

# MP 6001/MP 7001/MP 8001/MP 9001 MP 6001/MP 7001/MP 8001/MP 9001 Aficio MP 6001/7001/8001/9001

# Operating Instructions Copy and Document Server Reference

For information not in the printed manual, refer to the HTML/PDF files on the supplied CD-ROM.



- 1 Placing Originals
- 2 Basic Copying
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# Manuals for This Machine

Read this manual carefully before you use this machine.

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

# **Important**

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

#### **About This Machine**

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

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

#### **Troubleshooting**

Provides a guide for resolving common usage-related problems.

#### Copy and 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 and System Settings Guide**

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

#### **Security Reference**

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

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

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

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

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

#### PostScript 3 Supplement

Explains how to set up and use PostScript 3.

#### Other manuals

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



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

# Notice

# **Important**

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

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

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

# How to Read This Manual



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

## Symbols

This manual uses the following symbols:



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.



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.



Indicates instructions in book form.



Indicates instructions in sheet form.



Indicates instructions stored in a file on a provided CD-ROM.



Indicates instructions provided on this company's Web site.

# Name of Major Items

Major items of this machine are referred to as follows in this manual:

- Auto document feeder→ADF
- Large capacity tray→LCT

#### **Notes**

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

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

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

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

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

This machine comes in four models which vary in copy/print speed.

To ascertain which model you have, see "How to Read This Manual", About This Machine 🗊 💿.

# Laws and Regulations

# **Legal Prohibition**

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

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

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

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

# **Functions Requiring Optional Configurations**

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

| Function                   | Option  |
|----------------------------|---|
| Copying onto the Tab Stock | Tab Sheet Holder  |
| Stack                      | Finisher SR4030, Booklet Finisher SR4040, or Finisher SR4050  |
| Staple                     | Finisher SR4030, Booklet Finisher SR4040, or Finisher SR4050  |
| Staple (Centre)            | Booklet Finisher SR4040   |
| Punch                      | Finisher SR4030 with Multi-hole Punch Unit,<br>Booklet Finisher SR4040 with Multi-hole Punch<br>Unit, or Finisher SR4050 with Multi-hole Punch Unit |
| Z-fold                     | Booklet Finisher SR4040 with Multi-Folding Unit or Finisher SR4050 with Multi-Folding Unit  |
| Half Fold                  | Multi-Folding Unit  |
| Letter Fold-out            | Multi-Folding Unit  |
| Letter Fold-in             | Multi-Folding Unit  |
| Double Parallel Fold       | Multi-Folding Unit  |
| Gate Fold                  | Multi-Folding Unit  |
| Connect Copy               | Copy Connector  |



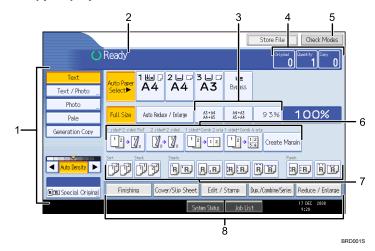
• The tab sheet holder is required when copying onto tab stock from the paper trays.

# 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 harmon to be used.

#### Initial copy display



- 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 "Reproduction Ratio".
- 4. Displays the numbers of originals scanned, copies set, and copies made.
- 5. Press the key to confirm the current settings.
- Displays the Shortcut keys. You can register frequently used functions under General Features
  in User Tools. For details, see "General Features".
- 7. Displays Sort, Stack, Staple and Punch functions.
- 8. Displays available functions. Press a function to display its menu. When you select a function, a clip mark is displayed under the key.



The illustration is an example of the panel display when the Finisher SR4050 is installed.

# Reference

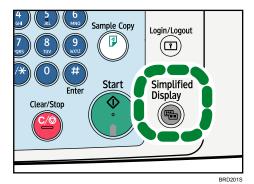
- p.233 "General Features"
- p.238 "Reproduction Ratio"

# Simplified Display

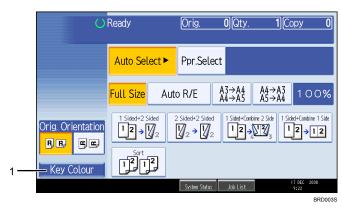
This section explains how to switch to the simplified display.

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.



# Example of a simplified display



## 1. [Key Colour]

Press to increase screen contrast by changing the colour of the keys. This is available only for the simplified display.



- 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 <sup>2</sup> |
|                   | Two-sided originals: A3□ - A5□□                                 | 52 - 128 g/m <sup>2</sup> |

#### Inch version

| Original location | Original size  | Original weight  |
|-------------------|--|------------------|
| Exposure glass    | Up to 11 × 17  | -                |
| ADF               | One-sided originals: $11 \times 17 \square - 5^1/2 \times 8^1/2 \square \square$ | 11 - 34 lb. Bond |
|                   | Two-sided originals: $11 \times 17 \square - 5^1/2 \times 8^1/2 \square \square$ | 14 - 34 lb. Bond |



- Following are the maximum numbers of originals (sheets) you can load in the ADF.
  - 250 (paper weight up to 69 g/m<sup>2</sup>, 18 lb. Bond)\*1
  - 150 (paper weight up to  $80 \text{ g/m}^2$ , 20 lb. Bond)
- \*1 Varies depending on the type and condition of the paper.

# 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
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- · Originals that are still wet with ink or correction fluid



• 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              |     | B4 JIS | A4D      | B5 JIS |     |     | DA IIC       | 11× | 8 <sup>1</sup> / <sub>2</sub> | 81/2 |
|-------------------|-----|--------|----------|--------|-----|-----|--------------|-----|-------------------------------|------|
| Original location | A3₽ | D4 JI3 | R4D<br>□ | D□     | A5D | A5□ | B6 JIS<br>□□ | 170 | × 11                          | × 13 |
| Exposure<br>glass | 0   | 0      | 0        | 0      | 0   | x*1 | ×            | ×   | ×                             | O*4  |
| ADF               | 0   | 0      | 0        | 0      | 0   | 0   | 0            | O*2 | O*3                           | O*4  |

#### O: Detectable size ×: Undetectable size

- \* 1 If you want to make A5 size detectable, consult your service representative.
- \*2 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 8K, contact your service representative.
- \*3 Default is  $8^{1}/_{2} \times 11$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 11$  to 16K, contact your service representative.
- \*4 Default is  $8^{1}/_{2} \times 13$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 13$  to  $8 \times 13$  or  $8^{1}/_{4} \times 13$ , contact your service representative.

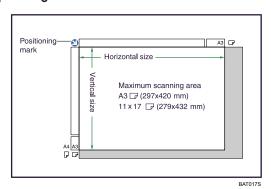
#### Inch version

| Size              | A3 <b>□</b> | A4DD | 11 ×<br>17□ | 8 <sup>1</sup> / <sub>2</sub> ×<br>14□ | 8 <sup>1</sup> / <sub>2</sub> ×<br>11DD | 5 <sup>1</sup> / <sub>2</sub> ×<br>8 <sup>1</sup> / <sub>2</sub> □ | 5 <sup>1</sup> / <sub>2</sub> ×<br>8 <sup>1</sup> / <sub>2</sub><br>□ | 10 ×<br>14□ |
|-------------------|-------------|------|-------------|--|---|--|---|-------------|
| Original location |             |      |             |  |   |  |   |             |
| Exposure glass    | ×           | ×    | 0           | 0                                      | 0                                       | 0  | ×   | ×           |
| ADF               | 0           | 0    | O*1         | O*2                                    | O<br>*3,*4                              | 0  | 0   | 0           |

## O: Detectable size ×: Undetectable size

- \*1 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative
- \*2 Default is  $8^{1}/_{2} \times 14$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 14$  to  $8^{1}/_{2} \times 13$ , contact your service representative.
- \*3 Default is  $8^{1}/_{2} \times 11^{\square}$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 11^{\square}$  to  $8 \times 10^{\square}$ , contact your service representative.
- \*4 Default is  $8^{1}/_{2} \times 11^{1}$ . If you want to switch the detectable size from  $8^{1}/_{2} \times 11^{1}$  to  $7^{1}/_{4} \times 10^{1}/_{2}$ , contact your service representative.

#### **Exposure glass**



**ADF** 

**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.31 "Custom sizes"

#### Sizes difficult to detect

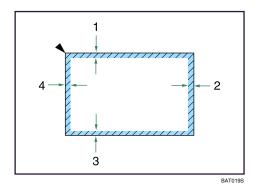
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually:

- · 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.

7



- 1. 2 ± 1.5 mm (0.08 ± 0.06 inch)
- 2. 2 ± 2 mm (0.08 ± 0.08 inch)
- 3. 2 ± 1.5 mm (0.08 ± 0.06 inch)
- 4. 4 ± 2 mm (0.16 ± 0.08 inch)

## 1

# **Placing Originals**

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

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



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

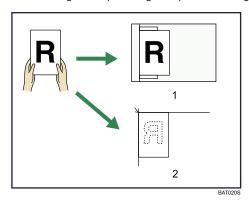
# Reference

• 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.

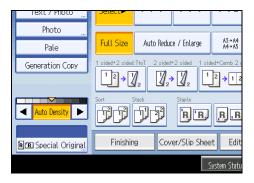
- Readable orientation (MIN)
   Select this mode when the original orientation is the same as the copy paper orientation.
- Unreadable orientation

Select this mode when you want to copy A3 $^{\square}$ , B4 JIS $^{\square}$  or 11 × 17 $^{\square}$  size originals. The machine rotates the copy image by 90 degrees and you can make copies as you want.

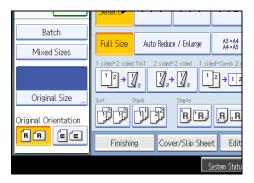
This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

For example, to copy A3  $\!D$  or 11  $\times$  17  $\!D$  originals with the Staple function selected:

1. Press [Special Original].



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





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

# **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 "General Features".

# Reference

• p.233 "General Features"

# Placing Originals on the Exposure Glass

Place originals on the exposure glass.

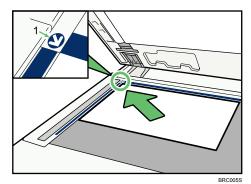


- Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.
- 1. Lift the ADF.

Be sure to lift the ADF by more than 30 degrees. Otherwise, the size of the original might not be detected correctly.

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.



- 1. Positioning mark
- 3. Lower the ADF.

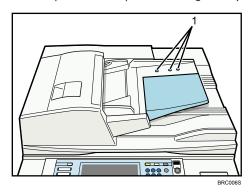


- When you lower the ADF, an indicator will light to show you that the machine is detecting the size of the original.
- When the Sort, Combine or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.

## 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 150 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:

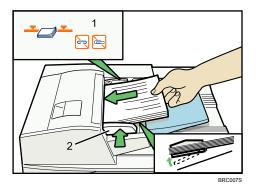
See "Custom sizes".

- 1. Adjust the document guides to the original size.
- 2. Set the aligned originals face up into the ADF.

Do not stack originals beyond the limit mark.

The first page should be on the top.

When originals are set in the ADF, the bottom plate rises automatically.



- 1. Limit mark
- 2. Document guide



- 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.31 "Custom sizes"

## **Batch Mode**

In Batch mode, the machine copies an original of more than 150 pages as one document, even if it is placed on the ADF in parts.

# 

• 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.

# **U** Note

- When [SADF] is displayed on the screen, set [Batch] with [Switch to Batch]. See "Input/Output".
- 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.
- You cannot switch between 1-sided and 2-sided originals during copying.

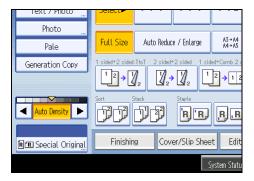
# Reference

• p.256 "Input/Output"

#### 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].



- 1
- 2. Select [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.

# **U** Note

- When [Batch] is displayed on the screen, set [SADF] with [Switch to Batch]. See "Input/Output".
- 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 "Input/Output".
- You cannot switch between 1-sided and 2-sided originals during copying.

# ■ Reference

• p.256 "Input/Output"

#### Mixed Sizes Mode

If you apply this mode, you can place originals of different sizes together in the ADF. The machine will automatically detect the size of each original and copy it accordingly.

 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

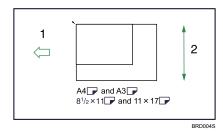
#### Inch version

$$11 \times 17^{\square}, 8^{1}/_{2} \times 11^{\square}, 5^{1}/_{2} \times 8^{1}/_{2}^{\square}$$





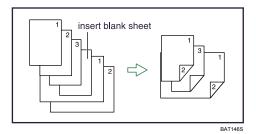
- 2. Select [Mixed Sizes], and then press [OK].
- 3. Align the rear and left edges of the originals as shown in the illustration.



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



- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.
- You can place originals of two different sizes at a time.
- Copying speed and scanning speed will be reduced.
- The weight range for originals in the Mixed Sizes mode is  $52 81 \text{ g/m}^2$  (14 20 lb. Bond).
- 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.



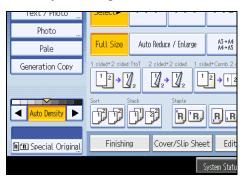
**Specifying Original Sizes** 

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.

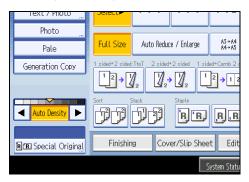
1

#### **Custom sizes**

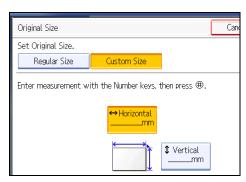
When placing custom size originals in the ADF, specify the size of the originals.

## Mportant !

- Paper that has a vertical length of 128 297 mm (5.1 11.6 inches) and a horizontal length of 128 1260 mm (5.1 49.6 inches) can be placed with this function. However, the size of the copy paper is limited to 128 297 mm (5.1 11.6 inches) vertically and 128 600 mm (5.1 23.6 inches) horizontally.
- 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.



• 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.



- 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", Network and System Settings Guide.
- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server
  Authentication is set, enter your login user name and password so that the machine accepts copy
  jobs. Ask the administrator for the login user name and password. For details, see "When the
  Authentication Screen is Displayed", About This Machine
- To copy onto paper other than plain paper, specify the paper type in User Tools. For details, see "Tray Paper Settings", Network and System 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.

6. Press the [Start] key.

The machine starts copying.

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

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



- 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 "General Features".

# Reference

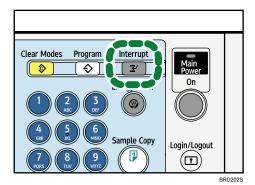
• p.233 "General Features"

## Interrupt Copy

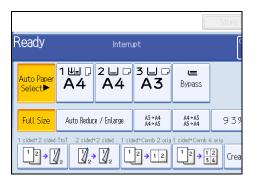
Use this function if you want to interrupt a long copy job to make urgently needed copies.

