920F / ***920***SPF
LD220F / LD220SPF
Aficio™ MP 201 F / 201 SPF

Operating Instructions

Copy Reference

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Manuals for This Machine

Read this manual carefully before you use this machine.

Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

- Media differ according to manual.
- The printed and electronic versions of a manual have the same contents.
- Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- A Web browser must be installed in order to view the html manuals.

About This Machine

Before using the machine, be sure to read the section of this manual entitled Safety Information.

This manual introduces the machine's various functions. It also explains the control panel, preparation procedures for using the machine, how to enter text, how to install the CD-ROMs provided, and how to replace paper, toner, and other consumables.

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy Reference

Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals.

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Guide

Explains how to connect the machine to a network, configure and operate the machine in a network environment, and use the software provided. Also explains how to change User Tools settings and how to register information in the Address Book.

Security Reference

This manual is for administrators of the machine. It explains security functions that you can use to prevent unauthorized use of the machine, data tampering, or information leakage. For enhanced security, we recommend that you first make the following settings:

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.

- Change the user name and password of the administrator using Web Image Monitor.

For details, see "Setting Up the Machine", Security Reference.

Be sure to read this manual when setting the enhanced security functions, or user and administrator authentication.

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Fax Guide
- Quick Reference Printer Guide
- Quick Reference Scanner Guide
- Manuals for DeskTopBinder Lite
    - DeskTopBinder Lite Setup Guide
    - DeskTopBinder Introduction Guide
    - Auto Document Link Guide

🔽 Note

- Manuals provided are specific to machine types.
- For "UNIX Supplement", please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

Notice

Important

In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good copy quality, the manufacturer recommends that you use genuine toner from the manufacturer.

The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

How to Read This Manual

- For proper use of this product, be sure to read About This Machine first.

Symbols

This manual uses the following symbols:

⭐ Important

Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.

⬇ Note

Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors.

📄 Reference

This symbol is located at the end of sections. It indicates where you can find further relevant information.

[ ]

Indicates the names of keys that appear on the machine's display panel.

[ ]

Indicates the names of keys on the machine's control panel.

Name of Major Item

Major item of this machine is referred to as follows in this manual:

- Auto document feeder → ADF

Note

Contents of this manual are subject to change without prior notice.

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

Some illustrations in this manual might be slightly different from the machine.

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

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

Laws and Regulations

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.
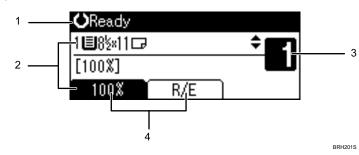
Display

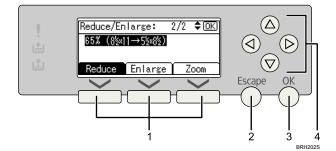This section explains how to read the display and how to use the selection keys on the initial copy display.

⬇Note

- The copy display is set as the default screen when the machine is turned on.

Initial copy display

BRH201S

1. **Displays operational status and messages.**

2. **Displays the current paper tray and selected items that appear in brackets.**

3. **Displays the number of copies set.**

4. **Displays frequently used functions.**

Reading the Display and Using Keys

BRH202S

1. **Selection keys**

   Correspond to items at the bottom line on the display.

   Example:

   - When the instruction "press [Reduce]" appears in this manual, press the left selection key.
   - When the instruction "press [Enlarge]" appears in this manual, press the center selection key.
   - When the instruction "press [Zoom]" appears in this manual, press the right selection key.

2. **[Escape] key**

   Press to cancel an operation or return to the previous display.

3. **[OK] key**

   Press to set a selected item or entered numeric value.

4. **Scroll keys**

   Press to move the cursor to each direction one by one.

   When [▲], [▼], [▶], or [◀] appears in this manual, press the scroll key of the same direction.

1. Placing Originals

This chapter describes the types of originals you can set and how to place originals.

Originals

This section describes the types of originals that can be placed, and missing image area.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals for the ADF:

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A4	-
ADF	One-sided originals: A4▭ - A5▭▭	52 - 105 g/m^2
	Two-sided originals: A4▭ - A5▭	52 - 105 g/m^2

Inch version

Original location	Original size	Original weight
Exposure glass	Up to $8^1/_2$ × 14	-
ADF	One-sided originals: $8^1/_2$ × 14▭ - $5^1/_2$ × $8^1/_2$▭▭	14 - 28 lb.
	Two-sided originals: $8^1/_2$ × 14▭ - $5^1/_2$ × $8^1/_2$▭	14 - 28 lb.

⏷**Note**

- About 50 originals (80 g/m^2, 20 lb.) can be loaded in the ADF.
- Do not place 2-sided originals in the ADF if they are 64 g/m^2 (17 lb.) or less in weight and 356 mm (14 inches) or more in length. Place them on the exposure glass instead.

Non-compatible originals for the ADF

Placing unsuitable originals in the ADF can cause paper misfeeds or light and black lines, or result in damage to the originals.

Place the following types of originals on the exposure glass instead.

1

- Originals other than those specified on "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are still wet with ink or correction fluid

⊙ Note

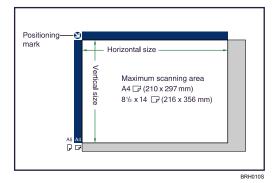- The original might become dirty if it is written with a pencil or a similar tool.

Sizes Selectable as Regular Size Originals

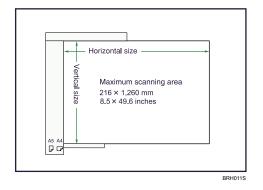You can select the following original sizes on the display:

A4⊡ [1], B5 JIS⊡ [2], A5⊡⊡, 8 $1/2$ × 14⊡, 8 $1/2$ × 13⊡, 8 $1/2$ × 11⊡ [3], 8 $1/4$ × 14⊡, 8 $1/4$ × 13⊡, 8 × 13⊡, 5 $1/2$ × 8 $1/2$⊡⊡

- [1] Default size for the metric version
- [2] JIS: Japanese Industrial Standard
- [3] Default size for the inch version

Exposure glass

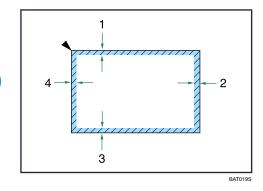
BRH010S

ADF

BRH011S

⬇ **Note**

- When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. For details about custom size originals, see "Custom sizes".

- For 2-sided originals that can be placed in the ADF, the horizontal size is 160-356 mm (6.3-14 inches).

📄 **Reference**

- p.18 "Custom sizes"

- p.21 "Custom sizes"

Missing Image Area

Even if you place originals in the ADF or on the exposure glass correctly, margin of a few millimeters on all four sides of the original might not be copied.

