Select	Full Color	Black	&White	Single Color	Twi	n Color	
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Origin	a 👔		ł
Auto Paper Select	1 U J A 4	² 📕 🗖 🖉	³ Шв 5	4 🗐 🖓 🖉	Normal 11×17		
Full Size	Auto Reduce/E	nlarge	50%				
Custom Size Orig.	Sort	Stack	Staple:	R R	≖. <u>≖)</u> <u>B</u> :I	R Check Mod	les
Image Creation	Color Creat	ion 📃	Shift/Book	Duplex	/Combine	Reduce/Enlarge	
Select reproduction ratio.				100.00		10%	
→		200%	115% B4→A3	122 % 1 8×13→A3 A A4+B4.st A	41% 20 44→43 A5 5→44 A5	10% →Å3 400%	
- +	25%	50% A3→A5 8×13→A5	65% ≜3→8×13	71% A3→A4 A4→A5	75% 8 4→8×13 8×1	2% ₃→≞4 9 3%	
Input Ratio	Preset R/E / Zo	oom Size	Magnification	Directional N	lag. Po	oster Mode	

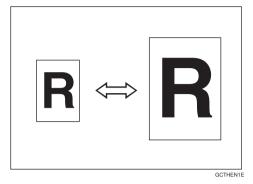
Counter-Checking the Total Number of Copies Made

By pressing the [Counter] key, you can check the total number of copies made.



Reduce/Enlarge—Reducing and Enlarging

Preset R/E—Reducing and Enlarging Using Preset Ratios



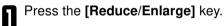
₽ Reference

For functions that cannot be used together with this function, **•** see page 106.

🔗 Note

- You can add up to two preset ratios with the user tools. See page 195.
- 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.
- □ To return to 100%, press the [100%] key.

Reducing



2 Make sure that the **[Preset R/E / Zoom]** key is selected.

Image Creation	Color Creatio	on 🛛	Sh	iift/Book		Du	plex/Combine	Red	uce/Enlarge
Select reproduction ratio.								100%	
	[200%		15% ∦→A3	12 840 A4	22% i3→A3 +B4JIS	141% ^{A4→A3} A5→A4	200% A5→A3	400%
- +	25%	50% A3→A 8×13→A		65% ₃→≋±13	7	1% ⇒A4 +→A5	75% ^{B4→8×13}	82% 8×13→≜4	93%
Input Ratio	Preset R/E / Zoo	om 9	Size Mag	nification		Direction	nal Mag.	Poster Mo	de

Copying

3

Select the ratio you require.



Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ key.

Enlarging



Press the [Reduce/Enlarge] key.

Select the ratio you require.

2 Make sure that the **[Preset R/E / Zoom]** key is selected.

Image Creation	Color Creation	on	Shift/Book	Du	.plex/Combine	Red	uce/Enlarge
Select reproduction ratio.						100%	
→		200%	115% B4→A3	122% 8×13→A3 A4+B4,as	141% ^{A4→A3} A5→A4	200% A5→A3	400%
- +	25%	50% A3→A5 8×13→A5	65% ≜3→8*13	71% ^{A3→A4} ^{A4→A5}	75% B4→8≈13	82 % 8*13→ ≜ 4	93%
Input Ratio	Preset R/E / Zor	om Size	Magnification	Directio	nal Mag.	Poster Mo	de

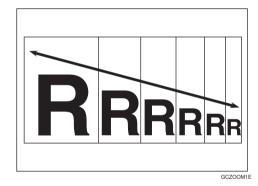
				100%	
200%	115% B4→A3 B5→A4	122% A4 \rightarrow B4 A5 \rightarrow B5	141% A4→A3 B5→B4	200% A5 \rightarrow A3 B6 \rightarrow B4	400%
50% A3→A5 B4→B6	61% A3→B5 A4→B5	71% A3→A4 B4→B5	82% B4→A4 B5→A5	87% A3→B4 A4→B5	93% teutet
	50% A3→A5 B4→B6	$\begin{array}{c c} & & & & & & \\ \hline & & & & & \\ \hline & & & & \\ \hline & & & &$	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	Bd-+Ad Ad-+Bd Ad-+Ad Ad-+Ad S00% Ad-+Bd Ad-+Ad Bd-+Md Ad-+Ad Ad-+Ad Ad-+Ad Ad-+Ad Ad-+Ad Ad-+Ad S00% Ad-+Bd Ad-+Ad Ad-+Ad Ad-+Ad Ad-+Ad Ad-+Bd Bd-+Ad Ad-+Bd Ad-+Ad



3

Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ key.

Zoom—Reducing and Enlarging in 1% Steps



You can change the reproduction ratio from 25% to 400% in 1% steps.

🔗 Note

- 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.
- \square To return to 100%, press the **[100%]** key.
- You can select a preset ratio which is near the desired ratio, then press the [Zoom] key and adjust the ratio with the [+] or [-] key.
- □ There are two ways to set the ratios.

Using the (-) and (+) keys



Press the [Reduce/Enlarge] key.

2 Make sure that the **[Preset R/E / Zoom]** key is selected.

Image Creation	Color Creation	n	Shift/Book	Du	plex/Combine	Red	uce/Enlarge
Select reproduction ratio.						100%	
→		200%	115% ^{B4→A3}	122% 8×13→A3 A4→B4Jas	141% A4→A3 A5→A4	200% A5→A3	400%
- +	25%	50% A3→A5 8×13→A5	65% ₄3→8×13	71% ^{A3→A4} A4→A5	75% ^{B4→8×13}	82% 8×13→≜4	93%
Input Ratio	Preset R/E / Zor	om Size I	Magnification	Direction	nal Mag.	Poster Mo	de

3 Adjust the reproduction ratio with the [+] or [-] key.

🖉 Note

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



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

Using the [Number] keys



Press the [Reduce/Enlarge] key.



Press the [Input Ratio] keys.

Image Creation	Color Creation	n][Shift/Book	Du	plex/Combine	Red	uce/Enlarge
Select reproduction ratio.						100%	
_ → _		200%	115% B4→A3	122% 8×13→A3 A4→B4Jas	141% A4→A3 A5→A4	200% A5→A3	400%
- +	25%	50% ^{A3→A5} ≋13→A5	65% _{A3→8*13}	71% ^{A3→A4} A4→A5	75% ^{B4→8×13}	82% ≋13→≜4	93%
Input Ratio	Preset R/E / Zoor	m Size	e Magnification	Directio	nal Mag.	Poster Mo	de



B Enter the reproduction ratio with the [Number] keys.

Note

□ To change the ratio entered, press the [Clear] key and enter a new ratio.

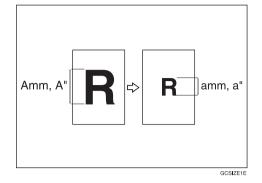


Press the [#] key.



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

Size Magnification—Fitting the Original to a Copy of a Different Size



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

🔗 Note

You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image might not be copied or blank margins might appear on copies.

□ You can select a ratio from between 25% to 400%.

Press the [Reduce/Enlarge] key.



Press the [Size Magnification] key.

3 Enter the original size with the **[Number]** keys, then press the **[#]** key.

🔗 Note

Up to 999mm (metric version), 99.99" (inch version) can be entered.



5

Enter the copy paper size with the **[Number]** keys, then press the **[#]** key.

🔗 Note

□ To change the ratio entered, press the [Original] key or the [Copy] key then enter a new ratio.

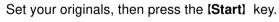
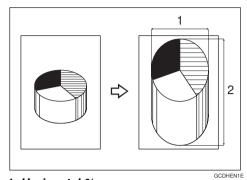


Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Enter original size using the	e number keys, then press	# key.		_
	Original 50mm		Copymm	Clear #
Input Ratio	Preset R/E / Zoom	Size Magnification	Directional Mag.	Poster Mode

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Enter copy size using nurr	ber keys, then press # key			_
	Original 50mm		Copy 45mm	Clear
		∢ →		œ
Input Ratio	Preset R/E / Zoom	Size Magnification	Directional Mag.	Poster Mode

Directional Magnification (%)—Stretching and Squeezing the Image in 1% Steps



1: Horizontal %

2: Vertical %

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

🔗 Note

- □ You can select a ratio from between 25% to 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image might not be copied or blank margins might appear on copies.

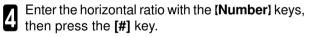


Press the [Reduce/Enlarge] key.



Press the [Directional Mag.] key.

3 Make sure that the **[Direct. Mag. (%)]** key is selected.



🔗 Note

6

□ To change the ratio entered, press the [Clear] key and enter a new ratio.

5 Enter the vertical ratio with the **(Number)** keys, then press the **[#]** key.

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

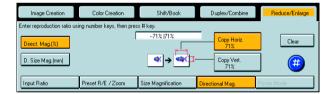
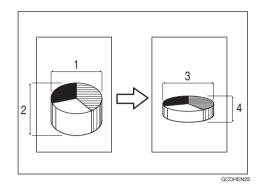


Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Enter reproduction ratio us	ing number keys, then pre	is # key.		
Direct. Mag.(%)	ſ	71% 71%	Copy Horiz. 71%	Clear
D. Size Mag.(mm)		∢ →	Copy Vert. 71%	
Input Ratio	Preset R/E / Zoom	Size Magnification	Directional Mag.	Poster Mode

Copying

Directional Size Magnification (mm)—Stretching and Squeezing the Image into the Copy Area



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

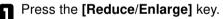
The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.

🔗 Note

□ You can enter sizes within the following ranges:

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

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 might appear on copies.



-

Press the [Directional Mag.] key.



3

Press the [D. Size Mag. (mm)] key.

Enter the horizontal original size with the **(Number)** keys, then press the **[#]** key.

🖉 Note

- □ To change the value entered:
- If you have not pressed the **[#]** key yet, press the **[Clear]** key and enter a new value.
- If you have already pressed the **[#]** key, select the specified key and enter the a value.
- **5** Enter the horizontal copy paper size with the **[Number]** keys, then press the **[#]** key.
- **6** Enter the vertical original size with the **(Number)** keys, then press the **[#]** key.

7 Enter the vertical copy paper size with the **[Number]** keys, then press the **[#]** key.

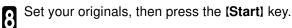
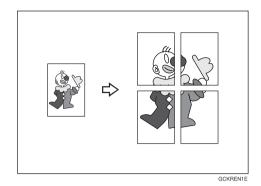


Image Creation	Color Creation	Shiit/Book	Duplex/Combine	Reduce/Enlarge
Enter original size using n	umber keys, then press # ke	ey.		-
Direct. Mag.(%)	Orig. Horizmm		Copy Horiz.	Clear
D. Size Mag.(mm)	Orig. Vertmm	─ॻ॔॑॓॔॓॔॓ → ॑॑॔॑॑	Copy Vert.] 🙂
Input Ratio	Preset R/E / Zoom	Size Magnification	Directional Mag.	Poster Mode

Image Creation	Color Creation	Shiit/Book	Duplex/Combine	Reduce/Enlarge
Enter original size using n	umber keys, then press # ke	9 9 .		_
Direct. Mag.(%)	Orig. Horiz.		Copy Horiz.	Clear
D. Size Mag.(mm)	Orig. Vertmm	-≖∢→≪₽	Copy Vert. mm] 🙂
Input Ratio	Preset R/E / Zoom	Size Magnification	Directional Mag.	Poster Mode

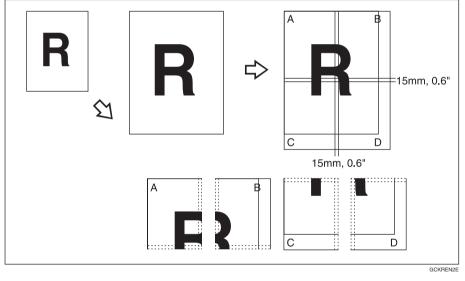
Poster Mode—Enlarging the Complete Image onto Several Sheets



You can enlarge the complete image of originals onto several sheets. This function is convenient for making posters.

🖉 Note

In this function, the copies are delivered with margins around the copy image (about 15mm, 0.6"). If you want to paste the sheets to make a poster (one large sheet), cut the margins out.



You can specify different ratios or numbers of pages in the horizontal and vertical directions.

Limitation

- □ If the [Auto Paper Select] key is selected, you cannot use this function.
- You cannot use the document feeder for Poster Mode. Set your originals on the exposure glass.
- □ When you use the non-standard size originals for Poster Mode, blank pages will be fed out.

Using the (Number of Pages) key

By entering the desired number of pages, the machine automatically calculates the suitable enlargement ratio for copying.



Select the copy paper size.



Press the [Reduce/Enlarge] key.



Press the [Poster Mode] key.

🔗 Note

- If you are using Auto Color Select mode and then choose Poster Mode, the machine switches automatically to Full Color mode.
 - Make sure that the [Number of Pages] key is selected.



Enter the number of pages.

🔗 Note

- □ Up to 20 pages can be entered.
- You can specify different ratios or numbers of pages in the horizontal and vertical directions.
- □ If the number of pages coincides with an enlargement of more than 400%, blank pages will be fed out.

С					Area Editing	Image O	iverlay	Q'ty 1	Сору
Auto Image Density	$ \bigcirc\bigcirc$	\bigcirc	\bigcirc	\bigcirc					
Auto Color Select	Full Color		Black&	White	Single Color		Twin Co	lor	
Auto Orig. Type Select	Text / Photo	Text		Photo	Special Original		٩,	≊ i ₂ i	₫ }
Auto Paper Select	1 Ш ⊃ A 4	² ∐ A	4	³ ■ □ B 4	⁴	⊫ _{Norm} 11×			
Full Size	Auto Reduce/Enlarge			71%					
Custom Size Orig.	Sort	Stack		Staple:	['] R, ['] R, [']		R, R,	Chec	k Modes
Image Creation	Color Creat	ion		Shift/Book	Duplex/	Combine] -	Reduce/E	nlarge
Enter number of Vertical & I	Horizontal Pages	using nu	mber ke	ys, then press # k	(ey.		_		-
Number of Pages						ar 🔛			
Input Ratio	Preset R/E / Zo	oom	Size M	lagnification	Directional Ma	ag.	Poster	Mode	

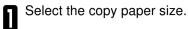
Press the [#] key.

7 ^s

Set your originals, press the $\ensuremath{\left[\text{Start} \right]}$ key.

Using the (Direct. Mag. (%)) key

By entering the desired enlargement ratio, the machine automatically calculates the necessary number of copy pages.





Press the [Reduce/Enlarge] key.



Press the [Poster Mode] key.



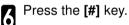
Press the [Direct. Mag. (%)] key.

5 Enter the ratio.

🖉 Note

You can specify different ratios or numbers or pages in the horizontal and vertical directions.

				Area Editing	Image Overlay	Q'ty 1	Сору
Auto Image Density	100	OC					
Auto Color Select	Full Color	Black	&White	Single Color	Twin C	iolor	
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original	<u></u>	2	2
Auto Paper Select Priorit	¹ ∐	² 📕 🗸	³ ■ □ B4	⁴ □	⊫ _{Normal} 11×17		
Full Size	Auto Reduce/E	nlarge					
Custom Size Orig.	Sort	Stack	Staple:	'R, 'R,	, , <mark>R</mark> , R,	Chec	k Modes
Image Creation	Color Creat	ion	Shift/Book	Duplex/0	Combine	Reduce/E	nlarge
Enter reproduction ratio us	ing number keys,	then press # ke	y.				
Number of Pages	(Copy Horiz 71% Copy Vert. 71%		ne Ratio 71%	Cle	ar 📄
Input Ratio	Preset R/E / Zo	oom Size	Magnification	Directional Ma	ag. Poste	ar Mode	

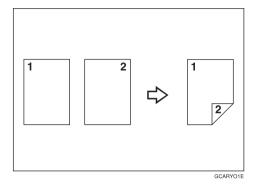


7

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

Duplex—Making 2 Sided Copies

1 Sided \rightarrow 2 Sided—Making Two-sided Copies from One-sided Originals



This function makes 2 one-sided originals onto two-sided copy.

Limitation

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

- Paper smaller than A5, $51/2"\times81/2"$
- Translucent paper
- Adhesive labels
- OHP transparencies

🖉 Note

□ The following paper limitations apply:

Metric version

	Single color	Full color
Paper weight	64 - 105g/m²	
Copy Number Input	smaller than B4: 50 sheets	A3 - A5: 20 sheets
	A3: 30 sheets	

Inch version

	Single color	Full color
Paper weight	17 - 28 lb	
Copy Number Input	smaller than $81/2" \times 14"$: 50 sheets	11" \times 17" - 51/2" \times 81/2": 20 sheets
	11" × 17": 30 sheets	

🖉 Note

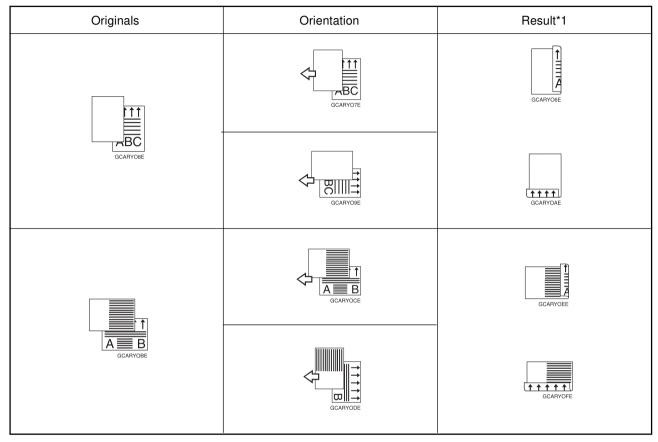
 $\ensuremath{\square}$ The image on the back-side of copies is shifted by just the binding margin.

 $\ensuremath{\square}$ You can change the width and position of the binding area.

□ You can change the default binding margin and width.

For functions that cannot be used together with this function, **•** see page 106.

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



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

Press the [Duplex/Combine] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.			-	
$Duplex \qquad \boxed{2} \rightarrow \boxed{2}$	1 Sided->2 Sided	Series 12→1	² Book → 1Sided	Number of orig.
] <mark>2</mark> →]2	2 Sided->2 Sided] 🛛 🖓 → 🛄	2 Sided -> 1 Sided	Even
<u></u>]	Book->2 Sided	Combine ¹ 2 → ¹	² Combine 2 originals	
<u>_</u>]}→_]	Multi->2 Sided	123 4 → <mark>1</mark>	Combine 4 originals	Auto Count

Press the [1	Sided \rightarrow 2	Sided] key.
--------------	-----------------------	-------------

2

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
Duplex 12 → 12	1 Sided->2 Sided	Series 12→1	Book -> 1Sided	Number of orig.
<u> </u>] → <u> </u> 2	2 Sided->2 Sided] <u></u> }→Ľ	2 Sided -> 1 Sided	Even
<u></u>]_2 →]2	· · · · · · · · · · · · · · · · · · ·	Combine ¹ 2 → 1	² Combine 2 originals	
<u>]</u>] → -]]	Multi->2 Sided	1234→ <mark>.</mark>	Combine 4 originals	Auto Count

Press the [Even] key or the [Odd] key accord-B Press the [Even] key of the Leven] ing to the number of your originals.

Note

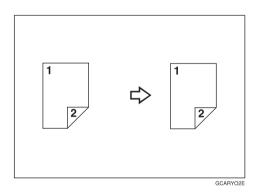
- When you set the odd originals, back side of the last page is blank.
- If you don't know the total number of originals, press the [Auto Count] key, then press the [Start Count] key.

The optional document feeder is required to use Auto Count function.

Press the [OK] key. Δ

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

2 Sided \rightarrow 2 Sided—Making Two-sided Copies from Two-sided Originals



This function makes two-sided originals onto 2-sided copy.



Image Creation	Color Creation	Shif	it/Book	Duplex/Combine	Reduce/Enlarge
Select mode.					
Duplex 12→2	1 Sided->2 Sided	Series	$1^2 \rightarrow 1^2$	Book -> 1Sided	Number of orig.
] 2 →]2	2 Sided->2 Sided] } → 🂾	2 Sided -> 1 Sided	Even
<u>1</u> 2→ <u>1</u> 2	Book->2 Sided	Combine	_ ¹ 2 → ¹	² Combine 2 originals	Odd
╹╏→┨┋	Multi->2 Sided		1234→	Combine 4 originals	Auto Count

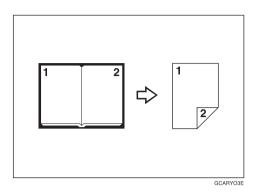


Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
Duplex 💾 → 🛃	1 Sided->2 Sided	Series <u>1</u> ² → <u>1</u> ²	Book -> 1Sided	Number of orig.
<mark>,</mark>] → <u>,</u>]	2 Sided->2 Sided]	2 Sided -> 1 Sided	Even
1 <u>2</u> →]	Book->2 Sided	Combine 12 → 1	² Combine 2 originals	Odd
<u></u>	Multi->2 Sided] <u>1</u> 29→1	Combine 4 originals	Auto Count

3

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

$\textsc{Book} \rightarrow 2\,\textsc{Sided}\mbox{--}Making \,\textsc{Two-Sided}\,\,\textsc{Copies}$ from Facing Pages of a Bound Original



Use this feature to copy facing pages of a book or magazine onto both sides of the copy paper.

🔗 Note

□ Select the lengthwise □ copy paper.

□ 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)
A4 🖵	A5 [] (2-sided)

Inch version

2

3

Original	Copy Paper
11" × 17" 🗔	81/2" × 11" 🗍 (2-sided)
81/2" × 11" 🗔	51/2" × 81/2" [, (2-sided)



Image Creation	Color Creation	Shift/Book		Duplex/Combine		Reduce/Enlarge
Select mode.						
Duplex 12→12	1 Sided->2 Sided	Series	2 → <u>1</u> 2	Book -> 1Sided		lumber of orig.
<u>]</u> 2 → <u>]</u> 2	2 Sided->2 Sided]	<u></u>] → <u></u>	2 Sided -> 1 Sided		Even
<u>1</u> 2→ <u>1</u>	Book->2 Sided	Combine	¹ 2 → 1	2 Combine 2 originals	յլլ	Odd
<u> </u>]+	Multi->2 Sided) [234→	Combine 4 originals	<u>ן</u> ן	Auto Count

Select the lengthwise 🖵	сору	paper.
-------------------------	------	--------

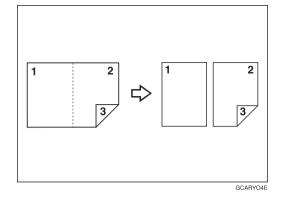
Press the $[{\rm Book} \rightarrow {\rm 2~Sided}]$ key.

Imag	Image Creation Color Creation		Sh	it/Book	/Book Duplex/Combine		Reduce/Enlarge	
Select mo	de.							
Duplex	<u></u>]} →]]	1 Sided->2 Sided	Series	1 ² → ¹ 2	Book -> 1Sided	ןנ	Number of orig.	
	<u></u>]} →]]	2 Sided->2 Sided	ן]] → <u>1</u> 2	2 Sided -> 1 Sided	ןכ	Even	
	¹ ² → ¹ / ₂	Book->2 Sided	Combine	¹ 2 → 1	² Combine 2 originals	ןכ	Odd	
	<u> </u>	Multi->2 Sided]	123 4 → 1	Combine 4 originals	וכ	Auto Count	

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

Copying

Multi \rightarrow 2 Sided—Making Two-sided Copies from a Book



This function copies three sides of a pamphlet to one single-sided copy and one double-sided copy.

🖉 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)
A4 🗔	A5 [] (2-sided)

Inch version

Original	Copy Paper
11" × 17" 🗔	81/2" × 11" 🗍 (2-sided)
81/2" × 11" 🖵	51/2" × 81/2" [] (2-sided)



2

3

Press the [Duplex/Combine] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
Duplex 12 → 12	1 Sided->2 Sided	Series 12→	Book -> 1Sided	Number of orig.
<u> </u>] → <u>]</u>	2 Sided->2 Sided] _2→	2 Sided -> 1 Sided	Even
<u></u> ¹ ² → ¹ ₂	Book->2 Sided	Combine ¹ 2 → 1	² Combine 2 originals	Odd
<u></u>]}+	2) Multi->2 Sided] <u>1234</u> → "1	Combine 4 originals	Auto Count

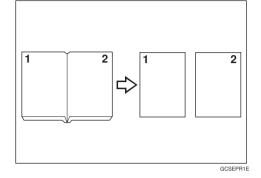
- Select the lengthwise \Box copy paper.
- Press the [Multi \rightarrow 2 Sided] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
Duplex 12→ 12	1 Sided->2 Sided	Series <u>1</u> 2→ <u>1</u> 2	Book -> 1Sided	Number of orig.
$\frac{1}{2} \rightarrow \frac{1}{2}$	2 Sided->2 Sided) →	2 Sided -> 1 Sided	Even
<u></u> 1 2 →]2	Book->2 Sided	Combine 12 → 1	² Combine 2 originals	Odd
<u></u>]	Multi->2 Sided	123 4 - 1	Combine 4 originals	Auto Count

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

Series Copies—Making Single Copies

$\text{Book} \rightarrow 1$ Sided—From Book Originals to 2 One-sided Copies



This function makes one-sided copies from two facing pages of bound (book) originals.

₽ Reference

For functions that cannot be used together with this function, **•** see page 106.

🔗 Note

D 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

2

3

4

Original	Copy Paper
11" × 17" 🗔	81/2" × 11" 🗍 × 2 sheets
81/2" × 11" 🗔	51/2" × 81/2" [] × 2 sheets

Press the [Duplex/Combine] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
Duplex 12→]2	1 Sided->2 Sided	Series	2 Book -> 1Sided	Number of orig.
] . →]]	2 Sided->2 Sided]+	2 Sided -> 1 Sided	Even
<mark>1</mark> 2→]2	Book->2 Sided	Combine 12 →	² Combine 2 originals	
<u>_</u>	Multi->2 Sided] <u>123</u> 4→5	Combine 4 originals	Auto Count

Select the lengthwise \Box copy paper.

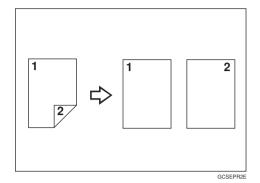
Press the $[{\rm Book} \rightarrow 1 \; {\rm Sided}]$ key.