# **⊘**Important

- You cannot use the Interrupt Copy function when fax originals are being scanned or the scanner function is being used.
- You cannot use the Staple function with this function if another copy job is already using the Staple function.
- 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.

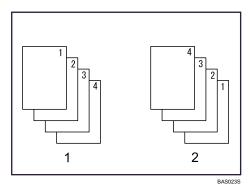


 The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

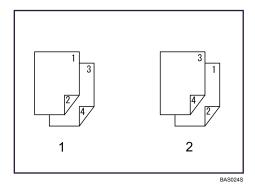
# Copy Face Up

Copies are delivered in opposite order to the default order setting.

#### 1 Sided originals



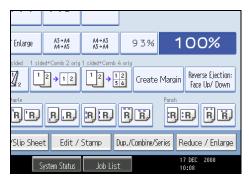
#### 2 Sided originals



- 1. Face down (same order as original)
- 2. Face up (reverse order of original)

### Mportant (

- Before using this function, register "Reverse Ejection: Face Up/ Down" as a copy function key. For details, see "General Features".
- 1. Press [Reverse Ejection: Face Up/ Down].



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



- Copies are delivered face up (in reverse order of the original) if Plain Paper, Middle Thick, or Thick Paper is specified.
- Tab stock is delivered face down regardless of its paper weight.

# Reference

• p.233 "General Features"

#### **Auto Start**

If you make settings and scan originals while the machine is busy, your copies will be made once the machine is ready.

- 1. Make your settings while "Select print mode, then press the Start key." and "Scanning originals can be started." are displayed alternately.
- 2. Place the original.
- 3. Press the [Start] key.

The machine scans the original.

Copying starts automatically once the machine is ready.

#### 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 preset job is complete, a job preset confirmation dialog box appears.

4. Press [Exit].

You return to the copy screen.

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



• You can switch the display to the current copy job by pressing [To Copying Screen].

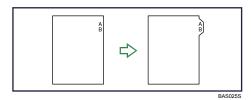
- Preset copy jobs are registered under job numbers in the Reserv. Screen.
- You can confirm and delete preset jobs. For details about the procedures, see "Managing Jobs".

### Reference

• p.99 "Managing Jobs"

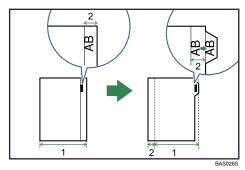
# Copying onto Tab Stock

You can copy onto tab stock.

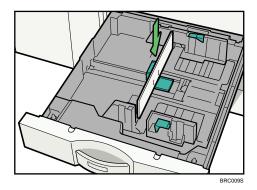


### **Important**

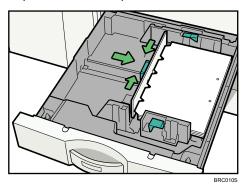
 Before using this function, set the tray for tab stock and set the position of the index tab under Paper Type in User Tools. For details about Paper Type, see "Tray Paper Settings", Network and System Settings Guide .



- 1. Original width
- 2. Index width
- Specify the size of tab stock under Tray Paper Size in User Tools. The sizes that can be used are A4, 8<sup>1</sup>/<sub>2</sub> × 11, and 8<sup>1</sup>/<sub>2</sub> × 14. For details about Paper Size, see "Tray Paper Settings", Network and System Settings Guide<sup>®</sup>.
- The tab stock can be placed in trays 2 and 3. Set the tab stock with the side to be copied facing down.
- When setting tab stock, always use the tab sheet holder.

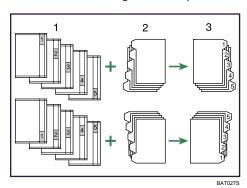


- Set tab stock so that it will be fed from the side without the tab first.
- Adjust the back fence position so that the tab sheet holder will fit the tab stock.



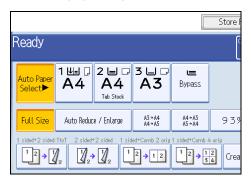
The Duplex function cannot be performed on tab stock. If [1 Sided → 2 Sided] is selected, cancel the setting.

Tab stock is fed starting from the top tab.



- 1. Originals
- 2. Tab Stock
- 3. Copies

1. Select the paper tray where the tab stock is loaded.



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



- Check the position of the index tab to avoid cropping the image.
- Align the image you want to copy by checking the position of the index tab. If the image extends beyond the index tab, the backs of sheets may get soiled with toner.
- When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.

# 2

# Copying from the Bypass Tray

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

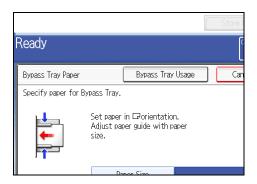
Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.



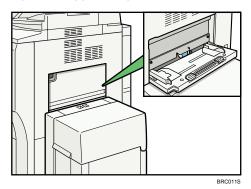
- The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided → 2 Sided] is selected, cancel the setting. You can also change the initial settings. See "Changing the Default Functions of the Copy's Initial Display".
- The size of sheets you can copy onto from the bypass tray varies depending on whether or not a finisher is installed and the model of the finisher.
  - Finisher not installed: 100 305 mm (3.9 12 inches) vertical length; 139.7 600 mm (5.5 23.6 inches) horizontal length.
  - Finisher SR4030 or SR4040 installed: 100 305 mm (3.9 12 inches) vertical length; 139.7
     487.6 mm (5.5 19.2 inches) horizontal length.
  - Finisher SR4050 installed: 100 305 mm (3.9 12 inches) vertical length; 139.7 458 mm (5.5 18 inches) horizontal length.
- The machine can automatically detect the following sizes as regular size copy paper:
  - Metric version: A3□, A4□□, A5□□
  - Inch version: A3 $\square$ , 11 × 17 $\square$ , 8 $^1/_2$  × 14 $\square$ , 8 $^1/_2$  × 11 $\square$  $\square$ , 5 $^1/_2$  × 8 $^1/_2$  $\square$  $\square$  If you want to use the size of paper other than the above, be sure to specify the size.
- When copying onto OHP transparencies, or paper of 104 g/m² (about 28 lb. Bond) or above, you need to specify the type and size of the paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", Network and System Settings Guide<sup>3</sup>.
- 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.
- When copying onto translucent paper, you need to specify the type and size of the paper.
- When paper larger than 432 mm (17 inches) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
- When copying onto special paper such as adhesive labels, always select "Face Up". If you select "Face Down", a paper misfeed may occur.
- If you place originals on the exposure glass and want the copies to be delivered face down, select "Face Down" for both "Copy Eject Face Method in Glass Mode" and "Copy Eject Face Method in Bypass Mode" of User Tools.

### [Bypass Tray Usage]

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

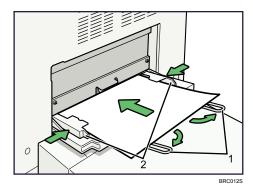


1. Open the bypass tray.



2. Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.

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



- 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.



- Certain types of paper might not be detected properly when placed on the bypass tray. If this happens, remove the paper and place it on the bypass tray again.
- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- To support A4 $\square$ ,  $8^{1}/_{2} \times 11\square$  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 Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For
  details about Panel Key Sound, see "System Settings", Network and System Settings Guide .
- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.
- The following paper sizes can be selected as the standard sizes:
  - A3D, A4DD, A5DD, A6D, B4 JISD, B5 JISDD, B6 JISD,  $11 \times 17D$ ,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11DD$ ,  $8^{1}/_{4} \times 14D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^{1}/_{2}DD$ ,  $8 \times 10DD$ ,  $7^{1}/_{4} \times 10^{1}/_{2}DD$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ ,  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$

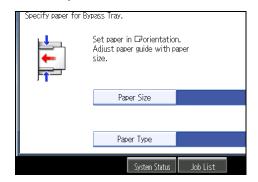
### Reference

• p.108 " Changing the Default Functions of the Copy's Initial Display"

# 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 up until you hear the beep.
- 2. Align the paper guides to the paper size.
- 3. Press [Bypass], and then press the [#] key.
- 4. Press [Paper Size].



5. Press [Regular Size].

6. Select the paper size.

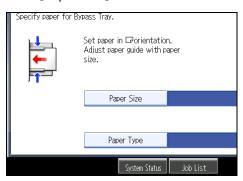


- 7. Press [OK] twice.
- 8. Place the originals, and then press the [Start] key.

# Copying onto Custom Size Paper

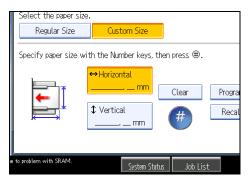
Makes copies onto custom size paper from the bypass tray.

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



5. Press [Custom Size].

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



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

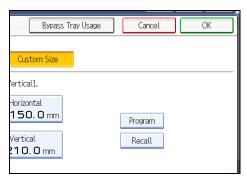


• To change the value you entered, press the item you want to change, and then enter a new value.

### Registering a custom size

Register a custom paper size.

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



The confirmation screen appears.

7. Press [Exit].

8. Press [OK].

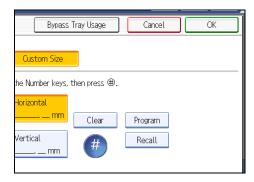


- To change the value you entered, press the item you want to change, and then enter a new value.
- You can specify only one custom size.

### Recalling the registered custom size

Recalls the registered paper size.

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



The registered size is displayed.

5. Press [OK].

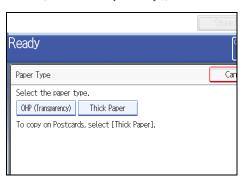
# **Copying onto OHP Transparencies**

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



- We recommend that you use specified OHP transparencies.
- OHP transparencies must be loaded face-up in the tray.
- When copying onto OHP transparencies, remove copied sheets one by one.
- 1. Open the bypass tray, and then insert the paper face up until you hear the beep.
- 2. Align the paper guides to the paper size.
- 3. Press [Bypass], and then press the [#] key.
- 4. Press [Paper Type].

5. Select [OHP (Transparency)].



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



- Printing on special paper such as OHP transparencies may be slower than printing on plain paper.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- If you have selected [OHP (Transparency)] in "Paper Type", you cannot have copies delivered face down.

# Copying onto Thick Paper

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

- 1. Open the bypass tray, and then insert the paper face up until you hear the beep.
- 2. Align the paper guides to the paper size.
- 3. Press [Bypass], and then press the [#] key.
- 4. Press [Paper Type].
- 5. Select [Thick Paper].



6. Specify the paper size, and then press [OK] twice.

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



- The weight range for thick paper is  $104 216 \text{ g/m}^2 (39 80 \text{ lb. Cover})$ .
- Printing on thick paper may be slower than printing on plain paper.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- If you have selected [Thick Paper] in "Paper Type", you cannot have copies delivered face down.

### 2

# **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".

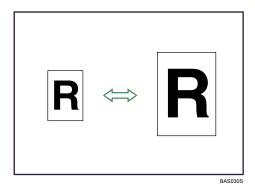


• p.120 "Advanced Reduce / Enlarge Copying"

### Preset Reduce / Enlarge

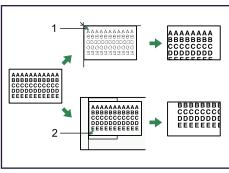
This function allows you to reduce or enlarge images by selecting a preset ratio.

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



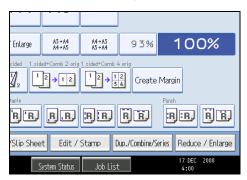
#### **Base Point**

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.



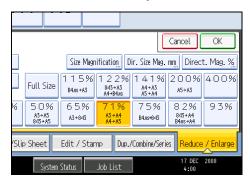
BRD005S

- 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.



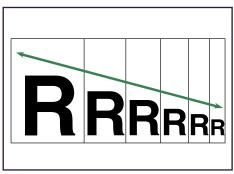
- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Reproduction Ratio".
- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of
  the image might not be copied or margins will appear on copies.

# Reference

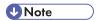
• p.238 "Reproduction Ratio"

#### Zoom

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



BAS03

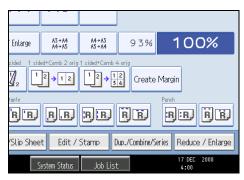


- The reproduction ratios you can specify are 25-400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

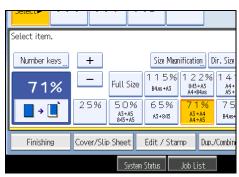
# Specifying the ratio with [-] and [+]

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 [+].



2

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.

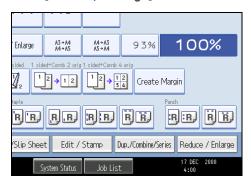


• To change the value you specified, readjust it with [-] and [+].

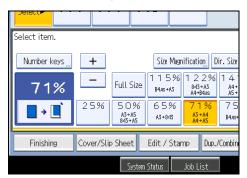
### Entering the ratio with the number keys

Enter a ratio using the number keys.

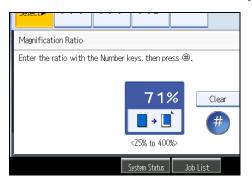
1. Press [Reduce / Enlarge].



2. Press [Number keys].



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



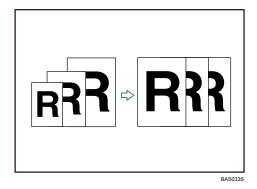
- 4. Press [OK] twice.
- 5. Place the originals, and then press the [Start] key.



• 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.

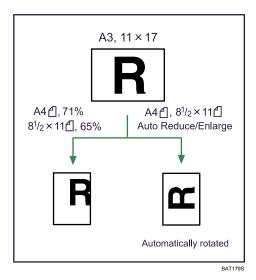


- You cannot use the bypass tray with this function.
- If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge] is canceled and the image cannot be rotated automatically.

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  $(11 \times 17)\Box$  originals to fit onto A4  $(8^{1}/_{2} \times 11)\Box$  paper, select a paper tray

containing A4 (8 $^1/_2 \times 11$ ) $^{\square}$  paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated.



