

Operating Instructions Copy Reference



- 1 Placing Originals
- 2 Copying
- 3 Appendix

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

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

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.

Notes:

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.

Caution:

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

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

Manuals for This Machine

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

∰Important

\square N	1edia	differ	according	to	manual
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☐ 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.

☐ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

About This Machine

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, and how to install the CD-ROMs provided.

General Settings Guide

Explains User Tools settings, and how to register user codes. Also refer to this manual for explanations on how to connect the machine.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

❖ Copy Reference

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

Printer/Scanner Reference

Explains system settings, functions and operations for the machine's printer/scanner unit.

Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

Other manuals

- Manuals for This Machine
- Safety Information
- Quick Reference Copy Guide
- Quick Reference Printer/Scanner Guide

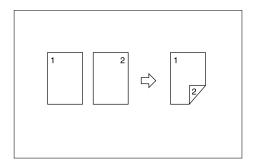
What You Can Do with This Machine

Available functions differ depending on the options.

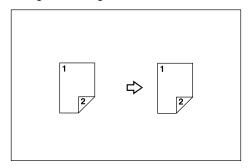
p.2 "Functions Requiring Optional Configurations"

Types of Duplex Copies

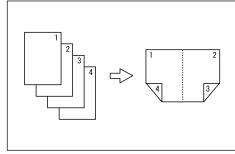
♦ 1 Sided 2 Pages \rightarrow **2 Sided 1 Page** See p.52 "Duplex".



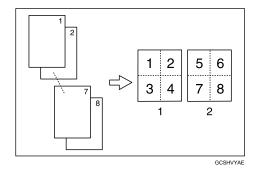
❖ 2 Sided 1 Page → 2 Sided 1 Page See p.52 "Duplex".



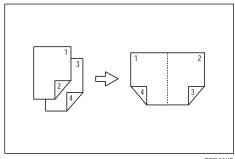
◆ 1 Sided 4 Pages → Combine 2 Sided 1 Page See p.59 "Two-Sided Combine".



❖ 1 Sided 8 Pages → Combine 2 Sided 1 Page See p.59 "Two-Sided Combine".

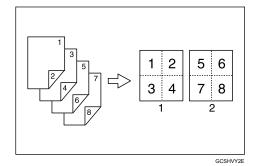


- 1 Front
- 2 Back
- **❖ 2 Sided 2 Pages** → **Combine 2 Sided 1 Page** See p.59 "Two-Sided Combine".



GCSHVY1E

❖ 2 Sided 4 Pages → Combine 2 Sided 1 Page See p.59 "Two-Sided Combine".

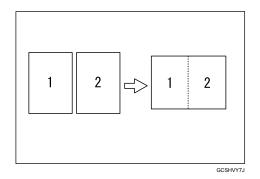


- 1 Front
- 2 Back

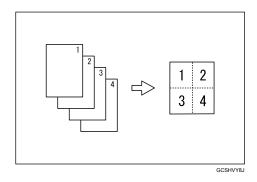
Combining Multiple Pages onto a Single Page

See p.55 "One-Sided Combine".

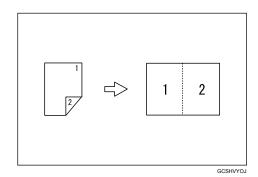
\clubsuit 1 Sided 2 Pages \rightarrow Combine 1 Sided 1 Page



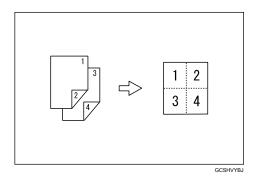
❖ 1 Sided 4 Pages → Combine 1 Sided 1 Page



\clubsuit 2 Sided 1 Page \rightarrow Combine 1 Sided 1 Page



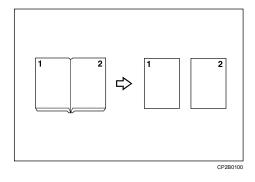
❖ 2 Sided 2 Pages → Combine 1 Sided 1 Page



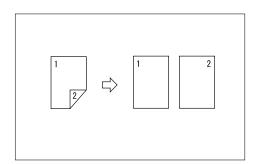
Copying Originals Such as Books

See p.62 "Series Copies".

***** Bound Originals \rightarrow 1 Sided 2 Pages



❖ 2 Sided 1 Page → 1 Sided 2 Pages



Copying onto Envelopes

❖ Envelope

See p.30 "When Copying onto Envelopes".

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How to Read This Manual

Note

- ☐ For proper use of this product, be sure to read About This Machine first.
- ☐ Supplementary information about the copier mode is described in "Supplementary Information".

₽ Reference

p.67 "Supplementary Information"

Symbols

This manual uses the following symbols:

! WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine.

#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.

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.

Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options. See the table below.

Function	Option	ARDF	500-sheet finisher
2 Sided→Duplex		Required	-
2 Sided→1 Sided Combine/Series		Required	-
2 Sided→2 Sided Combine/Series		Required	-
Staple		-	Required
Stack		-	Required



 $\hfill \square$ The bridge unit are required when you install the finisher.

Display

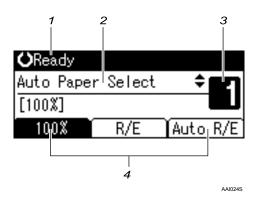
This section explains how to read the display and how to use the selection keys on the initial copy display.

Note

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

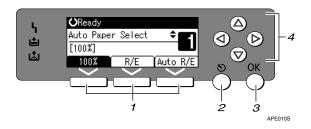
Reading the Display

❖ Initial copy display



- 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.

Using the Keys on the Control Panel



1. Selection keys

Correspond to items at the bottom line on the display.

Example: initial copy display

- When the instruction "press [100%]"
 appears in this manual, press the left selection key.
- When the instruction "press [R/E]" appears in this manual, press the centre selection key.
- When the instruction "press [Auto R/E]" 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 $[\blacktriangle]$, $[\blacktriangledown]$, or $[\blacktriangleleft]$ key appears in this manual, press the scroll key of the same direction.

User Tools Menu (Copier Features)

This section describes items you can set in the copier feature. The copier features screen can be displayed by pressing the **[User Tools/Counter]** key. For details about how to set up these items, see General Settings Guide.

Item	Description
APS/ Auto R/E Priority	You can select [Auto Paper Select Priority] (APS Priority) or [Auto R/E Priority] (Auto Reduce/Enlarge Priority).
Auto Tray Switching	If you load same size paper in two or more trays, the machine automatically shifts to the other tray using image rotation when the first tray runs out of paper (if [On] is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
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)].
Duplex Mode Priority	You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.
Orientation	You can select the original orientation when using the Combine/Series/Duplex, or Staple function. The default setting is [Do not Specify] . When you select [Always Specify] , you must select the orientation of originals.
Max. Number of Sets	The maximum copy quantity can be set between 1 and 999 using the number keys.
Original Count Display	You can set to display the count of originals and copying pages on the display when [On] is selected.
Reproduction Ratio	You can select which reduce, enlarge, or input ratio is shown on the display with priority when [Reduce] or [Enlarge] is selected.
Preset R/E Priority	You can set the ratio with priority when [R/E] is selected.
Duplex Margin	Specify left margin on the back side of copies, and top margin on the back side.
Rotate Sort	Specify whether or not to select rotate sort when the [Sort] key (finisher not installed), or [Sort/Staple] key (finisher installed) is pressed.
	When you select [On], you can select [Rotate Sort].
	You cannot use the bypass tray with this function.
	If you select [Off] when the finisher is not installed, only the Sort function is available when you press the [Sort] key.
Rotate Sort:Auto Continue	If you select [Off] when the paper tray in use runs out of paper, the machine stops, allowing you to add paper so all copies can be rotate-sorted.
Letterhead Setting	If you select [On] for this function, the machine rotates the image correctly.

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, paper sizes that are automatically detected, and missing image area.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and weights, and non-recommended originals for the ARDF.

❖ Metric version

Where original is placed	Original size	Original weight
Exposure glass	Up to A3	
ARDF	One-sided originals: A3□ - A5□□	40-128 g/m ²
	Two-sided originals: A3□ - A5□□	52-105 g/m ²

Inch version

Where original is placed	Original size	Original weight
Exposure glass	Up to 11" × 17"	
ARDF	One-sided originals: $11" \times 17" \square - 5^1/2" \times 8^1/2" \square \square$	10-34 lb.
	Two-sided originals: $11" \times 17" \square - 5^1/2" \times 8^1/2" \square \square$	14-28 lb.

