



For safety, please follow the instructions in this manual.

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 \triangle mean a situation that requires you take care.



Symbols \land mean "Hot surface".

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

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

A WARNING: Only connect the machine to the power source described on the inside front cover of this manual. Avoid multi-wiring. • Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire. • Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur. • Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily. • Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative. • Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage. • If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative. • If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect. • Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur. • Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics. Do not insert your hands between sorter bins when your machine is equipped with the 20bin sorter stapler. You may be injured.

\triangle	CAUTION:
6	 Keep the machine away from humidity and dust. A fire or an electric shock might occur. Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.
	• After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.
	 When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock. When the machine will not be used for a long time, unplug the power cord.
	• When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.
	• If you use the machine in a confined space, make sure there is a continuous air turnover.
6	• 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.
<u></u>	• This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.
<u></u>	 Do not eat or swallow toner. Keep toner (used or unused) and toner containers out of reach of children.
<u></u>	This equipment is only to be installed by a qualified service personnel.
<u></u>	• 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.

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

Table of Contents

Where it is & What it is

Machine Exterior	2
Options	4
Operation Panel	5
Touch Panel Display	. 6

What You can do with this Machine

Differences between Edit Type and Basic Type	
What You can do with this Machine	
Function Summary	
Selecting the Color	12
Reducing and Enlarging	
Shifting the Image	
Adding the Cover	
Making Duplex Copies	
Making Series Copies	
Making Combine Copies	
Color Creation	
Image Creation	
Color Balance—Adjusting and Storing the Color Balance	
Color Adjustment—Adjusting a Single Color	
Image Adjustment	
Program User Color—Storing User Colors	
Area Editing (Only for Edit Type)	
Finishing (Option)	
Using the Projector (Option)	
Color Sample Chart	
Using the Touch Panel Display	23
Selecting Functions	
Entering Numbers	

Basics

Starting the Machine	
Power Switches	
Starting the Machine	26
Turning on the Power	27
Originals	
Standard Size Originals	28
Recommended Originals	28
Non-recommended Originals for the Document Feeder	28
Setting an Originals on the Exposure Glass (Platen Glass)	. 29
Setting a Stack of Originals in the Document Feeder	. 30
Setting one Original at a Time in the Document Feeder	. 31
Setting Originals of Different Sizes in the Document Feeder	. 32
Setting Custom Sized Originals	. 33
Removing the Platen Cover to Copy a Large Original	. 34

Copying

Basi	c Operation	36
Ho	ow to Make Copies	36
Ac	djusting Copy Image Density	37
Se	electing a Color Mode	38
Se	electing the Original Image Type	41
Se	electing the Copy Paper Size	43
Co	opying from the Bypass Tray	44
Αι	to Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios	51
Er	negy Saver Mode—Saving Energy	52
Int	terrupt Copying—Temporarily Stopping one Job to Copy Something Else	52
Αι	to Start—Entering Copy Job Settings During the Warm-up Period	53
Pr	ogram—Storing and Recalling Your Copy Settings in Memory	54
Cł	neck Modes—Checking the Selected Copy Jobs	55
Co	ounter—Checking the Total Number of Copies Made	55
Red	uce/Enlarge—Reducing and Enlarging	56
Pr	eset R/E—Reducing and Enlarging Using Preset Ratios	56
Zo	bom—Reducing and Enlarging in 1% Steps	57
Di	rectional Magnification (%)—Stretching and Squeezing the Image in 1% Steps	59
Di	rectional Size Magnification (inch)—Stretching and Squeezing the Image into the Copy Area	60

Adjustment and Color Memory

Color Balance—Adjusting and Storing the Color Balance	92
Color Balance Adjustment	92
Color Balance Program—Storing and Recalling the Color Balance	93
Color Adjustment	
mage Adjustment	
Soft/Sharp, Contrast, Background Density, and Pastel	97
U.C.R. Adjustment, A.C.S. Sensitivity and Auto Text/Photo Sensitivity	98

Program User Color—Storing User Colors	99
Adjusting Colors Based on the Selected Color	. 99
Mixing Colors Manually with the Number Key	101
Sampling the User Color (Only for Edit Type)	102

Area Editing (Only for Edit Type)

What is Area Editing?
How to Edit Areas
Designating Areas
Designate Area Display 106
Designate Area Tools 108
Area Shapes 109
Frame/Line
Notes for Designating Areas 115
Selecting Modes for Designated Areas116
Area Shapes
Delete Area—Erasing a Part of the Image 117
Save Area—Blanking Out Part of the Image 118
Frame/Line 119
Selecting Modes for Outside Designated Areas
Area Shapes 120
Changing Job Settings for the Entire Image
Checking and Changing Areas123
Change Modes
Adding Areas
Erasing an Area
Erasing a Group
Exiting Area Editing127
Combination Chart for Area Editing

What to do if Something Goes Wrong

If Your Machine does not Operate as You Want	
If You cannot Make Copies as You Want	
Loading Paper	
Non-recommended Paper for Paper Trays	
Loading Paper in the Paper Tray	136
Adding Toner	

% Clearing Misfeeds	
Check the Misfeed Location Display1	140
Clearing Paper Misfeeds1	141
📩 Adding Staples	
$rac{1}{2}$ Removing Jammed Staples	44

Changing the Machine's Settings

Changing Paper Size	148
Changing Paper Size with the User Tools	. 150
Jser Tools	151
Accessing the User Tools	. 151
Exiting from the User Tools	. 152
User Tools Menu	. 153
Setting You can Change with the User Tools (System Settings)	. 155
Setting You can Change with the User Tools (Copier Features)	. 158

Maintaining Your Machine Where to Put Your Machine Do's and Don'ts Remarks Use and Storage of Supplies

Maintaining Your Machine	164
Exposure Glass (Platen Glass)	164
Platen Cover	
Document Feeder	164
Where to Put Your Machine	165
Machine Environment	165
Power Connection	166
Access to Machine	166
Do's and Don'ts	167
Remarks	168
Copier	168
Use and Storage of Supplies	169
Copy Paper	169
Paper Storage	
Toner Storage	170

Projector Unit Operation

Guide to Components	
Before Operating the Projector	
Available Films and Setting	175
About Copying	176
Notes for Operation	177
How to Copy from Film	
Positioning the Projector	
Preparing the Film	
Selecting the Base Film (If Needed)	181
Setting Films in the Holder (If Needed)	182
Cutting the Film Position Sheet (If Needed)	183
Selecting the Film Type and Performing Shading	
35mm Slide Positive	185
Positive Film on Glass	186
35mm Strip Negative	188
Negative Film on Glass	190
Adjusting Color, Density, and Focus	192
Color Tones in Film Scanning	192
Density Adjustment	192
Adjusting the Color Tone/Brightness Using Negative Film	193
Selecting Modes	
Choosing Next Job	
Exiting Projector Mode	
What to do If Something Goes Wrong	
Daily Maintenance	200
Exterior	200
Lens	200
Film Holder	200
Holder Slot	200
Mirror Unit	200

Specification

Mainframe	202
Document Feeder (Option)	205
20-bin Sorter Stapler (Option)	206

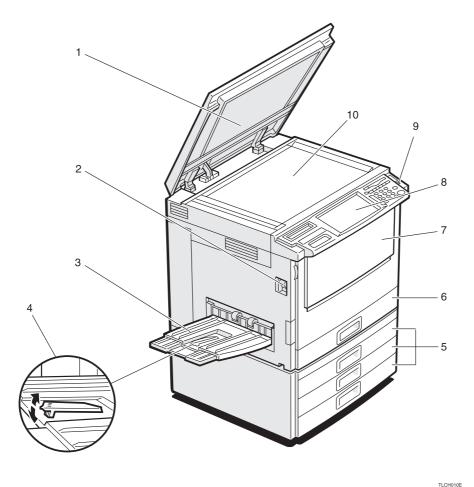
10-bin Sorter Stapler (Option)	207
3-bin Sorter (Option)	208
1000-sheet Tray Unit (Option)	209
1500-sheet Tray Unit (Option)	209
Projector Unit (Option)	210

Index

Index		211
-------	--	-----

Where it is & What it is

Machine Exterior



- 1. Platen cover (option)
- 2. Main power switch

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

ch 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.

- 3. Copy tray
- 4. Stopper
- 5. Paper tray
- 6. Auto duplex tray
- 7. Front cover
- 8. Operation panel
- 9. Operation switch
- 10. Exposure glass (platen glass)

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

Set paper here. 🖝 see page 136.

Completed copies are delivered here.

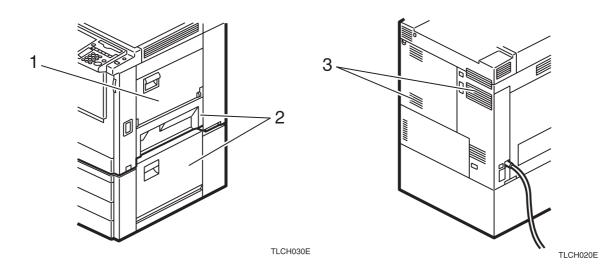
Use to make two-sided copies.

Open to access the inside of the machine.

🖝 see page 5.

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).

Position originals here face down for copying.



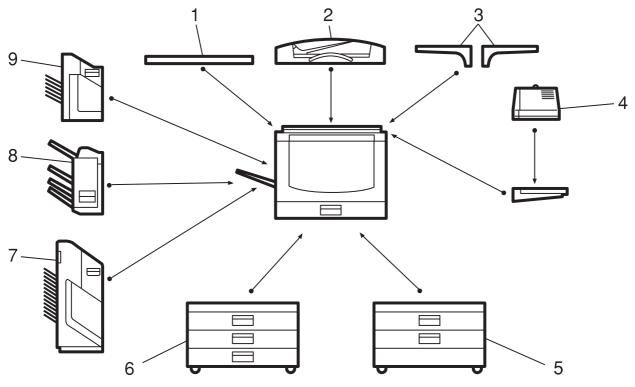
- 1. Bypass tray
- Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper, rese page 44.
- 2. Right side cover /Lower right cover
- 3. Ventilation hole

Open this cover to remove jammed paper.

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

Options

This machine can be provided with the following options:



TLCP010E

- 1. Platen cover
- 2. Document feeder (ADF)
- 3. Original tray
- 4. Film projector unit

5. 1000-sheet tray unit

for copying. Insert a stack of originals here. They will be fed automatically.

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

Put your originals.

Use to copy films. ☞ see page 171.

🔗 Note

 $\hfill\square$ The holder is required for installation.

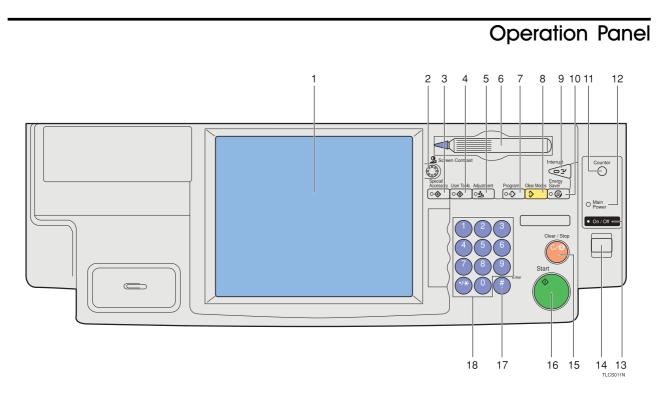
Consists of two paper trays.

Consists of three paper trays.

(three 500-sheet trays)

(two 500-sheet trays) 6. 1500-sheet tray unit

- 7. 20-bin sorter stapler
- 8. 3-bin sorter stapler
- 9. 10-bin sorter stapler
- Sorts, stacks, and staples copies.
- Sorts and stacks copies.
- stapler Sorts, stacks, and staples copies.



1. Touch panel display

You can see the operation status and messages here.

2. Screen Contrast knob

You can change the brightness of the display.

3. [Special Accessory] key

Press to use the optional film projector unit. • see page 171.

4. [User Tools] key

Press to change the default setting. • see page 151.

5. [Adjustment] key

Press to adjust the image or color balance, or to make user colors. • see page 91.

6. Editor pen

Use to designate areas.

7. [Program] key

Press to select the program mode. • see page 54.

8. [Clear Modes] key

Press to clear the previously entered settings.

9. [Interrupt] key

Press to make interrupt copies. • see page 52.

10. [Energy Saver] key

Press to enter/exit the Energy Saver mode. • see page 52.

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.

Touch Panel Display

	Total number of copies to make			
Initial display	/	COPY COUNTER		
Auto Image Dens. Auto Color Select Full Color Black & White Auto Text/Photo Text Photo Special Orig Auto Paper Select 1 8/2×11 2 8/2×11 3 8/2×13 Full Size Auto Reduce/Enlarge 100% Custom Size Orig Sort Stack Steple:	Area Editing O'W 1 Conv Single Color Twin Color ginal 1 4 1 8%×11 R'R	COPY COUNTER Counts number of copies made so far. ☐ You can select whether the copy counter counts up (coun- ter up) or counts down (counter down). If you want to change the setting, see page 155.		
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.

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

For how to use the touch panel display, • see page 23.

What You can do with this Machine

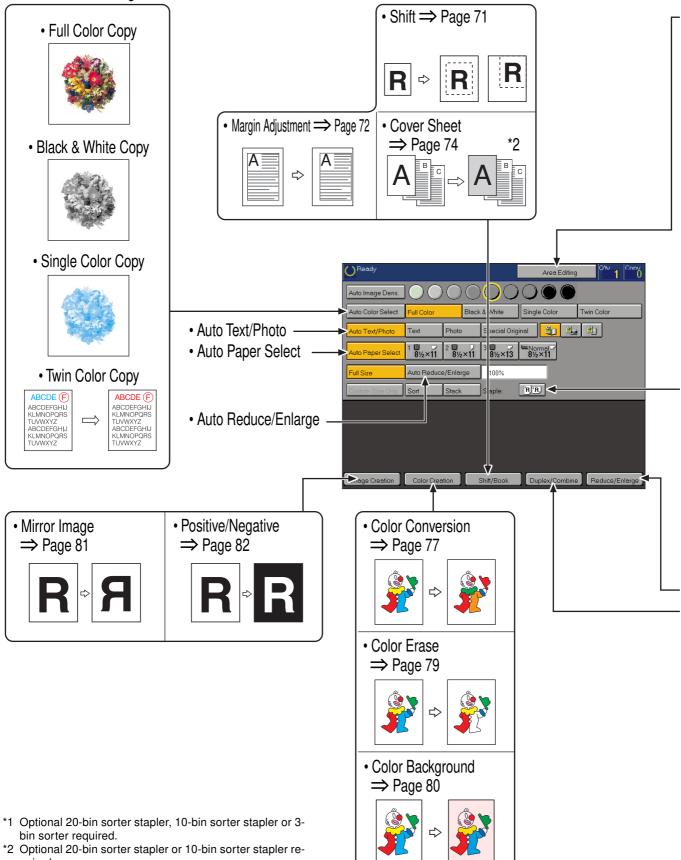
Differences between Edit Type and Basic Type

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

	Functions	Edit type	Basic type
Auto Ima	age Density	✓	✓
Auto Color Select		1	✓
Full Cold	pr	1	✓
Black &	White	1	✓
Single C	olor	✓	✓
Twin Co	or	1	✓
Auto Pa	per Select	✓	✓
ge/	Preset R/E	✓	✓
Reduce/ Enlarge	Zoom	1	\checkmark
щ	Directional Magnification	✓	✓
	Shift	✓	✓
Shift/ Book	Margin Adjustment	✓	✓
ωш	Cover Sheet	1	✓
r on	Color Conversion	✓	✓
Color Creation	Color Erase	1	✓
υč	Color Background	✓ ✓	✓
Image Creation	Positive/Negative	J	✓
Ima Crea	Mirror Image	J	✓
구 도	Program User Color	1	✓
suļi mo	Color Adjustment	J	✓
r Ac /Me	Color Balance Adjustment	1	✓
Color Adjust- nent/Memory	Color Balance Program	1	✓
ΟE	Image Adjustment	1	✓
Area Ed	ting	1	-
Interrupt	Copying	1	✓
Auto Sta	rt	J	✓
Program		✓ <i>✓</i>	✓
Auto Reduce/Enlarge		✓	✓
Bypass Tray Copying		✓	✓
Duplex/Combine Copying		✓	✓
Default Setting		✓	✓
User Tools		✓ ✓	✓
Display	Color	Full color	Full Color

What You can do with this Machine

• Color Mode \Rightarrow Page 38

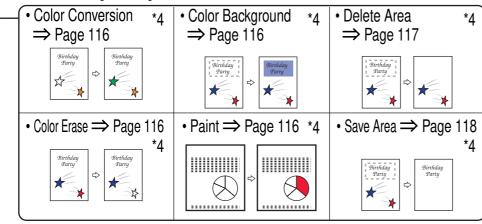


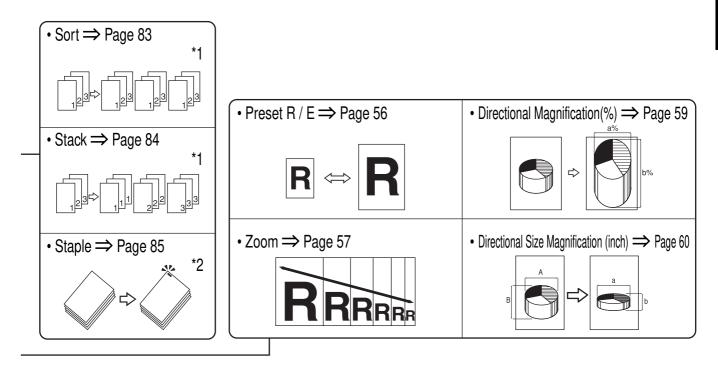
quired. *3 Optional document feeder required.

*4 Only for Edit type.

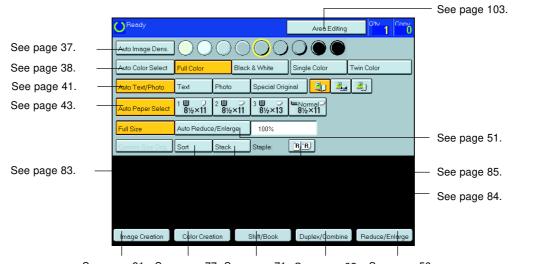
• Area Editing \Rightarrow Page 103

٦



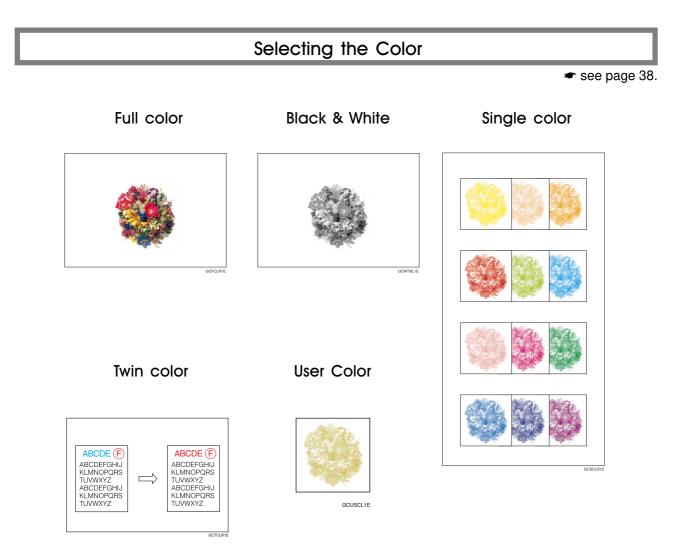


• 1 Sided \rightarrow 2 Sided	• 2 Sided \rightarrow 2 Sided	• Book → 1 Sided	• 2 Sided \rightarrow 1 Sided
\Rightarrow Page 62	\Rightarrow Page 64	⇒ Page 67	\Rightarrow Page 68
• Book \rightarrow 2 Sided	• Multi \rightarrow 2 Sided	• Combine 2 originals	• Combine 4 originals
\Rightarrow Page 65	\Rightarrow Page 66	\Rightarrow Page 69 *3	\Rightarrow Page 70 *3
	$\begin{bmatrix} 1 & & 2 \\ & & 3 \end{bmatrix} \Rightarrow \begin{bmatrix} 1 & & 2 \\ & & 3 \end{bmatrix}$	1 2 💠 1 2	



Function Summary

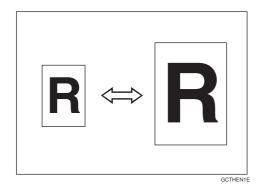
See page 81. See page 77. See page 71. See page 62. See page 56.



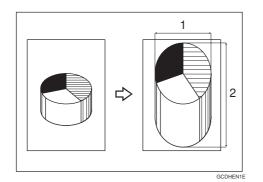
Reducing and Enlarging

🖝 see page 56.

Preset R/E—Reducing and enlarging using preset ratios



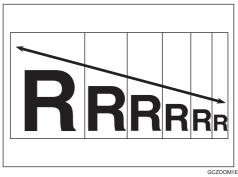
Directional Magnification (%)—Stretching and squeezing the image in 1 % steps



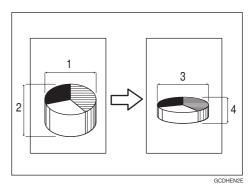
1: Horizontal %

2: Vertical %

Zoom—Reducing and enlarging in 1% steps



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



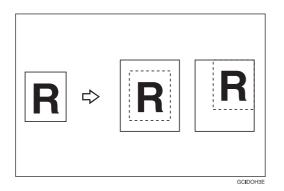
1: Horizontal original size

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

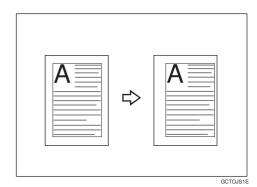
Shifting the Image

✓ see page 71.

Shift-Centering/Cornering the Image



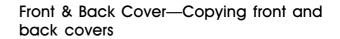
Margin Adjustment —Adding margins for binding

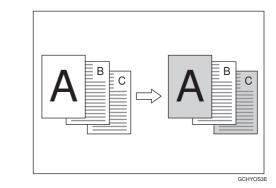


Adding the Cover

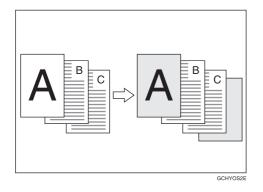
🖝 see page 74.

Front Cover—Copying a front cover





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

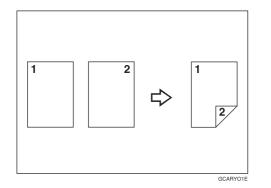


15

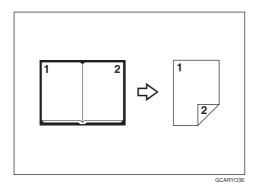
Making Duplex Copies

✓ see page 62.

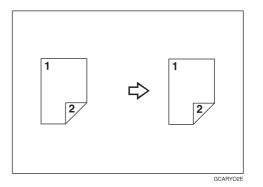
1Sided ---> 2 Sided—Making two-sided copies from one-sided originals



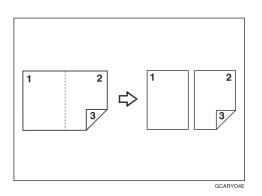
Book --> 2 Sided—Making two-sided copies from facing pages of a bound original



2 Sided ---> 2 Sided—Making two-sided copies from two-sided originals



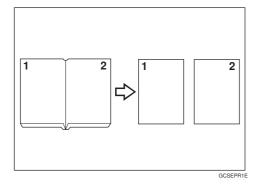
Multi ---> 2 Sided—Making two-sided copies from a book



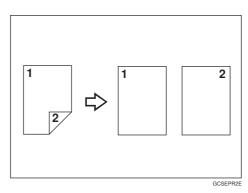
Making Series Copies

see page 67.

Book --> 1 Sided—From book originals to 2 one-sided copies



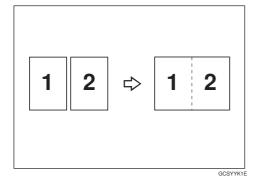
2 Sided --> 1 Sided—From two-sided originals to 2 one-sided copies



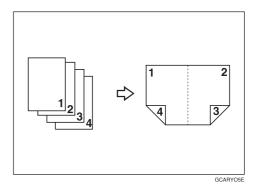
Making Combine Copies

🖝 see page 69.

Combine 2 Originals—Combining two originals



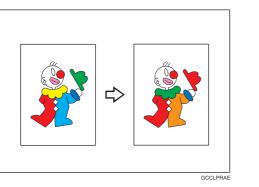
Combine 4 Originals—Combining four originals



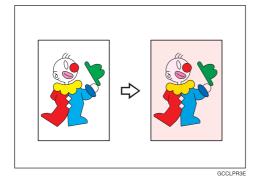
Color Creation

✓ see page 77.

Color Conversion—Converting a selected color into a different color Color Erase—Erasing the selected color



Color Background—Making copies with a color background



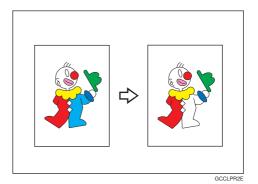
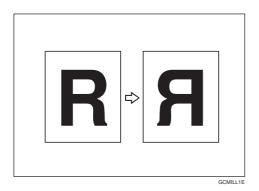


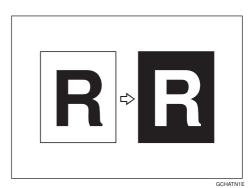
Image Creation

🖝 see page 81.

Mirror Image—Making a mirror image



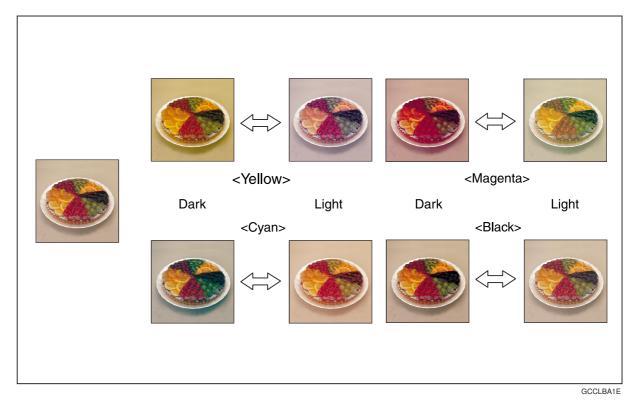
Positive/Negative—Copying in complementary colors



Color Balance—Adjusting and Storing the Color Balance

🖝 see page 92.