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

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

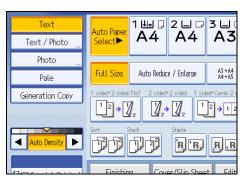
#### Metric version

| Original location | Original size and orientation   |
|-------------------|---|
| Exposure glass    | A3 $\Box$ , B4 JIS $\Box$ , A4 $\Box$ $\Box$ , B5 JIS $\Box$ $\Box$ , A5 $\Box$ , 8 $^1/_2 \times 13\Box$   |
| ADF               | A3 $\Box$ , B4 JIS $\Box$ , A4 $\Box$ $\Box$ , B5 JIS $\Box$ $\Box$ , A5 $\Box$ $\Box$ , B6 JIS $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 $^{1}/_{2}$ × 11 $\Box$ $\Box$ , 8 $^{1}/_{2}$ × 13 $\Box$ |

#### Inch version

| Original location | Original size and orientation   |
|-------------------|---|
| Exposure glass    | $11 \times 17^{\Box}$ , $8^{1}/_{2} \times 14^{\Box}$ , $8^{1}/_{2} \times 11^{\Box}$ , $5^{1}/_{2} \times 8^{1}/_{2}^{\Box}$   |
| ADF               | A3 $\Box$ , A4 $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 $^{1}/_{2}$ × 14 $\Box$ , 8 $^{1}/_{2}$ × 11 $\Box$ $\Box$ , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ $\Box$ $\Box$ , 10 × 14 $\Box$ |

1. Press [Auto Reduce / Enlarge].



- 2. Select the paper size.
- 3. Place the originals, and then press the [Start] key.
- UNote
  - The machine selects reproduction ratios of between 25-400%.
- Reference
  - p.118 "Rotate Copy"

# **Duplex Copying**

This section describes how to make duplex copies.

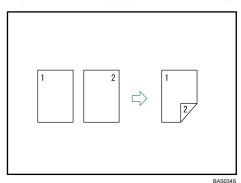
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.



- You cannot use the bypass tray with this function.
- The paper weight that can be used with this function is 64 128 g/m<sup>2</sup> (17 34 lb. Bond).

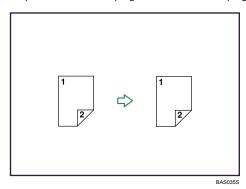
#### 1 Sided → 2 Sided

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



#### 2 Sided → 2 Sided

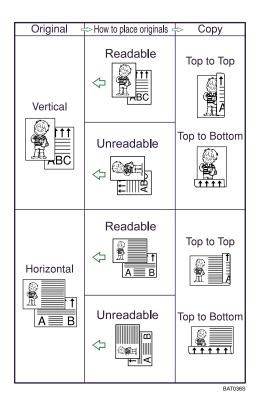
Copies one 2-sided page on one 2-sided page.



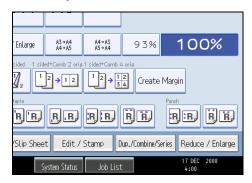
#### Original orientation and completed copies

The resulting copy image will differ according to the orientation in which you place your originals ( $\mathbb{P}_{\text{or}} \mathbb{P}$ ).

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

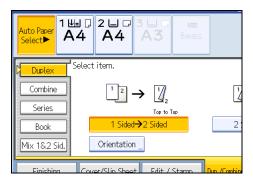


1. Press [Dup./Combine/Series].



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

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.



- 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 also select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] directly by pressing the copy function key. In that case, proceed to step 5.
- 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 "Edit".
- You can use the following copy paper with this function:
  - A3D, A4DD, A5DD, B4D, B5DD, 11 × 17D,  $8^{1}/_{2}$  × 14D,  $8^{1}/_{2}$  × 13D,  $8^{1}/_{2}$  × 11DD,  $8^{1}/_{4}$  × 13D, 8 × 13D,  $7^{1}/_{4}$  ×  $10^{1}/_{2}$ DD,  $5^{1}/_{2}$ ×  $8^{1}/_{2}$ DD, 8KD, 16KDD
- You cannot use the following copy paper with this function:
  - Paper smaller than A5,  $5^1/_2 \times 8^1/_2$
  - Translucent paper
  - Label paper (adhesive labels)
  - OHP transparencies
  - Postcards
  - Tab stock
- 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.
- Front and back image quality of copies may differ.

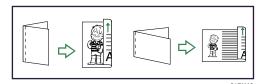


• p.240 "Edit"

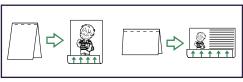
# **Originals and Copy Orientation**

You can select the orientation of originals and copies.

• Top to Top

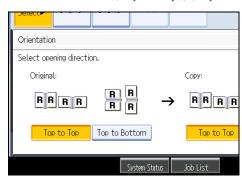


• Top to Bottom



BAT037S

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





 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 "General Features".

# Reference

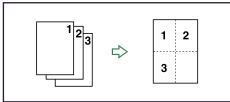
• p.233 "General Features"

# **Combined Copying**

This section describes how to make combined copies.



- 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 or 2-Sided Combine under Edit in User Tools.
   For details, see "Edit".
- 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 degrees 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.



BAS149

# Reference

- p.59 "Originals and Copy Orientation"
- p.240 "Edit"

#### **One-Sided Combine**

Combine several pages onto one side of a sheet.

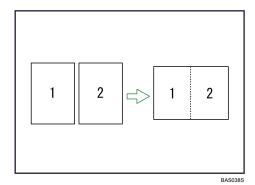


• You cannot use the bypass tray with this function.

There are six types of One-Sided Combine.

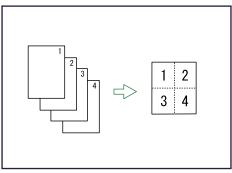
### 1 Sided 2 Pages → Combine 1 Side

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



## 1 Sided 4 Pages → Combine 1 Side

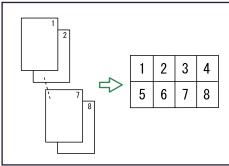
Copies four 1-sided originals to one side of a sheet.



BAS039S

### 1 Sided 8 Pages → Combine 1 Side

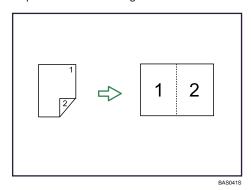
Copies eight 1-sided originals to one side of a sheet.



BAS040S

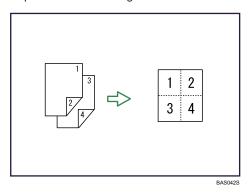
## 2 Sided 1 Page → Combine 1 Side

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



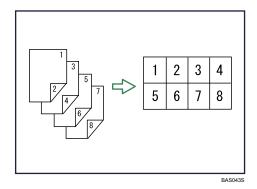
# 2 Sided 2 Pages → Combine 1 Side

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



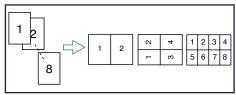
# 2 Sided 4 Pages → Combine 1 Side

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



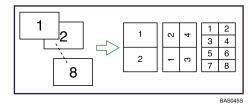
### Orientation of the original and image position of combine

Portrait ( $\Box$ ) originals



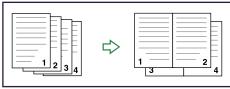
BAS044S

### Landscape (□) originals



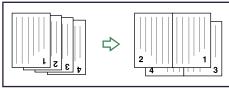
Placing originals (originals placed in the ADF)

• Originals read from left to right



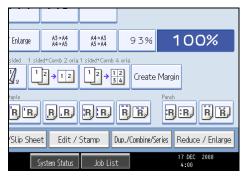
BAT04

• Originals read from top to bottom



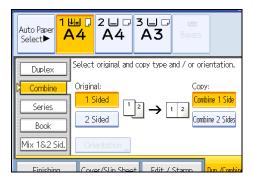
BAT047S

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.



You can also select [1 sided → Comb 2 orig] or [1 sided → Comb 4 orig] directly by pressing the copy function key. In that case, proceed to step 7.

### Two-Sided Combine

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

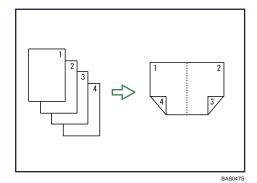


• You cannot use the bypass tray with this function.

There are six types of Two-Sided Combine.

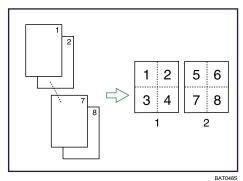
### 1 Sided 4 Pages → Combine 2 Sides

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



### 1 Sided 8 Pages → Combine 2 Sides

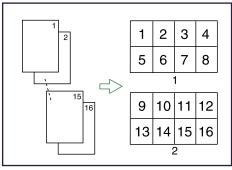
Copies eight 1-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

# 1 Sided 16 Pages → Combine 2 Sides

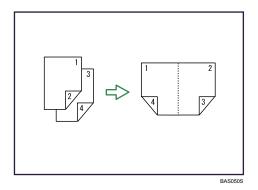
Copies 16 1-sided originals to one sheet with eight pages per side.



- 1. Front
- 2. Back

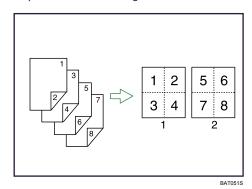
# 2 Sided 2 Pages → Combine 2 Sides

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



# 2 Sided 4 Pages → Combine 2 Sides

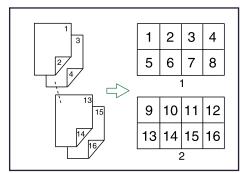
Copies four 2-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

# 2 Sided 8 Pages → Combine 2 Sides

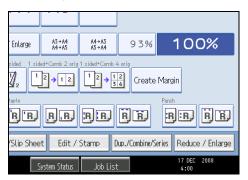
Copies eight 2-sided originals to one sheet with eight pages per side.



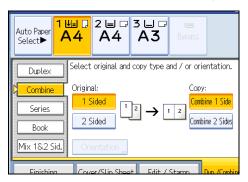
BAT052S

- 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.

# **Finishing**

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



 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.

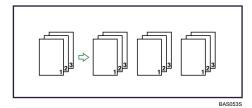


- To use the Rotate Sort function, two paper trays with paper identical in size and different in orientation (PP) are required. See "Tray Paper Settings", Network and System Settings Guide.
- You cannot use the bypass tray with Rotate Sort.

### Sort/Shift Sort

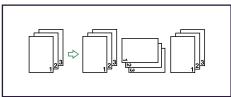
Copies are assembled as sets in sequential order.

To use Shift Sort, the Finisher SR4030, SR4050 or Booklet Finisher SR4040 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.



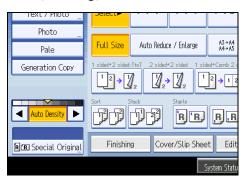
#### **Rotate Sort**

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



BAS054S

#### 1. Press [Finishing].



- 2. Press [Finisher].
- 3. Select [Sort] or [Rotate Sort].

When the finisher is not attached:



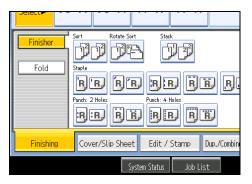
When the Finisher SR4030 is attached:



When the Booklet Finisher SR4040 is attached:



When the Finisher SR4050 is attached:



- 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.



- If you are copying from the exposure glass, a single copy of each original is made first. If the first copy set is acceptable, you can make the remaining copy sets by pressing the [#] key. The time required for copy sets to be delivered varies depending on the print settings.
- 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 the Sort function under Input/Output in User Tools. For details, see "Input/Output".
- Paper sizes and orientations that can be used with the Shift Sort are as follows:
  - Shift Tray

    A3\$\operatorname{\text{A4P}}\$, A5\$\operatorname{\text{D}}\$, B4 JIS\$\operatorname{\text{B5}}\$, B5 JIS\$\operatorname{\text{D}}\$, 11 × 17\$\operatorname{\text{D}}\$,  $8^1/_2$  × 14\$\operatorname{\text{D}}\$,  $8^1/_2$  × 13\$\operatorname{\text{D}}\$,  $8^1/_4$  × 14\$\operatorname{\text{D}}\$,  $8^1/_4$  × 13\$\operatorname{\text{D}}\$,  $8 \times 10^1/_2$ \operatorname{\text{D}}\$\operatorname{\text{D}}\$,  $8 \times 10^1/_2$ \operatorname{\text{D}}\$.

 $5^{1}/_{2} \times 8^{1}/_{2}$   $\square$   $\square$ ,  $182 \times 210$  mm  $\square$ ,  $170 \times 210$  mm  $\square$ ,  $340 \times 210$  mm  $\square$ , 8  $\square$ , 16  $\square$   $\square$ ,  $11 \times 15$   $\square$ ,  $10 \times 15$   $\square$ ,  $10 \times 14$   $\square$ 

- Paper sizes and orientations that can be used in the Rotate Sort function are follows:
  - A4D $\Box$ , B5 JISD $\Box$ , A5D $\Box$ , 8 $\frac{1}{2}$  × 11D $\Box$ , 7 $\frac{1}{4}$  × 10 $\frac{1}{2}$ D $\Box$ , 5 $\frac{1}{2}$  × 8 $\frac{1}{2}$ D $\Box$ , 16KD $\Box$
- The number of copies that can be placed on the tray is as follows. (paper weight: 80 g/m², 20 lb. Bond)
  - Copy tray

A4, 
$$8^1/_2 \times 11$$
 or larger, B4 JIS,  $10 \times 14$  or smaller: 500 sheets  $10 \times 14$  or Larger, A3, B5 JIS,  $8^1/_2 \times 11$  or smaller: 250 sheets

• Shift tray

A4: 1250 sheets

- When the number of copies exceeds capacity, remove copies from the tray.
- For details about the number of copy sheets that the output tray can accommodate, see "Appendix", About This Machine .
- When using the Rotate Sort or Staple function, the capacity may be reduced.
- When using the Staple functions, the capacity may be reduced.

## Reference

• p.256 "Input/Output"

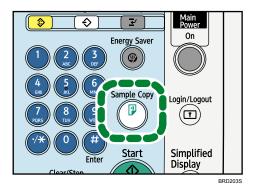
#### Sample Copy

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

## Mportant !

- This function only can be used 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.



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

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



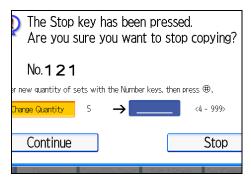
• If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary. You can change the settings. However, depending on the combination of functions, you may not be able to change some settings.

## Changing the number of sets

You can change the number of copy sets during copying.



- 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].

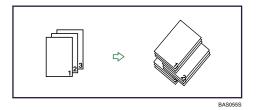
Copying starts again.



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

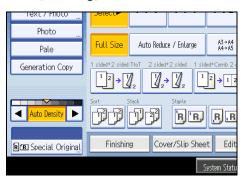
#### Stack

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



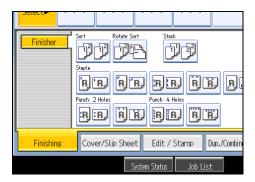
If the Finisher SR4030, SR4050 or Booklet Finisher SR4040 is attached, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.

## 1. Press [Finishing].



- 2. Press [Finisher].
- 3. Press [Stack].

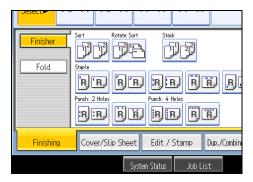
When the Finisher SR4030 is attached:



When the Booklet Finisher SR4040 is attached:



When the Finisher SR4050 is attached:



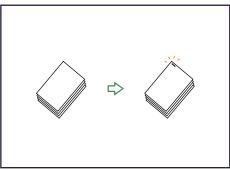
- 4. Enter the number of copies with the number keys.
- 5. Press [OK].
- 6. Place the originals, and then press the [Start] key.