BAT019S

1. **0.5 - 4.5 mm (0.02 - 0.18 inches)**

2. **1.0 - 5.0 mm (0.04 - 0.20 inches) ***

3. **0.5 - 3.5 mm (0.02 - 0.14 inches)**

4. **1.0 - 5.0 mm (0.04 - 0.20 inches)**

   * Back of 2-sided copy: 2.2-6.2 mm (0.09-0.25 inches)

Placing Originals

This section describes the procedure for placing originals on the exposure glass and in the ADF.

Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.
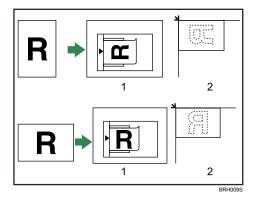
⬇ Note

- For original sizes you can place on the exposure glass and in the ADF, see "Originals".

🔗 Reference

- p.11 "Originals"

Original Orientation

You can set the original orientation in the following ways.

BRH009S

1. **ADF**

2. **Exposure glass**

⬇ Note

- Originals should be aligned to the rear left corner when placing them on the exposure glass. However, some copy functions, such as Duplex, Combine, and Series Copies may produce different results depending on the orientation of the originals. For details, see the explanations of each function.
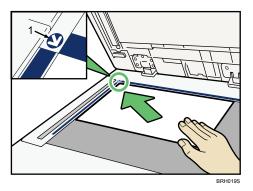
Placing Originals on the Exposure Glass

Place originals on the exposure glass.

⭐ Important

- Do not lift the exposure glass cover or ADF forcefully. Otherwise, it will be damaged, or the cover of the ADF might open.

1. **Lift the exposure glass cover or ADF.**

2. **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**
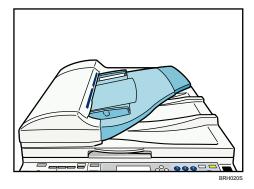
   Start with the first page to be copied.

BRH019S

    1. **Positioning mark**

3. **Lower the exposure glass cover or ADF.**

Placing Originals in the ADF

Place originals in the ADF.

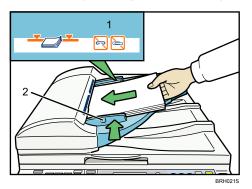Settings should be made when placing custom size originals.

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When placing custom size originals:

See "Custom sizes" and "Copying onto Custom Size Paper".

1. **Adjust the document guides to the original size.**

2. **Set the aligned originals face up into the ADF.**

   Do not stack originals beyond the limit mark.

   The first page should be on the top.

Be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.

BRH021S

1. **Limit mark**

2. **Document guide**

⬇️ **Note**

- Originals that are 160 mm (6.3 inches) or less along the feed direction, such as A5▯ or $5^1/_2$ × $8^1/_2$▯, may jam inside the ADF when you make duplex copies.

- Thin originals (64 g/m^2, 17 lb. or less) that are 356 mm (14 inches) or more along the feed direction, such as $8^1/_2$ × 14▯ or 8 × 13▯, may jam inside the ADF when you make duplex copies.

- Straighten curls in the originals before placing them on the ADF.

- To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.

- Set the original squarely.

📄 **Reference**

Specifying Original Size When a Paper Tray is Selected

You can select either regular or custom for the size of the original when a paper tray is selected.

Regular sizes

When placing regular size originals on the exposure glass or in the ADF, specify the size of the originals from the regular sizes shown on the display.

If you do not specify the original size, the machine will make copies on the paper size in the tray selected. When copy paper size and original size differ, you need to specify the original size as follows:

1. Select the paper tray using [▲] or [▼].

2. Press the [#] key.

3. Select [Regular Size] using [▲] or [▼], and then press the [OK] key.

4. Select the original size using the scroll keys, and then press the [OK] key.

The "Programmed" message appears.

When the regular size originals settings are registered, appears on the top of the copy display.

⬇️Note

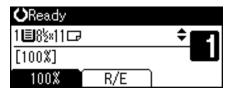• To cancel the size you have set, press the [Clear Modes] key.

Custom sizes

When placing a custom size original on the exposure glass or in the ADF, specify the size of the original using the number keys.

⭐Important

• Original sizes that can be set with this function are:
    • ADF: vertical 139-216 mm (5.5-8.5 inches), horizontal for 1-sided originals 139-1260 mm (5.5-49.6 inches), horizontal for 2-sided originals 160-356 mm (6.3-14 inches)
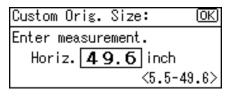
1

- Exposure glass: vertical 139-216 mm (5.5-8.5 inches), horizontal 160-356 mm (6.3-14 inches)

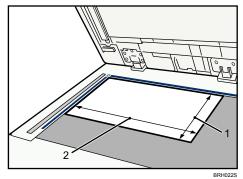1. **Select the paper tray using [▲] or [▼].**

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

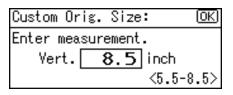3. **Select [Custom Size] using [▲] or [▼], and then press the [OK] key.**

4. **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the [OK] key.**

BRH022S

1. **Vertical size**

2. **Horizontal size**

5. **Enter the vertical size of the original (Vert.) with the number keys, and then press the [OK] key.**

```
Custom Orig. Size:    [OK]
Enter measurement.
    Vert. [ 8.5 ] inch
                  <5.5-8.5>
```

The "Programmed" message appears.

When the custom size originals settings are registered, <d*Ready appears on the top of the copy display.

```
<d*Ready
1 8½×11          ↕  1
[100%]
  100%     R/E
```

Note

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

- To cancel the size you have set, press the [Clear Modes] key.

Specifying Original Size When the Bypass Tray is Selected

You can select either regular or custom for the size of the original when the bypass tray is selected.

Regular sizes

When placing regular size originals on the exposure glass or in the ADF, specify the size of the originals from the regular sizes shown on the display.

If you do not specify the original size, the machine will make copies on the paper size in the tray selected. When copy paper size and original size differ, you need to specify the original size as follows:

1. **Select the bypass tray ≡ using [▲] or [▼].**

```
Ready
≡8½×11          ↕  1
[100%]
  100%     R/E
```

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

3. Select [Original Size] using [▲] or [▼], and then press the [OK] key.

```
☰Bypass Settings 1/1  ≑OK
 Paper Size
 Paper Type
 Original Size
```

4. Select [Regular Size] using [▲] or [▼], and then press the [OK] key.

```
Original Size:   1/1 ≑OK
 Regular Size
 Custom Size
```

5. Select the original size using the scroll keys, and then press the [OK] key.

```
Regular Size:    1/2 ◀≑▶OK
 8½×14▭        8½×13▭
 8½×11▭        8¼×14▭
 8¼×13▭        8 ×13▭
```

The "Programmed" message appears.

