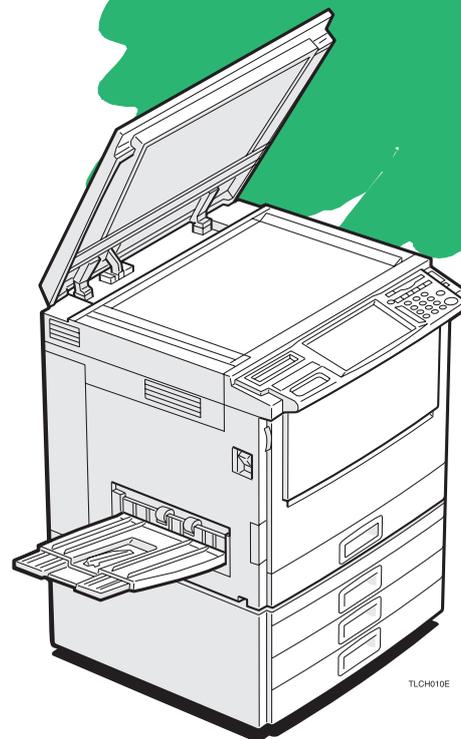


# COLOR COPY QUICK GUIDE



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This machine comes in two models referred to in this manual as Basic type and Edit type. Check the inside front cover of the Operating Instructions for the model you have before reading this guide.

Some limitations may apply to functions—for details please refer to the Operating Instructions.

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

## How to Make a Copy

In this situation...



GCFLR4E

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

Use this function...



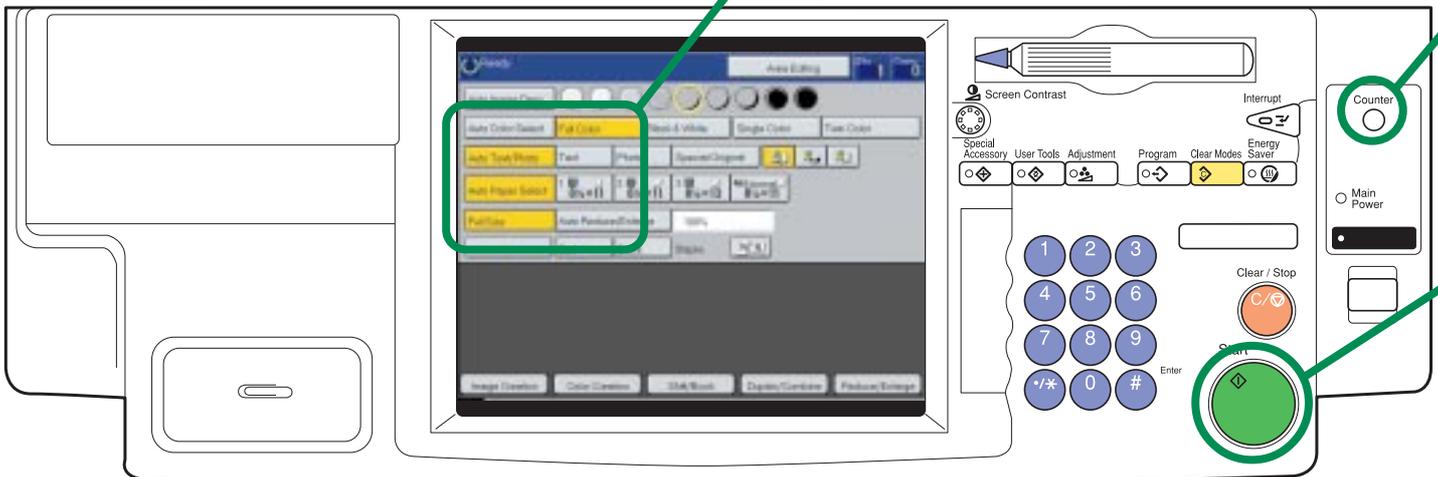
GCFLR4E

- This machine has the following functions:
- Auto Color Select  
Selects a suitable color automatically.
  - Auto Text/Photo  
Selects a suitable original image type automatically.
  - Auto Paper Select  
Selects a suitable paper size automatically.

