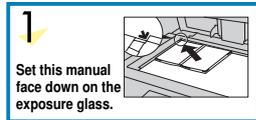
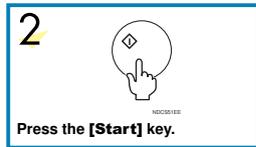
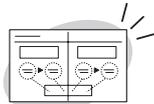


# COLOR COPY QUICK GUIDE

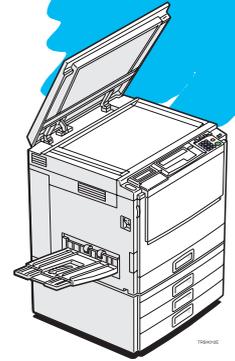
Make copies of this manual and stick them on the wall.



Stick the copies on the wall.



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19860102

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# How to Make a Copy

In this situation...



You wish to make a copy in the same color and same size as your original.



use this function...

This machine has the following handy functions:

- Auto Text/Photo  
Selects a suitable original image type automatically.
- Auto Color Select  
Selects a suitable color mode automatically.
- Auto Paper Select  
Selects a suitable paper size automatically.

# 1

Set the original.

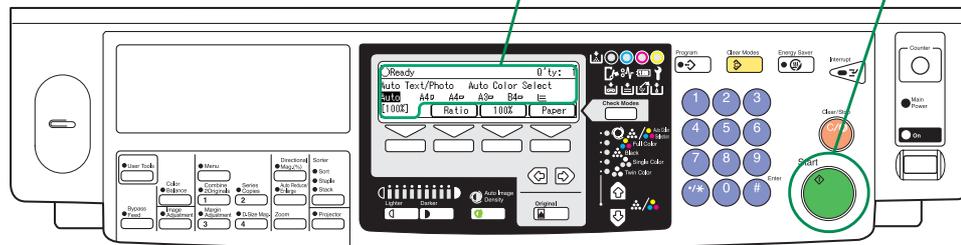
# 2

Make sure that following functions are selected:

- [Auto Text/Photo]
- [Auto Color Select]
- [Auto](Auto Paper Select)
- [100%]

# 3

Press the [Start] key.



# Making Copies in Single Colors

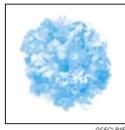
In this situation...



You wish to make a copy in Cyan.



use this function...



The Single Color function makes copies in single colors.

Tip

- You can choose from the following colors:  
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink and Purple

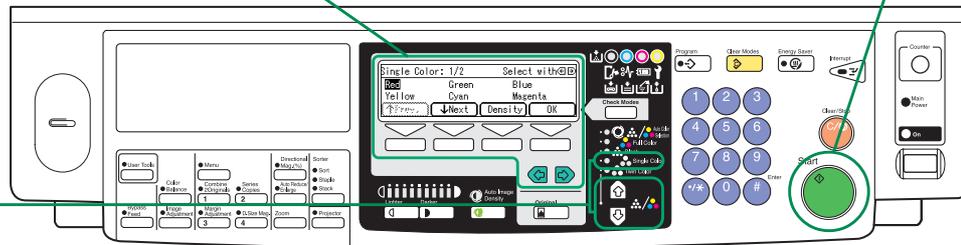
**2** Press the   keys to light the Single Color indicator.

**3** Select the color with the keys  .

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

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

**1** Set the originals.



# Making Copies in Two Colors

In this situation...



You wish to make a copy in black and red.



use this function...



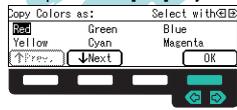
The Twin Color function makes copies with black parts in the selected color and color parts in the other selected color.

Tip

- Colors you can choose for color parts: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink and Purple
- Colors you can choose for black parts: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and Black

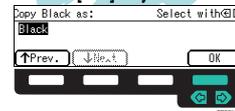
**3** Press the [Colors] key.