Color Balance Adjustment—Adjusting the color balance



Color Balance Program —Storing and recalling the color balance

Color Adjustment—Adjusting a Single Color

🖝 see page 95.

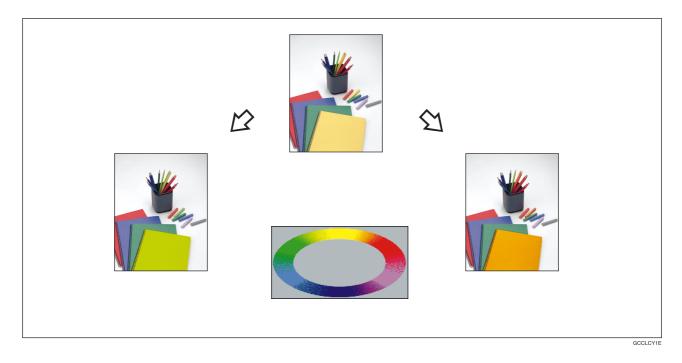
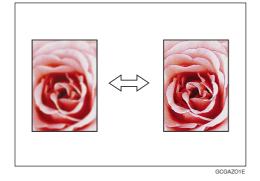


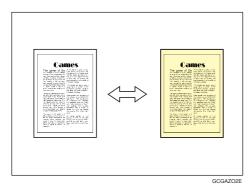
Image Adjustment

🖝 see page 96.

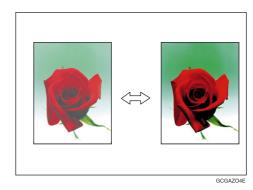
Soft/Sharp



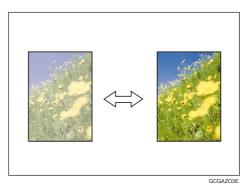
Background Density



Contrast

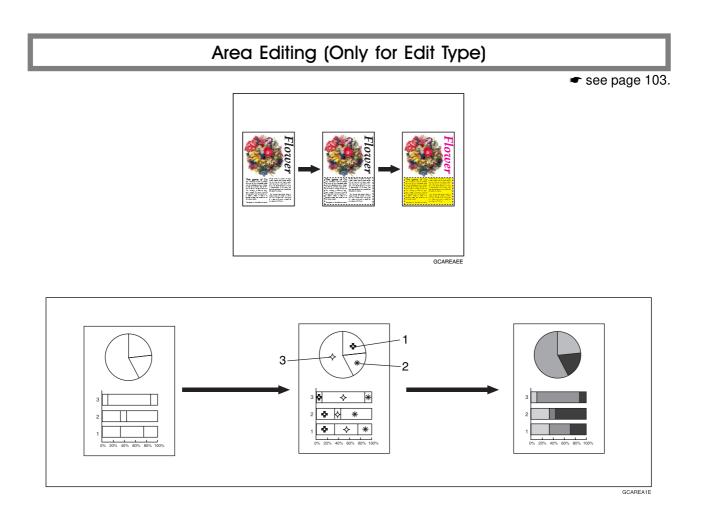


Pastel



Program User Color—Storing User Colors

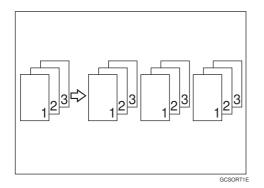
🖝 see page 99.



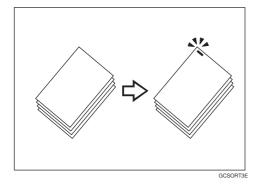
Finishing (Option)

🖝 see page 83.

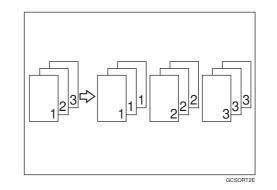
Sort—Sorting into sets (123, 123, 123)



Staple—Stapling copies



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



Using the Projector (Option)

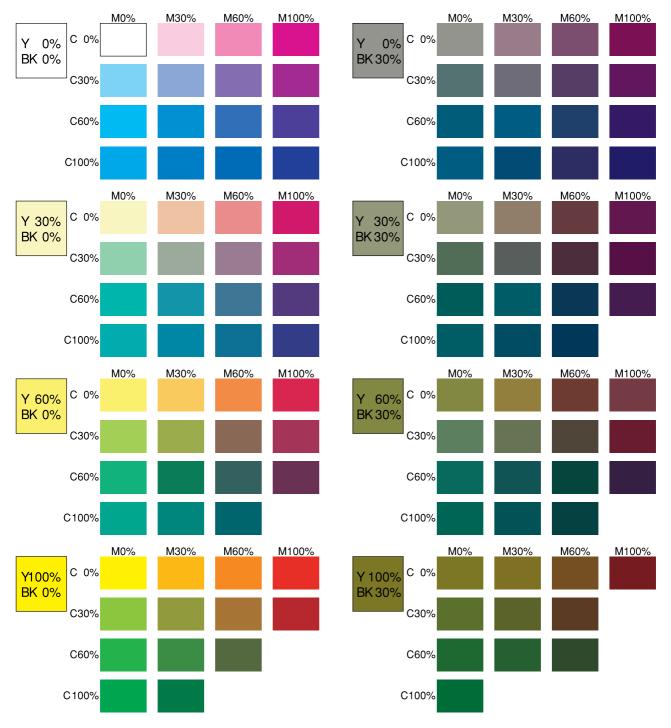
✓ see page 171.

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.

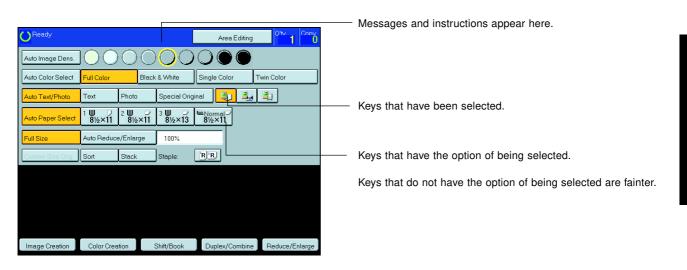


GCCLCT1J

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.



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

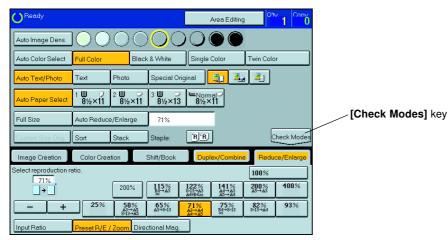
When the display prompts you to enter a number, type in the number with the **[Number]** keys and press the **[#]** key on the display to accept it.

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.



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

OReady	Area Editing		OReady			Area Editing	
			Auto Image Dens.	0000	OOO		
Auto Color Select Full Color Black & White	Single Color Twin Col	lor	Auto Color Select	Full Color Black	: & White	Single Color T	win Color
Auto Text/Photo Text Photo Special Ori	ginal 📳 🕹 🗐		Auto Text/Photo	Text Photo	Special Origina	• 💶 🕹	<u>i</u>]
Auto Paper Select 1 8½×11 2 3½×11 8½×13	⊌Normal 8½×11		Auto Paper Select	1 U 2 U 2 8½×11 8½×11	3 Ш ⊃ 8½×13	Normal⊃ 8½×11	
Full Size Auto Reduce/Enlarge 71%		2	Full Size A	Auto Reduce/Enlarge	71%		
Custom Size Orig Sort Stack Staple:	B'R	Check Modes	Custom Size Orig.	Sort Stack	Staple:	'R 'R	Previous
Image Creation Color Creation Shift/Book	Duplex/Combine Redu	uce/Enlarge				Duplex/Combine	Reduce/Enlarge
Select reproduction ratio.	100%					Duplex 1 Sided->2 Sided	Preset R/E
200% 115% Bit → 1	122% 141% 200% №13→A3 A4→A3 A5→A3 A49B4JIS A5→A4	400%				1 Sided->2 Sided	71% 43→44 44→45
- + 25% 50% 65% A3+8-13	71% 75% 82% A3→A4 A4→A5 B4→8×13 8×13→A4	93%				Even	_ → _
Input Ratio Preset R/E / Zoom Directional Mag.			Image Creation	Color Creation S	Shift/Book		

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 52. About Auto Timer, • see page 155.

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.

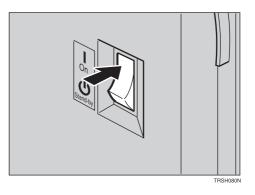
□ Main power switch (left side of the machine)

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 7 minutes), you can use the Auto Start function. rians see page 53.

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.

🔎 Reference

For setting user codes, - see page 160.

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

Standar d Size Originals

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

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

Metric version	A3, B4, A4, A5, B5, 81/2" x 13", 81/4" x 13", 8" x 13", 8" x 13", 14" x 13", 8" x 13", 14" x 13", 14", 14" x 13", 14", 14", 14", 14", 13", 14", 14", 14", 14", 14", 14", 14", 14
Inch version	11" x 17", 81/2" x 14", 81/2" x 11",

When you set originals in the document feeder

Metric version	A3□, B4□, A4□, B5□, A5□, B6□, 11" x 17"□, 81/2" x 11"□, , 81/2" x 13"□'1, 81/4" x 13"□'1, 8" x 13"□'1
Inch version	A4, [], 11" x 17", 11" x 15", 10" x 14", 81/2" x 14", 81/2" x 13", 81/2" x 11", 81/2", 81

^{*1} 8_{1/2}" x 13", 8_{1/4}" x 13", or 8" x 13", can be set by your service representative.

Recommended Originals

₽ Reference

For originals that the document feeder can handle, - see page 205.

Non-recommended Originals for the Document Feeder

🥔 Note

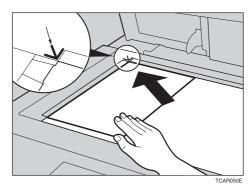
- The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).
- Originals thicker than 128g/m², 34 lb
- □ Originals thinner than 40g/m², 11 lb
- □ For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools. ■ see page 162.
- Originals larger than A3, 11" x 17"
- □ Originals smaller than B6□□, 51/2" x 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
- $\ensuremath{\square}$ Books, pamphlets, and booklets

Setting Originals on the Exposue 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.
- 3 Lower the platen cover or the document feeder.



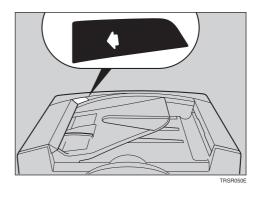
- 1. Reference mark
- 2. Scale

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

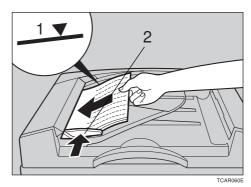
- $\ensuremath{\square}$ Do not press down or hold originals after inserting them.
- □ While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- $\ensuremath{\square}$ Do not lift the document feeder until the original has been completely fed out.
- 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

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



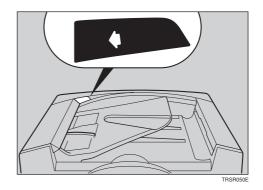
1: Limit mark 2: Original guide

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

- $\hfill\square$ 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 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.
- **5** Press the **[Start]** key.
- **3** While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

🏈 Note

You can adjust the time the machine waits before being ready for the next original with the user tools.
 see page 155.



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 162.

Limitation

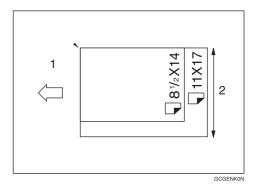
- □ The weight of originals that can be set with this function is 52 81g/m², 14 20 lb.
- □ Smaller size originals might be skewed a little.

🔗 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 Custom Sized Originals

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

Limitation

 $\ensuremath{\square}$ You must set your custom size originals on the exposure glass (platen glass).

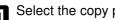
🔑 Reference

For the standard sizes the machine can detect, • see page 28.

Note

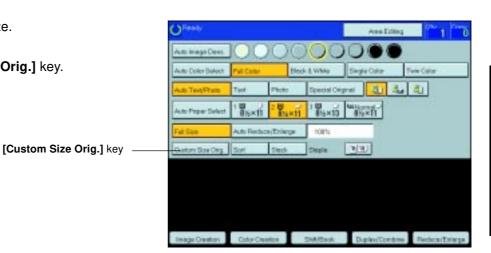
The dimensions you can enter must be within the following ranges:

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)



Select the copy paper size.

Press the [Custom Size Orig.] key.



Make sure that the [Orig. Horiz] key is selected. 3 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 4 size with the [Number] keys, then press the [#] key.
- Press the [OK] key. 5
- Set your original on the exposure glass (platen 6 glass), then press the [Start] key.



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.

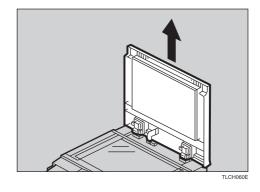
🖉 Note

 $\hfill\square$ You cannot remove the document feeder.

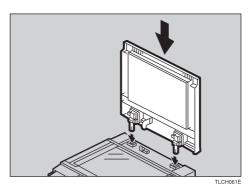
To remove the platen cover, lift it out.

🔗 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 machine.



Copying

Basic Operation

How to Make Copies

- Set your original on the exposure glass (platen glass) or in the document feeder.
 see page 29, 30, or 31.
- 2 Confirm that the [Full Color], [Auto Text/ Photo], [Auto Paper Select], [Full Size] keys are selected. If not, press the keys.

🔗 Note

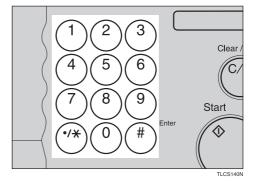
- Full Color copy mode rese page 38.
- □ Auto Text/Photo 🖝 see page 41.
- □ Auto Paper Select see page 43.

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.

OReasy				Ates	Ecities	°~ 1 ~~0
Auto Image Devis	00	00	00	00	•	
Auto Color Select	Pull Coller	Block	& White	Singly Color	74	in Celar
Auto Text/Photo	Tipot	Photo	Special Cer	prei 🛃	4	đi l
Auto Peper Select	1 8 86×11	2 10 8/6×11	1 W	Mathematic Africk []		
Fat Sto	Auto Reduce	Enlarge	108%			
	Sort	Stech	Steple	33		
Image Oreston	Color Care		the state of	Destroit	and the second	Flochece/Enlings
and Change	Cond Cres		and the second s	- where a	1.5-10	THURSDAY LINE DR.



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.

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

2

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 38.

Press the [Auto Image Density] key.



Manual image density

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

- If **[Auto Image Density]** key is selected, press it to cancel it.
- Press the desired color density level.

OReady				Ales Editre	0~ 1 ~ o
Auto Image Devis	00	00	00	0	
Auto Color Select	Pull Colet	Bed	8 White	Single Color	Twee Color
Auto Text/Fhoto	Tint	Photo	Epiecial Org	prol 41 34	1
Auto Poper Select	1 8 6×11	1 10 104×11	1 8%×13	**************************************	
Fat Ste	Auto Reduc	e/Er/ange	10(%		
Constanting)	Sort	Steck	Stople	10	

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.

Press the [Auto Image Density] key.

Press the desired color density level.

OReady				AlesE	dang 0% 1 0
Auto Image Dens	00	00	00	000	•
Auto Color Select	Pull Color	Bed	8 White	Single Caler	Twee Color
Auto Text/Fhoto	Tint	Photo	Special Org	prol 4	A. A.
Auto Poper Select	1 Bh×11	: 10 104×11	1 816×13	Malloren-	
Fat Ste	Auto Reduce	(Erlange	10(5)		
	Sart	Stech	Stople	100	

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.

Press

Press the [Auto Color Select] key.

OFeedy				Acea Edite	a 🕺 🔭 1 🔭
S	00	00	OC	000	
Auto Color Select	Full Color	Elect	L WHILE	Single Calor	Twin Calor
Auto Text/Frame	Tint	Photo	Special Ce	grei 🛃 🕸	4
Auto Paper Select	1 86×11	2 8%×11	1 816×13	Mathemat- Bfex11	
Fat Ste	Auto Rectaco	e(Enlarge	108%		
	Sort	Stech	Steple	11	

2

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

Full color copy mode

This function makes copies in full color.

- You can adjust the overall color tone of copies.
 see page 92.
- Make sure that the [Full Color] key is selected.

🖉 Note

□ If not, press the [Full Color] key.



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

Black & White copy mode

This function makes copies in black.

Press the [Black & White] key.

OReady				Ales Edito	and ^{on} 1 0
Auto Image Devs.	00	OC	00	000	
Auto Cotor Select	Pull Coler	Bed	8 White	Single Color	Twin Color
Auto Text/Fhoto	Tint	Photo	Special Or	gred 🚺 🕹	- EL
Auto Poper Select	1 8 16×11	: 10 8%×11	1 86×13	#14776- #16×11	
Fatilitie	Auto Reduc	e,Erdange	100%		
C	Sort	Steph	Stople	100	

Auto Image Dans	00	00	OC	000	
Auto Cotor Select	Full Caller	tied	E White	Single Color	Ywm Color
Auto Text/Phase	Terf	Photo	Special Ce	pe 1 3	u 🔹
Auto Paper Select	1 86×11	2 1 6×11	3 W16×13	815×11	
Fut Ste	Auto Reclaco	e(Triage	109%	_	
	Sort	Stack	Dasle	10.00	

2

Set your originals, then press the [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 101.

₽ Reference

For copy samples, rese page 12.

-Basic color



Press the [Single Color] key.

2 Select the color.

🖉 Note

□ You can select the color density level.

		Cancel	05.
	tangly layeds.		
UserColor			
Bage	Orenge	Red	
Cyma	Pink	Magwite	1
Marine Dice	Due	Purple	Destity level
	UserColor Boxge Cyme	originited with low starvesty low with User Color Decision Dyna Pink	bigitted with few manolitylewels. UserColor Booge Droope Red Cyas Pick Magazite

Press the [OK] key.

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

-User colors

🖉 Note

4

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

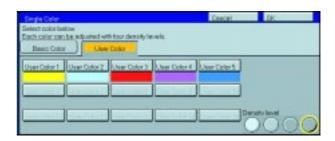
🔎 Reference

Program User Color, 🖝 see page 99.

Press the [Single Color] key.



Press the [User Color] key.



Basic Operation

Select the color. 3

Note

□ You can select the color density level.

Press the [OK] key. Δ

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

Twin color mode

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

P 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 Use 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, , parts of the original. Select the color you want to copy in for the color

Twee Color			Easterl	OK.
Change Color Port Than Press [OK] ke		en) at the original	to one of the colors lated b	Orenov Black
Basic Color	User Color			
Yelow :	Delos	Orange	Fed	
Volow Groom	Cren	Piel.	Magoria	
Green	Marine Eten	Due	Pagie	

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

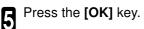
Note

□ If you don't want to change the black parts, go to step 5.

Change Black Port Than Press (CK) Is Basic Color	tox of the paginal to	i one of the color	s inted below	
Valow	Deige	Change	Pat	
Velow Green	Dem	Pak.	Magazita	
Gnee	Marine Dive	Det	Puple	

	Select the color you want to copy in for the black
4	Select the color you want to copy in for the black parts of the original. Then press the [OK] key.

Twin Color			Central	CK.
Change Color Por Then Press (04)	toe (Nat Elleck Por wy-	san) arme orginel	to one of the colors listed	Crasse Back
Basic Color	User Color			Yellow
Velice	Deige	Orange	Red	
Vallow Great	Dan	Pak.	Mageria	
Green.	Marine Eleo	Eter	Peele	



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

Regist Care	Cancel DK
Select color below Each calor can be adjusted with four density's Basic Color	erete
Uner Calor 1 Uner Color 2 Uner Color 2	Liner Doko # Liner Caller E

6

Selecting the Original Image Type

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

🔗 Note

 \square You can adjust the readability of black lettering in colored areas, \checkmark see page 95.

Auto 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).

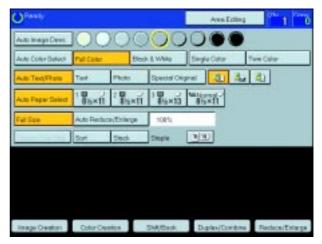
[Glossy Photo]: Use when copying developed photographs.

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

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

🔗 Note

□ If not, press the [Auto Text/Photo] key.



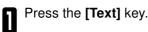
Select your desired photo mode.

3

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

Text mode

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



OReady				Ales Edit	1 T
Auto Image Devo.	00	OC	00)
Auto Cotor Salact	Pull Colet	Bed	8 White	Single Color	Twee Color
Auto Text/Photo	Test	Photo	Special O	ngnel	
Auto Poper Select	1 Bh×11	: 100 ×11	3 10 8%×10	Manager -	
Fatilize	Auto Reduce	e/Erdange	100%		
(San	Stock	Stople	10	



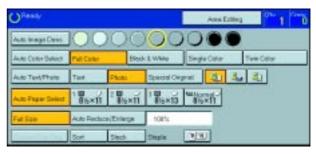
Set your originals, then press the [Start] key.

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.



Select your desired photo mode.



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

Special original mode

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

Press the [Special Original] key.

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

A REAL PROPERTY AND A REAL	1000
	ing.
	. <u>.</u>

3

Set your originals, then press the [Start] 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.

₽ Reference

For functions that cannot be used together with this function, - see page 88.

🖉 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.

OReady				Ales Edito	and ⁰ 1 0
Auto Image Devis	00	00	00	0	
Auto Color Select	Pull Coler	Bea	8 White	Single Color	Twin Color
Auto Text/Fhoto	Tipł	Photo	Special Org	prol 41 4	1
Auto Paper Select	1 Bis×11	: 10 8%×11	1 8%×13	With State	
Fat Ste	Auto Reduce	(Triange	10(%		
Constanting of	Sort	Sted	Stople	10	

Manual paper select

You can select the copy paper manually.

Select the copy paper.

OReady				Area Ecite	a 🔭 1 📆
Auto Image Devis	00	00	00	000	
Auto Cotor Select	Pull Coller	Black	& White	Single Calor	Twin Calor
Auto Text/Phate	Terf	Photo	Special Cer	re 🚺 3	4
Auto Poper Select	1 86×11	2 8%×11	1 W × 13	Witternel- Blox11	
FallSize	Auto Reduce	e(Triange	108%		
Outon Ste Ceg	Sort	Steck	Steple	10	

Copying from the Bypass Tray

Use the bypass tray to copy onto thick paper, adhesive labels, OHP transparencies, or custom 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:

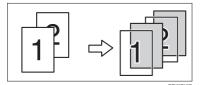
Acceptable paper types	Normal paper (52 - 105g/m ² , 14 - 28 lb) Thick paper (105 - 160g/m ² , 28 - 43 lb) Post cards OHP transparencies Adhesive labels Translucent paper		
	Standard size	Metric version: □: A3, B4, A4, B5, A5, B6, A6, 11" × 17", 12" × 18" □: A4, B5, A5, 81/2" × 11"	
		Inch version: \Box : 12" × 18", 11" × 17", 81/2" × 11", 51/2" × 81/2" \Box : 81/2" × 11", 51/2" × 81/2"	
	Custom size	Metric version: Vertical: 100 - 305mm (in 1mm steps) Horizontal: 140 - 457mm (in 1mm steps)	
	3 GCEMPATE 1:Horizontal 2:Vertical 3:Feed direction	Inch version: Vertical: 3.9" - 12.0" (in 0.1" steps) Horizontal: 5.5" - 18.0" (in 0.1" steps)	
Number of sheets that can be set at one time	Normal paper Thick paper, OHP transparencies Adhesive labels: Translucent paper: Post cards:	50 sheets 30 sheets (smaller than 8" × 13") 15 sheets (8" × 13" or large) 30 sheets 50 sheets 25 sheets	

□ Select one of the following settings or keys:

[Normal Paper] : normal paper

[Thick] :thick paper, post cards, adhesive labels, translucent paper[OHP] :OHP transparencies[Duplex Back] :Copying onto the reverse side of paper that has been already copied onto. If see page 49.[Custom Size] :Select this after the paper type for custom sized paper. If see page 46.

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



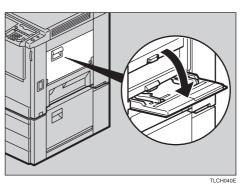
- **D** When you set several sheets at a time, fan them to get air between them before loading.
- □ If the copy paper is curled, gently roll it to remove the curl.
- D When you copy onto OHP transparencies, insert them with the copy side up.
- □ Do not stack copy paper above the limit mark.
- If the 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.
- □ When setting custom size paper, be sure to set the size after pressing the [Custom Size] key.

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 49.

Open the bypass tray.



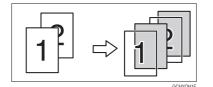
Press the [Normal], [Thick], or [OHP] key.

Note

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

O Ready		AvenEditing	^{on} 1 ^{ong}
Bypens Tray Salacitype of popertor bypess key, then	pares [Or] kay	Carcel	06
Theorem	Dugwer Book		anchanch 55 an an theme (Scien
Paper Overtellan		Poper Ste Black 11 🗸	
Image Creation Color Deation	Shift Book	Duples/Cambine	Reduca/Enlarge

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



3 Press the $[\Box / \Box]$ key to select paper orientation.

Ourse			AvenEction	°~ 1 ~
Dypase Tiny			Carpel	06
Select type of paper to toppa	aa kuy, itaa pe	wesh (CPR) Keey.		
Those	(Duplee Back		Inded Siz
Paper Dravit	elon J	•	PaperSize Stex816	
Intege Closefice Color	Demini	SHARAK	DatasContine	Pedica/Erim

Press the [OK] key. Δ Adjust the paper guides to the paper size. 5 Note 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. \square With large copy paper (more than A4 \square , 81/2" × 11" \square), 1:Horizontal size swing out the extender. 2:Vertical size 3:Extender 4:Paper guides With the side you wish to copy once the sert the paper into the bypass tray until it stops. With the side you wish to copy onto face up, in-

Copying onto custom size paper with the bypass tray

Preparation

You can register custom paper sizes you use often in keys [Custom1], [Custom2], and [Custom3] with the user tools. • see page 157.

🔗 Note

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



7

Open the baypass tray.



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

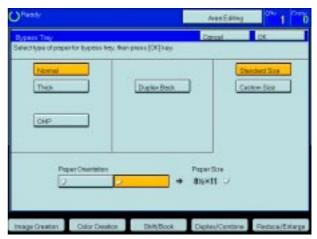
Set your originals, then press the [Start] key.