**1** Set the original.

**2** Make sure that following functions are selected:

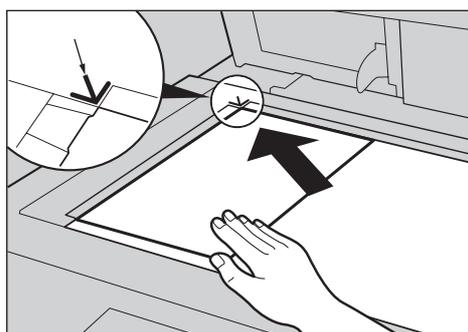
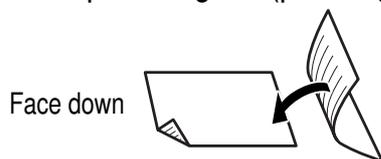
- [Full Color]
- [Auto Text/Photo]
- [Auto Paper Select]
- [Full Size]





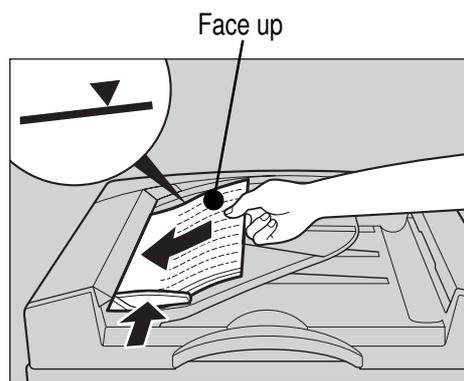
## Tip

On the exposure glass(platen glass)



TCAR050E

In the document feeder



TCAR060E

To check the number of copies made so far, press the **[Counter]** key.

# 3

Press the **[Start]** key.

## Adjusting the Color Balance

In this situation...



GCCLBA2E

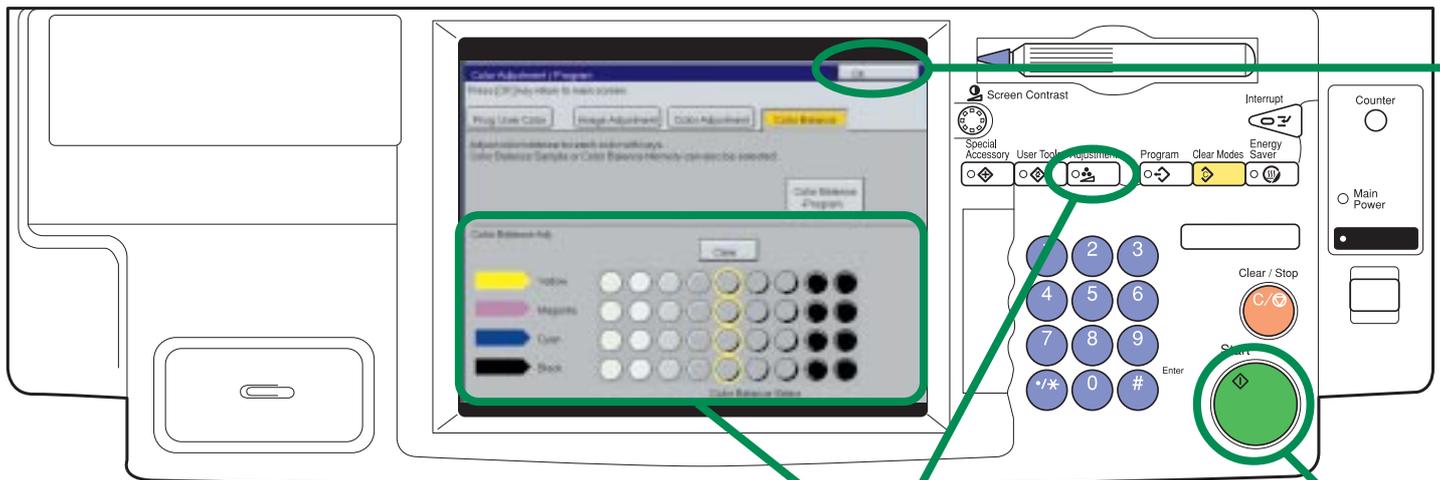
Copies are too yellow.

Use this function...