When the regular size originals settings are registered, `‹◿✳Ready` appears on the top of the copy display.

```
‹◿✳Ready
▭8½×11▭              ≑  1
[100%]
   100%      R/E
```

⬇Note

• To cancel the size you have set, press the [Clear Modes] key.

Custom sizes

When placing a custom size original on the exposure glass or in the ADF, specify the size of the original using the number keys.

⭐Important

• Original sizes that can be set with this function are:

    • ADF: vertical 139-216 mm (5.5-8.5 inches), horizontal for 1-sided originals 139-1260 mm (5.5-49.6 inches), horizontal for 2-sided originals 160-356 mm (6.3-14 inches)

    • Exposure glass: vertical 139-216 mm (5.5-8.5 inches), horizontal 160-356 mm (6.3-14 inches)

1

1. **Select the bypass tray ⊑ using [▲] or [▼].**

```
⏻Ready
⊑8½×11▭                     ⬍ 1
[100%]
    100%        R/E
```

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

3. **Select [Original Size] using [▲] or [▼], and then press the [OK] key.**

```
⊟Bypass Settings 1/1  ⬍ OK
 Paper Size
 Paper Type
 Original Size
```

4. **Select [Custom Size] using [▲] or [▼], and then press the [OK] key.**

```
Original Size:    1/1 ⬍ OK
 Regular Size
 Custom Size
```

5. **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the [OK] key.**

```
Custom Orig. Size:      OK
Enter measurement.
   Horiz. 49.6 inch
                 <5.5-49.6>
```

6. **Enter the vertical size of the original (Vert.) with the number keys, and then press the [OK] key.**

```
Custom Orig. Size:      OK
Enter measurement.
    Vert.  8.5 inch
                 <5.5-8.5>
```

The "Programmed" message appears.

When the custom size originals settings are registered, ⟨🗋✳Ready appears on the top of the copy display.

Note

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

- To cancel the size you have set, press the [Clear Modes] key.

2. Copying
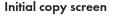
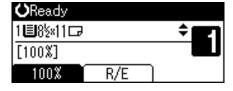This chapter describes the basic procedure for making copies.

Basic Procedure

This section describes the basic procedure for making copies.

Important

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details about User Code Authentication, see "System Settings", Network and System Settings Guide.

- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and password so that the machine accepts copy jobs. Ask the administrator for the login user name and password. For details, see "When the Authentication Screen is Displayed", About This Machine.

- To copy onto paper other than plain paper, specify the paper type under Tray Paper Settings in User Tools. For details, see "System Settings", Network and System Settings Guide.

1. **Make sure "Ready" appears on the screen.**

   If any other function is displayed, press the [Copy] key.

   Initial copy screen

   ```
   ⏻Ready
   1▤8½×11▭          ⬍ 1
   [100%]
      100%      R/E
   ```

2. **Make sure no previous settings are still in effect.**
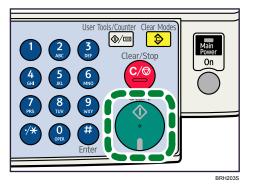
   When there are previous settings remaining, press the [Clear Modes] key.

3. **Place the originals.**

4. **Make desired settings.**

5. **Enter the number of copies with the number keys.**

   The maximum copy quantity that can be set is 99.

   ```
   ⏻Ready
   1▤8½×11▭          ⬍ 5
   [100%]
      100%      R/E
   ```

2

6. Press the [Start] key.

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The machine starts copying.

When placing originals on the exposure glass, press the [#] key after all originals are scanned.

Copies are delivered face down.

7. When the copy job is finished, press the [Clear Modes] key to clear the settings.

Note

- Always log off when you have finished using the machine to prevent unauthorized users from using the machine.

- To stop the machine during a multi-copy run, press the [Clear/Stop] key.

- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.

- To clear entered values, press the [Clear/Stop] key.

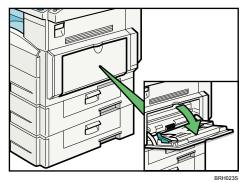- To switch between pages or selectable functions, press the scroll keys.

Copying from the Bypass Tray

The bypass tray allows you to copy non-standard paper.

Use the bypass tray to copy onto OHP transparencies, thick paper, envelopes, and paper that cannot be loaded in the paper trays.
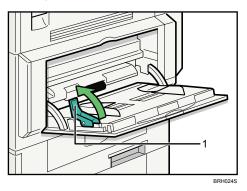
⭐ **Important**

- The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided → 2 Sided] is selected, cancel the setting.

- Paper that has a vertical length of 90 - 216 mm (3.55 – 8.50 inches) and a horizontal length of 139 - 600 mm (5.48 - 23.62 inches) can be copied from the bypass tray. However, when paper larger than 356 mm (14.02 inches) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

- When copying onto OHP transparencies, paper of 59.9 g/m^2 (about 16 lb.) or less, or paper of above 90g/m^2 (about 24 lb.), you need to specify the type and size of paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", Network and System Settings Guide.

- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.
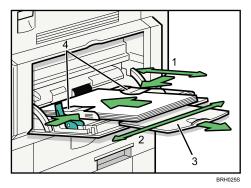
1. **Pull the bypass tray.**

BRH023S

2. Push up the release lever.

BRH024S

    1. Release lever

3. Align the paper guides to the paper size, and then insert the paper face down.

If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

BRH025S

    1. Horizontal size

    2. Vertical size

    3. Extender

    4. Paper guides

4. Push down the release lever.

BRH026S

1. **Release lever**

The bypass tray is selected on the display.

5. **Select the size and type of the paper.**

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

7. **Place the originals, and then press the [Start] key.**

8. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

9. **Close the bypass tray.**

↓Note

- If the bypass tray ⬛ is not selected on the display in step 4, select ⬛ using [▲] or [▼], and then press the [#] key.

- Certain types of paper might not be detected properly when placed on the bypass tray. If this happens, remove the paper and place it on the bypass tray again.

- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.

- To support A4⬜, $8^1/_2 \times 11$⬜ or larger paper sizes, pull out the extender.

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

- When the Sort function is selected, press the [#] key after all originals have been scanned.

- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see "System Settings", Network and System Settings Guide.

- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

- The following paper sizes can be selected as the regular sizes:
  - A4⬜, A5⬜⬜, B5 JIS⬜, $8^1/_2 \times 14$⬜, $8^1/_2 \times 13$⬜, $8^1/_4 \times 14$⬜, $8^1/_4 \times 13$⬜, 8×13⬜, $8^1/_2 \times 11$⬜, $7^1/_4 \times 10^1/_2$⬜, $5^1/_2 \times 8^1/_2$⬜⬜, 16K⬜, C6 Envelope⬜, C5 Envelope⬜, DL Envelope⬜, $4^1/_8 \times 9^1/_2$⬜, $3^7/_8 \times 7^1/_2$⬜

Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

1. **Insert the paper face down on the bypass tray.**

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

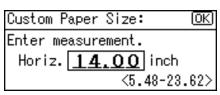3. **Select [Paper Size] using [▲] or [▼], and then press the [OK] key.**

```
目Bypass Settings 1/1  ≑OK
Paper Size
Paper Type
Original Size
```

4. **Select [Regular Size] using [▲] or [▼], and then press the [OK] key.**

```
Paper Size:      1/1  ≑OK
Regular Size
Custom Size
```

5. **Select the paper size using the scroll keys, and then press the [OK] key.**

```
Regular Size:    1/2 ◄≑►OK
8½×14▭      8½×13▭
8½×11▭      8¼×14▭
8¼×13▭      8 ×13▭
```
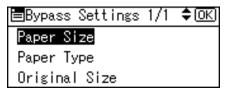
The "Programmed" message appears.

6. **Place the originals, and then press the [Start] key.**

7. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

Copying onto Custom Size Paper
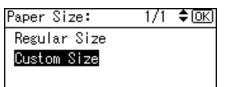
Makes copies onto custom size paper from the bypass tray.

1. **Insert the paper face down on the bypass tray.**

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

3. **Select [Paper Size] using [▲] or [▼], and then press the [OK] key.**

```
目Bypass Settings 1/1  ≑OK
Paper Size
Paper Type
Original Size
```

4. Select [Custom Size] using [▲] or [▼], and then press the [OK] key.

```
Paper Size:     1/1  ⬍ OK
 Regular Size
 Custom Size
```

5. Enter the horizontal size of the paper (Horiz.) with the number keys, and then press the [OK] key.

```
Custom Paper Size:    OK
Enter measurement.
  Horiz. 14.00 inch
             <5.48-23.62>
```

6. Enter the vertical size of the paper (Vert.) with the number keys, and then press the [OK] key.

```
Custom Paper Size:    OK
Enter measurement.
   Vert.  8.50 inch
             <3.55-8.50>
```

The "Programmed" message appears.

7. Place the originals, and then press the [Start] key.

8. When the copy job is finished, press the [Clear Modes] key to clear the settings.

⬇Note

• To change the value you entered, press the [Clear/Stop] key, and then enter a new value.

Copying onto OHP Transparencies

When copying onto OHP transparencies, select the type and size of paper.

⭐Important

• OHP transparencies must be loaded face down in the tray.

• Load OHP transparencies one at time in the bypass tray. This prevents multiple sheets being fed in together, which can cause jams and misprints.

• Remove copied sheets one by one.

1. Insert the OHP transparencies face down on the bypass tray.

2. Press the [#] key.

3. **Select [Paper Type] using [▲] or [▼], and then press the [OK] key.**

    ```
    ▤Bypass Settings 1/1  ⬍ OK
     Paper Size
     Paper Type
     Original Size
    ```

4. **Select [OHP (Transparency)] using [▲] or [▼], and then press the [OK] key.**

    ```
    Paper Type:        1/1  ⬍ OK
     No Display (Plain Paper)
     Thick Paper
     OHP (Transparency)
    ```

    The "Programmed" message appears.

5. **Select the paper size, if required.**

6. **Place the originals, and then press the [Start] key.**

7. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

⤓ Note

*   Printing on OHP transparencies may be slower than printing on plain paper.
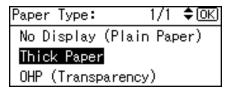
Copying onto Thick Paper

When copying onto thick paper, select the type and size of paper.

1. **Insert the paper face down on the bypass tray.**

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

3. **Select [Paper Type] using [▲] or [▼], and then press the [OK] key.**

    ```
    ▤Bypass Settings 1/1  ⬍ OK
     Paper Size
     Paper Type
     Original Size
    ```

4. **Select [Thick Paper] using [▲] or [▼], and then press the [OK] key.**

    ```
    Paper Type:        1/1  ⬍ OK
     No Display (Plain Paper)
     Thick Paper
     OHP (Transparency)
    ```

    The "Programmed" message appears.

```
Press(#)to change paper size
📠8½×11◻(Thick)        ↕  1
[100%]
    100%        R/E
```

5. **Select the paper size, if required.**

6. **Place the originals, and then press the [Start] key.**

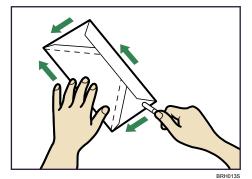7. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

⬇️**Note**

- Printing on thick paper may be slower than printing on plain paper.

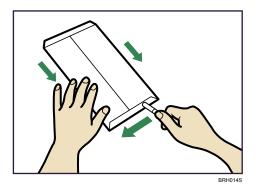- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

Copying onto Envelopes

When copying onto envelopes, specify the paper type and paper size.

⭐**Important**
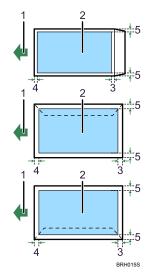
- Before loading envelopes, use a pen or similar to flatten their edges.

BRH013S

BRH014S

Printable area

The following areas of envelopes can be printed on:

BRH015S
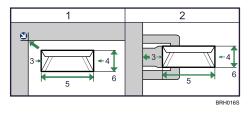
1. Feeding direction

2. Printable area

3. 10 mm (0.4 inches)

4. 10 mm (0.4 inches)

5. 10 mm (0.4 inches)

Orientation of Originals and Envelopes

Originals and envelopes must be placed in the same orientation.
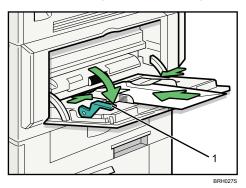
To minimize waste and time, check that originals and envelopes are loaded in the same orientation.

BRH016S

The illustration shows the orientation of originals and envelopes.