Δ

Press the $[\Box/\Box]$ key to select paper orientation.

Press the [Custom Size] key.



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

🔗 Note

□ If you select [Custom1], [Custom2], or [Custom3], go to step 8.

Offeede		Avelating	on 1 000
Beautifies Selection of paper for byparis the	. Texpess TOPO key	Cancel	a
Thick.	Cuptor Back		haded Ste attor Sce
Caster 1 - # Oeck (B Rev Caster 2 - # Oeck (B Sec Oater 1 - #1 teck (8 Sec	3 :5	Horizontal arch Verkicel arch	
Image Deation Color Orest	an Swittack	Digiex/Contine	Pedica/Enlarge

Basic Operation

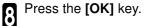
If you select **[Enter Size]** in step 5, enter the horizontal paper size with the **[Number]** keys, then press the **[#]** key.

🖉 Note

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

The second secon

Q		wee Editing
Dypage Tray	0	nosi
Select type of paper for bypasis the Estair Haripointel Dimension using r	sy: then preise [OF] key: Sendor keys, then proce if key:	
Marinal		Standard Size
Thick	Duples Back	Custors Size
100 000		
Caston 1 -8 Origh (8 Origh	EnterSta	
Caston 2 -8.0extr (8.1ext	Har Har	Chim .
Caston 3 -4 fiech (82iech		a 😑
		_
Imega Creation Color Creat	tos Shift/Book Duple	ro/Conbine Heduce/Enlarge
Ø		Asso Edding 100
Bypens Tray	17	Aven Eching 0% 1 0
Depart Tray Belief type of poper for bypens to Enter Venice Developed using to	s; then press [04] key	Anno Editing and 1 0
Bypenie Tray Ballect type of poper for bypenie the	s; then press [04] key	Anna Edding 274 1 Comp actel Dandard Eco
Bypenie Tray Ballect type of poper for bypenie the	s; then press [04] key	
Rypoles Trey Selectives of poper for hypers in Enter Vietnal Developion varia to Planet	the pres [26] key man hay, the press flag	Dandard Dea
Rypoles Trey Selectives of poper for hypers in Enter Vietnal Developion varia to Planet	the pres [26] key man hay, the press flag	Dandard Dea
Rypoles Trey Selectives of poper for hypers in Enter Vietnal Developion varia to Planet	the pres [26] key man hay, the press flag	Dandard Dea
Pypelini Tety Ballect type of poper for hyperatic Enter Ventical Developing au Price	5: Then press (C4) key milar hitys, Then press # hey Dugino Deals	Bandard Dice
Rypelie Trity Bellechype of poper for Bypelie f Exter Vestor Development Trick Trick Outers 1 -6.3mdr.#0.0m	to the press [C4] key the laye, the press flag. Digits Deck. triar Size Hig	Bandard Dice
Pypelini Tety Ballect type of poper for hyperatic Enter Ventical Developing au Price	p: flore press (CA) key mark keys, flore press # keys Digital Deak 5 5 5 5 5 5 5 5 5 5 5 5 5	Calor Sis
Dycess Tely Balach type of paper for bypens to Exter Verbal Diversion using the Thick Dates 1 - 6 Bech (1006) Casters 1 - 6 Bech (1006) Casters 2 - 6 Bech (1006)	s, then press (CA) key mater keys, then press d'keys Digital Deck	scel



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.



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

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

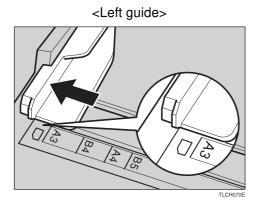
- 1: A3, 11" \times 17" size Original
- 2: In standard copy mode, margins appear on copies
- 3: 12" \times 18" Full Bleed Copy
- 4: Cut around the margins to produce a full image

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" 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" paper.
- \Box When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically, changed to widthwise \Box .
- □ If you want to select this mode, expand the paper guides as shown in the illustration.

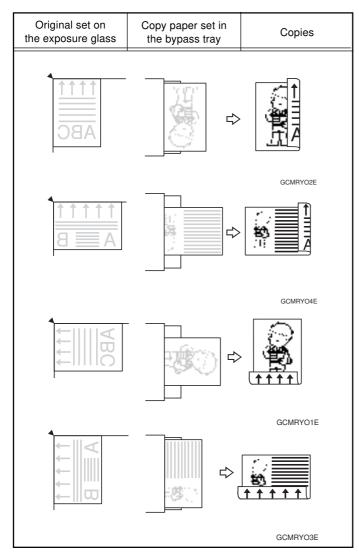


<Right guide>

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

🖉 Note

- □ If you wish to copy 2 sided onto normal paper, use the Duplex feature. see page 62.
- D 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.
- $\hfill\square$ 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.

Basic Operation



Open the bypass tray.



Insert the paper into the bypass tray.

🖉 Note

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



Press the [Normal] or [Thick] key.



Press the $[\Box / \Box]$ key to select paper orientation.

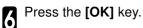


Press the [Duplex Back] key.

Note

When you copy onto custom size paper, press the [Custom Size] key and select or enter the size. For details, 🖝 see page 46.

OReady		Area Eciteg	0~ 1 ~ 0
Diptrie Ticy Select type of paper for bypess tray (tere printin (CK) key.	Cancel	OK.
Pilered Trick	Outer Each		oton Size
Paper Orientation	- • •	aperSce NeHTI⊃	
Image Creation Color Creation	SM/Back I	Duplex/Combine	Federa/Eximps





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.



Set your originals, then press the [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.



0

For functions that cannot be used together with this function, • see page 88.

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

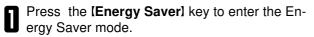
Press the	e [Auto	Reduce/Enlarge] ke	эy.

Offenso				AreaEder	1 0
Auto Islage David	00	00	00	0	1
Auto Color Select	Pull Calar	890	LWM	Single Color	Twin Color
Auto Text/Photo	Text	Pice	Seased Orig	pag 🚺 🗄	1
Auto Peper Solest	1.W 0'4×11	a West	3 Wiex18	Bisx11	
Full See	Auto Reclace	(Estarga			
	Slot	Sack	Shapler	(H) H)	

- 2 Set your originals on the exposure glass (platen glass) or in the document feeder.
 - see page 29, 30 and 31.
- 3 Choose your copy paper size (e.g. A4, $8_{1/2}$ × 11",).
- 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.



🖉 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 88.

n	Press the [Interrupt] key. The machine will stop the copy run and store the present settings in
U	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 originals for interrupt copying on the exposure glass (platen glass) or in the document feeder.

Make your copies.

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 pe-



Press the [Start] key.

🖉 Note

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

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

 $\ensuremath{\square}$ 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.



Propen	Carcel
tStorer Select program number kas/	
	_
Lenorm.	
1 2	3 4 5
OProgram is strend in shaded have	

Select the program number you want to store 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 [Program] key.

🖉 Note

- If you want to recall Area Edit settings stored in a program, press the [Area Editing] key then press the [Program] key.
- After you recall the Area Edit settings stored in a program, you can change them. However, you can not add or delete the Area/Group.

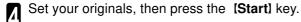


Press the [Recall] key.

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

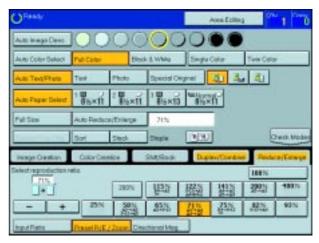
🥟 Note

 \square Only programs with \clubsuit contain a program.



Check Modes—Checking the Selected Copy Jobs

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

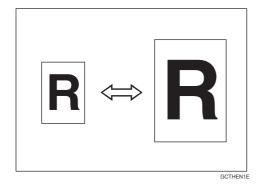


Counter-Checking the Total Number of Copies Made

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



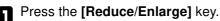
₽ Reference

For functions that cannot be used together with this function, - see page 88.

🖉 Note

- You can add up to two preset ratios with the user tools. riangle see page 159.
- 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



Select the ratio you require.

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

Intege Creature	Color Devitors		Calar Destan Shit/Back Duplex/Conbine			Pag.	Rad.co.Colorge	
Select reproduction	olio.					100%		
		280%	RIN .	國語	際	쾏	400%	
- +	23%	武	65N	些	恶	题	93%	
Input Platte	PHHERE)	Zagre Dis	id and Mag					

Image Overlag	Calar Greation		enten Calar Greation Shith/Book Duplex/Combine		Pada	Reduce/Chlorge	
intert inproduction r	eto.					100%	
1		290%	Real in	現た	155.4	總	408%
- +	25%	135		12%	202	10	93%

Δ

3

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

Enlarging

Press the [Reduce/Enlarge] key.

Select the ratio you require.

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

Intege Creature	Color Devid	ion i	Shin, Book	Dup	lax/Conbine	Pada	ce/Colarge
Select reproduction r	ofic.				1000	100%	
1.1	1	280%	No.		際	感	400%
- +	23%	武	65N	心	恶	题	93%
Input Fields	PHIERE	Zagre Dre	ctorel Veg				

Seage Gentus Cale	- Gaalon	SHA Book	Dup	les/Contre	e Rake	w.E.d
Select reproductice ratio.			-		10016	
	21074	121%	120%	122		100
- + 2	55 M	1.00%	建造	砚	教室	987

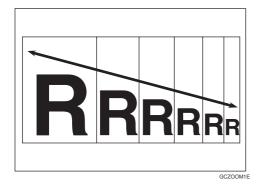


4

3

Set your originals, then press the [Start] 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.

 $\ensuremath{\square}$ 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.

Ininge Creature	Color Geston		ge Creature Calar Creation Shid/Back Duplex/Combine		Redu	Fad.co/Criarge	
Select reproduction in	olio.					100%	
1.1		280%	Ris	· · · · · ·	概	쾏	400%
- +	23%	25	.65%	121%	끈	82°.	-93%

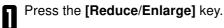
3 Adjust the reproduction ratio with the [+] or [-] key.

Indge Direction	Color Creek	101	Shit Beak	Dup	au Tombre	Parte	
ielect reproduction	953					18876	
RON.		290%	1120	殿	譜論	관막과	48835
- +	25N	203	225	255	225	.83L	9851



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

Using the [Number] keys



Press the [Input Ratio] keys. 2

Intege Creation	Color Deat	ion i	Shin/Book	Dup	lax/Conbine	Red.	os/Criarga
Select reproduction	olo.					100%	_
1.1		280%	RIN .	國語	際	000	400%
- +	23%	and and	65N	亚	恶	题	-93%
Inguil Farin Prever SUS J Zapar Directories Mag							

Image Creation	Color Cireatos	Shit/Dook	Duplex/Conbine	Reduce/Enlarge
Enter reproduction re	Next restmen press off	, then press if key		
80%	Chiefer			
	•			
Input Party	Presigt Py/E / Zoom	Descripted Mag.]	

3 Enter the reproduction ratio with the **[Number]** keys.

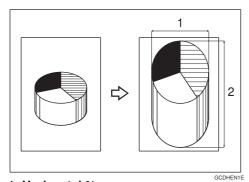
Note

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

Press the [#] key. 4



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.
- 2 Press the [Directional Mag.] key.
- 3 Make sure that the [Direct. Mag. (%)] key is selected.
- Enter the horizontal ratio with the **[Number]** keys, then press the **[#]** key.

🖉 Note

- □ 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.

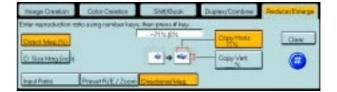


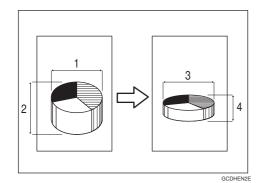
Image Oreation	Color Creator	Shit/Elook	Duplex/Combine	Radocs/Eviarge
Her reproduction to	Active restarce price of	then prove # kay	100 C	
Deed Mes No.		-312/374	Capy Hore. 215	Chei
D. Site Meg Linde			Cape/Vee	0
			21%	
Ingul Rate	Preset R/E / Zoon	Deectored Moo		

4	
	74
	- 4

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

Copying

Directional Size Magnification (inch)—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 [Reduce/Enlarge] key.



Press the [Directional Mag.] key.



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

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

🏈 Note

 $\hfill\square$ 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.

Image Deation	Dolor Owerlow	ShikiBask	Duplex/Combine	Reduce/Eximps
Errar peiginal size us	ng number keya Sar	peose # hay		
Direct Meg (%)	Chig Hole		Copy/Hosiz Inch	Owe
D Sta Measing	Cela Vet	-	Copy'Vet.	0
Input Rate	Preset R/E / Zopen	Checkprol Mag	10000	

Intege Creation	Color Decelor	Shit/Four	Dupley/Contine	Rachara, Erdenge
Enter original size un		sacs #key		
Disci Mag (10)	Olg Hota SDect		Capy Horiz.	Clear
D. SILE Manager	Olig Vet		Capy Ver	0
Input Patto	Preset P/E / Zoom	Cherrotecture Mana		

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

Inage Creation	Color Division	SMUBook	Duplex/Combine	Raduce/Enlerge
Errer copy size using Descr. Mess. Pro	Celg Host EDect		Capy Hote Editoria Capy Viet and	
Input Rate	Frenet R(E / Zoom	Creational Mass		

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

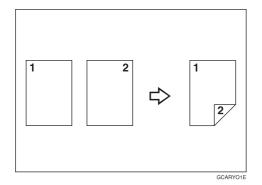
Image Greater	Case Creation	Shit/Back	Duples/Contine	Ration Colorpo
Enter copy size using	number kays: then p	mos #kay	a second and the	
Direct Mag (%)	Orig Horiz		Copy Horie 8 Direct	Clear
D. Ste Mearler	Drig Vert		Copy/Vest.	
Input Partic	Preset R/E / Zaon	Drackanel Mag	No. of Concession, Name	

8

Set your originals, then press the $\ensuremath{\left[\textbf{Start} \right]}$ 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" x 81/2"
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards

🏈 Note

□ The following paper limitations apply:

Metric version

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

Inch version

	Single color	Full color
Paper weight	17 - 28 lbs	
Copy Number Input	81/2" x 14" or smaller: 50 sheets	11" x 17" - 51/2" x 81/2": 20 sheets
	11" x 17": 30 sheets	

🖉 Note

□ The image on the back-side of copies is shifted by just the binding margin.

□ You can change the width and position of the binding area.

□ You can change the default binding margin and width.

₽ Reference

For functions that cannot be used together with this function, **•** see page 88.

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

Originals	Orientation	Result*1
GCARYOBE	GCARYOTE	GCARYOGE
	GCARYOBE	GCARYOAE
	GCARYOCE	GCARYOEE
	GGARYODE	GCARYOFE

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

Press the [Duplex/Combine] key.

1

Image Creation	Cotor Creatice	SMA/Back	Duples/Contine	Reduce/Eslarge
Defectionade Deplex ()+) ()+) ()+) ()+) ()+)	1 Edech+2 Sided 2 Edech+2 Sided Book-12 Sided Mail:+2 Eded	Contant 1	Book+1 Sided 2 Sided+1 Sided Contine 2 stand Contine 4 stand	Number of one



Intege Gradian	Color Ceretore	SMERIA	DistortContine	Fochce/Enlarge
Select reode.				
Duplex +	1 Sider+2 Sided	Seret+	Book-of Sided	Number of city
9+9	2 Sidert+2 Sidert	J	2 Sided +1 Seled	Eves
19+94	Book-12 Sided	Combine 4	Contine I property	Ced
13+11	NAIS-12 Ested	SE+13	Conibies 4 anyest	Auto Court

3 Press the **[Even]** key or the **[Odd]** key according to the number of your originals.

🥟 Note

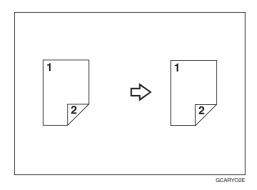
- When you set the odd originals, back side of the last page is blank.
- If you don't know the total number of originals, press the [Auto Count] key, then press the [Start Count] key.

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

Press the [OK] key.

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

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



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





Press the [Duplex/Combine] key.

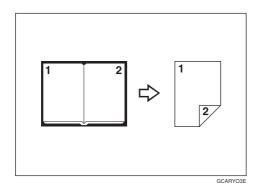




Set your originals in the document feeder, then press the **[Start]** key .

Intege Creation	Color Ceeston	SMEAN	Digiter/Condisio	Reduce (Eximple
Select model		-		
Duplex +	1. Sidect +2 Sided		Book-91 Saded	Number of ceta
1+1	2 Sidect + 2 Sidect		2 Setect x1 Seried	Eas
11+2	Book-+2 Sided	Contine 4	Contine 2 pright	
19+10	NAM-12 SIZE1		Contras 4 project	Auto Coart

Book \rightarrow 2 Sided—Making Two-Sided 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

3

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

Press the [Duplex/Combine] key.

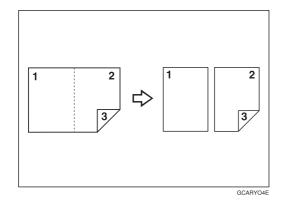
Ireage Creation	Cotor Creatice	Shit/Back	Duples/Contine	Fechce/Eslage
Selectroode Duplex ()+) ()+) ()+)	1 Sidech+2 Sided 2 Sidech+2 Sided Book+2 Sided	Seres 4	Book +1 Saled 2 Salesh 1 Saled 2 Continue 2 analog	Number of ong

Press the $\ensuremath{\left[\text{Book}\to\text{2 Sided}\right]}$ key.

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

Image Creation	Color Civetice	Shittlook	Deplex/Continue	Perfect (Eximps
Selectreade	A COMPANY SALARY	Second Street St	Contraction and	241000
Duplex 1+1	1.Sided+2.Sided	Seres	Book-11 Saded	Humberploig
2+2	2 Sided +2 Sided	1 1+1	25ded+15ked	
11-2	Back-12 Sekert	Conbine 14	Combine I susual	
Mile Ha	A doub Fided	1004	Contra Lana	Dama Parana

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)



Press the $\left[\text{Duplex}/\text{Combine} \right]$ key.



Select the lengthwise \Box copy paper.



2

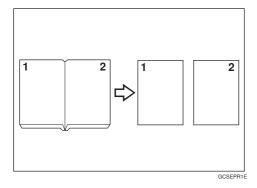
Press the $[\mbox{Multi} \rightarrow \mbox{2 Sided}]$ key.

Select reacte Digite: []+] I Scherbel Schert]+] Zicherbel Schert]+] Backer Zicher]+] Backer Zicher]+] Backer Zicher]+] Contrast]+

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

Series Copies—Making Single Copies

Book \rightarrow 1 Sided—Fr om 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 88.

🖉 Note

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

Metric version

Original	Copy Paper
A3 🖵	A4 \Box × 2 sheets
B4 🖵	B5 [] ×2 sheets
A4 🖵	A5 🖵 × 2 sheets

Inch version

Δ

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



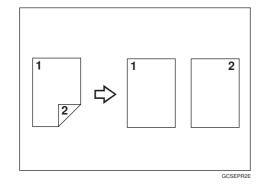
Image Creation	Cotor Creatice	Shit/Back	Duples/Condine	Reduce/Enlarge
Select model		THE R. P.LEWIS		
Duplex +	1 Edeck)2 Sided	Seres 4	Book #1 Sided	Numberolong
9+9	25idect+25ided	J+.	2 Sided-el Saled	
11+2	Beak #2 Sided	Contine 19+1	Control I mund	
114+31	Made +2 Sided	29 1	Contine 4 proteine	

- 2 Select the lengthwise 🗍 copy paper.

Image Creatice	Eolor Creation	SARIDOON	Duples/Contine	Parduce/External
Select mode	Surger and a surger of	Party State	Contraction of the local division of the loc	A CONTRACTOR OF THE OWNER
Depler Sta	1 Sided->2 Sided	Seres	Book-of Sided	Number of ong
0.9	2 Side#-x2 Sided	1 1+2	2 Sideent Sided	لـــــار
19.9	Book k2 Sided	Contre	Contine Zorgnal	
101-1	Matter Stated	0.01-02	Constant 4 original	

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

The optional document feeder is required to use this function.



₽ Reference

For functions that cannot be used together with this function, • see page 88.



Press the [Duplex/Combine] key.

Image Creation	Cotor Creatice	Shit/Back	Duples/Contine	Reduce/Eslage
Select mode.		See The		1
1.1	1 Educi + 2 Sided		Book+1 Sided	Numberotong
11+2	Besk-92 Sided	Contine 19 + 1	Control anund	
11+12	Multi-42 Sided	S945	Contine 4 property	

2 Select the lengthwise \Box copy paper.

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

Inega Creation	Color Owetien	2:48x4	Duples/Centers	Partuca/Enlarge
Seedmode Duples ()+) ()+) ()+) ()+)	1 Sebert n2 Sebert 2 Sebert n2 Sebert Back n2 Sebert MAR-12 Sebert	Seres	Businet Sand	Number of any

14	

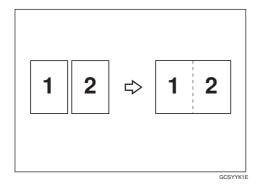
3

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.

P Reference

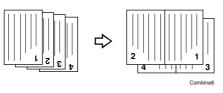
For functions that cannot be used together with this function, • see page 88.

Setting Originals (Originals set in the document feeder)

• Originals reading from left to right



• Originals reading from top to bottommine





Press the [Duplex/Combine] key.

Image Creation	Cotor Creatice	Shit/Back	Duples/Contine	Reduce/Existys
Select model		THE R. P. LEWIS		
Duplex +	1 Educity2 Sided	Serms 4	Book+15kked	Numberolong
9+9	2 Sidect+2 Sided	0+0	2 Sided-r) Sided	
11-0	Beak-92 Sided	Contine 14	Control anund	
13+36	Multi-+2 Sided		Contine 4 project	



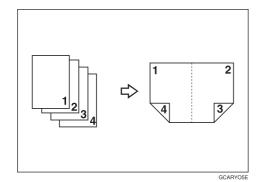
Select the widthwise \Box copy paper.

Press the [Combine 2 originals] key.

Image Gradion	Color Centres	SV4/Book	Duales/Contine	ParaulelEntropo
Selectroode Duplex +) +) +) + +	1 Sided of Sided 2 Sided of Sided Back-42 Sided NAS-12 Sided	Samer	Date of Sided	Netter state

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

Combine 4 Originals—Combining 4 Originals



₽ Reference

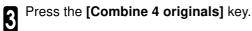
For functions that cannot be used together with this function, - see page 88.



Image Creation	Cotor Creatice	Shit/Back	Duples/Condine	Reduce/Eslarge
Exterinede Duplex ()+) ()+) ()+) ()+) ()+)	1 Educit-2 Educi 2 Educit-2 Educi Engle-2 Educi Math 42 Educi	Contine 4	Book+1 Sided 2 Sided+1 Sided Contine 2 snand	Number of ong

2

Select the widthwise \Box copy paper.

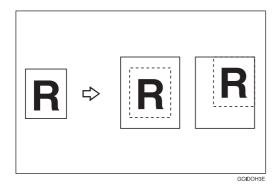


Set your originals in the document feeder, then press the **[Start]** key.

Image Creation	Dolor Divertor	ShikiBask	Deplex/Contine	Nethce/Eximps
Selectracide Duplex	1 Salest+2 Sided 2 Sidest+2 Sided Back+2 Sided	Seres	Book-91 Dates	Humber of old
11-1	Multi-12 Sided	1000	Condine 4 prohet	

Shift—Shifting the Image

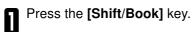
Shift—Centering/Cornering the Image



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

 \Box You cannot use 12" \times 18" size copy paper for this function.



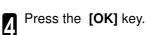
Press the [Shift] key. 2

In age Direction	Color Owerien	Staffback	Diplet/Centre	Partuos/Enlorge
Select reade Thit + Skin Manya Ad	teritari		Drew David Million Back Cove Copy	of Caner

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

Note

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

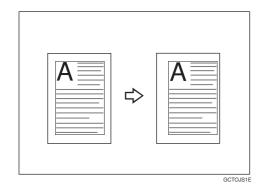


Select the copy paper size. 5

6

		Carpel	OK.
wage using aither the 5 blections Press [09] key	i arte keys ar the [Cer	de (key	
	5	t	7
	+	Center	+
and a second second second			

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" (in 0.1" steps)

□ The margin width default is as follows. You can change this default setting with the user tools. • see page 159.

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

 $\hfill\square$ If you set too wide a margin, areas you do not want to delete might be erased.

PReference

For functions that cannot be used together with this function, • see page 88.



Press the [Shift/Book] key.



Press the [Margin Adjustment] key.

Color Dwellor	Shittlesk	Duplex/Combine	Perfects/Enlarge
		Const State	ort Cover
distant.			ontil Back Courp
	Color Ciector	Deter Deester Stat.Seek	

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 [→] 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.

 Constitution
 Constitution

 Margin Addication
 Constitution

 Enter managers using the server bays.
 Than Press (CR) Addient

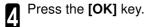
 Than Press (CR) Addient
 Book Sale Margins Addient

 Frond Solds Morgins Addient
 Book Sale Margins Addient

 Frond Solds Constant
 Selection

 Solds
 Frond Sale Constant

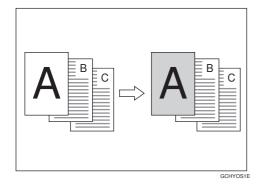
 Solds
 Frond Sale Constant



Cover Sheet—Adding or Inserting Sheets

Front Cover—Copying a Front Cover

The optional document feeder is required to use this function.



Note

 $\hfill\square$ The cover sheets should be identical in size and direction with the copy paper.

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

 $\hfill\square$ The covers are copied in Thick mode.

₽ Reference

For functions that cannot be used together with this function, • see page 88.

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



Press the [Shift/Book] key.



Press the [Front Cover] key.



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

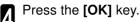
When you use Front Cover mode with 2 Sided \rightarrow 1 Sided or 2 Sided \rightarrow 2 Sided mode

- Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. r see page 68 or 64.
- 2

Follow the steps 1 to 2 on page 74.

Select [Image] or [Blank] key depending on the 3 Select [Image] or [Diama Roy Section 20] reverse side of first original has an image or not.