Image Cr	reation	Color Creation	Shift/Book		Shiift/Book		Duplex/Combine	Reduce	/Enlarge
Select mode.									
Duplex	¹ 2 → 🤰	1 Sided->2 Sided	Series	$1^2 \rightarrow 1^2$	Book -> 1Sided	Number of	orig.		
	<mark>,</mark>] → <u>,</u>]	2 Sided->2 Sided		$\begin{bmatrix} 1\\ 2 \end{bmatrix} \rightarrow \begin{bmatrix} 1\\ 2 \end{bmatrix}^2$	2 Sided -> 1 Sided	Even			
_	² →]2	Book->2 Sided	Combine	¹ 2 → ¹	Combine 2 originals	Odd			
[<u></u>]}→,]]}	Multi->2 Sided)	1234→ 1	Combine 4 originals	Auto Cou	nt		

Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ key.

2 Sided \rightarrow 1 Sided—From Two-sided Originals to 2 One-sided Copies

The optional document feeder is required to use this function.



For functions that cannot be used together with this function, • see page 106.



Press the [Duplex/Combine] key.

Image Creation	1	Color Creation	Shi	it/Book	Duplex/Combine	Reduce/Enlarge
Select mode.						
Duplex→	1	1 Sided->2 Sided	Series	$1^2 \rightarrow 1^2$	Book → 1Sided	Number of orig.
J 2→	12	2 Sided->2 Sided	J	<u></u>] → <u>'</u> 2	2 Sided -> 1 Sided	Even
_ <mark>1</mark> _2→	1	Book->2 Sided	Combine	_ <mark>1</mark> 2 → 1	2 Combine 2 originals	Odd
<u> 1</u> 3→	-13	Multi->2 Sided)	1234	Combine 4 originals	Auto Count

2 Select the lengthwise \Box copy paper.

 $\label{eq:Press} \ensuremath{\mathsf{Press}}\xspace{1mu} \ensuremath{\mathsf{Press}}$

Image Creati	ion	Color Creation	Shi	it/Book	Duplex/Combine	Reduce/Enlarge
Select mode.						
Duplex 12	→ <mark>]</mark>]	1 Sided->2 Sided	Series	1 ² → ¹ 2	Book -> 1Sided	Number of orig.
J.	→]]	2 Sided->2 Sided] → 12	2 Sided -> 1 Sided	Even
12	→]]	Book->2 Sided	Combine	_12 → 1	2 Combine 2 originals	Odd
13	→┨╏	Multi->2 Sided		1234 - 1	Combine 4 originals	Auto Count

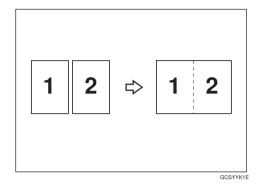
4

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

Combine

Combine 2 Originals—Combining 2 Originals

The optional document feeder is required to use this function.



This function automatically combines 2 one-sided originals onto one copy.

🔗 Note

The machine cannot copy originals different in size and direction.

₽ Reference

For functions that cannot be used together with this function, **•** see page 106.

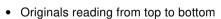
Combine5

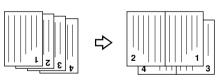
Combine6

Setting Originals (Originals set in the document feeder)

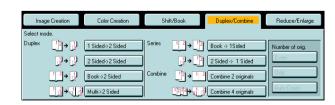
• Originals reading from left to right







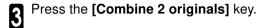
Press the [Duplex/Combine] key.





٦

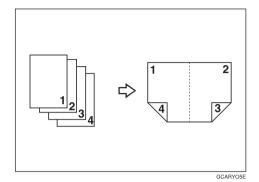
Select the widthwise \Box copy paper.



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

Image Creation	Color Creation	Shi	ft/Book	Duplex/Combine	Reduce/Enlarge
Select mode.					
Duplex 💾 → 🛃	1 Sided->2 Sided	Series	$1^2 \rightarrow 1^2$	Book -> 1Sided	Number of orig.
_ } → _	2 Sided->2 Sided	ן] → <u></u>	2 Sided -> 1 Sided	Even
	Book->2 Sided	Combine	<u>1</u> 2 → 1	Combine 2 originals	Odd
<u></u>	Multi->2 Sided	ונ	1294+ 1	Combine 4 originals	Auto Count

Combine 4 Originals—Combining 4 Originals



For functions that cannot be used together with this function, **•** see page 106.

Press the [Duplex/Combine] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
Duplex 📑 🖓	1 Sided->2 Sided	Series 12→1	Book -> 1Sided	Number of orig.
$\begin{bmatrix} 1\\ 2 \end{bmatrix} \rightarrow \begin{bmatrix} 1\\ 2 \end{bmatrix}$	2 Sided->2 Sided)	2 Sided -> 1 Sided	Even
1 ² → 1/2	Book->2 Sided	Combine 12 → 1	² Combine 2 originals	Odd
╹ ₿→┨₿	Multi->2 Sided	1234→ <mark>,</mark> 1	Combine 4 originals	Auto Count

Select the widthwise \Box copy paper.



2

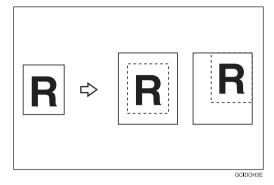
Press the [Combine 4 originals] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
Duplex 12→12	1 Sided->2 Sided	Series 12→1	Book -> 1Sided	Number of orig.
] 2 →]2	2 Sided->2 Sided)	2 Sided -> 1 Sided	Even
<mark></mark> _→]	Book->2 Sided	Combine 12 → 1	² Combine 2 originals	Ddd
Ľ₿→Ţ₿	Multi->2 Sided	1234→ _ 1	2 Combine 4 originals	Auto Count

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

Shift—Shifting the Image

Shift—Centering/Cornering the Image



You can move the image to a corner or edge as well as center it. This function is useful when the copy paper is larger than the original.

🖉 Note

 \square You cannot use 12" \times 18", 13" \times 19" size copy paper for this function.



Press the [Shift/Book] key.

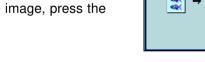
Press the [Shift] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode. Shift → Shift Margin A	djustment	Center Erase Border Erase Center / Border Er	Back Cover	nt Cover Int&Back Cover

3 Select the direction in which you want to shift the image.

🔗 Note

When you want to center the image, press the [Center] key.



Press the [OK] key.



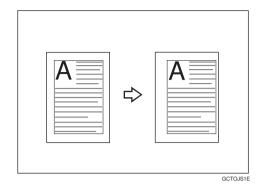
Select the copy paper size.



Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ key.

Shift				Cancel	OK		
Shift image using either th Then Press [OK] key.	Shift image using either the 8 directional arrow keys or the [Center] key. Then Press [DK] key.						
≪≪ ≪	* *	[K ← ⊻	Center	↗ → ↘]]]	
						Ĩ	

Margin Adjustment—Adding Margins for Binding



You can make a margin by shifting the image to the left or right. This function is useful when you want to bind copies.

🔗 Note

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

Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8"mm (in 0.1" steps)

Metric Version	Front: 0mm LeftBack: 0mm Right
Inch Version	Front: 0" LeftBack: 0" Right

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

\mathcal{P} Reference

For functions that cannot be used together with this function, • see page 106.



Press the [Shift/Book] key.



Press the [Margin Adjustment] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode. Shift 	idjustment	Center Erase Border Erase		nnt Cover Int&Back Cover

Shift—Shifting the Image

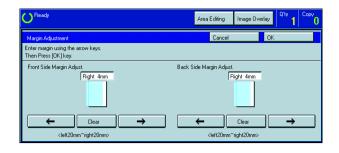
Set the margins on the front side and back side of copy paper.

🖉 Note

- □ To change the value entered, press the [Clear] key and enter a new value.
- □ To make a left margin, press the $[\rightarrow]$ key until the number displayed reaches the required setting.
- □ To make a right margin, press the [←] key until the number displayed reaches the required setting.

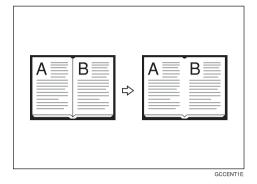
Press the **[OK]** key.

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

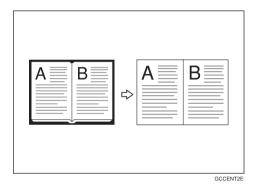


Erase—Erasing Parts of the Copy Image

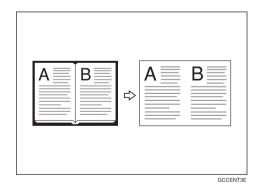
Center Erase—Erasing the Center Margin of the Original Image



Border Erase—Erasing the Surrounding Area of the Original Image



Center/Border Erase—Erasing the Center Margin and Surrounding Area of the Original Image

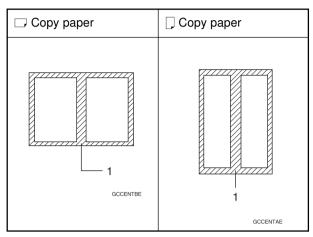


\mathcal{P} Reference

For functions that cannot be used together with these functions, **•** see page 106.

🖉 Note

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



1:Erased part



3

Δ

5

Press the [Shift/Book] key.

pressing the [+] or [-] key.

Press the [Center Erase], [Border Erase], or [Center/Border Erase] key.

Adjust the width of the margin to be erased by

□ You can adjust the width in the range of 3 ~ 50mm,

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode. Shift → Shift Margin &	Adjustment	Center Erase Border Erase Center / Border Er		nnt Cover nnt&Back Cover

 Center / Border Erase
 Cancel
 OK

 Set erase width with + - Kays.
 Then Press (DK) key.
 +

 Image: Set erase width with + - Kays.

 ress the [OK] key.

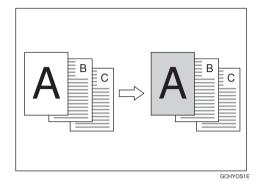
0.1" ~ 2.0".

Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ key.

Cover Sheet—Adding or Inserting Sheets

Front Cover—Copying a Front Cover

The optional document feeder is required to use this function.



🔗 Note

□ The cover sheets should be identical in size and direction with the copy paper.

□ The cover sheets should be fed from the bypass tray.

□ The covers are copied in Thick mode.

\mathcal{P} Reference

For functions that cannot be used together with this function, **•** see page 106.

When you use Front Cover mode with 1 Sided \rightarrow 1 Sided mode

Press the [Shift/Book] key.

Press the [Front Cover] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.	TErase		TCover Sheet	
→ Shift		Center Erase	🔲 🗳 Fra	ont Cover
Margin Ac	djustment	Border Erase	🔲 逡 Fra	ont&Back Cover
		Center / Border Era	ase Back Cover Copy	Copy Blank

Image Creation Color Creatio	n Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.	Erase Center Erase Border Erase Center / Border	Back Cover	nt Cover

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

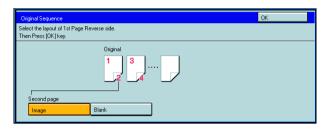
2

When you use Front Cover mode with 2 Sided \rightarrow 1 Sided or 2 Sided \rightarrow 2 Sided mode

Enter 2 Sided \rightarrow 1 Sided or 2 Sided \rightarrow 2 Sided mode. \bullet See page 70 or 74.

Pollow the steps 1 to 2 on page 82.

3 Select **[Image]** or **[Blank]** key depending on the reverse side of first original has an image or not.



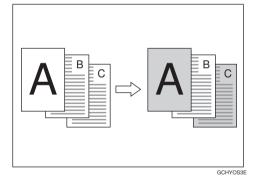


5 Set your originals in the document feeder, then press the **[Start]** key.

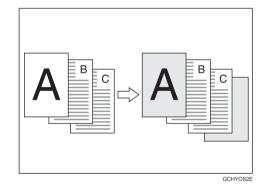
Front & Back Cover—Copying or Adding Front and Back Covers

The optional document feeder is required to use this function.

<Back Cover: Copy>



<Back Cover: Blank>

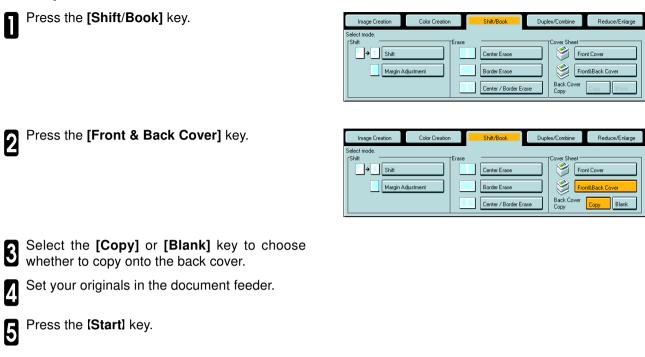


🔗 Note

- You can specify whether to make a copy on a front cover sheet. If you select [Copy], the last pages will be copied on the back cover sheets. If you select [Blank], a cover sheet will just be inserted after the last copy.
- $\ensuremath{\square}$ The cover sheets should be identical in size and direction to the copy paper.
- □ The cover sheets should be fed from the bypass tray.
- □ The covers are copied in Thick mode.
- □ If Blank Cover mode is selected, the back cover will not be counted as a copy.

For functions that cannot be used together with this function, - see page 106.

When you use Front & Back covers mode with 1 Sided \rightarrow 1 Sided mode



When you use Front & Back Cover mode with 2 Sided \rightarrow 1 Sided or 2 Sided \rightarrow 2 Sided mode

Enter 2 Sided \rightarrow 1 Sided or 2 Sided \rightarrow 2 Sided mode. • See page 70 or 74.



Follow the steps 1 to 3 on above.

Select [Image] or [Blank] key depending on the 3 reverse side of first original has an image or not.

Original Sequence			OK	
Select the layout of 1st Page I Then Press [OK] key.	Reverse side and Last Page Re	verse side.		
	Original			
	1 3 2 4			
Second page		Last Page		
Image	Blank	Image	Blank	



Select [Image] or [Blank] key depending on the reverse side of last original has an image or not.



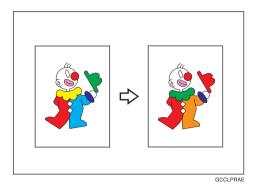
Press the [OK] key.



Follow the steps 4 and 5.

Color Creation

Color Conversion—Converting a Selected Color into a Different Color



This function converts a selected color of an original into a different color on the copy.

₽ Reference

For copy samples, - see page 17.

🔗 Note

- Up to 4 colors can be converted at one time.
- □ Colors you can convert to:

Yellow, Red, Magenta, Green, Cyan, Blue, Black, White, and Scanned Color (only one Scanned Color can be selected at a time)

□ Colors that can be used after conversion:

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, White, Beige, Pink, Marine Blue, Purple, User colors, and Scanned Color

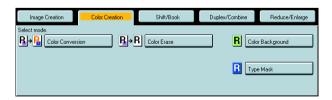
- This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from "Narrow" to "Wide". See page 197.
 For example, if red is selected as the color to be converted, "Narrow" will result in only red being converted, and "Wide" will result in other colors close to red being converted.
- □ This function can be used in Full Color mode.
- When using Color Conversion and Color Erase together, you can only choose Scanned Color for one of these functions only.



Press the [Color Creation] key.



Press the [Color Conversion] key.



Color Creation

Select the original color (color to be converted). 3

ע			Area Editing	Image Overlay	Сор
Color Conversion			Cancel	ОК	
Select color(s) below to Up to 4 conversions ca Basic Color	b be converted. an be made. When finished User Color	d, press [OK] key.		Scanned Co	lor
Yellow	Beige	Orange	Red	White]
Yellow Green	Cyan	Pink	Magenta	Black	
Green	Marine Blue	Blue	Purple]	
			_		
Conversion 1	÷				
Conversion 2	÷				
Conversion 3	÷				
Conversion 4	÷				
Conversion 4)				

Select the new color (color to convert to).

5 If you want to convert more than one color, repeat steps 3 and 4.

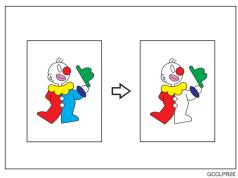
🔗 Note

□ If you pick the wrong color, press the [Clear] key.

Press the [OK] key.

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

Color Erase—Erasing the Selected Color



This function erases a selected color from the original image.

₽ Reference

For copy samples, - see page 17.

🔗 Note

- Up to 4 colors can be erased at one time.
- □ Colors that can be erased:

Yellow, Red, Magenta, Green, Cyan, Blue, Black, and Scanned Color (only one Scanned Color can be selected at a time)

This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from "Narrow" to "Wide". • See page 197.

For example, if red is selected as the color to be converted, "Narrow" will result in only red being erased, and "Wide" will result in other colors close to red being erased.

When using Color Erase and Color Conversion together, you can only choose Scanned Color for one of these functions only.

Press the [Color Creation] key.

Press the [Color Erase] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode. R→R Color Conve	sion R →	R Color Erase		r Background
			В Тур	e Mask



Select the color to be erased.

Color Erase			Cancel	OK
Select color below to b Up to 4 colors can be : Basic Color		When finished, press (0	IK] key.	Scanned Color
Yellow	Beige	Orange	Red]
Yellow Green	Cyan	Pink	Magenta	Black
Green	Marine Blue	Blue	Purple	



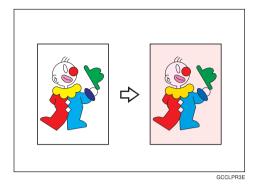
3

Press the **[OK]** key



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

Color Background—Making Copy with Color Background



This function makes copies with a selected color background.

For copy samples, - see page 17.

🔗 Note

□ Colors that can be selected as a background color:

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, Beige, Pink, Marine Blue, Purple, Scanned Color, and User Colors

□ In this mode, color tones of photo or picture in originals might be changed due to the color on the background.



Press the [Color Creation] key.



Press the [Color Background] key.

Image Creation Color Creation	Shiit/Book	Duplex/Combine	Reduce/Enlarge
Select mode.	R Color Erase	R Colo	r Background
		В Туре	e Mask

3 Select the color for background.

🖉 Note

□ You can select the color density level.

Press the [OK] key.



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

 Color Background
 Cancel
 DK

 Select color below.
 Each color can be adjusted with four density levels.
 Scanned Color

 Basic Color
 User Color
 Scanned Color

 Yellow
 Beige
 Orange

 Yellow
 Beige
 Orange

 Yellow
 Beige
 Orange

 Yellow
 Beige
 Drange

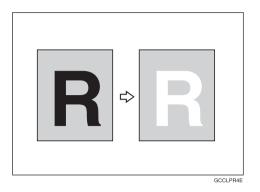
 Basic Color
 Black

 Green
 Marine Blue

 Blue
 Purple

 Density level

Type Mask—Coloring Text Part and Background Part Separately



This function copies coloring text part and background part separately.

₽ Reference

For copy samples, - see 17.

Note

When the machine is not able to differentiate between the color of text/images and the background, the background is copied using the specified text color.

Colors that can be selected as a Text (image) and background color:

Yellow, Magenta, Cyan, Green, Red, Blue, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, Black, White, Scanned Color, and User Colors



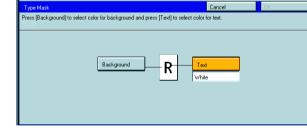
2

Press the [Color Creation] key.

Press the [Type Mask] key.



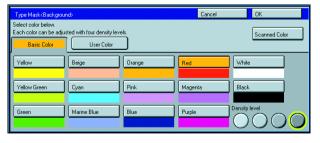
Press the [Background] key.



Select the color for the background, then press the **[OK]** key.

🔗 Note

□ You can select the color density level.



Color Creation

5 Press the **[Text]** key and select the color for the Text.

🖉 Note

□ You can select the color density level.

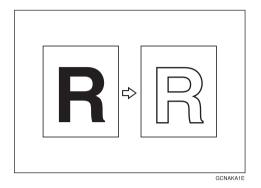
Type Mask <text></text>			Cancel	ОК
Select color below. Each color can be adju Basic Color	isted with four density lev	rels.		Scanned Color
Yellow	Beige	Orange	Red	White
Yellow Green	Cyan	Pink	Magenta	Black
Green	Marine Blue	Blue	Purple	

Press the [OK] key.

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

Image Creation

Outline Image—Copying only the Outline of the Image



This function copies only the outline of the image.

Note

- □ This function is copied in Auto Image Density and Text/Photo mode.
- □ Colors that can be selected as an outline color:

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, Beige, Pink, Marine Blue, Purple, Scanned Color, and User Colors.



2

3

Press the [Image Creation] key.

Press the [Outline Image] key.

Select the width of the outline.

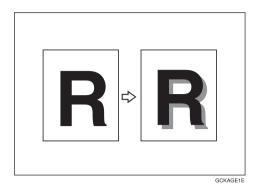
R Outline Image	<u>R</u>	Slanted Image	R → REP Repe	at Image
R Shadow Image	A	Mirror Image	R Positiv	/e/Negative
Outline Image			Cancel	OK
Select Outline width.				

Press the [OK] key. 4



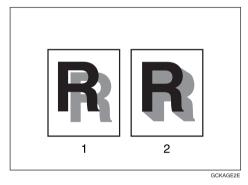
Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ key.

Shadow Image—Adding a Shadow around the Copy Image Elements

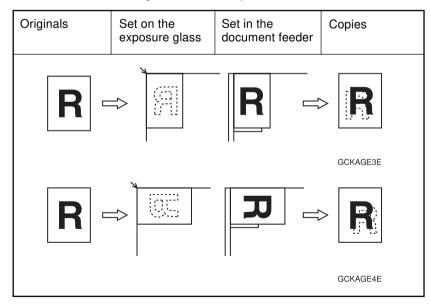


This function adds a shadow around the edges of copy image elements.

□ You can select block shadow or offset shadow.



- 1: Offset
- 2: Block
- □ The orientation of the original decides the position of the shadow as follows:



🔗 Note

□ You can select the color of shadow as follows:

Same Color: A shadow of the same color as the original is added. Select Color: You can select the color of the shadow.

Shadow widths:

Metric version: 1mm, 2mm, 3mm, 4mm Inch version: 0.04", 0.08", 0.12", 0.16"

Same color shadow

Press the [Image Creation] key.



Π

Press the [Shadow Image] key.

Press the [Block] or [Offset] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
R Outline Image	<i>R</i>	Slanted Image	R→ Repe	at Image
R Shadow Image	<u> </u>	Mirror Image	R Positiv	ve/Negative

Shadow Image		Cancel OK
Select shape, width and color. Then Press [OK] key.		
R Block R Offset	Shadow Width	Shadow Color Same Color Haltone Shadow Color / Density

Adjust the width by pressing the [+] or [-] key.

5 Make sure the **[Same Color Halftone]** key is selected.

Press the **[OK]** key.



Set your originals, then press the $\ensuremath{\left[\text{Start} \right]}$ key.

Image Creation

Select color shadow

Press the [Image Creation] key.

2 Press the [Shadow Image] key.

Color Creation	Shiit/Book	Duplex/Combine	Reduce/Enlarge
B	Slanted Image	R → R Repeat	t Image
. 9	Mirror Image	R Positive	a/Nenative
• <u> </u>			s/wegauve
		R Slanted Image	R Slanted Image Repea



Adjust the width by pressing the [+] or [–] key.

5 Press the [Shadow Color/Density] key.

Shadow Image	C	ancel	ОК
Select shape, width and color. Then Press [OK] key.			
R Block R Offset	<pre>Shadow Width fmm</pre>	Shadow Color -	

Select the color, then press the **[OK]** key.

🖉 Note

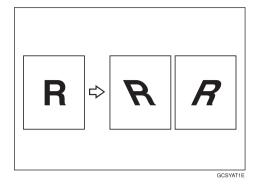
□ You can select the color density level.

Color Conversion			Cancel	OK
Select color(s) below to Up to 4 conversions ca Basic Color	be converted. n be made. When finishe User Color	d, press (OK) key.		Scanned Color
Yellow	Beige	Orange	Red	White
Yellow Green	Cyan	Pink	Magenta	Black
Green	Marine Blue	Blue	Purple	

7 Press the [OK] key.

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

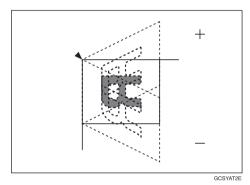
Slanted Image—Slanting the Copy Image



This function slants the copy image at a selected angle.

🔗 Note

□ The slant direction is decided as shown in the illustration.



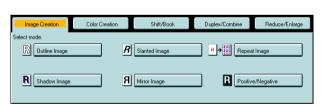
- \square You can select the angle from –45° to +45°.
- Depending on the angle, some parts of the image may be lost.



2

Press the [Image Creation] key.

Press the [Slanted Image] key.



3 Adjust the angle by pressing the arrow keys.

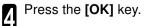
🖉 Note

5

- □ By pressing the [] or [→] key, the number of the angle can be adjusted by in steps of 5°.
- □ By pressing the [←] or [→] key, the number of the angle can be adjusted by in steps of 1°.

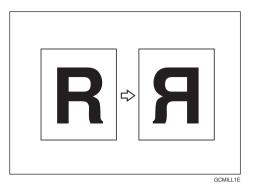
Set your originals, then press the [Start] key.

 $\hfill\square$ To cancel the angle, press the **[Clear]** key.





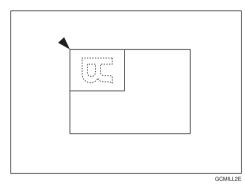
Mirror Image—Making a Mirror Image



This function makes a mirror image copy of the original.

🖉 Note

□ Set the original as below when setting on the exposure glass (platen glass).



Press the [Image Creation] key.

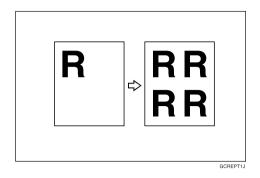
Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.	R	Slanted Image	R→R Repea	t Image
R Shadow Image	A	Mirror Image	Positiv	e/Negative
Image Creation	Color Creation	Shiit/Book	Duplex/Combine	Reduce/Enlarge
Select mode.		Slanted Image	R→ Repea	t Image
R Shadow Image	<u> </u>	Mirror Image	R Positiv	e/Negative



2 Press the [Mirror Image] key.

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

Repeat Image—Copying a Part of an Original Image Repeatedly



This function copies a part of the original image repeatedly.

🔗 Note

- □ When this function is used, the leading edge margin of 10mm, 0.4" is set on the copy paper.
- □ There are three ways to specify the image of the original to be repeated as follows:

	Size Input:	This function allows you to reproduce the top band of an original repeatedly down the entire copy. You specify the width of the band (the vertical length of image) and it is repeated as many times as will fit on the copy.
	Number of Images:	This function also allows you to reproduce the top band of an original repeatedly down the entire copy, but here you specify the number of image repetitions you want and the copier will determine the width of the top band.
	Editor Area:	This function allows you to select an area of the original and reproduce it repeatedly down the copy. The repetitions are made one below the other, and are all aligned to the right. (Only for Edit type)
1	For an explanation o	of entering numbers 🖝 see nage 25

- \square For an explanation of entering numbers, \clubsuit see page 25.
- The number of repeated images that can be fit on a single sheet of copy paper is calculated automatically based upon the copy paper size, copy paper direction and enlargement/reduction ratio.
- Depending on the copy paper size, copy paper direction and enlargement/reduction ratio, parts of repeated images may be cut off.
- When using the Length key or the Editor Area key, parts of some repeated images may be cut off depending on the values you enter.