1. Original on the exposure glass

2. Envelope on the bypass tray

3. Top

4. Bottom

5. Horizontal size

6. Vertical size

2

1. Insert the envelopes with the side you want to copy face down.

BRH027S

    1. Release lever

2. Press the [#] key.

3. Select [Paper Size] using [▲] or [▼], and then press the [OK] key.

```
☰Bypass Settings 1/1  ⬍OK
 Paper Size
 Paper Type
 Original Size
```

4. Select [Regular Size] using [▲] or [▼], and then press the [OK] key.

```
Paper Size:        1/1  ⬍OK
 Regular Size
 Custom Size
```

5. Select the envelope size using [▲] or [▼], and then press the [OK] key.

```
Regular Size:      3/4 ⬌OK
 A5🗋            A5🖃
 B5JIS🖃        C5Env🖃
 C6Env🖃        DLEnv🖃
```

The "Programmed" message appears.

```
⟳Ready
🖿C6Env🖃              ⬍  1
[100%]
  100%     R/E
```

6. Press the [#] key.

7. **Select [Paper Type] using [▲] or [▼], and then press the [OK] key.**

```
☰Bypass Settings 1/1  ⬍OK
 Paper Size
 Paper Type
 Original Size
```

8. **Select [Thick Paper] using [▲] or [▼], and then press the [OK] key.**

```
Paper Type:      1/1  ⬍OK
 No Display (Plain Paper)
 Thick Paper
 OHP (Transparency)
```

The "Programmed" message appears.
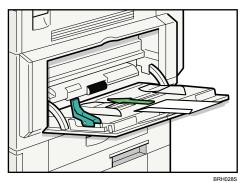
```
⟳Ready
▭C6Env▭(Thick)      ⬍ 1
[100%]
   100%      R/E
```

9. **Place the original, and then press the [Start] key.**

10. **When the copy job is finished, press the [Clear Modes] key to clear the settings.**

📥Note

- Load only as many envelopes on the bypass tray as can be stacked up to 10.5 mm (0.4 inches) high. Check the envelopes are not damp. Load only as many envelopes as can be held between the paper guides on the bypass tray.

- When copying on a small-sized envelope, align the flap to the paper guide on the left.

BRH028S

- Check there is no air in the envelopes before loading.

- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6 inches) each.

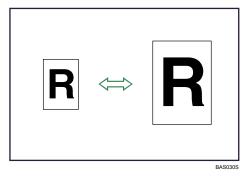- You cannot print envelopes with the Duplex function.

- Load only one size and type of envelope at a time.

- Before loading envelopes, check they are rectangular in shape.

- For details about supported envelope types, see "Envelopes", About This Machine.

2

Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio.
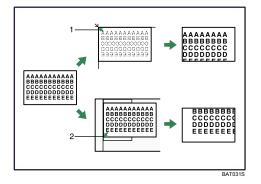
Preset Reduce/Enlarge

This function allows you to reduce or enlarge images by selecting a preset ratio.

BAS030S

Base Point

The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner will be the base point. When it is placed in the ADF, the bottom left corner will be the base point.

The figure below is the resulting copy images that differ depending on how the original is scanned.

BAT031S

1. **Base point when placed on the exposure glass**

2. **Base point when placed in the ADF**

1. **Press [R/E].**

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

3. **Select a ratio using [▼] or [▲], and then press the [OK] key.**

   The "Programmed" message appears.

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

🔸**Note**

- You can select one of five preset ratios (two enlargement ratios, three reduction ratios).

- Following shows the relation between the original and paper sizes at respective scaling factors.

    - Metric version

        200% (Area ratio 4 times): A6 → A4

        141% (Area ratio 2 times): A5 → A4

        93%: -

        71% (Area ratio $^1/_2$ times): A4 → A5

        50% (Area ratio $^1/_4$ times): A4 → A6

    - Inch version

        155% (Area ratio 2 times): $5^1/_2 \times 8^1/_2$ → $8^1/_2 \times 14$

        129%: $5^1/_2 \times 8^1/_2$ → $8^1/_2 \times 11$

        93%: -

        78%: $8^1/_2 \times 14$ → $8^1/_2 \times 11$

        65%: $8^1/_2 \times 11$ → $5^1/_2 \times 8^1/_2$

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

- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "User Tools Menu".

Zoom

You can specify the reproduction ratio in increments of 1%.

BAS032S

💡 **Note**

• The reproduction ratios you can specify are 50 - 200%.

• 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.
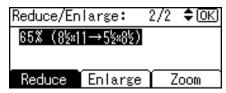
Selecting a ratio using the scroll keys

Select a ratio using [▼] or [▲].

1. **Press [R/E].**

2. **Press [Reduce] or [Enlarge], and then select a preset ratio which is close to the desired ratio.**

3. **Press [Zoom].**

4. **Specify a ratio using [▼] or [▲], and then press the [OK] key.**

```
Reduce/Enlarge:      ♦ OK
Enter reproduction ratio.
           6 5 %<50~200>
  Reduce  | Enlarge |  Zoom
```

Pressing [▼] or [▲] changes the ratio in increments of 1%. Pressing and holding down the relevant key changes the ratio in increments of 10%.

The "Programmed" message appears.

5. **Place the original, and then press the [Start] key.**

⬇ Note

- To change the value you specified in step 3, readjust it using [▼] or [▲].
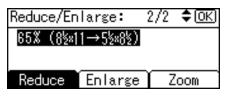
Entering a ratio using the number keys

Select a ratio using the number keys.

1. **Press [R/E].**

```
⏻ Ready
1▤8½×11▭          ♦ 1
[100%]
  100%  |   R/E
```

2. **Press [Zoom].**

```
Reduce/Enlarge:   2/2  ♦ OK
65% (8½×11→5½×8½)

  Reduce  | Enlarge |  Zoom
```

3. **Enter the desired ratio with the number keys, and then press the [OK] key.**

```
Reduce/Enlarge:      ♦ OK
Enter reproduction ratio.
           6 5 %<50~200>
  Reduce  | Enlarge |  Zoom
```

The "Programmed" message appears.

4. **Place the original, and then press the [Start] key.**

Note

- To change the value you entered in step 3, press the [Clear/Stop] key, and then enter a new value.

Duplex Copying

This section describes how to make duplex copies.
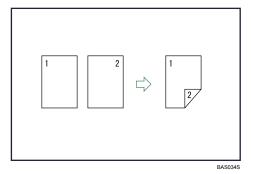
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

⭐ Important
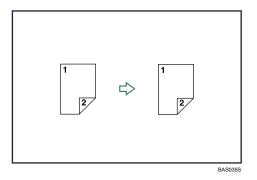
- **You cannot use the bypass tray with this function.**

1 Sided → 2 Sided

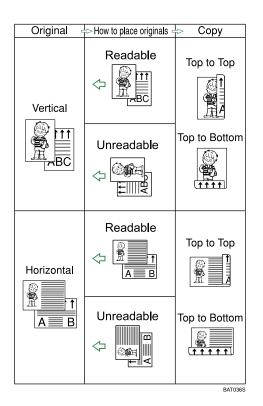Copies two 1-sided pages on one 2-sided page.

BAS034S
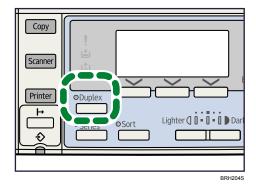
2 Sided → 2 Sided

Copies one 2-sided page on one 2-sided page.

BAS035S

Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place your originals (⬓ or ⬒).

The table shows the orientation of images on the front and back of copies, not the orientation of delivery.