No	te
	No

- ☐ About 50 originals can be placed in the ARDF.
- ☐ Paper of 433 mm in length, or larger, is likely to jam, crease, or not feed in properly.

Non-compatible originals for the ARDF

Placing the following types of originals in the ARDF can cause paper misfeeds or light and black lines, or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in "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 Detectable by Auto Paper Select

Sizes detectable from the exposure glass, and ARDF are:

Metric version

Size Location of the original	A3 □	B4 JIS *1 □	A4 🕽 🗗	B5 JIS *1 □	B5 JIS *1	A5	8 ¹ / ₂ " × 13"□ *2
Exposure glass	0	0	0	×	0	× *3	0
ARDF	0	0	0	0	0	0	0

O : Detectable × : Undetectable

^{*1} JIS: Japanese Industrial Standard

Default is $8^1/_2$ " × 13" \square . You can select from 8" × 13" \square or $8^1/_4$ " × 13" \square . To make 8" × 13" \square or $8^1/_4$ " × 13" \square detectable, contact your service representative.

^{*3} If you want to make A5 \square paper detectable, contact your service representative.

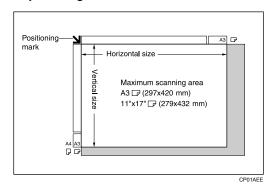
❖ Inch version

Size	11"×17" □	8 ¹ / ₂ " × 14"□	8 ¹ / ₂ "×13" □	8 ¹ / ₂ "×11" □ □	
Location of the original			*2		$8^1/_2$ " \square
Exposure glass	0	0	0	0	× *1
ARDF	0	0	×	0	0

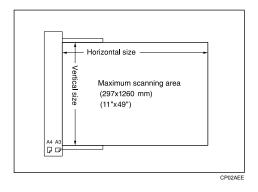
O: Detectable ×: Undetectable

Maximum scanning area

Exposure glass



❖ ARDF



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.

p.14 "Specifying the Original Size When a Paper Tray is Selected" p.17 "Specifying the Original Size When the Bypass Tray is Selected"

^{*}I If you want to make $5^1/2$ " \times $8^1/2$ " \square paper detectable, contact your service representative.

Default is $8^1/_2$ " × 13" \square . You can select from 8" × 13" \square or $8^1/_4$ " × 13" \square . To make 8" × 13" \square or $8^1/_4$ " × 13" \square detectable, contact your service representative.

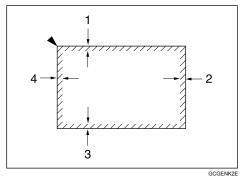
Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals. Even if Auto Paper Select is set, the correct paper size may not be selected, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- · Originals which partially contain a solid image
- · Originals which have solid images at their edges

Missing Image Area

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



1 0.5 mm (0.02") or more

2 0.5 mm (0.02") or more

 $32 \pm 1.5 \text{ mm} (0.08" \pm 0.06")$

 $4.2 \pm 1.5 \text{ mm} (0.08" \pm 0.06")$

Placing Originals

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

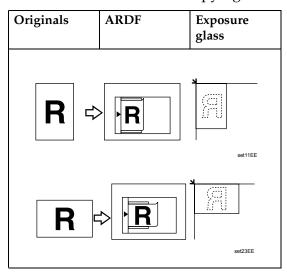
Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper.

p.7 "Originals"

Original Orientation

You can set the original orientation in the following ways.

This function is useful for copying torn or large originals.



Note

☐ Originals should normally be aligned to the rear left corner. However, some copy functions may produce different results depending on the orientation of the originals. For details, see the explanations of each function.

p.50 "Staple"

p.52 "Duplex"

p.55 "One-Sided Combine"

p.59 "Two-Sided Combine"

p.62 "Series Copies"

Placing Originals on the Exposure Glass

Place originals on the exposure glass.

∰Important

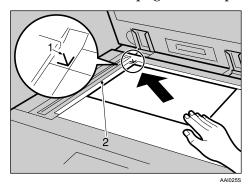
- ☐ Do not lift the exposure glass cover or ARDF forcefully. Otherwise, it will be damaged, or the cover of the ARDF might open.
- **1** Lift the exposure glass cover or ARDF.

 Be sure to lift the exposure glass cover or ARDF by more than 30 degrees. Oth-

erwise, the size of the original might not be detected correctly.

2 Place the original face down on the exposure glass. The original should be aligned with the rear left corner.

Start with the first page to be copied.



- 1 Positioning mark
- 2 Left scale
- **E** Lower the exposure glass cover or ARDF.

Ц

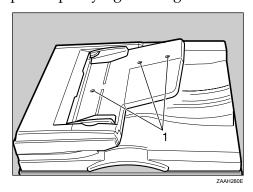
Placing Originals in the ARDF

Place originals in the ARDF.

Settings should be made when placing custom size originals.

❖ When placing custom size originals:

See p.14 "Specifying the Original Size When a Paper Tray is Selected" and p.17 "Specifying the Original Size When the Bypass Tray is Selected".



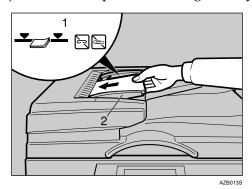
1 Sensors

- 1 Adjust the document guide to the original size.
- **2** Set the aligned originals face up into the ARDF.

Do not stack originals beyond the limit mark.

The first page should be on the top.

Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the scanned image incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.



1 Limit mark

2 Document guide

- Note
- ☐ Straighten curls in the originals before placing them in the ARDF.
- ☐ To prevent multiple sheets from being fed at once, fan the originals before placing them in the ARDF.
- \square Set the originals squarely.

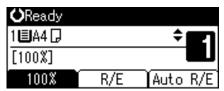
Specifying the Original Size When a Paper Tray is Selected

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

Regular sizes

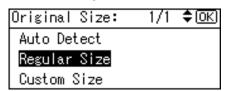
When placing regular size originals on the exposure glass or in the ARDF, select the size of the originals from the regular sizes shown on the display.

1 Select a desired paper tray using [▲] or [▼].



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

 When [Auto Detect] is selected, the size of the placed original will be detected automatically.

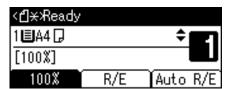


4 Select the original size using the scroll keys, and then press the [OK] key.

Regular Size:	1/3 ⇔ <u>OK</u>
A3 ८ □	A4 🖺
A4€□	A5 🖺
A5 <i>e</i> ⊐	B4Jis e ⊐

The "Programmed" message appears.

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



∅ Note

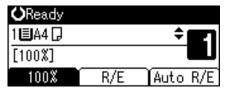
- ☐ This function is not available in Auto Paper Select mode.
- ☐ To cancel the size you have set, press the [Clear Modes] key.

Custom sizes

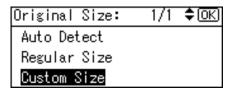
When placing custom size originals on the exposure glass or in the ARDF, specify the size of the originals using the number keys.

∰Important

- ☐ Originals that have a vertical length of 105-297 mm (4.2"-11.6") and a horizontal length of 128-1,260 mm (5.1"-49.6") can be specified.
- **1** Select a desired paper tray using [▲] or [▼].

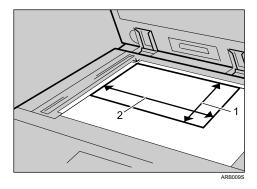


- Press the [#] key.
- **3** Select [Custom Size] using [▲] or [▼], and then press the [OK] key.



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



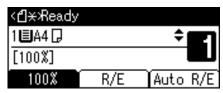


- 1 Vertical size
- 2 Horizontal size
- Enter the vertical size of the original (Vert.) with the number keys, and then press the [OK] key.



The "Programmed" message appears.

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



Note

- ☐ This function is not available in Auto Paper Select mode.
- ☐ If you make a mistake in step ② or ⑤, press the 〔Clear/Stop〕 key, and then enter the value again.
- ☐ To cancel the size you have set, press the [Clear Modes] key.

