

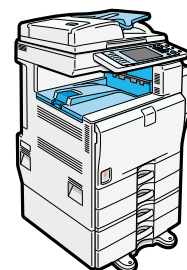


MP 4000/MP 4000B/MP 5000/MP 5000B
MP 4000/MP 4000B/MP 5000/MP 5000B

Aficio™ MP 4000/4000B/5000/5000B
MP 4000/MP 4000B/MP 5000/MP 5000B

Operating Instructions

Copy/Document Server Reference



-
- 1** Placing Originals
 - 2** Basic Copying
 - 3** Advanced Copying
 - 4** Document Server
 - 5** 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, your machine may include certain options as standard. 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.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see "Machine Types", About This Machine.)

- Type 1: MP 4000/MP 4000B/Aficio MP 4000/Aficio MP 4000B
- Type 2: MP 5000/MP 5000B/Aficio MP 5000/Aficio MP 5000B

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

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

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

About This Machine

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, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

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

Copy/ Document Server Reference

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

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

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

General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

Security Reference

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

-
- Install the Device Certificate.
 - Enable SSL (Secure Sockets Layer) Encryption.
 - Change the user name and password of the administrator using Web Image Monitor.

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

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

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

UNIX Supplement

For "UNIX Supplement", please visit our Web site or consult an authorized dealer.

This manual includes descriptions of functions and settings that might not be available on this machine.

Information

Contains general notes on the machine, and information about the trademarks of product names used in the manuals.

Other manuals

- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

Note

- Manuals provided are specific to machine types.

What You Can Do with This Machine

This section introduces the machine's copier functions that you are likely to use most often.

Functions differ depending on machine type and options.

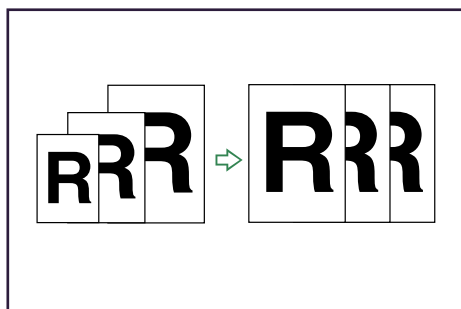
See p.14 "Functions Requiring Optional Configurations".

Reducing/Enlarging Originals by Specifying the Paper Size

The machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select.

Auto Reduce/Enlarge

See p.46 "Auto Reduce/Enlarge".



BAS033S

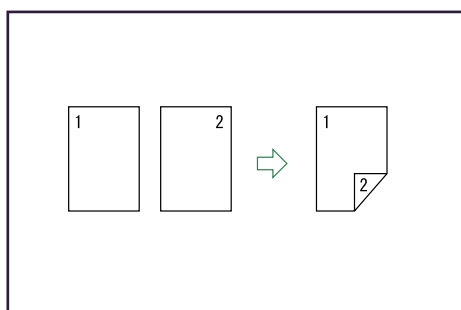
Saving Paper

The Duplex and Combine functions allow you to save paper.

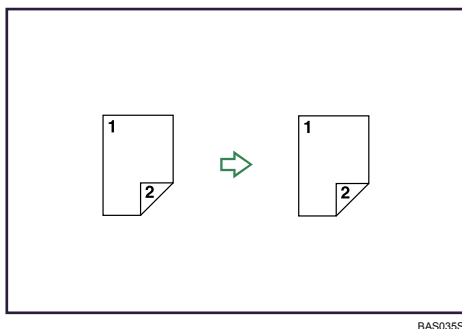
Duplex

Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

See p.49 "Duplex".



BAS034S

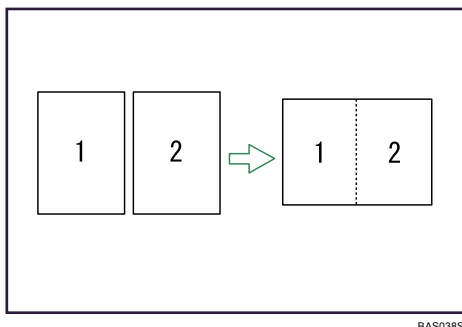


BAS035S

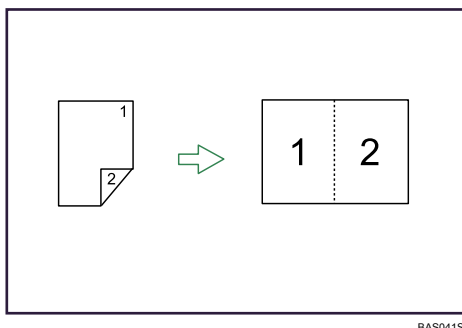
One-Sided Combine

Combines up to eight pages of originals onto one side of a sheet.

See p.52 "One-Sided Combine".



BAS038S

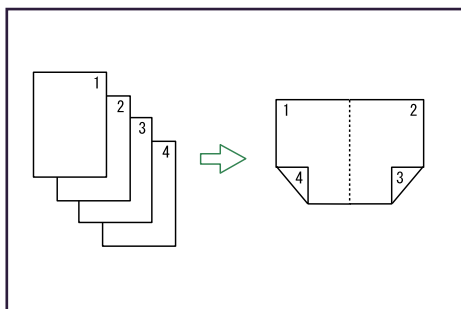


BAS041S

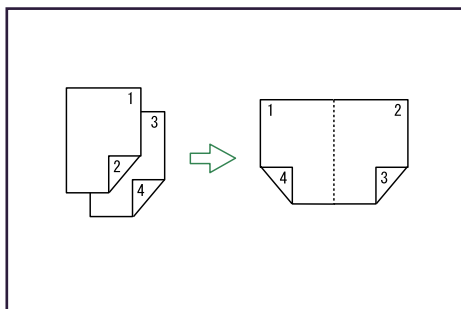
Two-Sided Combine

Combines up to 16 pages of originals onto two sides of one sheet.

See p.56 "Two-Sided Combine".



BAS047S



BAS050S

Copying onto Special Paper

You can copy onto various types of paper such as thick paper.

See p.41 "Copying onto Special Paper".

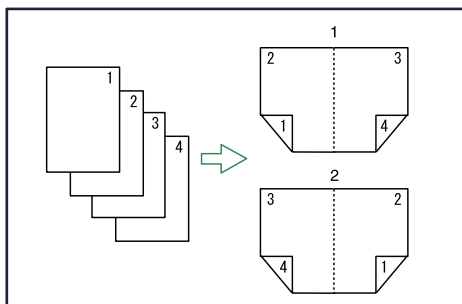
Creating a Booklet or Magazine

Copies two or more originals in page order.

Booklet

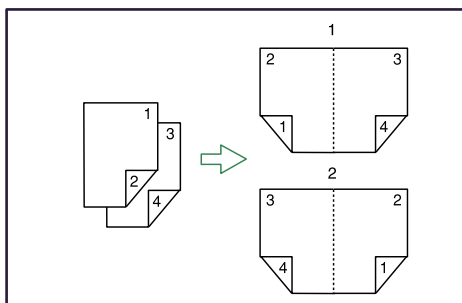
Make copies in page order for a folded booklet.

See p.132 "Booklet/Magazine".



BAT105S

1. Open to left
2. Open to right



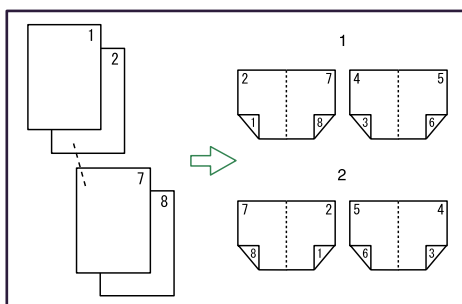
BAT106S

1. Open to left
2. Open to right

Magazine

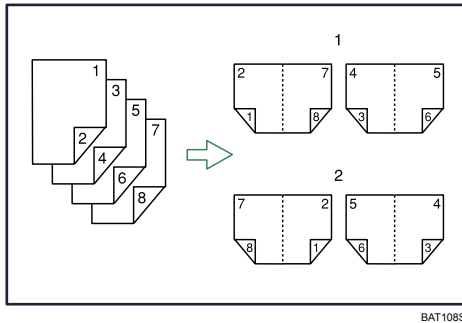
Copies two or more originals to make copies in page order when they are folded and stacked.

See p.132 "Booklet/Magazine".



BAT107S

1. Open to left
2. Open to right



1. Open to left
2. Open to right

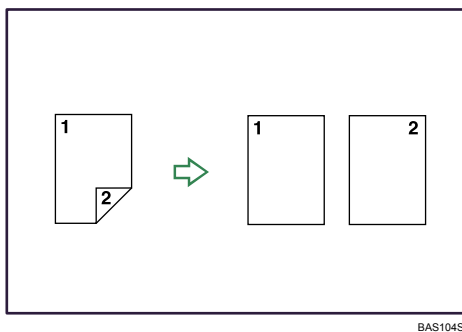
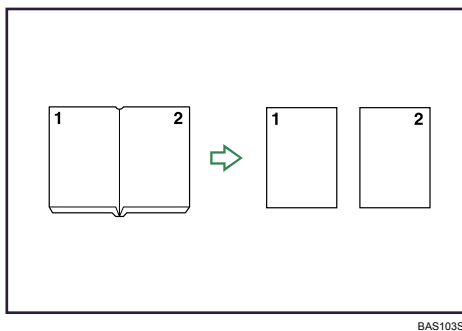
Copying Originals Such as Books

Copies bound originals onto one side or both sides of a sheet.

Series Copies

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

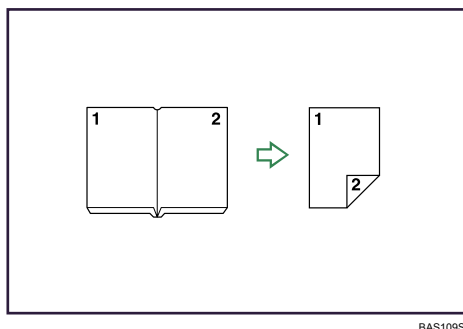
See p.130 "Series Copies".



Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.

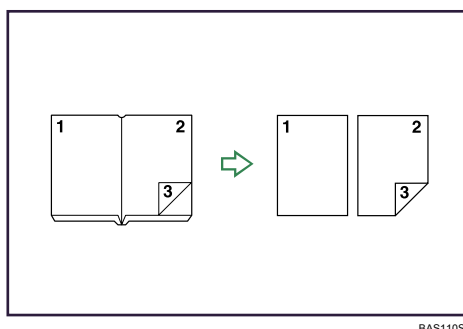
See p.132 "Booklet/Magazine".



Front & Back → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.

See p.132 "Booklet/Magazine".



Registering the Initial Display's Default Functions

You can configure the settings of the initial screen so that the default display contain the functions you use most often.

For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead. For details, see "Registering the Initial Display's Default Functions".

You can also store frequently used copy job settings in the machine memory and recall them for future use. For details, see "Registering Frequently Used Function".

See p.80 "Registering Frequently Used Functions".

See p.84 "Registering the Initial Display's Default Functions".

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5. Appendix

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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.171 "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.

Reference

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

[]

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

[]

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

Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options as follows:

Batch: Auto Document Feeder (ADF)

SADF: Auto Document Feeder (ADF)

Mixed Sizes: Auto Document Feeder (ADF)

Job Preset: HDD

Shift Sort: 1000-sheet finisher, 3000-sheet finisher, booklet finisher

Shift Stack: 1000-sheet finisher, 3000-sheet finisher, booklet finisher

Staple: 1000-sheet finisher, 3000-sheet finisher, booklet finisher

Staple (Centre): Booklet finisher

Punch: 3000-sheet finisher or booklet finisher, and punch unit

Series Copies: HDD

Background Numbering: HDD

Preset Stamp: HDD

User Stamp: HDD



Store File (Document Server): HDD

Note

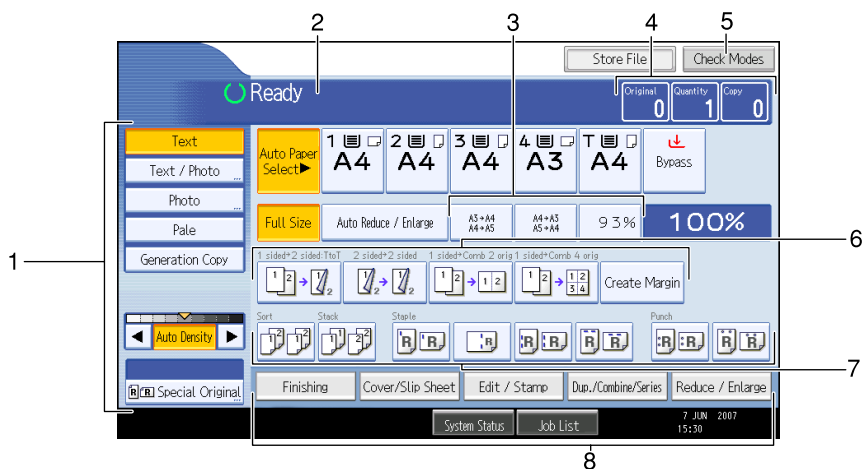
- Depending on the model you are using, some options may be provided as standard. For more information, see “Options”, About This Machine.
- The bridge unit and a paper tray unit are required to install a finisher.
- When you select English language in Preset Stamp, HDD is not required. However, HDD is required when any other language is selected.

Display

The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them.

When you select or specify an item on the display panel, it is highlighted like . Keys appearing as  cannot be used.

Initial copy display



BCY001S

1. Use this area to specify the original type, image density level, and other settings.
2. Displays operational status and messages.
3. You can register up to three frequently used reduce/enlarge ratios other than the preset ratios under Reproduction Ratio in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.
4. Displays the numbers of originals scanned, copies set, and copies made.
5. Press the key to confirm the current settings.
6. Displays the Shortcut keys. You can register frequently used functions under General Features in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.
7. Displays Sort, Stack, Staple, and Punch functions.
8. Displays available functions. Press a function to display its menu. A clip mark indicates the currently selected functions.

Note

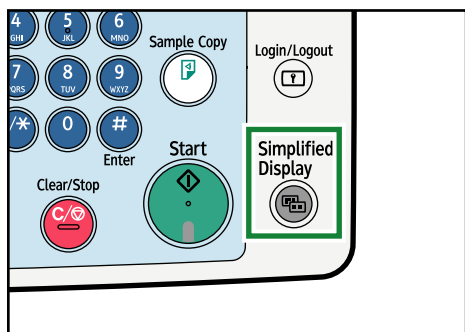
- The illustration is an example of the panel display when the optional booklet finisher, the paper tray unit, and the large capacity tray (LCT) are installed.

Simplified Display

This section explains how to switch to the simplified display.

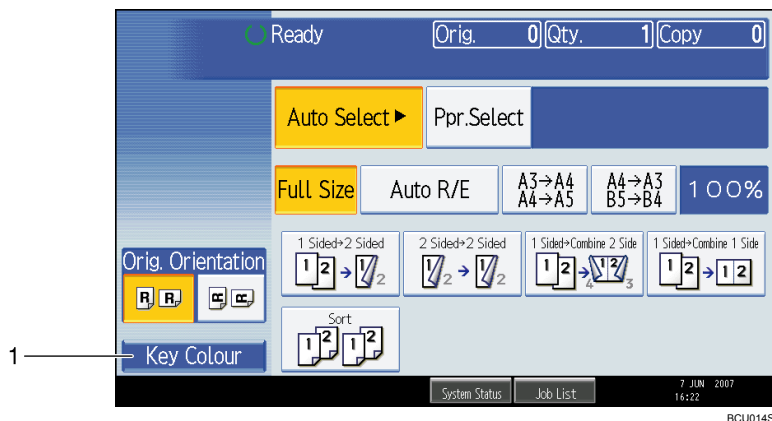
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



BCU048S

Example of a simplified display



BCU014S

1. [Key Colour]

Press to increase screen contrast by changing the colour of the keys.

This is available only for the simplified display.

↓ Note

- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

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 non-recommended originals for the ADF (Auto Document Feeder):

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3  - B6 JIS (Japanese Industrial Standard) 	40 - 128 g/m ² (35 - 110 kg)
	Two-sided originals: A3  - A5 	52 - 128 g/m ² (45 - 110 kg)

Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF	One-sided originals: 11 × 17  - 5 1/2 × 8 1/2 	10 - 34 lb.
	Two-sided originals: 11 × 17  - 5 1/2 × 8 1/2 	14 - 34 lb.

Note

- About 100 originals can be placed in the ADF.

Non-compatible originals for the ADF

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

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

- Originals other than those specified on “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Originals of inappropriate weight
- 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 with Auto Paper Select

This section describes sizes detectable by the exposure glass and ADF.

Metric version

Size	A3	B4 JIS	A4	B5 JIS	A5	B6 JIS	11×17	8 ¹ / ₂ ×11	8 ¹ / ₂ ×13
Original location									
Exposure glass	○*1	○*2	○*3	○*4	×*5	×	×	×	○*8
ADF	○	○	○	○	○	○	○*6	○*7	○*8

○: Detectable size ×: Undetectable size

JIS: Japanese Industrial Standard

- *1 Default is A3. If you want to switch the detectable size from A3 to 8K, contact your service representative.
- *2 Default is B4 JIS. If you want to switch the detectable size from B4 JIS to 8K, contact your service representative.
- *3 Default is A4. If you want to switch the detectable size from A4 to 16K, contact your service representative.
- *4 Default is B5 JIS. If you want to switch the detectable size from B5 JIS to 16K, contact your service representative.
- *5 If you want to make A5 size detectable, consult your service representative.
- *6 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 8K, contact your service representative.
- *7 Default is 8¹/₂ × 11. If you want to switch the detectable size from 8¹/₂ × 11 to 16K, contact your service representative.
- *8 Default is 8¹/₂ × 13. If you want to switch the detectable size from 8¹/₂ × 13 to 8 × 13 or 8¹/₄ × 13, contact your service representative.

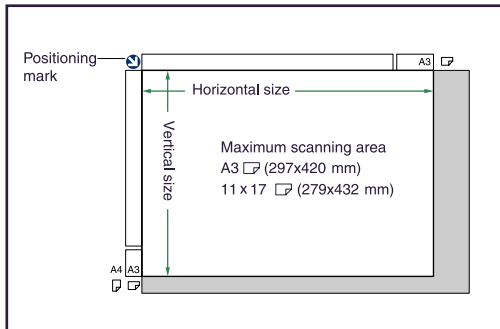
Inch version

Size	A3	A4	11×17	8 ¹ / ₂ ×14	8 ¹ / ₂ ×11	5 ¹ / ₂ ×8 ¹ / ₂	10×14	7 ¹ / ₄ ×10 ¹ / ₂
Original location								
Exposure glass	×	×*1	○	○	○*1	×*6	×	×
ADF	○	○	○*2	○*3	○*4,5	○	○	○

○: Detectable size ×: Undetectable size

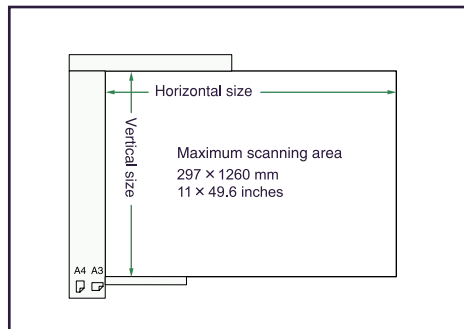
- *1 Default is 8¹/₂ × 11. If you want to switch the detectable size from 8¹/₂ × 11 to A4, contact your service representative.
- *2 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.
- *3 Default is 8¹/₂ × 14. If you want to switch the detectable size from 8¹/₂ × 14 to 8¹/₂ × 13, contact your service representative.
- *4 Default is 8¹/₂ × 11. If you want to switch the detectable size from 8¹/₂ × 11 to 7¹/₄ × 10¹/₂, contact your service representative.
- *5 Default is 8¹/₂ × 11. If you want to switch the detectable size from 8¹/₂ × 11 to 8 × 10, contact your service representative.
- *6 If you want to make 5¹/₂ × 8¹/₂ size detectable, consult your service representative.

Exposure glass



BAT017S

ADF



BCU001S

Note

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

Reference

- p.30 "Custom sizes"

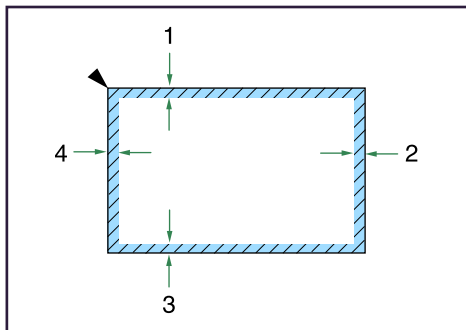
Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, 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 place originals in the ADF or on the exposure glass correctly, margin of a few millimeters on all four sides of the original might not be copied.



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1. 0.5 - 4.5 mm (0.02 - 0.18 inch)
2. 0.0 mm - 4.0 mm (0.02 - 0.16 inch)
3. 0.5 - 3.5 mm (0.02 - 0.14 inch)
4. 1.0 - 5.0 mm (0.04 - 0.20 inch)

Placing Originals

1

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

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

Note

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

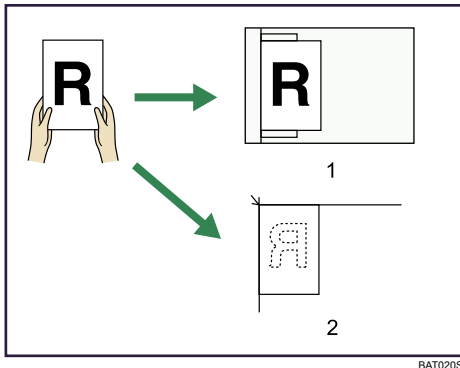
Reference

- p.17 "Originals"

Original Orientation

You can specify the original orientation if necessary.

When using the exposure glass, place the original face down. When using the ADF, place it face up.



1. ADF

2. Exposure glass

When you cannot place the original as the above, you may not make copies as you want with particular functions. If this happens, change the orientation by selecting the unreadable orientation.

- Readable orientation

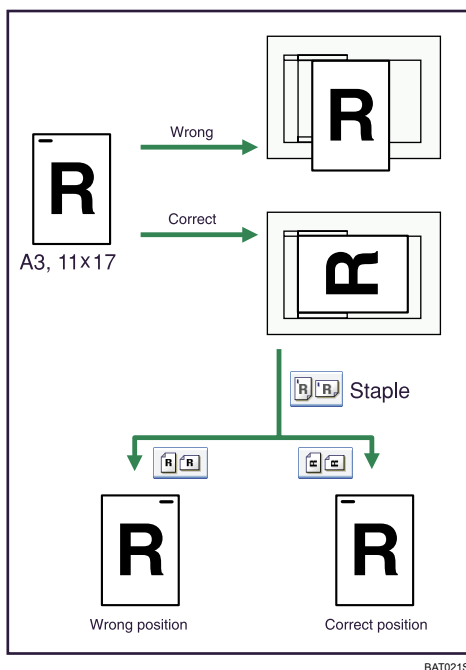
Select this mode when the original orientation is the same as the copy paper orientation.

- Unreadable orientation

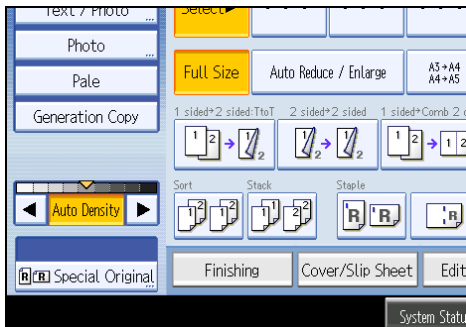
Select this mode when you want to copy A3, B4 JIS or 11 × 17 size originals. The machine rotates the copy image by 90° and you can make copies as you want.

This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

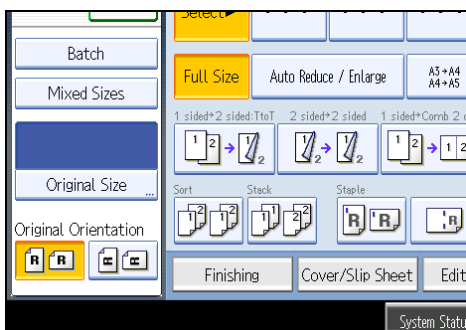
For example, to copy A3 or 11 × 17 originals with the Staple function selected:



1. Press [Special Original].



2. Select the original orientation, and then press [OK].



Note

- It is recommended that you use this function together with the Auto Paper Select or Auto Reduce / Enlarge function.

1

Left Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

You can change the beeper setting under Alert Sound: Original Left on Exposure Glass in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Placing Originals on the Exposure Glass

Place originals on the exposure glass.

★ Important

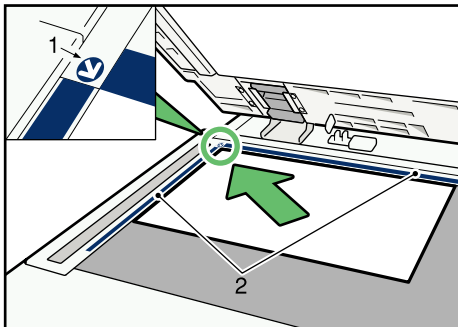
- Do not lift the exposure glass cover or the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1. Lift the exposure glass cover or the ADF.

Be sure to lift the exposure glass cover or the ADF by more than 30 degrees. Otherwise, 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 to the rear left corner.

Start with the first page to be copied.



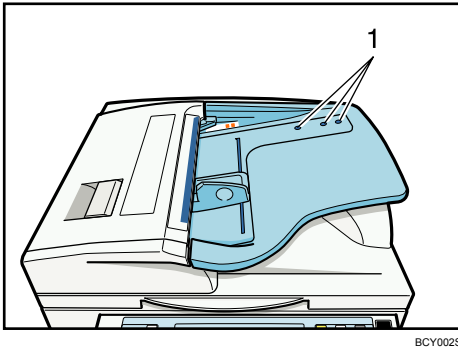
BCU0115

- Positioning mark
- Scales
- Lower the exposure glass cover or the ADF.

Placing Originals in the ADF

Place originals in the ADF.

Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the original 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. Sensors

Settings should be made in the following situations:

When placing originals consisting of more than 100 pages:

See "Batch Mode".

When placing originals one by one:

See "SADF Mode".

When copying originals of various sizes:

See "Mixed Sizes Mode".

When placing custom size originals:

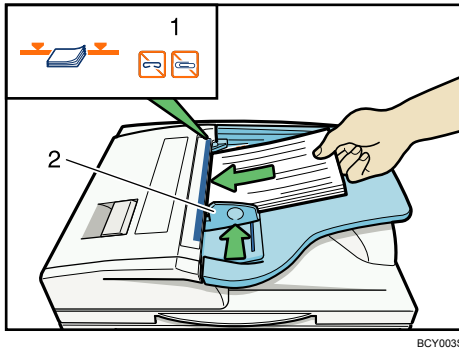
See "Custom sizes".

1. Adjust the document guide to the original size.

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

Do not stack originals beyond the limit mark.

The first page should be on the top.



1. Limit mark

2. Document guide

↓ Note

- Straighten curls in the originals before placing them on the ADF.
- To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.
- Set the original squarely.

📖 Reference

- p.26 "Batch Mode"
- p.27 "SADF Mode"
- p.28 "Mixed Sizes Mode"
- p.30 "Custom sizes"

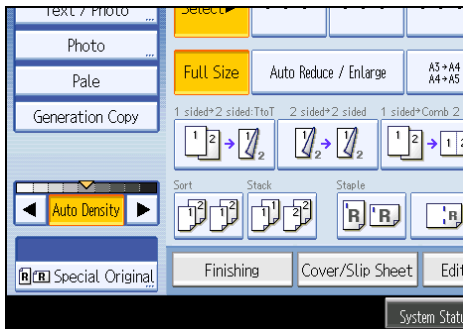
Batch Mode

In Batch mode, the machine copies an original of more than 100 pages as one document, even if it is placed on the ADF in parts.

★ Important

- Place special originals, such as translucent paper, one by one.

1. Press [Special Original].



2. Select [Batch] and then press [OK].

3. Place the first part of the original, and then press the [Start] key.

4. After the first part of the original has been fed, place the next part, then press the [Start] key.

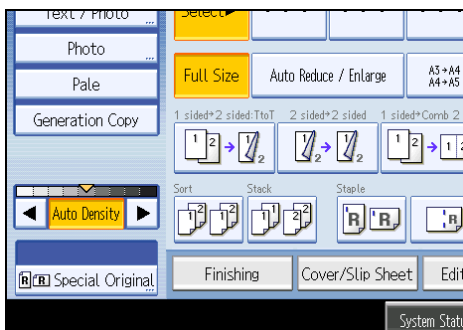
Note

- When [SADF] is displayed instead of [Batch], specify the Batch mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Copier/Document Server Features", General Settings Guide.
- To copy subsequent originals in this mode, repeat step 4.
- When the Sort, Combine or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.

SADF Mode

In SADF mode, even when an original is placed page by page in the ADF, each page is automatically fed when placed.

1. Press [Special Original].



2. Press [SADF] and then press [OK].

3. Place one page of an original, and then press the [Start] key.

4. When the machine instructs you to place another original, place the next page.

The second and subsequent pages will be fed automatically without pressing the [Start] key.

↓ Note

- When [Batch] is displayed instead of [SADF], specify the SADF mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Copier/Document Server Features", General Settings Guide.
- When the Sort, Combine or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.
- In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time under SADF Auto Reset in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Mixed Sizes Mode

When placing different size originals in the ADF together, the machine automatically checks the size of the originals and makes copies.

★ Important

- When placing originals of different sizes in the ADF and making copies without using the Mixed Sizes mode, paper might become jammed or parts of the original image might not be copied.