- 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.
- Paper sizes and orientations that can be used with the Shift Stack are as follows:
  - A3D, A4DD, A5DD, B4 JISD, B5 JISDD,  $11 \times 17D$ ,  $8^1/_2 \times 14D$ ,  $8^1/_2 \times 13D$ ,  $8^1/_2 \times 11DD$ ,  $8^1/_4 \times 14D$ ,  $8^1/_4 \times 13D$ ,  $8 \times 13D$ ,  $8 \times 10^1/_2DD$ ,  $8 \times 10^1/_2DD$ ,  $7^1/_4 \times 10^1/_2DD$ ,  $5^1/_2 \times 8^1/_2DD$ ,  $182 \times 210 \text{ mmD}$ ,  $170 \times 210 \text{ mmD}$ ,  $340 \times 210 \text{ mmD}$ , 8KD, 16KDD,  $11 \times 15D$ ,  $11 \times 14D$ ,  $10 \times 15D$ ,  $10 \times 14D$
- If the finisher is attached, the paper size and orientation requirements will be differ. For details, see "Appendix", About This Machine .

## Staple

Each copy set can be stapled together.



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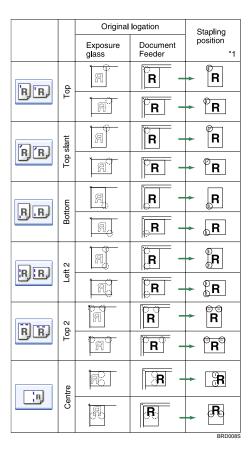


- If you select staple without having the stapler cartridge for saddle stitch set in Booklet Finisher SR4040, a paper misfeed might occur. Be sure to set the stapler cartridge.
- You cannot use the bypass tray with this function.

## 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:



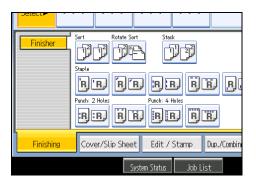
\* 1 The above table shows staple positioning. The orientation of the paper does not indicate orientation of delivery.

## 1. Press [Finishing].



- 2. Press [Finisher].
- 3. Select one of the stapling positions.

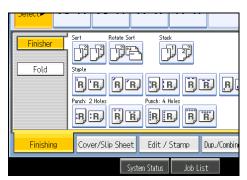
When the Finisher SR4030 is attached:



When the Booklet Finisher SR4040 is attached:



When the Finisher SR4050 is attached:



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

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



- 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 about staple positions, see "Input/Output".
- 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
- 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  $\square$  paper for  $\square$  orientation originals and specify  $\square$  paper for  $\square$  orientation originals.
- 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□
  - $11 \times 17 \square$  and  $8^{1}/_{2} \times 11 \square$
- When stapling B4 JIS $\square$ ,  $8^1/_2 \times 14\square$  or larger paper sizes, be sure to extend the paper support plate the tray of Finisher SR4030, SR4050 or Booklet Finisher SR4040.
- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies
  from the shift tray, and then resume copying.
- You cannot change stapling positions during copying.
- When the original image is rotated, the staple orientation changes by 90 degrees.
- The maximum original image size that can be rotated is as follows: Metric version: A4, Inch version:  $8^{1}/_{2} \times 11$

- When using Slant, Left 2, or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge
  function, "Orig. and paper orientation mismatched for Staple mode. Cancel Staple mode or change
  paper orientation in tray." 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 SR4040, the machine staples and folds the paper in the
  centre, then delivers the paper folded.
- If you select Centre for the Booklet or Magazine function, the machine staples the paper, and folds it like a book, then delivers the paper folded.
- You cannot select vertical Left 2 and horizontal Top 2 when copying onto A3, B4 JIS, or 11 × 17 size paper.
- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m<sup>2</sup>, 20 lb.)
  - When the Finisher SR4030 or Booklet Finisher SR4040 is installed:

A4, 
$$8^{1}/_{2} \times 11 : 15$$
-leaf binding ... 10 copies

• When the Finisher SR4050 is installed:

A4, 
$$8^{1}/_{2} \times 11 : 30$$
-leaf binding...8 copies

- Depending on the settings for the Staple, you may not be able to use the Rotate Copy function.
- For details about the number of sheets that can be stapled together, the number of paper weight that
  can be stapled, and the number of stapled copies that can be stacked on each tray, see "Appendix",
  About This Machine .
- Printing might be slower than normal when using the Staple function.

## Reference

- p.170 "Booklet/Magazine"
- p.256 "Input/Output"

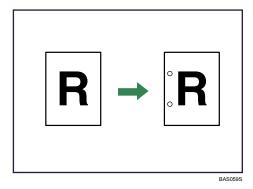
#### **Punch**

You can make punch holes in copies.

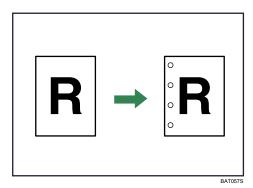


- You cannot use the bypass tray with this function.
- You cannot use Z-fold with this function.

## 2 holes



#### 4 holes

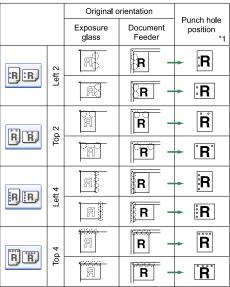


## Original orientation and punch hole position

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:

9



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\* 1 The above table shows punch hole positioning. Punched sheets might not be delivered in the orientation shown in this table.

## 1. Press [Finishing].



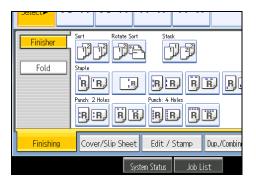
#### 2. Press [Finisher].

3. Select one of the punch hole positions.

When the Finisher SR4030 is attached:



When the Booklet Finisher SR4040 is attached:



When the Finisher SR4050 is attached:



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



- 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 "Input/Output".
- For details about the number of paper weight that can be punched, see "Appendix", About This Machine .

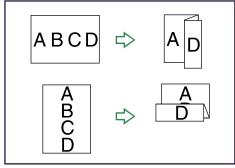
- When using Punch and Combine, Double Copies, or Auto Reduce / Enlarge, the message "Orig.
  and paper orientation mismatched for Punch mode. Cancel Punch mode or change paper orientation
  in tray." may appear because of the orientation of the original and the copy paper. If this occurs,
  change the orientation of the copy paper.
- Since punch holes are made in each copy, the punch hole positions vary slightly.
- For details about the number of sheets that can be punched together, the number of paper weight that can be punched, see "Appendix", About This Machine .

## ■ Reference

• p.256 "Input/Output"

#### Z-fold

Makes two parallel folds, one of which faces in and the other facing out.



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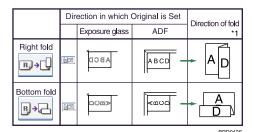
# **☆ Important**

- You cannot use the bypass tray with this function.
- You cannot use Punch with this function.

## Original orientation and Z-fold 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 Z-fold positions is as follows:



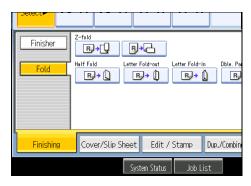
\*1 The above table shows Z-fold positions. The orientation of the paper does not indicate orientation of delivery.

#### 1. Press [Finishing].



- 2. Press [Fold].
- 3. Select the folding direction, and then press [OK].

When the Booklet Finisher SR4040 or the Finisher SR4050 is attached:

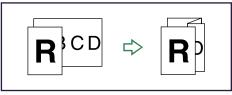


4. Place the originals, and then press the [Start] key.



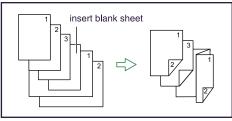
- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.
- You can specify the fold-back position in 1 mm (0.1 inch) increments under Z-fold Position in User
  Tools. For details about Z-fold Position, see "System Settings", Network and System Settings Guide

- You cannot use the following paper with this function:
  - Postcards
  - Letterhead
  - Cardstock
  - OHP transparencies
  - Tab stock
  - Translucent paper
  - Label paper (adhesive labels)
- Paper fed from the interposer cannot be Z-folded.
- Paper sizes that can be Z-folded are as follows:
  - Booklet Finisher SR4040, Finisher SR4050
     A3D, B4 JISD, A4D, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 11D, 12 × 18D
- The number of Z-folded copies that can be stacked on the Booklet Finisher SR4040, Finisher SR4050, or Multi-Folding Unit trays is as follows (paper weight: 80 g/m², 20 lb. Bond). When the number of copies exceeds capacity, remove them from the trays.
  - Booklet Finisher SR4040 (Upper Tray, Shift Tray)
     B4 JIS□, 8¹/2 × 14□ or larger: 30 sheets
     A4□, 8¹/2 × 11□ or smaller: 20 sheets
  - Finisher SR4050 (Upper Tray)
     A3D, B4 JISD, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 14D: 30 sheets
  - Finisher SR4050 (Shift Tray)
     A3D, B4D, A4D, 11 × 17D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8<sup>1</sup>/<sub>2</sub> × 14D: 30 sheets
- Even if you place different size originals in the ADF, appropriate size of copy paper can be
  automatically selected and Z-folded 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 Z-folded when
  using the Mixed Sizes mode are as follows (the larger size paper is Z-folded):
  - A3□ and A4□
  - A4□ and A5□
  - B4 JIS□ and B5 JIS□
  - $11 \times 17 \square$  and  $8^{1}/_{2} \times 11 \square$
  - $8^{1}/_{2} \times 11^{\square}$  and  $5^{1}/_{2} \times 8^{1}/_{2}^{\square}$



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- The paper sizes that can be stapled after being Z-folded are A3□, B4 JIS□, 11 × 15□, and 11 × 17□.
- The number of Z-folded copies that can be stapled is as follows (paper weight: 80 g/m², 20 lb. Bond)
  - Booklet Finisher SR4040, Finisher SR4050
     10 Z-folded sheets, 9 Z-folded sheets and 0 to 10 unfolded sheets, 8 Z-folded sheets and 0 to 20 unfolded sheets, 7 Z-folded sheets and 0 to 30 unfolded sheets, 6 Z-folded sheets and 0 to 40 unfolded sheets, 5 Z-folded sheets and 0 to 50 unfolded sheets, 4 Z-folded sheets and 0 to 60 unfolded sheets, 3 Z-folded sheets and 0 to 70 unfolded sheets, 2 Z-folded sheets and 0 to 80 unfolded sheets, 1 Z-folded sheet and 0 to 90 unfolded sheets
- When using this function with 1 Sided → 2 Sided and Mixed Sizes modes, 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.

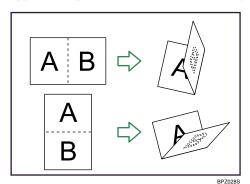


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- Even if you have selected Face Up for Copy Eject Face Method in Glass Mode in User Tools, the copies will be delivered face down.
- To use the Z-fold function, you must set the Z-fold support tray. For details about how to set the Z-fold support tray, see "When Z-folded Paper Is Not Properly Aligned", Troubleshooting .
- Folded copies that are delivered to the folding unit tray may be stacked with their folds open. If this
  happens, the position of the folds is unaffected and the copies will still be output in sequential order.
  Stacked copies can be easily separated in the order they were delivered. To prevent their folded
  sections overlapping, configure the machine to deliver folded copies to the Finisher upper tray or
  Finisher shift tray.
- Remove the Z-fold support tray when delivering copies to the Finisher shift tray or Multi-Folding Unit
  upper tray without using the Z-fold function. If you leave the Z-fold support tray in place, prints are
  not stacked properly.

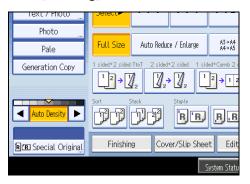
## Half Fold

Applies a single, central fold to create two equal panels.

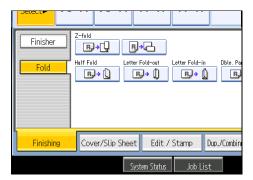


Mportant !

- You cannot use the bypass tray with this function.
- 1. Press [Finishing].

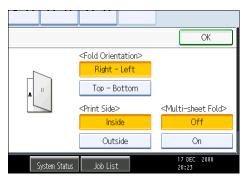


- 2. Press [Fold].
- 3. Press [Half Fold].



4. Press [Change].

5. Select Fold Orientation, Print Side, and Multi-sheet Fold.



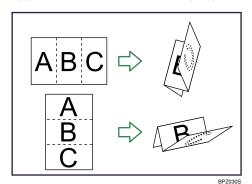
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



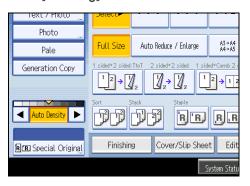
- Half Fold documents are delivered to the Multi-Folding Unit only.
- The Multi-sheet Fold function can fold a maximum of three sheets at a time.
- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically
  applied also. However, the Mixed Sizes function is not available while the Multi-sheet Fold function
  is enabled.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Half Fold function is enabled:
  - Punch
  - Staple
- The following paper types cannot be used with the Half Fold function:
  - Letterhead
  - Cardstock
  - OHP transparencies
  - Tab stock
  - Translucent paper
  - · Label paper
- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine .
- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## Letter Fold-out

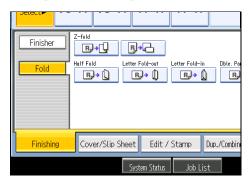
Applies two folds to create three equal panels (first panel folding inward, last panel folding outward).



- You cannot use the bypass tray with this function.
- 1. Press [Finishing].

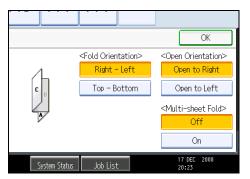


- 2. Press [Fold].
- 3. Press [Letter Fold-out].



4. Press [Change].

5. Select Fold Orientation, Open Orientation, and Multi-sheet Fold.



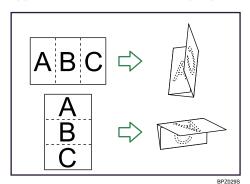
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



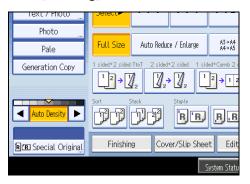
- Letter Fold-out documents are delivered to the Multi-Folding Unit only.
- The Multi-sheet Fold function can fold a maximum of three sheets at a time.
- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically
  applied also. However, the Mixed Sizes function is not available while the Multi-sheet Fold function
  is enabled.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Letter Fold-out function is enabled:
  - Punch
  - Staple
- The following paper types cannot be used with the Letter Fold-out function:
  - Letterhead
  - Cardstock
  - OHP transparencies
  - Tab stock
  - Translucent paper
  - · Label paper
- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine .
- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## Letter Fold-in

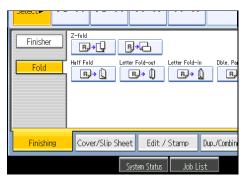
Applies two folds to create three equal panels (outer panels folding inward).