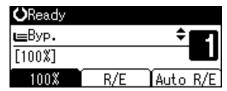
Specifying the Original Size When the Bypass Tray is Selected

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 ARDF, select the size of the originals from the regular sizes shown on the display.

1 Select [Byp.] using (▲) or (▼).

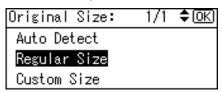


- Press the [#] key.
- **3** Select [Original Size] using [▲] or [▼], and then press the [OK] key.

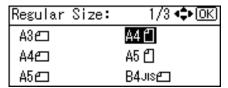


1 Select [Regular Size] using [▲] or [▼], and then press the [OK] key.

When **[Auto Detect]** is selected, the size of the placed original will be detected automatically.

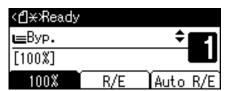


5 Select the original size using the scroll keys, and then press the [OK] key.



The "Programmed" message appears.

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



∅ Note

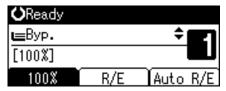
- ☐ This function is not available in Auto Paper Select mode.
- ☐ To cancel the size you have set, press the [Clear Modes] key.

Custom sizes

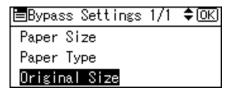
When placing custom size originals on the exposure glass or in the ARDF, specify the size of the originals using the number keys.

∰Important

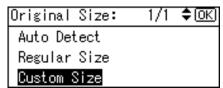
- \square Originals that have a vertical length of 105–297 mm (4.2"-11.6") and a horizontal length of 128-1,260 mm (5.1"-49.6") can be specified.
- **1** Select [Byp.] using (▲) or (▼).



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



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



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

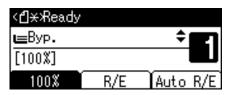


Enter the vertical size of the original (Vert.) with the number keys, and then press the [OK] key.



The "Programmed" message appears.

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



Note

- ☐ This function is not available in Auto Paper Select mode.
- ☐ If you make a mistake in step ⑤ or ⑥, press the 〔Clear/Stop〕 key, and then enter the value again.
- ☐ To cancel the size you have set, press the [Clear Modes] key.

2. Copying

This chapter describes procedures for making copies in various modes.

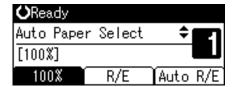
Basic Procedure

This section describes the basic procedure for making copies.

1 Make sure "OReady" appears on the screen.

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

Initial copy display



2 Make sure no previous settings remain.

When there are previous settings remaining, press the [Clear Modes] key.

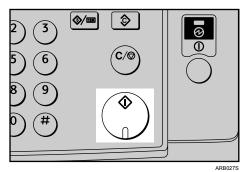
- Place the originals.
- 4 Make desired settings.
- **5** Enter the number of copies using the number keys.

The maximum copy quantity that can be set is 999.

The default quantity is 99.

To change the maximum copy quantity, press the [User Tools/Counter] key.

6 Press the [Start] key.



The machine starts copying.

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

Copies are delivered face down.

Note

- ☐ To stop the machine during a multicopy run, press the [Clear/Stop] key.
- ☐ To return the machine to its initial state after copying, press the [Clear Modes] key.
- ☐ To clear an entered value, press the [Clear/Stop] key.
- \square To switch between pages or selectable functions, press the scroll keys.

"Copier Features", General Settings Guide

[&]quot;Accessing User Tools", General Settings Guide

Copying from the Bypass Tray

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

#Important

- □ Paper that has a vertical length of 90-297 mm (3.55"-11.69") and a horizontal length of 148-600 mm (5.83"-23.62") can be copied from the bypass tray. However, when paper larger than 433 mm (17.1") in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
- ☐ The machine can detect the following sizes as regular size paper:
 - Metric version A3□, A4□, A5□, 8" × 13"□
 - Inch version 11" × 17" ¬, 81/2" × 11" ¬, 51/2" × 81/2" ¬
 If you want to use the size of paper other than the above, be sure to specify the size.

Reference

"Copy Paper", About This Machine

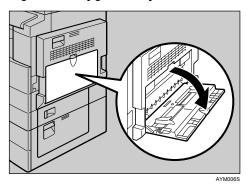
Loading Paper on the Bypass Tray

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

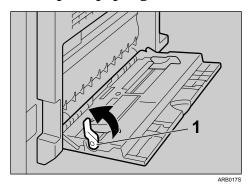
∰Important

- \square When copying on OHP transparencies or paper heavier than 162 g/m² (about 43 lb.) you need to specify the type and size of paper.
- ☐ The maximum number of sheets you can load into the bypass tray depends on the paper type. When loading paper, make sure the top of the stack is not higher than the limit mark of the bypass tray.

1 Open the bypass tray.



2 Push up the paper guide release lever.



1 Paper guide release lever

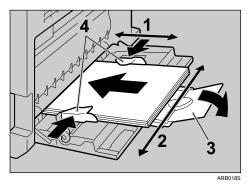
Insert the paper face down, and then align the paper guides to the paper size.

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

Do not stack paper over the limit mark, otherwise, images might be skewed or paper misfeeds might occur.

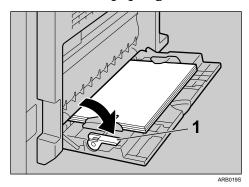
Swing out the extender to support paper sizes larger than A4 \square or $8^1/_2$ " × 11" \square .

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



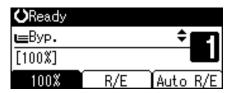
- 1 Horizontal size
- 2 Vertical size
- 3 Extender
- 4 Paper guides

Pull down the paper guide release lever.



1 Paper guide release lever

The bypass tray is selected on the display.



- **5** Select the size and type of the paper, if required.
 - Note
 - ☐ If [Byp.] is not selected on the display in step ②, select [Byp.] using [▲] or [▼], and then press the [#] key.

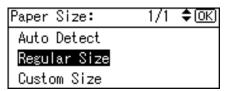
When Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

- **1** Select [Byp.] using [▲] or [▼].
- 2 Load paper face down on the bypass tray.
- Press the [#] key.
- **4** Select [Paper Size] using [▲] or [▼], and then press the [OK] key.



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



6 Select the paper size using the scroll keys, and then press the **(OK)** key.

Regular Size:	1/5 ♦• OK
A3 □ →	A4 🖫
A4□∂	A5 🖫
A5 □ -	B4Jis⊟

The "Programmed" message appears.

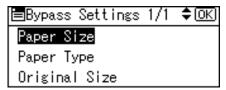
- Place the originals, and then press the [Start] key.
- When the copy job is finished, press the [Clear Modes] key to clear the settings.
 - **₽** Reference

p.23 "Loading Paper on the Bypass Tray"

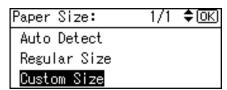
When Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray.

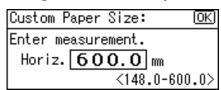
- **1** Select [Byp.] using [▲] or [▼].
- 2 Load paper face down on the bypass tray.
- Press the [#] key.
- Select [Paper Size] using [▲] or [▼], and then press the [OK] key.



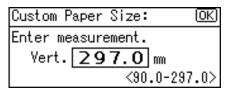
5 Select [Custom Size] using [▲] or [▼], and then press the [OK] key.



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



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



The "Programmed" message appears.

- Place the originals, and then press the [Start] key.
- When the copy job is finished, press the [Clear Modes] key to clear the settings.
 - Note
 - ☐ If you make a mistake in step ⑤ or ⑥, press the 〔Clear/Stop〕 key, and then enter the value again.
 - **₽** Reference

p.23 "Loading Paper on the Bypass Tray"

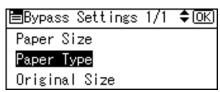
When Copying onto OHP Transparencies

When copying onto OHP transparencies, select **[OHP (Transparency)]** in Paper Type.

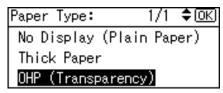
∰Important

- ☐ OHP transparencies must be loaded face down in the tray with the notched corner of the sheet in the appropriate corner of the tray.
- ☐ To prevent multiple sheets from being fed at once, fan OHP transparencies before placing them on the tray.
- ☐ Remove copied sheets from the Internal Tray one by one.
- Select [Byp.] using [▲] or [▼].
- 2 Load OHP transparencies face down on the bypass tray.
- Press the [#] key.