When using the (Size Input) key

Press the [Image Creation] key.



Press the [Size Input] key.

Image Creation	Color Creation	Shift/Book	Duplex/Combine	Reduce/Enlarge
Select mode.				
R Outline Image	R	Slanted Image	R → Repea	at Image
R Shadow Image	R	Mirror Image	R Positiv	e/Negative
		-		

Chose one method: M	easure, Number of images, or Edit.	

Π	Enter the horizontal and vertical length with the [Number] keys then press the [#] key.
4	[Number] keys then press the [#] key.

🖉 Note

3

□ The length that you can enter is 1 ~ 300mm, 0.1" ~ 11.7". When you enter less than 5mm, 0.2", however, the image might not be repeated well.



Press the [OK] key.



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

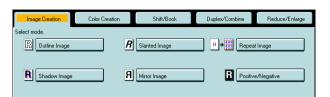
Repeat Image	Cancel	OK		
Enter vert. & hoirz, of image to be repeated. Enter Vertical length of image to be repeated, then press # key.				
Horizontal 120mm Vertical 150mm <1°300mm> Size Input				

When using the (Number of Images) key

Press the [Image Creation] key.

Press the [Number of Images] key.

2 Press the [Repeat Image] key.



Repeat Image	Cancel		OK
Chose one method: Measure, Number of images, or Edit.			
	Times		l Kavl
			→
Size Input	Number of Images	Editor Are	ea

Enter a horizontal and vertical number between 1 and 15 and press the **[#]** key.

🖉 Note

3

□ If the horizontal and vertical settings are 1 × 1, you cannot press the **[#]** key.



Press the [OK] key.

6

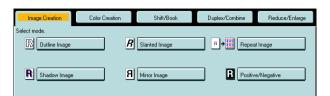
Set your originals, then press the [Start] key.

Repeat Image	Cance		OK
Top part of image will be cut to fit selected number of times. Enter number of times to repeat image, then press # key.			
	Number of Images	Horizontal Time Vertical Time <1~15 times:	

When using the (Editor Area) key (Only for Edit type)









3 Set your original on the exposure glass (platen glass), then press the IEditor Arm Tri

Limitation

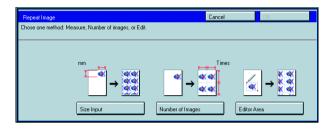
D You cannot set your originals in the document feeder.

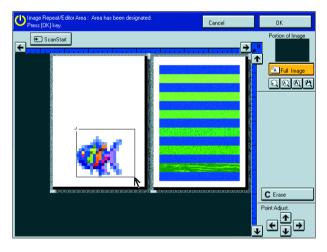
Mark diagonally opposite corners of area to be 4 repeated.

Note

6

- □ The area you have designated is scanned in.
- □ For details about designating the area, rese page 142.

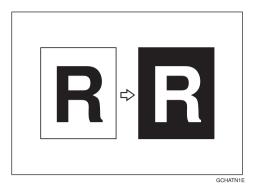




Press the [OK] key. 5

Press the [Start] key.

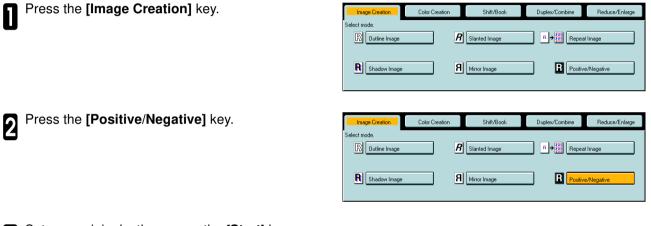
Positive/Negative—Copying in Complementary Colors



This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

🔗 Note

If you copy using twin color mode, white areas are changed to black, black areas are changed to white, and color areas are changed to the selected color.





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

Finishing

🖉 Note

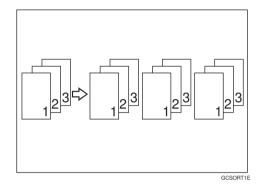
To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

\mathcal{P} Reference

For functions that cannot be used together with this function, • see page 106.

Sort-Sorting into Sets (123, 123, 123)

The optional 20-bin sorter stapler is required to use this function.



One copy of each original is delivered to each bin and copies are collated into sets.

Note

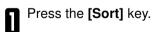
□ It is recommended to set originals in the document feeder with this function.

□ For sorting, the following limitations apply:

	Normal paper mode	Thick mode	Extra Thick mode
Maximum paper size	□: A3, 13" × 19"	□: A3, 13" × 19"	□ : A3, 13" × 19"
	□: A4, 81/2" × 11"	□: A4, 81/2" × 11"]: A4, 81/2" × 11"
Minimum paper size	□: B5, 8" × 10"	□: B5, 8" × 10"	□: B5, 8" × 10"
	□: B5, 81/2" × 11"	□: B5, 81/2" × 11"	□: B5, 81/2" × 11"
Maximum paper capacity of bin	50 copies	30 copies	20 copies

□ You cannot use OHP transparencies or non-standard size paper in Sort mode.

You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original with the user tools. See page 198.



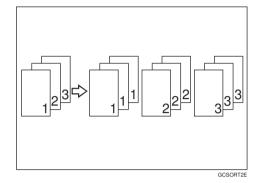
O ^{Ready}					Area Editing	lmage O	Iverlay	^{Q1v} 1	Сору
Auto Image Density]00	\bigcirc	О	\bigcirc					
Auto Color Select	Full Color	B	lack&	White	Single Color		Twin Col	Dr	
Auto Orig. Type Select	Text / Photo	Text		Photo	Special Origi	nal	٩	≧ ⊾	2 }
Auto Paper Select	¹ ■ ■ ▲ 4	2 U A4	2	³ Шрородина В 4	4 🗏 🖌 🗸	v ⊫Norm 11×			
Full Size	Auto Reduce/E	nlarge		100%					
Custom Size Orig.	Sort	Stack		Staple:	Ŕ R	<u>9,e</u> (R (R)		
Image Creation	Color Creat	ion		Shift/Book	Duple	x/Combine	В	educe/Er	nlarge

2 Set your originals in the document feeder.

Press the [Start] key.

Stack—Stacking together all Copies of a Page (111, 222, 333)

The optional 20-bin sorter stapler is required to use this function.



All copies of each original are delivered to the same bin.

□ For stacking, the following limitations apply:

	Normal paper mode	Thick mode	Extra Thick mode
Maximum paper size	□: A3, 13" × 19"	□: A3, 13" × 19"	□: A3, 13" × 19"
	□: A4, 81/2" × 11"	□: A4, 81/2" × 11"	□: A4, 81/2" × 11"
Minimum paper size	□: B5, 8" × 10"	□: B5, 8" × 10"	□: B5, 8" × 10"
	□: B5, 81/2" × 11"	□: B5, 81/2" × 11"	□: B5, 81/2" × 11"
Maximum paper capacity of bin	50 copies	30 copies	20 copies

□ You cannot use OHP transparencies or non-standard size paper in Stack mode.

Press the [Stack] key.

					Area Editing	Image I	Dverlay	^{Q%}	Сору
Auto Image Density	$]\bigcirc\bigcirc$	\bigcirc	\bigcirc	\bigcirc					
Auto Color Select	Full Color		Black&	White	Single Color		Twin D	olor	
Auto Drig. Type Select	Text / Photo	Text		Photo	Special Origi	nal	4	2	2 }
Auto Paper Select	1 🛛 🗖 A 4	2 🗐 A	4	³ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	4 🗐 🗖		^{nal} ×17		
Full Size	Auto Reduce/E	nlarge		100%					
Custom Size Orig.	Sort	Stack		Staple:	⁽ B ⁽ B)	۳œ	B.B.]	
Image Creation	Color Creat	ion		Shift/Book	Duple	x/Combine	Ι	Reduce/E	nlarge

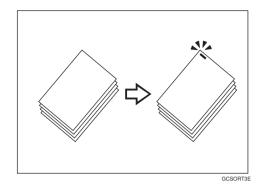


Set your originals in the document feeder.

3 Press the [Start] key.

Staple—Stapling Copies

The optional 20-bin sorter stapler is required to use this function.

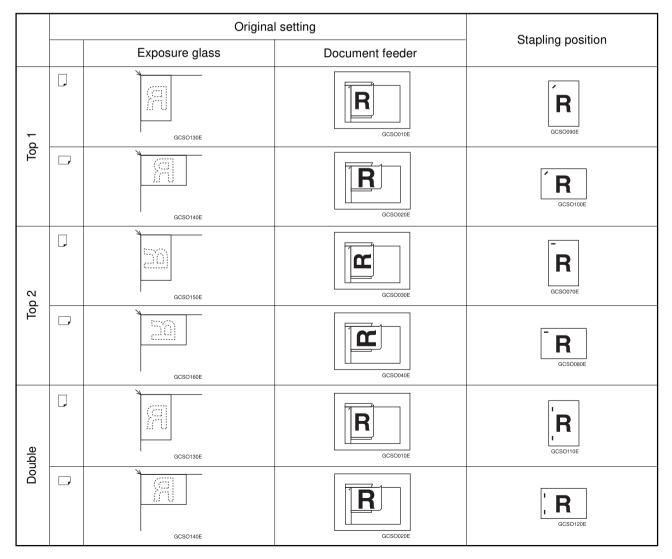


Each copy set can be stapled together.

🖉 Note

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

- □ You cannot use Staple mode with Stack mode.
- $\ensuremath{\square}$ You cannot use OHP transparencies or non-standard size paper in Staple mode.
- □ You cannot staple different widths of paper.
- $\ensuremath{\square}$ Stapling position and original setting:



□ For stapling, the following limitations apply:

	Normal paper mode	Thick mode	Extra Thick mode
Maximum paper size	□: A3, 13" × 19"	□: A3, 13" × 19"	□ : A3, 13" × 19"
	□: A4, 81/2" × 11"	□: A4, 81/2" × 11"]: A4, 81/2" × 11"
Minimum paper size	□: B5, 8" × 10"	□: B5, 8" × 10"	□: B5, 8" × 10"
	□: B5, 81/2" × 11"	□: B5, 81/2" × 11"	□: B5, 81/2" × 11"
Maximum paper capacity of bin	2-50 copies	2-25 copies	2-10 copies

\mathcal{P} Reference

If you want to add staples, 🖝 see page 179.

When the stapler is jammed, - see page 181.

Stapling copies automatically after copying

The optional document feeder is required to use this function.



Select the stapling position.



Set your originals in the document feeder.

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

O ^{Ready}				Area Editing	Image Overla	W Q'W Copy
Auto Image Density	$]\bigcirc\bigcirc$	00	$\bigcirc \bigcirc \bigcirc$			
Auto Color Select	Full Color	Black8	White	Single Color	Twi	n Color
Auto Drig. Type Select	Text / Photo	Text	Photo	Special Original		u 🤹 🏝
Auto Paper Select	¹ ■ □ ▲ 4	² 4	³ ■ □ B 4	⁴ ■ □ □ A 3	≌Normal 11×17	
Full Size	Auto Reduce/E	nlarge	100%			
Custom Size Orig.	Sort	Stack	Staple:	RB 📮	J.≝J (B):I	3
Image Creation	Color Creat	ion	Shift/Book	Duplex/	Combine	Reduce/Enlarge

Stapling copies manually after copying

After Sort mode copying is completed, select the stapling position.

OReady				Area Editing	Image Overl	ay Q'ty Copy
Auto Image Density]00	\bigcirc				
Auto Color Select	Full Color	Blac	sk&White	Single Color	Twi	in Color
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Origina		L 😼 🕸
Auto Paper Select	¹ ∐	² 4) 3 □ □ B 4	⁴ ∐ A 3	⊫ _{Normal} 11×17	
Full Size	Auto Reduce/E	nlarge	100%			
Custom Size Orig.	Sort	Stack	Staple:	R R ,	<u>)e</u> <u>B</u> :	R.J
Image Creation	Color Creat	ion	Shift/Book	Duplex/	Combine	Reduce/Enlarge

Combination Chart

 \Rightarrow : These modes can be used together.

★ : These modes can be used together with some limitations.
 → : The original mode is overridden and only the newly selected mode is active.
 X : These modes cannot be used together.

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			Auto Image Density	Manual Image Density	or Select		Vhite	lor	L.	Original Type Select	Original Image Type Selection	er Select	Auto Reduce/Enlarge	Copying		Tray Copying/Duplex Back			le	taple	Size Original	Reduce/Enlarge / Zoom
			Auto Imag	Manual In	Auto Color	Full Color	Black & White	Single Color	Twin Color	Auto Orig	Original Ir	Auto Paper	Auto Red	Interrupt Copying	Program	Bypass Tra	Sort	Stack	Auto Staple	Manual Staple	Custom S	Preset Re
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	Staple		☆	☆	*	*	☆	☆	☆	☆	☆	☆	☆	☆	☆	*	\rightarrow	→		_	☆	☆
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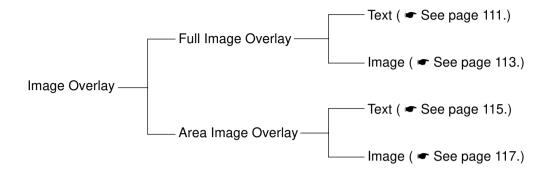
Size Magnification	Directional Magnification	Poster Mode	Centering/Cornering	Margin Adjustment	Center Erase	Center/Border Erase	Border Erase	$Book \to 1 Sided$	2 Sided $ ightarrow$ 1 Sided	Combine 2 Originals	Combine 4 Originals	1 Sided \rightarrow 2 Sided	2 Sided \rightarrow 2 Sided	$Book \to 2 Sided$	Multi \rightarrow 2 Sided	Cover Sheet	Image Overlay	Color Conversion	Color Erase	Color Background	Type Mask	Outline Image	Shadow Image	Slanted Image	Mirror Image	Positive/Negative	Repeat Image	Program User Color	Color Adjustment	Color Balance Adjustment	Image Adjustment	Film Projector
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☆	☆	X	X	X	X	X	X	X	\$	X	X	☆	☆	×	X	X	→ 	☆	☆	☆	☆	☆	☆	*	☆	☆		\$	☆	☆	☆	→
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Copying

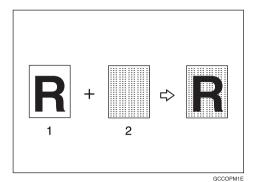
Image Overlay (Only for Edit Type)

Summary of Image Overlay

There are four kinds of Image Overlay.



Full Image Overlay (Only for Edit Type)



1: Foreground image original

2: Background image original

This function overlay the foreground image original onto a background image original.

Text Overlay

This function can colorize a text original (foreground image original) and overlay it on the full color image original (background image original).

₽ Reference

🔗 Note

Colors that can be selected as a text color:

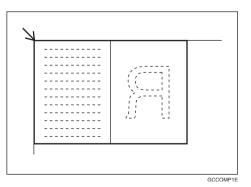
Yellow, Beige, Orange, Red, Yellow Green, Cyan, Pink, Magenta, Green, Marine Blue, Blue, Purple, White, Black, and User Colors

- You can adjust the density to one of four levels (except white).
- □ If you did not select the text color, the text will be copied in the original color.
- The modes that can be set for the background image original are:
 - Color/Image Adjustment: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
 - Color Creation: Color Conversion, Color Erase, Color Background
- □ The modes that can be set for the job settings as follows:
 - Auto Paper Select
 - Manual Paper Select
 - Reduce/Enlarge (Preset Reduce/Enlarge, Zoom, Auto Reduce/Enlarge)
 - Margin Adjustment

Set the foreground image original (original that has the text to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.

🔗 Note

D You cannot set your originals in the document feeder.



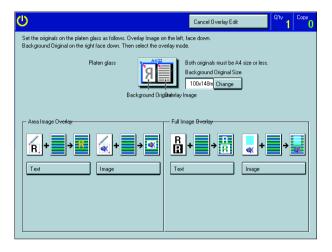


Press the [Image Overlay] key.

🔗 Note

- **D** The maximum original size is A4, $8_{1/2}$, $8_{1/2}$, \times 11",
- □ When the background original is B5, A5, 81/2" × 11" Post card ⊃ size, press the [Change] key.

3 Press the **[Text]** key in the Full Image Overlay.



If you want to change the text color, press the **[Text Color]** key.

🖉 Note

- □ If you want to edit the background original, press the [Edit Background] key. For details, riangle see page 121.
- □ If you want to change the job settings, press the [Basic Settings] key. For details, riansigned see page 122.

O Image O verlay	Cancel Overlay Edit Qtv 1 Copy									
Set the originals on the platen glass as follows. Overlay Image on the left, face down. Background Driginal on the right face down. Then select the overlay mode.										
Platen glass	Both originals must be A4 size or less. Background Original Size 100x148m Change Backlay Image									
Text Image	Text Color Basic Settings Lett Background									

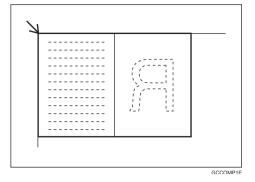
5 Select the color, then press the **[OK]** key.

Press the [Start] key.

Image Overlay

This function can overlay an image original on the full color base image original.

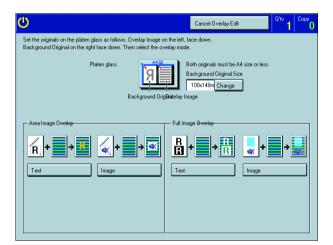
Set the foreground image original (original that has the image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.





Press the [Image Overlay] key.

Press the **[Image]** key in the Full Image Overlay.



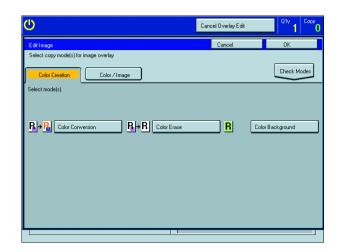
If you want to edit the image, press the [Edit Image] key.

🔗 Note

□ If you want to change the job settings, press the **[Ba-sic Settings]** key. For details, riangle see page 122.

O ^{Ready}	Cancel Overlay Edit Q1v 1 Copy
Set the originals on the platen glass as follows. Overlay Image o Background Original on the right face down. Then select the ov	
Platen glass	Both originals must be A4 size or less. Background Driginal Size 100x148m Change Babriay Image
Area Image Overlay	Ful Image Beveloy Text Edd Image Basic Settings 4 A 3 □ 100%

Image Overlay (Only for Edit Type) **5** If you want to adjust the color creation, press the **[Color Creation]** key.





Make any adjustments you require.

Note

- □ Color Conversion, see page 85.
- Color Erase,
 see page 87.
- □ Color Background, see page 88.

7 Press the [OK] key.

B If you want to adjust the color/image adjustment, press the **[Color/Image]** key.

9 Make any adjustments you require.

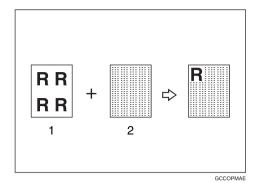
🖉 Note

- You can select the overlay image density with Overlay Opacity.
- Image Density,
 see page 39.
- □ Color Mode, 🖝 see page 40.
- □ Original Type, see page 44.
- Color Adjustment, r see page 131.
- □ Color Balance Adjustment,
 rese page 124.

Press the [OK] key.

Press the [Start] key.

Area Image Overlay (Only for Edit Type)



1: Foreground image original

2: Background image original

This function overlay a portion of the foreground image original onto a background image original.

Text Overlay

3

Use this function to colorize the text in the selected area and lay it over the background image.

Set the foreground image original (original that has the text or image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the base image) on the left of the exposure glass.



Z		
		CCCOMP1

Press the [Text] key in the Area Image Overlay.

□ The original images are displayed.

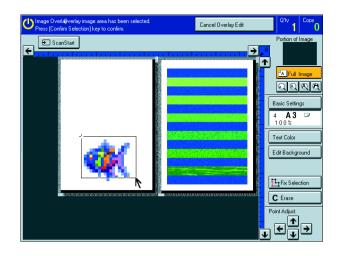
也	Cancel Overlay Edit	^Q W 1	Copy 0			
Set the originals on the platen glass as follows. Overlay Image on the left, face down. Background Diiginal on the right face down. Then select the overlay mode.						
	Both originals must be A4 size or less. Background Original Size 100x148m Change nage					
Area Image Overlay Full Image Full Image Full Image Text Text Text Full Image Full Imag	age Bvorlay + + + + + + + + + + + + +	→				

Area Image Overlay (Only for Edit Type)



Mark diagonally opposite corners of the overlay image area to be overlaid.

- Note
- □ If you want to clear the setting, press the [Erase] key.



5

7

Press the [Confirm Selection] key.

Mark diagonally opposite corners of destination 6 area.

- Press the [Confirm Selection] key.
- If you want to change the text color, press the 8 [Text Color] key.
- 🔗 Note
- □ If you want to edit the background original, press the [Edit Background] key. For details, rese page 121.
- If you want to change the job settings, press the [Basic Settings] key. For details, • see page 122.



Select the color, then press the [OK] key.

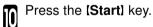
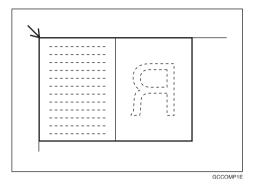


Image Overlay

This function can overlay a selected image over another original image.

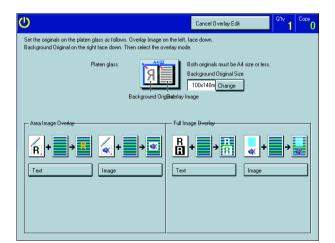
Image overlay without opacity mode

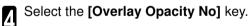
Set the foreground image original (original that 0 has the image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.





Press the [Image] key in the Area Image Over-3 lay.





ወ	Cancel Overlay Edit Copy					
Set the originals on the platen glass as follows. Overlay Image on the left, face down. Background Original on the right face down. Then select the overlay mode.						
Platen glass Platen glass Both originals must be A4 size or less. Background Originals Size T00x149m Change Background Originals mage						
Area Image Overlay R + + + + + + + + + + + + + + + + + + +	Full Image Bverlay					

Mark diagonally opposite corners of the overlay

🔗 Note

5

If you want to clear the setting, press the [Erase] key.

image area to be overlaid.

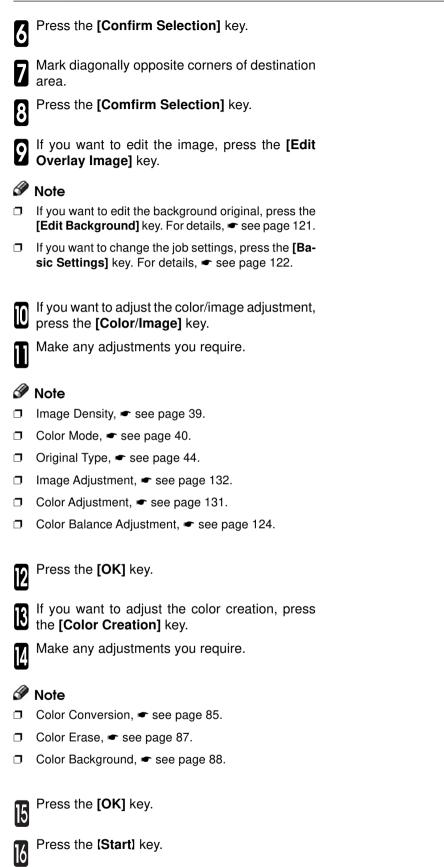
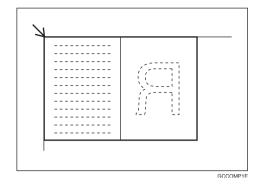
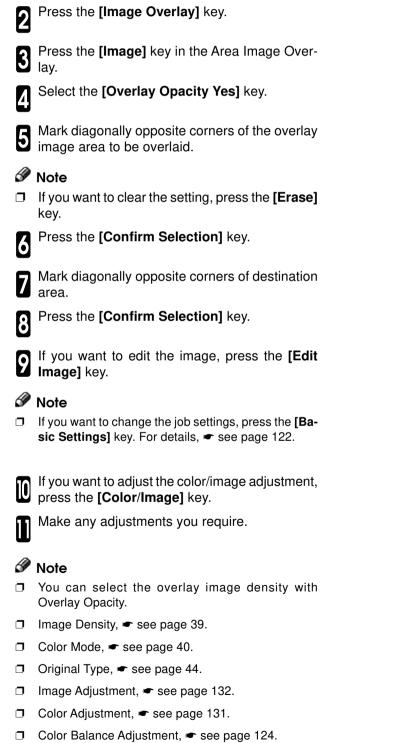


Image overlay with opacity mode

Set the foreground image original (original that has the image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.





Area Image Overlay (Only for Edit Type)

Press the [OK] key. 12



If you want to adjust the color creation, press the [Color Creation] key.

14 Make any adjustments you require.

Note

□ Color Conversion, r see page 85.

- □ Color Erase, 🖝 see page 87.
- □ Color Background, see page 88.

Press the [OK] key. 15

Press the [Start] key. 16

Edit Background—Editing the Image to be Composed

You can edit the selected image.

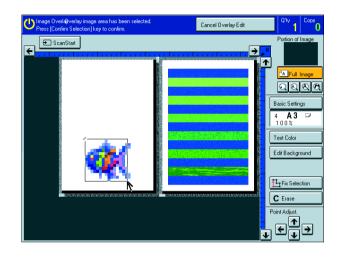
🖉 Note

□ The modes that can be set are as follows:

- Color/Image: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
- Color Creation: Color Conversion, Color Erase, Color Background

Color/Image

Press the [Edit Background] key.





Press the [Color/Image] key.



Make any adjustments you require.

🖉 Note

- □ Image Density, 🖝 see page 39.
- □ Color Mode, see page 40.
- □ Original Type, see page 44.
- Color Adjustment,

 see page 131.



Press the **[OK]** key.

Color Creation



Press the [Edit Background] key.

Press the [Color Creation] key.



Make any adjustments you require.

Note

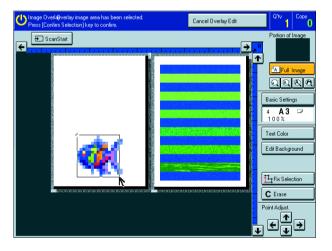
- □ Color Conversion, see page 85.
- Color Erase,
 see page 87.
- Color Background, rese page 88.

Press the **[OK]** key.