The sizes of the originals that can be placed in this mode are follows:

Metric version

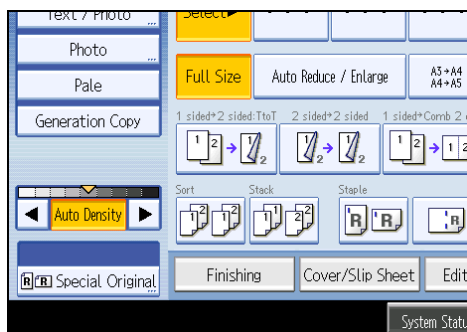
A3, B4 JIS, A4, B5 JIS

Inch version

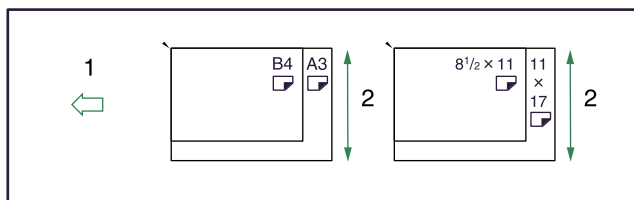
11 × 17, 8 1/2 × 14, 8 1/2 × 11

You can place originals of two different sizes at a time.

1. Press [Special Original].



2. Select [Mixed Sizes], and then press [OK].
3. Align the rear and left edges of the originals as shown in the illustration.



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1. Place the originals into the ADF
2. Vertical size
4. Adjust the document guide to the original size.
5. Place originals in the ADF.
6. Press the [Start] key.

Note

- For details about weights of paper that can be used with this mode and other relevant information, see "Supplementary Information".

Reference

- p.171 "Supplementary Information"

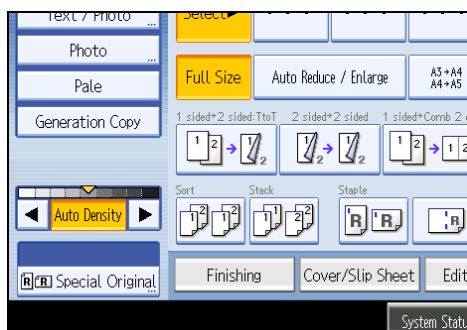
Specifying Original Sizes

Specify the size of the originals.

Regular sizes

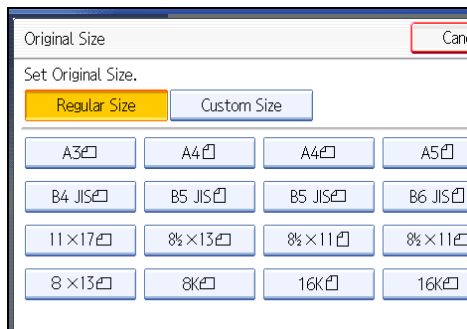
Select the size of the originals from the regular sizes.

1. Press [Special Original].



2. Press [Original Size].

3. Press [Regular Size].



4. Select the size of original, and then press [OK] twice.

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

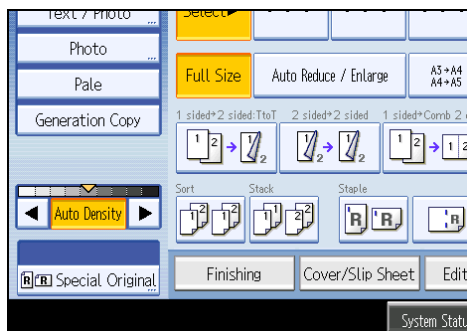
Custom sizes

When placing custom size originals in the ADF, specify the size of the originals.

★ Important

- Paper that has a vertical length of 105 - 297 mm (4.2 - 11.6 inches) and a horizontal length of 128 - 1260 mm (5.1 - 49.6 inches) can be placed with this function. If the ADF is not installed, the maximum length in horizontal direction is 432 mm (17 inches).

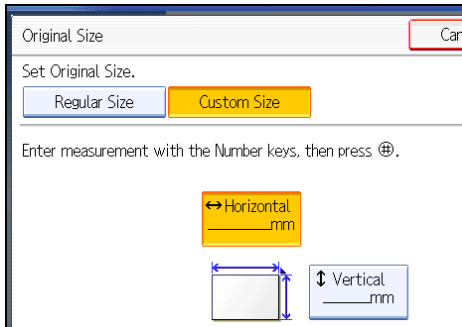
1. Press [Special Original].



2. Press [Original Size].

3. Press [Custom Size].

4. Enter the horizontal size with the number keys, and then press [#].



5. Enter the vertical size with the number keys, and then press [#].
6. Press [OK] twice.
7. Place the originals, and then press the [Start] key.

Note

- To change the value you entered, press the item you want to change, and then enter a new value.

2. Basic Copying

This chapter describes the basic procedure for making copies.

Basic Procedure

This section describes the basic procedure for making copies.

2

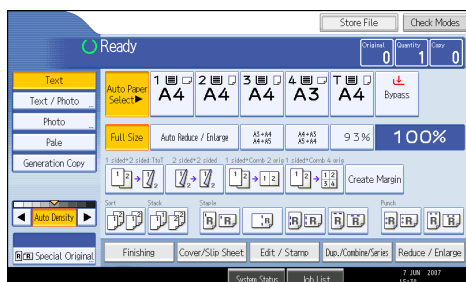
★ Important

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details about Administrator Tools, see “System Settings”, General Settings Guide.
- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and password so that the machine accepts copy jobs. Ask the administrator for the login user name and password. For details, see “When the Authentication Screen is Displayed”, About This Machine.
- To copy onto paper other than plain paper, specify the paper type under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see “System Settings”, General Settings Guide.

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

If any other function is displayed, press the [Copy] key on the left side of the control panel.

Initial copy screen



2. Make sure no previous settings remain.

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

3. Place the originals.

4. Make desired settings.

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

The maximum copy quantity that can be set is 999. The default quantity is 99.

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.

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

↓ Note

- Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.
- To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.
- To confirm settings, press [Check Modes].
- You can change the maximum copy quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "Copier/Document Server Features", General Settings Guide.

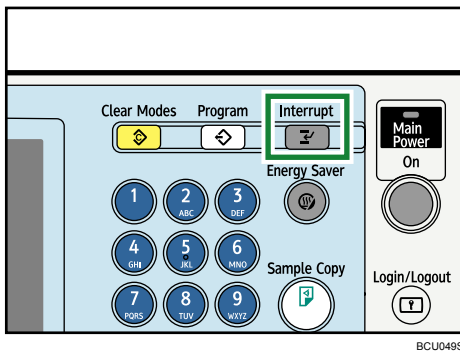
Interrupt Copy

Use this function if you want to interrupt a long copy job to make urgently needed copies.

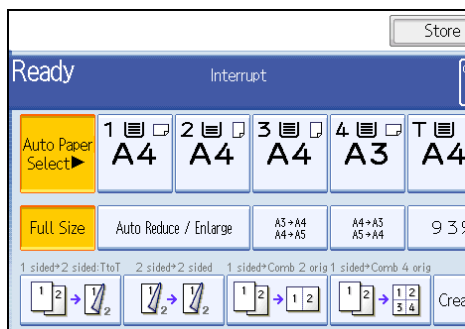
★ Important

- You cannot use the Interrupt Copy function when fax originals are being scanned or the scanner function is being used.

1. Press the [Interrupt] key.



The interrupt key indicator lights. The machine stops scanning.



2. Remove the originals that were being copied.
3. Place the originals you want to copy.
4. Press the [Start] key.
The machine starts making copies.
5. When copying is complete, remove the originals and copies.
6. Press the [Interrupt] key again.
The interrupt key indicator goes off.
7. Replace the originals that you were copying, and then press the [Start] key.
Following the instructions on the display.

↓ Note

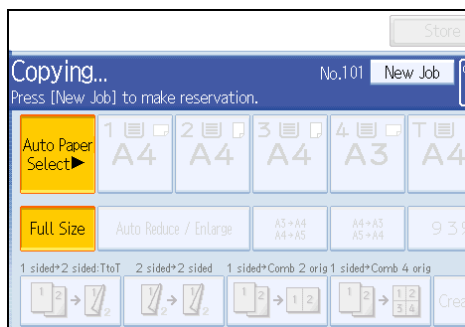
- The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

Job Preset

You can make settings for the next copy job during copying.

If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will start automatically.

1. Press [New Job] when "Copying..." appears.



2. Be sure message "Ready" appears, and then make settings for the next copy job.

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

All originals are scanned.

When the job preset is complete, a job preset confirmation dialog box appears.

4. Press [Exit].

The initial copy display appears.

After the current copy job, the next copy job starts automatically.

Note

- You can switch the display to the current copy job by pressing [To Copying Screen]. You can switch the display to the preset job by pressing [To Reserv. Screen].
- Preset copy jobs are registered under job numbers in the Reserv. Screen.
- You can confirm and delete preset jobs. For details about the procedures, see "Managing Jobs".

Reference

- p.75 "Managing Jobs"

Copying from the Bypass Tray

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

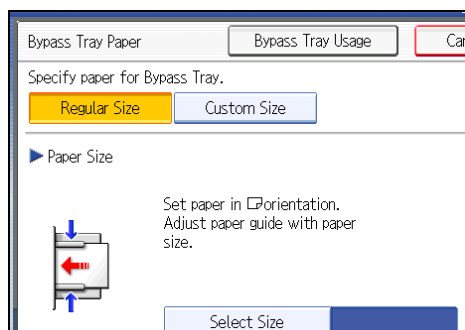
Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.

★ Important

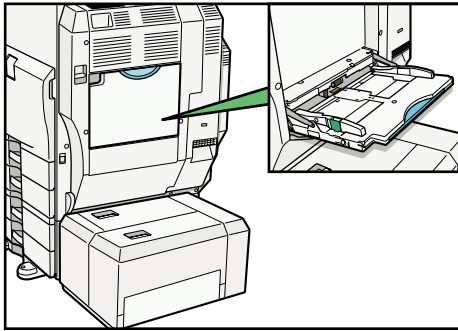
- The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided] → [2 Sided] is selected, cancel the setting. You can also change the initial settings. See "Registering the Initial Display's Default Functions".
- Paper that has a vertical length of 90 - 305 mm (3.6 - 12 inches) and a horizontal length of 148 - 600 mm (5.9 - 23.6 inches) can be copied from the bypass tray.
- The machine can automatically detect the following sizes as regular size copy paper:
 - Metric version: A3, A4, A5, A6
 - Inch version: 11 × 17, 8 1/2 × 11, 5 1/2 × 8 1/2
- If you want to use the size of paper other than the above, be sure to specify the size.
- When copying onto OHP transparencies, paper lighter than 60 g/m² (about 16 lb.), or heavier than 82 g/m² (about 22 lb.), you need to specify the type and size of paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", General Settings Guide.
- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.
- Paper of 433 mm (17.1 inches) in length or larger, is likely to jam, crease, or not feed in properly.

[Bypass Tray Usage]

Press [Bypass Tray Usage] to display a description on using the bypass tray.



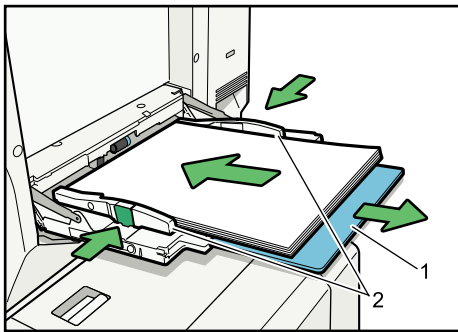
1. Open the bypass tray.



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2. Insert the paper face-down until you hear the beep, and then align the paper guides to the paper size by pinching the clip.

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



BCY005S

1. Extender

2. Paper guides

3. Press [Bypass], and then press the [#] key.

4. Select the size and type of the paper.

5. Press [OK].

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

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

Note

- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- To support A4, 8 1/2 × 11 or larger paper sizes, pull out the extender.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- When the Sort function is selected, press the [#] key after all originals have been scanned.

- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see "System Settings", General Settings Guide.
- Printing on special paper such as OHP transparencies and thick paper may be slower than printing on plain paper.
- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.
- For standard paper sizes that can be used with the bypass tray, see "Supplementary Information".

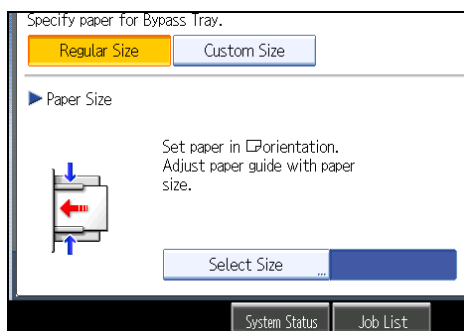
Reference

- p.84 "Registering the Initial Display's Default Functions"
- p.171 "Supplementary Information"

Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

1. Open the bypass tray, and then insert the paper face-down until you hear the beep.
2. Align the paper guides to the paper size by pinching the clip.
3. Press [Bypass], and then press the [#] key.
4. Press [Select Size].



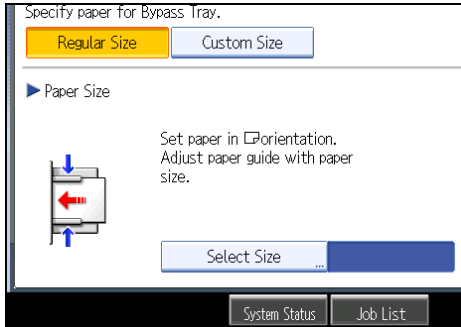
5. Select the paper size.
6. Press [OK] twice.
7. Place the originals, and then press the [Start] key.

Copying onto Custom Size Paper

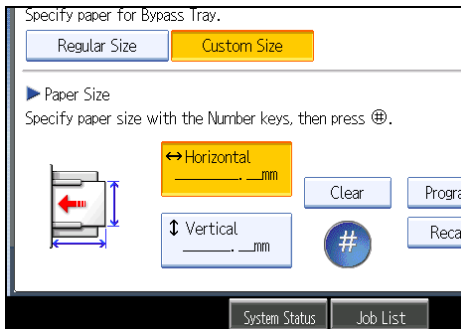
Makes copies onto custom size paper from the bypass tray.

1. Open the bypass tray, and then insert the paper face-down until you hear the beep.

2. Align the paper guides to the paper size by pinching the clip.
3. Press [Bypass], and then press the [#] key.
4. Press [Custom Size].



5. Enter the horizontal size with the number keys, and then press [#].



6. Enter the vertical size with the number keys, and then press [#].
7. Press [OK].
8. Place the originals, and then press the [Start] key.

↓ Note

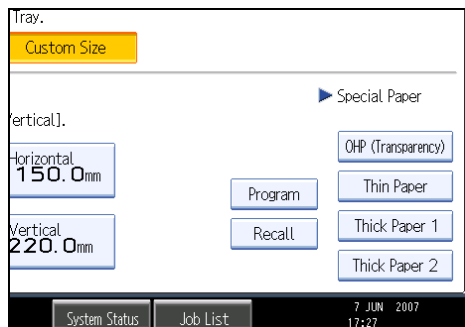
- To change the value you entered, press the item you want to change, and then enter a new value.

Registering a custom size

Register a custom paper size.

1. Press [Bypass], and then press the [#] key.
2. Press [Custom Size].
3. Enter the horizontal size with the number keys, and then press [#].
4. Enter the vertical size with the number keys, and then press [#].

5. Press [Program].



The confirmation screen appears.

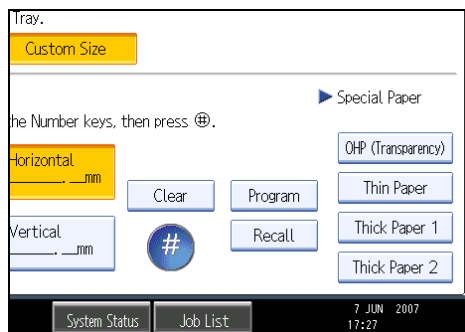
6. Press [Exit].

7. Press [OK].

Recalling the registered custom size

Recalls the registered paper size.

1. Press [Bypass], and then press the [#] key.
2. Press [Custom Size].
3. Press [Recall].



The registered size is displayed.

Copying onto Special Paper

When copying onto special paper such as OHP transparencies, and thick paper, select the type and size of paper.

★ Important

- When setting OHP transparencies, thin paper, or adhesive label paper, Staple, Shift, or Sort cannot be used.
- When copying onto OHP transparencies, remove copied sheets one by one.

2

1. Open the bypass tray, and then insert the paper face-down until you hear the beep.
2. Align the paper guides to the paper size by pinching the clip.
3. Press [Bypass], and then press the [#] key.
4. Select the paper type in Special Paper.



5. Specify the paper size, and then press [OK].
6. Place the originals, and then press the [Start] key.

↓ Note

- When copying onto OHP transparencies, use A4 or $8\frac{1}{2} \times 11$ size sheets, and specify its size.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

Reducing or Enlarging Originals

This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.

In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available. For details about these functions, see "Advanced Reduce/Enlarge Copying".

Reference

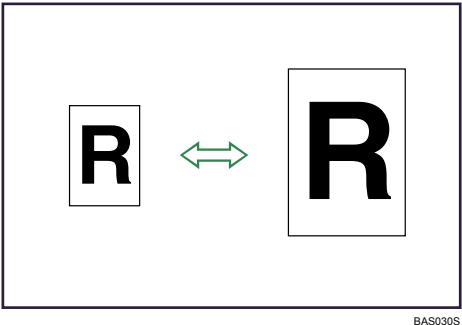
- p.95 "Advanced Reduce/Enlarge Copying"

2

Preset Reduce/Enlarge

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

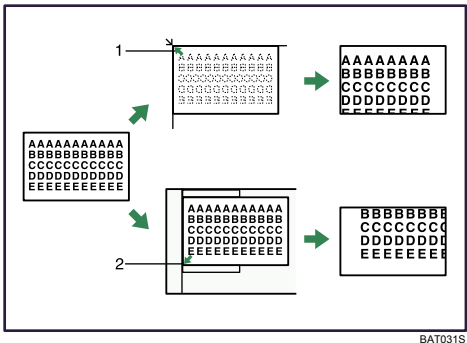
You can register up to three frequently used reproduction ratios other than the preset Reduce/Enlarge ratios.



BAS030S

Base Point

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

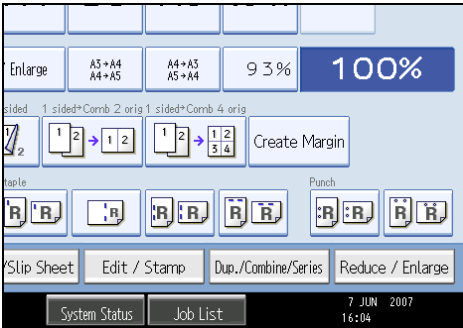


BAT031S

1. Base point when placed on the exposure glass

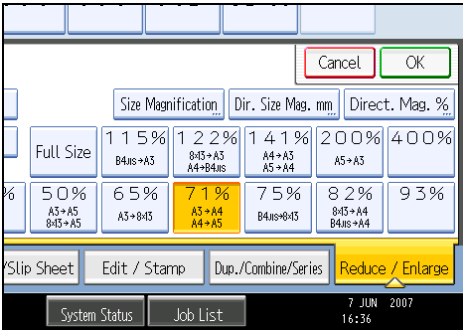
2. Base point when placed in the ADF

1. Press [Reduce / Enlarge].



To select a preset ratio on the initial display, press the shortcut reduce/enlarge key.

2. Select a ratio, and then press [OK].



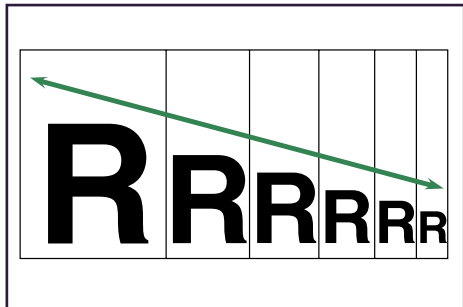
3. Place the originals, and then press the [Start] key.

↓ Note

- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Copier/Document Server Features", General Settings Guide.

Zoom

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



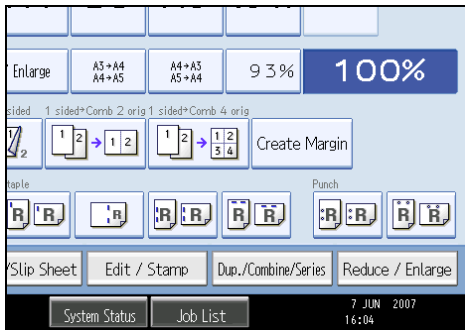
BAS032S

2

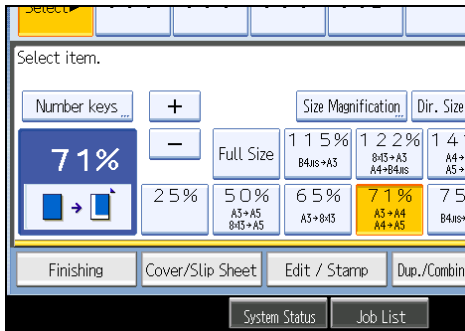
Specifying the ratio with [−] and [+]

Specify a ratio using [−] and [+].

1. Press [Reduce / Enlarge].



2. Select a preset ratio which is close to the desired ratio.
3. Adjust the ratio with [−] and [+].



Press [−] or [+] changes the ratio in increments of 1%. Pressing and holding down [−] or [+] changes it in increments of 10%.

4. Press [OK].
5. Place the originals, and then press the [Start] key.

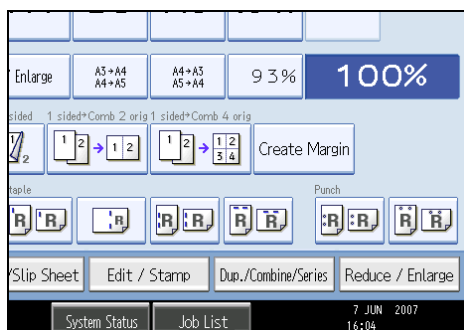
↓ Note

- To change the value you specified, readjust it with [−] and [+].

Entering the ratio with the number keys

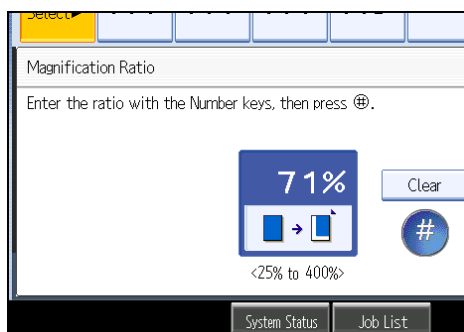
Enter a ratio using the number keys.

1. Press [Reduce / Enlarge].



2. Press [Number keys].

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



4. Press [OK] twice.

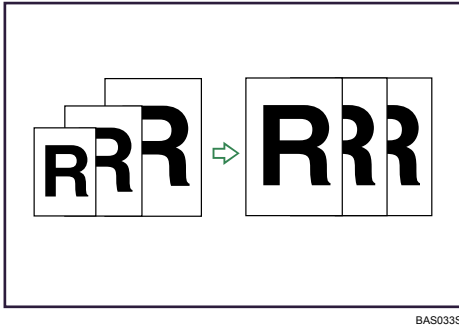
5. Place the originals, and then press the [Start] key.

↓ Note

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

Auto Reduce/Enlarge

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



BAS033S

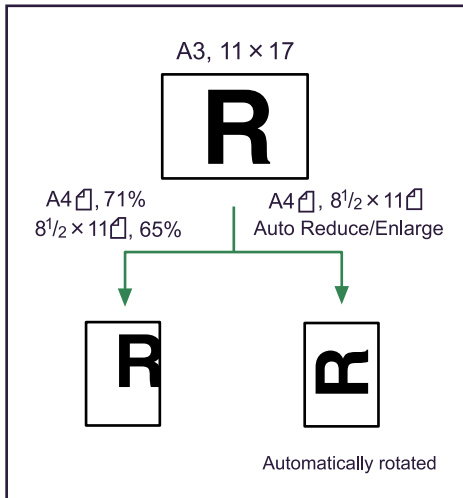
2

★ Important

- You cannot use the bypass tray with this function.
- If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge] is canceled and the image cannot be rotated automatically.

This is useful to copy different size originals to the same size paper.

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper (Rotate Copy). For example: to reduce A3 (11×17) originals to fit onto A4 ($8\frac{1}{2} \times 11$) paper, select a paper tray containing A4 ($8\frac{1}{2} \times 11$) paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated.



BAT179S

For details about Rotate Copy, see "Rotate Copy".

The original sizes and orientations you can use with this function are as follows:

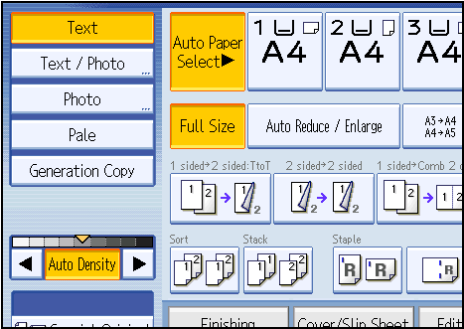
Metric version

Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, 8 1/2 × 13
ADF	A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 8 1/2 × 11, 8 1/2 × 13

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17, 8 1/2 × 14, 8 1/2 × 11
ADF	A3, A4, 11 × 17, 8 1/2 × 14, 8 1/2 × 11, 5 1/2 × 8 1/2, 10 × 14, 7 1/4 × 10 1/2

1. Press [Auto Reduce / Enlarge].



- 2. Select the paper size.
- 3. Place the originals, and then press the [Start] key.

Reference

- p.93 "Rotate Copy"

Duplex/Combined Copying

This section describes how to make duplex or combined copies.

Duplex

2

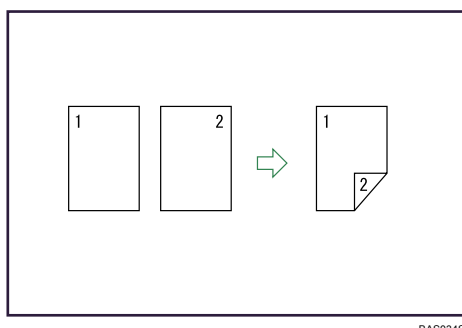
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

★ Important

- You cannot use the bypass tray with this function.
- The paper weight that can be used with this function is 60 - 169 g/m² (16 - 45.5 lb.).

1 Sided → 2 Sided

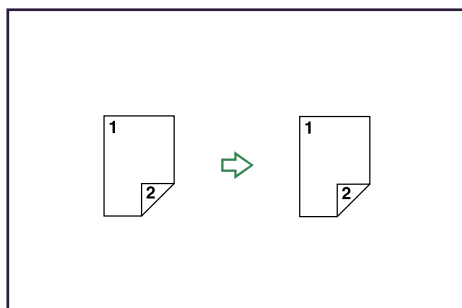
Copies two 1-sided pages on one 2-sided page.



BAS034S

2 Sided → 2 Sided

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



BAS035S

Original orientation and completed copies

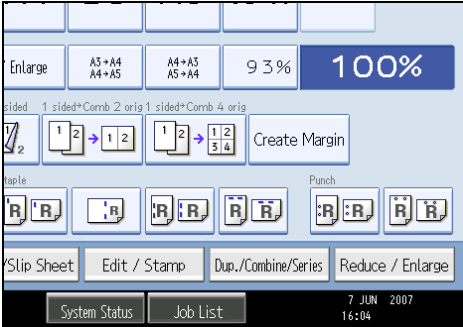
The resulting copy image will differ according to the orientation in which you place your originals (□ or ▢).

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

Original	How to place originals	Copy
Vertical 	Readable 	Top to Top
	Unreadable 	Top to Bottom
Horizontal 	Readable 	Top to Top
	Unreadable 	Top to Bottom

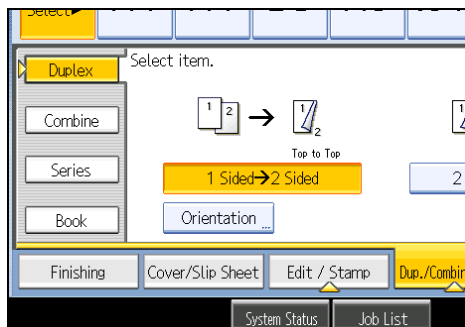
BAT036S

1. Press [Dup./Combine/Series].



2. Make sure that [Duplex] is selected. If [Duplex] is not selected, press [Duplex].

3. Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided].



To change the original or copy orientation, press [Orientation].

4. Press [OK].

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

↓ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can specify the margins under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.
- For standard paper sizes that can be used with the Duplex function, see "Supplementary Information".

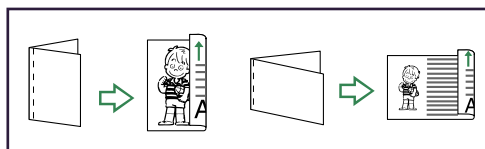
📖 Reference

- p.22 "Original Orientation"
- p.118 "Margin Adjustment"
- p.171 "Supplementary Information"

Originals and copy orientation

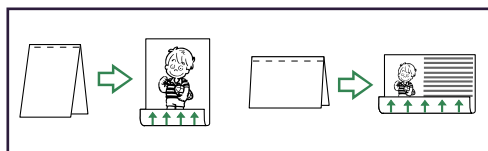
You can select the orientation of originals and copies.

- Top to Top



BAT038S

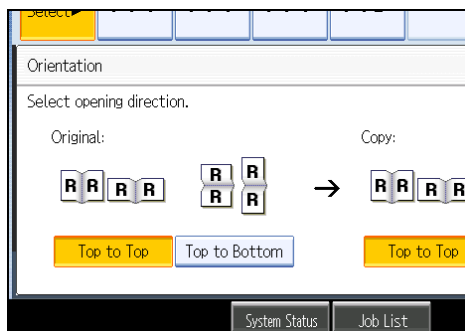
- Top to Bottom



BAT037S

2

1. Press **[Orientation]**.
2. Select orientation (**[Top to Top]**/**[Top to Bottom]**), and then press **[OK]**.



↓ **Note**

- The default setting is **[Top to Top]**. You can change the default orientation under **Original Orientation** in **Duplex Mode** and **Copy Orientation** in **Duplex Mode** in **User Tools**. For details, see “Copier/Document Server Features”, *General Settings Guide*.