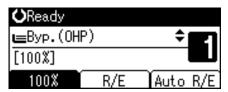
Select [Paper Type] using (▲) or (▼), and then press the [OK] key.



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



The "Programmed" message appears.



- **6** Select the paper size, if required.
- **7** Place the originals, and then press the [Start] key.
- When the copy job is finished, press the [Clear Modes] key to clear the settings.
 - Note
 - ☐ Printing on OHP transparencies is slower than printing on plain paper.
 - Reference
 p.23 "Loading Paper on the Bypass Tray"

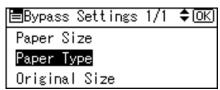
When Copying onto Thick Paper

When copying onto thick paper, select [Thick Paper] in Paper Type.

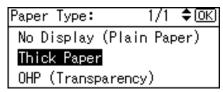
∰Important

- ☐ To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- **1** Select [Byp.] using [▲] or [▼].
- 2 Load thick paper face down on the bypass tray.
- Press the [#] key.

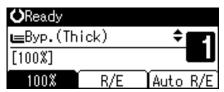
Select [Paper Type] using [▲] or [▼], and then press the [OK] key.



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



The "Programmed" message appears.



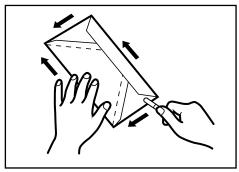
- 6 Place the originals, and then press the [Start] key.
- When the copy job is finished, press the [Clear Modes] key to clear the settings.
 - Note
 - ☐ Printing on thick paper is slower than printing on plain paper.
 - Reference
 p.23 "Loading Paper on the Bypass Tray"

When Copying onto Envelopes

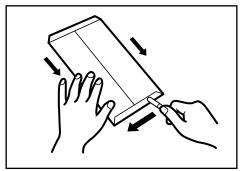
When copying onto envelopes, select the envelope size in Paper Size, and **[Thick Paper]** in Paper Type.

∰Important

☐ Before loading envelopes, use a pen or similar to flatten their edges.



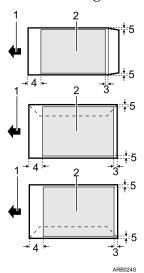
ALZ050S



ALZ051

Printable area

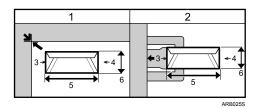
The following areas of envelopes can be printed on:



- 1 Feeding direction
- 2 Printable area
- 3 20 mm (0.79")
- 4 10 mm (0.40")
- 5 5 mm (0.20")

Orientation of Originals and Envelopes

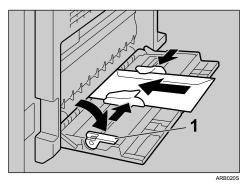
Originals and envelopes must be placed in the following orientation. To minimize waste and time, check that originals and envelopes are loaded in the correct orientation.



The illustration shows the correct 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

- **1** Select [Byp.] using [▲] or [▼].
- 2 Load envelopes face down on the bypass tray.

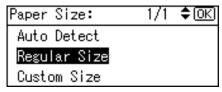


1 Paper guide release lever

- Press the [#] key.
- **4** Select [Paper Size] using [▲] or [▼], and then press the [OK] key.



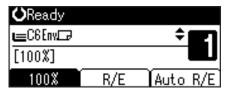
5 Select [Regular Size] using [▲] or [▼], and then press the [OK] key.



Select the envelope size from [C5 Env.□], [C6 Env.□], and [DL Env.□] using [▲] or [▼], and then press the [OK] key.

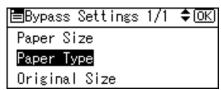
Regular Size:	2/5 ♦ • OK
B4JIS⊡∂	B5JIS 🖫
B5us ⊡	B6Jis⊟
C5Env□₽	C6Env.□

The "Programmed" message appears.

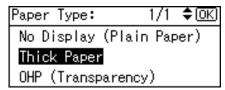


Press the [#] key.

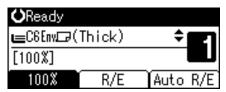
8 Select [Paper Type] using [▲] or [▼], and then press the [OK] key.



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



The "Programmed" message appears.



- Place the original, and then press the [Start] key.
- When the copy job is finished, press the [Clear Modes] key to clear the settings.

p.23 "Loading Paper on the Bypass Tray"

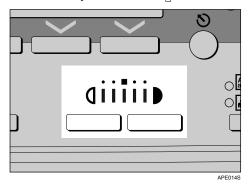
Copy Functions

Adjusting Image Density

You can adjust the image density in five levels. If you want darker or lighter copies, adjust the image density accordingly.

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

The density indicator "\" moves.



Original Type Setting

Select one of the following original types to match your originals:

❖ Text

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

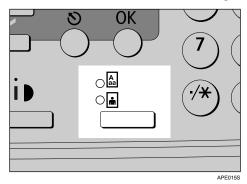
Photo

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 colour copiers

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

The indicator of the selected original type goes on.



Upper indicator: Text Lower indicator: Photo

₽ Reference

"Copier Features: Original Type Setting", General Settings Guide

Selecting Copy Paper

There are two ways to select paper:

Auto Paper Select

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

❖ Manual Paper Select

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

See the following table for paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Original location	Paper size and orientation	
Exposure glass	A3, B4, JIS, A4, B5, JIS, A5, A5, *1, 8 ¹ / ₂ " × 13", *2	
ARDF	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 8¹/₂" × 13"□ *2	

Inch version

Original location	Paper size and orientation	
Exposure glass	$11" \times 17" \square, 8^1/_2" \times 14" \square, 8^1/_2" \times 13" \square, 8^1/_2" \times 11" \square \square, 5^1/_2" \times 8^1/_2" \square^{*1}$	
ARDF	$11" \times 17" \square 7, 8^1/2" \times 14" \square 7, 8^1/2" \times 11" \square \square 7, 5^1/2" \times 8^1/2" \square \square 7$	

^{*1} If you want to use A5 \square or $5^1/2$ " \times $8^1/2$ " \square with Auto Paper Select, contact your service representative.

Note

☐ If special paper is selected in Paper Type for all paper trays, you cannot use the Auto Paper Select function.

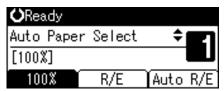
p.10 "Sizes difficult to detect"

You can select from $8" \times 13" \square$ or $8^1/_4" \times 13" \square$. To make $8" \times 13" \square$ or $8^1/_4" \times 13" \square$ detectable, contact your service representative.

Auto Paper Select

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

1 Make sure that [Auto Paper Select] is selected.





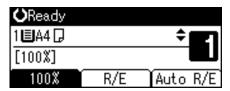
- ☐ If [Auto Paper Select] is not selected, select [Auto Paper Select] by using [▲] or [▼].
- ☐ Paper placed in the bypass tray will not be selected with Auto Paper Select.

Manual Paper Select

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

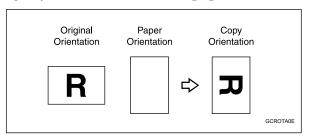
1 Select a desired tray using [▲] or [▼].

The selected tray and paper size are displayed.



Rotated Copy

If the orientation in which your original is placed ($\square \square$) is different from that of the paper you are copying onto, the machine automatically rotates the original image by 90° and fits it on the paper.



Note

- ☐ This function works when Auto Paper Select or Auto Reduce/Enlarge is selected.
- ☐ The default setting for Auto Tray Switching is **[On]**. You cannot use the Rotated Copy function if this setting is changed to **[Off]**.
- ☐ You cannot use the Rotated Copy function when enlarging onto A3 or B4 JIS, or $11" \times 17"$ or $8^1/_2" \times 14"$ size paper. In this case, place your original in the ☐ orientation.

	Origina	l size and orientation		Paper s	ize and orientation
You cannot rotate:	A4, B5 JIS, or A5	GCROTAIE	When enlarging to →	B4 JIS or A3	GCROTAZE
However, you can use:	A4,B5 JIS, or A5	GCROTA3E	When enlarging to →	B4 JIS or A3	R

p.23 "Copying from the Bypass Tray"

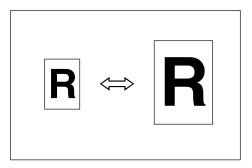
p.37 "Auto Paper Select"

p.42 "Auto Reduce/Enlarge"

"Copier Features: Auto Tray Switching", General Settings Guide

Preset Reduce/Enlarge

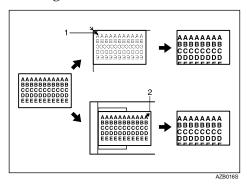
You can select a preset reduce or enlarge ratio for copying.