Basic Settings—Changing Job Settings

You can change the job settings.

Press the [Basic Settings] key.



Make any adjustments you require.

🔗 Note

2

- □ Auto Paper Select, see page 47.
- Preset R/E / Zoom, resee page 59.
- Margin Adjustment,
 see page 78.

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

<section-header>Adjustment and Color Memory

Color Balance—Adjusting and Storing the Color Balance

This function allows you to control the overall color tone of copies by adjusting the Yellow, Magenta, Cyan and Black color balance. Nine levels of tone are available.

₽ Reference

For copy sample, r see page 19.

🖉 Note

1

□ The color balance will return to the default when:

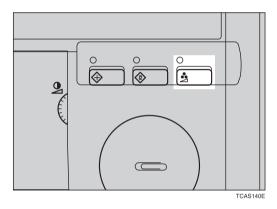
- The machine is automatically reset.
- The [Clear Modes] key is pressed.
- The operation switch is turned off.
- The main power switch is turned off.

 $\ensuremath{\square}$ You can store and adjustments you make in memory and recall them later.

□ You can sample color balance. See page 126.

Color Balance Adjustment

Press the [Adjustment/Memory] key.



2 Make sure that the **[Color Balance]** key is selected.

Adjust the color balance, then press the **[OK]** key.

Color Adjustment / ProgrYes Press [OK] key return to main scre	OK.
Prog. User Color	Image Adjustment Color Adjustment Color Balance
Adjust color balance for each col Color Balance Sample or Color Ba	or with keys. slance Program can also be selected.
	Color Balance Sample -Program
Color Balance Adj.	Clear
Yellow	
Magenta	\bigcirc
Cyan	
Black	\bigcirc
	Farbabstimmung Status

Color Balance Program—Storing and Recalling the Color Balance

You can store the color balance setting in memory and recall it when you want to use it.

Note

□ You can store up to three color balance.

Storing the adjusted color balance

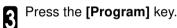


2

Change the color balance (see page 124), but don't press the **[OK]** key.

Press the [Color Balance Program] key.

Color Adjustment / ProgrYes	OK				
Press [OK] key return to main scr	een.				
Prog. User Color	Image Adjustment Color Adjustment Color Balance				
Adjust color balance for each color with keys. Color Balance Sample or Color Balance Program can also be selected.					
	Color Balance Sample -Program				
Color Balance Adj.					
Yellow	$\bigcirc \bigcirc $				
Magenta	$\bigcirc \bigcirc $				
Cyan	$\bigcirc \bigcirc $				
Black	\bigcirc				
	Farbabstimmung Status				



Select a number for this setting.

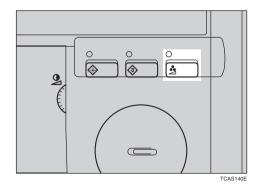
Color Balance Program	Cancel
<store> Select program number key.</store>	
Recal	
1 2 3	
Program is stored in shaded key(s).	

Recalling the color balance



Δ

Press the [Adjustment/Memory] key.



2 Make sure that the **[Color Balance]** key is selected.

Press the [Color Balance Program] key.

Color Adjustment / ProgrYes			OK		
Press [OK] key return to main	Joreen.				
Prog. User Color	Image Adjustment Color /	Adjustment Color Bal	lance		
Adjust color balance for each color with keys. Color Balance Sample or Color Balance Program can also be selected.					
			Balance ogram		
Color Balance Adj.	[Clear			
Yellow	0000				
Magenta	0000				
Cyan	0000				
Black	0000				
		Farbabstimmung Status			
Color Balance Program		Cancel			
<recall> Select program number key.</recall>					
Recall	Program				
Hecall					
\$1 \$	2 3 3				

Select the setting you want to recall.

🔗 Note

5

Only color balance programs with \$\oplus contain a color balance.

Make sure that the [Recall] key is selected.

stored in shad		

Color Balance Sample—Sampling the Color Balance

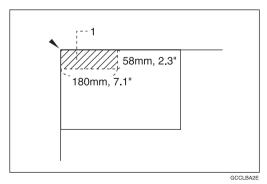
Adjusting the color balance by trial and error could require many copies. The color balance sampling function allows you to produce nine samples on two copies. The first sample of each sheet uses the current color balance (standard). Each sample after that changes one toner color by a fixed number of steps.

🔗 Note

- □ The sample will be copied on two A4□, 81/2" × 11"□ sheets or two A3□, 11" × 17"□ sheets.
- Selecting Color Balance Sample does not reset the adjustments, allowing you to make many samples while progressively changing the balance. The sample might yield a color balance outside the copier's range which will be reproduced on the sample but not on the copy.

For example, if yellow is already adjusted to +3 and you select Sample ± 4 , the yellow samples will be copied at yellow +7 and -1, but the adjustment for the final copy cannot be set to +7.

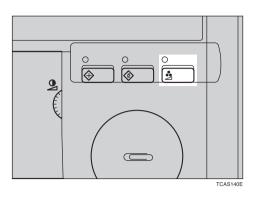
□ The sampled area is as shown in the illustration.



1: Sampled area

Color Balance—Adjusting and Storing the Color Balance

Press the [Adjustment/Memory] key. 0



- Make sure the [Color Balance] key is selected. 2
 - Press the [Color Balance Sample] key.

Color Adjustment / ProgrYes				OK	
Press [OK] key return to main scree	n.				
Prog. User Color	image Adjustment	Color Adjustment	Color Balance		
Adjust color balance for each color with Keys. Color Balance Sample or Color Balance Program can also be selected.					
		Color Balance Sample	Color Balance -Program		
Color Balance Adj.		Clear			
Yellow	$\bigcirc \bigcirc \bigcirc \bigcirc$	$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$			
Magenta	000	$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$			
Cyan	000	$\bigcirc \bigcirc \bigcirc \bigcirc \bigcirc$			
Black	000	$\bigcirc \bigcirc \bigcirc \bigcirc$			
		Farbabstimmung Sta	atus		

Color Balance Sample	Cancel				
Individual color density can be adjusted manually. After individual settings are completed, select range of densities to be printed. Sample image will be printed.					
Default + · 1 Default + · 2 Default	+ · 3 Default + · 4				

5

6

3

Press the [Print Start] key.

Set your original on the exposure glass.

Note

 \Box The sample is copied.

current setting).



Select the color balance that you want to set, then press the **[OK]** key.

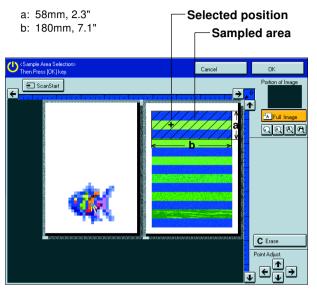
Select the range of densities (standard is the

Color Balance Sample	Cancel	
Place original on platen glass, then press [Print Start] key. Samples will be printed.		
	Default + · 3	
Sample Area Selection Sample Area can be selected		
		Print Start

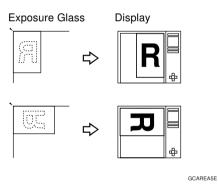
Selecting the sampled area (Only for Edit type)

🖉 Note

□ The sampled area is as shown below.

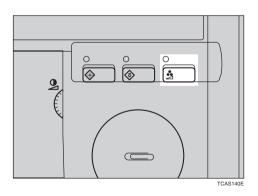


D Orientation of the original and scanned image are related as shown:



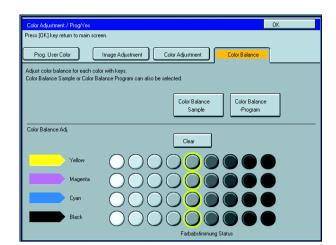


Press the [Adjustment/Memory] key.



Color Balance—Adjusting and Storing the Color Balance

2 Make sure the [Color Balance] key is selected.

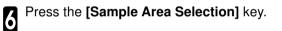


Press the [Color Balance Sample] key.

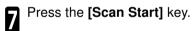
Select the range of densities (standard is the current setting).

Color Balance Sample		Cancel		
Individual color density can be adjusted manually. After individual settings are completed, select range of densities to be printed. Sample image will be printed.				
Default + · 1	Default + · 2	Default + · 3	Default + - 4	

Set your original on the exposure glass.



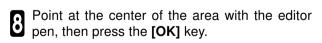
Color Balance Sample	Cancel	
Place original on platen glass, then press [Print Start] key. Samples will be printed.		
	Default + - 3	
Sample Area Selection Sample Area can be selected	L	
		Print Start



Note

5

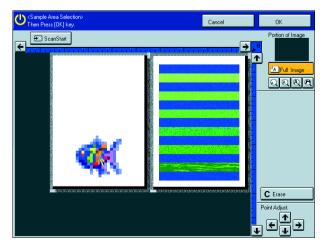
□ The image of the original is displayed.

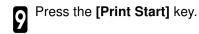


🖉 Note

□ For details about this display, riangleright see page 142.







🔗 Note

□ The sample is copied.



Select the color balance that you want to set, then press the **[OK]** key.

Color Adjustment

This function lets you alter up to three single colors by mixing them with adjacent colors in the color circle. For example, yellow can be shifted towards red to make orange, or towards green to make a yellow green. Note that only areas of the image containing this color will be modified.

₽ Reference

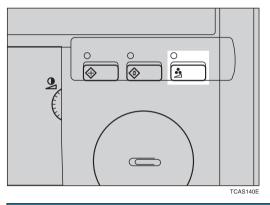
For copy samples, r see page 20.

Note

2

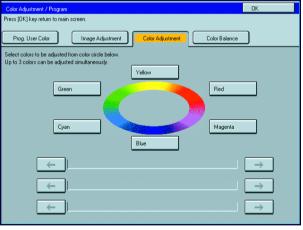
- □ This function requires Full Color mode or Auto Color Select mode.
- □ The single color adjustment will return to the default when:
 - The machine is automatically reset.
 - The [Clear Modes] key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

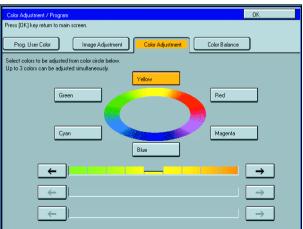
Press the [Adjustment/Memory] key.



Press the [Color Adjustment] key.

Select the color key that you want to adjust from 3 the color circle.





Adjust the color with the keys.

Note

4

- □ For example, if you wish to make yellow appear more red, press the $[\rightarrow]$ key.
- □ If you wish to make yellow appear more green, press the [\leftarrow] key.



Image Adjustment

You can change the following default settings for image adjustment:

Soft/Sharp	You can adjust the edges of the image to make the image sharper or softer.
	 <i>P</i> Reference □ For copy samples, <i>■</i> see page 20.
	 𝒴 Note □ Default: level 4
Contrast	You can adjust the contrast between light parts and dark parts of the image.
	 <i>P</i> Reference □ For copy samples, see page 20.
	 Note Default: level 5
Background Density	You can adjust the background density control.
	 <i>P</i> Reference □ For copy samples, see page 20.
	 Note Default: level 5 If copying a newspaper or an original with a dark background, adjust the background density to a lighter setting. If part of the original is marked with a highlighting pen, adjust the background density to a darker setting. However, because the color of a highlighting pen is difficult to duplicate, it might be copied in different colors or some colors might not be copied.
Pastel	You can make copies in pastel tones.
	For copy samples, see page 20.
	 Note Default: level 9 which yields a normal color copy
U.C.R. Adjustment	You can adjust the black toner density to make the black parts clearer in Full Color mode.
	 Note Default: level 5 Adjust this setting to a darker setting when you want to copy letter parts clearly in black. Adjust this setting to a lighter setting when the original image is dark.
A.C.S. (Auto Color Selection) Sensitivity	You can adjust the sensitivity when detecting whether the original has color areas in Auto Color Select mode. When set to "B&W" values, the machine will be more likely to detect originals as black originals. "Full Color" values will cause the machine to be more likely to detect originals as color originals.
	 Note Default: level 3
Text/Photo Sensitivity	You can adjust the sensitivity when detecting letter and photo parts of an original in Text/ Photo mode. If letter parts photo parts of an original are not differentiated correctly, adjust this setting.
	 Note Default: level 5

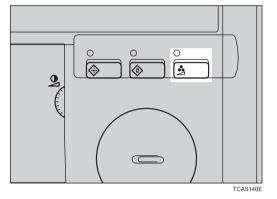
Soft/Sharp, Contrast, Background Density, and Pastel

🔗 Note

1

- Any settings you make with the Soft/Sharp, Contrast, Background Density and Pastel functions will be canceled under the following conditions:
 - The machine is automatically reset.
 - The [Clear Modes] key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

Press the [Adjustment/Memory] key.



Color Adjustment / Program	OK
Press [OK] key return to main	i screen.
Prog. User Color	Image Adjustment Color Adjustment Color Balance
Adjust mode(s) below.	
. <u> </u>	
Soft/Sharp	Soft
Contrast	Minimum
Background Density	
Pastel	Light
UCR Adjustment	
A.C.S. Sensitivity	B&W Color
Text/Photo Sensitivity	Text



Press the [Image Adjustment] key.

3 Adjust the settings.

\mathcal{P} Reference

For details, • see page 132.



Press the [OK] key.

Note

If you do not press the [OK] key, you can still make copies, but the Image Adjustment settings you have just entered will not used. However, any settings or featured you choose before pressing the [Adjustment/Memory] key will still apply.

U.C.R. Adjustment, A.C.S. Sensitivity and Text/Photo Sensitivity

🔗 Note

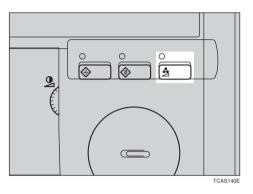
Any settings you make with the U.C.R. Adjustment, A.C.S. Sensitivity, and Text/Photo Sensitivity functions are not cleared by turning the power off or by pressing the [Clear Modes] key. They are canceled only when you overwrite them with new settings.



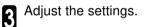
2

Press the [Adjustment/Memory] key.

Press the [Image Adjustment] key.

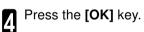


Color Adjustment / Program	OK
Press [OK] key return to main scree	n.
Prog. User Color	mage Adjustment Color Balance
Adjust mode(s) below.	
Soft/Sharp	Soft Sharp
Contrast	Minimum
Background Density	$\bigcirc \bigcirc $
Pastel	Light
UCR Adjustment	
A.C.S. Sensitivity	B&W Color
Text/Photo Sensitivity	Text Photo



\mathcal{P} Reference

For details, • see page 132.



Note

If you do not press the [OK] key, you can still make copies, but the Image Adjustment settings you have just entered will not used. However, any settings or featured you choose before pressing the [Adjustment/Memory] key will still apply.

Program User Color—Storing User Colors

In addition to the base colors, you can store up to 15 customized colors into memory (User Color).

₽ Reference

Color sample chart, • see page 23.

If your machine is Edit type, you can sample the user color. 🖝 See page 138.

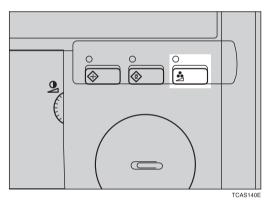
🔗 Note

□ There are two ways to make user colors as follows:

- · Adjusting a selected base color
- Mixing colors manually with [Number] keys
- Up to 15 colors can be stored.
- □ The total percentages of the mixed colors must be 255% or less.
- If the total percentage of the mixed color is over 255%, the copier cannot create the color properly and the results will appear different.
- If the total percentage of the mixed colors is too low, it may not be bonded to the paper properly resulting in a change in image density.
- The appearance of user colors might vary slightly according to the image type you have selected (ex. Photo, Text, etc.).

Adjusting Colors Based on the Selected Color

Press the [Adjustment/Memory] key.



Press the [Prog. User Color] key.

2

3

Select the key you wish to store the color in.

Color Adjustment / Program OK						
Press [DK] key return to main screen.						
Prog. User Color IIImage Adjustment Color Adjustment Color Balance						
	ey to which you want to s lors stored, press [Start] I					
Y : M : C : BK	Y : M : C : BK	Y : M : C : BK	Y : M : C : BK	Y : M : C : BK		
User Color 1	User Color 2	User Color 3	User Color 4	User Color 5		
Y:M:C:BK	Y : M : C : BK	Y : M : C : BK	Y : M : C : BK	Y:M:C:BK		
User Color 6	User Color 7	User Color 8	User Color 9	User Color 10		
Y:M:C:BK	Y : M : C : BK	Y:M:C:BK	Y : M : C : BK	Y:M:C:BK		
User Color 11	User Color 12	User Color 13	User Color 14	User Color 15		
Program is already s	tored in shaded key(s).					

Program User Color—Storing User Colors



5

🖉 Note

Select the base color.

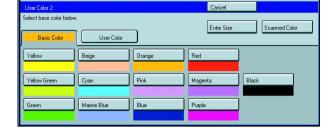
—Press the [+ - keys] key.

🔗 Note

□ If your machine is Edit type, you can scan an original to sample it's color. See page 128.

You can change the color density in two ways.

□ Increase or decrease in steps with the [+] or [-] key.



User Color 2			Cancel	OK
Adjust percentage with + - Then Press [OK] key. + - keys	keys. Enter Size			
	Yellow	85%		+
	Magenta	100%		+
	Cyan	0%		+
	Black	0%		+

□ Enter the percentage with the **[Number]** keys.—Press the **[Enter Size]** key.

User Color 2			Cancel	ОК
Select color to be adjusted and ent Then Press [OK] key. + - keys	er density percentage with nter Size	numberkeys. To c	onfirm percentage, press	:#key.
	Yellow	85%		
	Magenta Cyan	100%		
	Black	0%		

7	Repeat step 5 for each color, then press the [OK] key.
0	key.

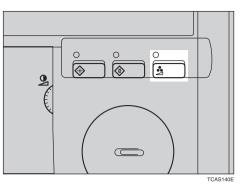
7 Press the [OK] key.

Mixing Colors Manually with the Number Key



2

Press the [Adjustment/Memory] key.



Adjustment and Color Memory

Press the [Prog. User Color] key.

3 Select the number that you want to store the user color in.

Color Adjustment / Program OK							
Press [OK] key return to	main screen.						
Prog. User Color	Prog. User Color B alance						
	ey to which you want to s lors stored, press [Start]						
Y:M:C:BK	Y : M : C : BK	Y : M : C : BK	Y : M : C : BK	Y : M : C : BK			
User Color 1	User Color 2	User Color 3	User Color 4	User Color 5			
Y : M : C : BK	Y:M:C:BK	Y : M : C : BK	Y:M:C:BK	Y:M:C:BK			
User Color 6	User Color 7	User Color 8	User Color 9	User Color 10			
Y:M:C:BK	Y:M:C:BK	Y:M:C:BK	Y:M:C:BK	Y : M : C : BK			
User Color 11	User Color 12	User Color 13	User Color 14	User Color 15			
Program is already s	tored in shaded key(s).						

Press the [Enter Size] key.

User Color 2			Cancel	
Select base color below	л.	Enter Size	Scanned Color	
Basic Color	User Color		Lindi dillo	
Yellow	Beige	Orange	Red	
Yellow Green	Cyan	Pink	Magenta	Black
Green	Marine Blue	Blue	Purple	

5 Select the color that you want to adjust.

6 Enter the density with the **[Number]** keys, then press the **[#]** key.

🔗 Note

□ To change the number, press the [Clear] key.

User Color 2			Cancel	OK
Select color to be adjusted and ent Then Press (OK) key. + - keys	er density percentage with	numberkeys. To	confirm percentage, pres	s‡key.
	Yellow	_85%		
	Magenta	100%		
	Cyan	0%	Clea	<u></u>
	Black	0%	Œ)

Repeat steps 5 and 6 for each color then press the [OK] key.

Press the [OK] key. 8

Sampling the User Color (Only for Edit Type)

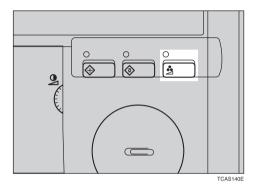
You can print out a sample of User Colors to check the colors you have made.

Note

 \square The sample will be copied on a A4 \square , 81/2" \times 11" \square sheet or a A3 \square , 11" \times 17" \square sheet.



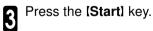
Press the [Adjustment/Memory] key.





2 Press the [Prog. User Color] key.

Color Adjustment / Prog	ram			OK									
Press [DK] key return to main screen.													
Prog. User Color	Prog. User Color Image Adjustment Color Adjustment Color Balance												
Select the User Color key to which you want to store the color. To print sample of all colors stored, press [Stat] key.													
Y : M : C : BK	Y : M : C : BK	Y : M : C : BK	Y : M : C : BK	Y : M : C : BK									
User Color 1	User Color 2	User Color 3	User Color 4	User Color 5									
Y:M:C:BK	Y:M:C:BK	Y:M:C:BK	Y : M : C : BK	Y:M:C:BK									
User Color 6	User Color 7	User Color 8	User Color 9	User Color 10									
Y : M : C : BK	Y:M:C:BK	Y:M:C:BK	Y : M : C : BK	Y : M : C : BK									
User Color 11	User Color 12	User Color 13	User Color 14	User Color 15									
Program is already st	ored in shaded key(s).												

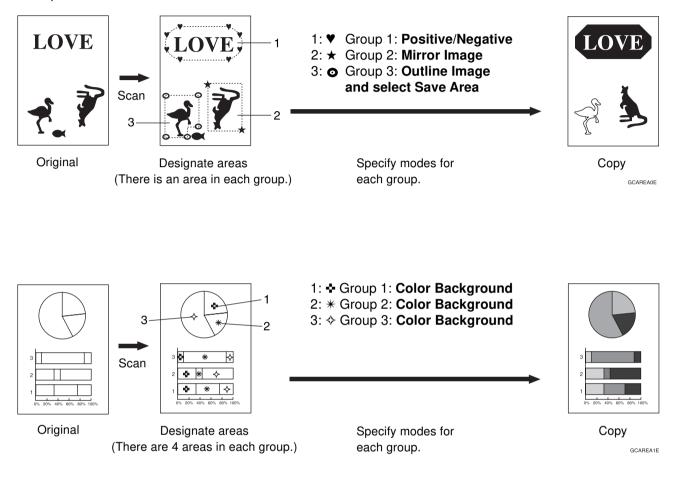


Area Editing (Only for Edit Type)

What is Area Editing?

If your machine is Edit type, you can select areas of an image to be treated differently or have effects applied to them. Some examples are shown below.

Example:



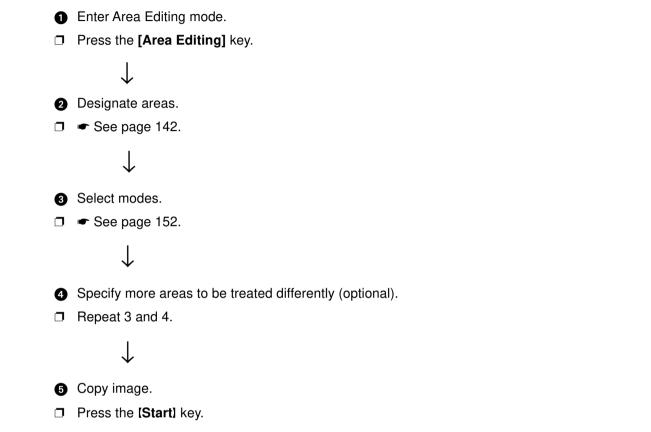
🖉 Note

Group" means a set of areas that you want to do the same edit.

How to Edit Areas

Editing an image involves scanning it in to memory, choosing areas to edit and how those areas will be reproduced.

The basic steps are summarized below. Details are given in the rest of this section.



Designating Areas

Several tools are provided for designating areas of an image.

Area Shapes

- Rectangle: Specify two points defining the opposite diagonals of a rectangle.
- Right Angle Polygon/Polygon: Specify a sequence of points defining a polygon.
- Closed Loop: If your image contains a shape outlined in black and that outline forms a closed loop, specify a point inside the shape to designate it.
- Multi-Closed Loop: If your image contains a closed loop and that outline forms an another closed loop, specify points inside of the closed loop to designate it.

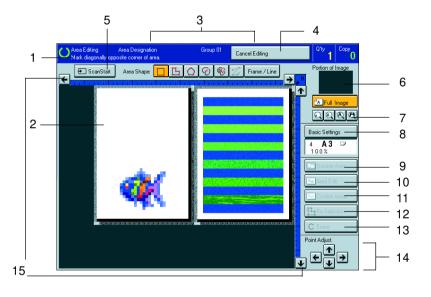
Frame/Line

- Rectangle frame: Specify straight frames by Rectangles.
- Right Angle Polygon/Polygon frame: Specify straight frames by Right Angle Polygon/Polygon.
- Line: Specify a series of points linked together by straight lines.

🔗 Note

- I You can designate many areas and apply the same changes to them all by placing them in the same Group.
- D Different areas may be treated differently by placing them in different Groups.

Designate Area Display



1. Message Area

Messages and instructions appear here.

2. Display Area

The image is displayed.

- **3. Area Shape/Frame/Line** Select the area shape or frame shape and line.
- 4. Cancel Editing Exit area editing.
- 5. Scan Start Scan in an original again.

6. Portion of Image

Shows the portion of the original that is currently being viewed or is enlarged.

7. Enlarge

Enlarge 4

Enlarge by about 528%

Enlarge 3

Enlarge by about 394%

Enlarge 2

Enlarge by about 264%

Enlarge 1

Enlarge by about 200%

Full Image

🖉 Note

 $\ensuremath{\square}$ After pressing the **[Enlarge]** key, mark a point in the displayed image to zoom in on.

8. Basic Settings

Change the job settings for the entire image.

9. Outside Area

Set modes for outside areas.

10. Area Edit

Edit inside the area.

11. Confirm Areas

Show selected areas, modes, and groups.

12. Confirm Selection

Complete a designated area.

13. Erase

Cancel last point selected.

14. Arrow keys

Move cursor in small steps.

15. Scroll key

Move the portion of the original.

🖉 Note

□ Do not press the touch panel display with any hard or sharp object. Always use the editor pen.

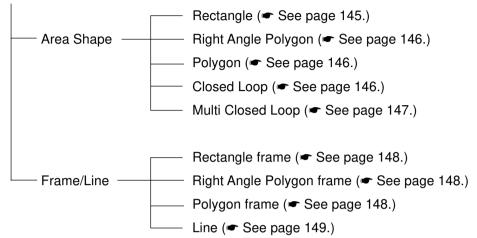
When you mark a point with the editor pen, the cursor position might not be quite right. In this case, move the cursor in small steps by pressing the arrow keys on the display.