- You cannot use the bypass tray with this function.
- 1. Press [Finishing].

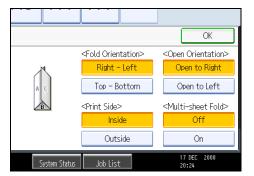


- 2. Press [Fold].
- 3. Press [Letter Fold-in].



4. Press [Change].

5. Select Fold Orientation, Open Orientation, Print Side, and Multi-sheet Fold.



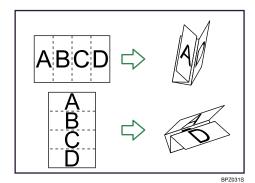
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



- Letter Fold-in documents are delivered to the Multi-Folding Unit only.
- The Multi-sheet Fold function can fold a maximum of three sheets at a time.
- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically
  applied also. However, the Mixed Sizes function is not available while the Multi-sheet Fold function
  is enabled.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Letter Fold-in function is enabled:
  - Punch
  - Staple
- The following paper types cannot be used with the Letter Fold-in function:
  - Letterhead
  - Cardstock
  - OHP transparencies
  - Tab stock
  - Translucent paper
  - · Label paper
- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine 0.
- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## **Double Parallel Fold**

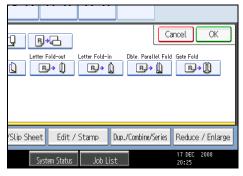
Applies two parallel folds to create four panels (centre line main fold, double panel fold).



- You cannot use the bypass tray with this function.
- 1. Press [Finishing].

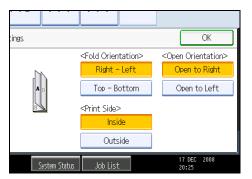


- 2. Press [Fold].
- 3. Press [Dble. Parallel Fold].



4. Press [Change].

5. Select Fold Orientation, Open Orientation, and Print Side.



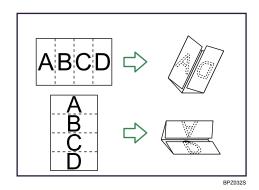
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



- Double Parallel Fold documents are delivered to the Multi-Folding Unit only.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Double Parallel Fold function is enabled:
  - Punch
  - Staple
  - Multi-sheet Fold
- The following paper types cannot be used with the Double Parallel Fold function:
  - Letterhead
  - Cardstock
  - OHP transparencies
  - Tab stock
  - Translucent paper
  - Label paper
- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine .
- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

## **Gate Fold**

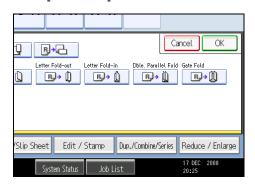
Applies three folds to create four equal panels (centre line main fold, outer panels folding inward without overlap).



- You cannot use the bypass tray with this function.
- 1. Press [Finishing].

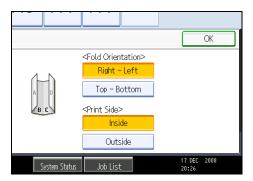


- 2. Press [Fold].
- 3. Press [Gate Fold].



4. Press [Change].

5. Select Fold Orientation and Print Side.



- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



- Gate Fold documents are delivered to the Multi-Folding Unit only.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Gate Fold function is enabled:
  - Punch
  - Staple
  - Multi-sheet Fold
- The following paper types cannot be used with the Gate Fold function:
  - Letterhead
  - Cardstock
  - OHP transparencies
  - Tab stock
  - Translucent paper
  - Label paper
- For details about which sizes and weights of paper that can be folded, see "Appendix", About This Machine .
- The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.

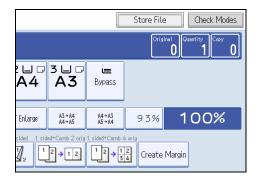
# 2

# Storing Data in the Document Server

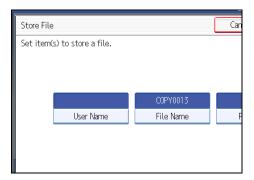
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.



- 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.
- 1. Press [Store File].



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



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

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



• 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", Network and System 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 "Using the Document Server".
- 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.212 "Using the Document Server"
- p.221 "Printing Stored Documents"

## 2

# **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.



- You cannot use the Job List function when Interrupt Copy is active.
- Documents printed using the scanner function and facsimile 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", Network and System Settings Guide.

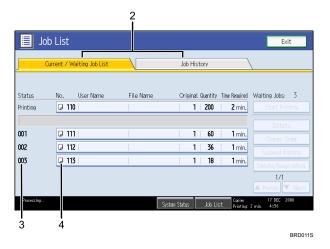
#### When [Job Order] is not selected:

The job list is displayed for each of the functions.



#### When [Job Order] is selected:

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

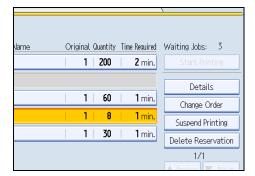


- 1. Switches between job lists for each function.
- 2. Switches between [Current / Waiting Job List] and [Job History].
- 3. Displays reserved job numbers.
- 4. Displays the function used to print jobs.
  - ☐: Job printed using copy function
  - 3: Job printed using printer function
  - D: Job printed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

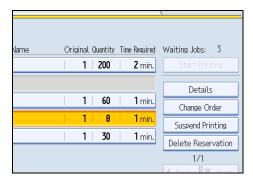


4. Press [Exit].

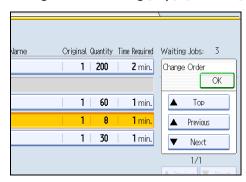
# Changing the Order of Jobs

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].



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.

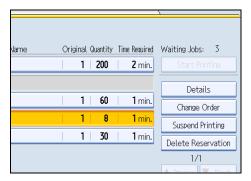


- To resume the suspended jobs, press [Resume Printing].
- This function is available only if [Job Order] is specified.

## **Deleting Jobs**

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

- 1. Press [Job List].
- 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 the 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.

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



- 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 "Changing the Default Functions of the Copy's Initial Display".
- 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 System Settings in User Tools will be selected first. For details, see "System Settings", Network and System Settings Guide.
- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

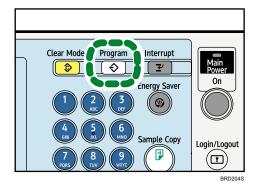


• p.108 " Changing the Default Functions of the Copy's Initial Display"

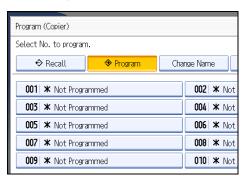
## Registering Functions in a Program

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.



- Program numbers with ♦ against them already have settings made for them.
- For details about how to enter text, see "Entering Text", About This Machine 🗊 🚳.

## **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.



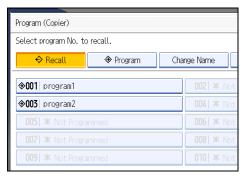
- To check the contents of a program, recall the program.
- When it is overwritten, the previous program is deleted.

## **Recalling a Stored Program**

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

- 1. Press the [Program] key.
- 2. Press the program number you want to recall.

The stored settings are displayed.





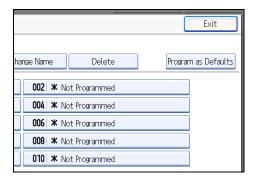
- Only programs with  $\ \ \$  against them contain a program.

# 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.

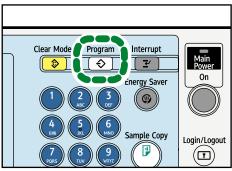
# Changing the Default Functions of the Copy's Initial Display

You can configure the settings of the initial screen so that the default display contains 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 register as defaults are Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit/Stamp, Dup./Combine/Series, Reduce / Enlarge, Finishing, Store File, and number of copies.

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



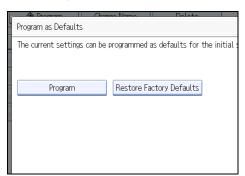
BRD204

3. Press [Program as Defaults].

|                      |               | ,     | Exit           |
|----------------------|---------------|-------|----------------|
| Ihange Name          | Delete        | Progr | am as Defaults |
|                      | ot Programmed |       |                |
| 004 * Not Programmed |               |       |                |
| 006 ★ Not Programmed |               |       |                |
| 008 ★ Not Programmed |               |       |                |
| 010 * No             | ot Programmed |       |                |

9

# 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.



- 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

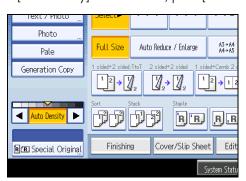
Adjusts the density of an image only for dark texture originals.

### **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.



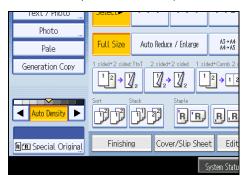


2. Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.

# **Combined Auto and Manual Image Density**

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

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.

### 3

# **Image Adjustment**

Adjusts image qualities.

The following four types of image adjustments are available:

### Sharp / Soft

Adjusts the outline of an image.

#### Contrast

Adjusts the shades of an image.

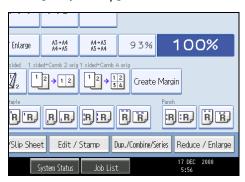
#### **Background Density**

Adjusts the background density of an image.

#### Text / Photo Sensitivity

Adjusts the standard level in judging the image in the text and photo part when using "Text / Photo".

1. Press [Edit / Stamp].



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

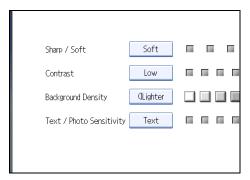


- [Sharp / Soft], [Contrast], and [Background Density] can each be adjusted, however, their
  adjustments can affect the level of other adjustment functions.
- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been
  performed, when the [Clear Modes] key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

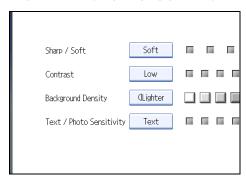


2. Press [OK].

#### Contrast

Adjusts the shades of an image.

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

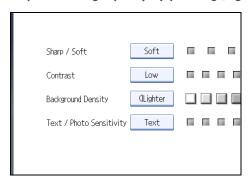


2. Press [OK].

# **Background Density**

Adjusts the background density of an image.

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



2. Press [OK].

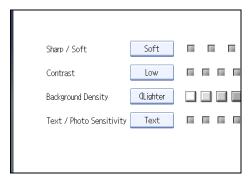


 Adjustments should be made lighter when copying dark textured originals, such as newspaper or recycled paper.

# Text / Photo Sensitivity

Adjusts the standard level in judging the image in the text and photo part when using "Text / Photo".

1. Adjust the image quality by pressing [Text] or [Photo].



2. Press [OK].



• Specify the original type to Text when parts of the texts are faded or are not clear. Set it to Photo when the outline of photos becomes dark.

# **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

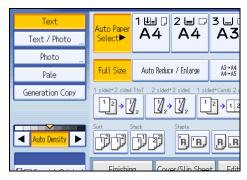
#### Pale

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.





- You can change the settings for original types shown on the initial display under General Features in User Tools. For details, see "General Features".
- 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 "General Features".

# Reference

p.233 "General Features"

3

# 3

# **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.

### **Manual Paper Select**

Select the tray containing the paper you want to copy onto: a paper tray, the bypass tray or LCT. For details, see "Sizes difficult to detect".

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 $\Box$ , B4 JIS $\Box$ , A4 $\Box$ $\Box$ , B5 JIS $\Box$ $\Box$ , A5 $\Box$ , 8 $^1/_2 \times 13\Box$   |
| ADF               | A3 $\Box$ , B4 JIS $\Box$ , A4 $\Box$ $\Box$ , B5 JIS $\Box$ $\Box$ , A5 $\Box$ $\Box$ , B6 JIS $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 $^{1}/_{2}$ × 11 $\Box$ $\Box$ , 8 $^{1}/_{2}$ × 13 $\Box$ |

#### Inch version

| Original location | Original size and orientation   |
|-------------------|---|
| Exposure glass    | $11 \times 17^{\Box}$ , $8^{1}/_{2} \times 14^{\Box}$ , $8^{1}/_{2} \times 11^{\Box}$ , $5^{1}/_{2} \times 8^{1}/_{2}^{\Box}$   |
| ADF               | A3 $\Box$ , A4 $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 $^{1}/_{2}$ × 14 $\Box$ , 8 $^{1}/_{2}$ × 11 $\Box$ $\Box$ , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ $\Box$ $\Box$ , 10 × 14 $\Box$ |



• 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 "Tray Paper Settings", Network and System Settings Guide.

# Reference

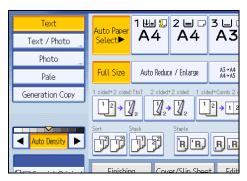
• p.20 "Sizes difficult to detect"

### **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.

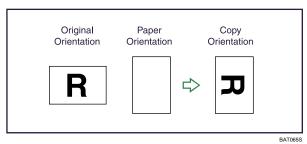
1. Make sure that [Auto Paper Select] is selected.

Trays with a key mark ( will not be automatically selected. For details about which trays are unavailable when using [Auto Paper Select] is applied, see "Tray Paper Settings", Network and System Settings Guide .



### **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 degrees to fit it on the paper.



**U** 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 "General Features".
- Depending on the settings for the Punch, Staple, Z-fold, Half Fold, Letter Fold-out, Letter Fold-in,
   Double Parallel Fold or Gate Fold functions, you may not be able to use the Rotate Copy function.



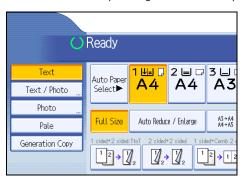
- p.53 "Auto Reduce / Enlarge"
- p.118 "Auto Paper Select"
- p.233 "General Features"

# **Manual Paper Select**

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

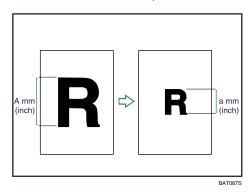
For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Originals".



• p.49 "Reducing or Enlarging Originals"

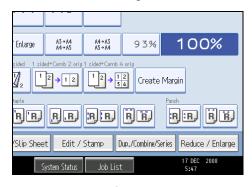
# **Size Magnification**

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].

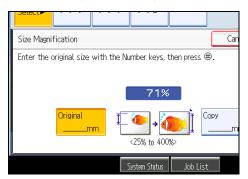


2. Press [Size Magnification].

2



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.