**4** Select the color for the color parts with the [Left] [Right] keys. Then press the [OK] key.



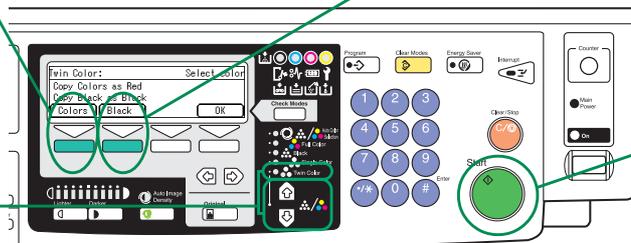
**5** Press the [Black] key.

**6** Select the color for the black parts with the [Left] [Right] keys. Then press the [OK] key.



**2** Press the [Down] [Up] keys to light the Twin Color indicator.

**1** Set the originals.



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

# Converting a Selected Color into a Different Color

In this situation...



You wish to copy certain colors in a different color.



use this function...



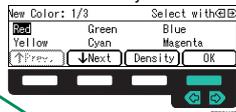
The Color Conversion function converts a selected color of an original into a different color on the copy.

Tip

- Colors that can be converted:  
Red, Green, Blue, Yellow, Cyan, Magenta, Black and White
- Colors you can convert to:  
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and Black

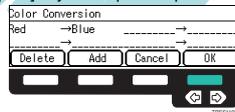
**3** Select the original color (color to be converted) with the **[Left]** **[Right]** keys, then press the **[OK]** key.

**4** Select the new color (color to convert to) with the **[Left]** **[Right]** keys. Then press the **[OK]** key. If necessary, press the **[Density]** key to select the color density level.



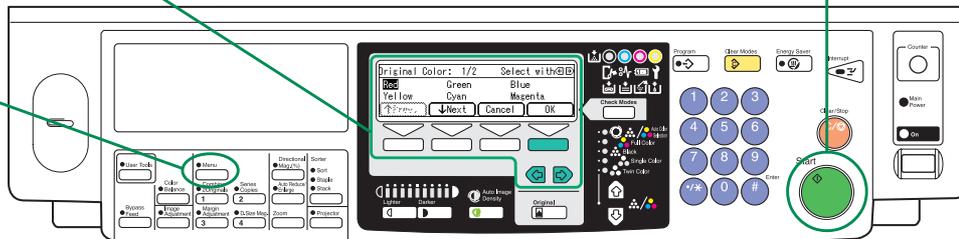
**2** Press the **[Menu]** key and select **[Color Conversion]** on the display. Then press the **[Select]** key.

**5** Press the **[OK]** key. To convert more than one color, press the **[Add]** key and repeat steps 3 to 4.



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

**1** Set the originals.



# Erasing a Selected Color

In this situation...



You wish to have certain colors not copied.



use this function...



The Color Erase function erases a selected color from the original image.

Tip

- Colors that can be erased:  
Red, Green, Blue, Yellow, Cyan, Magenta and Black

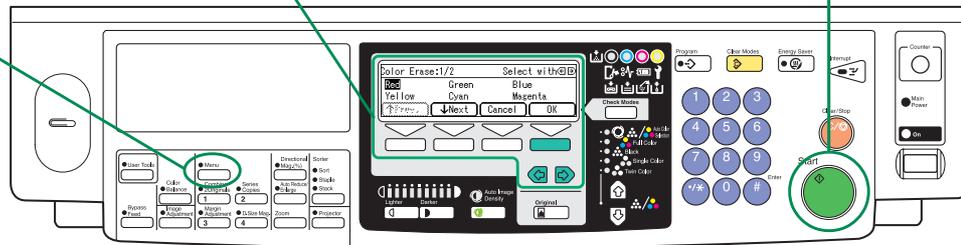
**2** Press the [Menu] key and select [Color Erase] on the display. Then press the [Select] key.