Designate Area Tools

🔗 Note

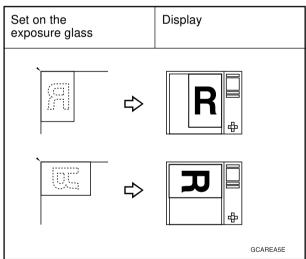
□ There are nine tools to designate areas.

Area Editing



🔗 Note

- □ You cannot use the optional document feeder in this function.
- The relationships between the position of the original and the orientation of the scanned image on the display are as follows:



Area Shapes

Rectangle

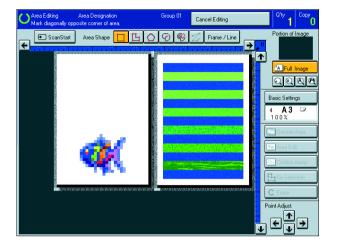


Set your original on the exposure glass.



Press the [Area Editing] key.

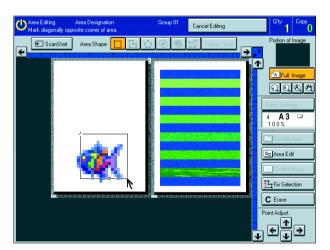
- 🖉 Note
- □ □ (Rectangle) key is selected as default.

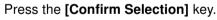




Mark the first point with the editor pen.

- A Mark the diagonally opposite corner of the area you wish to select.
- 🔗 Note
- □ When you make a mistake, press the **[Erase]** key.
- □ Repeat 4 and 5 to add more rectangles.
- When you continue to add areas, you can select other shapes (except Closed Loop Multi-Closed Loop, Line, Frame).





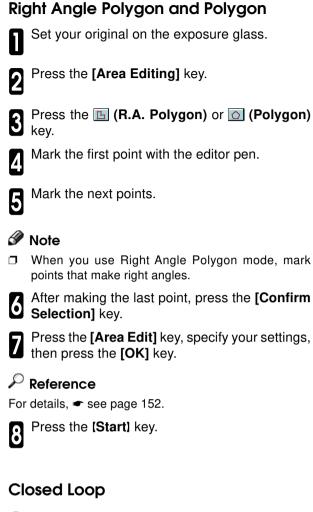


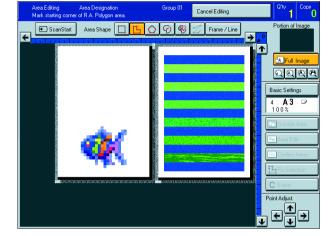
Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

For details, 🖝 see page 152.



Press the [Start] key.





Limitation

If you specify an area with Closed Loop, you cannot specify any additional areas with other selection tools.

🔗 Note

I When you color areas with the Closed Loop, the area boundary may shift depending on the image.

Set your original on the exposure glass.



2

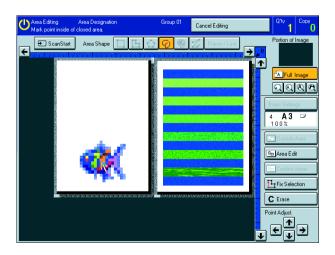
Press the [Area Editing] key.



Press the 😨 (Closed Loop) key.



Touch on a point inside a closed loop.







Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

₽ Reference

For details, 🖝 see page 152.

Press the [Start] key.

Multi-Closed Loop

Limitation

□ If you specify an area with Multi-Closed Loop, you cannot specify any additional areas with other selection tools.



Set your original on the exposure glass.



Press the [Area Editing] key.



Press the 💽 (Multi-Closed loop) key.

Press on a point inside the exterior area you wish to specify.

5 Press on a point inside the interior area you wish to treat differently.

🔗 Note

Be sure to select a point inside of the exterior area you wish to define.



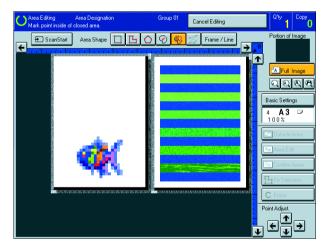
Press the [Confirm Selection] key.

Press the [Area Edit] key, specify your settings, then press the [OK] key.

₽ Reference

For details, - see page 152.

Press the [Start] key.



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Frame/Line

Rectangle frame

Set your original on the exposure glass. Π

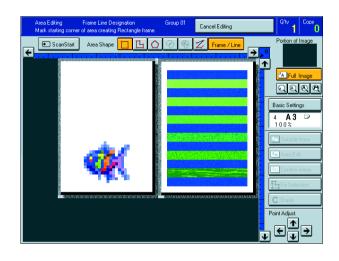




Press the [Frame/Line] key.



Press the **(Rectangle)** key.



Mark the first point with the editor pen. 5

Mark the diagonally opposite corner of the area you wish to select.



Press the [Confirm Selection] key.



B Press the [Alea Land then press the [OK] key. Press the [Area Edit] key, specify your settings,

₽ Reference

For details, • see page 152.

Press the [Start] key. 9

Right Angle Polygon frame and Polygon frame

Set your original on the exposure glass.



Press the [Area Editing] key.

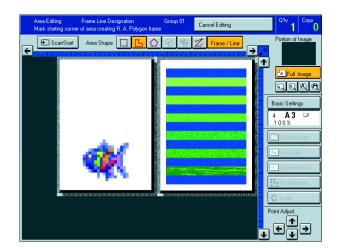


Press the [Frame/Line] key.



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Press the 🔄 (Right Angle Polygon) key or the (Polygon) key.



Mark the first point with the editor pen. After making the last point, press the [Confirm Press the [Area Edit] key, specify your settings,

Press the [Start] key. 9

For details, • see page 152.

Press the [Area Eury No, then press the [OK] key.

Mark the next points.

7 After making use Selection] key.

 \mathcal{P} Reference

Line

5

6

Set your original on the exposure glass.

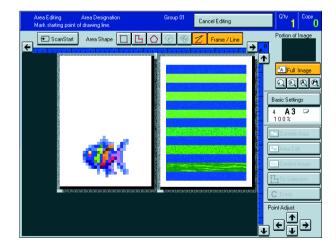


3

Press the [Area Editing] key.

Press the [Frame/Line] key.

Press the Z (Line) key. 4



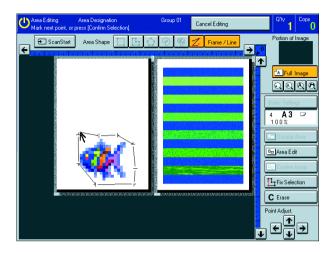
Designating Areas



Mark the first point with the editor pen.

6 Mark the next points.

After marking the last point, press the [Confirm Selection] key.



Press the [Area Edit] key, specify your settings, then press the [OK] key.

\mathcal{P} Reference

For details, • see page 152.

Press the [Start] key.

Notes for Designating Areas

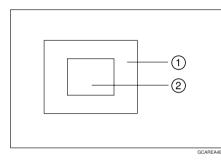
The number of the points, areas, and groups that can be designated

🔗 Note

- Maximum number of points: 500
- □ In Right Angle Polygon mode, Polygon mode, or Line mode, the maximum number of points for one area is 30.
- □ The number of areas that can be designated is as follows:
 - Rectangle mode: maximum 250 areas
 - Right Angle Polygon mode, Polygon mode, Line mode: 500 points maximum. For example, if 10 points are designated for each area, the maximum number of areas that can be designated is 50.
 - Closed Loop mode, Multi-Closed Loop mode: maximum 500 areas
- Maximum number of groups: 20
 - ("Group" means a set of areas that you want to do same editions.)

🖉 Note

- Do not designate an area or line which overlaps part of another area or line. If an area overlaps another one, the job settings specified last will be applied to the overlapped portion or those areas might not be copied.
- D However, areas containing areas (see below) are permitted. Designate starting with the outermost area.



These operations are available, however, under the following conditions:

- When designating areas with Closed Loop mode, Multi-closed Loop or Line/Frame mode.
- If you mark a line and it overlaps another line you have previously marked, the last point you marked will be canceled automatically.
- If you designate an area in Right Angle Polygon mode, make sure to mark points that make right angles. If you mark a point which does not match, the editor will automatically correct it to make a right angle.
- If you want to designate a triangular area, use Polygon mode.
- In Closed Loop mode or Multi-Closed Loop mode, the machine might not detect a closed loop area or multi-closed loop area completely under the following conditions:
 - The outline is not completely closed, it is too light to detect, or the thickness is uneven.
 - The outline is thinner than 0.3mm.
 - The outline is not black.
 - The space between two closed loop outlines is less than 1mm.
 - The closed loop can be up to 2 meters long.
 - The area enclosed by the outline is not white.
- The more areas you designate, the more time copying will take.
- If you erase an area, group, or job setting, it is cleared from the display. However, the points are still stored in memory and are not cleared until you exit Area Editing. This affects the maximum number of areas you can designate.
- Closed Loop mode Multi-Closed Loop mode and Frame/Line mode cannot be used with Rectangle mode, Right Angle Polygon mode, and Polygon mode for one group at a time.
- If you need to align areas precisely, you can have a grid shown on the enlarged display. The grid spacing matches the scale of the display.

Selecting Modes for Designated Areas

₽ Reference

The available modes for area editing depend on the area shape.
 See page 164

For functions that cannot be used together in area editing, - see page 164.

More than one mode can be set for designated area, however, there are some limitations, resee page 164. And up to 7 patterns of modes can be set together.

🖉 Note

 \Box Up to 20 groups of multiple areas can be edited. All the areas should belong to groups 1 ~ 20.

You can select up to seven job patterns for at most 20 groups. After you have set seven patterns, the copier will only allow you to choose the pattern of a previous group.

If you change the settings for one group, it will change the settings for all other groups with the same job pattern. However, if you have set a Paint, Color Background, or Frame/ Line, changing the color in one group will not affect other groups. (Up to 15 colors can be selected.)

The modes that can be set for inside areas as follows:

- Color/Image Adjustment: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
- Color Creation: Color Conversion, Color Erase, Color Background, Paint, Type Mask
- Image Creation: Outline Image, Shadow Image, Slanted Image, Mirror Image, Positive/Negative

🔗 Note

□ The editing functions available when specifying area with Frame/Line mode are Width and Color.

Color/Image Adjustment's default setting:

- · Image Density Manual Image Density
- Color Mode Black
 - Original Type Text
- □ You can change the default settings. See page 187.
- Depending on the shapes of the areas, coloring or deleting near the outlines of the areas might not do well, or the outlines might become uneven.
- □ The way to set modes is basically the same as for the entire image. For details, refer to each page.
 - To fill an area with a selected color, select the Paint.
 - Image Density See page 39.
 - Original Type See page 44.
 - Color Adjustment See page 131.
 - Color Conversion
 See page 85.
 - Type Mask 🖝 See page 89.
 - Color Background See page 88.
 - Outline Image See page 91.
 - Slanted Image See page 95.
 - Positive/Negative See page 101.
 - Color Mode 🖝 See page 40.

- Image Adjustment
 See page 132.
- Color Balance Adjustment See page 124.
- Color Erase 🖝 See page 87.
- Shadow Image See page 92.
- Mirror Image See page 96.
- Save Area 🖝 See page 154.
- Changing Job Settings for the Entire Image
 See page 158.
- Change Modes See page 159.
- Adding Areas 🖝 See page 160.
- Erasing a Group See page 162.

Area Shapes

Basic modes



Designate the areas you wish to modify.

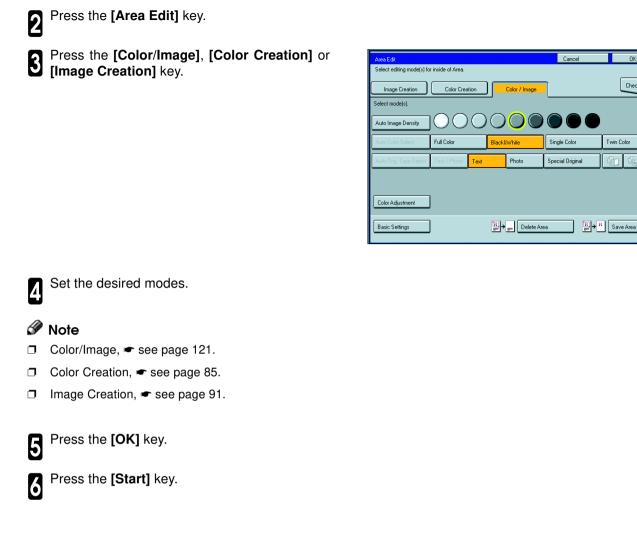
🔗 Note

□ For designating areas, r see page 145.

Check Modes

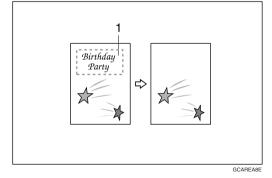
Twin Color

9n



Delete Area—Erasing a Part of the Image

This function blanks out designated areas.



1: Designated area

Note

D When you select Delete Area mode, previously selected modes are canceled.

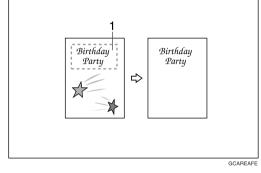


Designate the areas you wish to modify.

2	Press the [Area Edit] key.			
Ì	Note			
	For designating areas, 🖝 see page 152.			
3	Press the [Delete Area] key.	Area Edit Select editing mode(s) for inside of Area Image Creation Color Creation Color Conversion R → R Color Conversion	Cancel	DK Check Modes
4	Press the [OK] key.	Basic Settings		int Save Area
5	Press the [Start] key.			

Save Area—Blanking out Part of the Image

This function blanks out all areas except those designated.



1: Designated area

🖉 Note

□ When you select Save Area mode, previously selected modes are canceled.



Designate the areas you wish to modify.

🖉 Note

- □ For designating areas, see page 145.
- 2 Press the [Area Edit] key.

Selecting Modes for Designated Areas

Press the [Save Area] key.

Area Edit	Cancel	OK	
Select editing mode(s) for inside of Area.			
Image Creation Color Creation Color / Image		Check Mo	des
Select mode(s).			
R→R Color Conversion R→R Color Erase	B	Color Background	
Type Mask		Paint	
Basic Settings Delete A	rea 📕	→ ^R Save Area	
			_

Press the [OK] key.

5 Press the [Start] key.

Frame/Line

Editing color and widths

🔗 Note

- □ Frame/Line mode do not work with other modes.
- □ Frame/Line widths:

Metric version: 0.25 ~ 2.0mm (in 0.25mm steps)

Inch version: 0.01" ~ 0.08" (in 0.01" steps)

□ The frame and line width might be uneven depending on the angle of the line.



Designate the areas you wish to modify.

Note

- □ For designating areas,
 rese page 145.
- 2 Press the [Area Edit] key.



Select the color and widths.

	be adjusted wi	h four density le	vels.			Sc	anned Color
Basic Co Yellow		User Color e	Orange	Red		White	
Yellow Green	Cya	1	Pink	Mage	enta	Black	
Green	Mari	ne Blue	Blue	Purpl	e		





Selecting Modes for Outside Designated Areas

₽ Reference

The available modes for area editing depend on the area shape.
 See page 164.

For functions that cannot be used together in area editing, - see page 164.

More than one mode can be set, however, there are some limitations, resee page 164.

The modes that can be set for outside areas as follows:

- Color/Image Adjustment: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
- Color Creation: Color Conversion, Color Erase, Color Background, Paint, Type Mask
 - Image Creation: Outline Image, Shadow Image, Positive/Negative

🔗 Note

•

Color/Image Adjustment's default setting:

- Copy Image Density Adjustment Manual Image Density
- Color Mode Black
- The Original Image Type Photo/Text
- □ You can change the default settings. See page 187.

The way to set modes is basically the same as for the entire image. For details, refer to each page.

- To fill an area with a selected color, select the Paint.
- Image Density See page 39.
- Original Type See page 44.
- Color Adjustment 🖝 See page 131.
- Color Conversion
 See page 85.
- Color Background 🖝 See page 88.
- Type Mask 🖝 See page 89.
- Outline Image 🖝 See page 91.

- Positive/Negative
 See page 101.
- Color Mode
 See page 40.
- Image Adjustment See page 132.
- Color Balance Adjustment See page 124.
- Color Erase See page 87.
- Shadow Image See page 92.
- Save Area 🖝 See page 154.

Area Shapes

Basic modes

Designate the areas you wish to modify.

🖉 Note



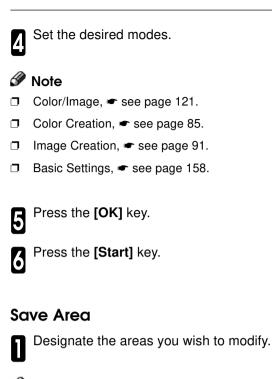
Press the **[Area Edit]** key.

Press the [Color/Image], [Color Creation] or [Image Creation] key.

Area Edit				Cancel	OK
Select editing mode(s) fo	r inside of Area.				
Image Creation	Color Crea	ition	Color / Image		Check Modes
Select mode(s).					
Auto Image Density	$ \bigcirc\bigcirc$	OC			
Auto Color Select	Full Color	Blac	k&White	Single Color	Twin Color
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original	
Color Adjustment					
Basic Settings			→ Delete Ar	ea ₽ →	Save Area

ea Editing

(Only f



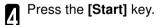
Note

For designating areas, rese page 145.

Press the [Area Edit] or [Outside Area] key.

Press the [Save Area] key.

Area Edit	Cancel	OK
Select editing mode(s) for inside of Area.		
Image Creation Color Creation Color / Image		Check Modes
Select mode(s).		
B→B Color Conversion B→B Color Erase	B	Color Background
R Type Mask		Paint
		- unc
Basic Settings 📕 Delete Area		→ R Save Area



Changing Job Settings for the Entire Image

You can change job settings for the entire image during area editing.

□ The job settings that can be changed are as follows:

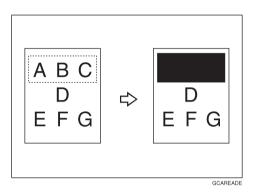
- Paper Select, r see page 47.
- Reduce/Enlarge (Preset R/E, Zoom, Size Magnification, Directional Magnification, Poster Mode), 🖝 see page 59.
- Shift,

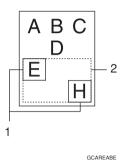
 see page 77.
- Margin Adjustment, 🖝 see page 78.
- Sort/Stack/Staple (Option), resee page 102.

🖉 Note

1

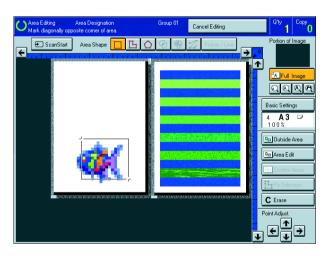
- □ Regarding functions that cannot be used together in area editing, see page 164.
- When you set Shift and designate more than one area in this mode, the minimum size rectangle that includes all the designated areas is shifted as follows:





1: Designated area

2: Area that will be shifted



Basic Settings						OK		
Select Basic Setting.								
Paper Select	¹ Ⅲ □ A 4	² 4	³ ■ □ B 4	⁴ a 3	⊫ _{Normal} 11×17			
Full Size	100%							
Input Ratio	Preset R/E / Zo	oom Size N	agnification	Directional Ma	ig. Pi	Poster Mode		
→ Shift	ustment	Sort	Stack]				

Press the [Basic Settings] key.

Change the job settings.

Press the [OK] key.

2

3

Checking and Changing Areas

Use this function to check the areas you have selected and the modes you have chosen for each area.

You can:

- Change the modes for an area/Group
- Add an area to a Group
- Erase an area
- Erase a Group

🖉 Note

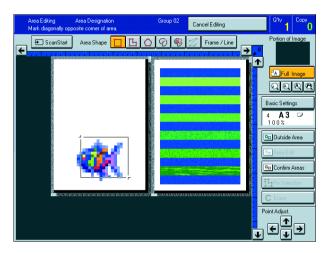
D Note that even if you erase a job setting, a group, or an area, they still consume memory until you exit Area Editing.

Change Modes

Press the [Confirm Areas] key.

Note

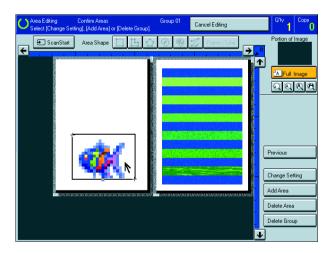
□ All designated areas are displayed.



2 Select an area or a group.

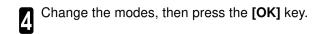
Note

□ Areas in this group are highlighted.





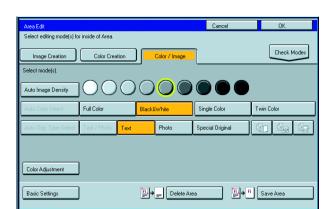
Press the [Change Setting] key.



🔗 Note

- □ Color/Image, **☞** see page 121.
- Color Creation,
 see page 85.
- Image Creation, rese page 91.
- Color Adjustment,
 see page 131.
- Basic Settings,

 see page 158.
- Delete Area,
 see page 153.
- Save Area, rese page 154.





Press the [Previous] key.

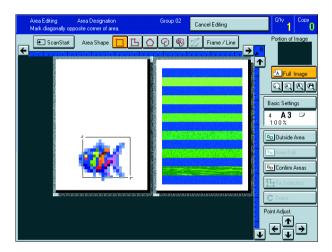
Adding Areas

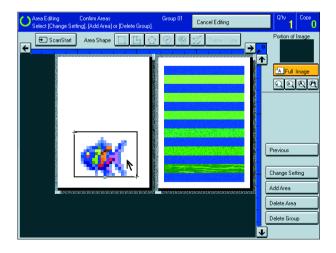


Press the [Confirm Areas] key.

Note

□ The all designated areas are displayed.







2

Note

Press the [Add Area] key.

Select an area or a group.

□ Areas in this group are highlighted.

Select the area shape.

Area Editing (Only for Edit Type)

- **5** Designate areas, then press the **[Confirm Ar-eas]** key.
- 🖉 Note
- □ For designating areas,
 rese page 145.



Press the [Previous] key.

Erasing an Area



Press the [Confirm Areas] key.

🖉 Note

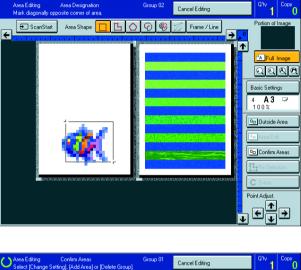
□ All designated areas are displayed.

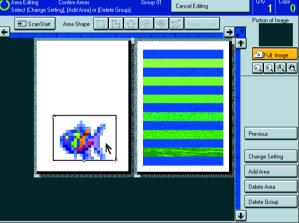
Select an area that you want to cancel.



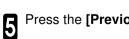
4

Press the [Delete Area] key.





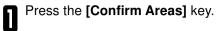
Clear the selected area?	
No	Yes



Press the [Yes] key.

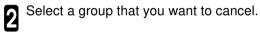
Press the [Previous] key.

Erasing a Group



Note

□ All designated areas are displayed.



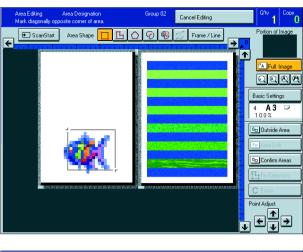
🖉 Note

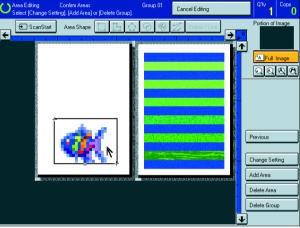
□ Areas in this group are highlighted.



Press the [Delete Group] key.

Press the [Yes] key.



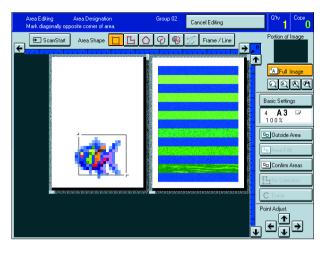


Clear the selected area?	
No	Yes



Press the [Previous] key.

Exiting Area Editing



2 Press the [Yes] key.

Press the [Cancel Editing] key.

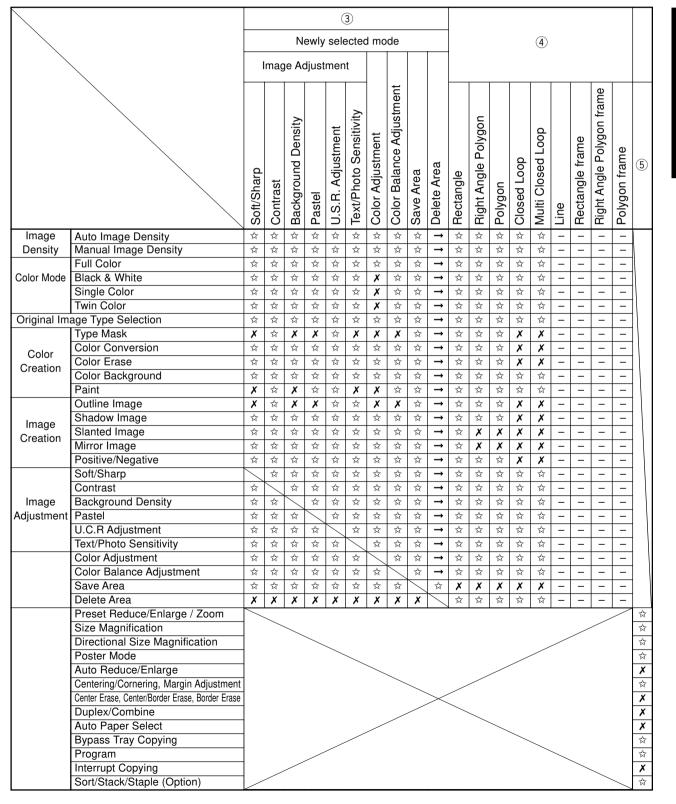
Clear all setting?

Combination Chart for Area Editing

- 1 Functions available for designated areas.
- ② Functions available for areas outside designated areas.
- ③ Functions that can be selected together in an area.
- ④ Functions available with each shape.
- (5) Functions available for the entire image.