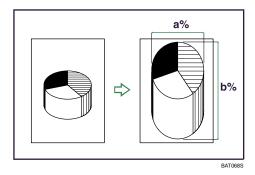


- To change the value you entered, press the key you want to change, and then enter a new value.
- To change the value after pressing [#], select [Original] or [Copy], and then enter a new value.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to 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 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

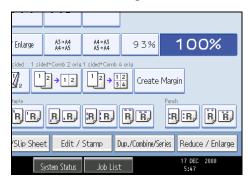


- The reproduction ratios you can specify are 25-400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of
  original or copy paper size. However, depending on settings and other conditions, part of the image
  may not be copied, or margins will appear on copies.

# Specifying the ratio with [-] and [+]

Specify a ratio using [—] and [+].

1. Press [Reduce / Enlarge].



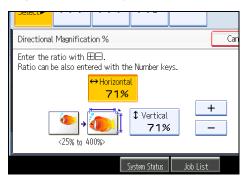
- 2. Press [Direct. Mag. %].
- 3. Press [[+] [-] keys].



4. Press [Horizontal].

3

5. Adjust the ratio using [-] and [+].



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

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

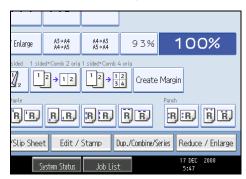


• To change the value you entered, readjust it with [-] and [+].

# Entering the ratio with the number keys

Enter a ratio using the number keys.

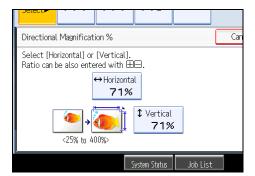
1. Press [Reduce / Enlarge].



2. Press [Direct. Mag. %].

3

#### 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.

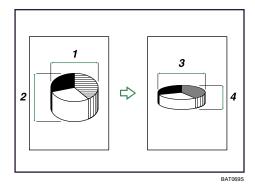


• To change the value you entered, press the key you want to change, and then enter a new value.

# Directional Size Magnification (mm)

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

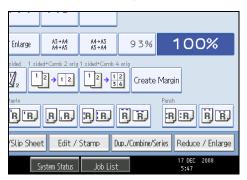
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



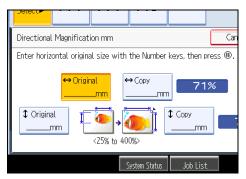
- 1. Horizontal original size: A mm (inch)
- 2. Vertical original size: B mm (inch)
- 3. Horizontal copy size: a mm (inch)
- 4. Vertical copy size: b mm (inch)

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



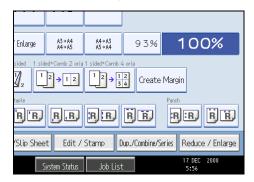
- 4. Enter the horizontal size of the copy with the number keys, and then press [#].
- 5. Enter the vertical size of the original with the number keys, and then press [#].
- 6. Enter the vertical size of the copy with the number keys, and then press [#].
- 7. Press [OK] twice.



- You can enter the horizontal sizes between 1 to 9999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inches). You can enter the vertical sizes between 1 to 999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inches).
- To change the value you entered, press the key you want to change, and then enter a new value.
- The reproduction ratios you can specify are 25-400%.
- 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.

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.



• You can change the ratio for Create Margin under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Reproduction Ratio".

# **■** Reference

• p.238 "Reproduction Ratio"

3

# 3

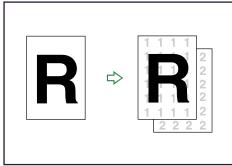
# Stamps

Copies with the date, page numbers, etc.

# **Background Numbering**

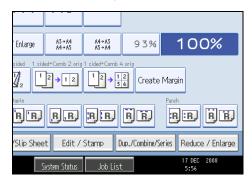
Use this function to have numbers printed on the background of copies.

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.



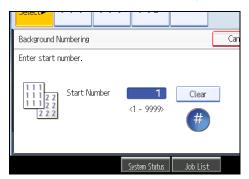
BAS0705

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.



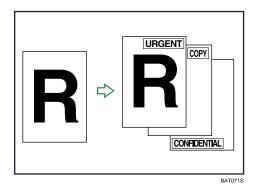
- To change the value you entered, press [Clear], and then enter a new value.
- You can enter a number between 1 and 9999.
- You can change the settings for Background Numbering under Stamp in User Tools. For details about Stamp, see "Stamp".
- The numbers appear to overlap the copied image in some cases.

# **■** Reference

• p.247 "Stamp"

### **Preset Stamp**

Messages are stamped on copies.



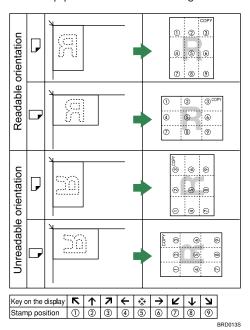
- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

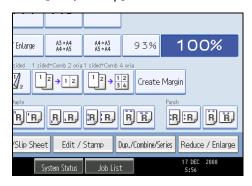
"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

#### Stamp position and original orientation

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

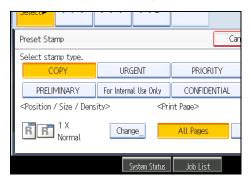


1. Press [Edit / Stamp].



- 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].



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

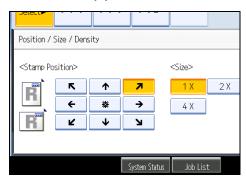
# **■** Reference

• p.247 "Stamp"

# Changing the stamp position, size and density

Changes the stamp position, size and density.

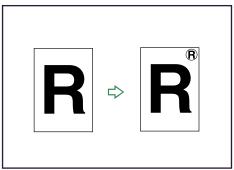
- 1. Press [Change] under Position / Size / Density.
- 2. Select the stamp position, size, and density, and then press [OK].



# **User Stamp**

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.



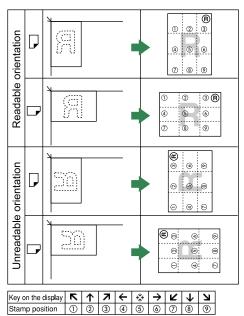
BAS073S

# 

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

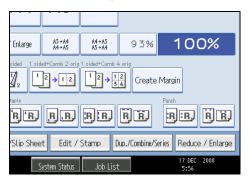
### Stamp position and original orientation

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

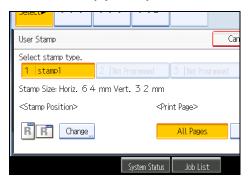


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1. Press [Edit / Stamp].



- 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].



 You can change the settings for User Stamp under Stamp in User Tools. For details about Stamp, see "Stamp".

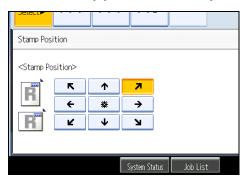
# Reference

- p.133 "Registering the user stamp"
- p.247 "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].

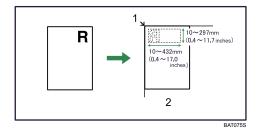


### Registering the user stamp

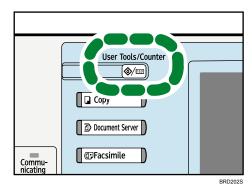
Scans an image that is used as a user stamp.

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 mm<sup>2</sup>, 7.75 inch<sup>2</sup>), it is corrected within the range of the area automatically.

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



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



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#### 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.



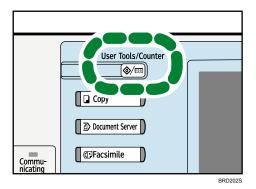
- Stamp numbers with  $\stackrel{•}{\Rightarrow}$  already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".
- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].
- You cannot restore 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

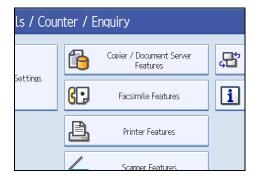
Deletes an image registered as a user stamp.

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].

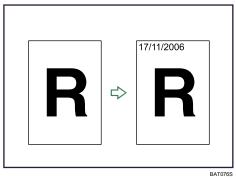
The display returns to the User Tools / Counter / Enquiry screen.

9. Press [Exit].

Exits settings and gets ready to copy.

# **Date Stamp**

Use this function to print dates on your copies.





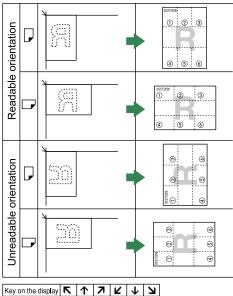
• You cannot use the bypass tray with this function.

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.

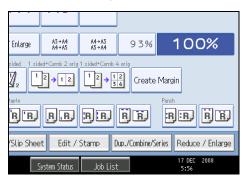


 Key on the display
 **K** ↑
 **7 L** ↓
 **\** 

 Stamp position
 ①
 ②
 ③
 ④
 ⑤
 ⑥

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### 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] twice.



- You can change the settings for Date Stamp under Stamp in User Tools. For details about Stamp, see "Stamp".
- When Date Stamp is used Combine, Magazine, or Booklet function, the date stamp is printed as follows:
  - With the Combine function



• With the Magazine or Booklet function



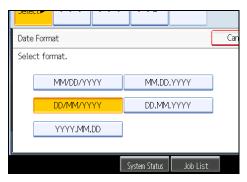
**■** Reference

• p.247 "Stamp"

# 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.

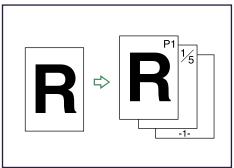
- 1. Press [Change] under Stamp Position.
- 2. Select the stamp position, and then press [OK].



3

# Page Numbering

Use this function to print page numbers on your copies.



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• You cannot use the bypass tray with this function.

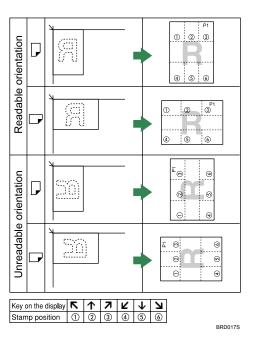
# Page number formats

There are six formats available for page numbering.

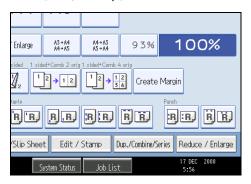
- P1,P2...
- 1/5,2/5...
- -1-,-2-...
- P.1,P.2...
- 1, 2...
- 1-1,1-2...

# Stamp position and original orientation

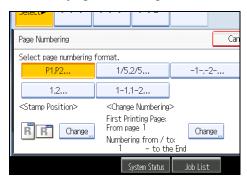
The page stamp positions differ according to the orientation in which you place the originals.



1. Press [Edit / Stamp].



- 2. Press [Stamp].
- 3. Press [Page Numbering].
- 4. Select the page numbering format.

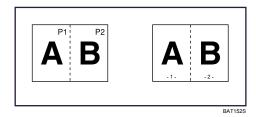


You can change the stamp position, pages to be stamped, and numbering.

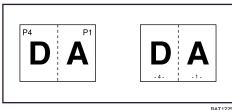
- 5. After making all settings, press [OK].
- 6. Press [OK].



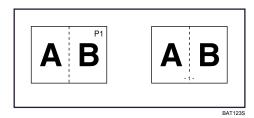
- You can change the settings for Page Numbering under Stamp in User Tools. For details about Stamp, see "Stamp".
- · You can change the stamp position if Combine or Duplex is specified for use with this function under Duplex Back Page Stamping Position or Page Numbering in Combine in User Tools. For details about these settings, see "Stamp".
- · When Page Numbering is used with 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



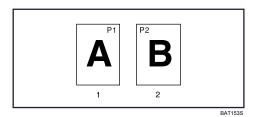
With the Magazine or Booklet function



• 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

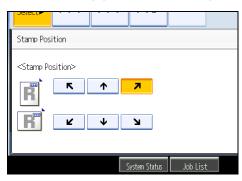


• p.247 "Stamp"

# Changing the stamp position

Changes the stamp position.

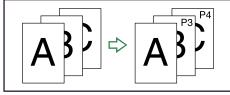
- 1. Press [Change] under Stamp Position.
- 2. Select the stamp position, and then press [OK].



# 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.

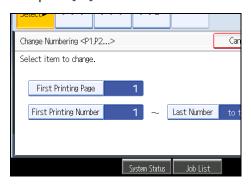
The example below shows when the first printing page is "2" and the start number is "3".



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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 [#].
- 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.



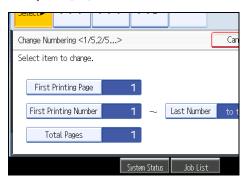
- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing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



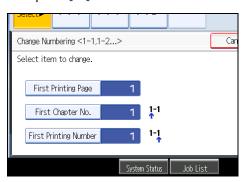
- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing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

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

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 [#].



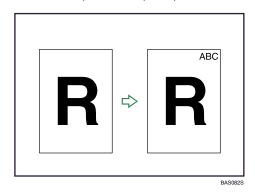
- Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].
- 4. Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].
- 5. When page designation is complete, press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



- 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.

#### Stamp Text

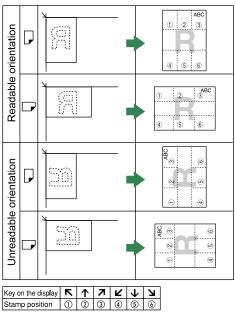
You can stamp text on copies up to 64 letters.



You cannot use the bypass tray with this function.

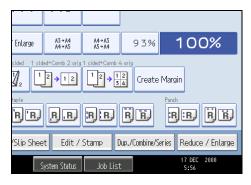
#### Stamp position and original orientation

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



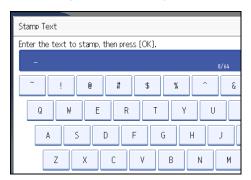
BRD018S

1. Press [Edit / Stamp].



- 2. Press [Stamp].
- 3. Press [Stamp Text].
- 4. Press [Change Text].

5. Enter stamp text, and then press [OK].



You can change the stamp position.

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



- If the main power is turned off, the text is cleared. To save the typed text, you can register them in a program. For details about Program, see "Registering Frequently Used Functions".
- You can change the settings for Stamp Text under Stamp in User Tools. For details about Stamp, see "Stamp".
- Depending on the stamp position, parts of the text might not be copied.
- For details about how to enter text, see "Entering Text", About This Machine 🗊 🚳.

# ■ Reference

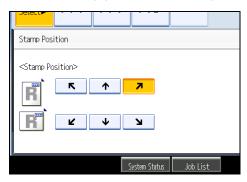
- p.104 "Registering Frequently Used Functions"
- p.247 "Stamp"

#### Changing the stamp position

Changes the stamp position, size and density.

1. Press [Change] under Stamp Position.

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

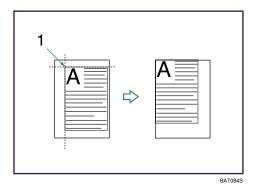


# **Advanced Copier Functions**

This section describes the machine's advanced copy functions.

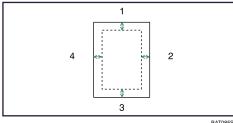
# **Scan Position**

You can move the scanning position of originals.