Original Sequence	06
Select the layout of 1 at Page Reverse side. Then Press [Cf] key.	
Organo 1 2 Securipera Inoge Bank	

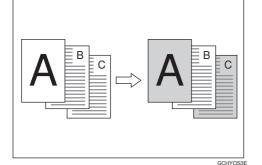


Set your originals in the document feeder, then 5 press the [Start] key.

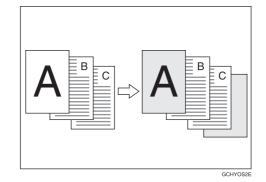
Front & Back Cover—Copying or Adding Front and Back Covers

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 back 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.
- □ 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.

PReference

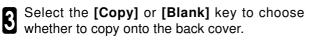
For functions that cannot be used together with this function, - see page 88.

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

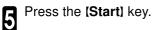
Press the [Shift/Book] key.

2 Press the [Front & Back Cover] key.





Set your originals in the document feeder.



When you use Front & Back covers 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 68 or 64.

Follow the steps 1 to 3 on above.

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

Ø	Ales Eding
Dispective Requests Selective Report of Tot Page Revenue side and Les Then Press [Of] Key	04 It Page Revenue side
Cogest 1 3	and Page bronge Blook
Inisige Oreston Coto Devidoe Bie Select mode. Delt Select Margir Adjustment	Circle State Circle State Freed Doors Freed Doors Back Circle Circle Doors Back Circle Circle Doors

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

Press the [OK] key.



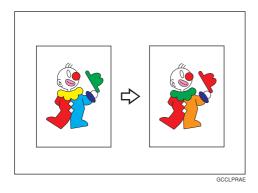
5

2

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.

PReference

For copy samples, - see page 16.

🖉 Note

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

Yellow, Red, Magenta, Green, Cyan, Blue, Black and White

Colors that can be used after conversion:

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

- □ 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 161.
 - 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.
- $\hfill\square$ This function can be used in Full Color mode.



Press the [Color Creation] key.



Image Ownton	Calar Deation	PABook.	Duplex/Combine	Red.co/Enlarge
Select mode. R+R Color Con	Neman Rief	Color Evens		lorBackground

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

Basic Color	User Col	When laished, pro-	a fred sale		
Vebow	Reign	Orange	Red	White	
Vallow Green	C/wi	Pak	Mogenta	Back	
Grapper	News Black	they.	Pagie		-02
Conversion F	Velow -		_		
Conversion 2		•			
Conversion 3		•	_		
Conversion 4					

Select the new color (color to convert to).

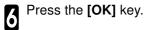
Debet Select new color			Catero	e ce
Up to 4 conversion Desic Color	User Color	Se initial bi	on trefeas.	
Vallow.	Brige	Ormone	Ped	WWW
Vielow Green	Cyer	Pas	Mageita	Back
Chief	Marre Dire	Dee	Pagle	
Conversion 1	Yellow + 0	Lente	0000 Dear	
Convertion 2	+			
Conversion 3	+			
Conversion 4	+			

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

🖉 Note

4

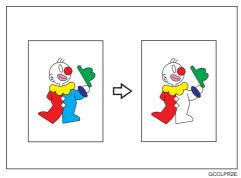
□ If you pick the wrong color, press the [Clear] key.



7

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

Color Erase—Erasing the Selected Color



This function erases a selected color from the original image.

₽ Reference

For copy samples, r see page 16.

🖉 Note

2

3

5

- $\hfill\square$ Up to 4 colors can be erased at one time.
- $\ensuremath{\square}$ Colors that can be erased:

Yellow, Red, Magenta, Green, Cyan, Blue and Black

□ 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". riangle see page 161.

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.



Press the [Color Erase] key.

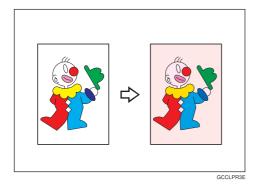


Select the color to be erased.

Color Evere			Control	CK.	
Select color below	to be errored,	entered When the	abed (sets (05) he		
Base Calar			and failed for days		
Velow:	[Red		
	Cyne		Magazia	Dack	
Green		Det			

Press the [OK] key

Color Background-Making Copy with Color Background



This function makes copies with a selected color background.

₽ Reference

For copy samples, r see page 16.

🖉 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 and User Colors

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





Transpo Orantina	Calar Deatton	ShA Bask	Duplex/Combine	Reduce/Enlarge
Select made. R + R Color Carr	B-R	Color Extent	B	kritischigt und

3 Select the color for background.

🖉 Note

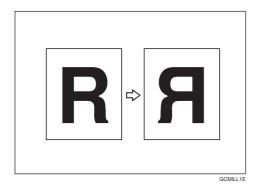
□ You can select the color density level.

Press the [OK] key.



Image Creation

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).

•		
		GCMILL2E

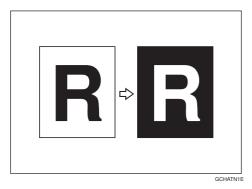
Press the [Image Creation] key.



Press the [Mirror Image] 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.

Press the [Image Creation] key.



Press the [Positive/Negative] key.

Image Creation	Cotor Creatice	Shit/Back	Duplex/Condine	Fechce/Eximps
Select mode.				
				-
	<u>я</u>	Meetinope		Na, Macathe

Finishing

🖉 Note

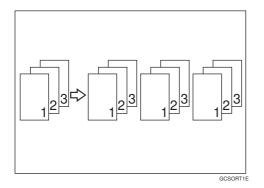
To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

₽ Reference

For functions that cannot be used together with this function, - see page 88.

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

The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter 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:

	20-bin sorter stapl	er	10 bin conton	3-bin sorter						
	Normal paper mode	Thick mode	10-bin sorter stapler	1 st bin	2 nd or 3 rd bin					
Maximum paper size	□: A3, 12" × 18" □: A4, 81/2" × 11"	□: A3, 12" × 18" □: A4, 81/2" × 11"	□: A3, 11" × 17" □: A4, 81/2" × 11"	□: A3, 12" × 18" □: A4, 81/2" × 11"	□: A3, 12" × 18" □: A4, 81/2" × 11"					
Minimum paper size	□:B5, 81/2" × 11" □: B5, 81/2" × 11"	□:B5, 81/2" × 11" □: B5, 81/2" × 11"	□:B5, 81/2" × 11" □:B5, 81/2" × 11"	□ :A6, 51/2" × 81/2" □ : A5, 81/2" × 11"	□:A6, 51/2" × 81/2" □: A5, 81/2" × 11"					
Maximum paper capacity of bins (80g/m², 20 lb)	$\begin{array}{c} \mbox{A4, $8_{1/2}" \times 11" \mbox{ or } smaller: \\ 30 \mbox{ sheets } \\ \mbox{B4, $8" \times 13" \mbox{ or } larger: \\ 25 \mbox{ sheets } \end{array}$	A4, 81/2" × 11" or smaller: 15 sheets B4, 8" × 13" or larger: 12 sheets	A4, 81/2" × 11" or smaller: 30 sheets B4, 8" × 13" or larger: 25 sheets	A4, 81/2" × 11" or smaller: 500 sheets B4, 8" × 13" or larger: 250 sheets	A4, 81/2" × 11" or smaller: 250 sheets B4, 8" × 13" or larger: 125 sheets					

D When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.

 \square When you have 10-bin sorter stapler, 12" \times 18" size paper cannot be used.

 $\ensuremath{\square}$ You cannot use OHP transparencies or custom 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 162.



2

Press the [Sort] key.

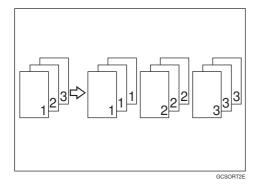
OReady				A	en Eciteg	1 1
Auto Image Devic	00	00	00	00		
Auto Cotor Select	Pull Coller	Bed	& White	Single Co	lar.	Twin Callor
Auto Text/Photo	Test	Photo	Special Cwg	mei 🛃	1	41
Auto Paper Select	1 86×11	2 8%×11	1 10 0 816×10	Williams Bisch	3	
Fatilitie	Auto Rectaco	e(Enlarge	108%	_		
	Sot	Stech	Steple	1		

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, 10-bin sorter stapler or 3-bin sorter is required to use this function.



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

□ For stacking, the following limitations apply:

	20-bin sorter stapl	er		3-bin sorter	
	Normal paper mode	Thick mode	10-bin sorter stapler	1 st bin	2 nd or 3 rd bin
Maximum paper size	□:A3, 12" × 18" □: A4, 81/2" × 11"	□:A3, 12" × 18" □: A4, 81/2" × 11"	□:A3, 11" × 17" □: A4, 81/2" × 11"	□:A3, 12" × 18" □: A4, 81/2" × 11"	□:A3, 12" × 18" □: A4, 81/2" × 11"
Minimum paper size	□:B5, 81/2" × 11" □: B5, 81/2" × 11"	□:B5, 81/2" × 11" □: B5, 81/2" × 11"	□:B5, 81/2" × 11" □: B5, 81/2" × 11"	□ :A6, 51/2" × 81/2" □ : A5, 81/2" × 11"	□]:A6, 51/2" × 81/2" □]: A5, 81/2" × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 81/2" × 11" or smaller: 25 sheets B4, 8" × 13" or larger: 20 sheets	A4, 81/2" × 11" or smaller: 12 sheets B4, 8" × 13" or larger: 10 sheets	A4, 81/2" × 11" or smaller: 25 sheets B4, 8" × 13" or larger: 20 sheets	A4, 81/2" × 11" or smaller: 500 sheets B4, 8" × 13" or larger: 250 sheets	A4, 81/2" × 11" or smaller: 250 sheets B4, 8" × 13" or larger: 125 sheets

When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.

 \square When you have 10-bin sorter stapler, 12" \times 18" size paper cannot be used.

□ You cannot use OHP transparencies or custom size paper in Stack mode.

Press the [Stack] key.

OReady				Alea Editr	e
Auto Image Devo.	00	00	00	0	
Auto Color Select	Pull Color	Bed	8 White	Single Caler	Twee Color
Auto Text/Fhote	Tint	Photo	Special On	prot 🚺 🕸	a 🔍
Auto Poper Select	1 Bh×11	1 W 8%×11	1 10 8%5×13	Mathematica Biox11	
FatSte	Auto Reduce	e/Er/ange	1005		
	Sort	Starls	Stople	10	

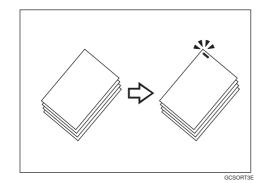
2

Set your originals in the document feeder.

Press the [Start] key.

Staple—Stapling Copies

The optional 20-bin sorter stapler, 10-bin sorter stapler is required to use this function.



Each copy set can be stapled together.

Note

 $\hfill\square$ When you select Staple mode, Sort mode is automatically selected.

- $\hfill\square$ You cannot use Staple mode with Stack mode.
- D When you have 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.
- □ You cannot use OHP transparencies or custom size paper in Staple mode.
- □ You cannot staple different widths of paper.
- $\ensuremath{\square}$ Stapling position and original setting:

Original se	tting	Stapling position									
Exposure glass	Ducument feeder	20-bin sorter stapler	10-bin sorter stapler								
	R	R	Ē								
1 R	R	R	B								
		R									

□ For Stapling, the following limitations apply:

	20-bin sor	10 hin cortor stoplar	
	Normal paper mode	Thick paper mode	10-bin sorter stapler
Maximum paper size	□:A3, 11" × 17" □: A4, 81/2" × 11"	□:A3, 11" × 17" □: A4, 81/2" × 11"	□:A3, 11" × 17" □: A4, 81/2" × 11"
Minimum paper size	□:B5, 81/2" × 11" □: B5, 81/2" × 11"	□:B5, 81/2" × 11" □: B5, 81/2" × 11"	□:B5, 81/2" × 11" □: B5, 81/2" × 11"
Stapler capacity (80g/m², 20 lb)	20 sheets	10 sheets	20 sheets

🔎 Reference

If you want to add staples, rese page 143.

When the stapler is jammed, rese page 144.

Changing the staple position

If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.

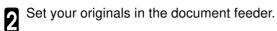
🖉 Note

 $\hfill\square$ After changing the position of the stapler, the stapler should be clicked in position.

Stapling copies automatically after copying

The optional document feeder is required to use this function.

Press the <u>BB</u> key.



Press the [Start] key.

OReady				Ales Edity	0~ 1 ~ 0
Auto Image Dees.	00	00	00	0	
Auto Cotor Select	Pull Coler	Bed	8 White	Single Color	Twee Color
Auto Text/Fhoto	Tint	Photo	Special Org	nd 41 4	1
Auto Poper Select	1 8 6×11	: 10 104×11	1 8%×13	**************************************	nder "Bitt
Fat Ste	Auto Reduce	e/Erdange	10(%		
[Sat	Stech	Stople	R B	

Stapling copies manually after copying

After sort mode copying is completed, press the key.

Auto Image Devis	00	OC	00		
Auto Cotor Select	Pull Color	Bed	k & White	Single Caler	Twee Color
Auto Text/Fhoto	Tipe	Photo	Special Or	gnel 🚺 🕸	L 31
Auto Poper Select	1 8 16×11	: 10 8%×11	1 Big×13	Martin Martin	
Fut Size	Auto Reduc	e/Erdenge	10(%		
	Sat	Stech	Stople	1.0	

Combination Chart

	used together. used together with some limi overridden and the newly sele	tations.	 20-bin sorter stapler.☆ 10-bin sorter stapler.X 20-bin sorter stapler.→ 													
K These modes cannot			10-bin sorter stapler.X													
		Newly Se	elected Mode													
				≥	Manual Image Density										Selection	
				isi	De	ect					0			ы	ect	Salart
				D	ge	Select		lite	r		Text/Photo			Original	Se	0 V
Orig	inal Mode													Qri	Photo Type	Paper
-				트	la	ŏ	Color	× 8	le (ŏ	P P		þ	cial	입	Ď
				Auto Image Density	lan	Auto Color	Eul	Black & White	Single Color	Twin Color	Auto .	Text	Photo	Special	^Q	Auto
	Auto Image Density			\rightarrow	∠ ☆	4	± ☆	⊡ ☆	☆	L ☆	4 ☆	L ☆	₽ 22	☆ 8	u ☆	1
Image Desnsity	Manual Image Density			- 2	\bowtie	, ☆	☆	⊼ ∆	3 43	⊼ ∆	☆	⊼ ∑	¤∲¤	∑∱ ∑		2
	Auto Color Select			X	☆	$\widehat{\}$	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	☆	\$		×
	Full Color			☆	☆	\rightarrow	\geq	\rightarrow	\rightarrow	\rightarrow	☆	☆	☆	자	☆	z
Color Mode	Black & White			☆	☆	\rightarrow	\rightarrow		\rightarrow	\rightarrow	☆	☆	☆.	\$		>
	Single Color			\$	☆	\rightarrow	\rightarrow	→	$\left \right\rangle$	\rightarrow	☆	\$	☆ 4	☆		\geq
	Twin Color Auto Text/Photo			☆ ☆	☆☆	→ ☆	→ ☆	→ ☆	↑ ☆	\$	☆	☆	☆↑	☆↑	☆☆	> 7
	Text			☆	₩ ₩	× ☆	× ☆	교 ☆	X 4X	× ☆	\rightarrow	Ŕ	\rightarrow	\rightarrow	X	と
Original Image Type	Photo			☆	⊼ ∑	☆	☆	⊼ ∑	\$3	☆	\rightarrow	\rightarrow		\rightarrow		r Z
	Special Original			☆	☆	☆	☆	☆	\$3	☆	\rightarrow	\rightarrow	\rightarrow	\geq	Х	ŕ
	Auto Paper Select			☆	☆	Х	☆	Х	Х	Х	☆	☆	☆	☆	☆	\leq
	Copying from Paper Tray	S	1	☆	☆	☆	☆	☆	ÅX.	☆	☆	☆	Å	☆.	☆	-
			Normal	\$	☆	☆	☆	☆	472 4	☆	☆	☆ ∧	4	☆	☆	-
Paper Selection		Standard size paper	Thick OHP	☆ ☆	☆☆	☆☆	☆☆	\$	43 43	☆☆	☆☆	장 상	자 자	자 자	☆☆	-
aper delection	Bypass Feed Copying		OHP Slip Sheet	×	₩ ₩	x ☆	₩ ₩	x ☆	X 4X	x ☆	¤ ☆	X X	× ₹	X X	x ☆	
			Normal	☆	☆	☆	☆	*	₹ 433	☆	☆	⊼ ₹	₹4	24 2	\$	_
		Custom size paper	Thick	\$	☆	☆	☆	☆	\$	☆	☆	☆	☆	\$	☆	-
		A3 Fullbleed Copying		☆	☆	☆	☆	☆	\$	☆	☆	☆	☆	자 자	☆	-
Duplex Back				☆	☆	☆	☆	☆	<Σζ	☆	☆	☆	☆	☆	-	
Auto Reduce/Enlarge Custom Size Original				\$	☆	☆	☆	☆	な な	☆☆	☆	장 상	☆	차 차	☆	
Custom Size Onginal	Sort		☆ ☆	☆☆	☆	☆ ★	☆☆	X 4X	× ☆	☆☆	X∱ X	자 자	X5 X	☆☆	<u>へ</u>	
Finishing	Stack			\$	☆	¥	¥	*	×4>	☆	☆	⊼ ₹	₹4	₹~	\$	ž
0	Staple			\$	☆	×	×	☆	☆	☆	☆	☆	☆	자	☆	ź
	Color Conversion			☆	☆	Х	☆		Х	X	☆	☆	☆	公	☆	Ľ
Color Creation	Color Erase			☆	☆	X	☆	☆	₹ ∑	×		☆	☆	\$	☆	ť.
	Color Background Mirror Image			\$	☆		☆	☆☆	4×4	☆☆	☆☆	장장	⊧ ¤⊱	┝ ≍≻	☆	the state
Image Creation	Positive/Negative			☆ ☆	☆☆	☆☆	☆☆	값 ☆	43 43	\ ☆	\ \ \ \ \ \ \ \		公 公	자 것	☆☆	2 2
	Preset Reduce/Enlarge			☆			☆	⊼ ∑	343			24 2	\$4	24 2		r Z
Poduco/Enlorgo	Zoom			\$		☆	☆	☆	24	☆	☆	☆	\$2	☆	☆	
Reduce/Enlarge	Directional Magnification	(%)		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	z
	Directional Size Magnific	ation (inch)		☆		☆	☆	☆	☆	☆	☆	☆	☆	☆		2
	Margin Adjustment			\$	☆	☆	☆	☆	☆~	\$	☆	삸	\$	☆ ^		
Shift/Book	Centering/Cornering Cover Sheet			☆ ☆	\$\$ \$	☆☆	127 - ~	25 25	43 43	☆	☆ ☆	\$\$ \$\$	₩ 22	자 자		> 7
		Book→1 Sided		× ☆	x ☆	x ☆	x ☆	x ☆	X AX	× ☆	x ☆	X X	₹ 2	∑∲ ∑		
	Series	2 Side→1 Sided		☆	☆	☆	☆	⊼ ☆	₹ 43		☆	⊼ \	₹	\$\$		r.
		Combine 2 originals		☆	☆	☆	☆	☆	☆	☆	☆	☆	Σζ	자		>
Duplex/Combine	Combine	Combine 4 originals		☆	☆	☆	☆	☆	\$3	☆	☆	☆	\$3	☆		>
		1 Sided→2 Sided		☆	☆		☆	☆	Å	☆		☆	☆	\$		2
		2 Sided→2 Sided Book→2 Sided		\$	☆	☆	☆	☆	<Σ.		☆	☆ <	► ¤	┝ ≍≻		2
	Duplex	Multi→2 Sided		☆ ☆	\$\$ \$	☆☆	¥ ☆	\$	\$3	☆☆	☆ ☆	\$2 \$2	Σ∲ Σ	자 자		> >
Program User Color				× ☆	x ☆	x ☆	x ☆	x ☆	X AX	× ☆	x ☆	∑ ∑	∑∲ ∑	∑∲ ∑		1
<u> </u>	Soft/Sharp			☆	☆	☆	☆	☆	₹\$	\$	☆	장	☆	₹~		z
	Contrast			☆	☆	☆	☆	☆	☆	2	☆	2	☆	자	☆	z
	Background Density			☆	☆	☆	☆	☆	☆ ☆	☆	☆	☆	☆	☆		2
mage Adjustment	Pastel			☆	☆ ∧	4 24	☆☆	☆	42	☆	☆ ∧	☆ ∧	\$	► X		5
	U.C.R. Adjustment A.C.S. Sensitivity			☆ ☆	\$\$ \$	☆☆	\$ \$	\$	\$\$ \$}		☆☆	자 장	ξ \$	자 자		5
	Auto Text/Photo Sensitivi	tv		× ☆	× ☆	× ☆	¥ ☆	× ☆	Σ¢ Σ	× ☆	× ☆	Σ¢ Σ¢	Σ∲ Σ	Σ† Χ		7
Color Adjustment		· /		☆	⊼ ∆	⊼ ∑	\$	×	Â	×	Å	⊼ ₹	₹4 24	∑∱ ∑		
Color Balance Adjustm	nent			☆	☆	Σ_{r}^{\prime}	☆	☆	☆	☆	☆	☆	☆	차	☆	5
Program	After recalling your settin	gs		☆	☆	☆	27	☆	☆	27	27	자	☆	자	☆	2
nterrupt Copying					☆		☆	☆	☆	☆	☆	☆	☆	☆	☆	
Film Projector				1.1.1	☆	☆	5	☆	☆	~~	☆	☆	~~ I	차	☆	