GCCLBA3E

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



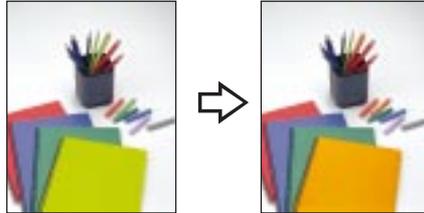
**1** Set the original.

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

**3** Adjust the color tone.

## Tip

You can alter up to three single colors by mixing them with adjacent colors in the color circle.



GCCLYZE

1. Press the **[Adjustment]** key.
2. Press the **[Color Adjustment]** key.
3. Select the color that you want to adjust from the color circle.
4. Adjust the color with the **[ ← ]** or **[ → ]** key.
5. Press the **[OK]** key.



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

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

## Converting a Selected Color into

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.

1

Set the originals.

3

Select the original color (color to be converted).

2

Select [Color Creation], then press the [Color Conversion] key.



# a Different Color

## Tip

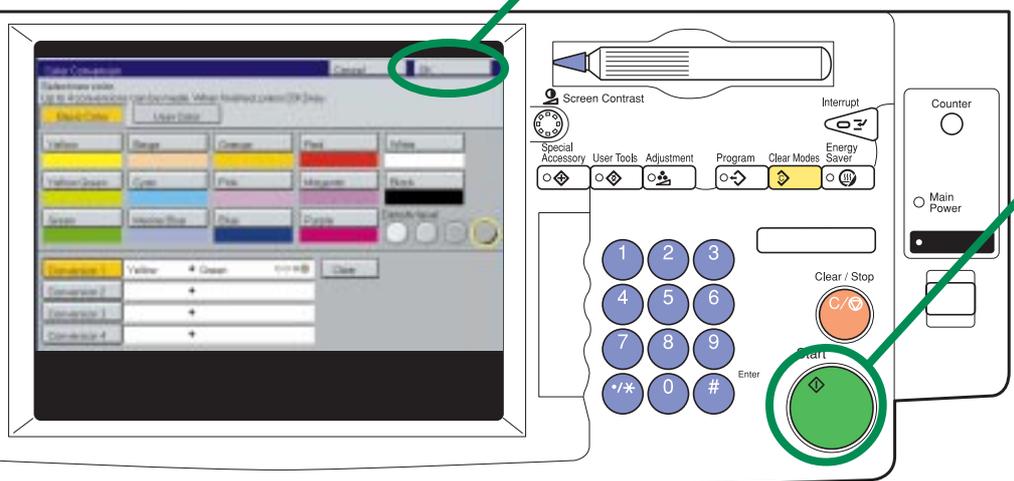
- Colors that can be converted:  
Red, Green, Blue, Yellow, Cyan, Magenta, Black and White
- Colors you can convert to:  
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, Black, White and User Colors

**4** Select the new color (color to convert to).

To convert more than one color, press the [Conversion 2]-[Conversion 4] key and repeat steps 3 to 4.

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

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



## Filling a Background Area with a

In this situation...



You wish to fill the specified background of your original with a selected color.

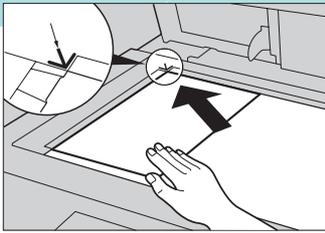
Use this function...



The Color Background function in Area Editing makes copies with the designated area filled in a selected color.

\*For information on other Area Editing features, see page 10 and 11.

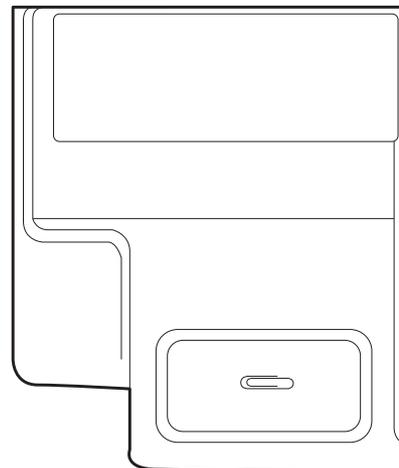
**1** Set the original on the exposure glass (platen glass).