❖ Base Point

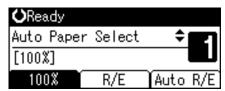
The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set in the ARDF, the upper right corner of the original will be the base point.

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

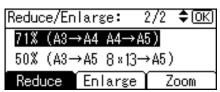


- 1 Base point when placing on the exposure glass
- 2 Base point when placing in the ARDF

Press [R/E].



Press [Reduce] or [Enlarge].



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

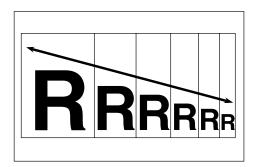
The "Programmed" message appears.

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

"Copier Features: Reproduction Ratio", General Settings Guide "Copier Features: Preset R/E Priority", General Settings Guide

Zoom

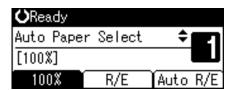
You can change the reproduction ratio in increments of 1%.



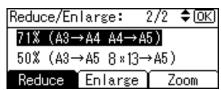
Selecting a ratio using the scroll keys

Select a ratio using $[\blacktriangle]$ or $[\blacktriangledown]$.

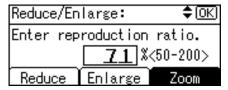
1 Press [R/E].



2 Select a preset ratio which is close to the desired ratio with [Enlarge] or [Reduce] and then press [Zoom].



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



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.

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

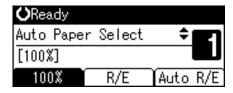


☐ If you make a mistake in step 3, readjust it using [▲] or [▼].

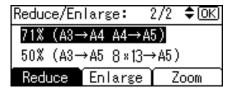
Entering a ratio with the number keys

Select a ratio using the number keys.

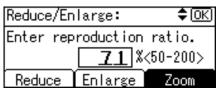
1 Press [R/E].



Press [Zoom].



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



The "Programmed" message appears.

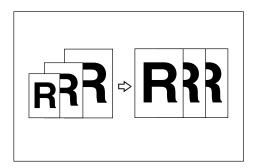
4 Place the original, and then press the [Start] key.



☐ If you make a mistake in step ③, press the [Clear/Stop] key, and then enter the value again.

Auto Reduce/Enlarge

The machine automatically selects an appropriate reproduction ratio based on the paper and original sizes you select.



∰Important

- \square You cannot use the bypass tray with this function.
- ☐ When using Auto Reduce/Enlarge, see the following table for paper sizes and orientations you can use:

❖ Metric version

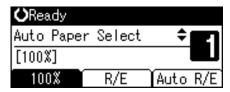
Where original is placed	Paper size and orientation	
Exposure glass	A3, B4, JIS, A4, B5, JIS, A5, A5, *1, 8 ¹ / ₂ " × 13", *2	
ARDF	A3□, B4 JIS□, A4 □□, B5 JIS □□, A5 □□, 8¹/2" × 13"□*2	

Inch version

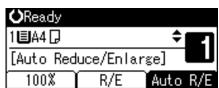
Where original is placed	Paper size and orientation	
Exposure glass	$11" \times 17" \square, 8^1/_2" \times 14" \square, 8^1/_2" \times 13" \square, 8^1/_2" \times 11" \square \square, 5^1/_2" \times 8^1/_2" \square^{*1}$	
ARDF	$11" \times 17"$ \square , $8^1/_2" \times 14"$ \square , $8^1/_2" \times 11"$ \square \square , $5^1/_2" \times 8^1/_2"$ \square \square	

^{*1} If you want to use A5 \square or $5^1/_2$ " \times $8^1/_2$ " \square with this function, contact your service representative.

1 Press [Auto R/E].



2 Select the paper size using [▲] or [▼].



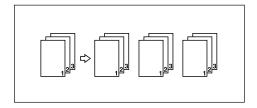
Place the originals, and then press the [Start] key.

The machine automatically selects an appropriate ratio and then begins copying.

You can select from $8" \times 13" \square$ or $8^1/_4" \times 13" \square$. To make $8" \times 13" \square$ or $8^1/_4" \times 13" \square$ detectable, contact your service representative.

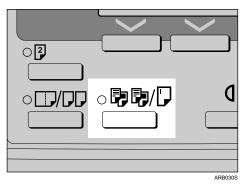
Sort

The machine assembles copies as sets in sequential order.



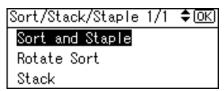
The finisher is installed

1 Press the [Sort/Staple] key.

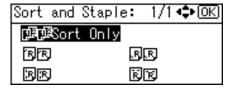


The indicator goes on.

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



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



The "Programmed" message appears.

1 Enter the number of copy sets using the number keys.

5 Place the originals.

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

6 Press the [Start] key.

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

Note

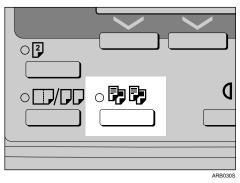
- ☐ To display the screen in step ②, select [On] for [Rotate Sort] with Copier Features in User Tools.
- ☐ To cancel this function in step ①, press the [Sort/Staple] key again. Make sure the indicator goes off.

₽ Reference

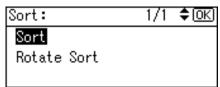
"Copier Features: Auto Tray Switching", General Settings Guide "Tray Paper Settings: Paper Type: Tray 2", General Settings Guide

The finisher is not installed

1 Press the [Sort] key.



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



- Enter the number of copy sets using the number keys.
- Place your originals.
- Press the [Start] key.



☐ To cancel this function in step ①, press the 〔Sort〕 key again. Make sure the indicator goes off.

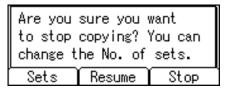
"Copier Features: Auto Tray Switching", General Settings Guide "Tray Paper Settings: Paper Type: Tray 2", General Settings Guide

Changing the number of sets

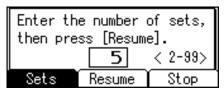
You can change the number of copy sets during copying.

∰Important

- $\ \square$ This function can only be used when the Sort function is turned on.
- 1 While copying, press the [Clear/Stop] key.
- Press [Sets].



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



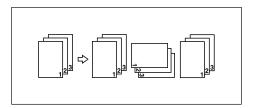
Copying starts again.

Note

☐ The number of sets you can enter in step ☑ differs depending on when the 【Clear/Stop】 key is pressed.

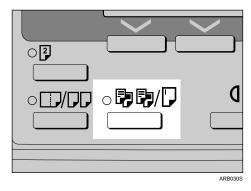
Rotate Sort

Every other copy set is rotated by 90 degrees ($\square \square$) and delivered to the copy tray.



∰Important

- ☐ To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation (☐☐), are required. See "Tray Paper Settings: Tray Paper Size: Tray 1-4", General Settings Guide.
- ☐ You cannot use the bypass tray with Rotate Sort.
- Press the [Sort/Staple] key.



The indicator goes on.

2 Select [Rotate Sort], and then press the [OK] key.



- **3** Enter the number of copy sets using the number keys.
- Place the originals.

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

Press the [Start] key.

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

Note

- ☐ To display the screen in step ②, select [On] for [Rotate Sort] with Copier Features in User Tools.
- ☐ To cancel this function in step ①, press the 〔Sort/Staple〕 key again. Make sure the indicator goes off.
- ☐ Paper will be delivered shift-sorted when you specify the Finisher Shift Tray as the output tray, even if you have specified Rotate Sort copy.

"Copier Features: Rotate Sort", General Settings Guide

"Copier Features: Rotate Sort: Auto Continue", General Settings Guide

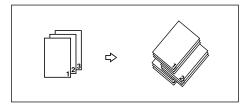
"Copier Features: Auto Tray Switching", General Settings Guide

"Tray Paper Settings: Paper Type: Tray 2", General Settings Guide

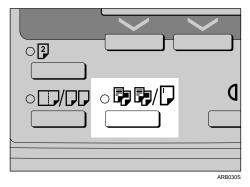
Stack

Copies can be assembled with each page placed.