											(3								
										New	/ly s	elect	ted r	node	Э					
				Der	nsity	С	olor	Мос	de		Co	lor C	Creat	tion		Ir	nag	e Cr	eatic	n
										ion										
		1	2	Auto Image Density	Manual Image Density	Full Color	Black & White	Single Color	Twin Color	Original Image Type Selection	Type Mask	Color Conversion	Color Erase	Color Background	Paint	Outline Image	Shadow Image	Slanted Image	Mirror Image	Positive/Negative
Image	Auto Image Density	*	☆	\geq	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Density	Manual Image Density	\$	☆	☆		☆	☆	☆	☆	☆	→ ^	☆	☆	☆	→	☆	☆	☆	☆	☆
	Full Color	*	☆	×	☆		→	→	→	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆ ^
Color Mode	Black & White	*	☆	☆	☆	→	$ \geq $	→	→	☆	→	☆	☆	☆	→	☆	☆	☆	☆	☆
	Single Color	*	☆	☆	☆	→	→	ert	→	☆	→	☆	☆	☆	→	☆	☆	☆	☆	☆
	Twin Color	*	☆	☆	☆	→	→	→		☆	→	☆	☆	☆	→	×	☆	☆	☆	☆
Original Im	age Type Selection	*	☆	☆	☆	☆	☆	☆	☆		→	☆	☆	☆	→	☆	☆	☆	☆	☆
	Type Mask	*	☆	☆	X	☆	X	X	X	☆		→	→	→	→	X	☆	☆	☆	☆
Color	Color Conversion	*	☆	☆	☆	☆	X	×	X	☆	→		☆	☆	→	X	☆	☆	☆	☆
Creation	Color Erase	*	☆	☆	☆	☆	☆	☆	X	☆	→	☆		☆	→	X	☆	☆	☆	☆
	Color Background	*	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	\geq	→	X	☆	☆	☆	☆
	Paint	*	☆	X	X	X	X	X	X	X	\rightarrow	\rightarrow	\rightarrow	→		X	X	X	☆	☆
	Outline Image	*	☆	☆	☆	☆	☆	☆	X	X	X	X	X	X	X	\geq	☆	☆	☆	☆
Image	Shadow Image	*	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X	☆	\square	☆	☆	☆
Creation	Slanted Image	*	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X	☆	☆	\geq	☆	☆
	Mirror Image	*	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	\geq	☆
	Positive/Negative	*	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	\geq
	Soft/Sharp	*	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆	☆	\rightarrow	→	☆	☆	☆	☆
	Contrast	*	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image	Background Density	*	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆	☆	☆	\rightarrow	☆	☆	☆	☆
Adjustment		*	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆	☆	☆	\rightarrow	☆	☆	☆	☆
	U.C.R Adjustment	*	장	☆	자	쟈	☆	☆	☆	☆	Σ	☆	☆	☆	☆	쟈	Å	☆	☆	자
	Text/Photo Sensitivity	X	장	☆	☆	자	☆	☆	☆	☆	₹	☆	☆	☆	☆	자	☆	☆	☆	자
	Color Adjustment	*	장	☆	자	쟈	→	→	→	☆	→	☆	☆	☆	→	1	☆	☆	☆	쟈
	Color Balance Adjustment	*	장	☆	₹	자	☆	25	☆	☆	+	☆	☆	☆	☆	1	₹	☆	☆	자
	Save Area	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Delete Area	☆	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	Preset Reduce/Enlarge / Zoom	X	X																	\sim
	Size Magnification	X	X															/		
	Directional Magnification	X	X																	
	Poster Mode	X	X					$\overline{}$								/				
	Auto Reduce/Enlarge	X	X											/						
	Centering/Cornering, Margin Adjustment	X	X																	
	Center Erase, Center/Border Erase, Border Erase	X	X									\succ								
	Duplex/Combine	X	X							/										
	Auto Paper Select	X	X											_						
	Bypass Tray Copying	X	X																	
	Program	X	X																	
	Interrupt Copying	X	X		/															
1	Sort/Stack/Staple (Option)	X	X	Ι.																<hr/>

- \Rightarrow : These modes can be used together.
- \star : These modes can be used together with some limitations.
- \rightarrow : The original mode is overridden and only the newly selected mode is active.
- $\pmb{\varkappa}~$: These modes cannot be used together.



What to do if Something Goes Wrong

If Your Machine Does not Operate as You Want

Check the following:

Condition	Action	
Nothing happens when the operation switch is turned on.	Is the main power switch turned on? →Turn on the main power switch.	
Paper tray is empty.	Load paper. 🖝 See page 172.	
Latoner container is almost empty. Or toner container is empty.	Add toner See page 175.	
☐ Doors/covers are open.	Close the doors/covers.	
% Misfeed occurs.	Remove misfed paper See page 177.	
Hard the machine instructs you to add staples.	Add staples. 🖝 See page 179.	
The machine instructs you to enter your user code.	The machine is set for User Code mode. Enter your user code See page 196.	
The Energy Saver indicator is on.	Your machine is under the energy saver condition. →Press the [Energy Saver] key. ☞ See page 55.	
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? →Paper size and weight must be within the specifications for this machine.	
	Is folded, wrinkled, damp, or curled paper in the paper tray? →Always use dry, undamaged paper.	
	Is the paper properly set in the paper tray? →Always load paper correctly.	
	Are there any pieces of misfed paper or other foreign objects in the machine? →Make sure that the paper path is completely clear of paper and other material after a misfeed.	
Staples do not come out at all.	There are jammed staples in the stapler. →Remove the jammed staples.	
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.	
or は or ∦ is lit	Contact your service representative.	
The machine cannot detect	Set custom size original on the exposure glass.	
the original size.	Input the both horizontal and vertical sizes of the custom original. See page 50.	
	Select paper manually, not in Auto Paper Select mode.	
	Do not use Auto Reduce/Enlarge mode.	
	Set your originals.	
The machine instructs you to check the original direction.	Set the original in the same direction as the copy paper.	
The machine instructs you to check paper size.	Select the proper paper size.	
The machine cannot sort this size paper.	Select the proper paper size that can be used in Sort mode See page 102.	
The machine cannot stack this size paper.	Select the proper paper size that can be used in Stack mode See page 103.	
·		

Condition	Action
You cannot enter the desired copy set number.	You can change the maximum copy quantity that you can make at a time See page 195.
The machine instructs you to set the duplex tray.	Reset the duplex tray correctly See page 2.
The machine instructs you to wait.	Wait for the machine to warm-up.
The panel display is off.	Press the [Energy Saver] key to cancel Energy Saver mode.
	Turn on the operation switch.
	Adjust the Screen Contrast. 🖝 See page 5.

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

If You Cannot Make Copies as You Want

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. • See page 39.
		Adjust the background density. • See page 132.
	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. 🖝 See page 200.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. • See page 39.
		If you select Black & White Copy mode or Single Color mode, place a black paper in the backside of the original and select Auto Image Density mode.
		Lighten the background density. • See page 132.
A shadow is copied when copying a pasted original.	The image density is too dark.	Adjust the image density. See page 39.
		Adjust the background density. • See page 132.
		Set the original in a different direction.
		Put mending tape on the bound part.
Copies are too light.	The original has a low contrast image.	Adjust the image density.
	The image density is too light.	✓ See page 39.
	Damp or rough grain paper is used	Use dry paper without rough grain.
Copy image is not clear.	The original image type is not selected properly.	Select the proper original image type. • See page 44.
		Adjust the sharpness of the image with the Soft/Sharp function. • See page 132.
The same copy area is dirty whenever making copies.	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. Clean them.
When using Enlarge mode, shadows appear on the margins of copies.	Shadows may appear because the whole surface area of the exposure glass was scanned in.	Select the Border Erase mode. See page 81.
Copies are blank or parts of the im- age are not copied.	The original is not set correctly.	Set the originals correctly. • See page 31, 32 or 33.
	An improper paper size is selected.	Select the proper paper size.
	The selected reproduction ratio does not match the paper size.	Select the proper reproduction ratio.

Problem	Cause	Action	
A moire pattern is produced on copies as shown in the illustration.	The Text mode is selected.	Select Auto Original Type Select mode or Photo mode.	
R ⇒ R	The line images of the original might be overlapped each other.	Place the original on the exposure glass (platen glass) at a slight angle.	
		Adjust the sharpness of the image. • See page 132.	
Color tone of copies is different from that of originals.	The color balance is not set properly.	Adjust the Color Balance. • See page 124.	
		Perform the Auto Color Calibration (A.C.C.). • See page 198.	
Color tone of copies is completely dif- ferent from that of originals.	Unsuitable color setting.	Perform Auto Color Calibration (A.C.C.). See page 198. If you cannot correct the problem by performing Auto Color Calibration, contact your service representative.	
Letter parts and photo parts of an original are not separated correctly.	An original has screen letters or low density letters.	Adjust the Text/Photo Sensitivity to a "Text" level. • See page 132.	
	An original has a high contrast photo.	Adjust the Text/Photo Sensitivity to a "Photo" level.	
	An original has a photo having se- quence thin lines with regular thin spaces.		
Color parts of an original are copied in black in Auto Color Select mode.	There are small or thin color parts.	Adjust the A.C.S. Sensitivity to a "Full color" level. See page 132.	
Non-color parts of an original are cop- ied in color in Auto Color Select mode.	The machine might detect some black and white screen images (such as from newspaper) as a full color origi-	Select Black & White mode. • See page 40.	
	nal.	Adjust the A.C.S. Sensitivity to a "B&W" level. See page 132.	
A copy image is blurred.	The image density is too light.	Adjust the image density. See page 39.	
	An improper kind of paper is set.	Set the right kind of paper in the paper tray.	
		 Note Copies might be blurred if you copy onto rough grain, coated, or damp paper. 	
	Toner is running out.	Add toner. 🖝 See page 175.	
In Margin Adjustment mode, parts of the original image are not copied.	The margin is set too wide.	Set the narrow margin with the user tools.	
In Repeat Image mode, the original image is not copied repeatedly.	An improper reproduction ratio is se- lected.	Select the proper reproduction ratio.	

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

Loading Paper

₽ Reference

Regarding paper sizes that can be set, **•** see page 238.

🔗 Note

□ If you want to change the paper size, see page 184.

Non-recommended Paper for Paper Trays

- Folded, curled, creased, or damaged paper
- Torn paper
- Perforated paper
- Paper with conductive or low electrical resistance coating such as carbon or silver coating
- □ Thermal paper, art paper
- Thin paper that has low stiffness
- Damp paper
- Wavy paper
- Stapled paper
- Translucent paper
- OHP transparencies

🔗 Note

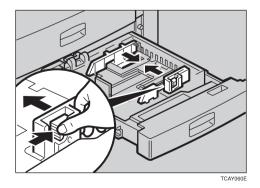
- Load paper with the side you wish to copy onto <u>face-down</u> in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- □ Correct curls in copy paper before loading.
- □ Fan copy paper to get air between the sheets before loading.
- When making 2-sided copies, do not load paper in the paper tray to copy on the reverse side. Use the bypass tray.
 See page 52.

Loading Paper in the Paper Tray



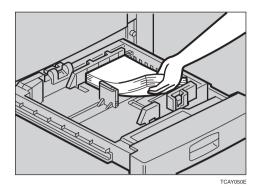
Pull out the paper tray until it stops.

2 While pressing the lock lever, open the side fences.



3 Square the paper and set it in the tray.

- 🖉 Note
- Do not stack paper over the limit mark.
- □ Make sure that the leading corners of the paper are under the corners.

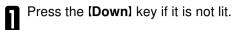


Reinstall the side fences.



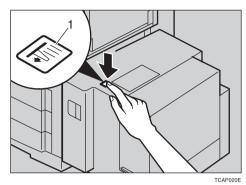
5 Push the paper tray in until it stops.

Loading Paper in the Large Capacity Tray



🔗 Note

□ The key blinks while the bottom plate is moving down.



1: Down key

2 When the key stops blinking and lights up, open the top cover.

🔗 Note

Make sure no paper sheet is involved in the feeding part of the Large Capacity Tray. Remove the sheet, if any.

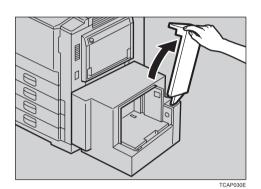
3 Place the paper in the tray along the edge on the left.

🔗 Note

4

□ The Tray contains up to 1,500 sheets.

Close the top cover.



TCH000

Adding Toner

There are four kinds of toner (Cyan, Magenta, Yellow, and Black). When 📩 is lit, it is time to add 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.

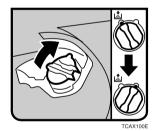
Note

- □ If you use toner other than that recommended, a fault might occur.
- D 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.
- Be sure to add the correct color toner.
- You can still make about 20 copies after i appears. This is a good time to get a new toner cartridge ready.

Open the front cover of the machine.



Turn the knob clockwise to the position shown in the diagram.

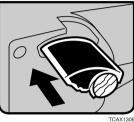


Adding Toner

3 Pull out the toner container.

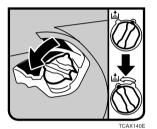


Push in the new toner container until it fits in place.



....

5 Turn the knob back to the position shown and close the front door.



%Clearing Misfeeds

∆CAUTION



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

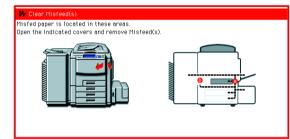
🔗 Note

1

- □ 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.
- When clearing misfeeds, make sure that all units and levers are returned to their original position and all covers are closed.
- Do not touch originals in the document feeder when a paper misfeed occurs in the machine. If you do the machine cannot determine which originals have been copied and which haven't.

Check the Misfeed Location Display

The display shows the location of misfed paper.

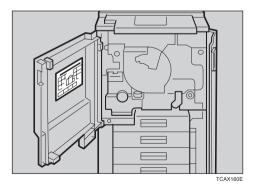


Clearing Paper Misfeeds

When A, B, C, D or Z is Displayed:

Open the front cover of the machine.

2 You can find the sticker (with % at the top) explaining how to remove misfed paper inside the front cover as shown in the illustration.



3 Remove misfed paper following the instructions on the sticker.

When R is Displayed:

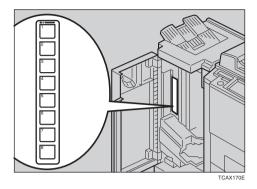
🔗 Note

□ This indicator is displayed only when your machine is equipped with the optional 20-bin sorter stapler.



Open the top cover of the sorter.

You can find the sticker (with % at the top) ex-2 plaining how to remove the misfed paper on the 20-bin sorter stapler as shown in the illustration.



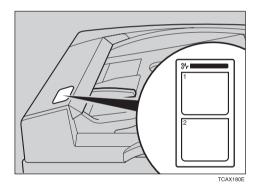
Remove the misfed paper following the instrucions on the sticker.

When P is Displayed:

Note

□ This indicator is displayed only when your machine is equipped with the document feeder.

You can find the sticker (with % at the top) exŀ plaining how to remove the misfed paper on the document feeder as shown in the illustration.

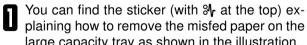


Remove the misfed paper following the instructions on the sticker.

When U is Displayed:

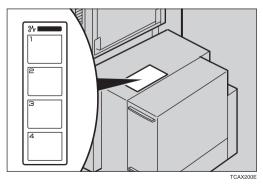
🔗 Note

□ This indicator is lit only when your machine is equipped with the optional large capacity tray.



plaining how to remove the misfed paper on the large capacity tray as shown in the illustration.

Remove the misfed paper following the instruc-2 tions on the sticker.



Adding Staples

ACAUTION:



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

🔗 Note

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3

Δ

5

6

□ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

Open the sorter stapler front cover, then pull the R3 holder and pull out the stapler unit.



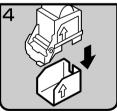
Push the cartridge forward to release it.





Pull out the cartridge.

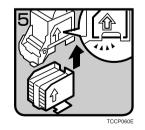
Remove the empty refill in the arrow direction.

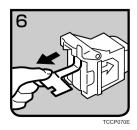




Align the arrow mark on the new refill with that on the cartridge and push the new refill into the cartridge until a click is heard.

Pull the ribbon out of the cartridge.





Adding Staples



Place the cartridge in the staple unit.

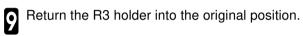


TCCP080E

10

8 Turn the cartridge backward until a click is heard.







Close the sorter stapler front cover.

Aremoving Jammed Staples

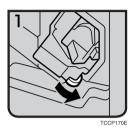
🔗 Note

3

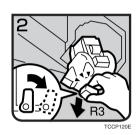
4

6

- 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 to copy paper with less curl.
- □ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
- Open the sorter stapler front cover, then turn the dial in the arrow direction until the staple unit stops.



2 Push the R3 holder and pull out the staple unit.

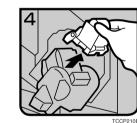


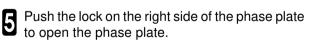
Push the cartridge forward to release it.

Pull out the cartridge.

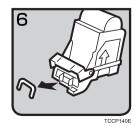
Remove the jammed staple.











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▲Removing Jammed Staples

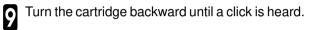


7 Restore the phase plate in the original place until a click is heard.





8 Place the cartridge in the staple unit.





Return the R3 holder into the original position.





Close the sorter stapler front cover.

Changing the Machine's Settings

Changing Paper Size

1st Tray Paper Size Note Be sure to select the paper size with the user tools. Otherwise, misfeed might occur. Reference

For paper sizes, weight, and the capacity that can be set in each tray, - see page 238.



Make sure that the paper tray is not being used.



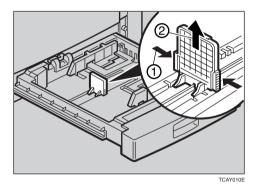
Pull out the paper tray until it stops.

🖉 Note

D Remove any remaining copy paper.

3

Adjust the back fence to the new paper size.

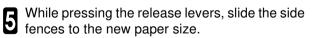


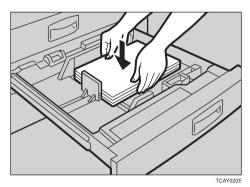


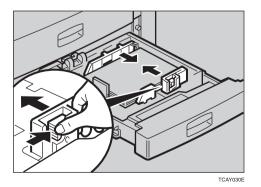
Square the paper and set it in the tray.

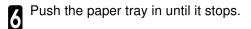
🔗 Note

- □ Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure the leading corners of the paper are under the corners.



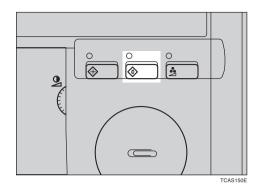






Press the [User Tools] key. 7

₽ Reference For details, - see below.



2nd and 3rd Tray Paper Size

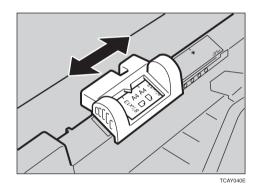


Follow the steps 1 to 5 on page 184.

2 Adjust the tray size with the paper size selector to the new paper size.

🖉 Note

□ If you cannot find desired paper size on the paper size selector, select the \bigstar , then press the **[User**] Tools] key. 🖝 see below.



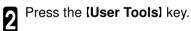
Push the paper tray in until it stops.

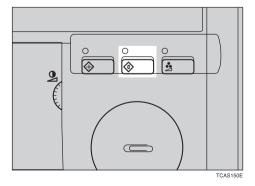
Changing Paper Size with the User Tools



3

Follow the steps 1 to 6 on page 184.





Changing Paper Size



Press the $\ensuremath{\left[\text{System Settings} \right]}$ key.

Select one of the following it	ms.	
	System Settings]
		-
	Copier Features	J
	Auto Color Calibration]

Press the **[Next]** key until Tray Paper Size is displayed.



5 Press the **[Change]** key to select the tray.

Tray Paper Size	Tray 1	A4 🛛	a	hange
	Tray 2	A4 0	a	hange
	Tray 3	A4 🛛		hange
	Tray 4	A4 🛛	a	hange
Paper Tray Priority	Tray 1	Tray 2 Tray 3	Tray 4	
Paper Tray Priority Auto Tray Switching	Tray 1 On	Tray 2 Tray 3	Tray 4	

Select the paper size, then press the **[OK]** key.

7 Press the **[User Tools]** key to exit from the user tools.

User Tools

Accessing the User Tools

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

🖉 Note

□ After using the tools, be sure to exit from the user tools.

Press the [User Tools] key.

TCAS150E

Press the [System Settings] or [Copier Features] key.

User Tools Select one of the following items.		OK
	C System Settings	
	Copier Features	
	Auto Color Calibration	

User Tools



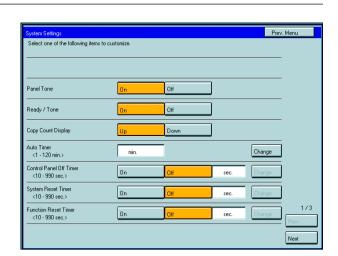
Select the desired user tools menu.

🔗 Note

- □ [Next] : Press to go to the next page.
- □ [Prev.] : Press to go back to the previous page.

₽ Reference

User tools menu, 🖝 see page 189.



Change the settings by following the instructions on the panel display.

🔗 Note

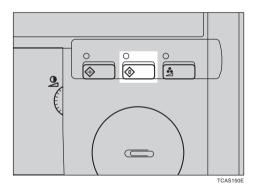
- □ [Prev. Menu] key: Press to return to the previous menu.
- □ [Cancel] key: Press to return to the previous menu without changing any data.

Exiting from the User Tools

After changing the user tools settings, press the [User Tools] key.

🔗 Note

□ The settings are not canceled even if the operation switch is turned off or the **[Clear Modes]** key is pressed.



User Tools Menu

System settings

Menu	See
Panel Tone	page 191
Ready/Tone	page 191
Copy Count Display	page 191
Auto Timer	page 191
Control Panel Off Timer	page 191
System Reset Timer	page 191
Function Reset Timer	page 191
Tray Paper Size	 page 192
Paper Tray Priority	page 192
Auto Tray Switching	page 192
Interleave Print	page 192
3 Side Full Bleed	page 192
Bypass Tray Custom Size	page 193
Display Color Setting	page 193
Key Operator Tools	page 193
AOF (Keep It On)	page 193

Copier features

	Menu		See
General	Auto Paper Select Priority		page 194
Features	ADS Priority (FC/Twin)		page 194
	ADS Priority (B&K/SC)		page 194
	Original Type Priority		page 194
	Color Priority		page 194
	Special Orig. Priority		page 194
	Photo Type (Auto Text/Photo)		page 194
	Photo Type (Photo)		page 194
	Copy Reset Timer		page 194
	Maximum Copy Quantity		page 195
	Tone : Original on Platen		page 195
	Front Side Margin Adjust.		page 195
	Back Side Margin Adjust.		page 195
	1→2 Duplex Auto Margin Adjust.		page 195
	Magnification Setting		page 195
	Initial Mode Setting		page 195
	Show Editor Grid		page 195
	Image Rotation		page 196
	Add Margin in Repeat Image		page 195
	Area Shape Priority		page 196
	Key Operator Tools	Accessible Modes Setting	page 196
		User Codes Setting	page 196
		Counter Manager	page 196
Image	Background Dens. of A.D.S. (FC/Twin)		page 197
Adjustment	A.C.S. Priority		page 197
	Color Sensitivity		page 197
	Process Black		page 197
	Inkjet Output Mode Setting		page 197
Duplex/	Duplex Tray Auto Clear		page 197
ADF/Sorter	SADF Auto Reset Timer		page 197
	ADF Thin paper		page 198
	ADF Mixed Sizes		page 198
	ADF Auto Paper Select		page 198
	Full Color Copy Sorting		page 198
	Auto Sort Mode		page 198
Special Mode Program(s)	Special Mode		page 198

Auto Color Calibration

Copy Mode/Printer Mode		page 198	
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Setting You can Change with the User Tools (System Settings)

For how to access the user tools, - see page 187.

System settings

Menu	Description
Panel Tone	The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off.
	✔ Note□ Default: On
Ready/Tone	Choose whether the machine beeps when it becomes ready for a copy run after power up.
	 Note Default: On When the "Panel Tone" is set to Off, the beeper does not sound even if the "Ready/ Tone" is set to On.
Copy Count Display	The copy counter can be set to show the number of copies made (Up), or the number of copies remaining to be made (Down).
Auto Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function called "Auto Off". The time can be set from 1 to 120 minutes.
	✓ Note□ Default: 60 minutes
Control Panel Off Timer	The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 990 seconds, or off. In Energy Saver mode, the panel display turns off.
	✓ Note□ Default: On (60 seconds)
System Reset Timer	The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called "System Reset". The time can be set from 10 to 990 seconds, or no system reset.
	 Note Default: On (60 seconds) You can specify the prioritized mode with the "Function Priority" user tool. See above.
Function Reset Timer	When the "Interleave Print" is set to On, the machine turns the default mode (Copier or Printer) automatically after your job is finished, after the selected time. The time can be set from 10 to 990 seconds.
	 Note Default: On (60 seconds) The optional printer is required to use this function.

User Tools

Menu	Description
Tray Paper Size	 Select the size of the copy paper set in the paper tray. Note If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. Reference For details, see page 238.
Paper Tray Priority	 You can select the paper tray which will be selected as a default in the following conditions: When the main power switch or operation switch is turned on. When System Reset or Auto Reset mode is turned on. When the [Clear Modes] key is pressed. When the Auto Paper Select mode is not selected. Note Default: Tray 1
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.
Interleave Print	By default, you can make the interrupt copies. You can cancel this setting.
3 Side Full Bleed	When this mode is off, narrow margins on all 4 sides of the original are not copied. When this mode is off, narrow margins on all 4 sides of the original are not copied. $1 = 2 \pm 2 \text{mm}, 0.08" \pm 0.08"$ $2 = 2 \pm 2 \text{mm}, 0.08" \pm 0.08"$ $3 = 2 \pm 2 \text{mm}, 0.08" \pm 0.08"$ $3 = 2 \pm 2 \text{mm}, 0.08" \pm 0.08"$ $4 = 4 \pm 2 \text{mm}, 0.16" \pm 0.08"$ When you turn it on, margins 1, 2 and 3 are copied. When you turn it on, margins 1, 2 and 3 are copied. When you turn it on, margins 1, 2 and 3 are copied. When you turn it on, margins 1, 2 and 3 are copied.
	 Default: Off You cannot cancel the leading edge margin (margin 4).

Menu	Description
Bypass Tray Custom Size	You can register the non-standard size paper when you make copies with the bypass tray. 1. Press the [Change] key. 2. Enter the horizontal size with the [Number] keys, then press the [#] key. 3. Enter the vertical size with the [Number] keys, then press the [#] key.
	 ✓ Note □ Adjustment value: Metric version: Vertical: 100 - 330mm Horizontal: 140 - 483mm Inch version: Vertical: 3.9" - 13.0" Horizontal: 5.5" - 19.0"
Display Color Setting	You can change the color of the display editor.
Key Operator Tools	
If you select "On", only ope System Settings and Copie	rators who know the key operator code can access the "Key Operator Tools" in the r Features.
 Note Default : Off If you select "On", you should be a select "On". 	nould register the key operator code.