One-Sided Combine

Combine several pages onto one side of a sheet.

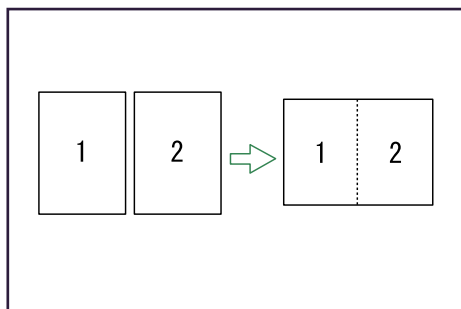
★ **Important**

- You cannot use the bypass tray with this function.

There are six types of One-Sided Combine.

1 Sided 2 Pages → Combine 1 Side

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

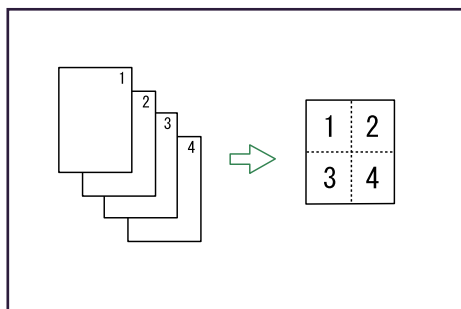


BAS038S

2

1 Sided 4 Pages → Combine 1 Side

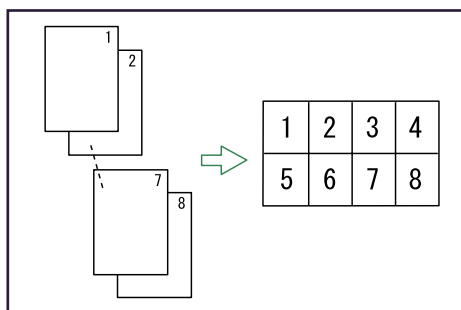
Copies four 1-sided originals to one side of a sheet.



BAS039S

1 Sided 8 Pages → Combine 1 Side

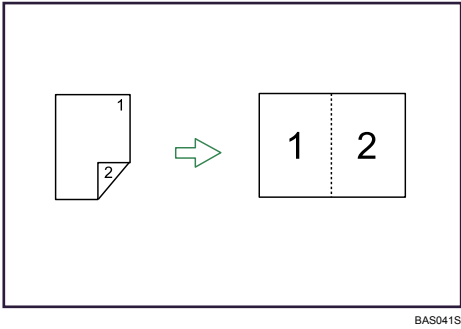
Copies eight 1-sided originals to one side of a sheet.



BAS040S

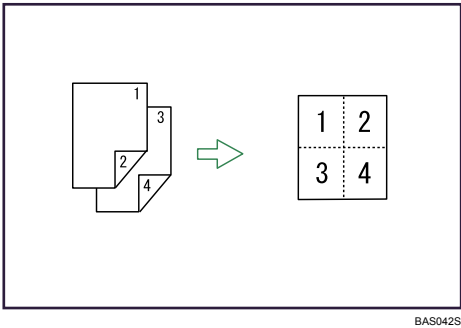
2 Sided 1 Page → Combine 1 Side

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



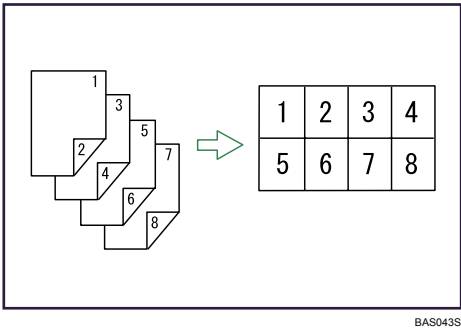
2 Sided 2 Pages → Combine 1 Side

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



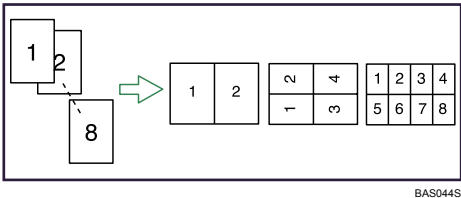
2 Sided 4 Pages → Combine 1 Side

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

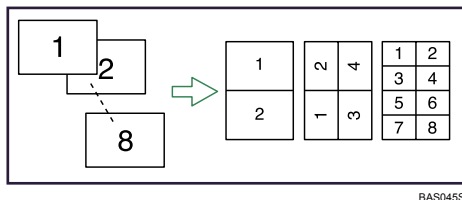


Orientation of the original and image position of combine

Portrait (📄) originals



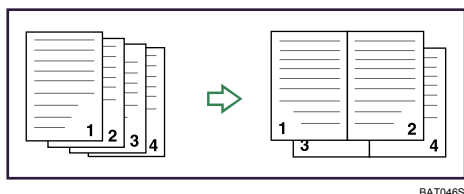
Landscape (☐) originals



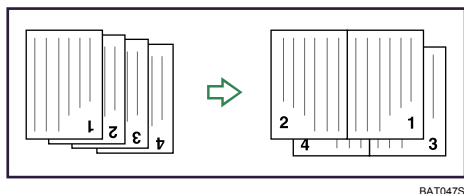
2

Placing originals (originals placed in the ADF)

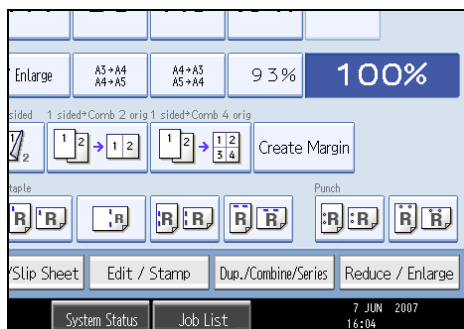
- Originals read from left to right



- Originals read from top to bottom

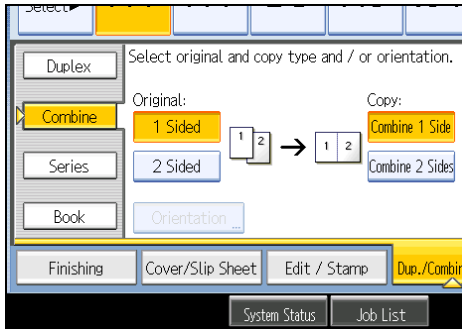


1. Press [Dup./Combine/Series].



2. Press [Combine].

3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 1 Side] for Copy.



4. Select the number of originals to combine.
5. Select the paper size.
6. Press [OK].
7. Place the originals, and then press the [Start] key.

↓ Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- If you selected [2 Sided] for Original, you can change the orientation. See "Originals and copy orientation".
- You can change the initial settings for 1-Sided Combine under Edit in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

📖 Reference

- p.51 "Originals and copy orientation"

Two-Sided Combine

Combines various pages of originals onto two sides of one sheet.

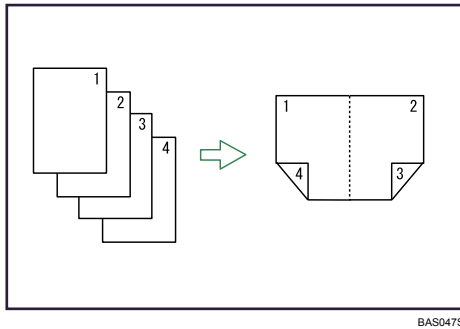
★ Important

- You cannot use the bypass tray with this function.

There are six types of Two-Sided Combine.

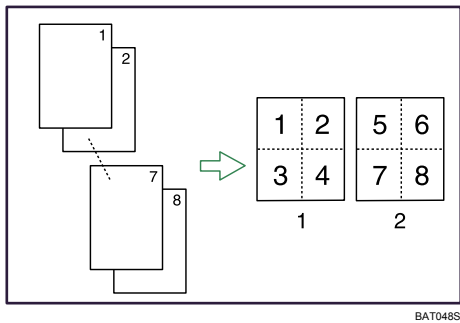
1 Sided 4 Pages → Combine 2 Sides

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



1 Sided 8 Pages → Combine 2 Sides

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

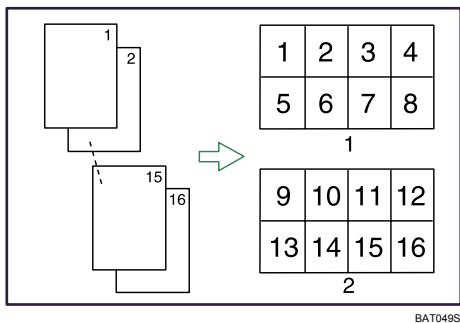


1. Front

2. Back

1 Sided 16 Pages → Combine 2 Sides

Copies 16 1-sided originals to one sheet with eight pages per side.

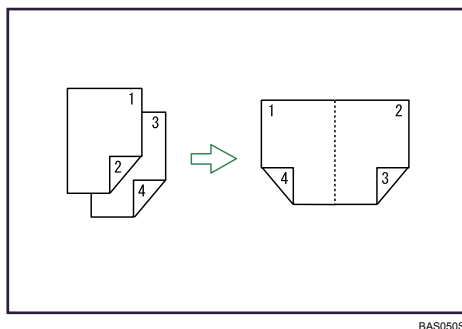


1. Front

2. Back

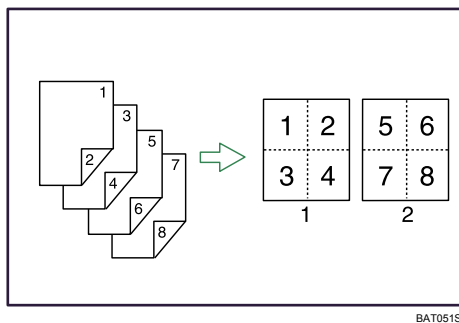
2 Sided 2 Pages → Combine 2 Sides

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



2 Sided 4 Pages → Combine 2 Sides

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

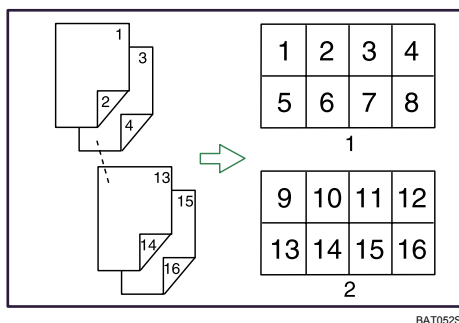


1. Front

2. Back

2 Sided 8 Pages → Combine 2 Sides

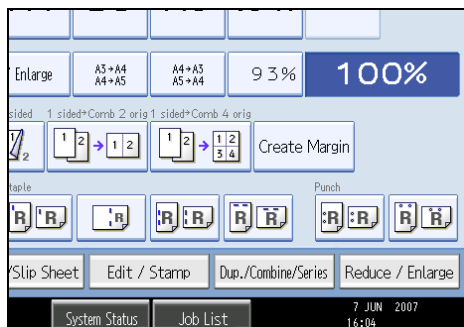
Copies eight 2-sided originals to one sheet with eight pages per side.



1. Front

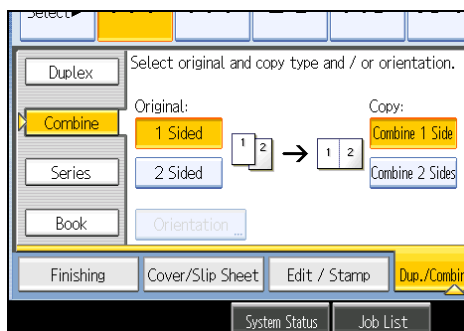
2. Back

1. Press [Dup./Combine/Series].



2. Press [Combine].

3. Select [1 Sided] or [2 Sided] for Original, and then press [Combine 2 Sides] for Copy.



4. Press [Orientation].

5. Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].

6. Select the number of originals to combine.

7. Select the paper size.

8. Press [OK].

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

↓ Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass, or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- You can change the initial settings for 2-Sided Combine under Edit in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Finishing

You can sort, staple, punch, and fold your copies.

Note

- Depending on your model and which options are installed on it, some of these functions might not be available. For details, see "Functions Requiring Optional Configurations".

Reference

- p.14 "Functions Requiring Optional Configurations"

Sort

The machine assembles copies as sets in sequential order.

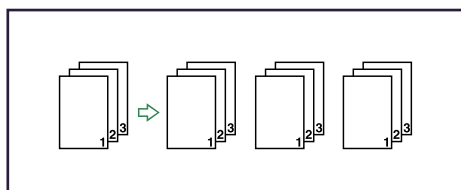
Important

- To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation (↻), are required.
- You cannot use the bypass tray with Rotate Sort.

Sort/Shift Sort

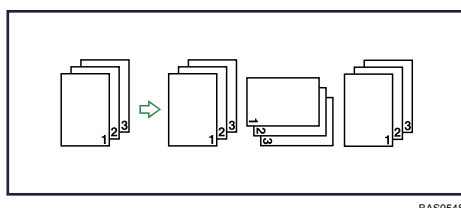
Copies are assembled as sets in sequential order.

To use Shift Sort, an optional finisher is required. Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job.

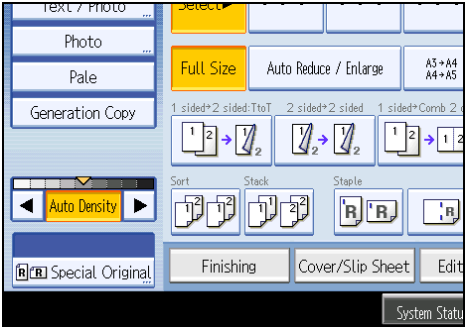


Rotate Sort

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

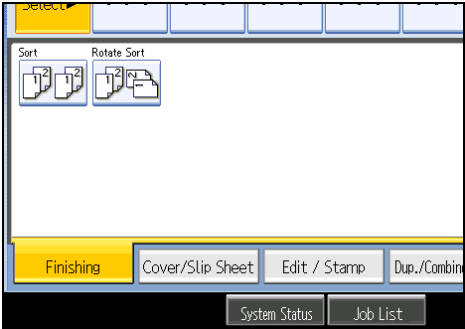


1. Press [Finishing].

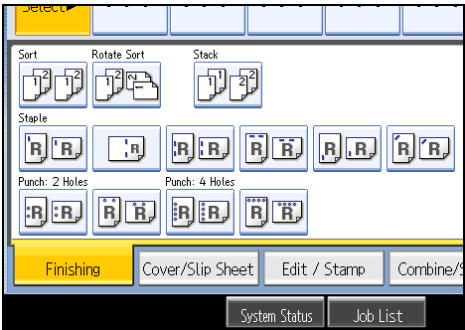


2. Select [Sort] or [Rotate Sort].

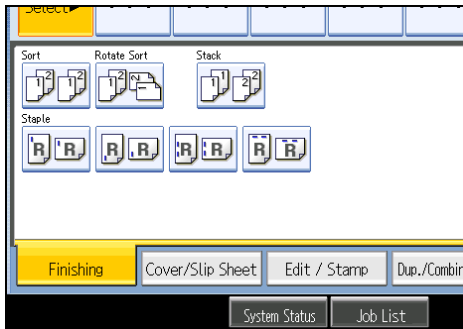
When a finisher is not installed:



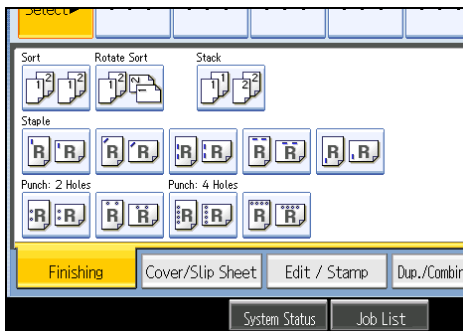
When the booklet finisher is installed:



When the 1000-sheet finisher is installed:



When the 3000-sheet finisher is installed:



3. Press [OK].
4. Enter the number of copy sets using the number keys.
5. Place the originals.

To confirm the type of finishing, press the [Sample Copy] key.

6. Press the [Start] key.

↓ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can change the settings for Sort under Input/Output in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.
- For details about standard paper sizes that can be used with Rotate Sort, and the number of sheets that can be stacked on each tray, see "Supplementary Information".

📖 Reference

- p.171 "Supplementary Information"

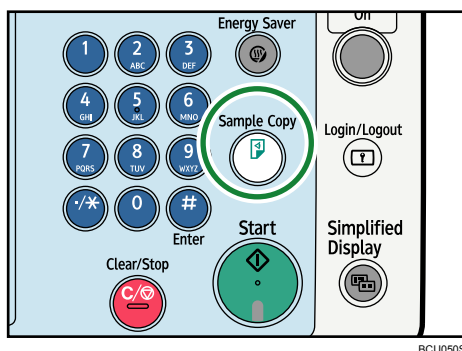
Sample Copy

Use this function to check the copy settings before making a long copy run.

★ Important

- This function can be used only when the Sort function is selected.
1. Select Sort and any other necessary functions, and then place the originals.
 2. Press the [Sample Copy] key.

One copy set is delivered as a sample.



One copy set is delivered as a sample.

3. If the sample is acceptable, press [Continue].

The number of copies made is the number specified, minus one for the proof copy.

↓ Note

- If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary. You can change the settings. However, depending on the combination of functions, you may not be able to change some settings.

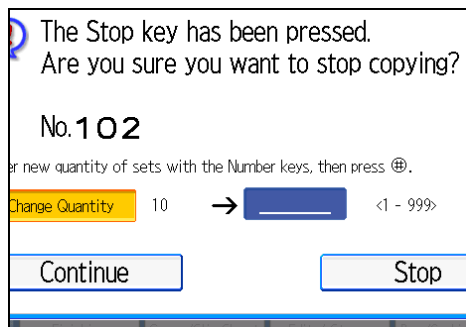
Changing the number of sets

You can change the number of copy sets during copying.

★ Important

- This function can only be used when the Sort function is selected.
1. While "Copying..." is displayed, press the [Clear/Stop] key.
 2. Press [Change Quantity].

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



4. Press [Continue].

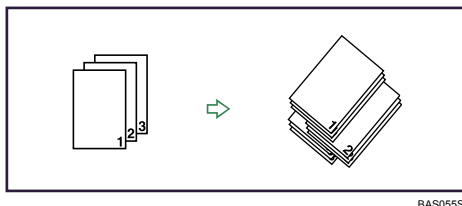
Copying starts again.

↓ Note

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

Stack

Groups together copies of each page in a multi-page original.



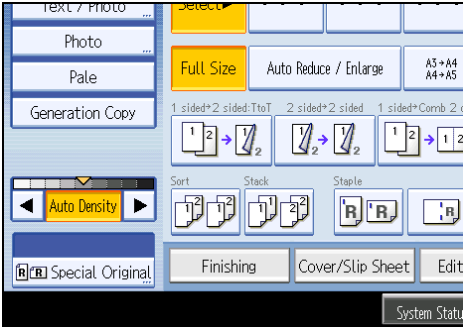
BAS0555

If an optional finisher or the shift sort tray 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

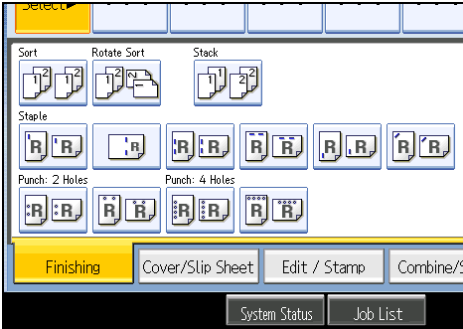
- You cannot use the bypass tray with this function.

1. Press [Finishing].

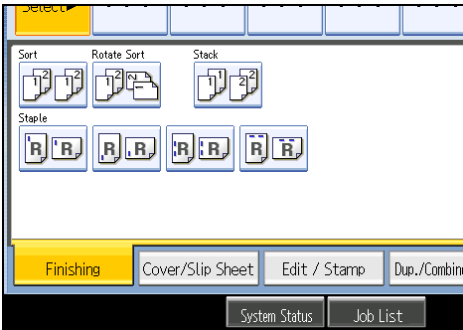


2. Press [Stack].

When the booklet finisher is installed:



When the 1000-sheet finisher is installed:



When the 3000-sheet finisher is installed:



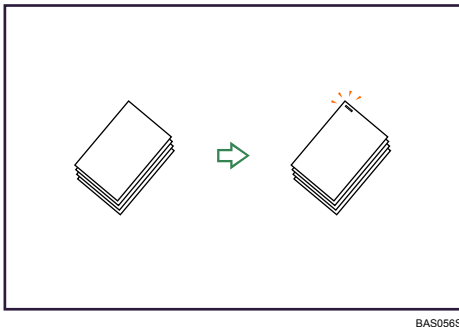
3. Press [OK].
4. Enter the number of copies with the number keys.
5. Place the originals, and then press the [Start] key.

↓ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using the Batch mode, press the [#] key after all the originals have been scanned.

Staple

Each copy set can be stapled together.



BAS056S

★ Important





























- You cannot use the bypass tray with this function.
- If you select staple without having the stapler cartridge for saddle stitch set in the booklet finisher, a paper misfeed might occur. Be sure to set the stapler cartridge.

Original orientation and stapling position

Place all the originals in the ADF 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.

The relationship between the orientation in which you place the original and the staple positions is as follows:

- 1000-sheet finisher

		Original location		Stapling position
		Exposure glass	ADF	
	Top 1			
				
	Bottom 1			
				
	Left 2			
				
	Top 2			
				

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- Booklet finisher/3000-sheet finisher

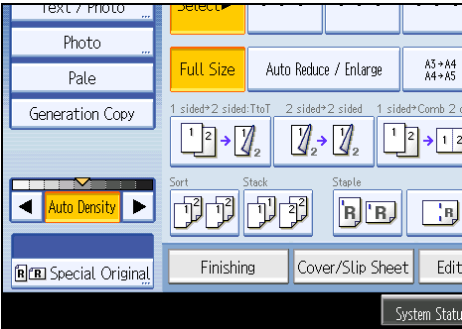
		Original location		Stapling position
		Exposure glass	ADF	
	Top 1			
	Slant			
	Bottom 1			
	Left 2			
	Top 2			
	Booklet Finisher only Centre			

BCY007S

The above tables show staple positioning. The orientation of the paper does not indicate the direction of delivery.

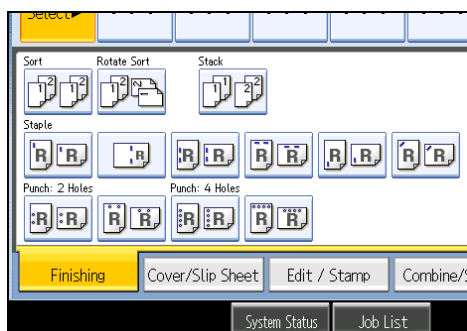
Left 2 and Top 2 are not available for paper larger than A4.

1. Press [Finishing].

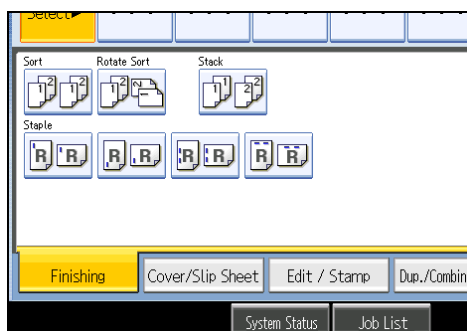


2. Select one of the stapling positions.

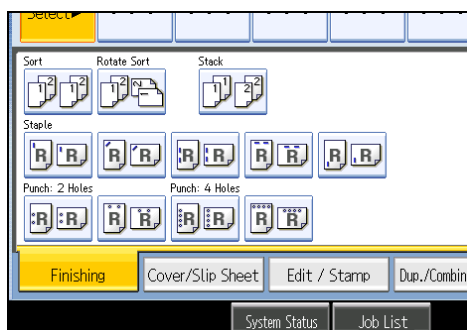
When the booklet finisher is installed:



When the 1000-sheet finisher is installed:



When the 3000-sheet finisher is installed:



When you select a stapling position, Sort is automatically selected.

3. Press [OK].
4. Enter the number of copy sets using the number keys.
5. Place the originals, and then press the [Start] key.

↓ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- If you specify Staple: Centre, you must specify the Magazine function. For details about Magazine, see "Booklet/Magazine".
- You can change the staple positions shown on the initial display under Input/Output in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.
- For details about the number of sheets that can be stapled together, and the number of stapled copies that can be stacked on each tray, see "Supplementary Information".

Reference

- p.132 "Booklet/Magazine"
- p.171 "Supplementary Information"

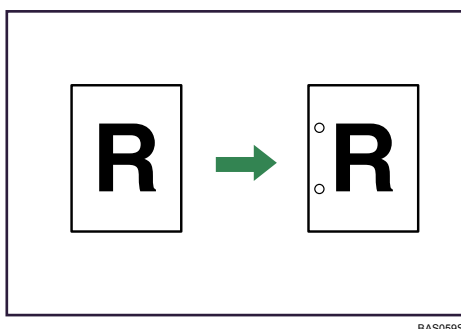
Punch

You can make punch holes in copies.

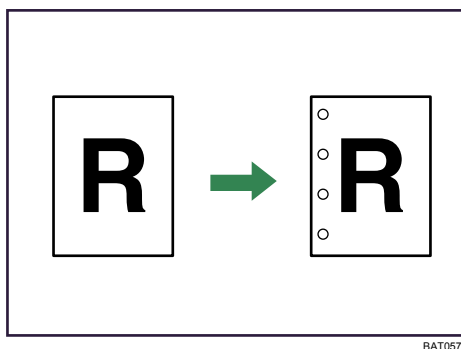
★ Important

- You cannot use the bypass tray with this function.

2 holes



4 holes



Original orientation and punch hole position

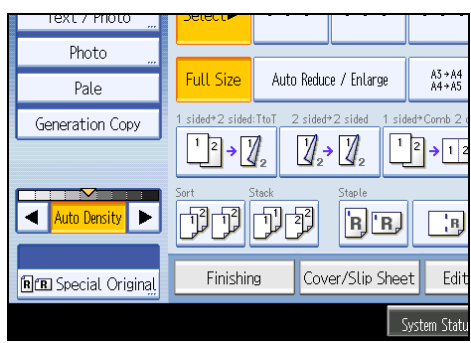
Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

The relationship between the orientation in which you place the original and the punch hole positions is as follows:

		Original location		Punch hole position
		Exposure glass	ADF	
	2 hole left			
	2 hole top			
	2 hole left			
	2 hole top			
	4 hole left			
	4 hole top			

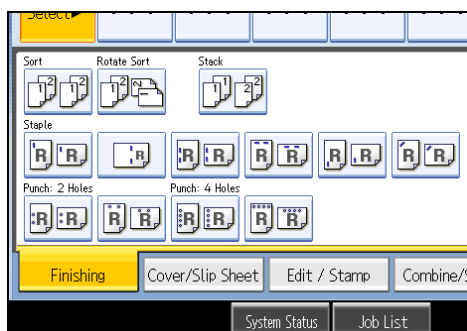
BAT060S

1. Press [Finishing].

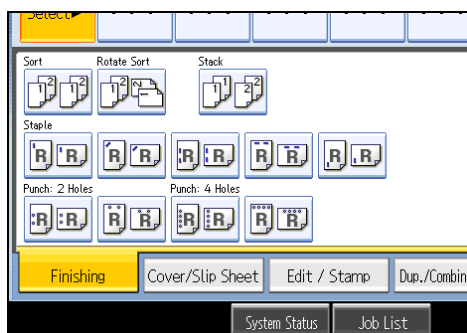


2. Select one of the punch hole positions.

When the booklet finisher is installed:



When the 3000-sheet finisher is installed:



3. Press [OK].

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

↓ Note

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- You can change the punch hole positions shown on the initial display under Input/Output in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Storing Data in the Document Server

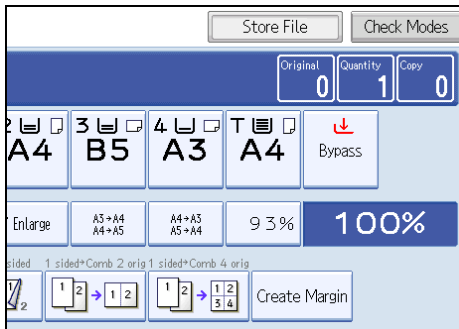
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

★ Important

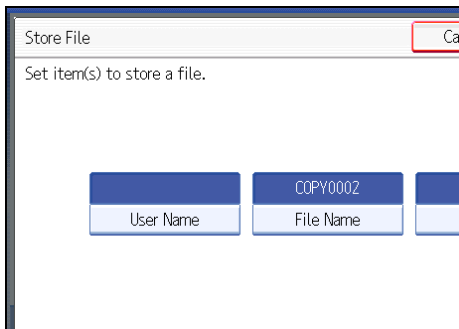
- Machine failure can result in data loss. Important data stored on the hard disk should be backed up. The manufacturer shall not be responsible for any damage that might result from the loss of data.

2

1. Press [Store File].



2. Enter a file name, user name, or password if necessary.



- Press [OK].
- Place the originals.
- Make the scanning settings for the original.
- Press the [Start] key.

Stores scanned originals in memory and makes one set of copies.

↓ Note

- To stop scanning, press the [Clear/Stop] key. To resume a paused scanning job, press [Continue] in the confirmation display. To delete scanned images and cancel the job, press [Stop]. The originals placed in the ADF will be ejected.