BAT036S
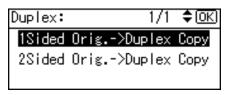
1. **Press the [Duplex] key.**

BRH204S

The indicator goes on.

2. **Select the duplex mode using [▲] or [▼], and then press the [OK] key.**

3. **Select the original orientation using [▲] or [▼], and then press the [OK] key.**

```
Orig.Orientation: 1/1  ≑ OK
🔲🔲
🔳🔳
```

4. **Select the duplex orientation using [▲] or [▼], and then press the [OK] key.**

```
Dup. Orientation: 1/1  ≑ OK
Top to Top🔳🔳
Top to Bottom🔳🔳
```

The "Programmed" message appears.

5. **Place the originals, and then press the [Start] key.**

⬇ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.

- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.

- To display the screens in steps 3 and 4, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step 5. For details about Orientation, see "User Tools Menu".

- You can change the margins of duplex copies under Duplex Margin in User Tools. If you set a binding margin that is too wide, parts of the image may not be copied. For details about Duplex Margin, see "User Tools Menu".

- You can use the following copy paper with this function:

    - A4▭, B5 JIS▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 13$▭, $8^1/_2 \times 11$▭, $8^1/_4 \times 14$▭, $8^1/_4 \times 13$▭, 16K ▭

- You cannot use the following copy paper with this function:

    - Paper smaller than B5 JIS▭ or $8^1/_2 \times 11$▭

    - Paper thicker than 90 g/m^2 (24 lb.)

    - Paper thinner than 64 g/m^2 (17 lb.)

    - Translucent paper

    - Label paper (adhesive labels)

    - OHP transparencies

    - Thick paper

    - Envelopes

- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.

- During copying, the image is shifted to allow for the binding margin.

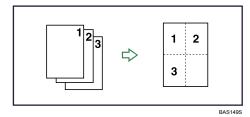- By default, a binding margin is made on the back side.

Reference

- p.63 "User Tools Menu"

Combined Copying

This section describes how to make combined copies.

↓Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.

- The reproduction ratios selectable by the machine are 50-200%.

- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.

- You cannot use custom size paper.

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.

BAS149S
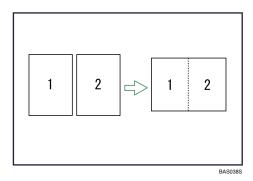
One-Sided Combine

Combines several pages onto one side of a sheet.

There are four types of One-Sided Combine.
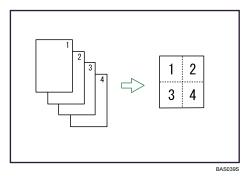
1 Sided 2 Pages → Combine 1 Side

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

BAS038S
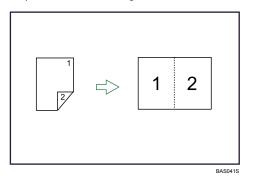
1 Sided 4 Pages → Combine 1 Side

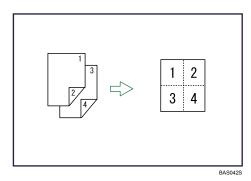Copies four 1-sided originals to one side of a sheet.

BAS039S

2 Sided 1 Page → Combine 1 Side

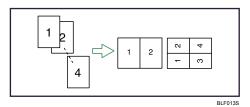Copies one 2-sided original to one side of a sheet.

BAS041S

2 Sided 2 Pages → Combine 1 Side

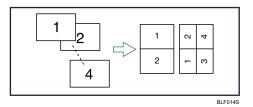Copies two 2-sided originals to one side of a sheet.

2

BAS042S

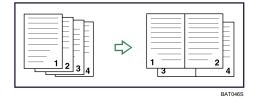**Orientation of the original and image position of combine**

Portrait (⬜) originals

BLF013S

Landscape (⬜) originals

BLF014S
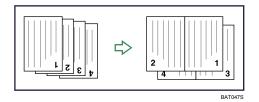
Placing originals (originals placed in the ADF)

- Originals read from left to right

BAT046S
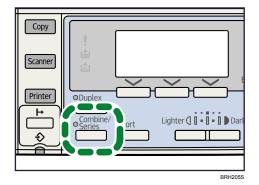
- Originals read from top to bottom

BAT047S

1. **Press the [Combine/Series] key.**

BRH205S

The indicator goes on.

2. **Select the combine mode using [▲] or [▼], and then press the [OK] key.**

3. **Select the original orientation using [▲] or [▼], and then press the [OK] key.**

The "Programmed" message appears.

4. **Select the paper size using [▲] or [▼], and then press the [OK] key.**

5. **Place the originals, and then press the [Start] key.**

⤵ Note

- You cannot apply this function to sheets of 357 mm (14 inches) or longer that are fed from the bypass tray.

- To cancel the One-Sided Combine function in step 1, press the [Combine/Series] key again. Make sure the indicator goes off.

- To display the screen in step 3, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step 4. For details about Orientation, see "User Tools Menu".

Reference

Two-Sided Combine
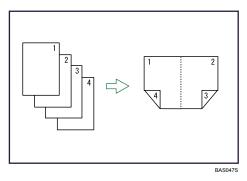
Combines various pages of originals onto two sides of one sheet.

Important

- You cannot use the bypass tray with this function.
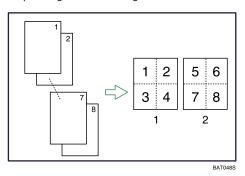
There are four types of Two-Sided Combine.

1 Sided 4 Pages → Combine 2 Sides

Copies four 1-sided originals to one sheet with two pages per side.
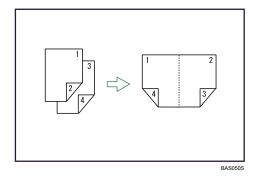

BAS047S

1 Sided 8 Pages → Combine 2 Sides

Copies eight 1-sided originals to one sheet with four pages per side.

BAT048S

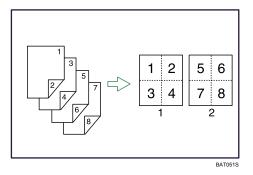1. **Front**

2. **Back**

2 Sided 2 Pages → Combine 2 Sides

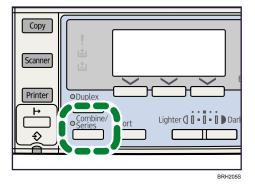Copies two 2-sided originals to one sheet with two pages per side.

BAS050S

2 Sided 4 Pages → Combine 2 Sides

Copies four 2-sided originals to one sheet with four pages per side.

BAT051S

1. Front

2. Back

1. **Press the [Combine/Series] key.**

BRH205S

The indicator goes on.