**3** Select the color to be erased with the [Left] [Right] keys, then press the [OK] key.

**4** Press the [OK] key.  
To erase more than one color, press the [Add] key and repeat step 3.

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

**1** Set the originals.



# Adjusting the Color Balance

In this situation...



Copies are too yellow.



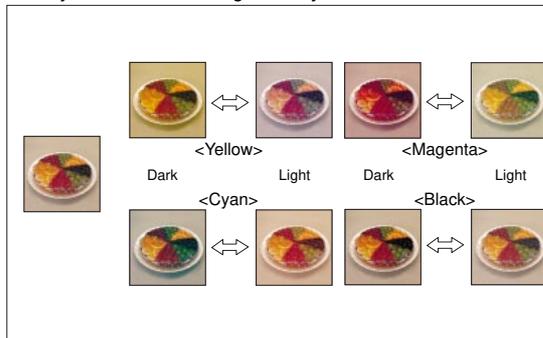
use this function...



The Color Balance function allows you to control the overall color tone of copies.

Tip

You can adjust the Yellow, Magenta, Cyan and Black color balance.



**3** Select the color to be adjusted with the [Left] [Right] keys.

**4** Enter the level of color tone with the [Number] keys.

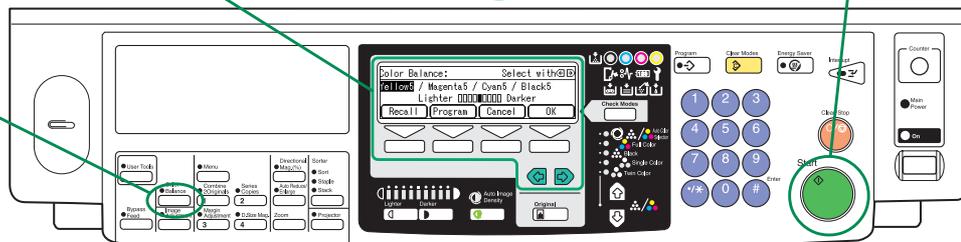


**2** Press the [Color Balance] key.

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

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

**1** Set the originals.



# Adjust the Image Quality

In this situation...



GCGAZ006



GCGAZ006

You wish to make the edges of the image sharper.

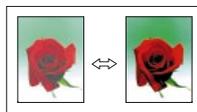
The Sharp/Soft function in Image Adjustment makes the image sharper or softer.

use this function...

Tip

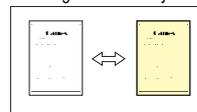
Image Adjustment also provides the following functions:

● Contrast



Adjusts the contrast between light parts and dark parts of the image.

● Background Density



Adjusts the background density.

● Pastel



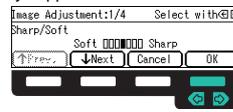
Makes copies in pastel tones.

**2** Press the [Image Adjustment] key.

**3** Select your desired function with the [Left] [Right] keys, then press the [OK] key.

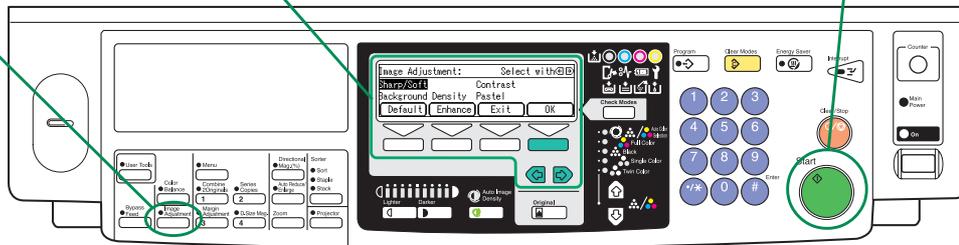
**4** Adjust the settings with the [Left] [Right] keys. Then press the [OK] key.

By pressing the [ + Prev.] or [ - Next] key repeatedly, the Sharp/Soft, Contrast, Background Density, and Pastel adjustment displays appear in turn.