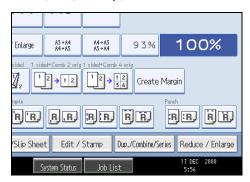


### 1. Point from which the machine begins scanning

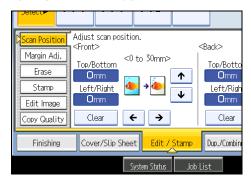
You can move the scanning position up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments upward, downward, to left and to right.



- 1. Top: 0 30 mm, 0 1.2 inches
- 2. Right: 0 30 mm, 0 1.2 inches
- 3. Bottom: 0 30 mm, 0 1.2 inches
- 4. Left: 0 30 mm, 0 1.2 inches



- 2. Press [Scan Position].
- 3. Specify the scanning position for the front side of the original.



4. Specify the scanning position for the back side of the original. Then press [OK].

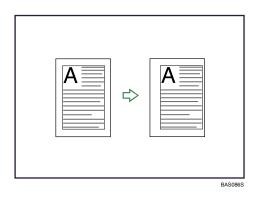
If you don't need to set the scanned position of the back side of the original, press [OK].

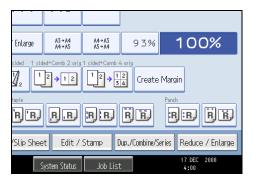


- To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value
- Press  $[\, \downarrow \,]$  and  $[\, \uparrow \,]$  to set the top or bottom position. Press  $[\, \leftarrow \,]$  and  $[\, \rightarrow \,]$  to set the left or right position.
- The scanning position for the back side of the original is valid only when you are copying 2-sided originals.

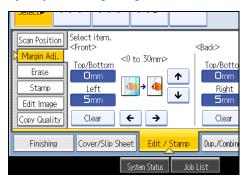
# Margin Adjustment

Copies originals leaving a binding margin.





- 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].



- To change the value you entered, press [←], [→], [▶] or [↑], or press [Clear], and then specify a new value.
- Press  $[\mbox{$\psi$}]$  and  $[\mbox{$\uparrow$}]$  to set the top or bottom position. Press  $[\mbox{$\leftarrow$}]$  and  $[\mbox{$\rightarrow$}]$  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 "Edit".
- 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.



• p.240 "Edit"

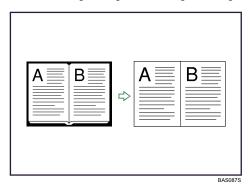
# **Erase Centre / Border**

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

This function has the following three types:

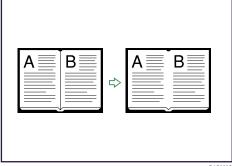
#### **Erase Border**

Erases the edge margin of the original image.



#### **Erase Centre**

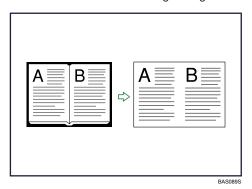
Erases the centre margin of the original image.



BAS088

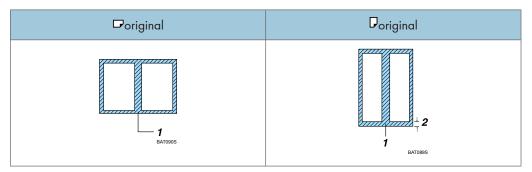
#### Erase Centre / Border

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



**U** Note

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



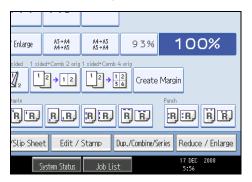
- 1. Erased part
- 2. 2 99 mm (0.1 3.9 inches)
- To erase the image on the back side of the original, press [2 Sided Setting] and then [Back]. Erasing the image on the back side is valid when you copy 2-Sided originals.
- The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting under Edit in User Tools. For details about Edit, see "Edit".
- The width of the erased margin varies depending on the reproduction ratio.

Reference

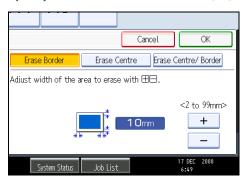
• p.240 "Edit"

#### Erase Border (same width)

Erases the edge margin of the original image.



- 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).

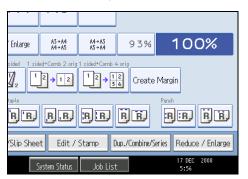
7. Press [OK] twice.



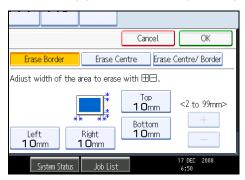
• To change the value you entered, press [+] and [-], and then specify a new value.

# Erase Border (different width)

Erases the edge margins of the original image.



- 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 [-].



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).

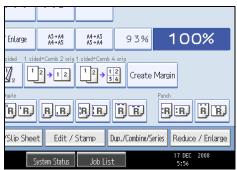
7. Press [OK] twice.



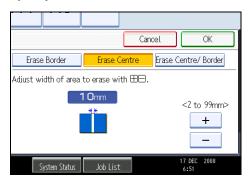
• To change the value you entered, press [+] and [-], and then specify a new value.

#### **Erase Centre**

Erases the centre margin of the original image.



- 2. Press [Erase].
- 3. Press [Erase Centre / Border].
- 4. Press [Erase Centre].
- 5. Specify the erase 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).

6. Press [OK] twice.

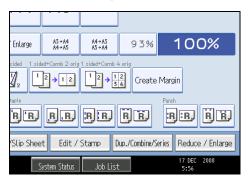


• To change the value you entered, press [+] and [-], and then specify a new value.

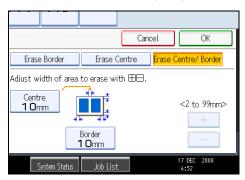
# Erase Centre / Border (same width)

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

3



- 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 [-].



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 [Border], and then specify the erase 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).

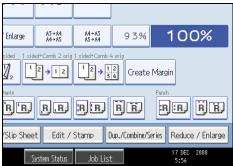
8. Press [OK] twice.



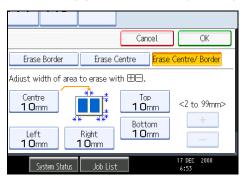
• To change the value you entered, press [+] and [-], and then specify a new value.

# Erase Centre / Border (different width)

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



- 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 [-].



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.



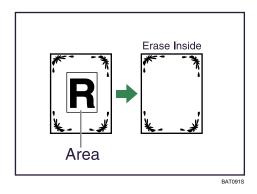
• To change the value you entered, press [+] and [-], and then specify a new value.

#### Erase Inside

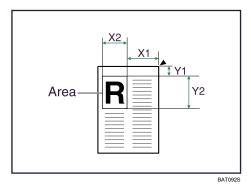
Use this function to copy the original while erasing a specified area.

3





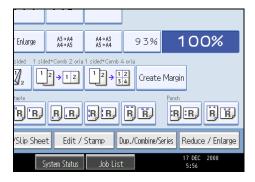
To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2 on the original. Measure the area you want to specify before entering the area settings.



X1, X2: 0 - 432 mm (0 - 17 inches)

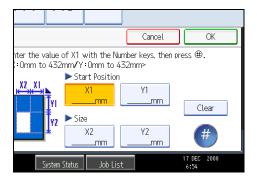
Y1, Y2: 0 - 432 mm (0 - 17 inches)

- Specify the point where the machine starts scanning (X1, Y1) and where its tops scanning (X2, Y2).
- 2. Press [Edit / Stamp].



- 3. Press [Erase].
- 4. Select one of the areas from [Erase Inside 1] to [Erase Inside 5].

Enter the length of [X1] with the number keys, and then press [#].



- 6. Enter the length of [Y1] with the number keys, and then press [#].
- 7. Enter the length of [X2] with the number keys, and then press [#].
- 8. Enter the length of [Y2] with the number keys, and then press [#].

  If you want to erase the image on the back side of the original, press [2 Sided Setting] and then [Back].

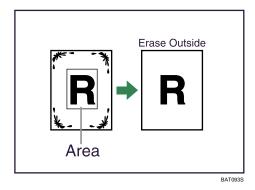
  Erasing the image on the back side is valid when you copy 2-Sided originals.
- 9. Press [OK].
- 10. To specify multiple areas, select areas 1 to 5, and then repeat steps 4 to 9.
- 11. Press [OK].



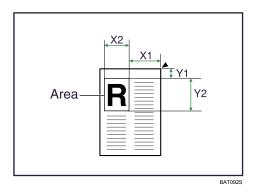
- To change the value you entered, press the key you want to change, and then enter a new value.
- By combining "Erase Inside 1" "Erase Inside 5", you can erase up to 5 areas at the same time.

### **Erase Outside**

Use this function to copy the original while erasing outside of a specified area.



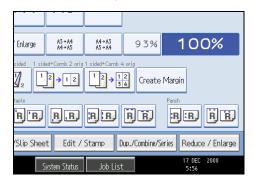
To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2 on the original. Measure the area you want to specify before entering the area settings.



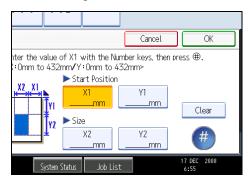
X1, X2: 0 - 432 mm (0 - 17 inches)

Y1, Y2: 0 - 432 mm (0 - 17 inches)

- Specify the point where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).
- 2. Press [Edit / Stamp].



- 3. Press [Erase].
- 4. Press [Erase Outside].
- 5. Enter the length of [X1] with the number keys, and then press [#].



- 6. Enter the length of [Y1] with the number keys, and then press [#].
- 7. Enter the length of [X2] with the number keys, and then press [#].

- 8. Enter the length of [Y2] with the number keys, and then press [#].

  If you want to erase the image on the back side of the original, press [2 Sided Setting] and then [Back].

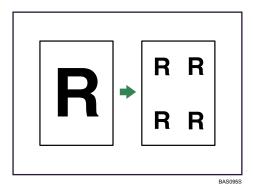
  Erasing the image on the back side is valid when you copy 2-Sided originals.
- 9. Press [OK] twice.



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

# **Image Repeat**

The original image is copied repeatedly.



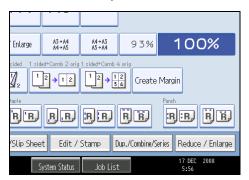
Original: A5 $\square$ /Copy paper: A4 $\square$ , Original: A5 $\square$ /Copy paper A4 $\square$ , Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11^\square$ , or Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11^\square$ 

| 4 repeats (71 %) | 16 repeats (35 %) |
|------------------|-------------------|
| BAT096S          | BATO95S           |

Original: A5 $\square$ /Copy paper: A4 $\square$ , Original: A5 $\square$ /Copy paper A4 $\square$ , Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11 \square$ , or Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11 \square$ 

| 2 repeats (100 %) | 8 repeats (50 %) | 32 repeats (25 %) |
|-------------------|------------------|-------------------|
| BATORES           | BAT087S          | BATOSSS           |

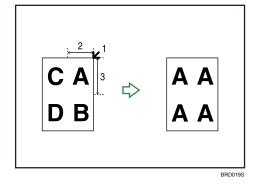
- 1. Select the size of copy paper and the reproduction ratio.
- 2. Press [Edit / Stamp].



- 3. Press [Edit Image].
- 4. Press [Image Repeat].
- 5. Press [OK].



- You can change the settings for Image Repeat under Edit in User Tools. For details about Edit, see "Edit".
- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.
- If you use this function with "Custom Size", you can copy repeatedly the image in the area you want by specifying the vertical and horizontal lengths from the base point. In this case, place your original on the exposure glass.



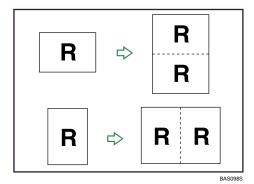
- 1. Base point
- 2. Horizontal length
- 3. Vertical length



• p.240 "Edit"

# **Double Copies**

One original image is copied twice on one sheet.



- You cannot use the bypass tray with this function.
- The following original size cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.
  - Metric Version

A5□ and B6 JIS□□

• Inch Version

$$5^{1}/_{2} \times 8^{1}/_{2}$$

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<br>Orientation |
|-------------------------------|------------------------------------|
| A5 🗗                          | A4 🕽                               |
| A4 🔽                          | A3 🗗                               |
| A5 🔽                          | A4 🗗                               |
| B5 JIS □                      | B4 JIS □                           |
| B6 JIS □                      | B5 JIS □                           |

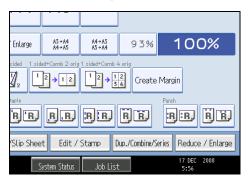
BRD031S

#### Inch version

| Original size and Orientation                                   | Copy paper size and<br>Orientation          |
|---|---|
| 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □ | 8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b> |
| $5^{1/2} \times 8^{1/2}$  | 8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b> |
| 8¹/2 × 11   | 11 × 17 □                                   |

BAT100S

3



- 2. Press [Edit Image].
- 3. Press [Double Copies].
- 4. Press [OK].
- 5. Select the paper size.



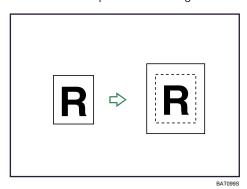
 You can change the settings for Double Copies under Edit in User Tools. For details about Edit, see "Edit".

# Reference

• p.240 "Edit"

#### Centring

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



• You cannot use the bypass tray with this function.

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

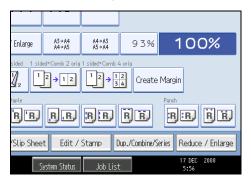
# \_\_\_\_

| Original location | Original size and orientation   |
|-------------------|---|
| Exposure glass    | A3 <sup>-</sup> , B4 JIS <sup>-</sup> , A4 <sup>-</sup> , B5 JIS <sup>-</sup> , A5 <sup>-</sup> , 8 <sup>1</sup> / <sub>2</sub> × 13 <sup>-</sup> |
| ADF               | A30, B4 JISD, A4D0, B5 JISD0, A5D0, B6 JISD0, 11 × 170, 8 <sup>1</sup> / <sub>2</sub> × 1100, 8 <sup>1</sup> / <sub>2</sub> × 130                 |

#### Inch version

| Original location | Original size and orientation   |
|-------------------|---|
| Exposure glass    | $11 \times 17^{\Box}$ , $8^{1}/_{2} \times 14^{\Box}$ , $8^{1}/_{2} \times 11^{\Box}$ , $5^{1}/_{2} \times 8^{1}/_{2}^{\Box}$   |
| ADF               | A3 $\Box$ , A4 $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 $^{1}/_{2}$ × 14 $\Box$ , 8 $^{1}/_{2}$ × 11 $\Box$ $\Box$ , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ $\Box$ $\Box$ , 10 × 14 $\Box$ |

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



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



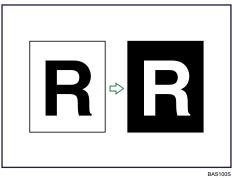
• Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90 degrees (Rotate copy).