			Bypass	Feed	Copying																	()	on (inch)																		
er Trays	er						ing		ge 'ge	٦al										arge		Directional Magnification (%)	Directional Size Magnification (inch)		b				s	<u>s</u>					or			Adjustment			
Copying from Paper Trays	Standard size pape	e paper	ber	۰.		Sheet	A3 Fullbleed Copying	×	Auto Reduce/Enlarge	Custom Size Original				tple	ersion	۵	ground	je	egative	Preset Reduce/Enlarge		Magnifi	Size Ma	Margin Adjustment	Centering/Cornering	et	ded	Sided	origina	origina	Sided	Sided	Sided	Sided	ser Color	stment	stment	nce Adju		Copying	tor
oying fro	ndard s	Custom size	Normal paper	Thick paper	4	Slip	Fullblee	Duplex Back	o Redu	stom Siz	t l	R	Auto Staple	Manual Staple	Color Conversion	Color Erase	Color Background	Mirror Image	Positive/Negative	set Red	E	ectional	ectional	ʻgin Adj	ntering/(Cover Sheet	Book→1 Sided	2 Sided→1	Combine 2	Combine 4	1 Sided→2	2 Sided→2	Book→2 Si	Multi→2 Sid	Program User	Image Adjustment	Color Adjustment	Color Balance	Program	Interrupt C	Film Projecto
-					0HP	ОНР					Sort	Stack						_			Zoom				_				_				_	_	_						Ë
☆☆	☆ ☆	☆☆	소 ☆	☆☆	**	☆ ☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆ ★	☆☆	☆☆	z⊱ z⊱	☆ ☆	☆☆	☆☆	**	차장	☆ ☆	☆☆	₹2 ₹2	☆ ☆	☆☆	☆☆		☆☆	☆ ☆	☆☆	☆ ☆	z⊱ z⊱	☆☆	\rightarrow
☆ ☆	☆☆	☆☆	자 자	☆☆	** **	☆ ☆	☆ ☆	☆☆	☆ ☆		★ ★	★ ★	★ ★	☆☆	★ ☆	★ ☆	X ☆	☆☆	☆☆	☆ ☆	☆ ☆	와 3	차 차	☆☆	☆☆	와 3	차 차	차 차	☆☆	\$\$ \$}	** **	☆ ☆	☆☆	☆ ☆	☆☆	☆ ☆	☆☆	☆ ☆	와 3	☆☆	★ ☆
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	☆	☆	☆	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	Σţ	☆	☆	$\Sigma_{\rm c}^{\rm t}$	$\Sigma_{\rm c}^{\rm c}$	Σţ	☆	公	☆	☆	☆	☆	☆	☆	×	☆	$\Sigma_{\rm c}^{\rm c}$	☆	*
☆☆	☆☆	☆☆	☆ ☆	☆☆	₹2 ₹2	☆ ☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	★ ★	☆ X	☆☆	☆ ☆	☆☆	☆☆	☆ ☆	** **	☆ ☆	☆☆	☆☆	25 公	자 자	☆ ☆	☆☆	\$2 \$2	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆☆	X	☆ ☆	** **	☆☆	★ ★
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	$\Sigma >$	Σţ	☆	☆	Σ_{i}^{b}	$\Sigma_{\rm c}^{\rm c}$	z⊱	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	$\Sigma >$	☆	\rightarrow
☆ ☆	☆☆	☆☆	☆☆	☆☆	**	☆ ☆	☆☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆ ☆	☆☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆☆	☆☆	자 자	☆☆	☆☆	☆ ☆	않 않	☆☆	다 다	☆ ☆	☆ ☆	☆ ☆	☆☆	☆☆		☆☆	☆ ☆	☆☆	☆☆	자 자	☆☆	→ ☆
☆	☆	☆ →	☆ →	☆→	☆→	☆	☆ →	☆ →	☆ →	☆ ×		☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	와 장	자 자	☆☆	☆	와 장	☆↑	자 자	☆	☆→	☆☆	☆☆	☆ →	☆ →		☆☆	☆ ☆	☆ ☆	와 장	☆☆	\rightarrow
Ŕ	\rightarrow	\rightarrow	\rightarrow	<i>·</i>	<i>,</i>	<i>,</i>	<i>_</i>	\rightarrow	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$, ☆	z⊱	☆	\$	Ŕ	☆	☆	☆	☆	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	☆	\rightarrow
\rightarrow	\mathbb{R}	\rightarrow \rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow \rightarrow	☆☆	☆☆	☆☆	☆ *1	☆ *1	☆ *1	☆ *1	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	** **	☆ ☆	☆☆	☆☆	☆	자 강	차 차	☆☆	X X	XX	××	××	X X	\$\$ \$	☆☆	☆☆	☆ ☆	** **	☆☆	\rightarrow
\rightarrow	\square	\rightarrow	→	\rightarrow	\sum	→	\rightarrow	X	☆	☆	X	X	X	X	☆	☆	☆	☆	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	Σţ	☆	Σ	X	$\Sigma \!$	Σ	☆	X	X	X	X	X	☆	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	☆	\rightarrow
\rightarrow	\rightarrow	$\stackrel{x}{\frown}$		→ ☆	\rightarrow	×	\rightarrow	X ☆	☆ ×	☆☆	X	X	X	X	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆ ☆	** **	자 장	☆☆	\$\$ \$\$	××	X	☆ ☆	☆ X	X X	X	X	X	X	\$\$ \$	☆☆	☆☆	公公	** **	☆☆	\rightarrow
→	\rightarrow	Ż	☆ ^		\rightarrow	X	\rightarrow	☆	X	☆	X	X	X	X	☆	☆	☆	☆	☆	☆	☆	$\Sigma_{\rm c}$	☆	☆	☆	X	X	Σ	☆	X	X	X	X	X	☆	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	☆	\rightarrow
→ ☆	☆☆	→ ☆	☆ ☆	☆ ☆	☆ X	☆ X	☆	\$	☆ ☆	☆☆	☆☆	☆☆	<u>×</u> ☆	X ☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	자 자	자 작	☆☆	☆☆	× →	以 25	☆ ☆	☆ ☆	× ☆	<u>×</u> ☆	<u>×</u> ☆	<u>×</u> ☆	<u>×</u> ☆	☆☆	☆☆	☆☆	☆ ☆	** **	☆☆	\rightarrow
☆	☆	X	☆	☆	☆	☆	☆	☆	\sum	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	☆	☆	< 🕸	X	<⊳	X	X	☆	☆	X	X	☆	☆	☆	☆	$\Sigma_{\rm c}$	☆	\rightarrow
☆ ★	☆ ★	☆ X	☆ ☆	☆ *1	☆ X	₹Z	☆☆	☆ ☆	× ☆	☆	\$	☆	☆ →	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	** **	☆ ☆	∧ ☆	☆☆	*1	× ☆	× ☆	× ☆	∧ ☆	X ☆	× ☆	∧ ☆	∧ ☆	☆☆	☆☆	☆☆	☆ ☆	** **	☆☆	☆
*	*	×	자 자	*1 *1	X X	\wedge	☆☆	☆☆	\$2 \$∑	☆ ☆	\rightarrow	\geq	\rightarrow	X	☆☆	☆☆	☆☆		☆☆	☆☆	☆ ☆	다 다	자 자	☆☆	자 자	тX	자 자	자 자	자 자	\$\$ \$\$	** **	☆ ☆	☆☆		\$\$ \$	☆☆	☆☆	☆ ☆	와 3	☆☆	\$
★ ☆	★ ☆	∧ ☆	x ☆	☆	☆	☆	☆	☆	☆	☆	, ☆	☆	☆	☆	X	¤ ☆	¤ ☆	☆	× ★	☆	☆	☆	x ☆	☆	☆	☆	x ☆	☆	x ☆	x ☆	☆	☆	☆	☆	☆	¤ ☆	x ☆	x ☆	$\Sigma_{\rm c}$	¤ ☆	\rightarrow
☆☆	☆ ☆	☆☆	작작	☆☆	장장	₹2 ₹2	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆	☆		★ ★	☆☆	☆☆	** **	☆ ☆	☆☆	☆☆	25 公	자 장	☆ ☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆ ☆	** **	☆☆	\rightarrow
☆	$\overrightarrow{\mathbf{x}}$	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	\geq	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	Σ	☆	☆	$\Sigma \!$	×	차	×	×	☆	☆	×	×	☆	☆	☆	☆	$\Sigma_{\rm c}$	☆	\rightarrow
않	☆☆	☆☆	☆ ☆	☆☆	장장	☆ ☆	☆☆	☆☆	☆ →	☆☆	☆☆	☆☆	**	☆☆	★ ☆	★ ☆	★ ☆	☆☆	☆	\$	☆ →	☆→	☆	☆☆	☆☆	以 25	× ☆	☆ ☆	X ☆	X ☆	**	☆☆	X ☆	X ☆	☆☆	☆☆	☆☆	☆☆	** **	☆☆	→ ☆
$\overrightarrow{\mathbf{x}}$	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow		\rightarrow	\rightarrow	☆	☆	$\Sigma \!$	☆	차	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	$\Sigma_{\rm c}$	☆	\$
☆☆	☆ ☆	☆☆	작작	☆☆	장장	☆ ☆	☆☆	☆ ☆	\rightarrow	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	\rightarrow	\rightarrow	\downarrow	$\land \downarrow$	☆☆	☆☆	以 25	以 公	☆ ☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	☆ ☆	** **	☆☆	☆☆
☆	☆ ^	☆	☆	☆	\$X •	삸	☆	☆	☆	×	☆ ☆	\$	☆	☆	☆	☆	☆	\$2	☆	☆	☆	¥	< ₹		₽	< ∑}	< ⊳	< ¤\	\$	☆	☆	2	☆	☆	☆	☆	☆	\$	< ∑>	☆	☆
	₩ X					12	TT V	☆ ☆	\ \ \ \ \ \ \ \	र्छ X	ফ *1	X	র্ম *1	ফ *1	\ ☆	\ ☆	\ ☆	公	☆ ☆	\ ☆	公	24	장	\ ☆	☆	121	X	₩ 22	X X	X X	☆ ☆	☆ ☆	X	X	☆ ☆	\ ☆	公	☆ ☆	장정	公公	\rightarrow
	☆ ≺	☆ ∽	\$	☆ ≺	\$	\$	☆	☆	X	X X	☆	☆	☆	$\overrightarrow{\mathbf{x}}$	☆	☆	☆	X	X	☆	☆	차	$\Sigma_{\rm c}^{\rm c}$	☆	Х	Х	Ϊ		\rightarrow		\rightarrow \rightarrow		\rightarrow	\rightarrow	$\overrightarrow{\mathbf{x}}$	$\overrightarrow{\mathbf{x}}$	☆	☆	차	☆☆	\rightarrow
☆	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	☆	☆	☆	X	\times	\rightarrow	\rightarrow	$\overline{}$	\rightarrow	\rightarrow	\rightarrow	\rightarrow		☆	☆	☆	☆	☆	☆	\rightarrow
	公	Х	☆	$ \times $	X	X	☆	☆	X	X X	☆	☆	☆	☆	☆	☆	☆☆	X	$ \times $	☆	☆ ☆	☆	☆	☆	X	\times	↓	↓	\rightarrow		\rightarrow	\rightarrow \rightarrow	-	-						☆☆	
☆	☆	Х	☆	Х	X	X	☆	☆	☆	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	\rightarrow	\rightarrow	\rightarrow	\rightarrow	Ŕ	\rightarrow	\rightarrow	☆	☆	☆	2	차	☆	\rightarrow
☆☆	☆	$\frac{X}{X}$	장장	X X	X	X	☆	\$	X	X X	☆	\$	☆	☆	\$	\$	\$	X	X	☆	☆	2 2	☆	☆	X	X	↓ ↓	↓	\rightarrow	\rightarrow	\rightarrow \rightarrow	\rightarrow \rightarrow	\rightarrow	\uparrow	*	☆	☆	*	↓ ∑ ⁴	☆☆	\rightarrow
☆	☆	☆	☆	☆	\$	\$	☆	☆	☆	☆	☆	☆	☆	X	24	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		× ☆	\$	文	$\Sigma >$	X	☆
☆☆	☆	☆☆	☆ ☆	☆	☆	☆	☆	☆	☆ ☆	☆☆	☆	☆	☆ ☆	☆ ☆	☆	☆	☆	☆	☆	☆	☆	25 25	☆☆	☆	☆	☆ ☆	\$	차 차	☆	☆☆	☆☆	☆	☆☆	☆ ☆	☆ ☆	\triangleright	☆ ☆		☆ ☆	☆☆	☆
☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	z⊱	Σ	Σ	☆	☆	☆	☆	☆	\square	☆	☆	☆	☆	☆
☆☆	☆☆	☆ ☆	☆ ☆	☆ ☆	☆☆	☆☆	☆☆	公公	☆	☆☆	☆ ☆	☆☆	☆☆	☆☆	\$	☆☆	☆☆	☆☆	☆☆	☆☆	☆☆	25 25	☆ ☆	☆☆	☆☆	☆ ☆	☆ ☆	차 차	☆☆	\$2 \$2	☆☆	☆☆	☆☆	☆☆	☆ ☆	\triangleright	☆☆	☆☆	☆ ☆	☆☆	☆
☆	☆	☆	장	자	\$	\$	\$		\$		\$	\$	\$	\$	☆	☆	☆	\$	☆	☆	\$	24	\$	\$	\$	24	1	~ ∑^>	Σ	27	☆	\$	☆	\$	\$	\square	☆	자	$\Sigma >$	Σζ	☆
	☆☆	☆ ☆	\$\$ \$\$	公公	☆ ☆	☆ ☆	公公		公公		公公	☆☆	☆ ☆	公公	公公	公公	公公		☆☆	公公	公公	☆ ☆		公公	公公		☆ ☆	☆☆	☆ ☆	☆ ☆	☆☆	☆☆	☆☆	公公		☆	☆	☆☆	☆☆	☆☆	☆ ☆
☆	☆	☆	☆	차	Σ	27	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	2	27	Σţ		Ζ		☆	☆
작장	\ ☆	\ ☆	자 자	\v ☆	¥ ₹	₩ N	\ ☆	\ ☆	\ \ \ \ \ \ \ \	☆☆	X	X	X	X	X	X	X	X	☆ X	☆	☆	☆	☆	☆	☆	\times	☆	☆	☆	$ \times $	X	$ \times $	र्थ X	X	X	ম X	☆ X	☆ X	×	42	☆ X
☆	☆	☆	☆	☆	☆	☆	☆	☆	X	Х	☆	☆	X	Х	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	Х	Х	Х	Х	Х	X	Х	Х	Х	X	☆	☆			X	\geq

Copying

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 18.

🥟 Note

□ 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.

You can store and adjustments you make in memory and recall them later.

Color Balance Adjustment

Press the [Adjustment] key.

3	Make sure that the [Color Balance] key is se-
4	lected.

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

Color Adjustment / Pr Press (05) key refurct		01
Pag User Calar	Image Adjustment Color Adjustment	ColorBalance
	ar each zozor will keys. a or Color Balance Memory can also be avied	+t
		Calar Bolowce Phogeon
Color Bellence Ault	Gees	ie.
Yelo		
Mage	- 0000 0 0	0000
Cyan	000000	
Back	000000	
1	Color Bellet	car Shahaa

E

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

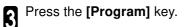


Change the color balance (r see page 92), but don't press the **[OK]** key.



Press the [Color Balance Program] key.

Press (0K) key refumite			, CRI
Ptog User Callar	Image Adjustment	Color Adjustment	Color Balance
	r each zolor with keys, or Color Balance Memo	wow stocks wind	*1
			Calar Bolexce Phogram
Color Belance Ault		Geor	ē.
	000		
Magen	• 000	0000	
Cyan	000	0000	
Back	000	0000	
1		Color Balan	ce Sheka



Select a number for this setting.

Color Balance Program	Concel
4Store+ Salad program sumber key:	
Prozent	
Program is stored in shaded key(s)	

Recalling the color balance

Press the [Adjustment] key.

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

3 Press the **[Color Balance Program]** key.

Press (OK) key refumit		. 01
Pag User Callar	Image Adjustment Color Adjustment	ColorBalance
	ar each zolor will keys. a or Color Balance Memory can also be an	acted
		Calar Bolonce Phogram
Color Balance Aut	Oes	1
Villa	00000	0000
theps	• 0000 <mark>0</mark>	0000
Cyan	00000	0000
Back	00000	0000
	Color Be	inner Sinder

Color Balance Program	Cencel	
(Pacel) Select program nambar key		
Presen		
01 02 03		
OProgram is stored it shaded key(i).		

A Make sure that the [Recall] key is selected.

Select the setting you want to recall.

🥔 Note

5

□ Only color balance programs with ⇒ contain a color balance.

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, 🖝 see page 19.

🥟 Note

2

4

5

Note

□ 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] key.

Press the [Color Adjustment] key.

Adjust the color with the keys.

red, press the $[\rightarrow]$ key.

Press the [OK] key.

the [←] key.

□ For example, if you wish to make yellow appear more

□ If you wish to make yellow appear more green, press

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

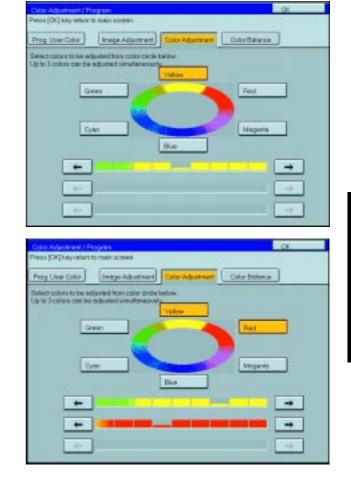


Image Adjustment

You can change the following default settings for image adjustment:	
fou our onange the fonothing default optimige for image adjustment.	

Soft/Sharp	You can adjust the edges of the image to make the image sharper or softer.
	P Reference
	For copy samples, respectively.
	I Note
	Default: level 4
Contrast	You can adjust the contrast between light parts and dark parts of the image.
	P Reference
	For copy samples, respectively.
	Note
	Default: level 5
Background Density	You can adjust the background density control.
	P Reference
	For copy samples, respectively.
	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.
	P Reference
	For copy samples, respectively.
	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.
	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	You can adjust the sensitivity when detecting whether the original has color areas in Auto
Selection) Sensitivity	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
Auto Text/Photo	You can adjust the sensitivity when detecting letter and photo parts of an original in Auto
Sensitivity	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

П

- Any settings you make with the Sharp/Soft, 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] key.

2	Press the [Image Adjustment] k	key.

3

Adjust the settings.

P Reference For details, • see page 96.

Color Adjustment, / Proc				OK.
heas (OR) key retark to a	neen streen.			
Prag User Color	Image Adjustment	Color Adjurment	ColorBeiware)
voleti (i jebce/ tuip				
10002201				-
Bolt/Sherp	Set		Shor	
Contest	Misirum		idae	2.00
Background Density	00	0000	000	
Pasiel	Light			
UCR Adjustment	000	0000	000	
ACS Seraitvity	- Euw		Care	
Auto Tent/Photo Servet	way Text		Phot	0



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 chose before pressing the [Adjustment] key will still apply.

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

🖉 Note

П

□ Any settings you make with the U.C.R. Adjustment, A.C.S. Sensitivity, and Auto 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.

Press the [Adjustment] key.



Adjust the settings.

🔑 Reference

For details, 🖝 see page 96.

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]** key will still apply.

Color Adaptment / Program				OK.	
Press (OR) key retark to real	n scenen				
Prag User Color	age Adjurtment	Color Adjurnier	colorBaiw	ana i	
Adjust reade(1) taskow		an an a			
1	-				
Slot/Skey	Set			Sharp	
Contest	Mairaan			Maxmun	
Background Dansity	00	000	000		
Pestel	Light				
UER Adjustment	00	000	000		
ACS Servicely	-			Caran	
Auto Teut/Photo Servelly/8	Ted			Photo	

Program User Color—Storing User Colors

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

P Reference

Color sample chart, 🖝 see page 22.

If your machine is Edit type, you can sample the user color. • see page 102.

🖉 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 (e.g. Photo, Text, etc.).

Adjusting Colors Based on the Selected Color

Press the [Adjustment] key.

Press the [Prog. User Color] key.

Select the key you wish to store the color in.

Press (OK) key refu	n to main screen			<u>ac</u>
Prog User Caller	Entropy Adjust			55%)
	lar key to which you of callers shored, pr			
Y.M.C.BI	V:M:C.BK	V.M.C.BK	V.N.C.BK	Y.M.C.BK
User Calar 1	User Color 2	User Color 3	Uner Color 4	Unar Calar 1
Y M C BI	V.M.C.BK	V.M.C.BK	Y M.C.BK	Y.M.C.BK
UserCalar 8	User Color 7	User Color 8	User Color 3	Uter Calar 10
Y M C 84	V M C BE	V.M.C.BK	V N C BK	Y M C BK
UserColar 11	User Color 12	User Color 13	User Color 14	User Color 15
Report and	sky classed in skinder	they fill		

Select the base color.

User Color 1	5.5.000		Cancel	
Basik Caler	User Ceter	1	the S	late
Telow .	Deige	Cruege	Red	1
Yellow Green	Cyner	Pre .	Megents	Dack
Green	Marme Blue	B.e.	Puple	

5 You can change the color density in two ways press the [+ - keys] key.

🖉 Note

- □ Increase or decrease in steps with the [+]or [-] key. —— Press the [+ - keys] key.
- Enter the percentage with the [Number] keys.
 Press the [Enter Size] key.

+ keye	EnterSta			
	Value	108%	-	
	- Megarde	82%	-	+
	Djan	- 05	-	+
	Diack	15	-	4

Unit Color to be a Then Press [09] ke	djurted will entry density	Cancel OK. percentage with number keys. To costirm percentage, per
++#y0	Earter Size	
	Vietor	18%
	Magarda	
	<u> </u>	15
_	Block	15

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

Press the [OK] key.

Mixing Colors Manually with the Number Key





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

Color Adjustment /	Program			COC.
Press (OK] key refus	n to main screen.			
Prog Unie Caller	Intege Adjust	Color Adja	Itrast ColorB	saxe)
Select the User Call To pert sample of a			ar.	
Y.M.C.BL	V.M.C.BK	V.H.C.BK	V.N.C.BK	Y.M.C.BK
User Calar 1	User Color 2	User Color 3	User Color 4	User Color 1
Y M C BR	V.M.C.8K	V.M.C.BR	Y M C BK	Y: M.C.BK
Uper Calar 8	Uter Color T	User Color 8	User Color B	Uter Calar 10
Y M C BK	V M C BL	VINCER.	Y N C BK	Y M C BC
User Calar 11	Unior Color 12	User Color 13	User Color 14	User Color 15
Reports des	dy cloud is shades	tiveytte		

Press the [Enter Size] key.

User Color 1 Select been color	the first of		Cancel	
Baik Celer			Exer S	bte .
Trellow .	Deige	Crossge	Fed	
Yelow Green	Cyme	Pré	Megenta	Disck
Oren:	Marrie Bug	8.0	Puple	

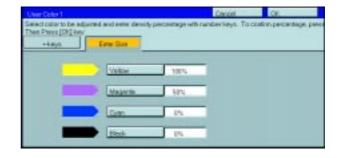
Select the color that you want to adjust.

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

🖉 Note

5

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



7 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.

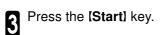
Note

 \Box The sample will be copied on a A4, $8_{1/2}$, $*_{11}$, sheet or a A3, 11×17 , sheet.

Press the [Adjustment] key.

Press the [Prog. User Color] key.

Color Adaptment (1) Press [OP] key return				OK.
Prog User Color	Image Adjusts	uent Color,Adjus	mart ColorBa	ánce .
Select the User Cold To print sample of all				
	VINICIEK Servinitionalis UserOstor 2		VIMICIBE IORNANABILAN User Color 4	V.N.C.BK RENARSNOTLETS UserCalar 5
Y M C BK XALEPLIEDUDS User Color 6	V N C BK BAZZBARAN UserColor?	Y M.C.BK 125277513805455	V M C BK Ronstandenuons	Y.M. C.BK Geschsteinen UserColor 10
Y.M.C.BK	V.H.C.BL	Y'M C BK	Y.M.C.BR	Y N C BI
User Color 11	Uter Color 12	User Color 13	User Color 14	Unser Calar 16
Program is alway	dy stored in sitesled	keybi).		

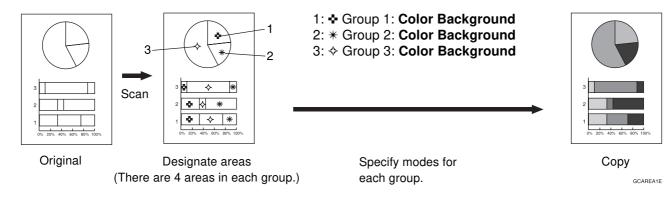


Area Editing (Only for Edit Type)

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. An example is 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.

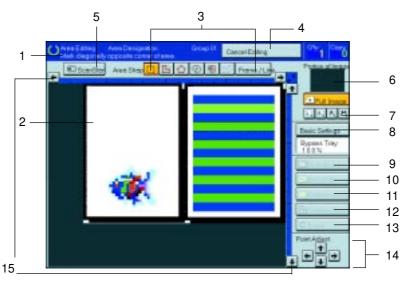
Frame/Line

- 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

□ 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

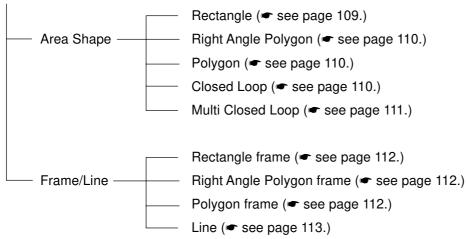
- □ Do not press the touch panel display with any hard or sharp object. Always use the editor pen.
- When you mark a point with the editor pen, the cursor position might not be quite right. In this case, move the cursor in small steps by pressing the arrow keys on the display.

Designate Ar ea Tools

Note

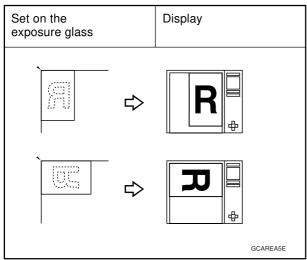
 $\hfill\square$ There are nine tools to designate areas.

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



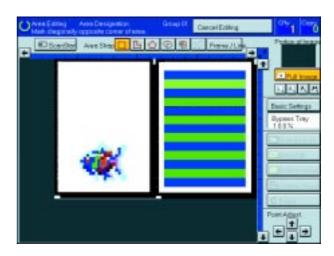
Set your original on the exposure glass.

2

Press the [Area Editing] key.

Note

Image: Contract (Rectangle) key is selected as default.



3 [™]

Mark the first point with the editor pen.

- A Mark the diagonally opposite corner of the area you wish to select.
- 🖉 Note
- $\hfill\square$ When you make a mistake, press the $\hfill\blacksquare$ 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).
- **5**^F

5

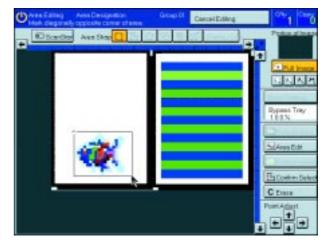
Press the [Confirm Selection] key.

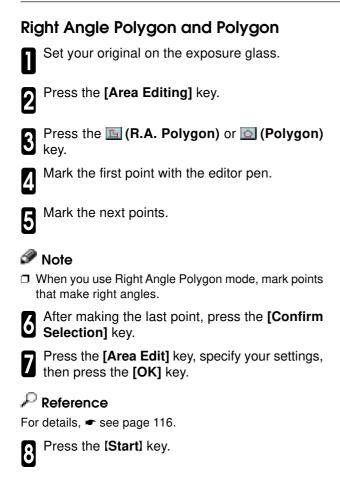
Press the [Area Edit] key, specify your settings, then press the [OK] key.

₽ Reference

For details, 🖝 see page 116.

Press the [Start] key.





Disation Ave Des

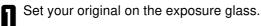
Closed Loop

Limitation

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

🖉 Note

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





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.

P Reference For details, - see page 116.

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.

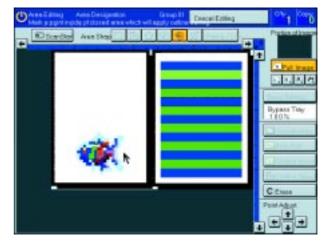
Press the [Confirm Selection] key.

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

🔎 Reference

For details, 🖝 see page 116.

Press the [Start] key.



Frame/Line

Rectangle frame

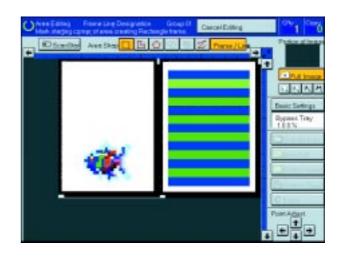
Set your original on the exposure glass.





Press the [Frame/Line] key.

Press the **III** (Rectangle) key.



5 Mark the first point with the editor pen.

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





Press the [Area Edit] key, specify your settings,

then press the **[OK]** key.

₽ Reference

For details, 🖝 see page 116.

Press the [Start] key.

Right Angle Polygon frame and Polygon frame

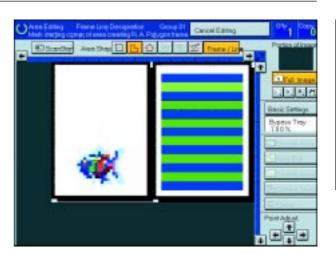


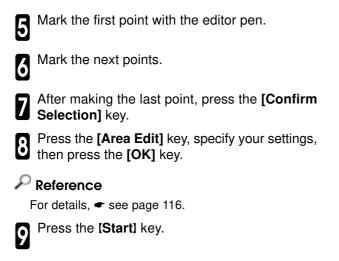
Press the [Area Editing] key.

Press the [Frame/Line] key.

2

Press the 🛅 (Right Angle Polygon) key or the **[] (Polygon)** key.

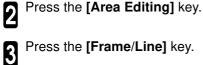




Line

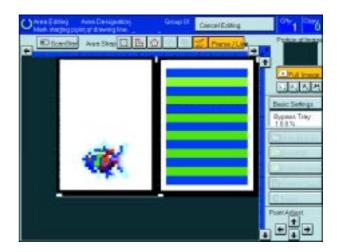


Set your original on the exposure glass.



Press the [Frame/Line] key.

Press the Market (Line) key. 4



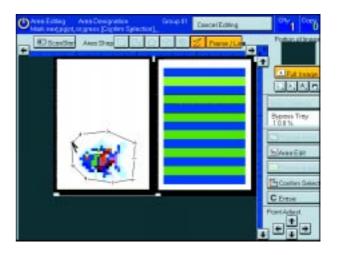


Mark the first point with the editor pen.



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.

₽ Reference

For details, 🖝 see page 116.

Press the [Start] key.

Notes for Designating Areas

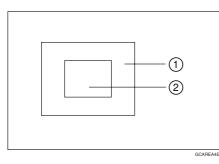
The number of the points, areas, and groups that can be designated

🥟 Note

- D 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.
- $\hfill\square$ 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
- D 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 Frame/Line 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.
- $\hfill\square$ 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 128.