2. **Select the combine mode using [▲] or [▼], and then press the [OK] key.**

```
Combine/Series:   3/3  ≑ OK
Combine: 2 Orig. 𝄢₂->🖻₂
Combine: 4 Orig. 𝄢₂->🖾₂
Series:2Sided Orig. 𝄢₂→ᗪᗪ
```

3. **Select the original orientation using [▲] or [▼], and then press the [OK] key.**

```
Orig.Orientation: 1/1  ≑ OK
🔲🔲
🅁🅁
```
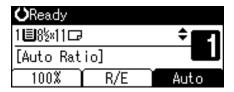
4. **Select the duplex orientation using [▲] or [▼], and then press the [OK] key.**

```
Dup. Orientation: 1/1  ≑ OK
Top to Top🅁🅁
Top to Bottom🅁🅈
```

The "Programmed" message appears.

5. **Select the paper size using [▲] or [▼], and then press the [OK] key.**

```
⟳Ready
1📃8½×11▭          ≑ 1
[Auto Ratio]
  100%     R/E     Auto
```

6. **Place the originals, and then press the [Start] key.**

⬇ **Note**

- To cancel the Two-Sided Combine function in step 1, press the [Combine/Series] key again. Make sure the indicator goes off.

- If you set a binding margin that is too wide, parts of the image may not be copied.

- When making copies using the Combine function, a binding margin is added to copies after the images are combined.

- To display the screens in steps 3 and 4, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step 5. For details about Orientation, see "User Tools Menu".
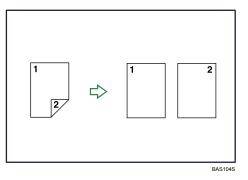
🔎 **Reference**

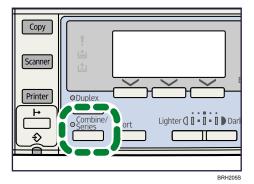- p.63 "User Tools Menu"

Series Copies

Separately copies the front and back of a 2-sided original onto two sheets.

2 Sided → 1 Sided

You can make 1-sided copies from 2-sided originals.

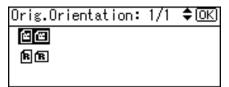
BAS104S

1. **Press the [Combine/Series] key.**

BRH205S

The indicator goes on.

2. **Select [Series:2Sided Orig.] using [▲] or [▼], and then press the [OK] key.**

3. **Select the original orientation using [▲] or [▼], and then press the [OK] key.**

The "Programmed" message appears.

4. **Place the originals, and then press the [Start] key.**

Note

- To cancel the Series Copies function in step 1, press the [Combine/Series] key again. Make sure the indicator goes off.

- To display the screen in step 3, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step 4. For details about Orientation, see "User Tools Menu".

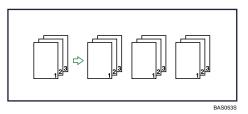**Reference**

- p.63 "User Tools Menu"
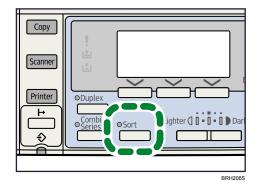
Finishing

You can sort your copies.

Sort

The machine assembles copies as sets in sequential order.

BAS053S

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

BRH206S

The indicator goes on.

2. **Enter the number of copy sets using the number keys.**

3. **Place the originals, and then press the [Start] key.**

Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so the first page is on the top.

- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.

- To cancel the Sort function in step 1, press the [Sort] key again. Make sure the indicator goes off.

- The number of copies that can be placed on the internal tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/m^2, 20 lb.)
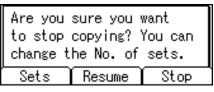
    - Internal tray

      250 sheets

Changing the number of sets

You can change the number of copy sets during copying.

⭐ **Important**

- **This function can only be used when the Sort function is selected.**

1. **While "Copying..." is displayed, press the [Clear/Stop] key.**

2. **Press [Sets].**

```
Are you sure you want
to stop copying? You can
change the No. of sets.
  Sets   |  Resume  |  Stop
```

3. **Enter the number of copy sets with the number keys, and then press [Resume].**

```
Enter the number of sets,
then press [Resume].
        10      < 1-99>
  Sets   |  Resume  |  Stop
```
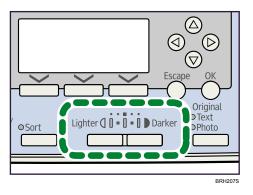
Copying starts again.

👇 **Note**

- The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.
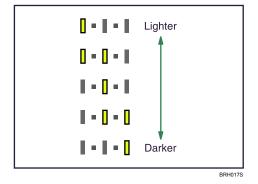
Adjusting Copy Image Density

You can adjust the density of the overall original in five steps.

1. **Press the [Lighter] or [Darker] key to adjust the image density.**

   The density indicator moves.

   BRH207S

   The image density changes in five increments as follows:

   Lighter

   Darker

   BRH017S

Selecting the Original Type

Select an original type that is suitable for your originals.

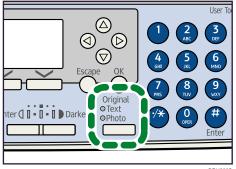There are three original types available:

Text

Select this mode when your originals contain only text (no pictures).

Photo

Delicate tones of photographs and pictures can be reproduced with this mode.

- When copying developed photographs
- When copying photographs or pictures that are printed on paper (e.g. magazines)
- When copying originals generated by color copiers

1. **Press the [Original Type] key to select the original type.**

   The indicator of the selected original type goes on.

   BRH208S

   Upper indicator: Text

   Lower indicator: Photo

Selecting Copy Paper

Select the tray containing the paper you want to copy onto: a paper tray or the bypass tray.

1. **Select the desired tray using [▲] or [▼].**

   The selected tray and paper size are displayed.

3. Copier Features

This chapter describes user tools in the Copier Features menu.

Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

⬇️ **Note**

- Operations for system settings differ from normal operations. Always quit User Tools when you have finished. For details about how to end User Tools, see "Quitting User Tools".

- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or [Clear Modes] key is pressed.
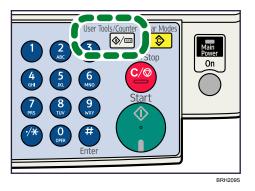
🔲 **Reference**

-

Changing Default Settings

This section describes how to change the settings of User Tools.

⭐ **Important**

- **If Administrator Authentication Management is specified, contact your administrator.**

1. **Press the [User Tools/Counter] key.**

   BRH209S

2. **Select the menu using [▲] or [▼], and then press the [OK] key.**

   To change the Copier Features, select [Copier Features].

3. **Select the item using [▲] or [▼], and then press the [OK] key.**

4. **Change settings by following instructions on the display, and then press the [OK] key.**
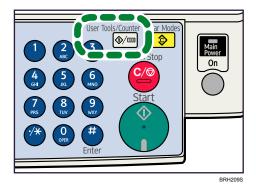
↓Note

- Press the [Escape] key to return to the previous display.