AOF (Keep It On.)	𝕜 Note
	For details about this function, contact your service representative.

Setting You can Change with the User Tools (Copier Features)

For how to access the user tools, • see page 187.

General Features

Menu	Description
Auto Paper Select Priority	As a default setting, the Auto Paper Select is selected just after the machine is turned on or when modes are cleared. You can cancel this setting.
ADS Priority (FC/Twin)	As a default setting, the Manual Image Density is selected in Full Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting so that the Auto Image Density is selected.
ADS Priority (B&W/SC)	As a default setting, the Auto Image Density is selected in Black & White, Single Color, and Twin Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting.
	 Note Default: Manual
Original Type Priority	You can select the original image type (Auto Original Type Select mode, Text/Photo mode, Text mode, Photo mode, or Special Original mode) that is selected automatically just after the machine is turned on or when modes are cleared.
	 Note Default: Text/Photo mode
Color Priority	You can select the color mode (Auto Color Select mode, Full Color mode, or Black & White mode) that is selected automatically just after the machine is turned on or when modes are cleared.
	 Note Default: Auto Color Select mode
Special Orig. Priority	You can select the special original type (Highlight Pen, Inkjet Output, or Map) that is selected automatically just after the machine is turned on or when modes are cleared.
	 Note Default: Highlight Pen
Photo Type (Auto Text/ Photo)	You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Auto Text/Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.
Photo Type (Photo)	You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.
Copy Reset Timer	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 990 seconds, or no copy reset. 1. Select [On] or [Off] keys.
	 2. When you select [On], enter the time with the [Number] keys. Then, press the [#] key. Note
	Default: On (60 seconds)

Menu	Description
Maximum Copy Quantity	The maximum copy quantity can be set from 1 to 999.
Tone : Original on Platen	 The beeper (key tone) sounds when you forgot to remove originals after copying. Note Default: Off When the "Panel Tone" is set to Off, the beeper does not sound even if the "Original Tone" is set to On.
Front Side Margin Adjust.	You can adjust the front side margin direction and width that is selected as a default in Front Side Margin Adjust. mode. Note Default: • Metric version: left/right 0mm • Inch version: left/right 0"
Back Side Margin Adjust.	You can adjust the back side margin direction and width that is selected as a default in Back Side Margin Adjust. Note Default: • Metric version: left/right 0mm • Inch version: left/right 0"
1→2 Duplex Auto Margin Adjust.	When you use 1 Sided → 2 Sided mode, the machine set the back side margin automatically.
Magnification Setting	Up to 2 reproduction ratios which you frequently use can be registered. 1. Press the [Setting] key. 2. Select the [User Ratio 1] or [User Ratio 2] key. 3. Enter your desired ratio with the [Number] keys. Then press the [OK] key.
Initial Mode Setting	You can set the machine to recall program setting when the machine is turned on or when modes are cleared. Note Default: Normal
Show Editor Grid (Only for Edit type)	You can turn the grid snap on or off in the display editor. The grids may help you to mark a right angle shape. Note Default: Off
Image Rotation	When you use the same size and different direction copy paper, the machine rotates the original image 90°.
Add Margin in Repeat Image	You can select add margin or not. Note Default: On

Menu	Description
Area Shape Priority	When you designate areas, you can select the first designated shape. 1. Select the (Rectangle), (R.A.Polygon), (Polygon), (Closed Loop), or (Multi. Closed Loop) key. Note
	Default: (Rectangle) key
Key Operator Tools	
Use these tools to manage	use of the machine.
NoteEnter a previously register	ered key operator code with the [Number] keys.
PReference About the key operator code	e, 🖝 see page 193.
Accessible Modes Setting	You can assign user codes to each color mode. Operators must input their user codes before using each color mode (Full color, Black & White, Single, Twin Color). The machine keeps count of the number of copies made under each user code. 1. Select your desired color mode.
User Codes Setting	 Program You can register the user codes. 1. Press the [Program] key. 2. Enter the user code with the [Number] keys. Then press the [#] key. 3. Select the color mode from [Full Color], [Black & White], [Single], or [Twin Color] key.
	✔ Note□ You can up to 200 user codes.
	 Change You can change the user codes. 1. Press the [Change] key. 2. Select the user code. 3. Enter the user code with the [Number] keys. Then press the [#] key. 4. Select the color mode from [Full Color], [Black & White], [Single], or [Twin Color] key.
	 Clear You can clear the user codes. 1. Press the [Clear] key. 2. Select the user code that you want to clear. 3. If you want to clear the all user codes of the page, press the [Select All] key.
	 Note If you want to change the [Select All], press the [Cir All Select] key. 4. Press the [OK] key. 5. Press the [Yes] key.
	Delete All You can delete the all registered user codes. 1. Press the [Delete All] key. 2. Press the [Yes] key.
Counter Manage r	Counter List Print You can print data for all user codes. 1. Press the [Counter List Print] key. 2. Press the [Print Start] key.
	 Reset Counters You can check the number of copies made using each user code. Also, you can clear each code's counter. 1. Press the [Reset Counters] key. 2. Input the user code you want to check its number of copies with the [Number] keys. 3. Press the [OK] key. 4. Press the [Yes] key.

Menu	Description
Counter Manager	Delete All You can reset the counter for all user codes. 1. Press the [Delete All] key. 2. Press the [Yes] key.

Image Adjustment

Menu	Description
Background Dens. of A.D.S. (FC/Twin)	The Auto Image Density levels in Full Color mode can be made lighter or darker (5 levels).
	ℬ Note
	Default: level 3
A.C.S. Priority	You can select color images or black & white images that are priority detected in Auto Color Select mode.
	Default: Full Color
Color Sensitivity	 When in Color Erase or Color Conversion mode, the function can be made more or less sensitive to the color to be erased or converted. It can be adjusted within 5 levels ("Narrow" to "Wide"). For example, if red is selected as the color to be erased or converted, "Narrow" will result in only red being erased or converted, and "Wide" will result in other colors close to red being erased or converted.
	Default: level 3
Process Black	When copying in full color, 4 colors (Yellow, Magenta, Cyan, and Black) are used by default. You can change this so that only 3 colors (Yellow, Magenta, and Cyan) are used.
	Default: 4 colors
Inkjet Output Mode Setting	You can select the type of image adjustment for the Inkjet Output Mode from the below. If you want to emphasis yellow, select 1. If you want to emphasis red and yellow, select 2. If you want to emphasis red and blue, select 3.
	Default: 1

Duplex/ADF/Sorter

Menu	Description
Duplex Tray Auto Clear	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.
	 ✔ Note □ Default: On
SADF Auto Reset Timer	When you set one original at a time in the document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. The time can be set from 1 second to 99 seconds.
	 Note Default: 5 seconds

Menu	Description
ADF Thin paper	Use when changing the type of originals to be fed. Select this function to avoid damaging thin originals (40 - 52g/m ² , 11-14 lb) set in the document feeder.
	 Note Default: Off
ADF Mixed Sizes	By default, you cannot set originals of different sizes at one time in the document feeder. You can cancel this setting.
	 Note Default: Off If you select [On], the copying speed will be reduced. When setting different length originals, all originals must be flush with the back fence of the document feeder. Smaller size originals might be skewed a little.
ADF Auto Paper Select	By default, the Auto Paper Select is selected when you set originals in the document feeder. You can cancel this setting.
Full Color Copy Sorting	You can disable sorting, stacking, or stapling in Full Color mode to maximize quality of full color copies. Note Default: Off
Auto Sort Mode	You can have the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original.
	𝒴 Note□ Default: On

Special Mode Program(s)

Special Mode	Use to recall the special modes set by your service representative.

Auto Color Calibration

Copy Mode/Printer Mode	 When the tone of a specific color is strong or the color tone of copies is different from that of originals, perform this function. This function adjusts the balance of the 4 basic colors. 1. Press the [Auto Color Calibration] key. 2. If your machine has the printer option installed, select Copy Mode or Printer Mode. Then press the [On] key. 3. Press the [Print Start] key.
	 Note The test pattern is delivered to the copy tray. 4. Set the test pattern on the exposure glass (platen glass). Then press the [Scan Start] key.
	 Limitation You cannot set the test pattern in the document feeder. Note To return to the previous setting, press the [Prev. Setting] key.

Maintaining Your Machine Where to Put Your Machine Do's and Don'ts Remarks Use and Storage of Supplies

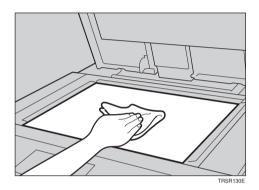
Maintaining Your Machine

If the exposure glass (platen glass), platen cover or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

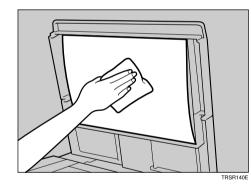
🖉 Note

- 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.
- **D** Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

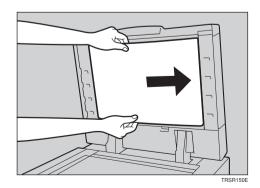
Exposure Glass (Platen Glass)



Platen Cover



Document Feeder



Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

A CAUTION:

• Keep the 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 cause injury.

A 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 5mm, 0.2" both front to rear and left to right.
- To avoid possible built-up ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 2,000 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

A WARNING:



• Only connect the machine to the power source described on the inside front cover of this manual.

A WARNING:

- 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.

A 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.

A 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:

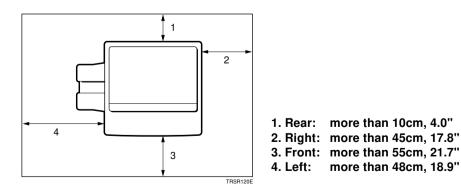


• When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

- When the main power 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%.

Access to Machine

Place the machine near the power source, providing clearance as shown.



🔗 Note

□ For the required space when options are installed, please contact your service representative.

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.

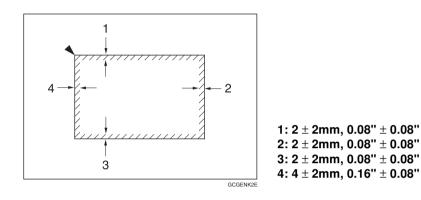
• When the machine will not be used for a long time, unplug the power cord.

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you might 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. When turning off the operation switch, make sure that copying is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change.
- Do not open the covers of machine while copying. If you do, misfeeds might occur.
- Do not move the machine while copying.
- 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.

Remarks

Copier

- **D** Be careful not to move the original during the scanning process.
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side <u>down</u> in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- □ As a default setting, narrow margins on all four sides will not be copied as shown in the illustration.



Use and Storage of Supplies

Copy Paper

D Copy paper of the types or in the conditions listed below are not recommended for this copier.

- Folded, curled, creased, or damaged paper
- Torn paper
- Perforated paper
- Paper with conductive or low electrical resistance coating such as carbon or silver coating
- Thermal paper, art paper
- Thin paper that has low stiffness
- Damp paper
- Wavy paper
- Stapled paper
- D Never use ink-jet printer paper to prevent failure.
- □ Use a proper type OHP transparency and set it in correct direction to prevent failure.
- □ Fan copy paper and OHP transparencies to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- When copying on rough surface paper, the copy image may be light.
- When setting paper thinner than 64g/m², 17 lb or translucent paper in the paper trays or bypass trays, set it as shown in the figure below. The paper is divided into the vertical and horizontal types depending on the texture flow direction. If you set thin paper or translucent paper in the reverse direction, a paper jam might occur. Since A3, B4, 11" × 17", and 81/2" × 14" sizes of thin paper are set in the lengthwise direction in this machine, they must be of the vertical type.

	Texture flow	Setting paper in the paper trays	Setting paper in the bypass tray
Vertical type			GCYOSIIE
Horizontal type			GCYOSIZE

Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

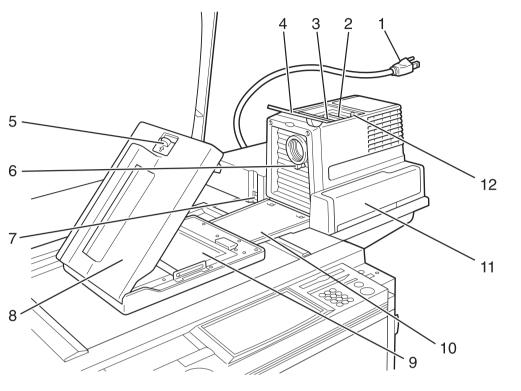
- Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- Do not store paper where it will be exposed to heat.
- □ Store on a flat surface.
- Use older stock first.
- Do not lay heavy objects on paper.
- □ Keep open reams of paper in the package, and store as you would unopened paper.

Toner Storage

- □ Store in a cool, dark place.
- □ Never store toner where it will be exposed to heat.
- Do not lay heavy objects on toner container.

Projector Unit Operation

Guide to Components



TCAROA0E

1. Power cord

Plug the power cord into a wall outlet.

2. Holder slot

Set the holder here.

3. Filter slot

Insert the P or N filter here.

4. Film cover

To protect the slots from dust, close it when you are not using the projector.

5. Mirror unit release lever

Slide this to the left when opening the mirror unit.

6. Focusing lever

Adjusting the focus with this lever when you make copies from a glass mount film.

7. Power switch

Switches the power on or off.

8. Mirror unit

Reflects the light from the projector to the copier.

9. Fresnel lens

Pull this up when setting film on the exposure glass.

10. Lens cover

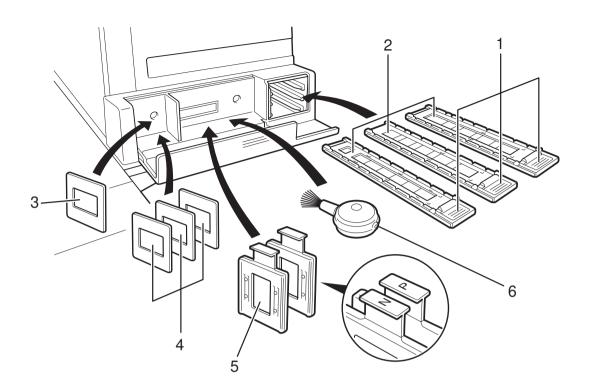
To protect the lens from dust, close it when you are not using the projector.

11. Accessory box

Accessories should be stored here.

12. Holder lever

Use to set the holder into the holder slot.



TRSR0B0E

1. Lock levers

Use to fix the film after setting it in the holder.

2. Film holders

Set 35mm film in one of these holders.

- Slide holder: Set mounted positive films in this holder. (This holder is covered with glass.)
- Film strip holder: Set negative or positive strip film and base film here.
- Glass mount film holder: Set the positive glass mount films in this holder. (This holder is covered with glass.)

3. Slide mount

Use to make a base film slide.

4. Base film slides

Use them when performing shading with Negative film.

5. Filters (P = Positive, N = Negative)

One of them should be set in the filter slot.

6. Blower brush

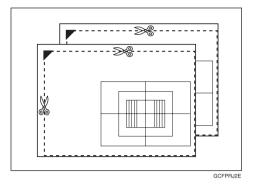
Use to clean the lens or glass.

Master film position sheet

Make a copy of the master sheet onto type C film and use the copy to position the film correctly on the exposure glass.

Make a copy from the original sheet, cut around the surrounding margin on the dotted lines, and cut away the center part corresponding to the size of the film to be copied.

Keep the master film position sheet.



Before Operating the Projector

Available Films and Setting

Setting location Film type / size	Slide film holder	Slide strip holder	Glass mount film Holder	Exposure glass (platen glass)
35mm mount film	0	×	×	×
35mm glass mount film	×	×	0	×
35mm strip film	×	0	×	0
60 × 45mm	×	×	×	0
60 × 60mm	×	×	×	0
60 × 70mm	×	×	×	0
60 × 80mm	×	×	×	0
60 × 90mm	×	×	×	0
4" × 5" (101.6 × 127mm)	×	×	×	0
Maximum size (142 × 210mm, 5.5" × 8.2")	×	×	×	0

🔗 Note

 $\hfill\square$ Do not use the same film for more than 30 minutes.

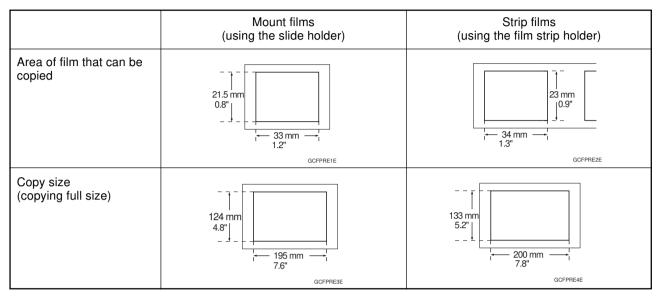
D not store film in rooms where the temperature is more than 30°C, 86°F.

□ For valuable images, we recommend copying from duplicates.

 $\hfill\square$ When using a film strip, be sure to take it out from the film protection sheet.

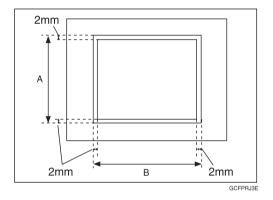
About Copying

When setting mount films and strip films in the film holders



When setting wide films with the film position sheets

Narrow margins on all four sides will not be copied as shown in the illustration.



Film size	A	В
60 × 45mm	61.3mm	48mm
60 × 60mm	61.3mm	64mm
$60 \times 70 mm$	61.3mm	77mm
60 × 80mm	61.3mm	84mm
60 × 90mm	61.3mm	93mm
4" × 5"	100mm	125mm
Maximum	142mm	210mm

Notes for Operation

- First, you must perform shading to get the projector to register the condition of the film. This way, the projector can adjust the light intensity automatically while copying.
- □ If you press the [Clear Modes] key or [Cancel] key while using Projector function, all operations with the Projector will be canceled.
- □ You can adjust the color tone and color density manually.
- **This projector has an automatic focus function, but if you use the glass mount film holder, adjust the focus manually.**
- Do not forget to turn off the power switch of the projector when you are not using it.
- Do not obstruct the light path from the projector. If the light path is obstructed, the image might not match the original.
- This shading adjustment is very sensitive, so after the shading operation the mirror unit must be left perfectly still. Do not move it or allow vibrations to interfere with it. If this happens during copying, lines might appear on the copy. In that case, you must perform shading again.
- If you need to open and close the doors (to clear a jam or add toner), we recommend that you perform shading again afterwards.
- □ Avoid multi-wiring.

How to Copy from Film

The outline procedure for making copies is given below. Refer to the rest of this section for details of each step.

Position the projector. See page 215.
Prepare the film. See page 216.
Select the film type and perform shading. See page 220.
Adjust color, density and focus. See page 228.
Select modes. See page 231.
Select modes. See page 231.
Press the [Start] key.
Choose next job. See page 232.

Positioning the Projector

🖉 Note

Do not touch the fresnel lens or the glass on the mirror unit. Fingerprints or dirty parts might appear on the copy. If the fresnel lens becomes dirty, wipe it. See page 236.

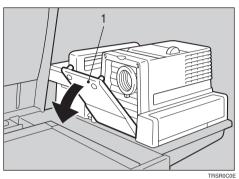
Plug the projector into the wall outlet.



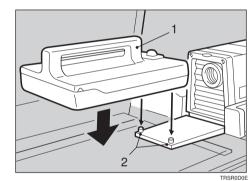
Turn on the main switch of the projector.

2 3

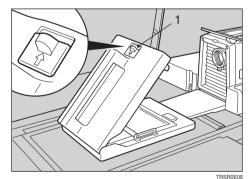
Lift the platen cover or the document feeder and lower the projector lens cover.



1. Lens cover



1. Mirror unit 2. Positioning pins



1. Mirror unit release lever

Place the mirror unit so that the unit's position holes fit over the projector's positioning pins.

🖉 Note

4

Please be careful not to scratch the exposure glass when setting the mirror unit on it.

5 Slide the mirror unit release lever in the direction of the arrow and open the mirror unit cover.

Preparing the Film

Film Type		Filter	Base Film	Positioning Sheet	Holder	Key To Select	
		Slide (Mount)	" P " (Positive Filter)	×	×	Slide Holder	35mm Sides Positive
35mm	Positive	Slide (Glass Mount)	" P " (Positive Filter)	×	×	Glass Mount Film Holder	35mm Sides Positive
		Strip Film	" P " (Positive Filter)	×	×	Film Strip Holder	35mm Sides Positive
	Negative	Strip Film	" N " (Negative Filter)	0	×	Film Strip Holder	35mm Strip Negative
Others Max. Size:	Positive		" P " (Positive Filter)		0	X (Place on the exposure glass)	Positive Film on glass
142 × 210mm 5.5" × 8.2"	Negative		" N " (Negative Filter)	0	0	X (Place on the exposure glass)	Negative Film on glass

Check this table to find out the key you should use for your film type.

🖉 Note

□ When performing shading, you must set a filter that matches that type of film you will copy.

□ Use an "N" filter for Negative films and a "P" filter for Positive films.

Selecting the Base Film (If Needed)

🔗 Note

When you use negative film for copying, use that film's appropriate base film for shading.

Confirm the manufacture, model name, and ASA rating of the film you want to use.



Select a base film suitable for the film to copy.

🔗 Note

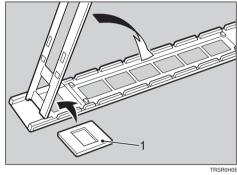
 $\hfill\square$ The following base film slides have been prepared as accessories.

- For FUJICOLOR (registered trademark of FUJI PHOTO COMPANY LIMITED.)
- For AGFA (registered trademark of AGFAGEVAERT AG.)
- For KODAK (registered trademark of EASTMAN KODAK COMPANY.)
- □ If you use film that does not have suitable base film, you should make the base film yourself. See page 234.

3 Open the film strip holder and set the base film in the film strip holder.

🔗 Note

- □ The base film must be set sideways in the strip holder.
- There is no difference between both sides of the base film.



1: Base film

Close the holder and lock it as shown in the illustration.

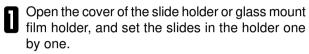
Setting Films in the Holder (If Needed)

Check which type of holder you should use. - See page 216.

Slide Holder/Glass Mount Film Holder

🔗 Note

- □ The slide holder is covered with glass. Set the mount films in the slide holder.
- The glass mount film holder is not covered with the glass. Set the glass mount films (covered by glass) in the glass mount film holder.
- Positive films are usually set in a slide mount or glass mount. If you use positive film not set in a mount, set it in the film strip holder. See below.

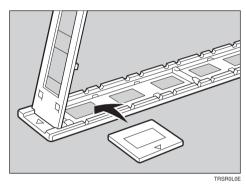


🖉 Note

- Set the front side of the film face down when setting in the slide holder or glass mount film holder.
- When setting in the slide holder, make sure that all slides are aligned with the glass of the slide holder cover.



Close the holder and lock it.



Film Strip Holder

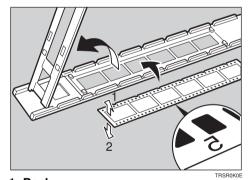
Note

- Negative film usually come in stripes.
- □ Follow this procedure for positive strip film as well.

Open the film strip holder. Put the front side of the film face down and set it in the film strip holder.

🖉 Note

When setting film, leave the base film in the film strip holder. This is convenient when performing shading again.





Adjust the position of the film.

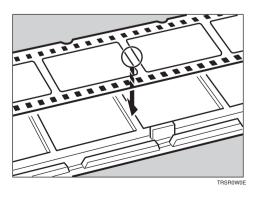
🔗 Note

2

Do not touch the image parts of the film when adjusting.



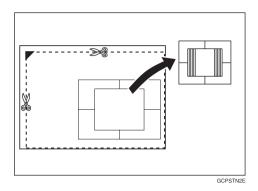
Close the film strip holder and lock it .



Cutting the Film Position Sheet (If Needed)

If you do not use the holders and position the film on the exposure glass, a positioning sheet is required.

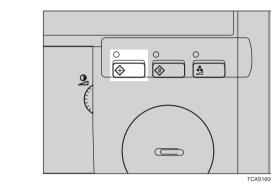
Make a copy of one of the positioning sheet originals and use it to make your own sheet. Cut a hole the size of the film from the center of the copy, then crop the sheet by cutting around the dotted lines.

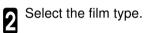


Press the [Special Accessory] Key.

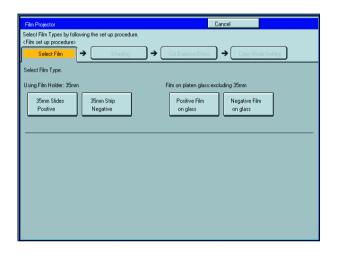
Selecting the Film Type and Performing Shading

The procedures are different depending on the type of film.





0



3 Follow the shading procedure appropriate to your film type — see below.

Fil	т Туре	Key To Select	Go to page	
		Slide (Mount)	[35 mm Slides Positive]	Page 221
35mm	Positive	Slide (Glass Mount)	[35 mm Slides Positive]	Page 221
		Strip Film	[35 mm Slides Positive]	Page 221
	Negative	Strip Film	[35 mm Strip Negative]	Page 224
Others Max. Size	Positive		[Positive Film on glass]	Page 222
	Negative		[Negative Film on glass]	Page 226

35mm Slides Positive



Press the [Shading] key.

2 Open the film cover and insert the "**P**" (Positive) filter firmly in the left slot as shown in the illustration.

🔗 Note

- Be careful to insert the filter as shown, not the other way around.
- Before going to the next step, make sure that fresnel lens is lowered in position.



Press the [Shading] key.

□ The machine will start shading automatically.



5

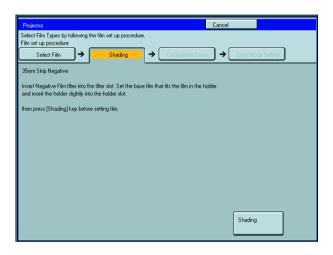
Set the film (slide or strip) in the holder.

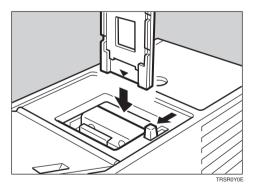
\mathcal{P} Reference

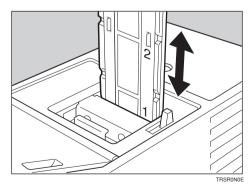
Regarding setting the film, - see page 218.

the holder in the right slot.

	0
1: Filter	:0E







Adjust the holder by sliding it up and down to position the correct frame for copying.

While pressing the holder lever to the left, insert

Selecting the Film Type and Performing Shading

7 If needed, adjust the color, density, or focus.

 \mathcal{P} Reference

For details, 🖝 see page 228.



If needed, select the copier modes.

For details, 🖝 see page 231.

Press the [Start] key.

10

Choose your next job.