**2** Press the [Area Editing] key.



**3** Select the area shape, then designate the area.



# Color

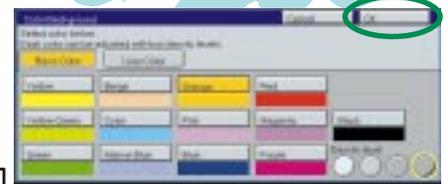
**4** Press the [Confirm Selection] key.

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

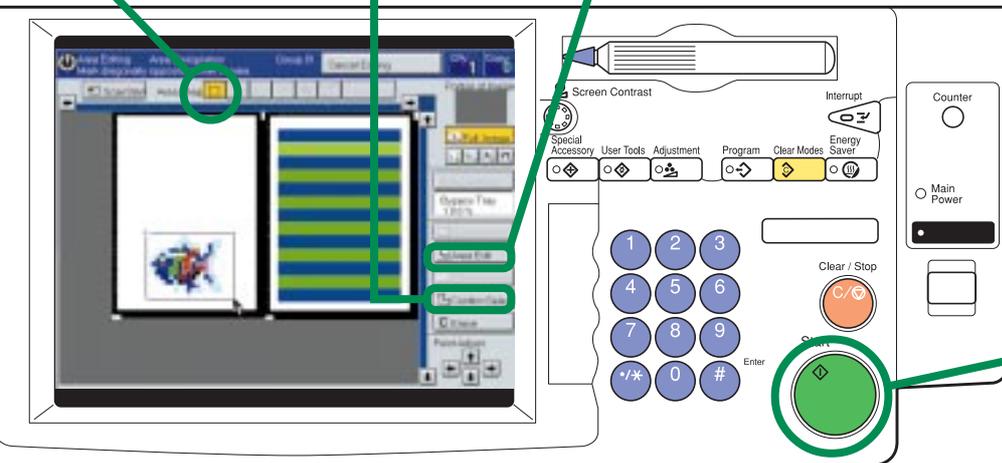
**6** Select [Color Creation], then press the [Color Background] key.



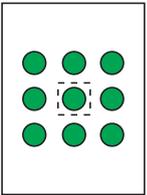
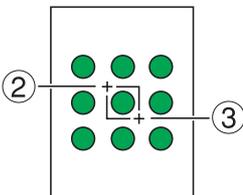
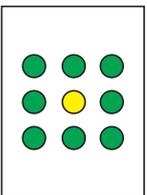
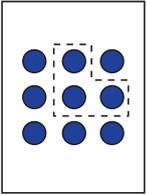
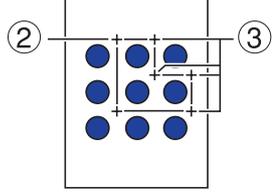
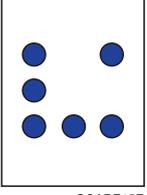
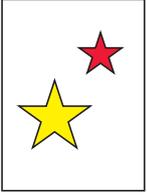
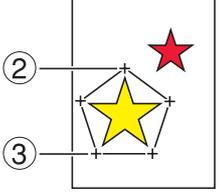
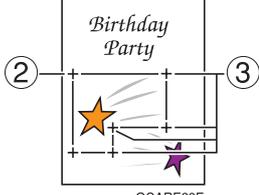
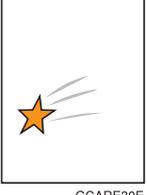
**7** Select your desired color, then press the [OK] key twice.



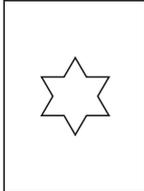
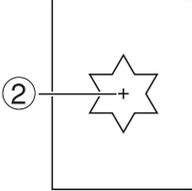
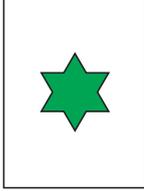
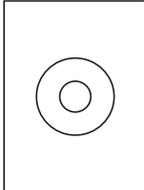
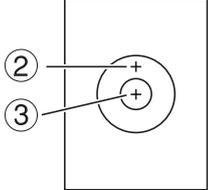
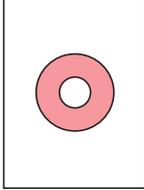
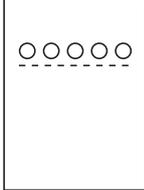
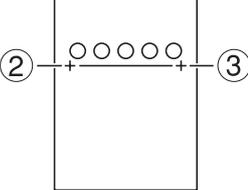
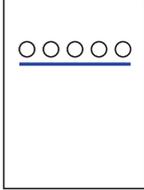
**8** Press the [Start] key.