If a finisher is installed, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.



Press the [Sort/Staple] key.



The indicator goes on.

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



The "Programmed" message appears.

- **3** Enter the number of copy sets using the number keys.
- 4 Place the originals.

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

Press the [Start] key.

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

Note

- ☐ To cancel this function in step ①, press the [Sort/Staple] key again. Make sure the indicator goes off.
- ☐ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the ARDF, set so the last page is on the bottom.
- ☐ If you copy using this function and select the paper can be shift-sorted, the machine automatically outputs copies (including single page jobs) to the Finisher Shift Tray, even if another output tray is specified in the User Tools menu. For details about this function, see "Supplementary Information".

See p.17 "Specifying the Original Size When the Bypass Tray is Selected".

"Copier Features: Rotate Sort", General Settings Guide

"Copier Features: Rotate Sort: Auto Continue", General Settings Guide

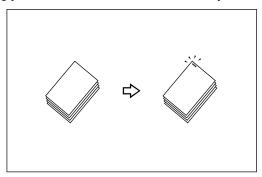
"Copier Features: Auto Tray Switching", General Settings Guide

"Tray Paper Settings: Paper Type: Tray 2", General Settings Guide

Staple

Each copy set can be stapled together.

If a finisher is installed, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.



∰Important

☐ You cannot use the bypass tray with this function.

Stapling position and original setting

Place all the originals in the ARDF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to your original, the staple positions are as follows:

❖ 500-sheet finisher

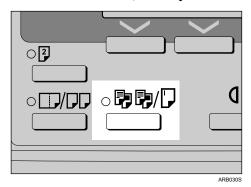
	Original loca		location	Ct*1
		Exposure glass	ADF	Stapling bosition
R	Top Slant/Left	R	R -	→ R
	<u> </u>	R	R -	→ [©] R
B.R.	Bottom Slant/Left		R -	→ R
FRIFE	Bottom S			→ ©R
	eft 2 **			→ (R) *2
BR	Lef	los l	- B	→ (B)R
RR	Top 2 _*		R -	→ R
وعاجنا	2	Par	R -	→ (R) *2
				AZB015S

^{*1} This table shows the stapling positions, not the orientation of delivery.

*2 Left $2 \square$ and Top $2 \square$ are not available for larger than A4 size paper.

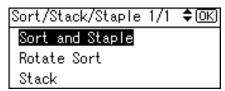
^{*3} It is recommended to use this function together with the [Auto Paper Select] or [Auto Reduce/Enlarge] function.

Press the [Sort/Staple] key.



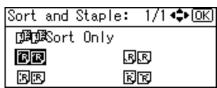
The indicator goes on.

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

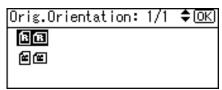


The "Programmed" message appears.

3 Select the staple position using the scroll keys, and then press the [OK] key.



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



- **E** Enter the number of copy sets using the number keys.
- **6** Place the originals.

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

Press the [Start] key.

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

Note

- ☐ To cancel this function in step ①, press the [Sort/Staple] key again. Make sure the indicator goes off.
- ☐ To display the screen in step ♠, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step ♠.
- ☐ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the ARDF, set so that the last page is on the bottom.

p.67 "Supplementary Information"

"Specifications for Options", About This Machine

"Copier Features: Rotate Sort", General Settings Guide

"Copier Features: Rotate Sort: Auto Continue", General Settings Guide

"Copier Features: Auto Tray Switching", General Settings Guide

"Copier Features: Orientation", General Settings Guide

"Tray Paper Settings: Paper Type: Tray 2", General Settings Guide

Duplex

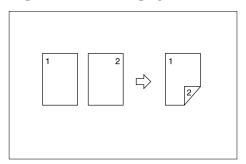
There are two types of Duplex available.

∰Important

☐ You cannot use the bypass tray with this function.

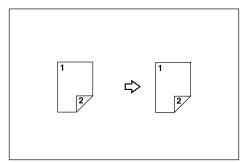
• 1 Sided \rightarrow 2 Sided

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



\clubsuit 2 Sided \rightarrow 2 Sided

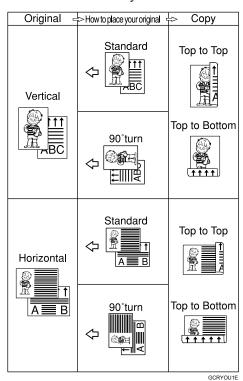
Copies 1 two-sided page to 1 two-sided page.



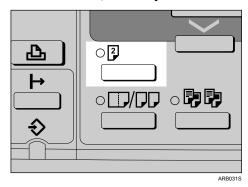
Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place the originals (vertical \square or horizontal \square).

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

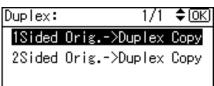


Press the [Duplex] key.

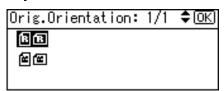


The indicator goes on.

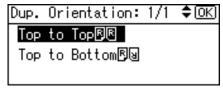
2 Select the duplex mode using [▲] or [▼], and then press the [OK] key.



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



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



The "Programmed" message appears.

5 Place the originals.

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

Press the [Start] key.

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

Note

- \square The paper weight that can be used with duplex copying is 64-105 g/m² (20-28 lb.)
- ☐ To cancel the Duplex function in step ☐, press the [Duplex] key again. Make sure the indicator goes off.
- ☐ To display the screens in steps ② and ③, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step 5.
- ☐ You can change the margins of duplex copies.

"Copier Features: Duplex Margin", General Settings Guide

"Copier Features: Orientation", General Settings Guide

One-Sided Combine

Combines several pages to one side of a sheet.

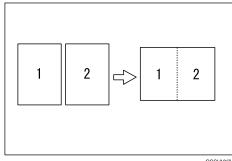
There are four types of One-Sided Combine available.

#Important

☐ You cannot use the bypass tray with this function.

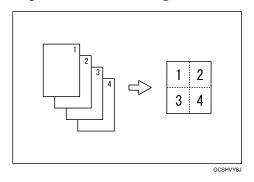
❖ 1 Sided 2 Pages → Combine 1 Side

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



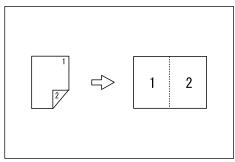
❖ 1 Sided 4 Pages → Combine 1 Side

Copies 4 one-sided originals to one side of a sheet.



❖ 2 Sided 1 Page → Combine 1 Side

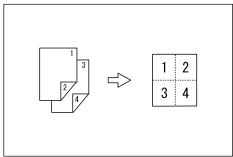
Copies 1 two-sided original to one side of a sheet.



GCSHVYC

\clubsuit 2 Sided 2 Pages \rightarrow Combine 1 Side

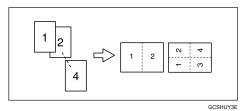
Copies 2 two-sided originals to one side of a sheet.



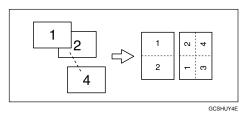
GCSHVYBJ

Original orientation and image position of Combine

Open to left (\square) originals

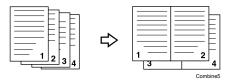


Open to top (\square) originals

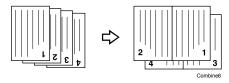


Placing originals (originals placed in the ARDF)

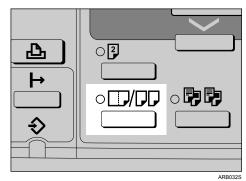
• Originals read from left to right



• Originals read from top to bottom

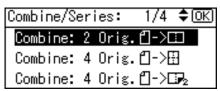


Press the [Combine/Series] key.

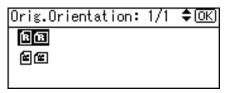


The indicator goes on.

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

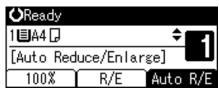


Select the original orientation using [▲] or [▼], and then press the [OK] key.



The "Programmed" message appears.

4 Select the paper size using (▲) or (▼).



- Place the originals, and then press the [Start] key.
 - Note
 - ☐ To cancel the One-Sided Combine function in step ☐, 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.
 - **₽** Reference

"Copier Features: Orientation", General Settings Guide

Two-Sided Combine

Combines various pages of originals onto one two-sided sheet.