For functions that cannot be used together in area editing, • see page 128.

More than one mode can be set for designated area, however, there are some limitations, resee page 128. And up to 7 patterns of modes can be set together.

🖉 Note

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

🖉 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 & White
- Original Type Text
- □ You can change the default settings. see page 151.
- 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 37.
 - Original Type 🖝 see page 41.
 - Color Adjustment see page 95.
 - Color Conversion 🖝 see page 77.
 - Color Background see page 80.
 - Color Mode 🖝 see page 38.
 - Image Adjustment 🖝 see page 96.

- Color Balance Adjustment 🖝 see page 92.
- Color Erase 🖝 see page 79.
- Save Area 🖝 see page 118.
- Changing Job Settings for the Entire Image
 see page 122.
- Changing Modes 🖝 see page 123.
- Adding Areas 🖝 see page 124.
- Erasing a Group 🖝 see page 126.
- Delete Area 🖝 see page 117.

Area Shapes

Basic modes

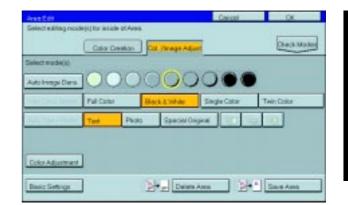
Designate the areas you wish to modify.

🖉 Note

□ For designating areas, riangleright see page 106.

Press the [Area Edit] key.

```
Press the [Col./Image Adjust.], [Color Creation] key.
```



Area Editing (Only for Edit Type)

Set the desired modes.

Note

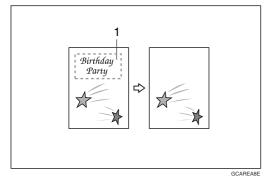
- □ Image Density, 🖝 see page 37.
- □ Clear Modes, see page 38.
- □ Original Type, see page 41.
- \Box Color Creation, \frown see page 77.
- Color Adjustment, r see page 91.

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

Press the [Start] key.

Delete Ar ea-Erasing a Part of the Image

This function blanks out designated areas.



1: Designated area

🖉 Note

 $\ensuremath{\square}$ When you select Delete Area mode, previously selected modes are canceled.



Designate the areas you wish to modify.

2 Press the [Area Edit] key.

Note

□ For designating areas, riangleright see page 106.

Press the [Delete Area] key.	Anno Edit Satist editing mode(s) for inside of Area.	Centrel Dis
_	Cel Anorge Actual	
		000
	The contrast for has see for the second	
	Contraction Deficie Person Constitution	
Press the [OK] key.		
	Bric Settings	an Dit Save Assa
5 Press the [Start] key.		

Save Area—Blanking out Part of the Image

This function blanks out all areas except those designated.

1 Birthday Party Party Party	
	GCAREAFE

1: Designated area

🖉 Note

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

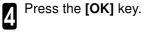
٥	Designate the areas you wish to modify.
ð	Note

□ For designating areas, < see page 106.

2 Press the [Area Edit] key.

3 Press the [Save Area] key.

Area Edit				Cancel	2	01.
Select editing incol	eligitor meader	ut.Area				-
	Color Cree	eton 🔛	Oriege Adar	<u> </u>		Check Modes
Selectreade()4			-	Sector 1	144	
Auto Image Dana	0	OC	00	00		
	Fall Calari	B.	a & white	Single Color	T	vie Catar
Sa Tell Tell	Test	Photo .	Special Cel	prel Int	1	20
-			-			
Caller Adjustment	Í					
Caller Adjustment	1		Dente/			Sam Are



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, see page 106.

2 Press the [Area Edit] key.



Select the color and widths.

Area Edit (Fran	ne / Line)				Canol	CH CH	
Select polorited Each calls/ pan		d with facura	tensity levels				
Beeic Color		User Color					
Yellow.	Deg		Orange	Re	1	White	
Velow Dears	6.7			140	erres.	Eleck.	
Gates	Mas	ne Dive	Bas	Pu	ple		00
Frome / Low W	leth .						
0.Etinch 8	Winch	Edited.	0.54mb	0.05inch	1.06ndt	117mch	0.00mch

Press the [OK] key.

Selecting Modes for Outside Designated Areas

🔎 Reference

The available modes for area editing depend on the area shape. • see page 128.

For functions that cannot be used together in area editing, - see page 128.

More than one mode can be set, however, there are some limitations, - see page 128.

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

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

🏈 Note

□ Color/Image Adjustment's default setting:

- Image Density Manual Image Density
- Color Mode Black & White
- Original Type Auto Text/Photo
- You can change the default settings.
 rese page 151.

I 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 rese page 37.
- Original Type 🖝 see page 41.
- Color Adjustment see page 95.
- Color Conversion see page 77.
- Color Background see page 80.

- Color Mode 🖝 see page 38.
- Image Adjustment 🖝 see page 96.
- Color Balance Adjustment see page 92.
- Color Erase 🖝 see page 79.
- Save Area 🖝 see page 118.
- Delete Area 🖝 see page 117.

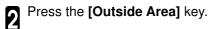
Area Shapes

Basic modes

Designate the areas you wish to modify.

🔗 Note

□ For designating areas, riangleright see page 106.



Press the [Col./Image Adjust.] or [Color Creation] key.

Outside Area Editor				Cancel	C4
Select a dring most	(ii) for outside	out-Area.			
	Color Cae	atice Ca	i /Imaige Active	1	Cancel Modes
Select-mode(s)	Sec. 1	and a		Second and	
Auto Image Dans	00	OC	00	000	
and the state of	Pull Calor	Ehe	ck. E. White	Single Color	Twee Color
Auto Text / Plicito	Text	Photo	Special Orig	nel 🔄 A	41
Color Adjustment]				
Ensic Settings]			21.	Save Aree

Set the desired modes.

🥟 Note

Color Creation,

see page 77.

Basic Settings,

see page 122.



Press the [OK] key.

Press the [Start] key.

Save Area



Designate the areas you wish to modify.

Note

□ For designating areas, rianleft see page 106.

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



Press the [Save Area] key.

Curste Area Editing	Concel	OK.
Select setting models) for cetaide of Ares.		
Col. /htes	ge Adjust.	
00000	0000	
torestand group and the		-
sector test to the first	- 01- 10 X	
Dasic Sottage	2+	Bave Aveo

Press the [OK] key.

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

Changing Job Settings for the Entire Image

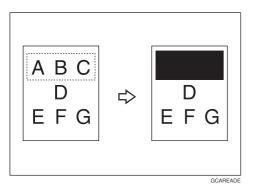
You can change job settings for the entire image during area editing.

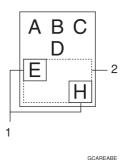
The job settings that can be changed are as follows:

- Paper Select, see page 43.
- Reduce/Enlarge (Preset R/E, Zoom, Size Magnification, Directional Magnification), r see page 56.
- Shift, 🖝 see page 71.
- Margin Adjustment, see page 72.
- Sort/Stack/Staple (Option), resee page 83.

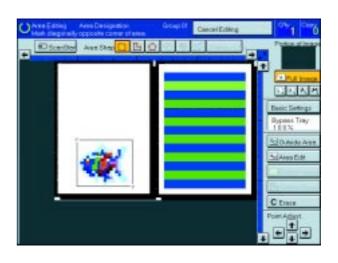
🖉 Note

- □ Regarding functions that cannot be used together in area editing, see page 128.
- When you set Shift and Save Area together 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



Benic Settings		OK.
Select Basic Select	¢	
Paper Select	1 0 10 10 10 10 10 10 10 10 10 10 10 10	
Fut Sce	180%	
Input Pietre	Press PrE / Zoon Directional Visg	
10 1		
* 5ve		

Press the [Basic Settings] key.



Change the job settings.

Press the [OK] key.

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

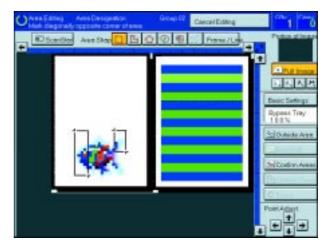
D Note that even if you erase a job setting, a group, or an area, they still consume memory until you exit Area Editing.

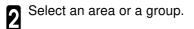
Change Modes

Press the [Confirm Areas] key.

Note

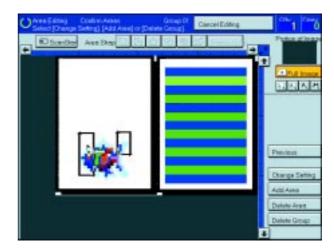
□ All designated areas are displayed.





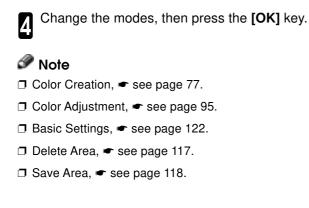
Note

□ Areas in this group are highlighted.



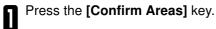


Press the [Change Setting] key.



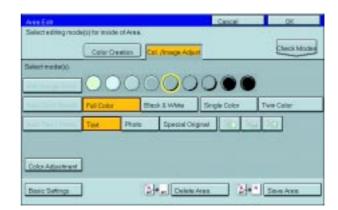
5 Press the [Previous] key.

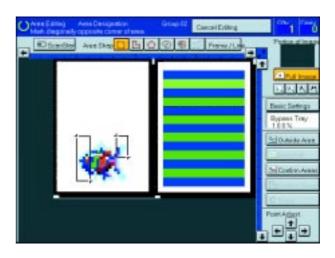
Adding Ar eas

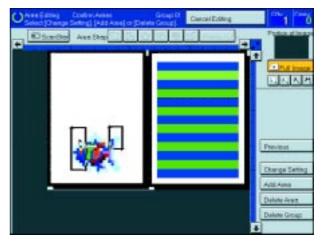


🖉 Note

 $\ensuremath{\square}$ The all designated areas are displayed.



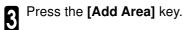






Select an area or a group.

NoteAreas in this group are highlighted.





Select the area shape.

Designate areas, then press the **[Confirm Areas]** key. 5

🖉 Note

□ For designating areas, < see page 106.



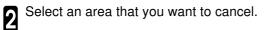
Press the [Previous] key.

Erasing an Ar ea



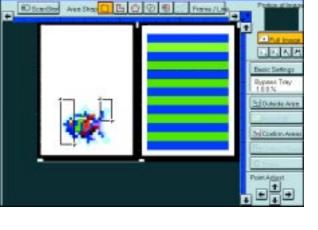
Press the [Confirm Areas] key.

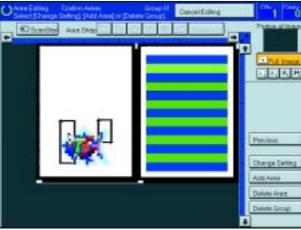
🖉 Note □ All designated areas are displayed.



Press the [Delete Area] key.

Press the [Yes] key.





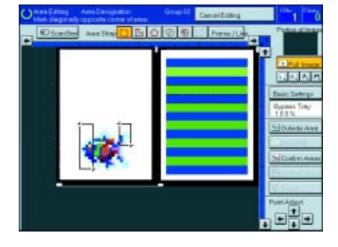
Clear the selected area?	
No	Yes

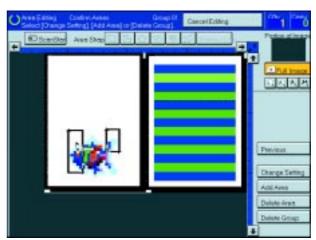
4

3

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

Erasing a Gr oup Press the [Confirm Areas] key. Note All designated areas are displayed.





Clear the selected area?	
No	Yes

Select a group that you want to cancel.

🖉 Note

□ Areas in this group are highlighted.



2

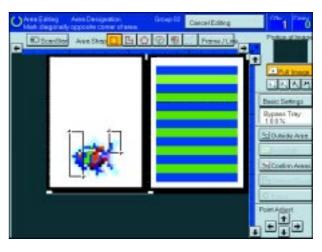
Press the [Delete Group] key.

Press the [Yes] key.

5

Press the [Previous] key.

Exiting Ar ea Editing



2 Press the [Yes] key.

Press the [Cancel Editing] key.

Clear all setting? No

Combination Chart for Ar ea Editing

q Functions available for designated areas.

w Functions available for areas outside designated areas.

e Functions that can be selected together in an area.

r Functions available with each shape.

t Functions available for the entire image.

											e								
									Nev	vly :	sele	cteo	d m	ode					
					Color Mode				Der	sity	Ori	igina	al Ty	/pe	Co	Color Creati			
										, 		с Г			-				
				w					≤										
			q	~~					Density	₹								-	
									ď	ens	9			9	<u>io</u>			n	
						hite	ď	Ι.	age	e D	PH			igin	lers	e		ĝ	
					Full Color	≥	Col	Color	<u>=</u>	nag	ext/			Õ		Eras		3acl	
						Black & White	Single Color	2	Manual Image	Auto Image Density	Auto Text/Photo	te	g	Special Original	Color conversion	Color Erase	t	Color Background	
		\sim			교	Bla	Sin	Twin	Ma	Aut	Aut	Text	Photo	sp.	00	0 C	Pai	00	
	Full Color	, , , , , , , , , , , , , , , , , , ,	★	☆	\setminus	\rightarrow	\rightarrow	\rightarrow	☆	Х	\rightarrow	☆	☆	☆	☆	☆	\rightarrow	☆	
Color Mode	Black & White		★	☆	\rightarrow	\square	\rightarrow	\rightarrow	☆	★	\rightarrow	☆	☆ ☆	☆	X	☆	\rightarrow	☆	
	Single Color		*	☆	\rightarrow	\rightarrow	\geq	\rightarrow	☆	*	\rightarrow	☆	☆	☆	X	☆		☆	
	Twin Color Manual Image Density		*		→ ☆	→ ☆	\rightarrow		2	★ ☆	\rightarrow	☆☆	☆ ☆	☆☆	X	X ☆			
Image Desnsity	Auto Image Density		☆ ★	× ☆	× ★	× ★	∢≋ ★	☆ ★	4	X	☆☆	× ☆	× ☆	¥ ☆	☆☆	× ☆	X	₩ ₩	
	Auto Text/Photo		Â	☆	▲ ☆	▲	▲ ☆	▲ ☆	☆	☆	$\overset{\scriptscriptstyle{\wedge}}{\vdash}$	\rightarrow	\rightarrow	\rightarrow	⊼ ∆	☆	$\overset{\scriptscriptstyle{\wedge}}{\vdash}$	☆	
<u></u>	Text		\star	☆	☆	☆	₹ \$2	⊼	☆	⊼ ☆	\rightarrow		\rightarrow	\rightarrow	⊼ ☆	☆	K	☆	
Original Image Type	Photo		¥	☆	☆	☆	☆	☆	☆	☆	\rightarrow	\rightarrow		\rightarrow	☆	☆	K	☆	
	Special Original		×	☆	☆	☆	Σ	24	☆	☆	\rightarrow	\rightarrow	\rightarrow		☆	☆	\square	☆	
	Color Conversion		\star	☆	☆	X	X	X	☆	☆	☆	☆	☆	☆	$^{\sim}$	☆	\rightarrow	\rightarrow	
Color Creation	Color Erase		×	☆	☆	☆	☆	X X	☆	☆	☆	☆ X	☆ X	☆ X	☆		\rightarrow	\rightarrow	
	Paint		*	☆	X	X	X	X	X	☆	X	X	X	X	\rightarrow	\rightarrow	\triangleright	\rightarrow	
	Color Background		*	☆	☆	☆	☆ ∧	☆	☆	☆	☆	☆	☆☆	☆	\rightarrow	\rightarrow	\rightarrow	$\left \right\rangle$	
	Soft/Sharp Contrast		★ ★	☆☆	☆	☆☆	\$7 \$2	☆☆	☆☆	☆☆	☆☆	☆☆	12	☆	☆	☆☆	\rightarrow	→ ☆	
	Background Density		×	× ☆	☆☆	× ☆	X ₹	× ☆	× ☆	× ☆	× ☆	x ☆	☆☆	☆☆		× ☆		X X	
Image Adjustment	Pastel		×	⊼ ∆	☆	⊼ ∆	X Z	⊼ \$	☆	⊼ ☆	☆	☆	₩ \$2	☆	⊼ ∆	~ ~		\rightarrow	
	U.C.R. Adjustment				☆	☆	⊼¢ ∑	☆	☆	☆	☆	☆	☆☆	☆	☆	☆ ☆	☆	☆	
Single Color Adjustment			★ ★	☆☆	☆	\rightarrow	\rightarrow	\rightarrow	☆	☆	☆	☆	☆	☆ ☆	☆	☆	\rightarrow	☆	
Color Balance Adjustme	nt		×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Save Area			☆	☆	☆	☆	Σ	\$	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Delete Area			☆	Х	X	X	Х	Х	Х	X	$ \times$	X	X	X	X	X	X	X	
Banar Salaat	Auto Paper Select Copying from Paper Trays		X	X	$\left \right\rangle$													/	
Paper Select	Bypass Feed Copying	5	X X	X X	-	\backslash											/		
	Preset Reduce/Enlarge		Â	Â		``	\backslash									/	/		
	Zoom		X	X	1			$\langle \rangle$							/	/			
Reduce/Enlarge	Directional Magnification	(%)	X X	X X	1			\backslash	< l>					,	/				
	Directional Size Magnification (inch)								\backslash					/					
Auto Reduce/Enlarge			X	Х						\backslash			/	·					
Shift/Book	Centering/Cornering, Mar		X	Х							\backslash	/	/						
	Sorioo	Book→1 Sided 2 Side→1 Sided	X	X	-						\rangle	$\langle \ \rangle$							
	Series	2 Side→1 Sided 1 Sided→2 Sided	X X	X	1						/	\backslash							
		2 Sided→2 Sided	Î	÷	1					/			$\overline{\ }$						
Duplex/Combine		Book→2 Sided	X X X X	XXXXXXX	1				/	·									
	Duplex	Multi→2 Sided	X	X	1			/	/								☆ ↓ ☆ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓		
	· ·	Combine 2 originals	X	X	1			/							/	$\begin{array}{cccccccccccccccccccccccccccccccccccc$			
	Combine	Combine 4 originals	X X	X]		/									\backslash			
Finishing	Sort/Stack/Staple					/											$\overline{)}$		
Program	Program Interrupt Copying			X X	//	/													
Interrupt Copying	errupt Copying				\vee													\backslash	

 $rac{d}{d}$ Those modes can be used together.

 \star Those modes can be used together with some limitations.

 \rightarrow The original mode is overridden and the newly selected mode is active.

 \times These modes cannot be used together.

					е																\square
			Newly selected mode																		
			Image												r					1	
						nent															
			-	Auji	usin I		_													-	-
									t										Right Polygon		
									Color Balance Adjustment									e	Ŋ		
					<u> </u>				stm									Rectangle	۲,	Polygon	t
					sit		ut	+	ju							٩		scte	ght	lyg	:
					Background Density		U.C.R. Adjustment	Color Adjustment	Â				gle			Multi Closed Loop		<u>ا</u> سّا	Ē	Po	
					ц Ч		usti	stm	nce		ы		anç		ď	dL		8	8	8	
			d d	+	ŝ		٩dji	ju	alaı	ea	/re	le	ecti		ŏ	ose		Ë.	Ë.	Line	
			- K	ras	l pi	-	<u>۲</u>	Ă	ä	A	e P	anç	R	b	⊇d	ŏ		e	еГ	e	
			Soft/Sharp	Contrast	Š	Pastel	C.F	lo	lor	Save Area	Delete Area	Rectangle	Right Rectangle	Polygon	Closed Loop	Ξ	Line	Frame Line	Frame Line	Frame I	
					_						ă						Lir	Щ	Ē	Ē	
	Full Color		☆	☆	☆	2	< ∑}	☆	< ∑}	☆	\rightarrow	2	< ∑}	☆ ∧	 ∑ 	☆	—	—	-	-	4
Color Mode	Black & White		☆	☆	☆	☆	2	X	4	\$	\rightarrow	4	∠	☆	\$	☆	—		-	-	-
	Single Color		☆	☆	☆	☆	☆ ~	Х	\$X	公	\rightarrow	☆ ☆	☆ ~	☆	☆	☆	_	-	_	-	-1
	Twin Color		☆	☆	☆	☆	24	X	\$X \$	☆ ^	\rightarrow	☆ ^	24	☆	☆	☆	—	-	-	-	-11
Image Desnsity	Manual Image Density		☆	☆	☆	☆	☆ ~	☆	☆ ☆	☆	\rightarrow	☆ ☆	☆^	☆	☆	☆	—	-	_	-	4
, ,	Auto Image Density		☆	☆	☆	☆	\$	☆	☆	것	\rightarrow	☆	☆	☆	☆	☆	—	-	-	-	41
	Auto Text/Photo		☆	☆	☆	☆	\$	☆	☆	☆	\rightarrow	☆	☆	☆	☆	☆	_	-	-	-	41
Original Image Type	Text		☆	☆	☆	☆	\$	☆	☆.	☆	\rightarrow	☆.	☆.	☆	☆	☆	_	—	-	-	41
0 0 11	Photo		☆	☆	☆	☆	\$	☆	☆.	☆	\rightarrow	☆.	☆.	☆	☆.	☆	_	—	-	-	41
	Special Original		☆	☆	☆	☆	☆	☆	☆	자	\rightarrow	$\Sigma >$	$\Sigma_{\rm i}$	☆	☆	☆	—	—	—	—	
Color Creation	Color Conversion		☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆		Х	Х	—	—	—	—	
	Color Erase		☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	☆		Х	X	—	—	—	—	
	Paint		X	☆	X	☆	☆	Х	₹	☆	\rightarrow	☆	$\Sigma \!$	☆	☆	☆	—	—	—	—	11
	Color Background		☆	☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	₹	☆	☆	☆	—	—	—	—	
	Soft/Sharp			☆	☆	☆	☆	☆	☆	☆	\rightarrow	☆	₹	☆	☆	☆	—	—	—	—	
	Contrast		☆	\geq	☆	☆	☆	☆	☆	☆	\rightarrow	☆	₹	☆	☆	☆	—	—	—	—	
Image Adjustment	Background Density		☆	☆	\geq	☆	☆	☆	☆	☆	\rightarrow	☆	₹	☆	☆	☆	—	—	—	—	11
inage Adjustment	Pastel		☆	☆	☆	\geq	☆	☆	☆	$\Sigma_{\rm c}^{\rm c}$	\rightarrow	차	₹	☆	자	☆	—	—	—	—	
	U.C.R. Adjustment		☆	☆	☆	☆		☆	☆	☆	\rightarrow	☆	₹	☆	☆	☆	—	—	—	—	
Single Color Adjustmen			☆	☆	☆	☆	☆	\searrow	☆	☆	\rightarrow	차	₹	☆	☆	☆	—	—	—	—	
Color Balance Adjustme	ent		☆	☆	☆	☆	☆	☆	\geq	☆	\rightarrow	☆	☆	☆	☆	☆	—	—	—	—	
Save Area			☆	☆	☆	☆	차	☆	☆	\geq	☆	Х	Х		Х	X	—	—	—	—	
Delete Area			X	X	X	X	X	X	Х	X	$\left \right\rangle$	Ņ	$\Sigma_{\rm i}^{\rm i}$	☆	☆	☆	—	-	—	<u> </u>	·
	Auto Paper Select																			/	
Paper Select	Copying from Paper Trays	5		$\overline{\ }$															/		☆
	Bypass Feed Copying				$\overline{\ }$													/			☆
	Preset Reduce/Enlarge																/	/			☆
Reduce/Enlarge	Zoom															/					☆
noudoo, Emargo	Directional Magnification														/	/					☆
	Directional Size Magnifica	tion (inch)												/	/						☆
Auto Reduce/Enlarge			_										/								
Shift/Book	Centering/Cornering, Mar									$\overline{\ }$		/	/								☆
		Book→1 Sided	_								\mathbf{i}	/									X
	Series	2 Side→1 Sided	_								/	\mathbf{i}									~
		1 Sided→2 Sided	_							/			$\overline{\ }$								X
Duplex/Combine		2 Sided→2 Sided							/					$\overline{\ }$							X
		Book→2 Sided	_					/	•												X
	Duplex	Multi→2 Sided	_				/														X
		Combine 2 originals				/	/														X
	Combine	Combine 4 originals			/	/															X
Finishing	Sort/Stack/Staple			/														$\overline{\ }$			××××××☆☆×
																			\ \		1 - 4
Program Interrupt Copying																					V

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. estimates to be a set of the se
LaToner container is almost empty. Or toner container is empty.	Add toner. 🖝 see page 138.
☐ Doors/covers are open.	Close the doors/covers.
Misfeed occurs.	Remove misfed paper see page 140.
He machine instructs you to add staples.	Add staples. 🖝 see page 143.
The machine instructs you to enter your user code.	The machine is set for User Code mode. Enter your user code see page 160.
The Energy Saver indicator is on.	Your machine is under the energy saver condition. →Press the [Energy Saver] key. ☞ see page 52.
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. see page 144.
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
🔊 or 🗳 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 46.
	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 83.

Condition	Action
The machine cannot stack this size paper.	Select the proper paper size that can be used in Stack mode see page 84.
You cannot enter the desired copy set number.	You can change the maximum copy quantity that you can make at a time. • see page 159.
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 37.
		Adjust the background density. • see page 96.
	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. 🖝 see page 164.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. • see page 37.
		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 96.
A shadow is copied when copying a pasted original.	The image density is too dark.	Adjust the image density. • see page 37.
		Adjust the background density. • see page 96.
		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 37.
	Damp or rough grain paper is used	Use dry paper without rough grain.
Copy image is not clear.	The original image type (Text/Photo) is not selected properly.	Select the proper original image type. • see page 41.
		Adjust the sharpness of the image with the Soft/Sharp function. • see page 96.
The same copy area is dirty whenever making copies.	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. clean them.
Copies are blank or parts of the im- age are not copied.	The original is not set correctly.	Set the originals correctly. • see page 29, 30 or 31.
	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.
A moire pattern is produced on copies as shown in the illustration.	The Text mode is selected.	Select Auto Text/Photo mode or Photo mode.
	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 96.