## Other Area Editing Functions

Objective	Area Selection	Edit the Area	Copy Result
<p><b>Color Conversion</b> I wish to change the color of an area.</p>  <p>GCARE10E</p>	<p>① Select Rectangle  . ② Mark the first point with the editor pen or your finger.</p>  <p>GCARE11E</p> <p>③ Mark the diagonally opposite corner of the area you wish to select.</p>	<p>④ Press the <b>[Area Edit]</b> key. ⑤ Press the <b>[Color Creation]</b> key. ⑥ Press the <b>[Color Conversion]</b> key. ⑦ Press the color you wish to change. ⑧ Press the color you wish to use. ⑨ Press the <b>[OK]</b> key. ⑩ Press the <b>[OK]</b> key.</p>	 <p>GCARE12E</p>
<p><b>Delete Area</b> I wish to delete an area.</p>  <p>GCARE13E</p>	<p>① Select R.A.Polygon  . ② Mark the first point with the editor pen or your finger.</p>  <p>GCARE14E</p> <p>③ Mark the points.</p>	<p>④ Press the <b>[Area Edit]</b> key. ⑤ Press the <b>[Delete Area]</b> key. ⑥ Press the <b>[OK]</b> key.</p>	 <p>GCARE15E</p>
<p><b>Color Erase</b> I wish to remove color from an area.</p>  <p>GCARE16E</p>	<p>① Select Polygon  . ② Mark the first point with the editor pen or your finger.</p>  <p>GCARE17E</p> <p>③ Mark the points.</p>	<p>④ Press the <b>[Area Edit]</b> key. ⑤ Press the <b>[Color Creation]</b> key. ⑥ Press the <b>[Color Erase]</b> key. ⑦ Press the color you want to erase. ⑧ Press the <b>[OK]</b> key. ⑨ Press the <b>[OK]</b> key.</p>	 <p>GCARE18E</p>
<p><b>Save Area</b> I wish to blank out all areas except the selected area.</p>  <p>GCARE28E</p>	<p>① Select R.A.Polygon  . ② Mark the first point with the editor pen or your finger.</p>  <p>GCARE29E</p> <p>③ Mark the points.</p>	<p>④ Press the <b>[Area Edit]</b> key. ⑤ Press the <b>[Save Area]</b> key. ⑥ Press the <b>[OK]</b> key.</p>	 <p>GCARE30E</p>

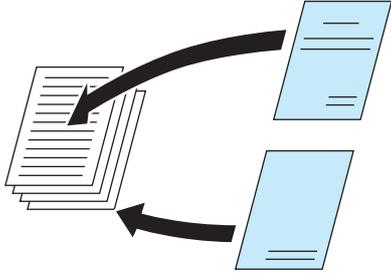


Objective	Area Selection	Edit the Area	Copy Result
<p><b>Paint</b></p> <p>I wish to fill an area with a selected color.</p>  <p>GCARE19E</p>	<p>① Select Closed Loop  .</p> <p>② Touch on a point inside a closed loop.</p>  <p>GCARE20E</p>	<p>③ Press the <b>[Area Edit]</b> key.</p> <p>④ Press the <b>[Color Creation]</b> key.</p> <p>⑤ Press the <b>[Paint]</b> key.</p> <p>⑥ Select the color you want to use.</p> <p>⑦ Press the <b>[OK]</b> key.</p> <p>⑧ Press the <b>[OK]</b> key.</p>	 <p>GCARE21E</p>
<p><b>Multi-Closed Loop</b></p> <p>I wish to fill an area but leave an internal part left unfilled.</p>  <p>GCARE22E</p>	<p>① Select Multi-Closed Loop  .</p> <p>② Touch on a point inside a closed loop.</p> <p>③ Touch on a point that you don't want to paint.</p>  <p>GCARE23E</p>	<p>④ Press the <b>[Area Edit]</b> key.</p> <p>⑤ Press the <b>[Color Creation]</b> key.</p> <p>⑥ Press the <b>[Paint]</b> key.</p> <p>⑦ Select the color you want to use.</p> <p>⑧ Press the <b>[OK]</b> key.</p> <p>⑨ Press the <b>[OK]</b> key.</p>	 <p>GCARE24E</p>
<p><b>Line</b></p> <p>I wish to add a line.</p>  <p>GCARE25E</p>	<p>① Select Frame/Line, then select Line  .</p> <p>② Mark the first point with the editor pen or your finger.</p> <p>③ Mark the last point.</p>  <p>GCARE26E</p>	<p>④ Press the <b>[Area Edit]</b> key.</p> <p>⑤ Select the color you want to use.</p> <p>⑥ Select the line width.</p> <p>⑦ Press the <b>[OK]</b> key.</p>	 <p>GCARE27E</p>