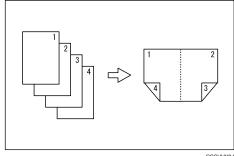
There are four types of Two-Sided Combine.

∰Important

☐ You cannot use the bypass tray with this function.

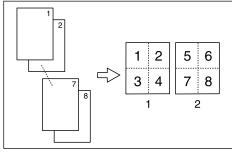
❖ 1 Sided 4 Pages → Combine 2 Sides

Copies 4 one-sided originals to one sheet with two pages per side.



❖ 1 Sided 8 Pages → Combine 2 Sides

Copies 8 one-sided originals to one sheet with four pages per side.

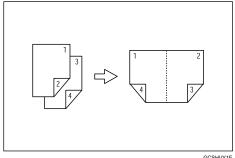


GCSHVYAE

- 1 Front
- 2 Back

❖ 2 Sided 2 Pages → Combine 2 Sides

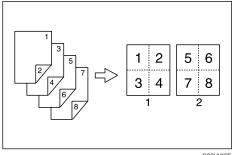
Copies 2 two-sided originals to one sheet with two pages per side.



GCSHVY1E

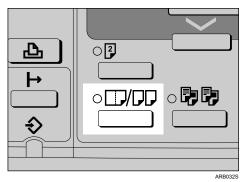
❖ 2 Sided 4 Pages → Combine 2 Sides

Copies 4 two-sided originals to one sheet with four pages per side.



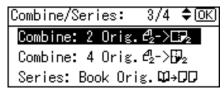
GCSHVY

- 1 Front
- 2 Back
- 1 Press the [Combine/Series] key.

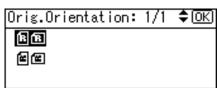


The indicator goes on.

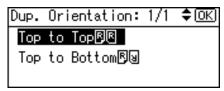
2 Select the combine mode using [▲] or [▼], and then press the [OK] key.



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

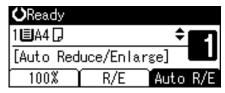


Select the duplex orientation using [▲] or [▼], and then press the [OK] key.



The "Programmed" message appears.

5 Select the paper size using [▲] or [▼].



- 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.
 - ☐ 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 [3].
 - **₽** Reference

"Copier Features: Orientation", General Settings Guide

Series Copies

You can separately copy the front and back of a two-sided original or two facing pages of a bound original onto two sheets.

∰Important

☐ See the following table for original and paper sizes when using a 100% ratio with the Book→1 Sided function.

❖ Metric version

Original	Paper for 1-sided copy
A3D	$A4 \square \times 2$ sheets
B4 JIS□	B5 JIS × 2 sheets
A4D	$A5 \square \times 2$ sheets

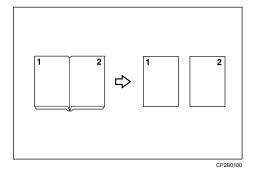
Inch version

Original	Paper for 1-sided copy
11" × 17"□	$8^{1}/_{2}$ " × 11" \square × 2 sheets
8 ¹ / ₂ " × 11"□	$5^1/_2$ " \times $8^1/_2$ " \square \times 2 sheets

- \square You cannot use the Book \rightarrow 1 Sided function from the ARDF.
- $\hfill\Box$ You cannot use the bypass tray with the Book \rightarrow 1 Sided function.

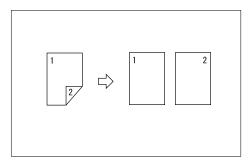
❖ Book \rightarrow 1 Sided

Copies two facing pages of a bound original (book) to two separate pages.

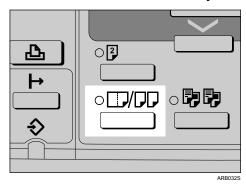


❖ 2 Sided→1 Sided

Copies each side of a two-sided original to two separate pages.

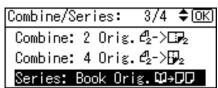


1 Press the [Combine/Series] key.



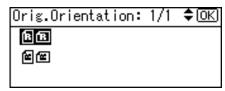
The indicator goes on.

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

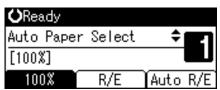


When selecting [Series: Book Orig.], proceed to step 4.

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

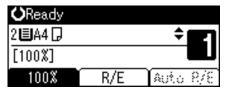


The "Programmed" message appears.



Proceed to step 5.

4 Select the paper size using (▲) or (▼).



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



- ☐ To cancel the Series Copies function in step ☐, 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.

₽ Reference

"Copier Features: Orientation", General Settings Guide

3. Appendix

Combination Chart

This chapter describes the copy machine's specifications and the 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 first mode selected will be the mode you are working in.
- : 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.

abla		Second mode selected																						
	Functions		Manual Paper Select	Custom Size Originals	Regular Size Originals	Bypass Tray	Manual Image Density	Text Mode	Photo Mode	Auto Reduce/Enlarge	Zoom	1 sided \rightarrow Combine 1 sided	1 sided → Combine 2 sided	2 sided → Combine 1 sided	2 sided → Combine 2 sided	Book → Series 1 sided	2 sided → Series 1 sided	1 sided → 2 sided	2 sided \rightarrow 2 sided	Sort	Rotate Sort	Stack	Staple (1 Position)	Staple (2 Position)
	Functions																							
	Auto Paper Select		•	×	×	•				•		•	•	•	•	•								
	Manual Paper Select	•																						*5
	Custom Size Originals	X			•									*1	*1		*1		*1					
	Regular Size Originals	X		•																				
g	Bypass Tray	•								*3		*3	*3	*3	*3	*3		*3	*3	*2	*3		*3	*3
selected	Manual Image Density						ackslash																	Ш
e	Text Mode								•															Ш
e s	Photo Mode							•																Ш
First mode	Auto Reduce/Enlarge	X				*3				ackslash	•	*4	*4	*4	*4	•								Ш
E	Zoom									•		•	•	•	•									Ш
irst	1 sided → Combine 1 sided	×				*3						/	lacksquare	•	•	•	•	•	•					Ш
-	1 sided → Combine 2 sided	×				*3						•	/	lacksquare	•	•	•	•	•					Ш
	2 sided → Combine 1 sided	×		*1		*3						•	•			•	•	•	•					Ш
	2 sided → Combine 2 sided	×		*1		*3						•	•	•		•	•	•	•					Ш
	Book → Series 1 sided	X				*3				×		•	•	•	•		•	•	•					Ш
	2 sided → Series 1 sided			*1								•	•	•	•	•	ackslash	•	•					Ш
	1 sided → 2 sided					*3						•	•	•	•	•	•		•					Ш
	2 sided → 2 sided			*1		*3						•	•	•	•	•	•	•						
	Sort					*2															ullet	•	•	
	Rotate Sort					*3														•		ullet	•	•
	Stack																			•	•		•	
	Staple (1 Position)					*3										*6				•	•	•		lacksquare
Ш	Staple (2 Position)		*5			*3										*6				•	•	•	•	\square

^{*1} Originals longer than 432 mm (17 in) cannot be used with the two-sided original function.

^{*2} This combination is not available on paper longer than 432 mm (17 in).

^{*3} An error message appears if you specify these combinations. You cannot make copies until one of the functions is canceled.

- *4 Auto Reduce/Enlarge can be set to **[On]** by selecting the combine function.
- The following function incompatibility messages appear if you select two conflicting functions, and copying is not possible until one of the functions is disabled:

 Combination of "Staple: Left 2" and "90° turn" ×.

 Combination of "Staple: Top 2" and "Standard orientation" ×.

 *6 If you select "90° turn" for the Staple function, this function is disabled. (The first mode selected will be the mode you are working in.)

Supplementary Information

The following describes the detailed specifications of the respective functions.