- When placing an original on the exposure glass, press the [#] key after all the originals have been scanned.
- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto Delete File in Document Server in User Tools. For details about changing settings, see "System Settings", General Settings Guide.
- To check if the document has been stored, press the [Document Server] key.
- If you want to store another document, do so after copying is complete.
- For details about the Document Server, see "Using the Document Server".
- For details about printing stored documents, see "Printing Stored Documents".
- For details about setting user name, file name, and password, see "Storing Data".
- Depending on the security setting, Access Privileges may appear instead of User Name. For details about Access Privileges, consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine.

Reference

- p.150 "Using the Document Server"
- p.159 "Printing Stored Documents"

Managing Jobs

Jobs printed using Copy, Document Server, or Printer mode are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs.

For example, you can cancel incorrect job settings or print an urgent document.

Note

- You cannot use the Job List function when Interrupt Copy is active.
- Documents printed using the facsimile function and scanner function are not displayed in the job list.

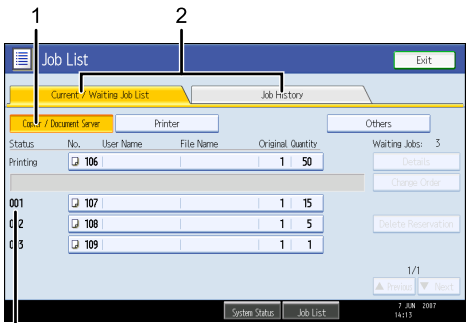
Job List Screen

This section explains displays and icons that appear in the Job List screen.

The Job List screen varies depending on whether Job Order is selected with Print Priority for the System Settings. For details about the setting procedure, see “System Settings”, General Settings Guide.

When [Job Order] is not selected:

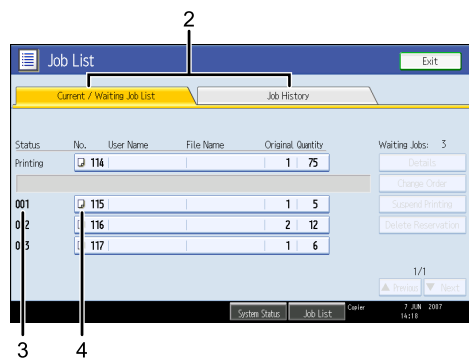
The job list is displayed for each of the functions.



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When [Job Order] is selected:

The job list is displayed for all functions in the order of print jobs.



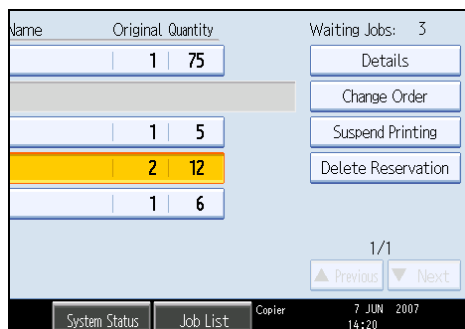
BCU027S

1. Switches between job lists for each function.
2. Switches between [Current / Waiting Job List] and [Job History].
3. Displays reserved job numbers.
4. Displays the function used to print jobs.
 - : Job printed using copy function
 - : Job printed using printer function
 - : Job printed using Document Server function
 - : Job printed using DeskTopBinder
 - : Job printed using Web Image Monitor

Checking Jobs in the Job List

You can check the contents of jobs in the job list.

1. Press [Job List].
2. Select the job whose contents you want to check.
3. Press [Details], and then check the contents.



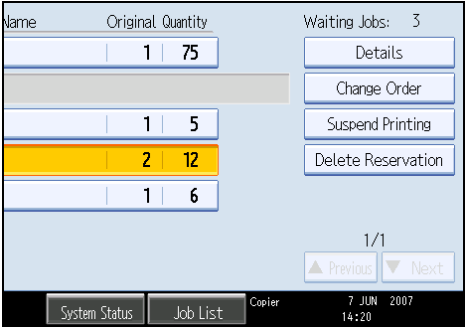
4. Press [Exit].

Changing the Order of Jobs

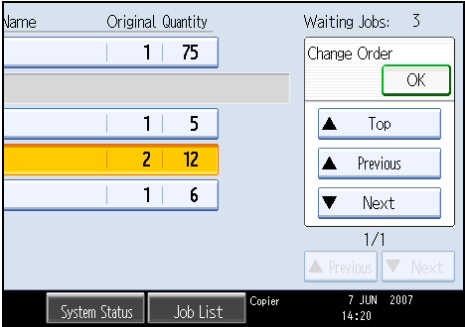
You can change the order of jobs in the job list.

- 1. Press [Job List].
- 2. Select the job whose order you want to change.
- 3. Press [Change Order].

2



- 4. Change the order using [Top], [Previous], or [Next].



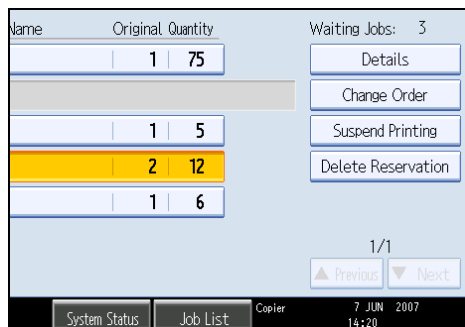
- 5. Press [OK].

Holding Jobs

You can hold jobs that are queued or currently printing.

- 1. Press [Job List].
- 2. Select the job you want to hold.

3. Press [Suspend Printing].



The selected job and the jobs that follow it are suspended. "Suspended" is displayed at the left of the jobs in the job list that are suspended.

Note

- To resume the suspended jobs, press [Resume Printing].
- This function is available only if [Job Order] is specified.

Deleting Jobs

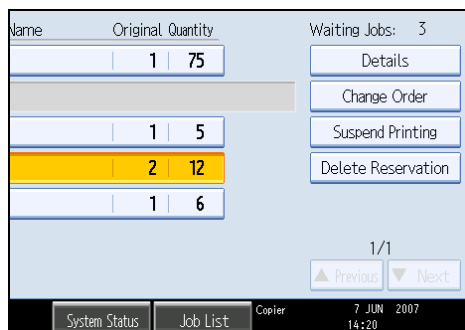
You can delete a job that is queued or currently printing.

1. Press [Job List].

2. Select the job you want to delete.

To delete two or more print jobs, select them.

3. Press [Delete Reservation].



4. Press [OK].

Checking the Job History

You can view the history and contents of completed print jobs.

1. Press [Job List].
2. Press [Job History].
A list of completed print jobs appears.
3. Select a job whose contents you want to check.
4. Press [Details], and then check the contents.
5. Press [Exit].

Registering Frequently Used Functions

You can store frequently used copy job settings in the machine memory and recall them for future use.

You can store up to 10 programs.

Note

- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the [Program] key, when modes are cleared or reset, and after the operation switch is turned on. See "Registering the Initial Display's Default Functions".
- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized under Tray Paper Settings in User Tools will be selected first. For details, see "System Settings", General Settings Guide.
- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

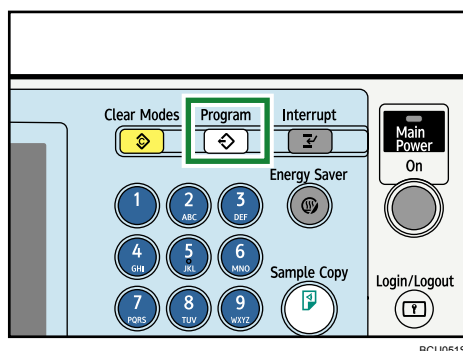
Reference

- p.84 "Registering the Initial Display's Default Functions"

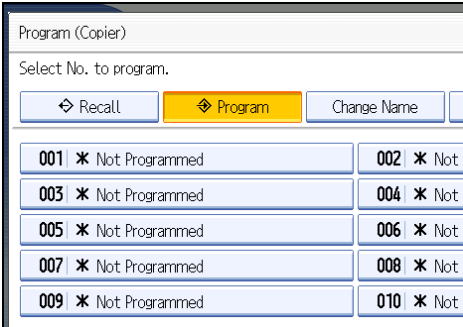
Registering Functions in a Program

You can register functions in a program.

1. Edit the copy settings so all functions you want to store in a program are selected.
2. Press the [Program] key.

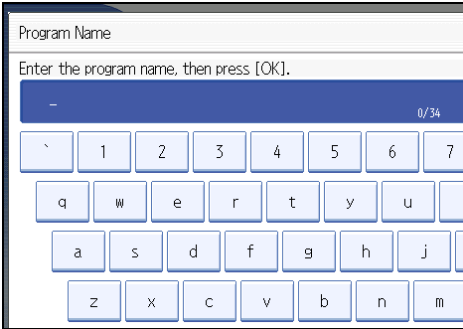


3. Press [Program].



4. Press the program number you want to store.
5. Enter the program name with the letter keys on the display panel.

You can enter up to 34 characters.



6. Press [OK].

The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

↓ Note

- Program numbers with ⇄ against them already have settings made for them.

Changing a Stored Program

Changes program settings.

1. Check the program settings.
2. Specify the contents of a program.
3. Press the [Program] key.
4. Press [Program].
5. Press the program number you want to change.

6. Press [Yes].

7. Enter the program name.

You can enter up to 34 characters.

8. Press [OK].

The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.

Note

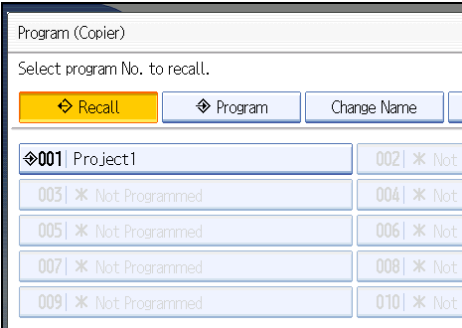
- To check the contents of a program, recall the program.
- When it is overwritten, the previous program is deleted.

Recalling a Stored Program

Recalls a stored program to make copies using the stored settings.

1. Press the [Program] key.

2. Press [Recall].



3. Press the program number you want to recall.

The stored settings are displayed.

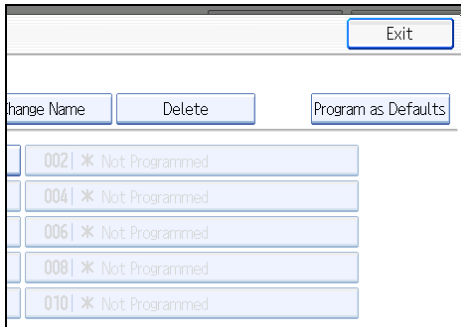
Note

- Only programs with  against them contain a program.

Deleting a Stored Program

Erases the contents of a program.

1. Press the [Program] key.

2. Press [Delete].**3. Press the program number you want to delete.****4. Press [Yes].**

The program is deleted, and the display returns to the initial copy display.

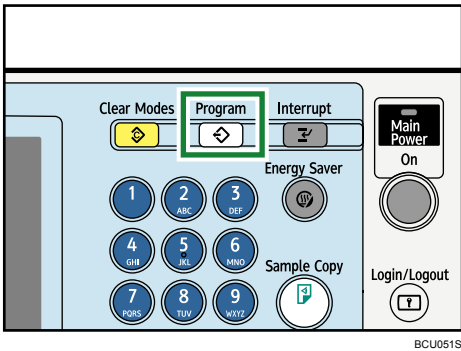
Registering the Initial Display's Default Functions

You can configure the settings of the initial screen so that the default display contain the functions you use most often.

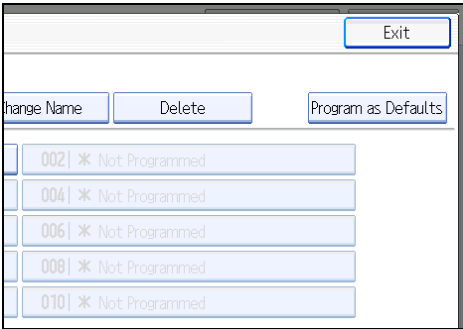
For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead.

The settings you can program as defaults are Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit / Stamp, Dup./Combine/Series, Reduce / Enlarge, Finishing, and the number of copies.

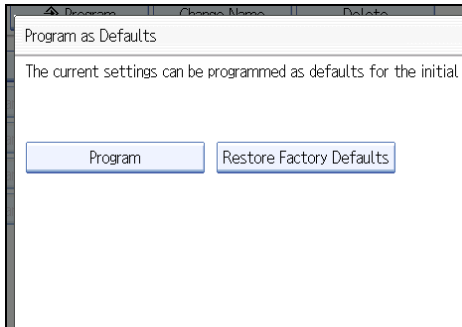
- 1. Specify scan settings and any other settings you require on the initial display.
- 2. Press the [Program] key.



- 3. Press [Program as Defaults].



4. Press [Program].



5. When a confirmation dialog appears, press [Yes].

The current settings are programmed as defaults. The screen returns to the initial display.

↓ Note

- To restore the factory default settings on the initial display, press [Restore Factory Defaults].
- The default settings can be programmed separately for the normal screen and simplified display screens.

3. Advanced Copying

This chapter describes the procedure for making copies in various modes.

Adjusting Copy Image Density

There are three types of adjustment available.

Auto image density

The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

Manual image density

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

Combined auto and manual image density

Adjusts the density of an image only for dark texture originals.

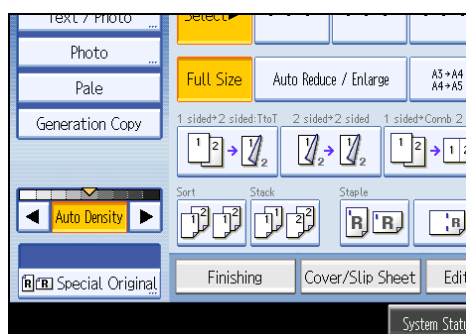
3

Auto Image Density

The machine automatically adjusts the image density by scanning the densities of originals. Dark texture originals (such as newspaper or recycled paper) will be copied so that background will not be reproduced.

1. Make sure that [Auto Density] is selected.

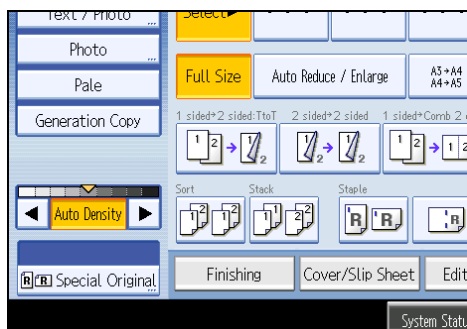
If [Auto Density] is not selected, press [Auto Density].



Manual Image Density

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

1. If [Auto Density] is selected, press [Auto Density] to cancel it.



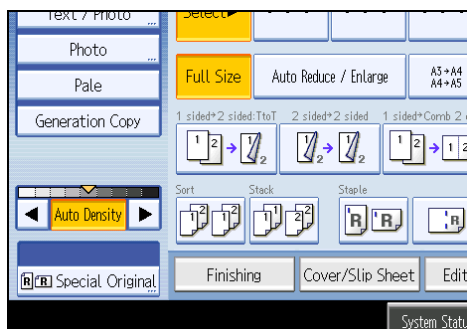
2. Press [◀] or [▶] to adjust the image density. The density indicator “▽” moves.

Combined Auto and Manual Image Density

Adjusts the density of an image only for dark texture originals.

1. Make sure [Auto Density] is selected.

If [Auto Density] is not selected, press [Auto Density].



2. Press [◀] or [▶] to adjust the density. The density indicator “▽” moves.

Copy Quality

Adjusts image qualities.

The following three types of image adjustments are available:

Sharp / Soft

Adjusts the outline of an image.

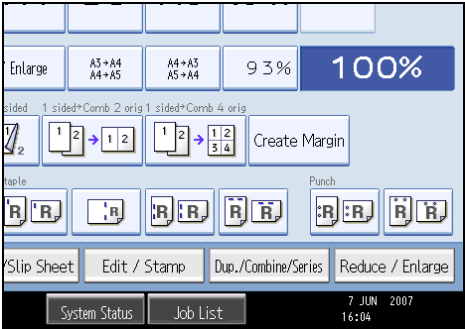
Contrast

Adjusts the shades of an image.

Background Density

Adjusts the background density of an image.

1. Press [Edit / Stamp].



2. Press [Copy Quality].
3. Adjust the settings.
4. Press [OK] twice.

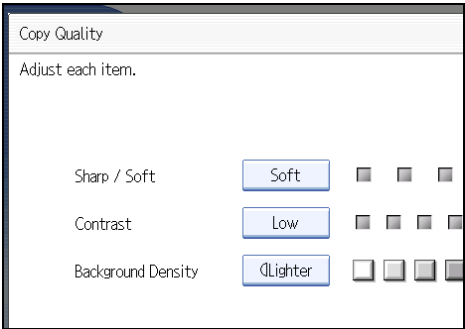
Note

- [Sharp / Soft], [Contrast], and [Background Density] can each be adjusted, however, their adjustments can affect the level of other adjustment functions.
- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the [Clear Modes] key has been pressed or when the power has been turned off.

Sharp / Soft

Adjusts the outline of an image.

1. Adjust the image quality by pressing [Soft] or [Sharp].

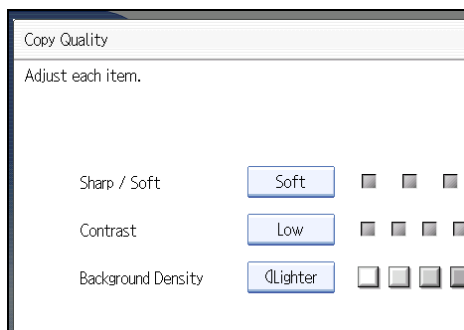


2. Press [OK].

Contrast

Adjusts the shades of an image.

1. Adjust the image quality by pressing [Low] or [High].

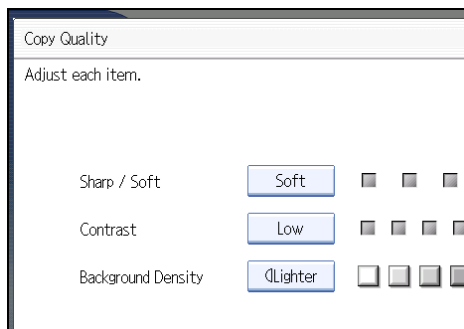


2. Press [OK].

Background Density

Adjusts the background density of an image.

1. Adjust the image quality by pressing [Lighter] or [Darker].



2. Press [OK].

↓ Note

- Adjustments should be made lighter when copying dark textured originals, such as newspaper or recycled paper.
- Adjustments should be made darker when darkening the area marked with markers or highlighters. However, as the color of highlighters is difficult to copy, the copy might not come out depending on the color of the highlighters.

Selecting the Original Type

Select an original type that is suitable for your originals.

There are five original types available:

Text

For originals that contain mainly text or printed characters.

Text/Photo

For originals that contain both text and photographs or pictures.

Photo

For Photographs or pictures.

- Glossy Photo: Use when copying developed photographs
- Printed Photo: Use when copying photographs or pictures that are printed on paper (e.g. magazines)
- Copied Photo: Use when copying copies or originals generated by colour copiers

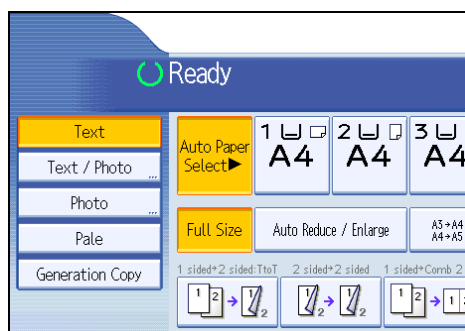
Pale

For originals that have lighter lines written in pencil, or faintly copied slips.

Generation Copy

For originals that are copied. The copy image can be reproduced sharply and clearly.

1. Select the original type, and then press [OK].



Note

- You can select whether or not to display the keys for the original on the initial display under Original Type Display in User Tools. For details about Original Type Display, see "Copier/Document Server Features", General Settings Guide.

Selecting Copy Paper

Select paper you want to copy onto.

There are two ways to select copy paper:

Auto Paper Select

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

3

Manual Paper Select

Select the tray containing the paper you want to copy onto: a paper tray, the bypass tray or the LCT. See the following table for original sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%):

Metric version

Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, $8\frac{1}{2} \times 13$
ADF	A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11×17 , $8\frac{1}{2} \times 11$, $8\frac{1}{2} \times 13$

Inch version

Original location	Original size and orientation
Exposure glass	11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$
ADF	A3, A4, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, $5\frac{1}{2} \times 8\frac{1}{2}$, 10×14 , $7\frac{1}{4} \times 10\frac{1}{2}$

Note

- Only the paper trays set to [No Display] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select under Tray Paper Settings can be selected in Auto Paper Select mode. For details, see "System Settings", General Settings Guide.

Reference

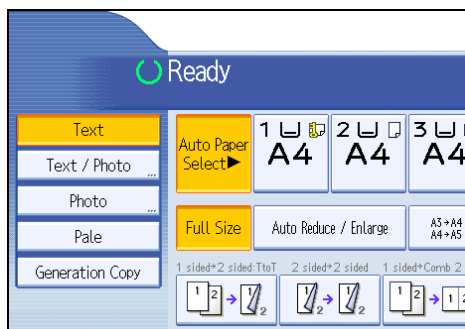
- p.20 "Sizes difficult to detect"

Auto Paper Select

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

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

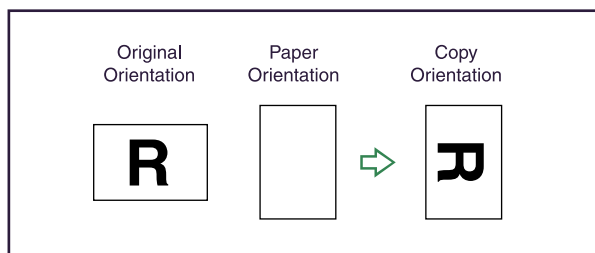
Trays with a key mark (A) will not be automatically selected.



3



Rotate Copy




If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90° to fit it on the paper.



BAT065S

You cannot use Rotate Copy when enlarging onto A3, B4 JIS or 11×17 , $8\frac{1}{2} \times 14$ size paper. In this case, place your original in the □ orientation.

Original size and orientation			Copy paper size and orientation	
You cannot rotate:	A4, B5 JIS, or A5 □	 BAT066S	When enlarging to →	B4 JIS or A3
				 BAT053S

	Original size and orientation			Copy paper size and orientation	
However, you can use:	A4, B5 JIS, or A5 		When enlarging to →	B4 JIS or A3	

Note

- This function works when Auto Paper Select or Auto Reduce / Enlarge is selected. See “Auto Paper Select” and “Auto Reduce/Enlarge”.
- The default setting for Auto Tray Switching is [With Image Rotation]. You cannot use the Rotate Copy if this setting is changed to [Without Image Rotation] or [Off]. For details about Auto Tray Switching, see “Copier/Document Server Features”, General Settings Guide.
- Depending on the settings for Punch or Staple, you may not be able to use the Rotated Copy function.

Reference

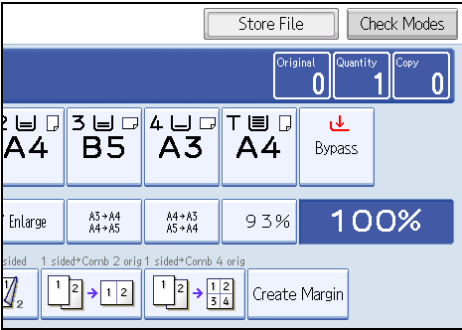
- p.46 “Auto Reduce/Enlarge”
- p.66 “Staple”
- p.70 “Punch”
- p.93 “Auto Paper Select”

Manual Paper Select

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

1. Select the tray you want to use.

The indicator corresponding to the selected paper tray is highlighted.



Advanced Reduce/Enlarge Copying

This section describes the advanced functions for reducing or enlarging images.

For details about the basic reduce/enlarge copy functions, see “Reducing or Enlarging Images”.

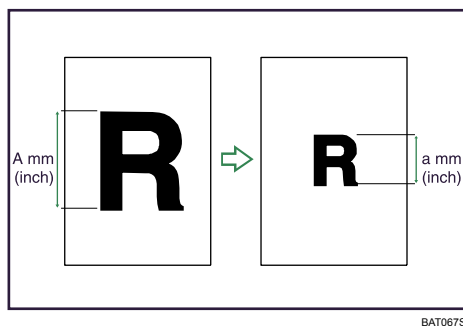
Reference

- p.43 "Reducing or Enlarging Originals"

Size Magnification

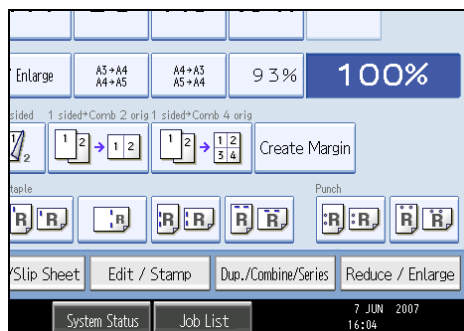
3

This function calculates a reproduction ratio based on the lengths of the original and copy.



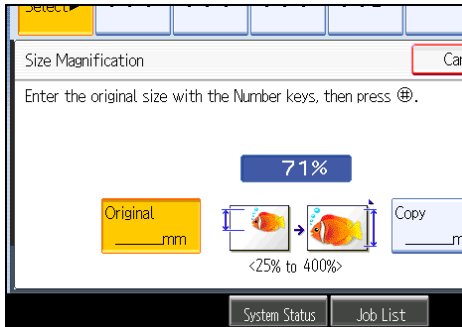
Measure and specify the lengths of the original and copy by comparing "A" with "a".

1. Press [Reduce / Enlarge].



- 2. Press [Size Magnification].**

3. Enter the length of the original with the number keys, and then press [#].



You can enter sizes between 1 to 999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inch).

4. Enter the length of the copy with the number keys, and then press [#].

5. Press [OK] twice.

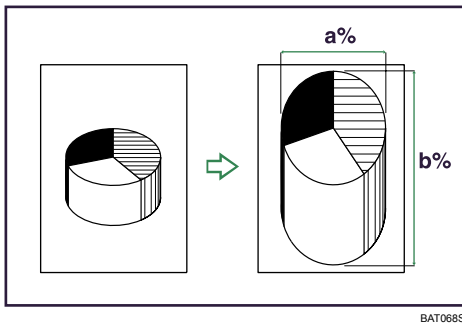
Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



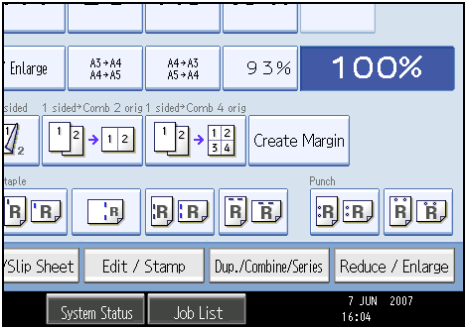
a: Horizontal ratio

b: Vertical ratio

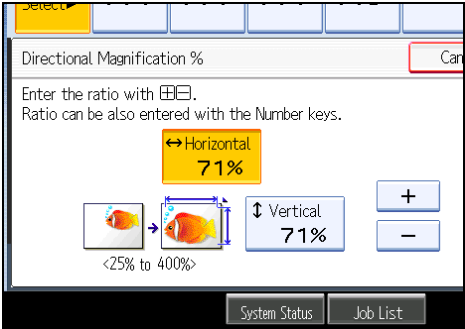
Specifying the ratio with [-] and [+]

Specify a ratio using [-] and [+].

1. Press [Reduce / Enlarge].



2. Press [Direct. Mag. %].
3. Press [[+] [-] keys].
4. Press [Horizontal].
5. Adjust the ratio using [-] and [+].



6. Press [Vertical].
7. Adjust the ratio with [-] and [+].
8. Press [OK] twice.

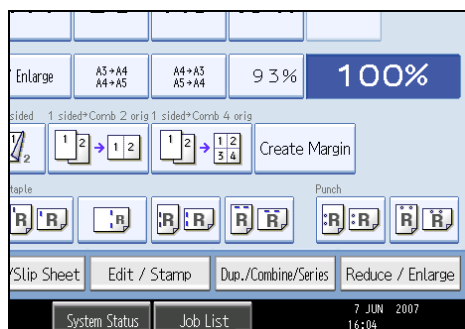
Note

- To change the value you entered, readjust it with [-] and [+].

Entering the ratio with the number keys

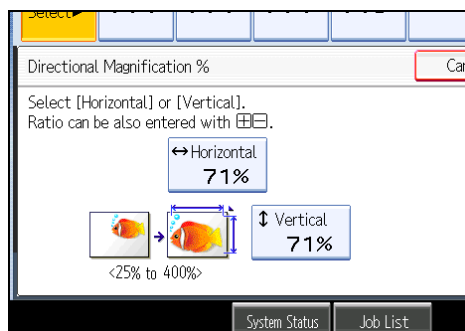
Enter a ratio using the number keys.

1. Press [Reduce / Enlarge].



2. Press [Direct. Mag. %].

3. Press [Horizontal].



4. Enter the desired ratio with the number keys, and then press [#].

5. Press [Vertical].

6. Enter the desired ratio with the number keys, and then press [#].

7. Press [OK] twice.

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

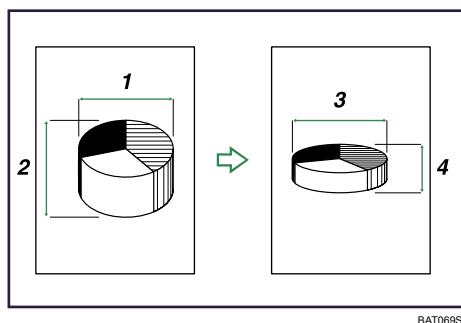
Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Directional Size Magnification (mm)

Specify the horizontal and vertical lengths of the original and copy image.