## Copying Front and Back Covers

### In this situation...

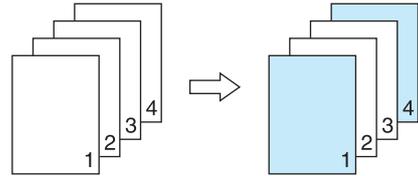
You wish to copy the front and back covers onto different type or color paper.



GCHYOS9E

### Use this function...

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

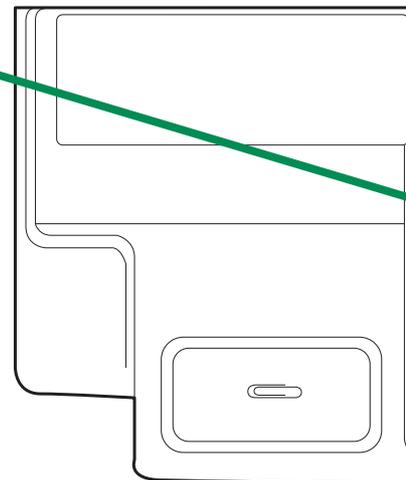


GCHYOS8E

**3** Press the [Front & Back Cover] key.

**2** Press the [Shift/Book] key.

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



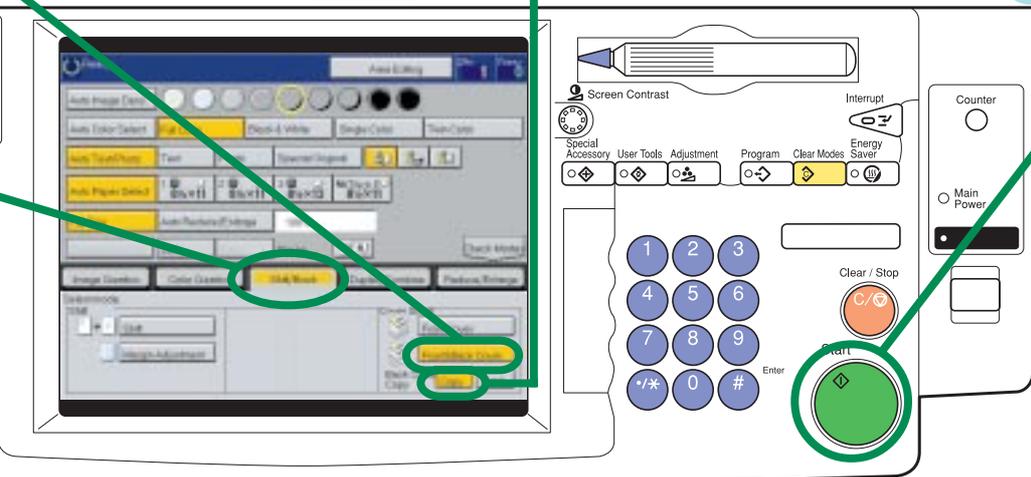


**4** Select [Copy] or [Blank].

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

\* The covers are copied in Thick mode.

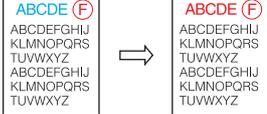
**6** Press the [Start] key.