❖ Bypass Tray Copy

- The following paper sizes can be selected. A3 \$\bigs\$, A4 \$\bigs\$, A5 \$\bigs\$, B4 \$JIS\$\bigs\$, B5 \$JIS\$\bigs\$, B6 \$JIS\$\bigs\$, A6\$\bigs\$, 11" \times 17" \$\bigs\$, $8^1/_2$ " \times 14" \$\bigs\$, $8^1/_4$ " \times 13" \$\bigs\$, $8^1/_4$ " \times 13" \$\bigs\$, $8^1/_2$ " \times 11" \$\bigs\$, $8^1/_2$ " \times 11" \$\bigs\$, $8^1/_2$ " \times 13" \$\bigs\$, $8^1/_2$ " \times 11" \$\bigs\$, $8^1/_2$ " \times 16K \$\bigs\$, C6 Envelope\$\bigs\$, C5 Envelope\$\bigs\$, DL Envelope\$\bigs\$, $4^1/_8$ " \times 9\bigs\$, $2^1/_2$ " \$\bigs\$, $2^7/_2$ " \$\bigs\$, Custom Size.
- When the beeper is turned off, it will not sound if you insert paper into the bypass tray.

❖ Preset Reduce/Enlarge

- You can select one of seven preset ratios (three enlargement ratios, four reduction ratios). To change a ratio assigned to Preset Reduce/Enlarge, use Copier Features in User Tools.
- Copies can be reduced or enlarged as follows:

Metric version

Ratio (%)	Original → Paper size
200 *1 (enlarge area by 4)	A5→A3
141 *1 (enlarge area by 2)	A4→A3, A5→A4
122 *1	F→A3, A4→B4 JIS
115	B4 JIS→A3
93 *1	
87	A3→B4 JIS
82 *1	F→A4, B4 JIS→F
71^{*1} (reduce area by $^{1}/_{2}$)	A3→A4, A4→A5
65	A3→F
50 *1 (reduce area by 1/4)	$A3\rightarrow A5, F\rightarrow A5$

^{*1} Default settings

Inch version

Ratio (%)	$Original \rightarrow Paper\ size$
200 (enlarge area by 4)	$5^1/_2$ " × $8^1/_2$ " $\rightarrow 11$ " × 17 "
155 *1 (enlarge area by 2)	$5^{1}/_{2}" \times 8^{1}/_{2}" \rightarrow 8^{1}/_{2}" \times 14"$
129 *1	$8^{1}/_{2}" \times 11" \rightarrow 11" \times 17"$
121 *1	$8^{1}/_{2}" \times 14" \rightarrow 11" \times 17"$
93 *1	
85	$F \rightarrow 8^1/_2" \times 11"$
78 *1	$8^{1}/_{2}$ " × 14" \rightarrow $8^{1}/_{2}$ " × 11"
73	$11" \times 15" \rightarrow 8^{1}/_{2}" \times 11"$
65 *1	$11" \times 17" \rightarrow 8^{1}/_{2}" \times 11"$
50^{*1} (reduce area by $^{1}/_{4}$)	$11" \times 17" \rightarrow 5^{1}/_{2}" \times 8^{1}/_{2}"$

^{*1} Default settings

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

❖ Zoom

- The reproduction ratios you can specify are 50–200 %.
- You can select a ratio regardless of the size of an original or paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Sort, Rotate Sort, Stack

- For details the stackable paper sizes and the orientation, see "Specifications for Options", About This Machine.
- Paper sizes and orientations that can be used in the Rotate Sort function are as follows:

A4
$$\square$$
 \square , B5 JIS \square \square , A5 \square \square , 8 $^{1}/_{2}$ " × 11" \square \square , $7^{1}/_{4}$ × $10^{1}/_{2}$ \square \square

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray.
 - Internal Tray
 Bridge unit installed: 250 sheets

 Bridge unit not installed: 125 sheets
 - Upper Internal Tray (1 bin tray) 100 sheets
 - 500-sheet finisher (On the Finisher Shift Tray, stack unstapled paper) A4, $8^1/2^{"} \times 11^{"}$ or smaller:500 sheets B4 JIS, $8^1/2^{"} \times 14^{"}$ or larger: 250 sheets

- 500-sheet finisher (On the Finisher Shift Tray, stack stapled paper) A4 □□, B5 JIS □□, 8¹/₂" × 11" □□: 2-leaf binding...55 copies, 50-leaf binding ...9 copies A3□, B4 JIS□, 11 × 17□, 8¹/₂" × 14"□: 2-leaf binding...33 copies, 30-leaf binding ...8 copies
- When using the Rotate Sort or Staple functions, the capacity may be reduced.
- Installing the finisher to the Internal Tray also reduces the number of paper it can house.
- If you use the Rotate sort function when the finisher is installed, the machine shift-sorts and then outputs the copies to the Finisher Shift Tray.
- If you copy using the Stack function and select the paper can be shift-sorted, the machine automatically outputs copies (including single page jobs) to the Finisher Shift Tray, even if another output tray is specified in the User Tools menu.
 - Paper sizes and orientation that can be shift-sorted are as follows: A3 \square , B4 \square , A4 \square \square , B5 \square \square , 11" × 17" \square , 8¹/₂" × 14" \square , 8¹/₂" × 11" \square \square , 7¹/₄ × 10¹/₂ \square \square , 8¹/₂ × 13 \square , 8¹/₄ × 13 \square , 8¹/₄ × 14 \square , 8K \square , 16K \square

Staple

- The following type of paper cannot be stapled:
 - Postcard
 - Translucent paper
 - Thick Paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Curled paper
 - Paper of low stiffness
 - Paper of mixed sizes
- In the following cases, copies will be delivered to the Finisher Shift Tray without stapling:
 - When the number of sheets for one set is over stapler capacity.
 - When memory reaches 0% during copying.
- Even if an output tray other than the Finisher Shift Tray has been specified in the User Tools menu, if you copy with Staple, the machine automatically outputs the copies to the Finisher Shift Tray (including single page jobs).
- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows:
 - 500-sheet finisher

 A3□, B4 JIS□. 11" × 17"□, 8¹/₂ × 13□, 8¹/₄ × 13□, 8¹/₂" × 14"□, 8¹/₄ × 14

 SEF: 30 sheets

 A4□□, B5 JIS□□, 8¹/₂" × 11"□□, 7¹/₄ × 10¹/₂□, 16K□: 50 sheets

- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the Finisher Shift Tray, and then resume copying. The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m^2 , 20 lb.)
 - 500-sheet finisher
 A4 □□, B5 JIS □□, 8¹/₂" × 11"□□: 2-leaf binding...55 copies, 50-leaf binding ...9 copies
 A3□, B4 JIS□, 11" × 17"□, 8¹/₂" × 14"□: 2-leaf binding...33 copies, 30-leaf binding ...8 copies
- You cannot change stapling positions during copying.
- When the original image is rotated, the staple orientation changes by 90°.
- The maximum original image size that can be rotated is as follows: Metric version: A4, Inch version: $8^{1}/2^{"} \times 11^{"}$
- When using the Staple function with Combine, or Auto Reduce / Enlarge function, "Blank part will appear. "message may appear depending on the orientation of originals and paper you placed. In this case, change the paper orientation.
- When "Staple: Left 2", "Staple: Top 2" is selected, the following settings are useful to rotate images appropriately:
 - [Auto Reduce/Enlarge] or [Auto Paper Select]
 - [Auto Tray Switching] in the User Tool's Copier Features

❖ Duplex

- The following paper sizes and orientations can be duplexed.

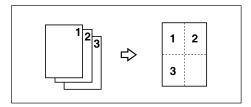
 A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 11" × 17"□, 8 × 13□, 8¹/₂ × 13□,

 8¹/₄ × 13□, 8¹/₂" × 14"□, 8¹/₄ × 14□, 8¹/₂" × 11"□□, 7¹/₄ × 10¹/₂□□,

 8K□, 16K□□
- You cannot use the following paper with this function:
 - Paper smaller than A5 $(7^1/_4" \times 10^1/_2")$
 - Paper thicker than 90 g/m² (24 lb.)
 - Paper thinner than 64 g/m² (17 lb.)
 - Translucent paper
 - Label paper (adhesive labels)
 - OHP transparencies
 - Thick paper
 - Envelopes
- When an odd number of originals is placed in the ARDF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.

❖ Combine

- The machine selects the reproduction ratio automatically based on the paper size and number of original pages to be combined on each copy page.
- The selectable reproduction ratios are 50–200 %.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within the 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 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.



Duplex Margin

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

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- I means POWER ON.
- O means POWER OFF.
- (b) means STAND BY.

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