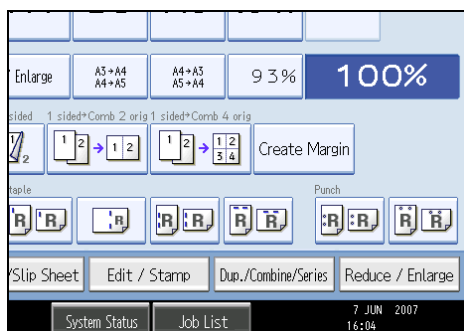
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



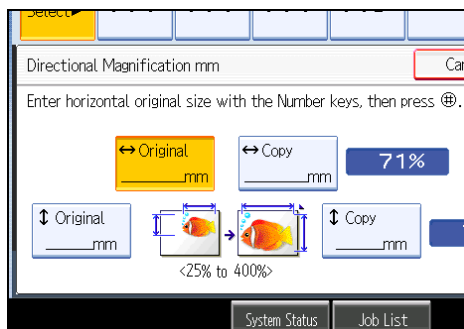
1. Horizontal original size: A mm (inch)
2. Vertical original size: B mm (inch)
3. Horizontal copy size: a mm (inch)
4. Vertical copy size: b mm (inch)

Measure and specify the lengths of the original and copy by comparing "A" with "a" and "B" with "b".

- 1. Press [Reduce / Enlarge].**



2. Press [Dir. Size Mag. mm].
3. Enter the horizontal size of the original with the number keys, and then press [#].



You can enter sizes between 1 to 999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inch).

4. Enter the horizontal size of the copy with the number keys, and then press [#].

5. Enter the vertical size of the original with the number keys, and then press [#].
6. Enter the vertical size of the copy with the number keys, and then press [#].
7. Press [OK] twice.

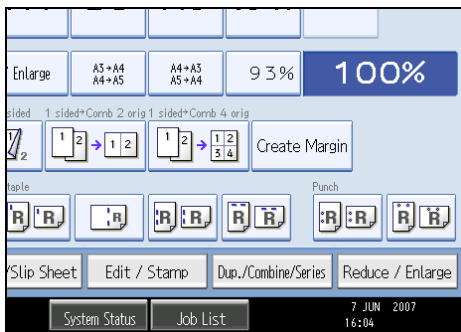
Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Create Margin

Reduces the image to 93% of its original size and places the reduced image at the centre. By combining it with the Reduce/Enlarge functions, you can further increase a margin.

1. Press [Create Margin].



- 2. Select the reproduction ratio, if necessary.**

Note

- You can change the ratio for Create Margin under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see “Copier/Document Server Features”, General Settings Guide.

Stamps

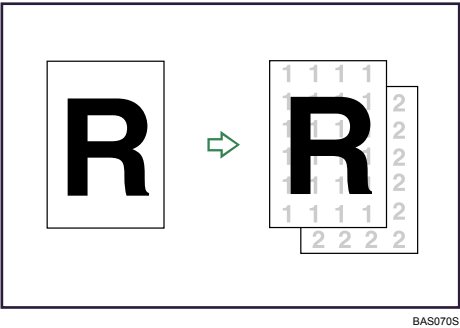
Copies with the date, page numbers, etc.

Background Numbering

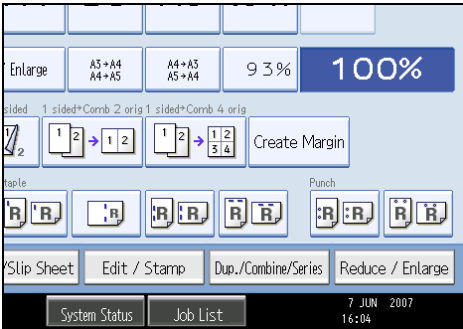
Use this function to have numbers printed on the background of copies.

If this function is used in conjunction with Sort, the same numbers are printed on each set of copies, helping you keep track of confidential documents.

3



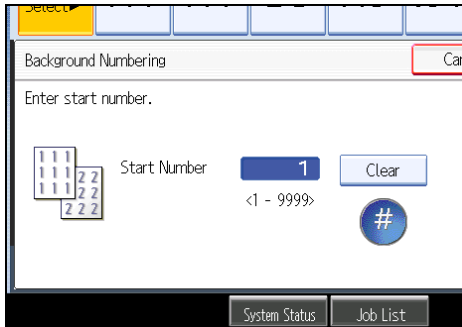
1. Press [Edit / Stamp].



2. Press [Stamp].

3. Press [Background Numbering].

4. Enter the number to start counting from with the number keys, and then press [#].



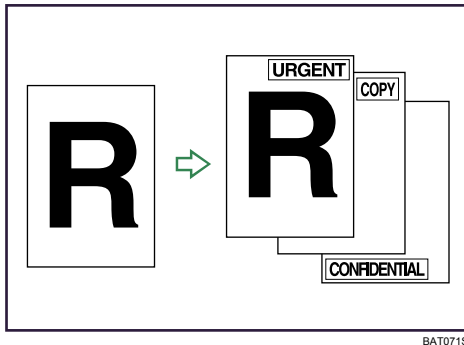
5. Press [OK] twice.

↓ Note

- To change the value you entered, press [Clear], and then enter a new value.
- You can enter a number between 1 and 9999.
- You can change the settings for Background Numbering under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

Preset Stamp

Messages are stamped on copies.



★ Important

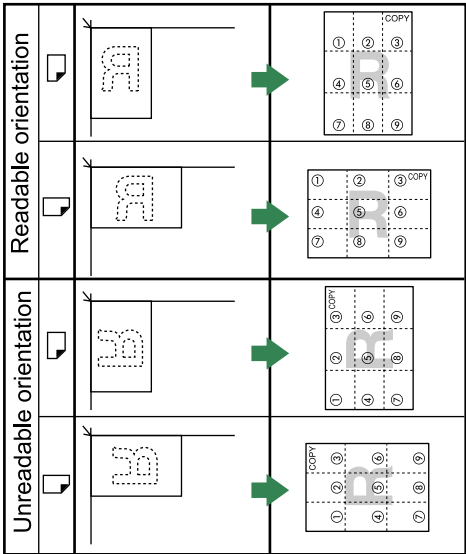
- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

Stamp position and original orientation

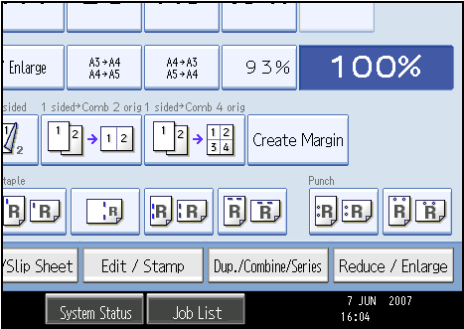
The stamp positions differ according to the orientation in which you place the originals.



Key on the display	↖	↑	↗	←	*	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

BAT072S

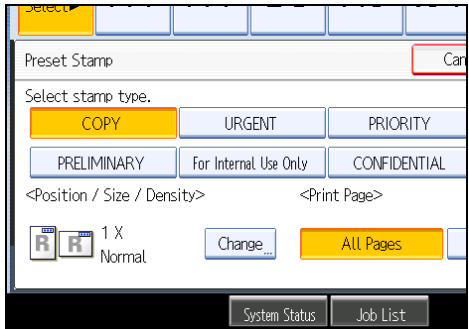
1. Press [Edit / Stamp].



2. Press [Stamp].

3. Press [Preset Stamp].

4. Select the desired message.



You can change the position, size, and density of the stamp.

5. Press [All Pages] or [1st Page Only] to select the print page.
6. After making all settings, press [OK].
7. Press [OK].

Note

- You can change the settings for Preset Stamp under Stamp in User Tools. Depending on the setting, density may change. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

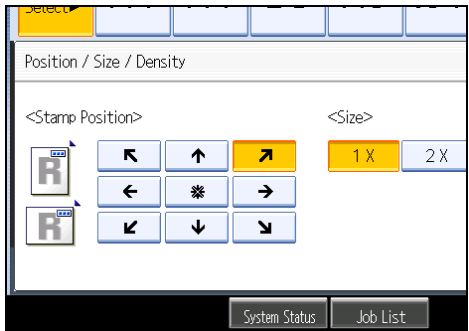
Reference

- p.22 "Original Orientation"

Changing the stamp position, size and density

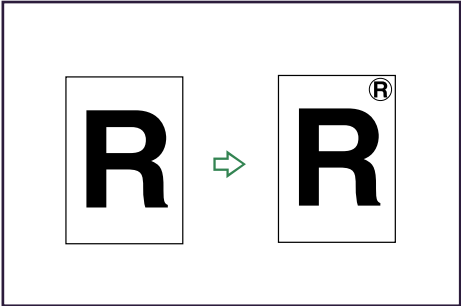
Changes the stamp position, size and density.

1. Press [Change] under Position / Size / Density.
2. Select the stamp position, size, and density, and then press [OK].



User Stamp

Copies a scanned image as a stamp.
Letters or images you use frequently can be registered.



BAS073S

★ Important

- You have to register a user stamp before using this function.
- You cannot use the bypass tray with this function.
- Only one message can be stamped each time.

Stamp position and original orientation

The user stamp positions differ according to the orientation in which you place the originals.

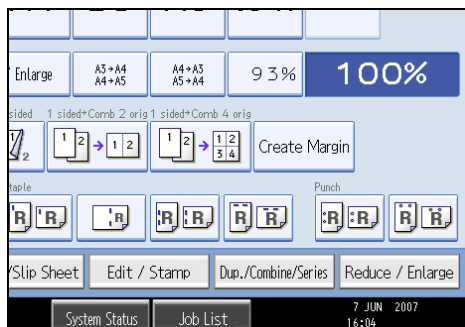
Readable orientation		➔	
		➔	
Unreadable orientation		➔	
		➔	

Key on the display

Stamp position

BAT074S

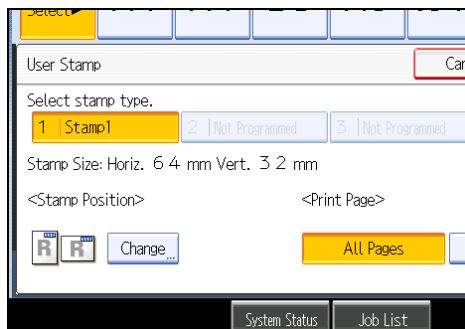
1. Press [Edit / Stamp].



2. Press [Stamp].

3. Press [User Stamp].

4. Select the stamp you require.



You can change the stamp position.

5. Press [All Pages] or [1st Page Only] to select the print page.

6. After making all settings, press [OK].

7. Press [OK].

↓ **Note**

- You can change the settings for User Stamp under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

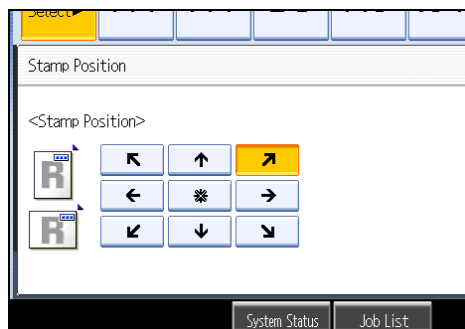
📖 **Reference**

- p.22 "Original Orientation"
- p.107 "Registering the user stamp"

Changing the user stamp position

Changes the stamp position.

1. Press [Change] under Stamp Position.
2. Select the stamp position, and then press [OK].



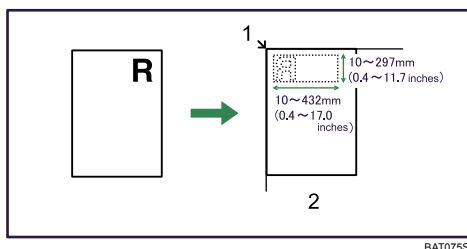
3

Registering the user stamp

Scans an image that is used as a user stamp.

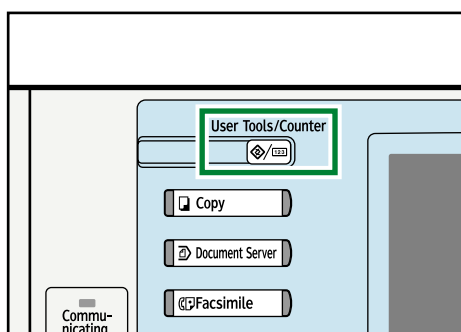
The range of stamp images is 10 - 297 mm (0.4 - 11.7 inches) high and 10 - 432 mm (0.4 - 17.0 inches) wide. However, if the value exceeds the maximum value of the area (5,000 mm², 7.75 inch²), it is corrected within the range of the area automatically.

Up to four frequently used images can be stored in memory.



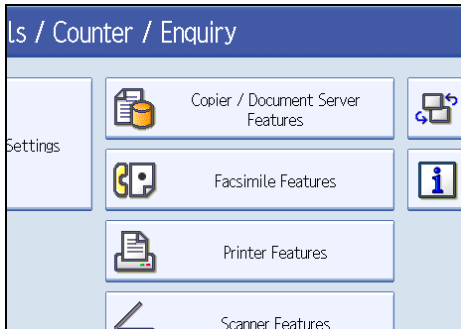
BAT075S

1. Base point
 2. Exposure glass
1. Press the [User Tools/Counter] key.



BAT183S

2. Press [Copier / Document Server Features].



3. Press [Stamp].

4. Press [User Stamp].

5. Press [Program / Delete Stamp].

6. Press [Program], and then press the stamp number you want to program.

7. Enter the user stamp name (up to ten characters) with the letter keys, and then press [OK].

8. Enter the horizontal size of the stamp with the number keys, and then press [#].

9. Enter the vertical size of the stamp with the number keys, and then press [#].

10. Place the original for user stamp on the exposure glass, and then press [Start Scanning].

The original will be scanned, and the stamp will be registered.

11. Press [Exit].


12. Press [Exit].

The display returns to the User Tools/Counter/Enquiry screen.

13. Press [Exit].

Exits settings and gets ready to copy.

↓ Note

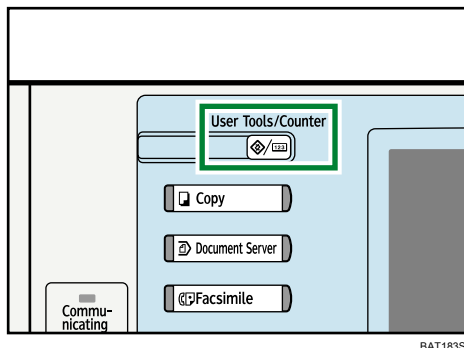
- Stamp numbers with  already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".
- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].
- You cannot restore the overwritten stamp.
- Originals cannot be scanned from the ADF when programming the user stamp.
- For details about how to enter text, see "Entering Text", About This Machine.

Deleting the user stamp

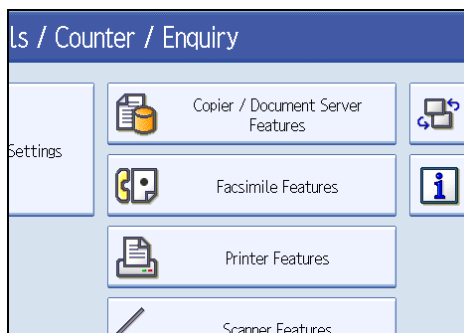
Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

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



2. Press [Copier / Document Server Features].



3. Press [Stamp].
4. Press [User Stamp].
5. Press [Program / Delete Stamp].
6. Press [Delete], and then press the stamp number you want to delete.
7. Select [Yes], and then press [Exit].
8. Press [Exit].

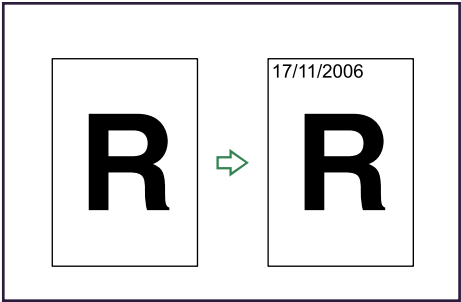
The display returns to the User Tools/Counter/Enquiry screen.

9. Press [Exit].

Exits settings and gets ready to copy.

Date Stamp

Use this function to print dates on your copies.



BAT076S

3

★ Important

- You cannot use the bypass tray with this function.

You can select from the following styles:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

Stamp position and original orientation

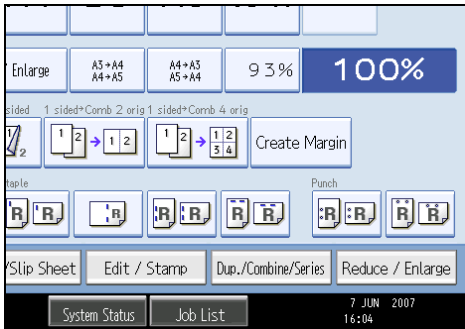
The date stamp positions differ according to the orientation in which you place the originals.

Readable orientation			→	
			→	
Unreadable orientation			→	
			→	

Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

BAT077S

1. Press [Edit / Stamp].



- 2. Press [Stamp].
- 3. Press [Date Stamp].
- 4. Select the stamp format.



- You can change the style and position of the date.
- 5. Press [All Pages] or [1st Page Only] to select the print page.
 - 6. After making all settings, press [OK].
 - 7. Press [OK].

↓ Note

- You can change the settings for Date Stamp under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

📖 Reference

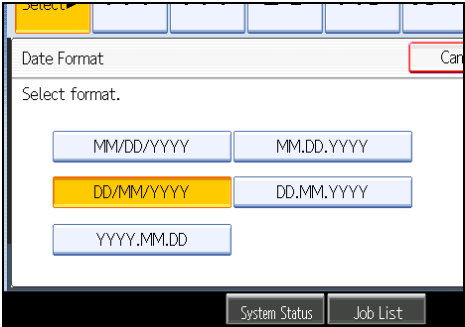
- p.22 "Original Orientation"

Changing the format of date

Changes the format of date.

- 1. Press [Change Format] under Current Date.

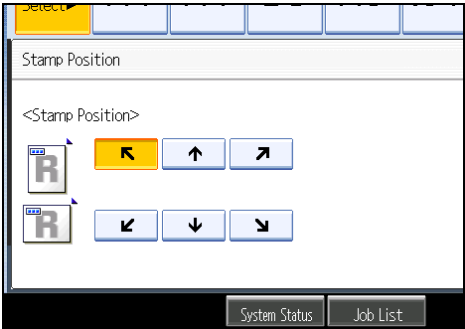
2. Select the date format, and then press [OK].



Changing the date stamp position

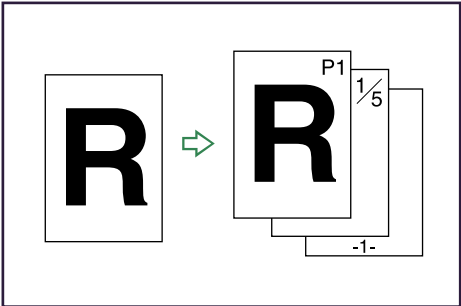
Changes the stamp position.

1. Press [Change] under Stamp Position.
2. Select the stamp position, and then press [OK].



Page Numbering

Use this function to print page numbers on your copies.



BAS078S

★ Important

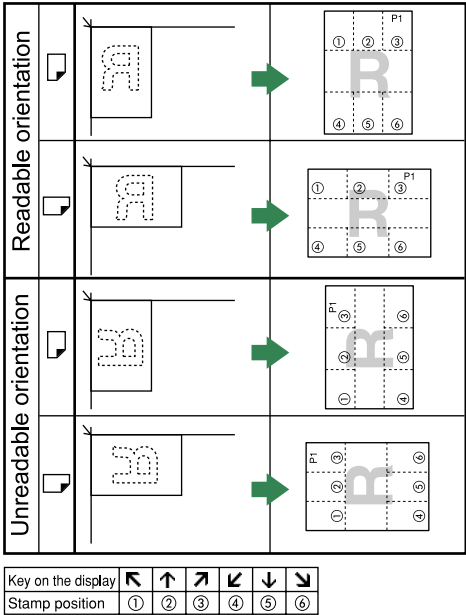
- You cannot use the bypass tray with this function.

There are six types of page numbering.

- P1,P2...
- 1/5,2/5...
- -1-, -2-...
- P.1,P.2...
- 1, 2...
- 1-1, 1-2...

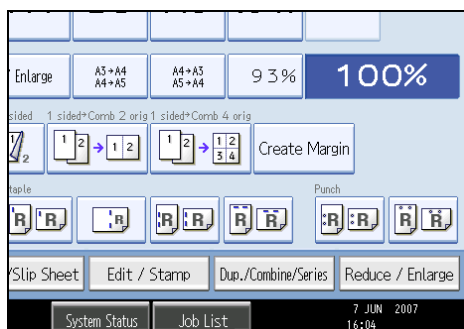
Stamp position and original orientation

The page stamp positions differ according to the orientation in which you place the originals.



BAT079S

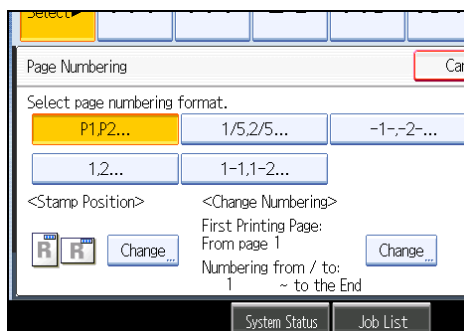
1. Press [Edit / Stamp].



2. Press [Stamp].

3. Press [Page Numbering].

4. Select the page numbering format.



You can change the stamp position, pages to be stamped, and numbering.

5. After making all settings, press [OK].

6. Press [OK].

Note

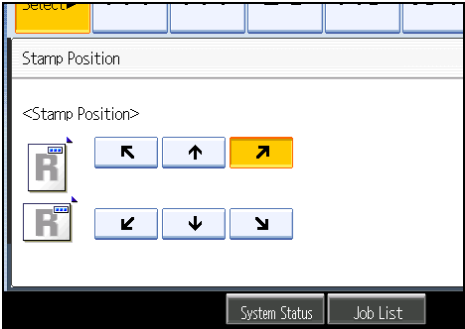
- You can change the settings for Page Numbering under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.
- You can change the stamp position if Combine or Duplex is specified for use with this function under Duplex Back Page Stamping Position or Page Numbering in Combine in User Tools. For details about these settings, see "Copier/Document Server Features", General Settings Guide.

Changing the stamp position

Changes the stamp position.

1. Press [Change] under Stamp Position.

2. Select the stamp position, and then press [OK].

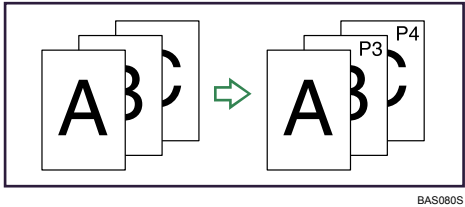


3

Specifying the first printing page and start number ("P1,P2...", "-1-,-2-...", "P.1,P.2...", "1,2...")

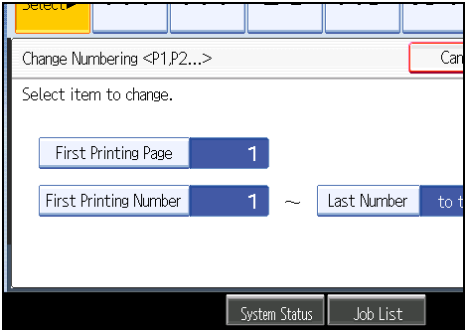
Specify the first printing page and start number.

The example below shows when the first printing page is "2" and the start number is "3".



In the following procedure, "P1, P2..." is selected, but the procedure is the same regardless of the format you select.

1. Press [Change] under Change Numbering.
2. Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].



3. Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].

4. Press [Last Number], enter the number of the page at which to stop numbering with the number keys, and then press [#].

If you want to number all pages to the end, press [to the End].

To change the number entered, press [Clear] and then enter a new number.

5. After making all settings, press [OK].

6. Press [OK] twice.

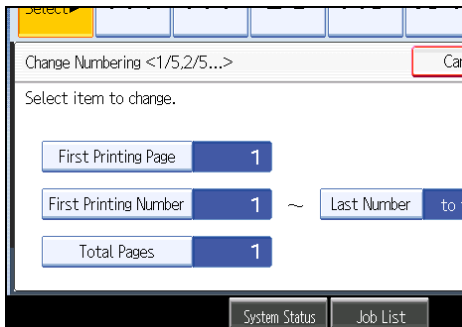
↓ Note

- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], and [Last Number].

Specifying the first printing page and start number ("1/5,2/5...")

Specify the first printing page and start number.

1. Press [Change] under Change Numbering.
2. Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].



3. Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].
4. Press [Last Number], enter the number of page at which to stop numbering with the number keys, and then press [#].

If you want to number all pages to the end, press [to the End].

5. Press [Total Pages], enter the total number of original pages with the number keys, and then press [#].

To change the number entered, press [Clear] and then enter a new number.

6. After making all settings, press [OK].

7. Press [OK] twice.

↓ Note

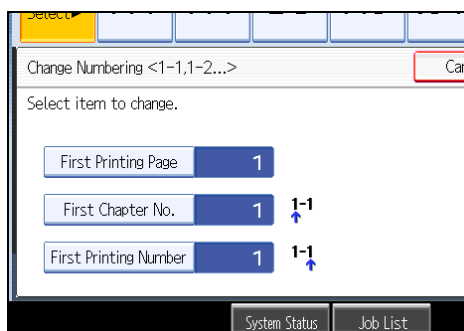
- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], [Last Number], and [Total Pages].

Specifying the first printing page and start number ("1-1,1-2...")

3

Specify the first printing page and start number.

1. Press [Change] under Change Numbering.
2. Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].



3. Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].
4. Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].
5. When page designation is complete, press [OK].
6. Press [OK] twice.

↓ Note

- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], and [First Chapter No.].
- To change the value you entered, press [Clear], and then enter the new value.

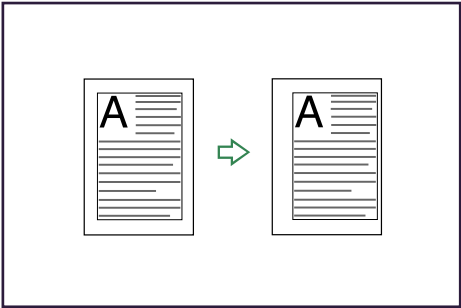
Advanced Copier Functions

This section describes the machine's advanced copy functions.

Margin Adjustment

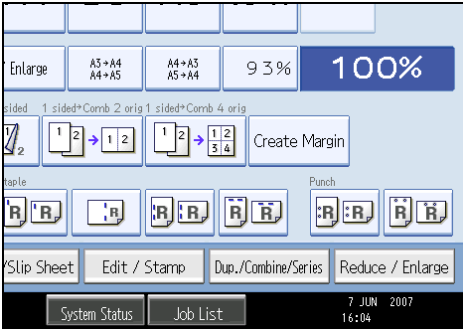
Copies originals leaving a binding margin.

3



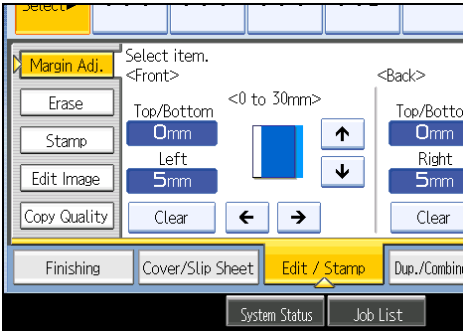
BAS086S

1. Press [Edit / Stamp].



2. Make sure that [Margin Adj.] is selected. If [Margin Adj.] is not selected, press [Margin Adj.].

3. Specify a binding margin for the front side pages.



4. Specify a binding margin for the back side pages. Then press [OK].

If you do not need to specify the margins for the back side pages, press [OK].

↓ Note

- To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value.
- Press [↓] and [↑] to set the top or bottom position. Press [←] and [→] to set the left or right position.
- You can set the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments.
- Margin on the back side of the page is valid when 1 Sided → 2 Sided or Combine 2 Sides is selected.
- You can change the settings for Margin Adjustment under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

3

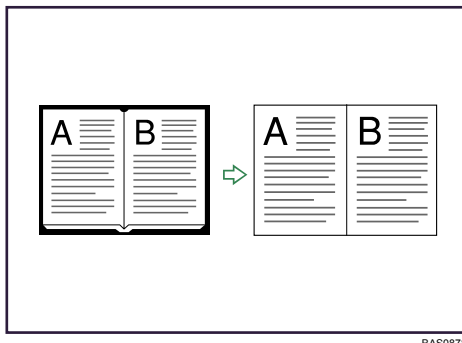
Erase Centre / Border

This function erases the centre and/or all four sides of the original image.

This function has the following three types:

Erase Border

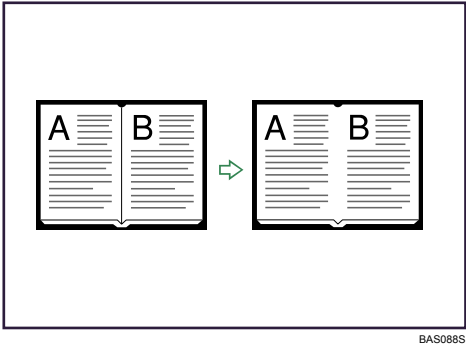
Erases the edge margin of the original image.



BAS087S

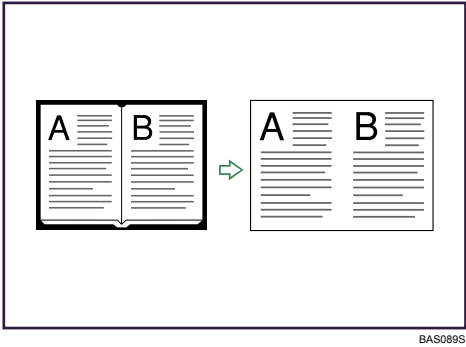
Erase Centre

Erases the centre margin of the original image.



Erase Centre/Border

Erases both the centre and edge margins of the original image.