- To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

Quitting User Tools

This section describes how to quit the settings of User Tools.

1. **Press the [User Tools/Counter] key.**

BRH209S

User Tools Menu

This section describes the User Tools in Copier Features.

Default settings are shown in **bold type**.

Auto Tray Switching

If you load paper of the same size and in the same orientation in two trays, the machine automatically shifts to the other when the first tray runs out of paper (when "On" is selected). This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

The default setting is **On**.

- Off

  When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

Original Type Setting

You can adjust copy finish quality level according to original type. You can choose these functions after selecting Original Type 1 (Text) or Original Type 2 (Photo).

- Text Mode 1

  normal text originals

- Text Mode 2

  newspapers, semi-transparent originals (reverse side print faintly visible)

- Photo Mode 1

  text / photo images containing mostly photo areas

- Photo Mode 2

  text / photo images containing mostly text areas

- Photo Mode 3

  actual photographic paper

- Special Mode 1

  highly transparent originals (reverse side clearly visible), or light text on a colored background. Also for originals with very grainy backgrounds (some newspapers) and light text.

- Special Mode 2

  originals with colored text and lines

- Special Mode 3

  photo images created by dithering (visible dots), such as newspaper photos - normal resolution

- Special Mode 4

  photo images created by dithering (visible dots), such as newspaper photos - coarse resolution

- Special Mode 5

  normal text originals (reproducing the background)

  The default setting for "Original Type 1 (Text)" is **Text Mode 1**.

  The default setting for "Original Type 2 (Photo)" is **Photo Mode 1**.

Duplex Mode Priority

You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.

The default setting is **1 Sided → 1 Sided**.

Orientation

You can select the original orientation when using the Combine/Series, or Duplex function.

The default setting is **Do not Specify**.

Max. Number of Sets

The maximum copy quantity can be set between 1 and 99 using the number keys.

The default setting is 99 sheets.

Original Count Display

You can set to display the count of originals and copying pages on the display when "On" is selected.

The default setting is **Off**.

Reproduction Ratio

You can select which reduce, enlarge, or input ratio is shown on the display with priority when "Reduce" or "Enlarge" is selected.

Reduce or Enlarge ratios for setting are as follows:

The default setting for "Ratio 1" is **50%** (Metric version) / **65%** (Inch version).

The default setting for "Ratio 2" is **71%** (Metric version) / **78%** (Inch version).

The default setting for "Ratio 3" is **93%** (Metric version) / **93%** (Inch version).

The default setting for "Ratio 4" is **141%** (Metric version) / **129%** (Inch version).

The default setting for "Ratio 5" is **200%** (Metric version) / **155%** (Inch version).

You can set a ratio other than the above.

1. Select [Reproduction Ratio] using [▲] or [▼], and then press the [OK] key.

2. Select the ratio you want change using [▲] or [▼], and then press the [OK] key.

3. Select [User R/E Ratio] using [▲] or [▼], and then press the [OK] key.

4. Enter a ratio using the number keys from "50-200", and then press the [OK] key.

   The "Programmed" message appears.

Preset R/E Priority

You can set the ratio with priority when [R/E] is pressed.

The default setting is **71%** (Metric version) / **65%** (Inch version).

Duplex Margin

You can specify left margin on the back side of copies, and top margin on the front side.

The default setting for "Top Margin" is **5 mm** (Metric version) / **0.2 inch** (Inch version).

The default setting for "Left Margin" is **5 mm** (Metric version) / **0.2 inch** (Inch version).

Letterhead Setting

If you select "On" for this function, the machine rotates the image correctly.

The default setting is **Off**.

Menu Protect

You can prevent unauthenticated users from changing the user tools settings. For details, consult the administrator.

The default setting is **Level 2**.

3

4. Appendix

This chapter describes the copy machine's specifications and the function compatibility.
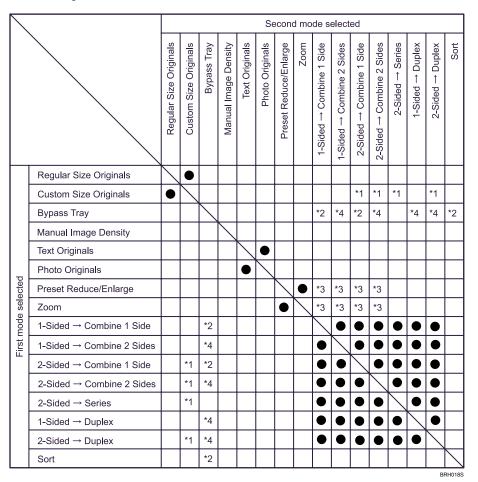
Function Compatibility

The combination chart given below shows which modes can be used together.

Blank: These modes can be used together.

●: These modes cannot be used together. The second mode selected will be the mode you are working in.

The following shows the combinations of functions:

First mode selected \ Second mode selected	Regular Size Originals	Custom Size Originals	Bypass Tray	Manual Image Density	Text Originals	Photo Originals	Preset Reduce/Enlarge	Zoom	1-Sided → Combine 1 Side	1-Sided → Combine 2 Sides	2-Sided → Combine 1 Side	2-Sided → Combine 2 Sides	2-Sided → Series	1-Sided → Duplex	2-Sided → Duplex	Sort
Regular Size Originals		●														
Custom Size Originals	●										*1	*1	*1		*1	
Bypass Tray									*2	*4	*2	*4		*4	*4	*2
Manual Image Density																
Text Originals						●										
Photo Originals					●											
Preset Reduce/Enlarge								●	*3	*3	*3	*3				
Zoom							●		*3	*3	*3	*3				
1-Sided → Combine 1 Side			*2							●	●	●	●	●	●	
1-Sided → Combine 2 Sides			*4						●		●	●	●	●	●	
2-Sided → Combine 1 Side		*1	*2						●	●		●	●	●	●	
2-Sided → Combine 2 Sides		*1	*4						●	●	●		●	●	●	
2-Sided → Series		*1							●	●	●	●		●	●	
1-Sided → Duplex			*4						●	●	●	●	●		●	
2-Sided → Duplex		*1	*4						●	●	●	●	●	●		
Sort			*2													

BRH018S

*1 A function incompatibility message appears if you load a sheet that exceeds 357 mm (14 inches) with the two-sided original function. Copying is not possible until one of the functions is disabled.

*2 A function incompatibility message appears if you load a sheet that exceeds 357 mm (14 inches). Copying is not possible until one of the functions is disabled.

*3 The mode selected second changes the reduce/enlarge ratio.

*4 A function incompatibility message appears if you select two conflicting functions. Copying is not possible until one of the functions is disabled.

4

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