P Reference For details, • see page 232.

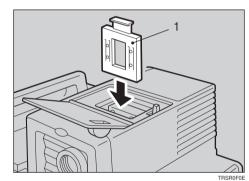
Positive Film on Glass

Press the [Shading] key.

2 Insert the "**P**" (Positive filter) in the left slot as shown in the illustration.

🔗 Note

Be careful to insert the filter as shown, not the other way around.



1: Filter

3

Cut the positioning sheet to match the film size.

₽ Reference

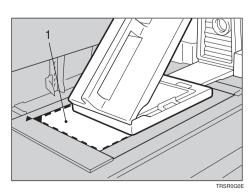
Regarding the positioning sheet, - see page 219.



Place the positioning sheet under the mirror unit (on the exposure glass).

🔗 Note

- Place the marked corner of the film position sheet at the rear left corner of the exposure glass.
- Before going to the next step, make sure that the fresnel lens is lowered in position.

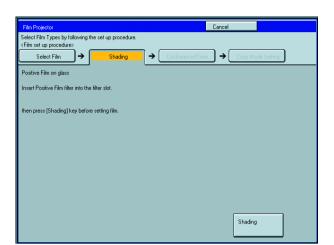


1: Positioning sheet

Press the [Shading] key. 5

Note

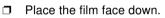
□ The machine will start shading automatically.



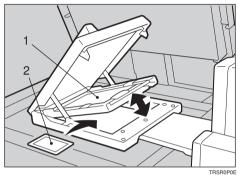
Selecting the Film Type and Performing Shading

6 Lift the fresnel lens, place the film inside the film position sheet, and lower the film position sheet, and lower the fresnel lens.

Note



If the film is curled, the copy image might be out of focus. In this case, make the cutout film position sheet a little smaller than the film size and use it to hold the film down.



1. Fresnel lens 2. Film



If needed, adjust the color, density, or focus.

For details, • see page 228.



If needed, select the copier modes.

For details, • see page 231.



Press the [Start] key.



Choose your next job.

₽ Reference

For details, • see page 232.



35mm Strip Negative

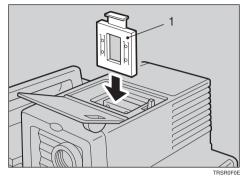


Press the [Shading] key.

2 Insert the **"N"** (Negative) filter in the left slot as shown in the illustration.

🔗 Note

- Be careful to insert the filter as shown, not the other way around.
- Before going to the next step, make sure that the fresnel lens is lowered in position.



1: Filter

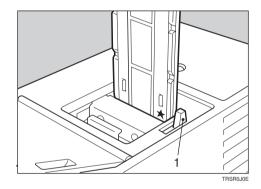


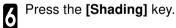
Set the base film in the holder.

₽ Reference

Regarding setting the base film, resee page 217.

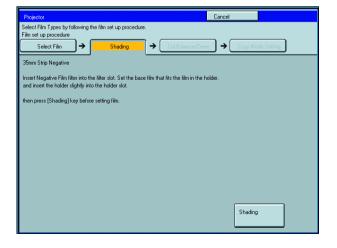
- Open the film cover and while pressing the holder lever to the left, insert film strip holder the right slot.
- **5** Insert the holder until the \star mark is placed as shown in the illustration.



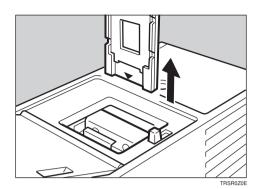


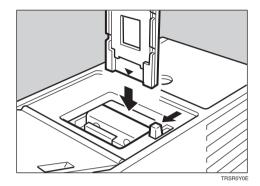
🖉 Note

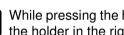
□ The machine will start shading automatically.



Pull out the film strip holder with the base film.





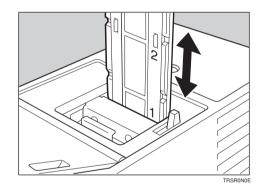


Set the film in the holder.

Regarding setting the film, resee page 218.

While pressing the holder lever to the left, insert 9 While pressing the notice the holder in the right slot.

Adjust the holder by sliding it up and down to 0 position the correct frame for copying.





8

If needed, adjust the color, density, or focus.

For details, • see page 228.



If needed, select the copier modes.

For details, • see page 231.



Press the [Start] key.



Choose your next job.

For details, • see page 232.

Negative Film on Glass



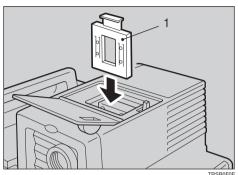
3

Press the [Shading] key.

2 Insert the **"N**" (Negative) filter in the left slot as shown in the illustration.

🔗 Note

Be careful to insert the filter as shown, not the other way around.



1: Filter

Regarding the positioning sheet, **•** see page 219.

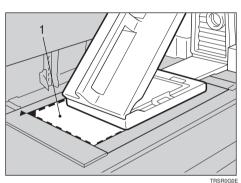
Place the positioning sheet under the mirror unit (on the exposure glass).

Cut the positioning sheet to match the film size.

🔗 Note

5

- Place the marked corner of the film position sheet at the rear left corner of the exposure glass.
- Before going to the next step, make sure that the fresnel lens is lowered in position.

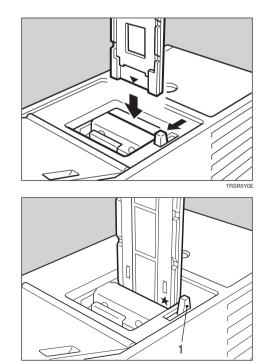


1. Positioning sheet

Set the base film in the film strip holder.

- Regarding setting the base film, rese page 217.
- Open the film cover and while pressing the holder lever to the left, insert the film strip holder in the right slot.

Insert the holder until the \star mark is placed as shown in the illustration.



1: Holder lever

7

8 Press the [Shading] key.

🔗 Note

9

□ The machine will start shading.



Selecting the Film Type and Performing Shading

Pull out the film strip holder with the base film.

Lift the fresnel lens, place the film inside the positioning sheet, and lower the fresnel lens.

🔗 Note

- Place the film face down.
- If the film is curled, the copy image may be out of focus. In this case, make the cut out film position sheet a little smaller than the film size and use it to hold the film down.



If needed, adjust the color, density, or focus.

For details, • see page 228.



If needed, select the copier modes.

₽ Reference

For details, - see page 231.



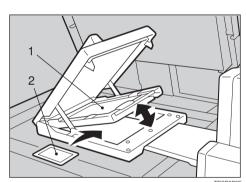
Press the [Start] key.



Choose your next job.

₽ Reference

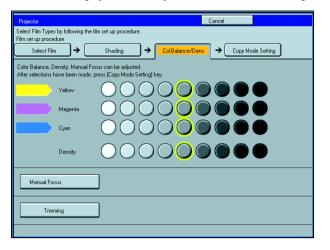
For details, • see page 232.



1: Fresnel lens 2: Film

Adjusting Color, Density and Focus

After shading, you can adjust the color tone, image density, or manual focusing.



🔗 Note

- D When setting the glass mount film holder, manual focus adjustment is required.
- □ You can adjust the focus manually for 35mm film only.

Color Tones in Film Scanning

Use these modes when you want to adjust the overall color tone of copies. Also use these modes when you use negative film, because the color tone of copies varies with the film brand. You can adjust the tone of copies by adjusting Cyan, Magenta, and Yellow (three basic colors).

Notes on color tone adjustments

- If the color balance differs slightly from your image, you can also change the tones with the Color Adjustment (
 See page 229) or Color Balance Adjustment (
 See page 124) function.
- □ If dark parts are too black, change the U.C.R. Adjustment to level 3 (default = level 5). See page 132.

Density Adjustment

Density can be set not only with this display, but also with Image Density Adjustment. However, when adjusting for the projector, we recommend you adjust the image density with this display.

Adjusting the Color Tone/Brightness Using Negative Film

- When you copy negative film, adjust the color tone (density of yellow, magenta, and cyan) and brightness (quantity of light) according to the table below. However, even when you use the same type of film, you must use different settings depending on the way the original picture is taken or developed. If you cannot make copies as you want, perform adjustment.
- You can also use the "Color Balance Adjustment" function of the copier to correct slight color difference.
 See page 124.
- The following table uses these values to indicate the color tone and brightness levels (the crosshatched values () are the default settings):

Yellow (Y)	Lighter	\leftarrow 1 2 3 4 5 6 7 8 9	\rightarrow Darker
Magenta (M)	Lighter	\leftarrow 1 2 3 4 5 6 7 8 9	\rightarrow Darker
Cyan (C)	Lighter	\leftarrow 1 2 3 4 5 6 7 8 9	\rightarrow Darker
Density	Lighter	\leftarrow 1 2 3 4 5 6 7 8 9	\rightarrow Darker

Manufa	lcturer		FUJI COLOR					Kodak						
Film typ	ре	SUPE	RGA	CE *3	SUPER V *4	SUPER G *5	REALA ACE *6	GOLD *7 ROYAL GOLD *8 GOL		GOLD *7 RC		GOLD *7		GOLD *9
ISO sei	nsitivity	100	400	800	100	200	800	100	200	400	100	400	800	
	Y	5	5	5	4	3	5	4	5	5	5	5	5	
Color	М	5	5	5	5	5	6	7	7	6	7	5	6	
	С	5	5	5	3	3	5	6	6	5	6	5	5	
Density	/ *1	6	4	5	6	5	4	5	4	5	5	5	5	
Density	/ *2	5	3	4	5	4	3	4	3	4	4	4	4	

Manufac	turer		Konica			AGFA			
Film type		LV	*10	COLOR JX *11			COLOR HDC *12		
ISO sens	ISO sensitivity 100		200	100	200M	400	100	200	400
	Y	3	3	4	5	5	4	6	8
Color	М	6	5	7	4	5	5	6	5
	С	5	4	5	4	3	5	5	2
Density *1		5	5	6	5	5	5	4	5
Density *2		4	4	5	4	4	4	3	4

• Density *1 should be used when film is set in the film holder.

• Density *2 should be used when film is set on the exposure glass (platen glass).

*3, *4, *5, *6: These products are registered trademarks of Fuji Photo Film Co., Ltd.

*7, *8, *9: These products are registered trademarks of Kodak Ltd.

*10, *11: These products are registered trademarks of Konica Corporation.

*12: This product is a registered trademark of Agfa Gevaert AG.

If you want to adjust the color tone or image density, select [Col. Balance/Dens.] key.

Select the level (1 - 9).

Projector	Cancel
Select Film Types by following the Film set up procedure	film set up procedure.
Select Film	Shading
Color Balance, Density, Manual F After selections have been made,	
Yellow	$\bigcirc \bigcirc $
Magenta	$\bigcirc \bigcirc $
Cyan	$\bigcirc \bigcirc $
Density	\bigcirc
Manual Focus	
Trimming	

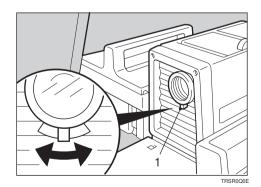
```
If your film type is 35mm and you want to adjust focus manually, press the [Manual Focus] key.
```

Place a blank piece of white paper under the mirror unit.

5 Adjust the focus with the focusing lever, then press the **[OK]** key.

🖉 Note

□ After copying, return the focusing lever to the center.



1: Focusing lever

Selecting Modes

You can select copier modes with the projector.

 \square Regarding the modes that cannot be selected with the projector, \checkmark see page 106.

After shading, press the **[Copy Mode Setting]** key.



🔗 Note

2

This operation is the same as that described in the "Copying" chapter.

O ^{Ready}		Projecto	r	Area Editing	
Auto Image Density	$]\bigcirc\bigcirc$	00	\bigcirc		
Auto Color Select	Full Color	Black&	White	Single Color	Twin Color
Auto Orig. Type Select	Text / Photo	Text	Photo	Special Original	🌒 🌆 🎒
Auto Paper Select Priorit	1 Ⅲ ▲ 4	2 📕 🗸	³ ■ □ B4		lormal 11×17
Full Size	Auto Reduce/E	nlarge	100%		
Custom Size Orig.	Sort	Stack	Staple:	B (B) (5,55	(R, R,
Image Creation	Color Creat	ion	Shift/Book		Reduce/Enlarge

3 Press the [Start] key.

Select the modes.

Choosing Next Job

After copying, you can select the next job:

[Select Film]

You can change the type of film.

[Shading]

If the mirror unit is moved, or if some lines appear on the copy, you can perform shading again.

[Col. Balance/Dens.]

You can adjust the color tone, image density, or adjust the focus manually.

[Continue]

You can copy the same film again, or you can copy another film which is of the same type.



Press the [Special Accessory] key.



2 Select your next job.

Projector	Cancel]						
Press [Continue] key or press other keys to make new settings.								
Select Film Shading Col.Balance/Dens.	Continu	e						

Exiting Projector Mode



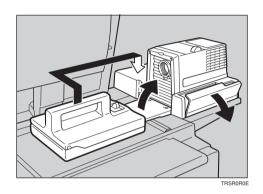
2 Replace the mirror unit to its original position.

Press the [Cancel] key.

🖉 Note

Be careful not to touch the fresnel lens. If you do touch it, clean it. See page 236.

3 Return the holders, filters, and other accessories to the accessory box.





Close the lens cover.



Turn off the power switch.

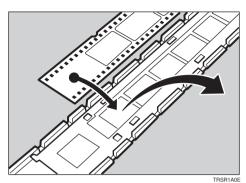
🖉 Note

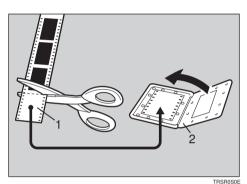
Though the power switch is turned off, the cooling fan may be still working. Therefore, please wait a few moments before unplugging the power cord.

What to do if Something Goes Wrong

1. If the color balance is not right

- If the color density leans to red or blue, or isn't properly balanced, perform the color density adjustment, and the color balance adjustments for Yellow, Magenta, and Cyan.
- 2. If the film you want to copy does not match the types of base film included.
- If you do not plan on copying from this type of film often, use an unexposed frame of the same film strip, if available, when performing shading.
- If you plan on copying from this type of film often, make a base slide using an unexposed, developed frame of the film.





1: Unexposed part 2: Mount

If you have no blank unexposed frame of the same type of film, you can use an unexposed frame from film produced by the same company, but the colors might differ a bit.

3. If the copy image is out of focus.

- Check if the image on the film is focused or not. If it is, make sure the film is correctly set in the holder.
- If you reset the film correctly in the holder and the image is still out of focus, or if you use a different image, and the copy image is out of focus in every case, please call your service representative.
- □ You can adjust the focus manually with the focusing lever. See page 228.

4. If the edge of the original image does not appear on the copy.

- □ Check the size of the area that can be copied. See page 212.
- D When setting film in the holder, be sure to position the desired frame properly.
- To extend the area that can be copied, use the glass mount film holder and focus manually.

5. If the projection lamp does not light.

If the projection lamp does not light and a service message appears on the screen, the lamp might be burned out. In this case, please call you service representative.

6. If you move the mirror unit.

D Perform the shading operation once again.

7. If lines appear on the copy.

- D Perform the shading operation again.
- □ Some possible causes are:
 - 1. A long time has passed since shading.
 - 2. Many copies were made since shading and the mirror unit has moved due to copier operation.
 - 3. Someone might have leaned on the machine or put something on it.
- □ If copying from negative film, thin black lines might-appear on the lighter part of the copy, even after shading.

8. Black lines appear on the edge.

□ These lines are shadows caused by the film holder and cannot be eliminated.

9. If a ring pattern appears on the copy.

- The ring pattern is present on the film itself, and the machine is sensitive enough to pick it up. Try to change the film setting direction. Adjusting the focusing lever so that the image is slightly out of focus will eliminate most of the pattern.
- □ Also, try the following:
 - Open and close the film cover.
 - Slide the film in the holder a bit.
 - Turn the film around in the holder. (Do not flip it over.)

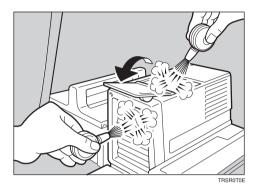
Daily Maintenance

Exterior

Wipe with a dry soft cloth.

Lens

Blow off any dust using the blower brush. If there are fingerprints on the lens, wipe them with a soft cloth.

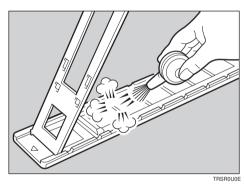


Film Holder

Blow off any dust using the blower brush. If there are fingerprints on the glass, wipe with a soft cloth.

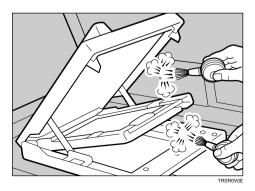
Holder Slot

Blow off any dust using the blower brush.



Mirror Unit

Blow off any dust using the blower brush. If there are fingerprints on the glass, wipe with a soft cloth.



Specification

Mainframe

Mainframe

Configuration:	Console			
Process:	Dry electrostatic transfer system			
Resolution:	600 dpi			
Gradations:	256 gradations			
Originals:	Sheet, book, objects			
Original size:	Maximum: A3, 11" × 17'	,		
Copy paper size:	Trays 1 : \Box : A4, B5, 81/2" × 11"			
	Tray 2 and 3: : : A3, B 81/2">	35, A5, 81/2" × 11", 81/2" × 51/2 4, A4, B5, 11" × 17", 11" × 15", × 11", 81/4" × 13", 8" × 13", 8" × 35, A5, 81/2" × 11", 81/2" × 51/2	$\begin{array}{l} 10"\times 14", 8_{1/2}"\times 14", 8_{1/2}"\times 13",\\ 10_{1/2}", 8"\times 10" \end{array}$	
	Bypass Tray: See	page 48.		
Copy paper weight:	Bypass tray: 64 ~ supplier, the maximum v For details, contact you Auto Duplex Tray: 64 ~	weight is 200g/m ² . Howeve r sales or service represent - 105g/m ² , 17 - 28 lb eavier than 105g/m ² , 28 lb, u	use paper specified by your r, there are some limitations. ative.) se the bypass feed table and	
Copy paper capacity:	Three 500-sheet trays (Bypass Tray (50 sheets	-		
Copying speed	Full color (4 colors)			
(Full size):		Standard mode	OHP/Thick mode	
	(A4□, 81/2" × 11"□)	10 copies/minute	5 copies/minute	
	(A3□, 11" × 17"□)	5 copies/minute	2 copies/minute	
	Black, Yellow, Magenta, Cyan:			
		Standard mode	OHP/Thick mode	
	(A4, 81/2" × 11")	40 copies/minute	7 copies/minute	
	(A3⊡, 11" × 17"⊡)	20 copies/minute	4 copies/minute	
	Blue (Magenta + Cyan), Green (Yellow +Cyan):			
		Standard mode	OHP/Thick mode	
	(A4□, 81/2" × 11"□)	14 copies/minute	5 copies/minute	
	(A3□, 11"×17"□)	7 copies/minute	3 copies/minute	
	Red (Yellow + Magenta):			
		Standard mode	OHP/Thick mode	
	(A4, 81/2" × 11")	10 copies/minute	5 copies/minute	
	(A3□, 11" × 17"□)	5 copies/minute	2 copies/minute	
	Black + Yellow, Black + Magenta, Black + Cyan:			
		Standard mode	OHP/Thick mode	
	(A4□, 81/2" × 11"□)	10 copies/minute	5 copies/minute	
	(A3□, 11" × 17"□)	5 copies/minute	2 copies/minute	

First copy time:

	S	tandard mode	0	HP/Thick mode
Full colors (4 colors)	16.5	seconds or less	29	seconds or less
Black, Yellow, Magenta, Cyan	8	seconds or less	19	seconds or less
Blue (Magenta + Cyan) Green (Yellow + Cyan)	14	seconds or less	26.5	seconds or less
Red (Yellow + Magenta)	16.5	seconds or less	29	seconds or less
Black + Yellow Black + Magenta Black + Cyan	16.5	seconds or less	29	seconds or less

Non-reproduction area:

Leading edge: 4±2mm, 0.16" ±0.08" Trailing edge: 2±2mm, 0.08" ±0.08" Side: 2±2mm, 0.08" ±0.08" (Total less than 4mm, 0.16") Cartridge (340g/cartridge)

Warm-up time:

About 9 minutes (20°C, 68°F)

5 enlargement and 7 reduction

Reproduction ratios:

Toner replenishment:

	Metric version	Inch version
	400%	400%
	200%	200%
Enlargement	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
	93%	93%
	82%	85%
	75%	77%
Reduction	71%	74%
	65%	65%
	50%	50%
	25%	25%

Power consumption:

	Copier only	Full system*
Warm up	1.7kW	1.7kW
Stand-by	0.6kW	0.6kW
Copying	1.50kW	1.50kW
Maximum	less than 1.75kW	less than 1.75kW

* Full system: Copier with the document feeder, 20-bin stapler sorter and large capacity tray.

Noise Emission (ISO 7779 Sound Power Level):

Based on actual measurement

	Mainframe only	Complete System
When printing	less than 70 dB (A)	less than 74 dB (A)
Stand-by	less than 54 dB (A)	—

Dimensions (W \times D \times H up to the exposure glass):

 $730 \times 770 \times 980 \text{mm}, 28.8" \times 30.4" \times 38.6"$

Weight: Approx. 240kg, 529.2 lb

Document Feeder (Option)

Original Feed:	Automatic reverse document feed - ARDF mode		
	Automatic document feed - ADF mode Semi-automatic document feed - SADF mode		
Original size:	A3 - B6 - (B6 - cannot be used in ARDF mode)		
	11" × 17", - 51/2" × 81/2",		
Original weight:	SADF mode, ADF mode:	52 - 128g/m², 14 - 34 lb	
	ARDF mode:	52 - 105g/m², 14 - 28 lb	
	(For 40 - 52g/m², 11 - 14 lb originals, use ADF Thin Paper mode. B6 — cannot be used in ARDF Thin Paper mode)		
Maximum number of			
originals to be set:	50 sheets (80g/m ² , 20 lb)		
Original set:	Face up, First sheet on top		
Original transport:	One flat belt		
Maximum power consumption:	45W (Power is supplied from the main frame.)		
Weight:	Less than 10.5kg, 23.2 lb		
$\begin{array}{l} \text{Dimensions}:\\ (W\times D\times H) \end{array}$	$610 \times 507 \times 130$ mm, 24.1" × 20.0" × 5.2"		

20-bin Sorter Stapler (Option)

Number of bins:	20 bins + proof tray		
Paper size for bins (Normal paper mode):	Proof tray: A3□, B4□, A4□□, B5□□, A5□□, 13" × 19"□, 12" × 18"□, 11" × 17"□, 11" × 15"□, 10" × 14□", 81/2" × 14"□, 81/2" × 13"□, 81/2" × 11"□□, 81/2" × 51/2"□, 81/4" × 13"□, 8" × 13"□, 8" × 101/2"□, 8" × 10"□		
	Sort/Stack:		
	A3□, B4□, A4□□, B5□□, 11" × 17"□, 11" × 15□", 10" × 14"□, 8" × 10"□, 8" × 101/2□", 81/2" × 14"□, 81/2" × 13"□, 81/4" × 13"□, 8" × 13"□, 81/2" × 11"□□, 12" × 18"□, 13" × 19"□		
	Staple:		
	A3, B4, A4, A4, B5, A1, 11" × 17", 11" × 15", 10" × 14", 81/2" × 14", 81/2" × 13", 81/4" × 13", 8" × 10", 8" × 101/2", 8" × 13", 81/2" × 11", 12" × 18", 13" × 19", 12" × 18", 13" × 19", 12" × 18", 13" × 19", 12" × 11", 12" × 18", 13" × 19", 12" × 11", 12" × 18", 13" × 19", 12" × 11", 12", 12" × 11", 12", 11		
Paper weight for bins:	Proof tray: 64g/m ² - 105g/m ² , 17 - 28 lb		
	Sort/Stack: 64g/m ² - 256g/m ² , 17 - 68 lb		
	Staple: 64g/m ² - 256g/m ² , 17 - 68 lb		
Bin capacity			
(Normal paper mode):	Sort: 50 sheets (80g/m ² , 20 lb)		
	Stack: 50 sheets (80g/m ² , 20 lb)		
Stapler capacity (Normal paper mode):	2-50 sheets (80g/m², 20 lb)		
Proof tray capacity:	250 sheets/A4 or smaller (80g/m ² , 20 lb)		
	200 sheets/B4 or larger (80g/m ² , 20 lb)		
Maximum power consumption:	60W (Power is supplied from the main frame.)		
Weight:	65kg, 143.3 lb		
Dimensions (W \times D \times H):	600 × 615 × 980mm, 23.7" × 24.3" × 38.6"		

Large Capacity Tray (LCT) (Option)

Paper size:	A4 [], 81/2" × 11" []
Paper weight:	64 - 105g/m², 20 - 28 lb
Paper capacity:	1,500 sheets (80g/m ² , 20 lb)
Power consumption:	Approx. 40W (power is supplied from the main frame.)
Dimensions (W \times D \times H):	$390 \times 500 \times 390 \text{mm}, 15.4" \times 19.7" \times 15.4"$
Weight:	Approx. 17kg, 37.5 lb

Projector Unit (Option)

Acceptable film types:	Туре:	Positive film, Negative film	
	Size:	35mm	
		Others: 60×45 mm, 60×60 mm, 60×70 mm, 60×80 mm, 60×90 mm, $4" \times 5"$	
		Max: 142 × 210mm, 5.5" × 8.2"	
	Mount:	Yes (Up to 5 frames can be set in a film holder.)	
	Strip:	Yes (A series of 6 frames can be set in a film holder.)	
Focusing:	Fixed/Manual		
Maximum Power consumption:	70W		
Weight:	Projecto	r: 7.9kg, 17.5 lb	
	Mirror ur	iit: 2.7kg, 6.0 lb	
Dimensions (W \times D \times H):	Projecto	r: 300 × 442 × 212mm, 11.9" × 17.5" ×× 8.4"	
	Mirror ur	it: $298 \times 232 \times 50$ mm, $11.8" \times 9.2" \times 2.0"$	
Remarks:	The holder is required for installation.		

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 $\begin{array}{l} 1 \text{ Sided} \rightarrow 2 \text{ Sided}, \ 68 \\ 2 \text{ Sided} \rightarrow 1 \text{ Sided}, \ 74 \\ 2 \text{ Side} \rightarrow 2 \text{ Sided}, \ 70 \end{array}$

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CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/ EEC."

In accordance with IEC Standard 417, this machine uses the following symbols for the main power switch:

I means POWER ON.

() means STAND BY.

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