Note

- The relationship between the original orientation and the erased part is as follows:

Original	Original

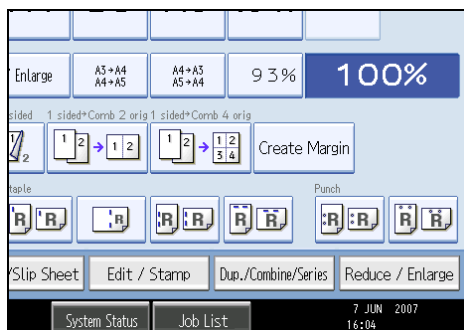
1. Erased part
2. 2 - 99 mm (0.1 - 3.9 inches)

- To erase the image on the back side of the original, press [2 Sided Setting] and then [Back]. Erasing the image on the back side is valid when you copy 2-Sided originals.
- The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

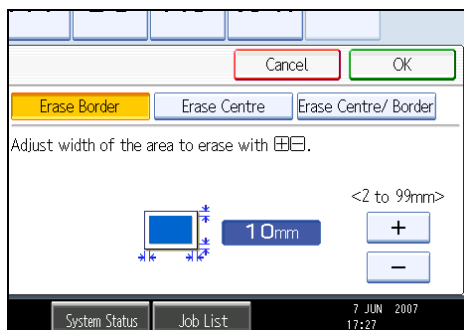
Erase Border (same width)

Erases the edge margin of the original image.

1. Press [Edit / Stamp].



2. Press [Erase].
3. Press [Erase Centre / Border].
4. Press [Erase Border].
5. Press [Same Width].
6. Specify an erase border width with [+] and [-].



Pressing [+] or [-] changes the width in increments of 1 mm (0.1 inch). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

7. Press [OK] twice.

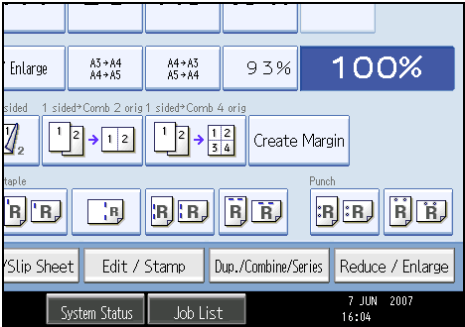
Note

- To change the value you entered, press [+] and [-], and then specify a new value.

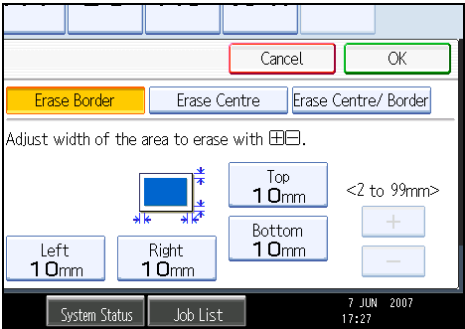
Erase Border (different width)

Erases the edge margins of the original image.

1. Press [Edit / Stamp].



2. Press [Erase].
3. Press [Erase Centre / Border].
4. Press [Erase Border].
5. Press [Different Width].
6. Press the key you want to change and specify an erase width with [+] and [-].



7. Press [OK] twice.

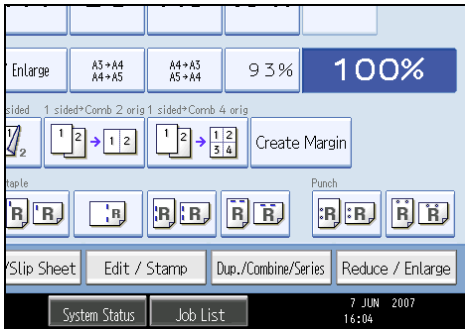
Note

- To change the value you entered, press [+] and [-], and then specify a new value.

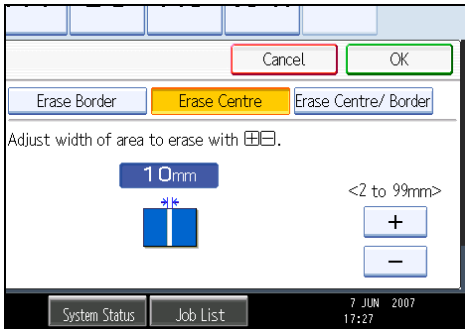
Erase Centre

Erases the centre margin of the original image.

1. Press [Edit / Stamp].



- 2. Press [Erase].
- 3. Press [Erase Centre / Border].
- 4. Press [Erase Centre].
- 5. Specify the erase width with [+] and [-].



6. Press [OK] twice.

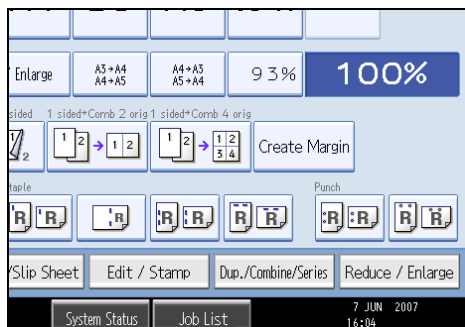
Note

- To change the value you entered, press [+] and [-], and then specify a new value.

Erase Centre / Border (same width)

Erases both the centre and edge margins of the original image.

1. Press [Edit / Stamp].



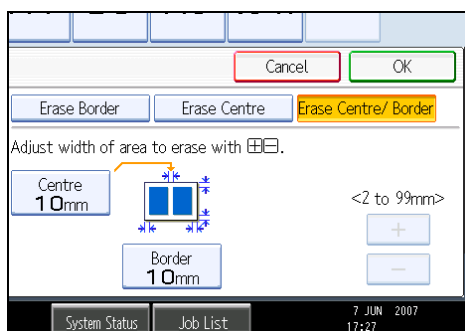
2. Press [Erase].

3. Press [Erase Centre / Border].

4. Press [Erase Centre / Border].

5. Press [Same Width].

6. Press [Centre], and then specify the erase width with [+] and [-].



7. Press [Border], and then specify the erase width with [+] and [-].

8. Press [OK] twice.

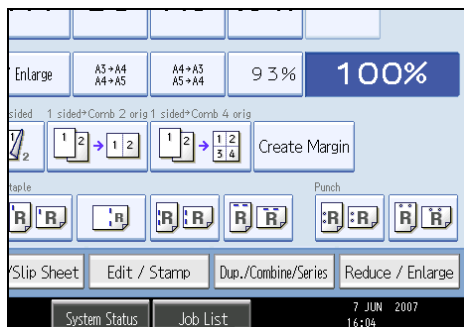
Note

- To change the value you entered, press [+] and [-], and then specify a new value.

Erase Centre / Border (different width)

Erases both the centre and edge margins of the original image.

1. Press [Edit / Stamp].



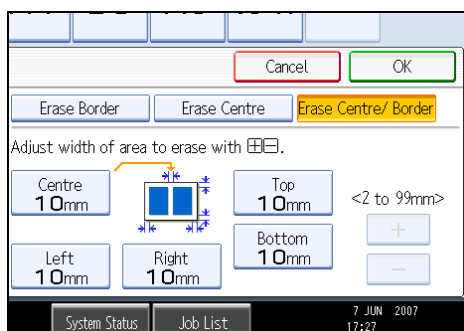
2. Press [Erase].

3. Press [Erase Centre / Border].

4. Press [Erase Centre / Border].

5. Press [Different Width].

6. Press the key you want to change and specify an erase width with [+] and [-].



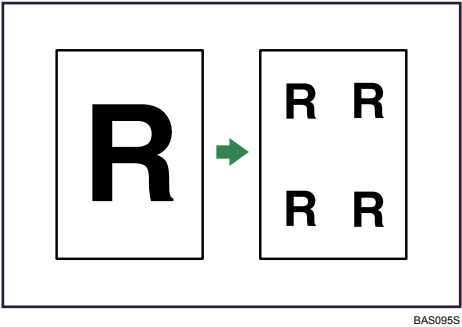
7. Press [OK] twice.

Note

- To change the value you entered, press [+] and [-], and then specify a new value.

Image Repeat



The original image is copied repeatedly.






3

The number of repeated images depends on the original size, paper size, and reproduction ratio. For example, see the following table:

Original: A5□/Copy paper: A4□, Original: A5□/Copy paper A4□, Original: $5\frac{1}{2} \times 8\frac{1}{2}$ □/ Copy paper: $8\frac{1}{2} \times 11$ □, or Original: $5\frac{1}{2} \times 8\frac{1}{2}$ □/Copy paper: $8\frac{1}{2} \times 11$ □

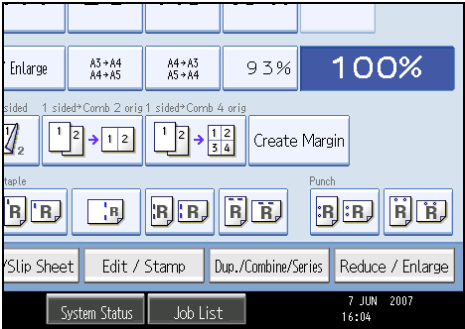
4 repeats (71 %)	16 repeats (35 %)
 BAT096S	 BAT095S

Original: A5□/Copy paper: A4□, Original: A5□/Copy paper A4□, Original: $5\frac{1}{2} \times 8\frac{1}{2}$ □/ Copy paper: $8\frac{1}{2} \times 11$ □, or Original: $5\frac{1}{2} \times 8\frac{1}{2}$ □/Copy paper: $8\frac{1}{2} \times 11$ □

2 repeats (100 %)	8 repeats (50 %)	32 repeats (25 %)
 BAT086S	 BAT087S	 BAT088S

1. Select the size of copy paper and the reproduction ratio.

2. Press [Edit / Stamp].



3. Press [Edit Image].

4. Press [Image Repeat].

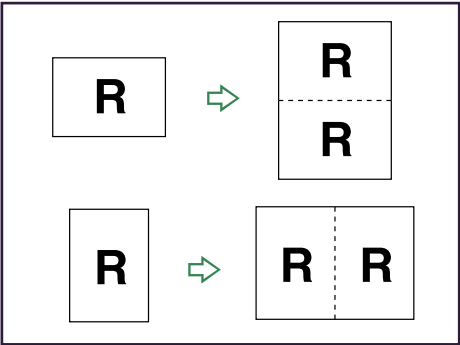
5. Press [OK].

↓ Note

- You can change the settings for Image Repeat under Edit in User Tools. For details about Edit, see “Copier/Document Server Features”, General Settings Guide.

Double Copies

One original image is copied twice on one sheet.















BAS098S

★ Important

- You cannot use the bypass tray with this function.
- Originals with a size of A5, B6 JIS, and $5\frac{1}{2} \times 8\frac{1}{2}$ cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

See the following table for original and copy paper sizes when using a 100 % ratio:







Metric version

Original size and Orientation	Copy paper size and Orientation
A5 	A4 
B6 JIS 	B5 JIS 
A4 	A3 
A5 	A4 
B5 JIS 	B4 JIS 
B6 JIS 	B5 JIS 

BCY008S

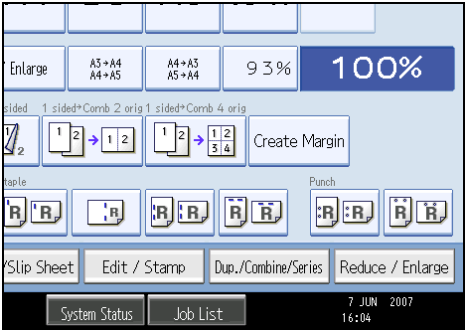
3

Inch version

Original size and Orientation	Copy paper size and Orientation
5 1/2 × 8 1/2 	8 1/2 × 11 
5 1/2 × 8 1/2 	8 1/2 × 11 
8 1/2 × 11 	11 × 17 

BAT100S

1. Press [Edit / Stamp].



2. Press [Edit Image].

3. Press [Double Copies].

4. Press [OK].

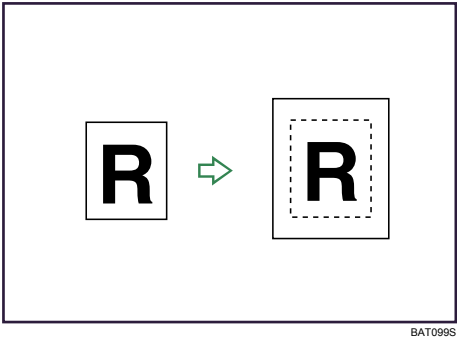
5. Select the paper size.

Note

- You can change the settings for Double Copies under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

Centring

You can make copies with the image moved to the centre of the copy paper.



★ Important

- You cannot use the bypass tray with this function.

The original sizes and orientations you can use with this function are as follows:

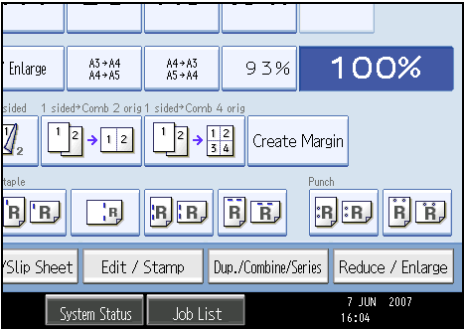
Metric version

Original location	Original size and orientation
Exposure glass	A3□, B4 JIS□, A4□□, B5 JIS□□, 8 1/2 × 13□
ADF	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□□, 11 × 17□, 8 1/2 × 11□□, 8 1/2 × 13□

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17□, 8 1/2 × 14□, 8 1/2 × 11□□
ADF	A3□, A4□□, 11 × 17□, 8 1/2 × 14□, 8 1/2 × 11□□, 5 1/2 × 8 1/2□□, 10 × 14□, 7 1/4 × 10 1/2□

1. Select the paper size.
2. Press [Edit / Stamp].

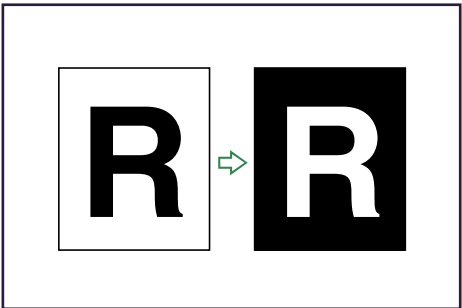


3. Press [Edit Image].
4. Press [Centring].
5. Press [OK].

Positive/Negative

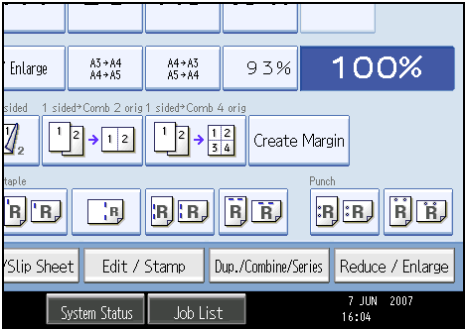
Copies an image inverted.

3



BAS100S

1. Press [Edit / Stamp].



2. Press [Edit Image].
3. Press [Positive / Negative].
4. Press [OK].

Series Copies







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

★ Important

- You cannot use the Book → 1 Sided function from the ADF.





The following table shows the paper sizes for Book → 1 Sided when the reproduction ratio is 100%:

Metric version

Original	Paper for 1-sided copy
A3 	A4  × 2 sheets
B4 JIS 	B5 JIS  × 2 sheets
A4 	A5  × 2 sheets

BAT140S

Inch version

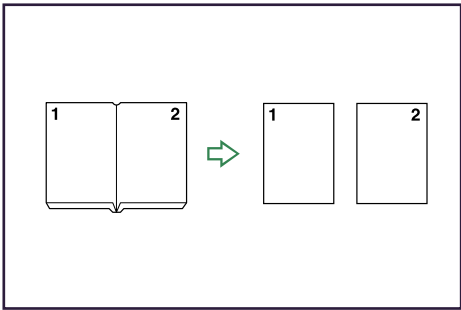
Original	Paper for 1-sided copy
11 × 17 	8 1/2 × 11  × 2 sheets
8 1/2 × 11 	5 1/2 × 8 1/2  × 2 sheets

BAT102S

There are two types of Series Copies.

Book → 1 Sided

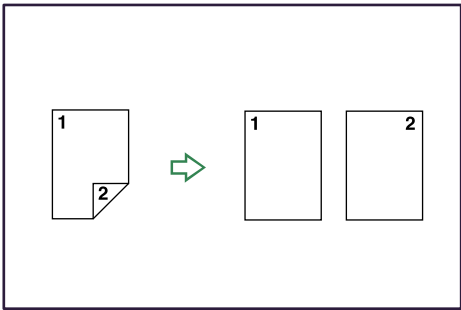
You can make 1-sided copies from two facing pages of a bound original (book).



BAS103S

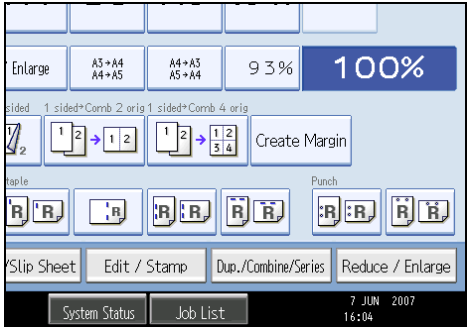
2 Sided → 1 Sided

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



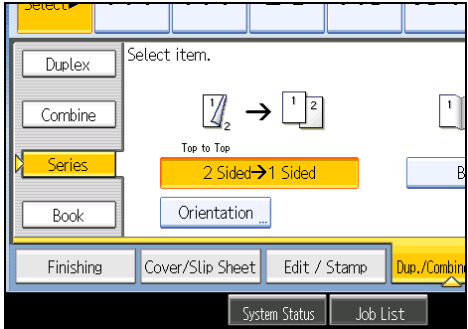
BAS104S

1. Press [Dup./Combine/Series].



2. Press [Series].

3. Select [2 Sided → 1 Sided] or [Book → 1 Sided], and then press [OK].



If you specified [2 Sided → 1 Sided], you can specify the orientation.

↓ Note

- Press the [#] key after all originals have been scanned.

📖 Reference

- p.51 "Originals and copy orientation"

Booklet/Magazine

Copies two or more originals in page order.

★ Important

- You cannot use the bypass tray with this function.

The following table shows the paper sizes for Book → 2 Sided when the reproduction ratio is 100%:

Metric version

Original	Paper
A3	A4 (2-sided)
B4 JIS	B5 JIS (2-sided)
A4	A5 (2-sided)

BAT134S

Inch version

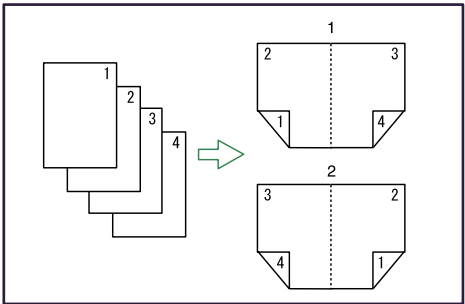
Original	Paper
11 × 17	8 1/2 × 11 (2-sided)
8 1/2 × 11	5 1/2 × 8 1/2 (2-sided)

BAT101S

There are six types of Booklet/Magazine.

1 Sided → Booklet

Make copies in page order for a folded booklet as shown.

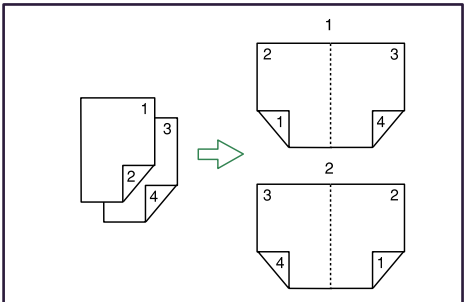


BAT105S

- 1. Open to left
- 2. Open to right

2 Sided → Booklet

Make 2-sided originals to copies in page order for a folded booklet as shown.

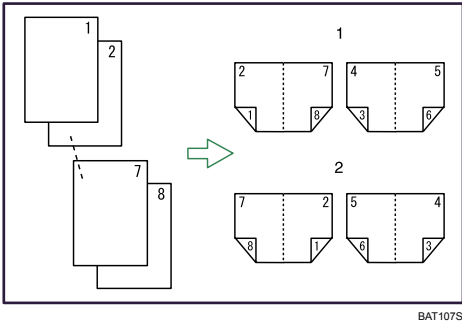


BAT106S

- 1. Open to left
- 2. Open to right

1 Sided → Magazine

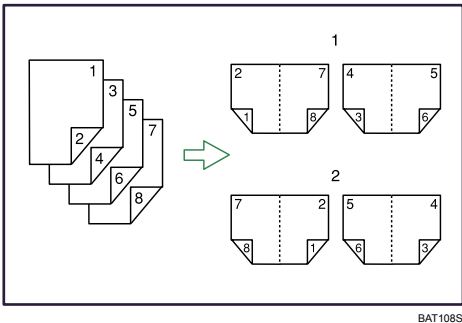
Copies two or more originals to make copies in page order when they are folded and stacked.



- 1. Open to left
- 2. Open to right

2 Sided → Magazine

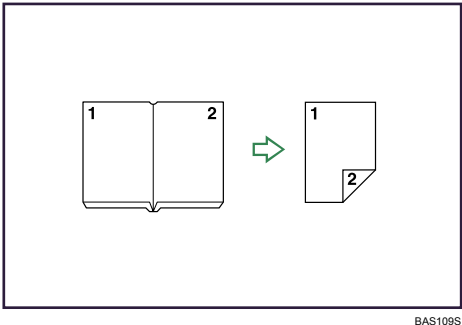
Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.



- 1. Open to left
- 2. Open to right

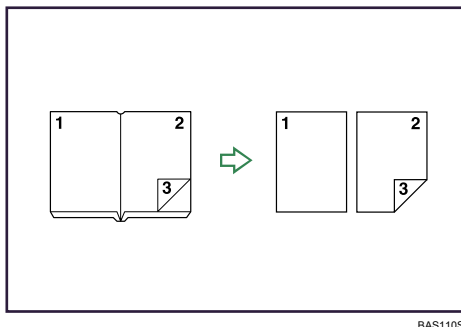
Book → 2 Sided

Copies a two-page spread original onto one sheet with one page per side.



Front & Back → 2 Sided

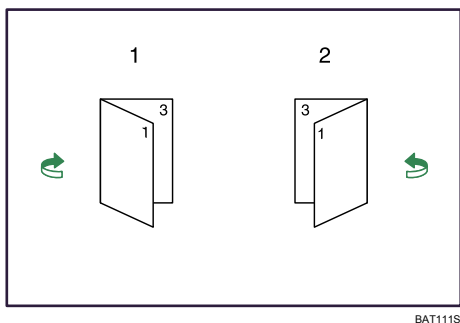
Copies each two-page spread original as it is onto both sides of a sheet.



3

How to fold and unfold copies to make a booklet

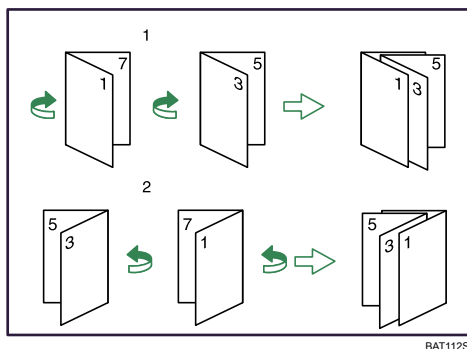
Fold a copy along the centreline, and open.



1. Open to left
2. Open to right

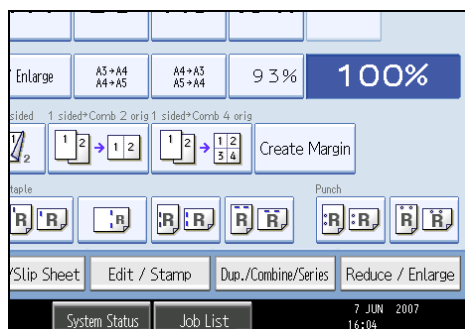
How to fold and unfold copies to make a magazine

Fold and stack copies to make a magazine, and open.



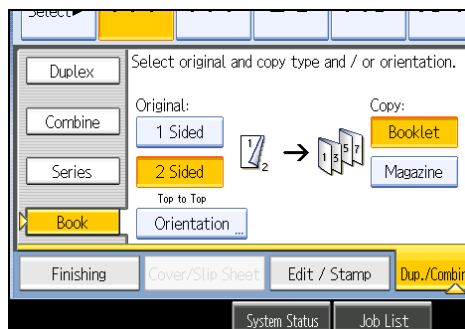
1. Open to left
2. Open to right

1. Press [Dup./Combine/Series].



2. Press [Book].

3. Select a book type separately for the original ([1 Sided] or [2 Sided]) and copy ([Booklet] or [Magazine]), or select a book type from [Book → 2 Sided] and [Front&Back → 2 Sided].



If you specified [2 Sided] for the original, [Book → 2 sided], or [Front&Back → 2 sided], you can specify the orientation of originals or copies.

4. Select the paper size.

5. Press [OK].

Note

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- The machine sets the reproduction ratio automatically to meet the paper size.
- The default setting for the orientation of Booklet and Magazine is [Open to Left]. You can change the default under Orientation: Booklet, Magazine in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Reference

- p.51 "Originals and copy orientation"

Covers

You can use this function to create cover sheets by adding additional pages of different paper, or copying existing pages onto different paper.

★ Important

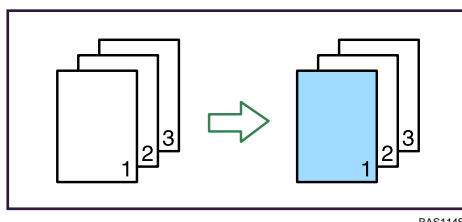
- Before using this function, select the tray for covers under Cover Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.
- You cannot specify the bypass tray as the Main Sheet Tray. Only cover sheets or slip sheets can be loaded in the bypass tray.
- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

The Covers function includes Front Cover and Front/Back Covers.

Front Cover

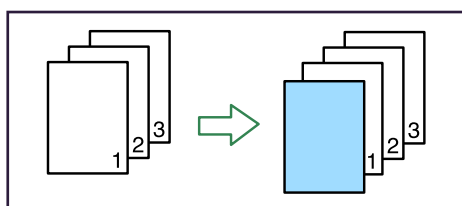
This function copies the first page of an original onto paper that has been specified for covers, or places a cover sheet before the first copy page.

- Copy



BAS114S

- Blank

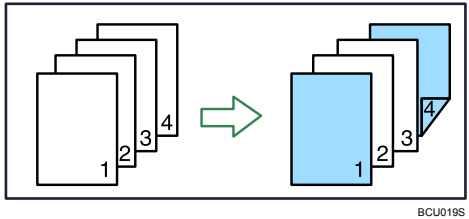


BAS115S

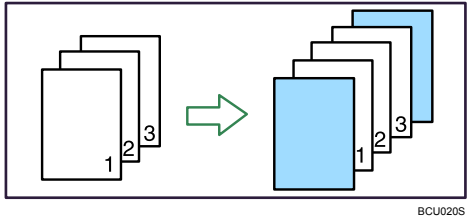
Front/Back Covers

This function copies the first and last pages of an original onto paper that has been specified for covers, or places a cover sheet before the first copy page and after the last copy page.

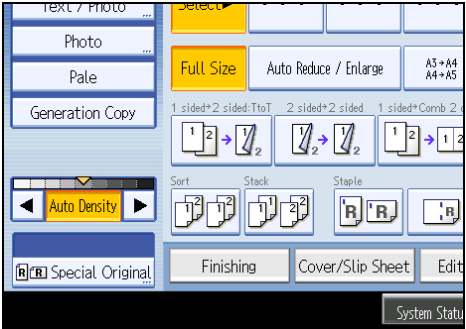
- Copy



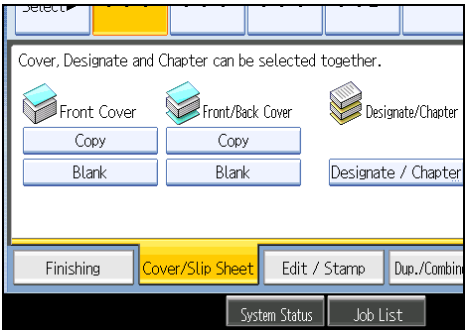
- Blank



1. Press [Cover/Slip Sheet].



2. Select [Copy] or [Blank] for the cover sheet, and then press [OK].



3. Select the main sheet tray that contains the paper to copy the originals.

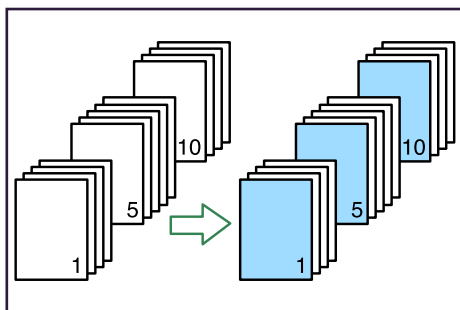
Note

- The cover sheet should be the same size and orientation as the main sheets.
- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Copier/Document Server Features", General Settings Guide.

Designate

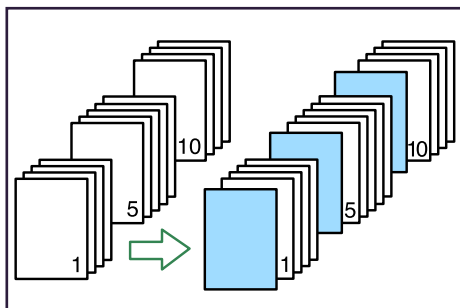
Use this function to have certain pages of your original copied onto designation sheets or to insert a designation sheet for each page specified.