Problem	Cause	Action	
Color tone of copies is different from that of originals.	The color balance is not set properly.	Adjust the Color Balance. • see page 92.	
		Perform the Auto Color Calibration. see page 162.	
Color tone of copies is completely dif- ferent from that of originals.	Unsuitable color setting.	Perform Auto Color Calibration. • see page 162. 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 Auto Text/Photo Sensitivity to a "Text" level. • see page 96.	
	An original has a high contrast photo.	Adjust the Auto Text/Photo Sensitivit to a "Photo" level. • see page 96.	
	An original has a photo having se- quence thin lines with regular thin spaces.	i la Filolo level. 🗢 see page 50.	
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.	
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 neuroperer) as a full enter arisi	Select Black & White Copy mode. rese page 38.	
	from newspaper) as a full color original.	Adjust the A.C.S. Sensitivity to a "B&W" level. • see page 96.	
A copy image is blurred.	The image density is too light.	Adjust the image density. • see page 37.	
	An improper kind of paper is set.	Set the right kind of paper in the pa- per tray. Note	
		Copies might be blurred if you copy onto rough grain, coated, or damp paper.	
	Toner is running out.	Add toner. 🖝 see page 138.	
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 see page 159.	

□ 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 202.

🔗 Note

□ If you want to change the paper size, see 148.

Non-recommended Paper for Paper Trays

- $\hfill\square$ Folded, curled, creased, or damaged paper
- □ Torn paper
- Perforated paper
- D 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

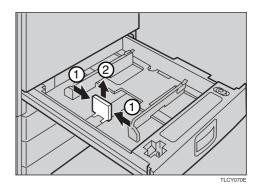
Note

- 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 two-sided copies, do not load paper in the paper tray to copy on the reverse side. Use the bypass tray.
 see page 49.

Loading Paper in the Paper Tray

Pull out the paper tray until it stops.

Remove the back fense.





Square the paper and set it in the tray.

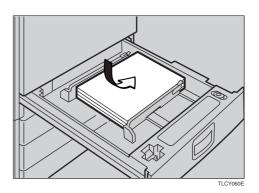
- 🔗 Note
- Do not stack paper over the limit mark.
- Make sure that the leading corners of the paper are under the corners.



Reinstall the back fence.



Push the paper tray in until it stops.



LAdding 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.

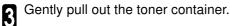
🏈 Note

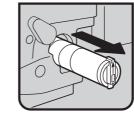
- □ If you use toner other than that recommended, a fault might occur.
- I When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- □ Always add toner after the machine instructs you to add toner.
- $\ensuremath{\square}$ Do not use used toner. This will damage the machine.
- $\ensuremath{\square}$ Be sure to add the correct color toner.
- □ You can still make about 20 copies after 🛓 appears. This is a good time to get a new toner cartridge ready.

Open the front cover of the machine.

2 Pull the knob to unlock it, then turn it counterclockwise to the \bullet mark.

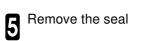






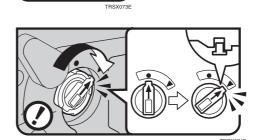
Hold a new toner container horizontally and shake it 5 or 6 times.







- **6** Insert the toner container with the \uparrow mark at the top.
- **7** Turn the knob clockwise to the \checkmark mark until it clicks.



8 Close the front cover.

%Clearing Misfeeds

▲ CAUTION

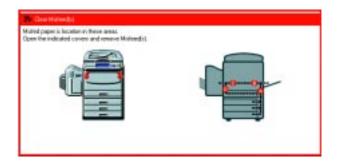
· When removing misfed paper, do not touch the fusing section because it could be very hot.

🔗 Note

- □ 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, Y or Z is Displayed:

Open the front cover of the machine.

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

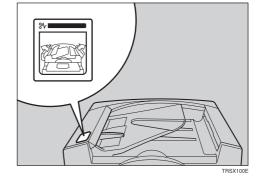
3 Remove misfed paper following the instructions on the sticker.

When P is Displayed:

🔗 Note

П

- □ This indicator is displayed only when your machine is equipped with the document feeder.
- You can find a sticker (with % at the top), explaining how to remove the misfed paper, on the document feeder as shown in the illustration.



2 Remove the misfed paper following the instructions on the sticker.

When R is Displayed:

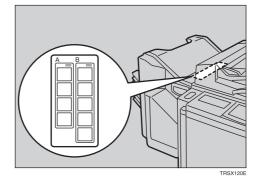
If your machine is equipped with the 20-bin sorter stapler

You can find a sticker (with % at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.

2 Remove the misfed paper following the instructions on the sticker.

If your machine is equipped with the 10-bin sorter stapler

You can find a sticker (with % at the top), explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



2 Remove the misfed paper following the instructions on the sticker.

Adding Staples

▲ CAUTION:



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

🔗 Note

2

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

Open the front cover of the sorter stapler.

Raise the staple unit towards you.

3 Remove the cartridge.

Π	Hold	the	new	cartridge pull out the	as	shown	in	the
-	illustra	ation	, then	pull out the	sto	pper.		

🏈 Note

If the staple is coming out, press it to the proper position.

Reinstall the cartridge until it clicks.

4	_
	7
	A

5

Push the staple unit to the original position.



Close the front cover of the sorter stapler.

▲Removing Jammed Staples

🔗 Note

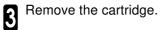
- Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.
- □ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

Open the front cover of the sorter stapler.



2

Raise the staple unit towards you.



While pushing the lock, pull the top cover.

5 Remove the jammed staple.

4



Push the top cover until it clicks.

🔗 Note

□ If the staple is coming out, press it to the proper position.

Reinstall the cartridge until it clicks. 7

8 Push the staple unit to the original position.

Q Close the front cover of the sorter stapler.

Changing the Machine's Settings

Changing Paper Size

🖉 Note

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

\mathcal{P} Reference

For paper sizes, weight, and capacity that can be set in each tray, **•** see page 202.



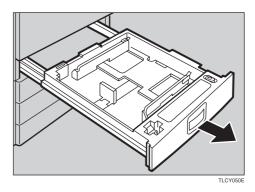
Make sure that the paper tray is not being used.



Pull out the paper tray until it stops.

Note

 $\ensuremath{\square}$ Remove any remaining copy paper.

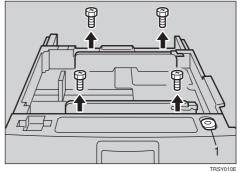


3 Remove the screws fastening the side fences using the screwdriver.

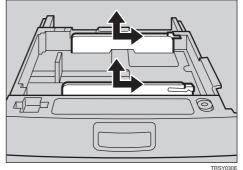
Note

□ A screwdriver is contained in the front area of the tray.

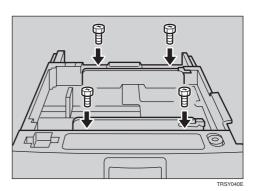
Re-position the side fences to the paper size you	1
want to use.	Г



1: Screwdriver



5 Fasten the fences with screws.

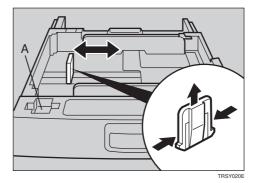


Adjust the back fences to the new paper size.

Note

6

 $\hfill\square$ For 11" \times 17" paper, put the back fences inside A.



Square the paper and set it in the tray.

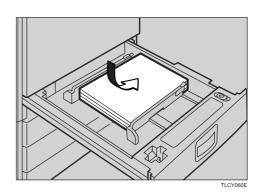
Ø Note

7

- □ 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.
- 8 Push the paper tray in until it stops.

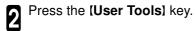
9

Select the paper size with the user tools.



Changing Paper Size with the User Tools

Follow the steps 1 to 8 on page 148 and 149.



Press the [System Settings] key.

User Tools		ОК
Select one of the following items.		
	CSystem Settings	
	Copier Features	
	Auto Color Calibration	

Press the [Next] key until Tray Paper Size is dis-4 played.



3

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

Tray Paper Size	Tray 1 A 4 🖓 Change	
	Tray 2 A 4 D Change	
	Tray 3 B4 🛡 Change	
	Tray 4 8½×11 Change	
Paper Tray Priority	Tray 1 Tray 2 Tray 3 Tray 4	
Auto Tray Switching	On Off	

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

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

Π

 $\hfill\square$ After using the tools, be sure to exit from the user tools.

Press the [User Tools] key.

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

User Tools			ОК
Select one of the following items.			
	æ	1	
	Resultings	J	
	Copier Features]	
	Auto Color Calibration)	



Select the desired user toools 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 153.



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

Note

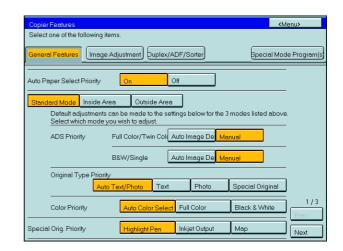
- □ [Prev. Menu] key: Press to return to the previous menu.
- □ [Cancel] key: Press to return to the previous menu without changing any data.

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 155
Ready/Tone	page 155
Copy Count Display	page 155
Auto Timer	page 155
Control Panel Off Timer	page 155
System Reset Timer	page 155
Function Reset Timer	page 155
Tray Paper Size	page 156
Paper Tray Priority	 page 156
Auto Tray Switching	page 156
Interleave Print	page 156
3 Side Full Bleed	page 156
Bypass Tray Custom Size	page 157
Display Color Setting	page 157
Key Operator Tools	page 157
AOF (Keep It On)	page 157
Output Tray (For 3-bin sorter only)	page 157

Copier Features

	Menu		See
General	Auto Paper Select Priority		page 158
Features	ADS Priority (FC/Twin)		page 158
	ADS Priority (B&W/SC)		page 158
	Original Type Priority		page 158
	Color Priority		page 158
	Special Orig. Priority		page 158
	Photo Type (Auto Text/Photo)		page 158
	Photo Type (Photo)		page 158
	Copy Reset Timer		page 159
	Maximum Copy Quantity		page 159
	Tone: Original on Platen		page 159
	Front Side Margin Adjust.		page 159
	Back Side Margin Adjust.		page 159
	1→2 Duplex Auto Margin Adjust.		page 159
	Magnification Setting		page 159
	Initial Mode Setting		page 159
	Show Editor Grid		page 160
	Area Shape Priority		page 160
	Key Operator Tools	Accessible Modes Setting	page 160
		User Code Setting	page 160
		Counter Manager	page 160
Image	Background Dens. of A.D.S. (FC/Twin)		page 161
Adjustment	A.C.S. Priority		page 161
	Color Sensitivity		page 161
	Inkjet Output Mode Setting		page 161
Duplex/	Duplex Tray Auto Clear		page 161
ADF/Sorter	SADF Auto Reset Timer		page 161
	ADF Thin paper		page 162
	ADF Mixed Sizes		page 162
	ADF Auto Paper Select		page 162
	Full Color Copy Sorting		page 162
	Auto Sort Mode		page 162
Special Mode Program(s)	Special Mode		page 162

Auto Color Callibration

Copy Mode/Printer Mode		page 162	
------------------------	--	----------	--

Setting You can Change with the User Tools (System Settings)

₽ Reference

For how to access the user tools, - see page 151.

System setting

Menu	Description
Panel Tone	The key tone sounds when a key is pressed. This beeper can be turned on or off.
	PNote
	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 (Count Up), or the number of copies remaining to be made (Count Down).
	Note
	Default: Up
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 (in 10 seconds steps), or off. In Energy Saver mode, the panel display turns off.
	P Note
	Default: On (60 seconds)
System Reset Timer (Printer Option Required)	The machine returns to its prioritized mode automatically a certain time after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off.
	PNote
	Default: On (60 seconds)
Function Reset Timer (Printer Option Required)	When Interleave Print is turned on and a print job comes along while the machine is busy printing another job, this delay specifies how long the machine will wait before switching to the priority print job. The time can be set from 10 to 990 seconds.
	 Default: On (60 seconds) The Optional Printer is required to use this function.

Description
 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 202.
 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
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. Note Default: Off This function is not available in Area Editing Mode.
Turn this feature on to give print jobs priority. If a print job comes along while another job is in progress, the current job will be temporarly suspended while the print job is printed. Note Default: On
When this mode is off, narrow margins on all 4 sides of the original are not copied. 1: $2 \pm 2mm / 0.08" \pm 0.08"$ 2: $2 \pm 2mm / -1.5mm$, $0.08" \pm 0.08" / -0.06"$ 3: $2 \pm 2mm$, $0.08" \pm 0.08"$ 4: $5 \pm 2mm$, $0.2" \pm 0.08"$ When you turn it on, margins 1, 2 and 3 are copied. Note Default: Off

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. 3. Enter the vertical size with the [Number] keys, then press the [#] key. 4. Press the [OK] key.
	 Note Adjustment value: Metric version: Vertical: 100 - 305mm Horizontal: 140 - 457mm Inch version: Vertical: 3.9" - 12.0" Horizontal: 5.5" - 18.0"
	 ✓ Note □ Default: Custom 1
Display Color Setting	You can change the color of the display editor. Note Default: Blue
Key Operator Tools	If you select "On", only operators who know the key operator code can access the "Key Operator Tools" and Copier Features. Note Default: Off I f you select "On", you should register the key operator code.
AOF (Keep It On.)	 Note For details about this function, contact your service representative.
Output Tray (For 3-bin sorter only)	You can specify a bin to which documents are delivered for each feature (copy and printer). Note Default: Copy: First Bin Printer: Second Bin

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

₽ Reference

For how to access the user tools, - see page 151.

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.
	✓ Note □ Default: On
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.
	 Note Default: Manual
ADS Priority (B&W/SC)	As a default setting, the Manual is selected in Black, 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 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: Auto 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.
	 Note Default: Press Print
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.
	 Note Default: Press Print

Menu	Description
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)
Maximum Copy Quantity	The maximum copy quantity can be set from 1 to 99.
	Pote □ Default: Off
Tone: Original on Platen	 The 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. You can change this setting. • Metric version: left/20 mm - right/20 mm in 1 mm steps. • Inch version: left/0.8" - right/0.8" in 0.1" steps. 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. You can change this setting. • Metric version: left/20 mm - right/20 mm in 1 mm steps. • Inch version: left/0.8" - right/0.8" in 0.1" steps. 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. Note Default: Off
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 [#] key. 4. 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

Menu	Description
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
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
 Note Enter a previously register 	ered key operator code with the [Number] keys.
Preference About the key operator code	e, 🖝 see page 157.
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. Press the [Program] key. Enter the user code with the [Number] keys. Then press the [#] key. Select the color mode from [Full Color], [Black & White], [Single], or [Twin Color] key. Note You can up to 50 user codes. Change You can change the user codes. Press the [Change] key. Select the user code with the [Number] keys. Then press the [#] key. Select the user code. Enter the user code with the [Number] keys. Then press the [#] key. 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 [Clr 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 Manager	Counter List Print You can print data for all user codes. 1. Press the [Counter List Print] key. 2. Press the [Print Start] key.

Menu	Description
Counter Manager	 Reset Couters You can check the number of copies made using each user code. Also, you can clear each code's counter. 1. Press the [Reset Couters] 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.
	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, Black mode can be made lighter or darker (5 levels).
	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.
	 Note 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.
	 Note Default: level 3
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.
	 Note Default: 1

Duplex/ADF/Sorter

Description
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
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.
	🗖 Default: On
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.

Special Mode Program(s)

Special Mode for	Use to recall the special modes set by your service representative.
Copying	

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 [Start] 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.
	Tumitation You cannot set the test pattern in the document feeder.
	✓ Note
	□ To return to the previous setting, repeat steps 1 to 3 and 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

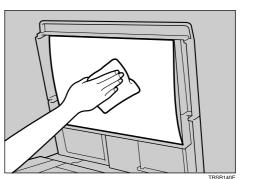
- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

D Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

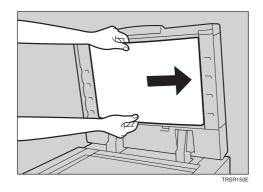
Exposure Glass (Platen Glass)



Platen Cover







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

▲ 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.

▲ 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 30 m³/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.

▲ WARNING:



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

▲ CAUTION:



• When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.

• When the machine will not be used for a long time, unplug the power cord.

▲ CAUTION:

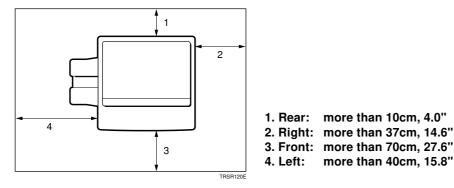


• When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

- When the main 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.





D 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

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.

1: 2 \pm 2mm, 0.08" \pm 0.08" 2: 2 + 2/-1.5mm, 0.08"+0.08"/-0.06" 3: 2 \pm 2mm, 0.08" \pm 0.08" 4: 5 \pm 2mm, 0.2" \pm 0.08"

Use and Storage of Supplies

Copy Paper

□ 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
- Translucent paper
- □ Never use ink-jet printer paper to prevent failure.
- **D** 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.
- D 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.
- D 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			
			GCYOSI1E
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.

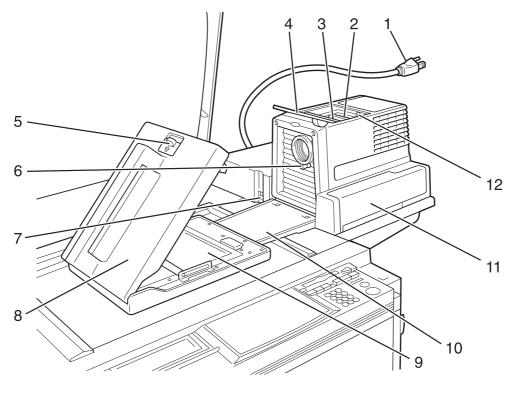
- Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- Do not store paper where it will be exposed to heat.
- □ Store on a flat surface.
- □ Use older stock first.
- Do not lay heavy objects on paper.
- $\ensuremath{\square}$ Keep open reams of paper in the package, and store as you would unopened paper.

Toner Storage

- $\hfill\square$ 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



TLCR0A0E

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

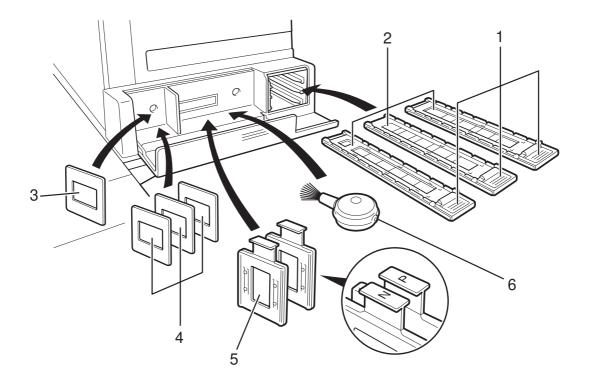
To protect the lens from dust, close it when you are not using the projector.

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 Nagative film.

5. Filters (P = Positive, N = Negative) One of them should be set in the filter slot.

6. Blower brush

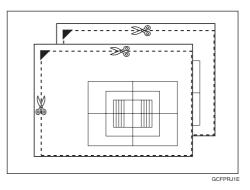
Use to clean the lens or glass.

Master film position sheet

Make a copy of the master sheet onto type D 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

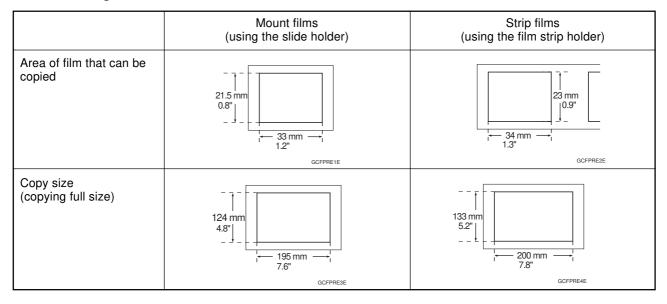
 $\hfill\square$ Do not use the same film for more than 30 minutes.

Do not store film in rooms where the temperature is more than 30°C, 86°F.

□ For valuable images, we recommend copying from duplicates.

 $\ensuremath{\square}$ When using a film strip, be sure to take it out from the film protection sheet.

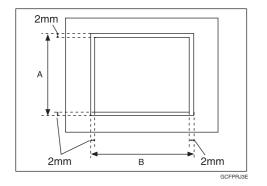
About Copying



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.



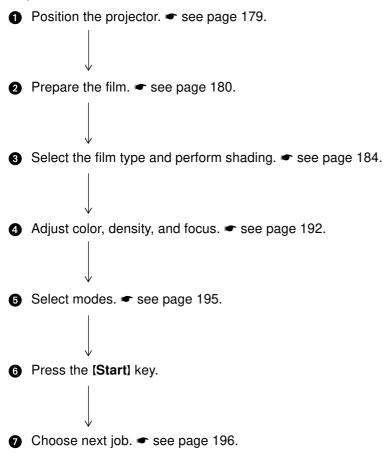
Film size	A	В
60 × 45mm	61.3mm	48mm
60 × 60mm	61.3mm	64mm
60 × 70mm	61.3mm	77mm
60 × 80mm	61.3mm	84mm
60 × 90mm	61.3mm	93mm
4"×5"	100mm	125mm
Maximum	142mm	210mm

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.



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 200.

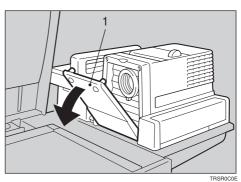


Plug the projector into the wall outlet.



Turn on the main switch of the projector.

Lift the platen cover or the document feeder and lower the projector lens cover.



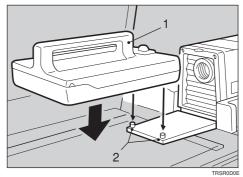
1. Lens cover

Place the mirror unit so that the unit's position holes fit over the projector's positioning pins.

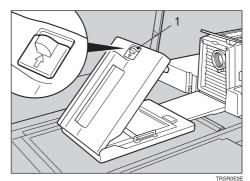
Note

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.



1. Mirror unit 2. Positioning pins



1. Mirror unit release lever

Preparing the Film

Film Type		Filter	Base Film	Positioning Sheet	Holder	Key To Select	
	Slide (Mount)		" P " (Positive Filter)	×	×	Slide Holder	35mm Slides Positive
25	Positive	Slide (Glass Mount)	" P " (Positive Filter)	×	×	Glass Mount Film Holder	35mm Slides Positive
35mm		Strip Film	" P " (Positive Filter)	×	×	Film Strip Holder	35mm Slides 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

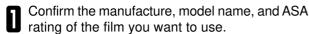
D When performing shading, you must set a filter that matches that type of film you will copy.

□ 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.



Select a base film suitable for the film to copy.

Note

2

□ The following base film slides have been prepared as accessories.

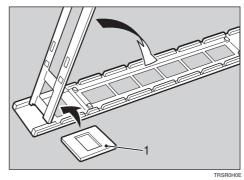
- For FUJICOLOR (registered trademark of FUJI PHOTO COMPANY LIMITED.)
- For AGFA (registered trademark of AGFAGEVAERT AG.)
- For KODAK (registered trademark of EASTMAN KODAK COMPANY.)
- □ If you use film that does not have suitable base film, you should make the base film yourself. see page 198.

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.

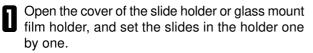
Setting Films in the Holder (If Needed)

Check which type of holder you should use. • see page 180.

Slide Holder/Glass Mount Film Holder

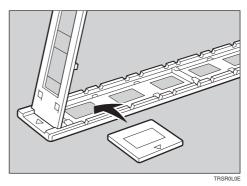
🖉 Note

- $\hfill\square$ 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.



🖉 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.
- 2 Close the holder and lock it.



Film Strip Holder

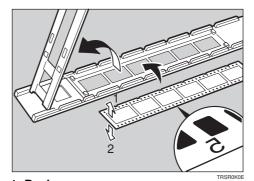
Note

- □ 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.

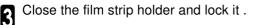




Adjust the position of the film.

🖉 Note

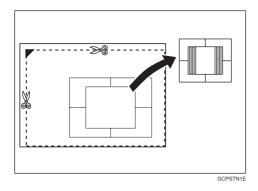
Do not touch the image parts of the film when adjusting.



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.

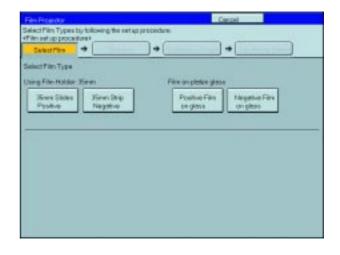


Selecting the Film Type and Performing Shading

The procedures are different depending on the type of film.



2 Select the film type.



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 185	
35mm	Positive	Slide (Glass Mount)	[35 mm Slides Positive]	Page 185	
		Strip Film	[35 mm Slides Positive]	Page 185	
	Negative Strip Film		[35 mm Strip Negative]	Page 188	
Others Max. Size	Positive		[Positive Film on glass]	Page 186	
	Negative		[Negative Film on glass]	Page 190	

35mm Slides Positive



Press the [Shading] key.

Press the [Shading] key.

□ The machine will start shading automatically.

Regarding setting the film, • see page 182.

the holder in the right slot.

Set the film (slide or strip) in the holder.

2 Open the film cover and insert the "**P**" (Positive) filter firmly in the left slot as shown in the illustration.

🖉 Note

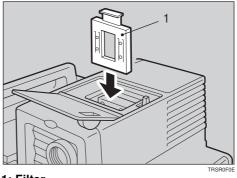
3

4

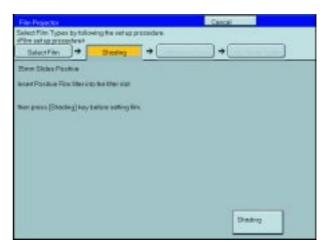
5

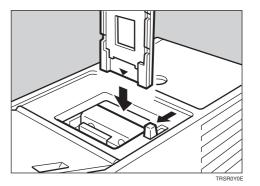
P Reference

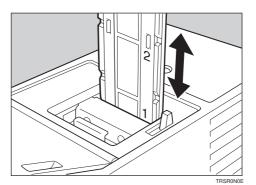
- Be careful to insert the filter as shown, not the other way around.
- Before going to the next step, make sure that fresnel lens is lowered in position.











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.

PReference For details, • see page 192.



If needed, select the copier modes.

PReference

For details, 🖝 see page 195.

Press the [Start] key.

Choose your next job.

P Reference For details, - see page 196.