## Features at a Glance

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

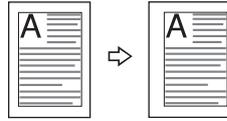
• Color Mode ⇒ Page 38

- Full Color Copy
 
- Black & White Copy
 
- Single Color Copy
 
- Twin Color Copy
 

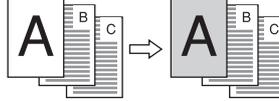
• Shift ⇒ Page 71



• Margin Adjustment ⇒ Page 72



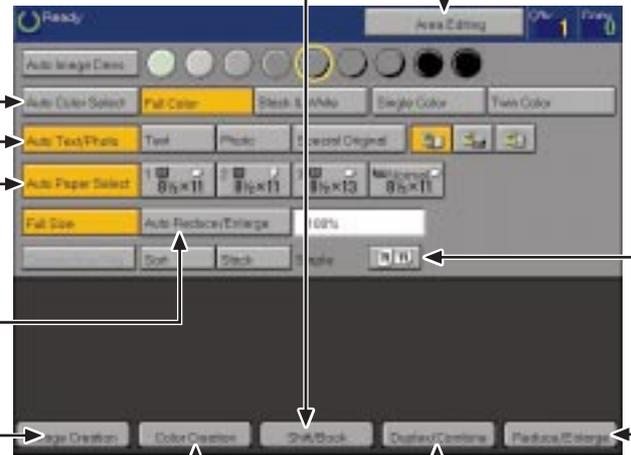
• Cover Sheet ⇒ Page 74 \*3



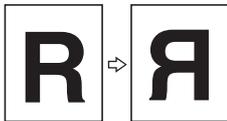
• Auto Text/Photo

• Auto Paper Select

• Auto Reduce/Enlarge



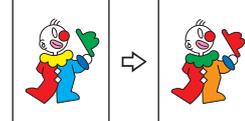
• Mirror Image ⇒ Page 81



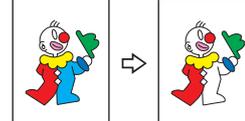
• Positive/Negative ⇒ Page 82



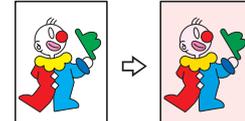
• Color Conversion ⇒ Page 77



• Color Erase ⇒ Page 79



• Color Background ⇒ Page 80



\*1 Optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter required.

\*2 Optional 20-bin sorter stapler or 10-bin sorter stapler required.

\*3 Optional document feeder required.

\*4 Only for Edit type.



• Area Editing ⇒ Page 103

<p>• Color Conversion ⇒ Page 116 *4</p>	<p>• Color Background ⇒ Page 116 *4</p>	<p>• Delete Area ⇒ Page 117 *4</p>
<p>• Color Erase ⇒ Page 116 *4</p>	<p>• Paint ⇒ Page 116 *4</p>	<p>• Save Area ⇒ Page 118 *4</p>

<p>• Sort ⇒ Page 83 *1</p>
<p>• Stack ⇒ Page 84 *1</p>
<p>• Staple ⇒ Page 85 *2</p>

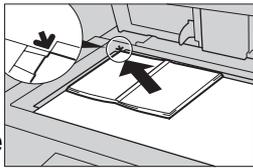
<p>• Preset R/E ⇒ Page 56</p>	<p>• Directional Magnification(%) ⇒ Page 59</p>
<p>• Zoom ⇒ Page 57</p>	<p>• Directional Size Magnification(inch) ⇒ Page 60</p>

<p>• 1 Sided → 2 Sided ⇒ Page 62</p>	<p>• 2 Sided → 2 Sided ⇒ Page 64</p>	<p>• Book → 1 Sided ⇒ Page 67</p>	<p>• 2 Sided → 1 Sided ⇒ Page 68</p>
<p>• Book → 2 Sided ⇒ Page 65</p>	<p>• Multi → 2 Sided ⇒ Page 66</p>	<p>• Combine 2 originals ⇒ Page 69 *3</p>	<p>• Combine 4 originals ⇒ Page 70 *3</p>

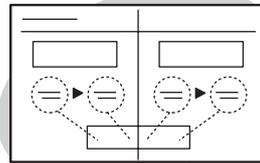
# Make copies of this manual and stick them on the wall.

1

Set this manual face down on the exposure glass.



Stick the copies on the wall.



2



NDCS51EE

Press the **[Start]** key.



GC0SCV1E