- Copy



BAS118S

- Blank

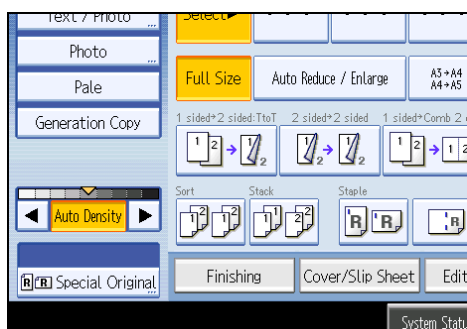


BAS119S

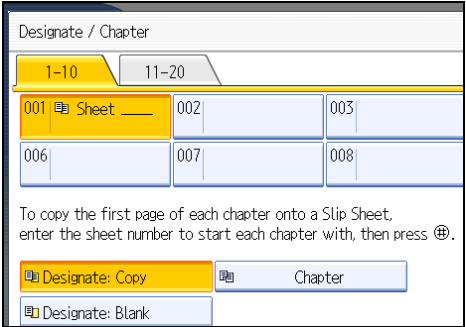
★ Important

- Before using this function, select the tray for designation sheets under Slip Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.
- You cannot specify the bypass tray as the Main Sheet Tray.

1. Press [Cover/Slip Sheet].



2. Press [Designate / Chapter].
3. Select [Designate: Copy] or [Designate: Blank].
4. Press the key to select the chapter number.



To select pages 11 to 20 (chapter), press [11-20].

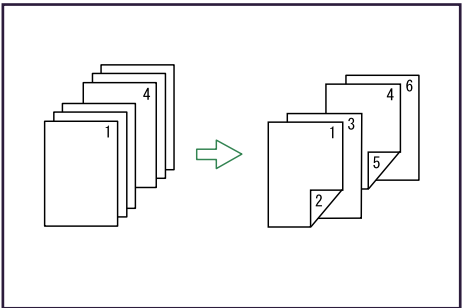
5. Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.
6. To specify another page location, repeat steps 4 to 5.
Up to 20 locations can be specified.
7. Select the main sheet tray that contains the paper to copy the originals.
8. After making all settings, press [OK] twice.

Note

- The designation sheets should be the same size and orientation as the main sheets.

Chapters

The page locations you specify with this function will appear on the front of copy sheets.

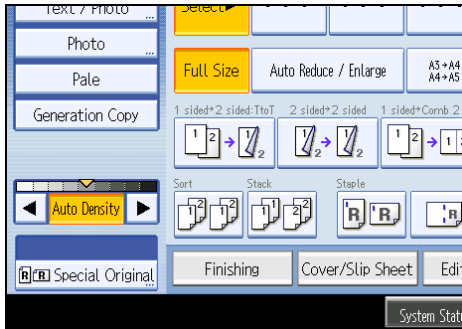


BAS120S

★ Important

- Before selecting this function, press [Dup./Combine/Series] and then select [1 Sided → 2 Sided] or [Combine].
- This function can be used only when you use the Duplex (1 Sided → 2 Sided) or Combine function.

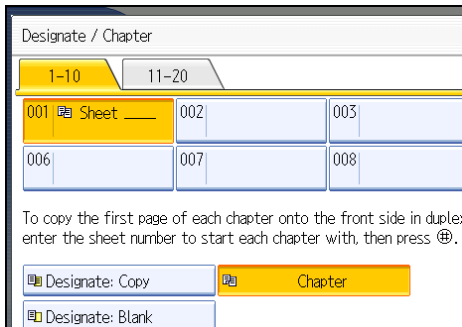
1. Press [Cover/Slip Sheet].



2. Press [Designate / Chapter].

3. Press [Chapter].

4. Press the key to select the chapter number.



To select chapters 11 to 20, press [11-20].

5. Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.

Up to 20 locations can be specified.

6. To specify another page location, repeat steps 4 to 5.

7. Select the main sheet tray that contains the paper to copy the originals.

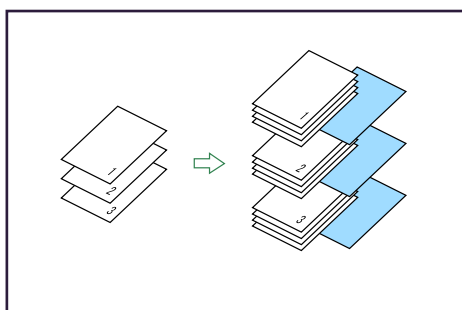
8. After making all settings, press [OK] twice.

↓ Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Slip Sheets

Every time an original page changes, a slip sheet is inserted. You can also print on the inserted slip sheet. Since a slip sheet is inserted for every page, you can protect printed surfaces. This function is useful in copying OHP transparencies.



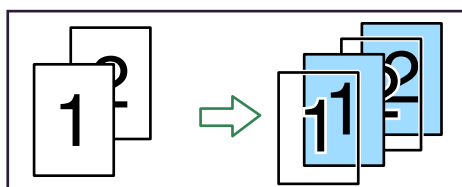
BAS122S

★ Important

- If [1 Sided → 2 Sided] is set, cancel the setting.
- Before using this function, select the tray for slip sheets under Slip Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.

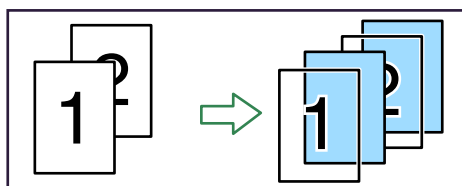
When placing OHP transparencies in the bypass tray

- Copy



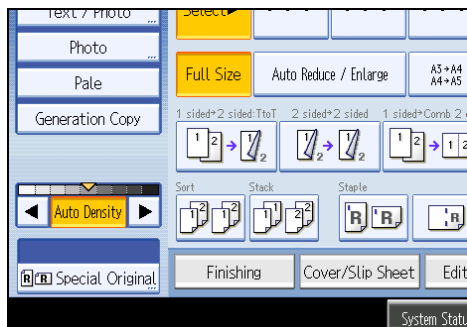
BAS123S

- Blank

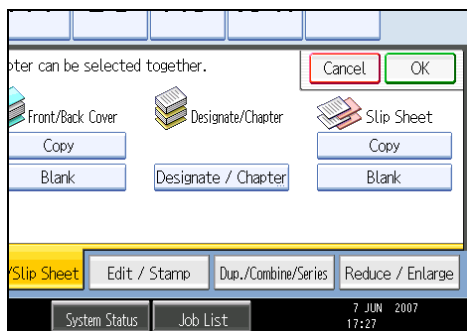


BAS124S

1. Press [Cover/Slip Sheet].



2. Select [Copy] or [Blank] for the slip sheets, and then press [OK].



3. Select the main sheet tray that contains the paper to copy the originals.

When copying onto OHP transparencies, use the bypass tray.

↓ Note

- When setting OHP transparencies on the bypass tray, press the [#] key and select [OHP (Transparency)] in Special Paper.
- The slip sheets should be the same size and orientation as the copy paper or the OHP transparency.

📖 Reference

- p.41 "Copying onto Special Paper"

4. Document Server

The Document Server enables you to store documents on the hard disk of this machine. Thus you can print them later applying necessary conditions.

Relationship between Document Server and Other Functions

State of the Document Server varies depending on the function used.

Copier functions

- Storing method: Copy/Document Server
- List display: Available
- Printing: Available
- Transmission: Unavailable

Printer functions

- Storing method: Personal computer
- List display: Available
- Printing: Available
- Transmission: Unavailable

Facsimile functions

- Storing method: Facsimile
- List display: Available
- Printing: Available
- Transmission: Available

The data can be transferred by the facsimile feature. For details, see "Sending Stored Documents", Facsimile Reference.

Scanner functions

- Storing method: Scanner
- List display: Unavailable

When documents are stored with the scanner feature, you can confirm them from the scanner feature screen. For details, see "Displaying the List of Stored Files", Scanner Reference.

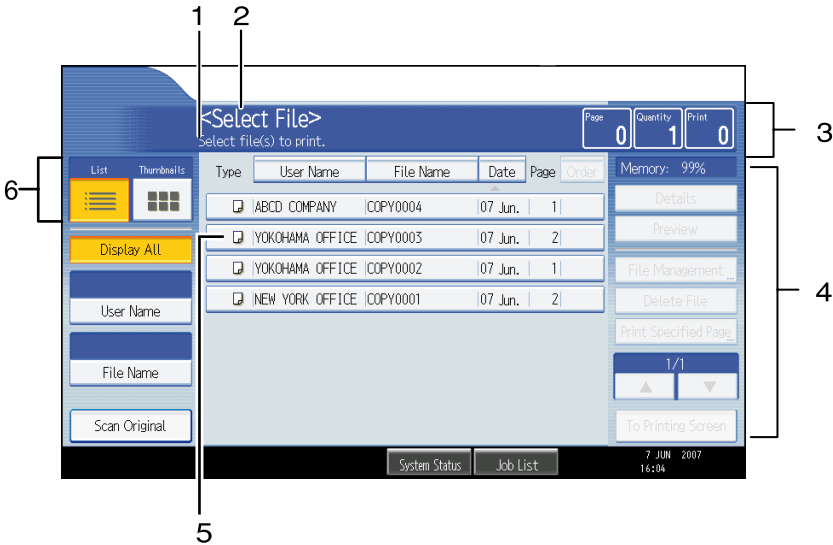
- Printing: Unavailable
- Transmission: Available

The data can be transferred by the scanner feature. For details, see "Sending a Stored File", Scanner Reference.

Document Server Display

Explains the screens and icons displayed in the Document Server function.




Document Server initial display



BCU021S

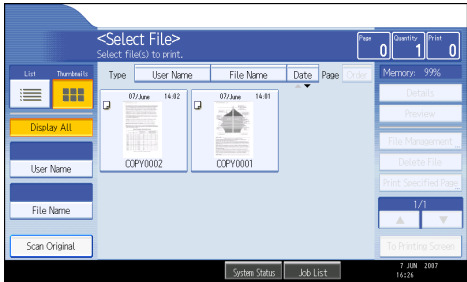
1. Displays operational status and messages.
2. Displays the title of the current screen.
3. Displays the numbers of originals stored into the memory, copies set, and copies made.
4. Displays keys for the operation.
5. Displays an icon that indicates the function used to stored the document.
6. Displays keys for switching the display between list and thumbnails.

The following icons appear in the list of the Document Server to indicate the function used to store a document.

Function	Copier	Facsimile	Printer
Icons			

Thumbnail screen

In thumbnail view, miniature images of the stored documents are displayed. This is useful for checking a document's content.



Note

- All the stored documents may not be displayed depending on the security function specified.

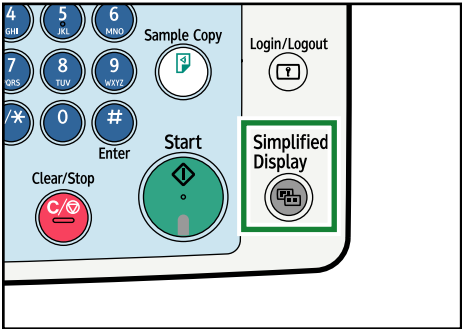
Simplified Display

4

This section explains how to switch to the simplified display.

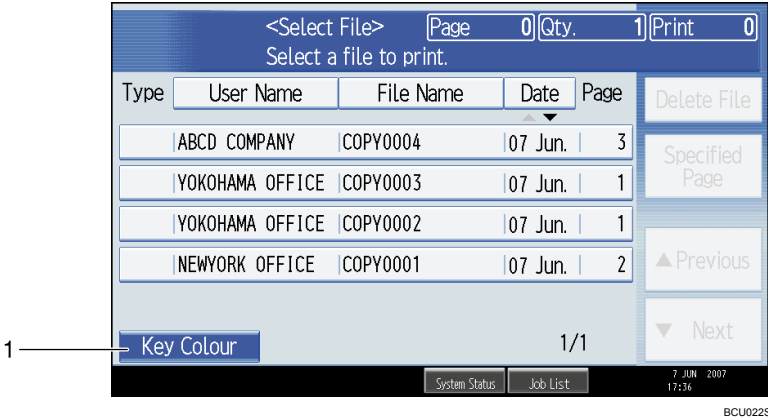
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

Letters and keys are displayed at a larger size, making operations easier.



BCU048S

Simplified Document Server Screen



1. [Key Colour]

Press to increase screen contrast by changing the colour of the keys.

This is available only for the simplified display.

Note

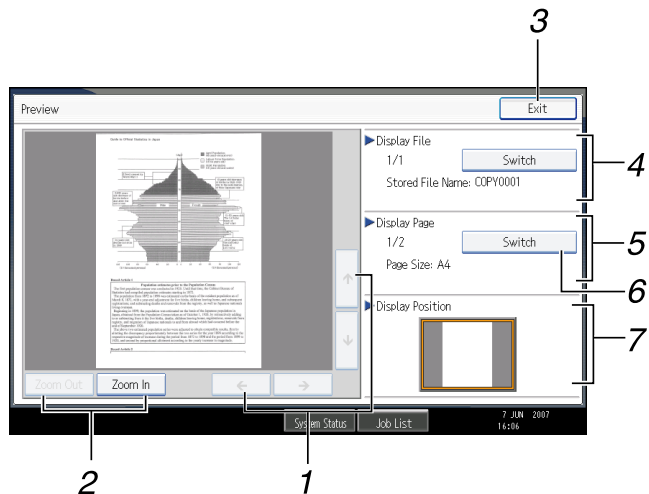
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

Preview Display

This section explains the items that appear on the preview display and how to preview stored documents.

To preview stored documents, select the documents you want to preview on the Document Server initial display, and then press [Preview]. The preview display denotes the screen that allows confirming contents of the scanned documents.

Preview Display



BCU023S

1. [←][→][↑][↓]

Moves the display area in the direction indicated by the arrow.

2. [Zoom Out], [Zoom In]

Scales the displayed page down or up.

3. [Exit]

Closes the preview display.

4. Display File

Displays the file name.

If you have selected two or more files for preview, press [Switch] to switch between them.

5. Display Page

Displays the number of the currently displayed page, total number of pages, and page size.

6. [Switch]

Flips the page of the selected file.

7. Display Position

Indicates the location of the displayed preview image when the image is enlarged.

Note

- When the preview is already selected from another function, the preview screen function may become unusable.
- The preview display is also not available when the paper size is larger than A3.

Using the Document Server

Following describes how to use the Document Server.

Storing Data

Following describes the procedure for storing documents on the Document Server.

★ Important

- Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.
- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.
- Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.
- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press the [Clear Modes] key to cancel the document selection.
- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- When turning on the fax transmission or scanning by the scanner, make sure that all other operations are ended.

File Name

A document name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the document name.

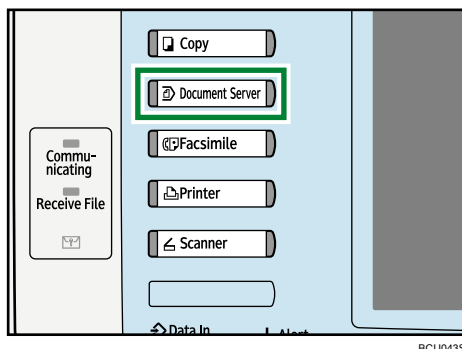
User Name

You can register a user name to identify the user or user group that stored the documents. To assign it, select the user name registered in the Address Book, or enter the name directly.

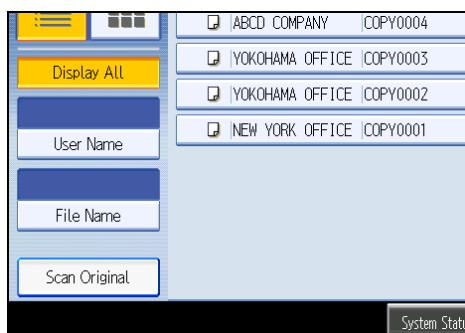
Password

To prevent unauthorized printing, you can set a password for any stored document. A protected document can only be accessed if its password is entered. If a password is set for the documents, the key icon appears next to the documents.

1. Press the [Document Server] key.



2. Press [Scan Original].



3. Enter a user name, file name, and password, if necessary.

When not changing a file name, the name will be automatically set.

4. Set the original.

5. Specify the original scanning conditions.

6. Press the [Start] key.

The original is scanned. The document is saved in the Document Server.

Note

- Enter the password in the range of four and eight digits.
- To stop scanning, press the [Clear/Stop] key. To restart a paused scanning job, press [Continue] in the confirmation display. To delete saved images and cancel the job, press [Stop]. The original placed in the ADF will be ejected.
- If a password is set, the key icon appears on the left side of the file name.
- After scanning, a list of stored documents will be displayed. If the list does not appear, press [Scanning Complete].
- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto Delete File in Document Server in User Tools. See "System Settings", General Settings Guide.

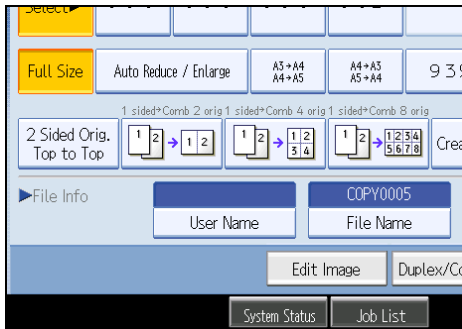
- If you do not want stored documents to be automatically deleted, select [Off] in Auto Delete File in Document Server before storing a document. If you select [On] later, data stored after will be automatically deleted.
- When storing another document in the Document Server after storing a document from the copy feature, be sure that its copy is completed.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see “Entering Text”, About This Machine.

Specifying a User Name

4

You can specify a user name for the stored file.

1. Press [Scan Original].
2. Press [User Name].



A list of user names appears.

3. Select a user name, and then press [OK].

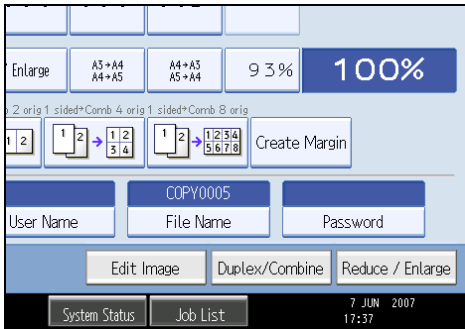
The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

Specifying a File Name

You can change the name of a stored document.

1. Press [Scan Original].

2. Press [File Name].



The soft keyboard appears.

3. Press [Delete All] to delete the document name to be automatically set.

Pressing [Backspace] allows you to delete up to any desired position.

4. Enter a document name, and then press [OK].

Note

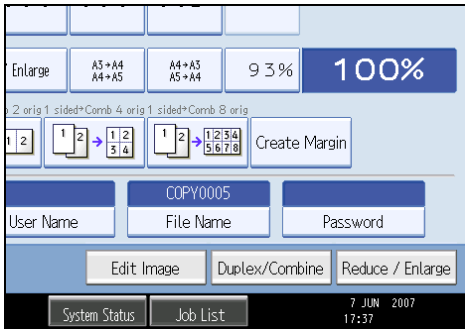
- You can enter up to 20 characters for a document name. In the list, however, up to 16 characters are displayed as the document name. If above limits are exceeded, the list will display up to 15 characters for the document name.

Specifying a Password

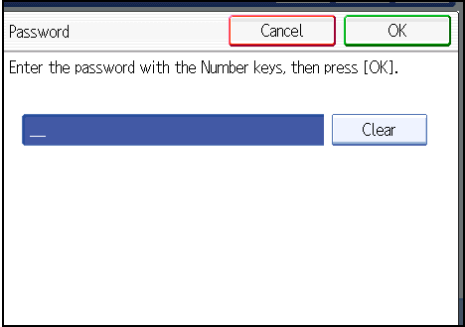
You can specify a password for the stored document.

1. Press [Scan Original].

2. Press [Password].



3. Enter a password with the number keys, and then press [OK].



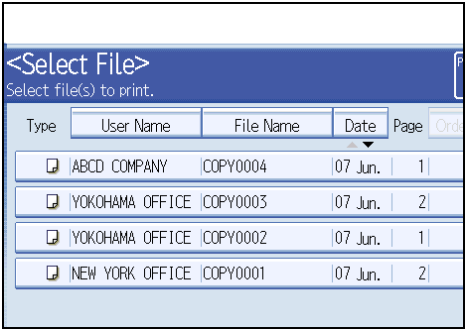
You can use four to eight digits for the password.

4. For double-check, enter the password again, and then press [OK].

Changing the User Name of a Stored Document

You can change the user name for a stored document.

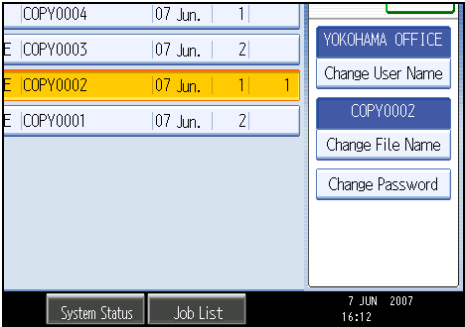
1. Select the document whose user name you want to change.



If a password is set, enter it, and then press [OK].

2. Press [File Management].

3. Press [Change User Name].



4. Enter a new user name, and then press [OK].

5. Press [OK].

Note

- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see “Entering Text”, About This Machine.

Changing the File Name of a Stored Document

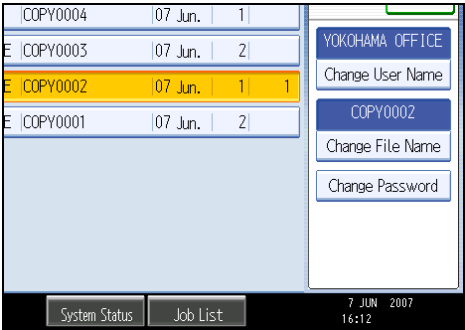
You can change the file name of a stored document.

1. Select the document whose name you want to change.

If a password is set, enter it, and then press [OK].

2. Press [File Management].

3. Press [Change File Name].



4. Enter a new file name, and then press [OK].

5. Press [OK].

Note

- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see “Entering Text”, About This Machine.

Changing the Password of a Stored Document

You can change the password of a stored document.

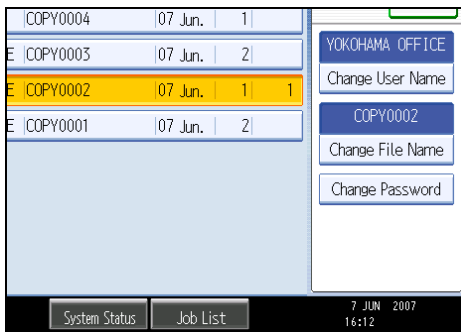
4

1. Select the document whose password you want to change.

If a password is set, enter it, and then press [OK].

2. Press [File Management].

3. Press [Change Password].



4. Enter a new password, and then press [OK].

5. For double-check, enter the password again and then press [OK].

6. Press [OK].

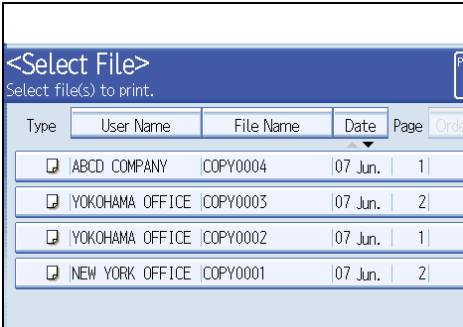
Note

- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see “Entering Text”, About This Machine.

Checking the Details of a Stored Document

You can confirm the details of a stored document.

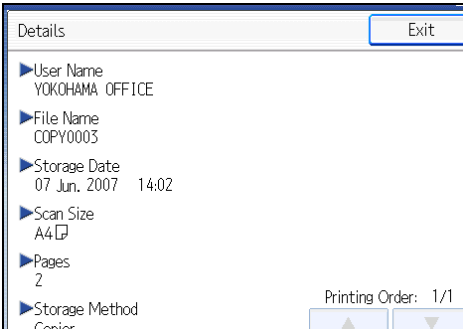
1. Select the document whose details are to be displayed.



If a password is set, enter it, and then press [OK].

2. Press [Details].

Details of the document will be displayed.



Note

- If you have selected two or more documents, press [▲] or [▼] to view their information.
- To cancel the selection, press the selected (highlighted) key.
- Pressing [Exit] restores the document selection screen.

Searching for Stored Documents

Searches for stored documents by user name or file name.

You can rearrange the currently chronologically ordered documents in any desired order.

Searching by file name

Searches for stored documents by file name.

Searching by user name

Searches for stored documents by user name.

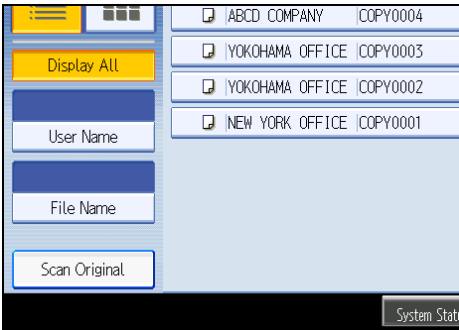
Note

- DeskTopBinder Lite enables searching and reordering of stored documents from computers.
- For details about DeskTopBinder Lite, see Instruction Manual and Help of DeskTopBinder Lite.

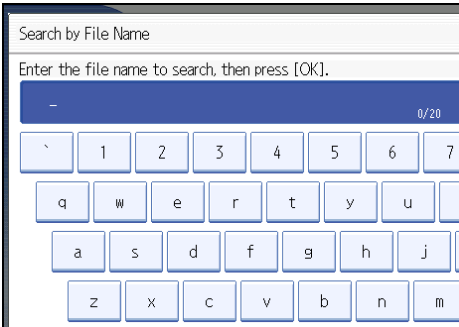
Searching by file name

Searches for stored documents by file name.

1. Press [File Name].



2. Enter the document name to be searched, and then press [OK].



Document names that match completely from the starting character will be searched and displayed on the screen.

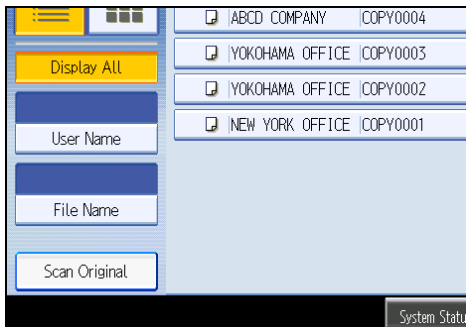
Note

- Pressing [Display All] displays all stored documents.

Searching by user name

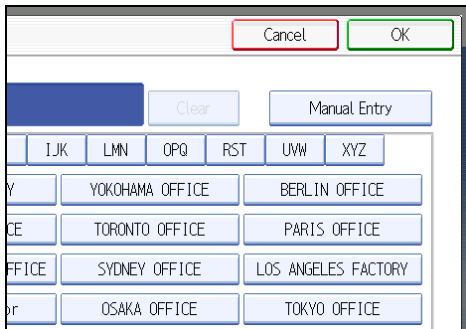
Searches for stored documents by user name.

1. Press [User Name].



2. When specifying a registered user name, select it.

3. When the user name is not registered, press [Manual Entry], and then enter it from the input screen to be displayed. Then press [OK].



4. Press [OK].

User names that match completely from the starting character will be searched and displayed on the screen.



Note

- Pressing [Display All] displays all stored documents.

Printing Stored Documents

Prints stored documents.

Web Image Monitor allows you to print documents stored in the Document Server from your computer.

1. Select a document to be printed.

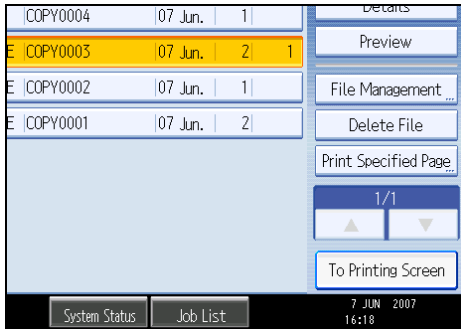
If a password is set, enter it, and then press [OK].

2. When printing two or more documents at a time, repeat step 1.

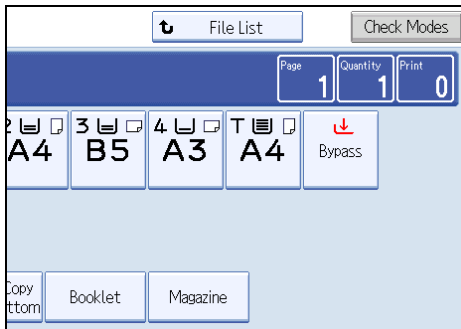
Up to 30 documents can be printed.

3. When specifying printing conditions, press [To Printing Screen].

The printing condition screen will appear. The user name, file name, and printing order of the document will be displayed.



4. Enter the number of print copies with the number keys.



The maximum quantity that can be set is 999. The default quantity is 99.

5. Press the [Start] key.

Printing will be started.

↓ Note

- You can search the target document using [User Name] or [File Name] situated in the left side of the screen.
- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.
- Some of the selected documents may not be printed due to the difference in the size or resolution.
- When changing the printing order, cancel the highlight and then specify the order correctly.
- Pressing the [Clear Modes] key cancels every selection.
- Pressing [Order] displays the selected documents in the printing order.
- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing. The facsimile feature does not have the function of storing the printing conditions.

- When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.
- Following settings are available for the printing conditions. For respective printing results, see “Basic Copying” and “Advanced Copying”.
 - Paper tray
 - The number of prints
 - 2 Sided Copy, Booklet, Magazine
 - Edit / Stamp
 - Cover / Slip Sheet
 - Finishing (Sort, Rotate Sort, Stack, Staple, Punch)
- When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy.
- When printing two or more documents at a time, you can print them as a single continuous document by specifying the order of their printing.
- When printing two or more documents at a time, the printing conditions set for the first document are applied to all the remaining documents.
- When two or more documents are selected, press [▲] [▼] to confirm the user name, document name and printing order of the document.
- Pressing [Select File] restores the document selection screen.
- The Stamp function is not specifiable to the documents being stored from the facsimile feature.
- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see “Copier/Document Server Features”, General Settings Guide.
- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, “Displaying a Stored Document with Web Image Monitor”.

Interrupting a print job

Interrupts a print job.