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

**1** Set the originals.

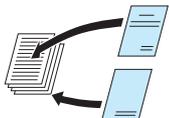


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# Copying Front and Back Covers

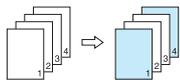
## In this situation...

You wish to copy the front and back covers onto different type (e.g. different color) paper.



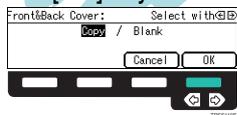
## use this function...

Use the Front & Back Cover function to have the first and last pages copied onto different kind of paper (e.g. colored) than that used for the remaining pages.



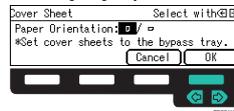
**3** Select [Front&Back Cover] with the keys. Then press the [OK] key.

**4** Make sure that the [Copy] is selected, then press the [OK] key.



**2** Press the [Menu] key and select [Cover Sheet] on the display. Then press the [Select] key.

**5** Select orientation of the copy paper and cover sheets with the keys, then press the [OK] key.

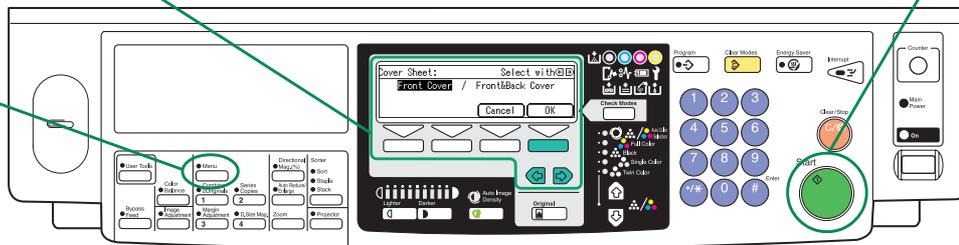


**6** Set cover sheets into the bypass tray.

\* The covers are copied in Thick Paper mode.

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

**1** Set the originals in the document feeder.



# Features at a Glance

For details, please see the following pages in the Operating Instructions.

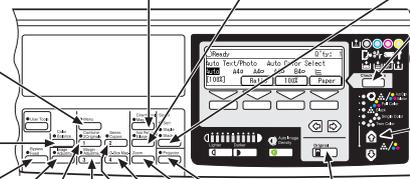
- Color Conversion ⇒ Page 73
- Color Erase ⇒ Page 75
- Centering ⇒ Page 60
- Mirror ⇒ Page 77
- Positive / Negative ⇒ Page 79
- Cover Sheet ⇒ Page 69<sup>\*3</sup>

- Color Balance ⇒ Page 88

- Image Adjustment ⇒ Page 91
- Sharp / Soft
- Contrast
- Background Density
- Pastel

- Sort ⇒ Page 80<sup>\*1</sup>
- Stack ⇒ Page 82<sup>\*1</sup>
- Staple ⇒ Page 84<sup>\*2</sup>

- Directional Magnification(%) ⇒ Page 55
- Auto Reduce / Enlarge ⇒ Page 43



- Checking the Selected Copy jobs ⇒ Page 50
- Color Mode ⇒ Page 27

- Full Color Copy
- Black Copy
- Single Color Copy
- Twin Color Copy

- Original Image Selection ⇒ Page 31
- Projector ⇒ Page 145

- Margin Adjustment ⇒ Page 61

- Directional Size Magnification ⇒ Page 57
- Series Copies ⇒ Page 63

- Zoom ⇒ Page 53

- Combine 2 Originals ⇒ Page 67<sup>\*3</sup>

- Book → 1 Sided
- 2 Sided → 1 Sided<sup>\*3</sup>

<sup>\*1</sup> The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required.  
<sup>\*2</sup> The optional 20-bin sorter stapler or 10-bin sorter stapler is required.  
<sup>\*3</sup> The optional document feeder is required.