Positive Film on Glass

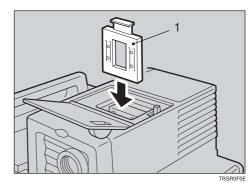
0

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



Cut the positioning sheet to match the film size.

₽ Reference

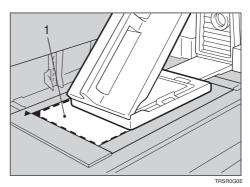
Regarding the positioning sheet, rese page 183.



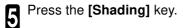
Place the positioning sheet under the mirror unit (on the exposure glass).

🖉 Note

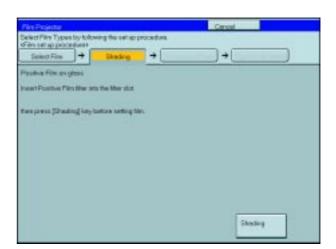
- Place the marked corner of the film position sheet at the rear left corner of the exposure glass.
- Before going to the next step, make sure that the fresnel lens is lowered in position.



1: Positioning sheet



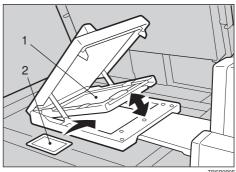
- Note
- $\ensuremath{\square}$ The machine will start shading automatically.



b Lift the fresnel lens, place the film inside the film position sheet, and lower the fresnel lens.

Note

- □ Place the film face down.
- 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.

Reference

For details, 🖝 see page 192.



If needed, select the copier modes.

PReference

For details, • see page 195.



Press the [Start] key.



Choose your next job.

P Reference

For details, 🖝 see page 196.

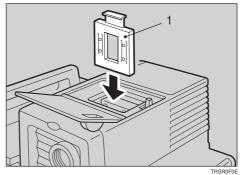
35mm Strip Negative

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



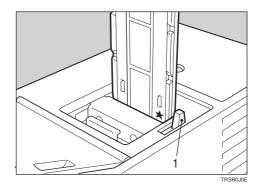
Set the base film in the holder.

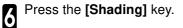
PReference

Regarding setting the base film, - see page 181.

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.



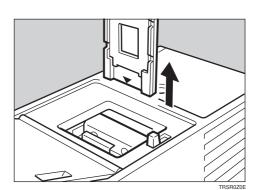


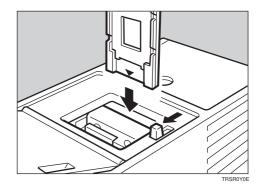
🖉 Note

□ The machine will start shading automatically.

Contraction of the second s		
Select Film Types by tollo	wing the last up procedure	
(Film set up procedure)		
Select Pline	Shading +	
Deep/ree		
Since Ship Nagalive		
Insert Nagotive File Idea Sat the base lite that No. 9	into the filter stat. Set the large file to film in the holder, and isset the	v that the flar is the holder • holder slightly into the holder slat
Tops press (Studiog) key	totice opting lite	
and the second second second		
		Shelling
		and the second se

Pull out the film strip holder with the base film. 7





While pressing the holder lever to the left, insert the holder in the right slot.

Set the film in the holder.

Regarding setting the film, - see page 182.

8

PReference

Adjust the holder by sliding it up and down to 10 position the correct frame for copying.

If needed, adjust the color, density, or focus.

PReference

For details, • see page 192.



I

If needed, select the copier modes.

PReference For details, • see page 195.



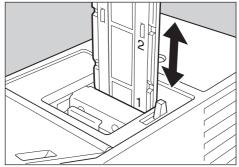
Press the [Start] key.



Choose your next job.

PReference

For details, • see page 196.



Negative Film on Glass

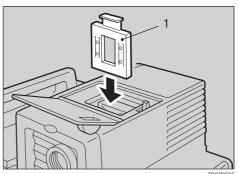
1 Pr

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

3 Cut the positioning sheet to match the film size.

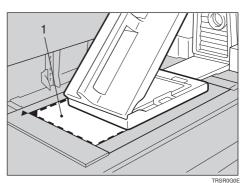
₽ Reference

Regarding the positioning sheet, • see page 183.

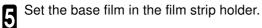
Place the positioning sheet under the mirror unit (on the exposure glass).

🖉 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.

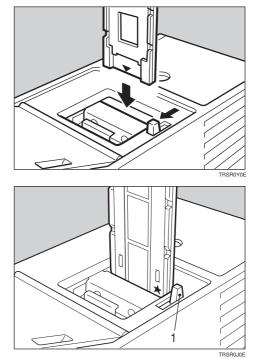


1. Positioning sheet



- □ Regarding setting the base film,
 rese page 181.
- 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.



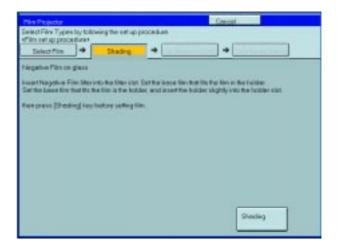
1: Holder lever

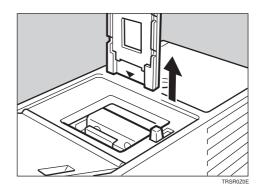
Press the [Shading] key. 8

Note

9

□ The machine will start shading.





Lift the fresnel lens, place the film inside the positioning sheet, and lower the fresnel lens.

Pull out the film strip holder with the base film.

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.

Reference

For details, • see page 192.



If needed, select the copier modes.

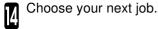
PReference

For details, - see page 195.



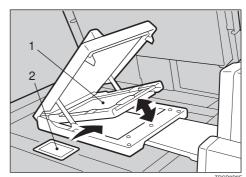
Press the [Start] key.





PReference

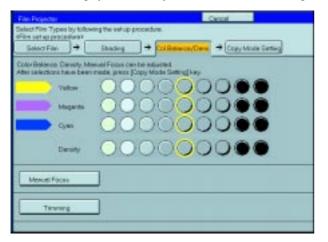
For details, • see page 196.



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 193) or Color Balance Adjustment (
 see page 92) function.
- □ If dark parts are too black, change the U.C.R. Adjustment to level 3 (default = level 5). see page 96.

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 92.

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	cturer		FUJI COLOR						Kodak				
Film typ	с	SUPE	RGA	CE *3	SUPER V *4	SUPER G *5	REALA ACE *6	Ģ	GOLD *	7	ROYAL	GOLD *8	GOLD *9
ISO sei	nsitivity	100	400	800	100	200	800	100 200 400		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	Manufacturer Konica						AGFA		
Film type	;	LV	LV *10 COLOR JX *11		*11	COLO	OR HDC	;*12	
ISO sens	sitivity	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).

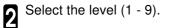
*3, *4, *5, *6: These products are registered trademarks of Fuji Photo Film Co., Ltd.

*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 Polence /P density, select [Col. Balance/Dens.] key.

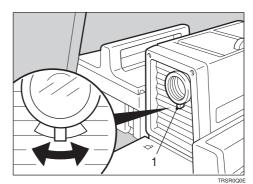


Film Projected			Cancel	
Select Film Types by tolow dFilm set ap procedure Select Fall	Electric pr	ccedure.] → <mark>CciBelerce,0</mark>	una → Copy Moare S	-
Color Beldecto Develop Mar After selections have been Yellow Magante Cywe Develop				
Mex.es Faces]			

- 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 4 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.



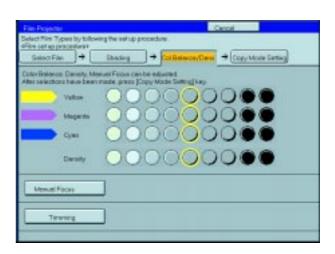
1: Focusing lever

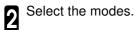
Selecting Modes

You can select copier modes with the projector.

 \square Regarding the modes that cannot be selected with the projector, \checkmark see page 88.

П	After shading, key.	press	the	[Copy	Mode Setting]
U	key.					





🖉 Note

This operation is the same as that described in the "Copying" chapter.

OReady		Piojes	tir	Alter	Editre	0~ 1 ~ 0
	100	00	00	00		
Auto Color Select	Pull Color	Bad	& White	Single Colo	1	em Color
Auto Text/Photo	Tipe	Photo	Special Org	pnel 🤹	14	4 1
the fract local	100 Sisx11	· 84×11	1	······································		
Fatilitie	Auto Reduc	e,Erdange	100%			
	Sart	Stech	Stople	100		Check Modes
Image Creation	Color Case	MCe .	San Pean			Reduce/Enlarge
Select reads. Shift + Shift Maegin	Adjustment				2.1	nt Cover

3 Press the [Start] key.

Choosing Next Job

After copying, you can select the next job:

[Select Film]

If you want to change the type of film, press this key.

[Shading]

If the mirror unit is moved, or if some lines appear on the copy, press this key and perform shading again.

[Color Balance/Density]

If you want to adjust the color tone, image density, or adjust the focus manually, press this key.

[Continue]

If you want to copy the same film again, or if you want to copy another film which is of the same type, press this key.

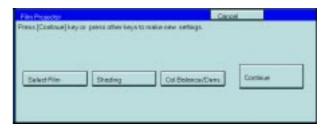
Press the [Special Accessory] key.

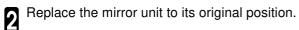


Select the key.

Film Projector		Card	4
Press [Costrue] key ar peess atter keys to make see settings.			
1	34	- 10 - E	
Select Film	Sheding	Col Bolosce/Dens	Continue
	82 - 27 C P.		
2 ·			

Exiting Projector Mode



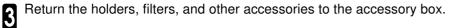


Press the [Cancel] key.

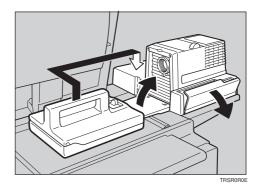
Note

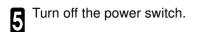
Π

Be careful not to touch the fresnel lens. If you do touch it, clean it. resee page 200.



Close the lens cover.





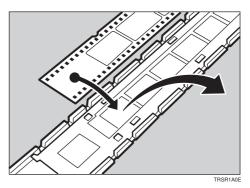
🖉 Note

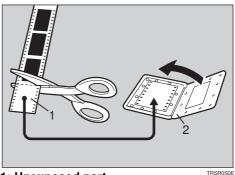
Though the power switch is turned off, the cooling fan may be still working. Therefore, please wait a few moments before unplugging the power cord.

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. see page 92.
- 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.

- **D** 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 192.

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 176.
- D When setting film in the holder, be sure to position the desired frame properly.
- **D** 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.
- **D** 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.)

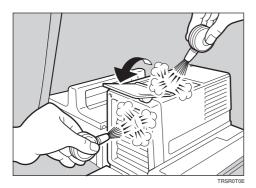
Daily Maintenance

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.

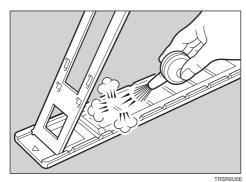


Film Holder

Blow off any dust using the blower brush. If there are fingerprints on the glass, wipe with a soft cloth.

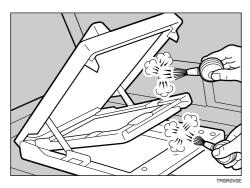
Holder Slot

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.



Specifications

Mainframe

	Dealston						
Configuration:	Desktop						
Process:	Dry electrostatic transfer system						
Resolution:	400 dpi						
Gradations:	256 gradations						
Originals:	Sheet, book, objects						
Original size:	Maximum: A3, $11" \times 17"$	1					
Copy paper size:	81/2" × 13"⊡, 81	, B5, A5, 11" × 1 /2" × 11", 51/2" × 81/2" ee page 44.	7", 8 _{1/2} " × 14",				
Copy paper weight:	Bypass Tray: 52 - Auto Duplex Tray: 64 -	eavier than 104.7g/m ² , 28 l	b, use the bypass feed table				
Copy paper capacity:	Tray: 500 sheets Bypass Tray: 50 sheets						
Copying speed	Full color (4 colors):						
(Full size):		Standard mode	OHP/Thick mode				
	A4], 81/2" × 11"]	6 copies/minute	3 copies/minute				
	A3, 11" × 17", 3 copies/minute 1.5 copies/minu						
	Black, Yellow, Magenta, Cyan:						
	Standard modeOHP/Thick modeA4, 81/2" × 11"28 copies/minute5 copies/minuteA3, 11" × 17"14 copies/minute2.5 copies/minute						
	Blue (Magenta + Cyan), Green (Yellow + Cyan):						
		Standard mode	OHP/Thick mode				
	A4, 81/2" × 11" 9 copies/minute 4 copies/minute						
	A3, 11" × 17" 4.5 copies/minute 2 copies/minute						
	Red (Yellow + Magenta):						
		Standard mode	OHP/Thick mode				
	A4, 81/2" × 11",	7 copies/minute	3.5 copies/minute				
	A3⊡, 11" × 17"⊡	3.5 copies/minute	1.5 copies/minute				
	Black + Yellow, Black + Ma	agenta, Black + Cyan:					
		Standard mode	OHP/Thick mode				
A4[], 81/2" × 11"[] 7 copies/minute 3.5 copies/minute							
	A3, 11" × 17" 3.5 copies/minute 1.5 copies/minute						

First copy time:

	Standard mode	OHP/Thick mode
Full color (4 colors)	22.4 seconds or less	35 seconds or less
Black, Yellow, Magenta, Cyan	8 seconds or less 23 seconds or less	
Blue (Magenta + Cyan) Green (Yellow + Cyan)	16 seconds or less	27 seconds or less
Red (Yellow + Magenta)	16 seconds or less	27 seconds or less
Black + Yellow Black + Magenta Black + Cyan	16 seconds or less	27 seconds or less

Non-reproduction area:

Toner replenishment:

Reproduction ratios:

Warm-up time:

Leading edge: $5\pm 2mm$, $0.2" \pm 0.08"$ Trailing edge: 2+2/ - 1.5mm, 0.08" + 0.08"/-0.06"Side: $2\pm 2mm$, $0.08" \pm 0.08"$ (Total 4mm, 0.16" or less) Cartridge (220g/cartridge) About 7 minutes (20° C, 68° F) 5 enlargement and 7 reduction

	Metric version	Inch version
	400%	400%
	200%	200%
Enlargement	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
	93%	93%
	82%	85%
	75%	78%
Reduction	71%	73%
	65%	65%
	50%	50%
	25%	25%

Power consumption:

	Copier only	Full system*
Warm up	1.3kW	1.3kW
Stand-by	0.4kW	0.4kW
Copying	1.1kW	1.3kW
Maximum	less than 1.5kW	less than 1.5kW

* Full system: Mainframe with the document feeder, 3-bin sorter stapler and 1500sheet tray. Optional printer installed.

Noise Emission (ISO 7779 Sound Power Level):

Based on actual measurement

	Mainframe only	Complete System
When printing	less than 68 dB (A)	less than 72 dB (A)
Stand-by	less than 55 dB (A)	less than 59 dB (A)

Dimensions (W \times D \times H up to the exposure glass):

 $620\times757\times602mm,\,24.5"\times29.9"\times23.8"$

Weight: Approx. 105kg, 231.5 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:	40 - 128g/m², 11 - 34 lb	
	ARDF mode:	52 - 105g/m², 14 - 28 lb	
	Combine Originals mode:	52 - 128g/m², 14 - 34 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 o	er 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		
Dimensions: ($W \times D \times H$)	$610 \times 507 \times 130 \text{mm}, 24.1" \times 20.0" \times 5.2"$		

 $\ensuremath{\square}$ Specifications are subject to change without notice.

20-bin Sorter Stapler (Option)

Number of bins:	20 bins + proof tray		
Paper size for bins (Normal paper mode):	Sort/Stack:		
	A3, B4, A4, A4, B5, A1, 11" × 17", 10" × 14", 81/2" × 14", 81/2" × 13", 81/2" × 11", 12" × 18".		
	Staple:		
	A3, B4, A4, A4, B5, A1, 11" × 17", 10" × 14", 81/2" × 14", 81/2" × 13", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2"		
Paper weight for bins:	52g/m² - 160g/m², 14 - 43 lb		
Bin capacity (Normal paper mode):	Sort: A4, $8_{1/2}$ " × 11" or smaller: 30 sheets (80g/m ² , 20 lb)		
	B4, $8_{1/2}$ " × 14" or larger: 25 sheets (80g/m ² , 20 lb)		
	Stack: A4, $8_{1/2}$ " × 11" or smaller: 25 sheets (80g/m ² , 20 lb)		
	B4, $8_{1/2}$ " × 14" or larger: 20 sheets (80g/m ² , 20 lb)		
Stapler capacity (Normal paper mode):	2 - 30 sheets (80g/m², 20 lb)		
Proof tray capacity:	100 sheets (80g/m ² , 20 lb)		
Maximum power consumption:	35W (Power is supplied from the main frame.)		
Weight:	23kg, 50.6 lb		
Dimensions: (W \times D \times H)	$430 \times 570 \times 680$ mm, 17.0" × 22.5" × 26.8"		

10-bin Sorter Stapler (Option)

Number of bins:	10 bins + proof tray		
Paper size for bins:	Sort/Stack:		
	A3, B4, A4, A4, B5, A1, 11" × 17", 10" × 14, 81/2" × 14", 81/2" × 13", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2",		
	Staple:		
	A3, B4, A4, A4, B5, A1, 11" × 17", 10" × 14, 81/2" × 14", 81/2" × 13", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2" × 11", 81/2",		
Paper weight for bins:	52g/m² - 160g/m², 14 - 42 lb		
Bin capacity:	Sort: A4, $8_{1/2}$ " × 11" or smaller: 30 sheets (80g/m ² , 20 lb)		
	B4, $8_{1/2}$ " \times 14" or larger: 25 sheets (80g/m ² , 20 lb)		
	Stack: A4, $8_{1/2}$ " \times 11" or smaller: 25 sheets (80g/m ² , 20 lb)		
	B4, $8_{1/2}$ " \times 14" or larger: 20 sheets (80g/m ² , 20 lb)		
Stapler capacity:	2 - 20 sheets (80g/m², 20 lb)		
Proof tray capacity:	100 sheets (80g/m², 20 lb)		
Maximum power consumption:	33W (Power is supplied from the main frame.)		
Weight:	12.4kg, 27.4 lb		
Dimensions: (W \times D \times H)	$381 \times 548 \times 443$ mm, $15.0" \times 21.6" \times 17.5"$		

 $\ensuremath{\square}$ Specifications are subject to change without notice.

3-bin Sorter (Option)

Number of bins:	3 bins		
Paper size for bins:	A3, B4, A4, B5, A5, B6, A6, 11" × 17", 10" × 14, 81/2" × 14", 81/2" × 13", 81/4" × 13", 81/2" × 11", 51/2" × 81/2", 12" × 18"		
Paper weight for bins:	Face-up: 1 st bin: 52 - 160g/m ² , 14 - 42 lb		
	2 nd and 3 rd bins: 52 - 105g/m ² , 14 - 28 lb		
	Face-down: 64 - 105g/m², 17 - 28 lb		
Bin capacity	1 st bin: A4, $8_{1/2}$ " × 11" or smaller: 500 sheets (80g/m ² , 20 lb)		
(Normai paper mode).			
	B4, $8_{1/2}$ " × 13" or larger: 250 sheets (80g/m ² , 20 lb)		
	2 nd and 3 rd bins:		
	A4, $8_{1/2}$ " \times 11" or smaller: 250 sheets (80g/m ² , 20 lb)		
	B4, $8_{1/2}$ " \times 13" or larger: 125 sheets (80g/m ² , 20 lb)		
Maximum power consumption:	30W (Power is supplied from the main frame.)		
Weight:	Less than 14kg, 30.9 lb		
Dimensions: (W \times D \times H)	$361 \times 483 \times 427$ mm, $14.3" \times 19.1" \times 16.9$ "		
Specifications are subjected	ct to change without notice		

1000-sheet T ray Unit (Option)

Copy paper weight:	64 - 105g/m², 17 - 28 lb
Available paper size:	A3, B4, A4, A4, B5, A5, 11" × 17", 81/2" × 14", 81/2" × 11", 51/2" × 81/2", 81/2" × 11", 51/2", 81/2
Maximum power consumption:	50W (Power is supplied from the main frame.)
Paper capacity:	500 sheets \times 2 trays
Dimensions: (W \times D \times H)	$620 \times 680 \times 390$ mm, 24.5" \times 26.8" \times 15.4"
Weight:	Approx. 32kg, 70.6 lb

 $\ensuremath{\square}$ Specifications are subject to change without notice.

1500-sheet T ray Unit (Option)

Copy paper weight:	64 - 105g/m², 17 - 28 lb
Available paper size:	A3, B4, A4, A4, B5, A5, 11" × 17", 81/2" × 14", 81/2" × 11", 51/2" × 81/2", 81/
Maximum power consumption:	50W (Power is supplied from the main frame.)
Paper capacity:	500 sheets \times 3 trays
Dimensions: (W \times D \times H)	$620 \times 680 \times 390$ mm, 24.5" \times 26.8" \times 15.4"
Weight:	Approx. 37kg, 81.6 lb

Projector Unit (Option)

Acceptable film types:	Type:	e: Positive film, Negative film	
	Size:	35mm	
		Others:	$60 \times 45 \text{mm}, 60 \times 60 \text{mm}, 60 \times 70 \text{mm},$
			$60\times80mm,60\times90mm,4"\times5"$
		Max:	142 × 210mm, 5.5" × 8.2"
	Mount:	Yes (Up	o 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/N	Manual	
Maximum power consumption:	70W		
Weight:	Project	tor: 7.9	kg, 17.5 lb
	Mirror	unit: 2.7	<g, 6.0="" lb<="" th=""></g,>
Dimensions : (W \times D \times H)	,		9 × 442 × 212mm, 11.9" × 17.5" × 8.4" 5 × 232 × 50mm, 11.8" × 9.2" × 2.0"
Remarks:	The ho	lder is re	quired for installation.

Index

 $\begin{array}{l} 1 \text{ Sided} \rightarrow 2 \text{ Sided}, 62 \\ 2 \text{ Sided} \rightarrow 1 \text{ Sided}, 68 \\ 2 \text{ Side} \rightarrow 2 \text{ Sided}, 64 \end{array}$

<u>A</u>

A.C.S. Sensitivity, 98 Access to Machine, 166 Adding Areas, 124 Adding Staples, 143 Adding Toner, 138 Auto Reduce/Enlarge, 51 Auto Start, 53 Auto Text/Photo mode, 41 Auto Text/Photo Sensitivity, 98 Auto color select mode, 38 Auto duplex tray, 2 Auto image density, 37 Auto paper select, 43

В

Background Density, 97 Basic Operation, 36 Black & White copy mode, 38 Book \rightarrow 1 Sided, 67 Book \rightarrow 2 Sided, 65 Bypass tray, 3

<u>C</u>

Centering, 71 Change Modes, 124 Changing Job Settings for the Entire Image, 122 Changing Paper Size, 148 Check Modes, 55 Checking and Changing Areas, 123 Clearing Misfeeds, 140 Color Adjustment, 95 Color Background, 80 Color Balance, 92 Color Balance Adjustment, 92 Color Balance Program, 93 Color Sample Chart, 22 Color Conversion, 77 Color Creation, 77 Color Erase, 79 Color Mode, 38 Combination Chart, 88 Combination Chart for Area Editing, 128 Combine, 69 Combine 2 Originals, 69 Combine 4 Originals, 70 Combined auto and manual image density, 37

Contrast, 97 Copy Paper, 169 Copy Paper Size, 28 Copy tray, 2 Counter, 55 Cover Sheet, 74

D

Delete Area, 117 Designating Areas, 106 Directional Magnification (%), 59 Directional Size Magnification (inch), 60 Do's and Don'ts, 167 Duplex, 62

Ε

Energy Saver mode, 52 Erasing a Group, 126 Erasing an Areas, 125 Exiting Area Editing, 127 Exposure glass (platen glass), 2

F

Finishing, 83 Front & Back Cover, 75 Front Cover, 74 Full Color Copy Mode, 38

Н

How to Edit Areas, 105 How to Make Copies, 36

l

Image Adjustment, 96 Image Creation, 81 Image Density, 37 Interrupt Copying, 52

L

Loading Paper, 136

Μ

Machine Environment, 165 Machine Exterior, 2 Main power switch, 2, 26

Index

Maintaining Your Machine, 164 Manual image density, 37 Manual paper select, 43 Margin Adjustment, 72 Mirror Image, 81 Multi \rightarrow 2 Sided,66

0

Operation panel, 5 Operation switch, 2, 26 Options, 4 Original Image Type, 41 Originals, 28

Ρ

Paper Storage, 170 Paper tray, 2 Pastel, 97 Photo mode, 42 Platen cover, 2 Positive/Negative, 82 Power Connection, 166 Preset R/E, 56 Program, 54 Program User Color, 99 Projector Unit Operation, 171

R

Reduce/Enlarge, 56 Remarks, 168 Removing Jammed Staples, 144 Removing the Platen Cover, 34 Right side cover/Low right cover, 3

S

Safety Information, iii Save Area, 118 Selecting Modes for Designated Areas, 116 Selecting Modes for Outside Designated Areas, 120 Series Copies, 67 Setting Custom Sized Originals, 33 Setting Originals of Different Sizes in the Document Feeder, 32 Setting Originals on the Exposure Glass (Platen Glass), 29 Setting a Stack of Originals in the Document Feeder, 30 Setting one Original at a Time in the Document Feeder, 31 Shifting the Image, 71 Single color mode, 39 Soft/Sharp, 97 Sort, 83

Special original mode, 42 Specification, 201 Stack, 84 Staple, 85 Starting the Machine, 26 Stopper, 2

Т

Text mode, 41 Toner Storage, 170 Touch panel display, 6 Twin color mode, 40

U

U.C.R. Adjustment, 98 Use and Storage of Supplies, 169 User Tools, 151 User Tools Menu, 153 Using the Touch Panel Display, 23

V

Ventilation hole, 3

W

What You can do with this Machine, 7 Where to Put Your Machine, 165

Z

Zoom, 57







Overseas Affiliates

U.S.A.

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

The Netherlands

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

United Kingdom

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

Germany

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

France

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

Printed in Japan UE (USA) A259-8607

Spain

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

Italy

RICOH ITALIA SpA Via della Metallurgia 12, 37139 Verona Phone: +39-(0)45-8181500

Hong Kong

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

Singapore

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