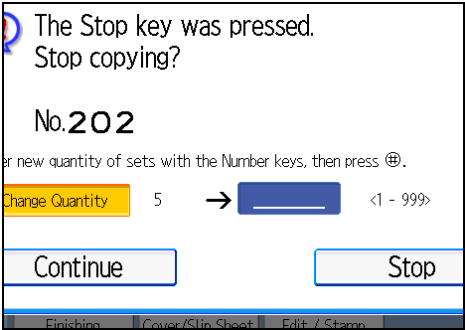
1. Press the [Clear/Stop] key.
2. Press [Stop].

Changing the number of sets

You can change the number of sets during printing.

★ Important

- This function can be used only when the Sort function is selected in the printing conditions.
1. Press the [Clear/Stop] key.
 2. Press [Change Quantity].
 3. Enter the number of sets anew with the number keys.



4. Press the [#] key.
 5. Press [Continue].
- Printing will be resumed.

↓ Note

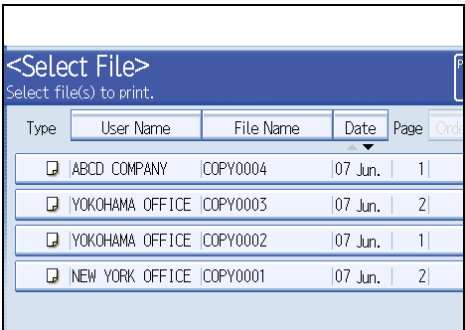
- The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.

Sample Print

When the number of sets is massive, you can print a single set in advance to check the printing order and the printing conditions of the selected documents.

★ Important

- This function can be used only when the Sort function is selected in the printing conditions.
1. Select the document to be printed.



If a password is set, enter it, and then press [OK].

2. Press the [Sample Copy] key.

Only one set will be printed.

3. Press [Continue].

Printing will be resumed.

Note

- To cancel the printing, press [Suspend]. The print screen will appear, enabling to set another item.

Printing the first page

In order to confirm the print results, you can print the first page alone of the document selected on the Select File screen.

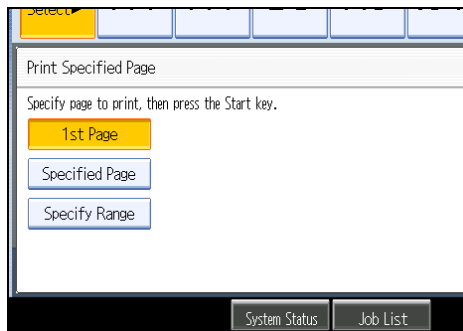
When two or more documents are selected, the first page of the respective documents is printed.

1. Select the document to be printed.

If a password is set, enter it, and then press [OK].

2. Press [Print Specified Page].

3. Press [1st Page].



4. Press the [Start] key.

Printing a specified page

You can print the specified page alone of the document selected on the Select File screen.

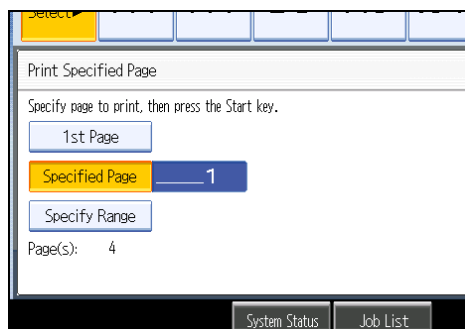
1. Select the document to be printed.

If a password is set, enter it, and then press [OK].

2. Press [Print Specified Page].

3. Press [Specified Page].

4. Specify the page to be printed with the number keys, and then press [#].



5. Press the [Start] key.

4

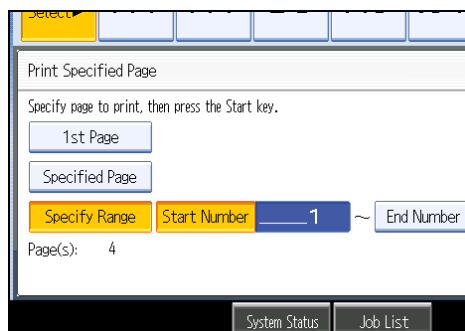
↓ Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Printing a specified range

You can print the pages in the specified range alone of the document selected on the Select File screen.

1. Select the document to be printed.
If a password is set, enter it, and then press [OK].
2. Press [Print Specified Page].
3. Press [Specify Range].
4. Specify the printing start page with the number keys, and then press [#].



5. Specify the printing end page with the number keys, and then press [#].
6. Press the [Start] key.

↓ Note

- To change the value you entered, press the key you want to change, and then enter a new value.

Deleting a Stored Document

Deletes a stored document.

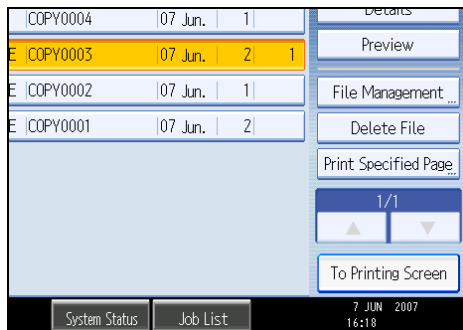
★ Important

- The Document Server can store up to 3000 documents. As the number of stored documents reaches 3000, storing of a new document becomes unavailable. Thus, you should delete unnecessary documents as much as practicable.

1. Select the document to be deleted.

If a password is set, enter it, and then press [OK].

2. Press [Delete File].



3. Press [Yes].

↓ Note

- You can delete all documents stored in the Document Server under Delete All Files in Document Server in User Tools. For details about Delete All Files in Document Server, see "System Settings", General Settings Guide.
- Web Image Monitor allows you to print a document stored in the Document Server from your computer.
- It is also possible to select two or more documents and delete them.
- You can search the target document using [File Name] or [User Name] situated in the left side of the screen.
- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.
- When you could not identify the target document from the document name, print the first page alone of the document in order to confirm the print results.
- To cancel the selection, press the selected (highlighted) key.
- For details about how to start Web Image Monitor, see "Displaying a Document in Document Server with Web Image Monitor".

Displaying Stored Documents with Web Image Monitor

You can display stored documents in the Document Server on the computer screen with Web Image Monitor.

1. **Start a Web browser.**
2. **Enter "http:// (IPv4 address, IPv6 address or host name of this machine) /" in the address bar.**

When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**




The list of documents in the Document Server will be displayed.

4. **Click  of the document you want to confirm.**

Information of the document will be displayed.

5. **Confirm contents of the document.**

Note

- You can change the format of the list. Click the  (Thumbnails),  (Icons), or  (Details).
- When you want to enlarge the preview display, click [Enlarge Image].

Downloading Stored Documents with Web Image Monitor

You can download stored documents to the computer with Web Image Monitor.

Important

- When downloading a document stored with the copy feature, the optional file format converter is required.

1. **Start a Web browser.**
2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

Top page of Web Image Monitor will be displayed.




3. Click [Document Server].

The list of documents in the Document Server will be displayed.

4. Click  of the document you want to download.**5. Select [PDF] or [Multi-page TIFF] for the file format.**

The data will be downloaded.

6. Click [OK].**↓ Note**

- You can change the format of the list. Click the  (Thumbnails),  (Icons), or  (Details).
- You cannot select [Multi-page TIFF] for a document being stored with the copy or printer.
- When downloading a document with [Multi-page TIFF], you must prepare the file format converter.

- *2 2 Sided → 1 Sided with Covers or Designate
- *3 Designate with Magazine
- *4 Covers with Date Stamp (If a HDD is not installed)
- *5 Front & Back → 2 Sided with Store File
- *6 Rotate Sort with Covers, Designate, Staple, Punch, or Copying from the Bypass Tray
- *7 Staple: Top 2 with Punch: Left, Staple: Top 1 with Punch: Top

Supplementary Information

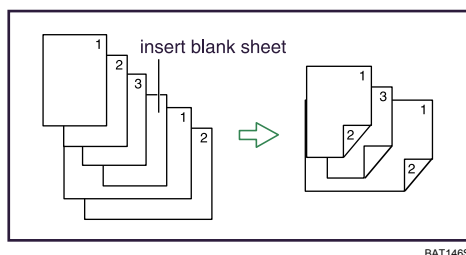
Describes the detailed specifications of the respective functions.

Batch mode

- You cannot switch between 1-sided and 2-sided originals during copying.

Mixed Sizes mode

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.
- Copying speed and scanning speed will be reduced.
- The weight range for originals in the Mixed Sizes mode is 52 - 81.4 g/m² (13.8 - 21.6 lb).
- When using this function with 1 Sided → 2 Sided mode, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.



Copying from the Bypass Tray

- The following paper sizes can be selected as the standard sizes:

A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6

11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10 1/2, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 12 × 18, 11 × 15, 11 × 14, 10 × 15, 10 × 14

Preset Reduce/Enlarge

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- Following shows the relation between the original and paper sizes at respective scaling factors.
 - Metric version
 - 400% (Area ratio 16 times): -
 - 200% (Area ratio 4 times): A5 → A3
 - 141% (Area ratio 2 times): A4 → A3, A5 → A4
 - 122%: A4 → B4 JIS, 8 × 13 → A3
 - 115%: B4 JIS → A3

93%: -

82%: B4 JIS \rightarrow A4, $8 \times 13 \rightarrow$ A4

75%: B4 JIS $\rightarrow 8 \times 13$

71% (Area ratio $1/2$ times): A3 \rightarrow A4, A4 \rightarrow A5

65%: A3 $\rightarrow 8 \times 13$

50% (Area ratio $1/4$ times): A3 \rightarrow A5, $8 \times 13 \rightarrow$ A5

25%: -

- Inch version

400% (Area ratio 16 times): -

200% (Area ratio 4 times): $5\frac{1}{2} \times 8\frac{1}{2} \rightarrow 11 \times 17$

155% (Area ratio 2 times): $5\frac{1}{2} \times 8\frac{1}{2} \rightarrow 8\frac{1}{2} \times 14$

129%: $8\frac{1}{2} \times 11 \rightarrow 11 \times 17$

121%: $8\frac{1}{2} \times 14 \rightarrow 11 \times 17$

93%: -

85%: $8\frac{1}{2} \times 13 \rightarrow 8\frac{1}{2} \times 11$

78%: $8\frac{1}{2} \times 14 \rightarrow 8\frac{1}{2} \times 11$

73%: $11 \times 15 \rightarrow 8\frac{1}{2} \times 11$

65%: $11 \times 17 \rightarrow 8\frac{1}{2} \times 11$

50% (Area ratio $1/4$ times): $11 \times 17 \rightarrow 5\frac{1}{2} \times 8\frac{1}{2}$

25%: -

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

Zoom

- The reproduction ratios you can specify are 25-400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Auto Reduce/Enlarge

- You can place originals of different sizes in the ADF at once.
- The machine selects reproduction ratios of between 25-400%.

Duplex

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

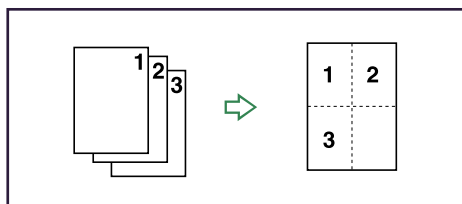
A3□, B4 JIS□, A4□□, B5 JIS□□, A5□

11×17 □, $8\frac{1}{2} \times 14$ □, $8\frac{1}{2} \times 13$ □, $8\frac{1}{2} \times 11$ □□, $8\frac{1}{4} \times 14$ □, $8\frac{1}{4} \times 13$ □, 8×13 □, 8×10 □, $7\frac{1}{4} \times 10\frac{1}{2}$ □□, 11×15 □, 10×14 □

- You cannot use the following copy paper with this function:
 - Paper smaller than A5, $5\frac{1}{2} \times 8\frac{1}{2}$
 - Translucent paper
 - Label paper (adhesive labels)
 - OHP transparencies
 - Paper thicker than 169 g/m^2 , 45.5 lb.
 - Paper thinner than 60 g/m^2 , 16 lb.
 - Postcards
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.
- By default, a binding margin is made on the back side.

Combine

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios selectable by the machine are 25-400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



BAS149S

Sort, Rotate Sort

- Paper sizes and orientations that can be used in the Rotate Sort function are A4 $\square\square$, B5 JIS $\square\square$, $8\frac{1}{2} \times 11$ $\square\square$, and $7\frac{1}{4} \times 10\frac{1}{2}$ $\square\square$.
- 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. (paper weight: 80 g/m^2 , 20 lb.)
 - Internal tray 1
A4, $8\frac{1}{2} \times 11$ or smaller: 500 sheets (250 sheets when the optional bridge unit is installed.)

B4 JIS, $8\frac{1}{2} \times 14$ or larger: 250 sheets (125 sheets when the optional bridge unit is installed.)

- Internal tray 2

125 sheets

- 1000-sheet finisher (Upper tray)

A4, $8\frac{1}{2} \times 11$ or smaller: 250 sheets

B4 JIS, $8\frac{1}{2} \times 14$ or larger: 50 sheets

- 1000-sheet finisher (Shift tray)

A4, $8\frac{1}{2} \times 11$ or smaller: 1000 sheets

B4 JIS, $8\frac{1}{2} \times 14$ or larger: 500 sheets

- 3000-sheet finisher (Upper tray)

A4, $8\frac{1}{2} \times 11$ or smaller: 250 sheets

B4 JIS, $8\frac{1}{2} \times 14$ or larger: 50 sheets

- 3000-sheet finisher (Shift tray)

A4□, $8\frac{1}{2} \times 11$ □: 3000 sheets

A3□, A4□, B4 JIS□, B5 JIS□, 11×17 □, $8\frac{1}{4} \times 14$ □, $8\frac{1}{2} \times 11$ □, 12×18 □:
1500 sheets

A5□: 500 sheets

A5□, B6 JIS□, A6□, $5\frac{1}{2} \times 8\frac{1}{2}$ □: 100 sheets

- Booklet finisher (Upper tray)

A4, $8\frac{1}{2} \times 11$ or smaller: 250 sheets

B4 JIS, $8\frac{1}{2} \times 14$ or larger: 50 sheets

- Booklet finisher (Shift tray)

A4□, $8\frac{1}{2} \times 11$ □: 2000 sheets

A3□, A4□, B4 JIS□, B5 JIS□, 11×17 □, $8\frac{1}{4} \times 14$ □, $8\frac{1}{2} \times 11$ □, 12×18 □:
1000 sheets

A5□: 500 sheets

A5□, B6 JIS□, A6□, $5\frac{1}{2} \times 8\frac{1}{2}$ □: 100 sheets

- When using the Rotate Sort or Staple functions, the capacity may be reduced.

Stack

- Paper sizes and orientations that can be used with the Shift Stack are as follows:

- Booklet finisher/3000-sheet finisher

A3□, B4 JIS□, A4□, B5 JIS□, A5□

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10¹/₂□□, 8 × 10□□, 7¹/₄ × 10¹/₂□□, 5¹/₂ × 8¹/₂□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□

- 1000-sheet finisher

A3□, B4 JIS□, A4□□, B5 JIS□

11 × 17□, 8¹/₂ × 14□, 8¹/₂ × 13□, 8¹/₂ × 11□□, 8¹/₄ × 14□, 8¹/₄ × 13□, 8 × 13□, 8 × 10¹/₂□□, 8 × 10□□, 7¹/₄ × 10¹/₂□□, 12 × 18□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□

Staple

- The following type of paper cannot be stapled:
 - Postcard
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Thick paper
 - Curled paper
 - Paper of low stiffness
 - Paper of mixed sizes
- The 1000-sheet finisher and the booklet finisher do not support the Staple in Mixed Sizes mode. When stapling mixed size originals with the finisher, select Auto Reduce/Enlarge.
- You can specify how the machine responds if its memory becomes full during copying, or if the number of copies exceeds the capacity of the stapler:
 - Divides the copies into the number of sheets that can be stapled
 - Cancels the stapling job
- To specify Left 2, Top 2, or Slant together with 2 Originals or 8 Originals of Combine 1 Side, or 4 Originals or 16 Originals of Combine 2 Sides: specify □ paper for □ orientation originals and specify □ paper for □ orientation originals.
- To specify Left 2, Top 2, or Slant together with Double Copies: specify □ paper for □ orientation originals and specify □ paper for □ orientation originals.
- When the booklet finisher or the 3000-sheet finisher is installed, even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:
 - A3□ and A4□
 - B4 JIS□ and B5 JIS□

- 11×17 and $8\frac{1}{2} \times 11$
- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/m², 20 lb.)
 - 1000-sheet finisher
 - B4 JIS, $8\frac{1}{2} \times 14$ or larger: 30 sheets
 - A4, $8\frac{1}{2} \times 11$ or smaller: 50 sheets
 - 3000-sheet finisher
 - B4 JIS, $8\frac{1}{2} \times 14$ or larger: 30 sheets
 - A4, $8\frac{1}{2} \times 11$ or smaller: 50 sheets
 - In the Mixed Sizes mode: 30 sheets
 - Booklet finisher
 - B4 JIS, $8\frac{1}{2} \times 14$ or larger: 30 sheets
 - A4, $8\frac{1}{2} \times 11$ or smaller: 50 sheets
 - When stapling centre (A3, B4 JIS, A4, B5 JIS, 11×17 , $8\frac{1}{2} \times 14$, $8\frac{1}{2} \times 11$, 12×18): 15 sheets
 - In the Mixed Sizes mode: 30 sheets
- When stapling B4 JIS, $8\frac{1}{2} \times 14$ or larger paper sizes, be sure to extend the paper support plate of the finisher tray.
- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying. The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m², 20 lb.)
 - 1000-sheet finisher
 - A4, $8\frac{1}{2} \times 11$: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding...100 to 20 copies
 - A4, B5 JIS, $8\frac{1}{2} \times 11$: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding...50 to 10 copies
 - A3, B4 JIS, 11×17 , $8\frac{1}{2} \times 14$, 12×18 : 2 to 9-leaf binding...50 copies, 10 to 30-leaf binding...50 to 10 copies
 - 3000-sheet finisher
 - A4, $8\frac{1}{2} \times 11$: 2 to 19-leaf binding...150 copies, 20 to 50-leaf binding...150 to 60 copies
 - A4, B5 JIS, $8\frac{1}{2} \times 11$: 2 to 14-leaf binding...100 copies, 15 to 50-leaf binding...100 to 30 copies
 - A3, B4 JIS, 11×17 , $8\frac{1}{2} \times 14$: 2 to 14-leaf binding...100 copies, 15 to 30-leaf binding...100 to 33 copies

In Mixed Sizes mode (A3, A4, B4 JIS and B5 JIS, 11 × 17 and 8 1/2 × 11): 2 to 30-leaf binding...50 copies

- Booklet finisher

A4, 8 1/2 × 11: 2 to 12-leaf binding...150 copies, 13 to 50-leaf binding...150 to 40 copies

A4, B5 JIS, 8 1/2 × 11: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding...100 to 20 copies

A3, B4 JIS, 11 × 17, 8 1/2 × 14, 12 × 18: 2 to 9-leaf binding...100 copies, 10 to 30-leaf binding...100 to 33 copies

When stapling centre (A3, B4 JIS, A4, B5 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 11): 2 to 5-leaf binding...30 copies, 6 to 10-leaf binding...15 copies, 11 to 15-leaf binding...10 copies

In Mixed Sizes mode (A3, A4, B4 JIS and B5 JIS, 11 × 17 and 8 1/2 × 11): 2 to 30-leaf binding...50 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 × 11
- When using Slant, Left 2, or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge function, "Blank part will appear. Check orientation." message may appear depending on the orientation of originals and paper you placed. In this case, change the paper orientation.
- When Top or Bottom is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.
- When Left 2, or Top 2 is selected, the following settings are useful to rotate images appropriately:
 - Auto Reduce / Enlarge or Auto Paper Select
 - Replace Auto Tray Switching with With Image Rotation in User Tools.
- If you select Centre with the booklet finisher (optional), the machine staples and folds the paper in the centre, then delivers the paper folded.

Punch

- You cannot punch on thick paper heavier than 163 g/m² (43 lb.).
- When using Punch and Combine, Double Copies, or Auto Reduce/Enlarge, the message "Blank part will appear. Check orientation." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.
- Since punch holes are made in each copy, the punch hole positions vary slightly.
- Punchable paper sizes are as follows:
 - Booklet finisher/3000-sheet finisher

- 2 and 4 holes type (2 holes)
 - ☐: A3 to A5, 11 × 17 to 5¹/₂ × 8¹/₂
 - ☐: A4 to A5, 8¹/₂ × 11, 5¹/₂ × 8¹/₂
- 2 and 4 holes type (4 holes)
 - ☐: A3, B4 JIS, 11 × 17
 - ☐: A4, B5 JIS, 8¹/₂ × 11
- 2 and 3 holes type (2 holes)
 - ☐: A3 to A5, 11 × 17 to 5¹/₂ × 8¹/₂
 - ☐: A4 to A5, 8¹/₂ × 11, 5¹/₂ × 8¹/₂
- 2 and 3 holes type (3 holes)
 - ☐: A3, B4 JIS, 11 × 17
 - ☐: A4, B5 JIS, 8¹/₂ × 11

Size Magnification

- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.
- The machine selects reproduction ratios of between 25-400%.

Directional Size Magnification

- The reproduction ratio you can specify are 25-400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.
- When entering a size in mm (inch), if the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

Background Numbering

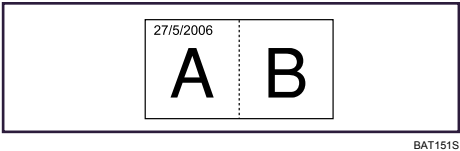
- The numbers appear to overlap the copied image in some cases.

Preset Stamp

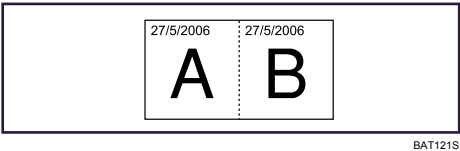
- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.

Date Stamp

- When Date Stamp is used with the Combine, Magazine, or Booklet function, the date stamp is printed as follows:
 - With the Combine function

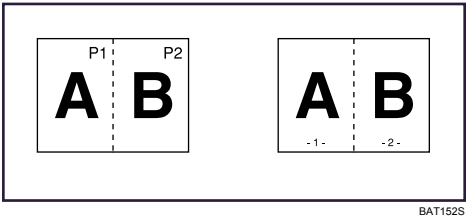


- With the Magazine or Booklet function

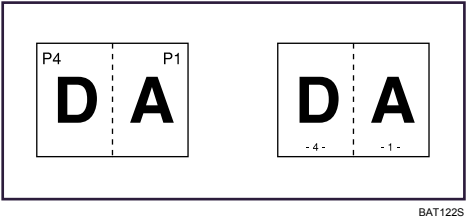


Page Numbering

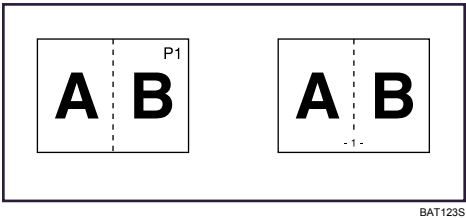
- When Page Numbering is used with the Combine, Magazine, or Booklet function, page numbers are printed as follows:
 - Per Original is selected in Page Numbering in Combine:
With 1 Sided/2 Sided using the Combine function



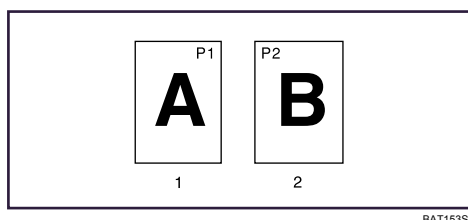
With the Magazine or Booklet function



- Per Copy is selected in Page Numbering in Combine:
With 1 Sided/2 Sided using the Combine function



- If you combine this function with the Duplex (Top to Top) function and select [P1,P2...] or [1/5,2/5...], page numbers on the back are printed as follows:



1. Front

2. Back

Margin Adjustment

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.
- When 2 Sided → 1 Sided is selected, set the binding margins for the original's front and back pages.

Erase

- The width of the erased margin varies depending on the reproduction ratio.

Image Repeat

- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

Centring

- Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90° (Rotate copy).

Booklet/Magazine

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The reproduction ratios selectable by the machine are 25-400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- You cannot copy with originals different in size and orientation.
- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- In Magazine mode, the copying may take some time after scanning originals.

- When the optional booklet finisher is installed, if you select Staple: Centre in Magazine mode, the machine staples and folds the paper in the centre, then delivers the paper folded.

Front Cover, Front/Back Covers

- If Blank mode is selected, the cover will not be counted as a copy.
- The settings made under Cover Sheet Tray in User Tools determine whether or not the front and back covers are duplex printed.
 - At Mode Selected... Settings made in Cover Sheet Tray will take priority.
 - Full Time... Settings made in Paper Type will take priority.

Designate

- When Combine (1 Sided → 2 Sided) has been selected, specified pages will always be copied on the front of copies in the same way as in Chapters mode.

Slip Sheet

- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

User Tools Menu (Copier / Document Server Features)

This section describes items that can be specified on the Copier / Document Server Features screen. The Copier / Document Server 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.

General Features

Item	Description
Auto Image Density Priority	You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.
Original Photo Type Priority	When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.
Original Type Display	You can have the original types shown on the initial display.
Paper Display	You can choose to have the available paper trays and sizes shown on the initial display.
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies.
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies.
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 999.
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
Alert Sound: Original Left on Exposure Glass	The beeper (key tone) sounds if you forget to remove originals after copying.
Job End Call	You can choose whether or not the beeper sounds when copying is complete.
Customize Function: Copier	You can assign up to six frequently-used functions to Copy Function keys.

Item	Description
Customize Function: Document Server Storage	You can assign up to six frequently-used functions to Document Server Storage keys.

Reproduction Ratio

Item	Description
Shortcut Reduce/Enlarge	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change registered Reduce/Enlarge ratios.
Reproduction Ratio	Specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.
Reduce/Enlarge Ratio Priority	You can set the ratio that has priority when [Reduce / Enlarge] is pressed.
Ratio for Create Margin	You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

5

Edit

Item	Description
Front Margin: Left / Right	Specify left and right margins on the front side of copies in Margin Adjustment mode.
Back Margin: Left / Right	Specify left and right margins on the back side of copies in Margin Adjustment mode.
Front Margin: Top / Bottom	Specify top and bottom margins on the front side of copies in Margin Adjustment mode.
Back Margin: Top / Bottom	Specify top and bottom margins on the back side of copies in Margin Adjustment mode.
1 Sided → 2 Sided Auto Margin: TtoT	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
1 Sided → 2 Sided Auto Margin: TtoB	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
Erase Border Width	Specify the width of erased border margins using this function.

Item	Description
Erase Original Shadow in Combine	In Combine mode, you can specify whether to erase a 3 mm, 0.1 inch boundary margin around all four edges of each original.
Erase Centre Width	Specify the width of the erased centre margins with this function.
Front Cover Copy in Combine	You can make a combined copy on the front cover sheet when you select Front Cover mode.
Copy Order in Combine	You can set the copy order in Combine mode to Left to Right or Top to Bottom.
Orientation: Booklet, Magazine	You can select the opening orientation of copies when using Booklet or Magazine mode.
Copy on Designating Page in Combine	Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.
Image Repeat Separation Line	You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
Double Copies Separation Line	You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.
Separation Line in Combine	You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

Stamp

Item	Description
Background Numbering	
Size	You can set the size of the numbers.
Density	You can set the density of the numbers.
Preset Stamp	
Stamp Language	You can select the language of the message printed in Stamp mode.
Stamp Priority	You can select the stamp type given priority when [Preset Stamp] is pressed.
Stamp Format	Specify how each of stamps is printed.
User Stamp	

Item	Description
Program / Delete Stamp	You can register, change, or delete user stamps.
Stamp Format: 1 to 4	Specify how each of registered User Stamps 1 to 4 is printed.
Date Stamp	
Format	You can select the date format for Date Stamp mode.
Font	You can select the Date Stamp font.
Size	You can set the Date Stamp size.
Superimpose	You can have the Date Stamp printed in white when it overlaps black parts of the image.
Stamp Setting	Specify how Date Stamp is printed.
Page Numbering	
Stamp Format	You can select the page number format given priority when [Page Numbering] is pressed.
Font	You can select the font of the stamp printed in Page Numbering mode.
Size	You can set the size of the stamp printed in Page Numbering mode.
Duplex Back Page Stamping Position	You can set the position of the duplex back page number printed in Duplex mode.
Page Numbering in Combine	You can set page numbering when using the Combine function and the Page Numbering function together.
Stamp on Designating Slip Sheet	You can select to print the page number onto slip sheets when using the Designate function set to [Copy] and the Page Numbering function together.
Stamp Position	Specify how each of stamps is printed.
Superimpose	You can have page numbers printed in white when they overlap black parts of the image.
Page Numbering Initial Letter	You can select the page numbering initial letter between "P1, P2.../ P.1, P.2..." and "S1, S2.../S.1, S.2...".

Input / Output

Item	Description
Switch to Batch	You can select to have Batch mode or SADF mode displayed when you press [Special Original].
SADF Auto Reset	In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time from 3 to 99 seconds in increments of 1 second.
Rotate Sort: Auto Paper Continue	Specify to continue copying when paper of the required orientation has run out during rotate sort.
Memory Full Auto Scan Restart	When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.
Letterhead Setting	If you select [Yes] in this function, the machine rotates images correctly.
Staple Position	Specify which Top 2 staples or Bottom shown on the initial display with priority.
Punch Type	Specify which punch type (2 holes or 3 holes) has priority to be shown on the initial display.
Simplified Screen: Finishing Types	You can select which key is displayed with higher priority for “Finishing Types” on the Simplified Screen.

Administrator Tools

Item	Description
Menu Protect	You can prevent unauthenticated users from changing the user tools.

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MEMO

MEMO

MEMO

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

 means POWER ON.

 means POWER OFF.

 means STAND BY.

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