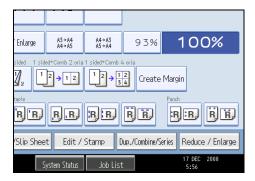
# Positive/Negative

Copies an image inverted.

If your original is black and white, copy images are inverted.





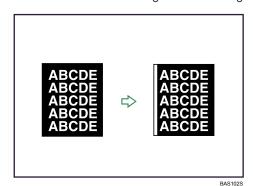


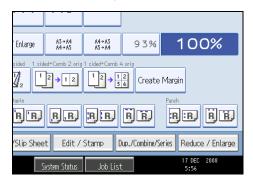
- 2. Press [Edit Image].
- 3. Press [Positive / Negative].
- 4. Press [OK].

# 3 Edges Full Bleed

You can make full image copy by cutting down the margin of top, bottom, and right sides.

This function is useful for originals full of image.





- 2. Press [Edit Image].
- 3. Press [3 Edges Full Bleed].
- 4. Press [OK].



• Do not attempt Duplex printing with this function. The paper will jam if you do.

### **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.



• You cannot use the Book  $\rightarrow$  1 Sided function from the ADF.

The following table shows the paper sizes for Book  $\rightarrow$  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

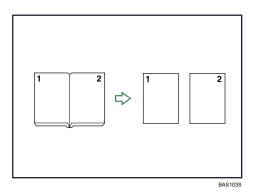
| Original                                    | Paper for 1-sided copy                           |
|---|--|
| 11 × 17 🕞                                   | 8 <sup>1</sup> / <sub>2</sub> ×11  × 2 sheets    |
| 8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b> | $5^{1/2} \times 8^{1/2} \square \times 2$ sheets |

BAT102S

There are two types of Series Copies.

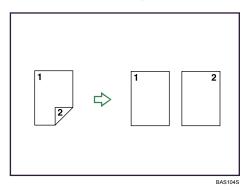
#### Book → 1 Sided

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

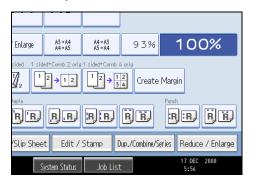


# 2 Sided → 1 Sided

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

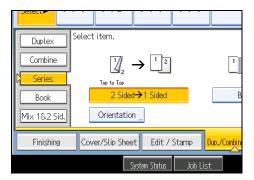


1. Press [Dup./Combine/Series].



2. Press [Series].

3. Select [2 Sided  $\rightarrow$  1 Sided] or [Book  $\rightarrow$  1 Sided], and then press [OK].



If you specified [2 Sided → 1 Sided], you can specify the orientation. For details, see "Originals and Copy Orientation".



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

# ■ Reference

• p.59 "Originals and Copy Orientation"

# **Booklet/Magazine**

Copies two or more originals in page order.

# 

• You cannot use the bypass tray with this function.

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

#### Metric version

| Original    | Paper              |
|-------------|--------------------|
| A3 <b>□</b> | A4 🕽 (2-sided)     |
| B4 JIS□     | B5 JIS ☐ (2-sided) |
| A4 <b>□</b> | A5 ☐ (2-sided)     |

BAT134S

#### Inch version

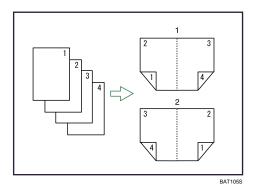
| Original                                    | Paper  |
|---|--|
| 11 × 17 🕞                                   | 8 <sup>1</sup> / <sub>2</sub> ×11 <b>[</b> ] (2-sided) |
| 8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b> | $5^{1}/_{2} \times 8^{1}/_{2}$ (2-sided)               |

BAT101S

There are six types of Booklet/Magazine.

#### 1 Sided → Booklet

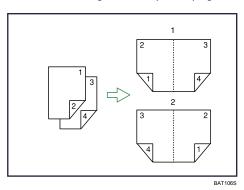
Make copies in page order for a folded booklet as shown.



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

# 2 Sided → Booklet

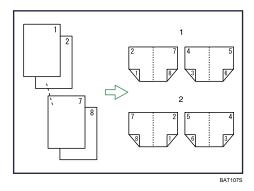
Make 2-sided originals to copies in page order for a folded booklet as shown.



- 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.

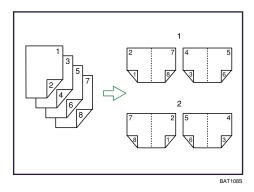


1. Open to left

# 2. Open to right

# 2 Sided → Magazine

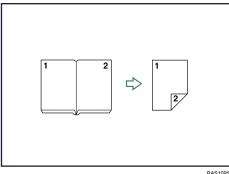
Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.



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

# Book → 2 Sided

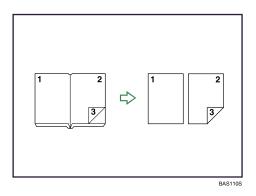
Copies a two-page spread original onto one sheet with one page per side.



DAOI

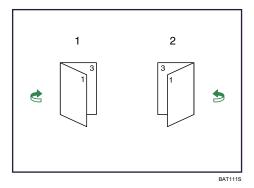
# Front & Back → 2 Sided

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



# How to fold and unfold copies to make a booklet

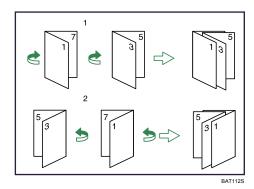
Fold a copy along the centreline, and open.



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

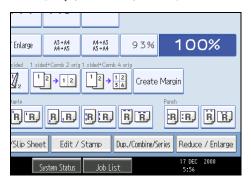
# How to fold and unfold copies to make a magazine

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

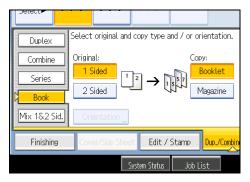


- 1. Open to left
- 2. Open to right

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



- 2. Press [Book].
- 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].



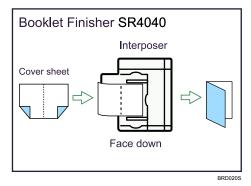
If you specified [2 Sided] for the original, [Book  $\Rightarrow$  2 sided], or [Front&Back  $\Rightarrow$  2 sided], you can specify the orientation of originals or copies.

- 4. Select the paper size.
- 5. Press [OK].



- 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 "Edit".
- 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 degrees 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 Booklet Finisher SR4040 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.
- If you are using this function with the interposer and have specified Staple: Centre, load cover sheets face down in the interposer.

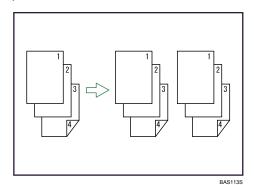


**■** Reference

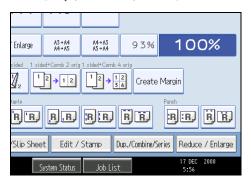
• p.240 "Edit"

#### Mix 1 & 2 Sided

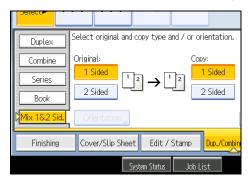
You can copy two types of originals, 1-sided and 2-sided, onto one or both sides of a sheet in one copy job.



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



- 2. Press [Mix 1&2 Sid.].
- 3. Select [1 Sided] or [2 Sided] for the original.



If you select [2 Sided], you can select the orientation.

- 4. Select [1 Sided] or [2 Sided] for the copy.
- 5. Place the originals, and then press the [Start] key.
- 6. If you specify [2 Sided] for either the originals or copies, press [Change Setting] if the number of originals that you want to scan is odd, or if you want to change the settings for the next originals.

Place the next originals, and then repeat steps 3 to 6.



- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- When making two or more copies with the ADF, specify Batch mode. For details about Batch mode, see "Batch Mode".
- If you specified [2 Sided] for the originals or copies, you can specify the orientation.
- You cannot select [Change Setting] if you are using the ADF in Batch mode to copy 2-sided originals to 2-sided prints or from 1-sided originals to 1-sided prints.



• p.26 "Batch Mode"

#### Covers

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



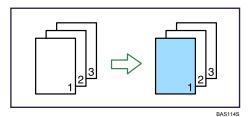
- Before using this function, select the trays for covers under Front Cover Sheet Tray and/or Back Cover Sheet Tray in Tray Paper Settings. For details, see "Tray Paper Settings", Network and System Settings
   Guide ...
- You cannot specify the bypass tray as the Main Sheet Tray.
- If you have selected Interposer for Front Cover Sheet Tray and/or Back Cover Sheet Tray in Tray Paper Settings, you cannot copy onto the cover sheets.
- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

The Covers function includes Front Cover and Back Cover.

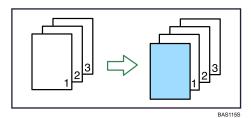
#### Front Cover

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



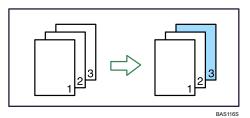
Blank



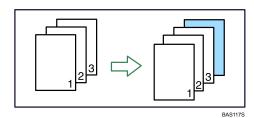
#### **Back Cover**

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

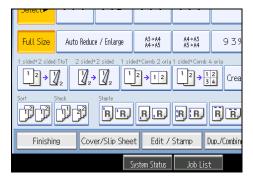
#### Copy



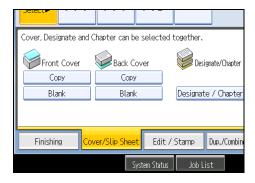
• Blank



1. Press [Cover/Slip Sheet].



2. Select [Copy] or [Blank] for the front cover.



3. Select [Copy] or [Blank] for the back cover, and then press [OK].



• The back cover sheet should be the same size and orientation as the main sheets.

- You can use paper of different size and orientation than the main sheets as the front cover sheet.
- When stapling copies with the front cover whose size and orientation is different from the main sheets, the front cover sheet should be the same width in paper feed direction as the main sheets. For example, when the main sheet is A5D, you can staple the copies with the front cover sheet of A4D, but you cannot staple them with that of A4D.
- When you specify both front and back covers, the first and last pages of your original are copied on paper specified for use as a cover, or cover sheets are inserted before the first copy and after the last copy.
- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Edit".
- If Blank mode is selected, the cover will not be counted as a copy.
- The settings made under Front Cover Sheet Tray and/or Back Cover Sheet Tray in User Tools
  determine whether or not the front and back covers are duplex printed.
  - At Mode Selected... Settings made in Front Cover Sheet Tray and/or Back Cover Sheet Tray will take priority.
  - Full Time... Settings made in Paper Type will take priority.
- For details, see "System Settings", Network and System Settings Guide .

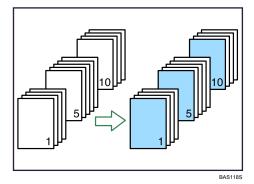
# ■ Reference

• p.240 "Edit"

### **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.

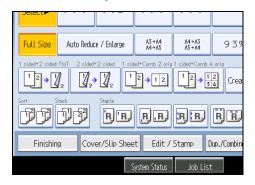
Copy



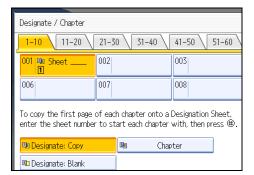
Blank

**☆ Important** 

- You cannot specify the bypass tray as the Main Sheet Tray.
- Before using this function, select the tray for designation sheets under Designation Sheet 1 Tray and/or Designation Sheet 2 Tray in User Tools. If you have selected Interposer for Designation Sheet 1 Tray or Designation Sheet 2 Tray in System Settings, you cannot copy onto the designation sheets. For details, see "System Settings", Network and System Settings Guide .
- 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].

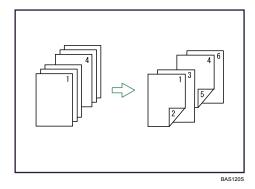
- 5. Select the designation sheet tray that contains the paper for the designation sheets.
- Enter the page location of the first page of the chapter with the number keys, and then press
  the [#] key.
- 7. To specify another page location, repeat steps 4 to 7.
  Up to 100 locations can be specified.
- 8. Select the main sheet tray that contains the paper to copy the originals.
- 9. After making all settings, press [OK] twice.



- To change the value you entered, press the key you want to change, and then enter a new value.
- For details about the interposer, see "Loading Paper", About This Machine 🗊 🚳.
- When placing the designation sheets in the bypass tray, it should be the same size and orientation as the main sheets.
- If you do not select [Designate:Blank], the specified pages will be excluded from the copy count.
- When Duplex (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.

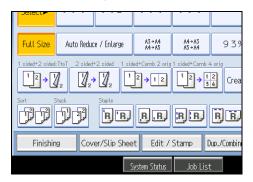
# Chapters

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

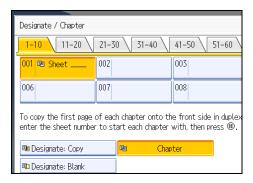


- Before selecting this function, press [Dup./Combine/Series] and then select [1 Sided → 2 Sided] or [Combine].
- This function can be used only when you use the Duplex (1 Sided → 2 Sided) or Combine function.

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 100 locations can be specified.

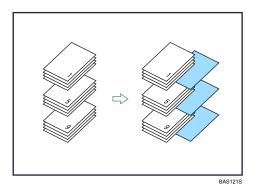
- 6. To specify another page location, repeat steps 4 to 5.
- 7. Select the main sheet tray that contains the paper to copy the originals.
- 8. After making all settings, press [OK] twice.



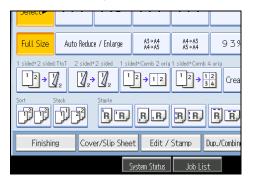
• To change the value you entered, press the key you want to change, and then enter a new value.

### Insert Sheet

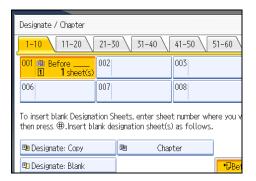
You can insert a blank designation sheet before or after a specified page.



- Before using this function, select the tray for designation sheets under Designation Sheet 1 Tray or Designation Sheet 2 Tray in Tray Paper Settings. For details, see "Tray Paper Settings", Network and System Settings Guide .
- 1. Press [Cover/Slip Sheet].

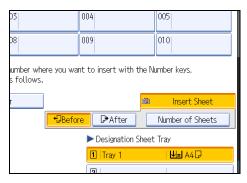


- 2. Press [Designate / Chapter].
- 3. Press [Insert Sheet].
- 4. Press the key to select the chapter number.



5. Select the designation sheet tray that contains the paper for the designation sheets.

- 6. Select [Before] to insert slip sheets before the desired page. Select [After] to insert slip sheets after the desired page. Enter the page number with the number keys.
- 7. Press [Number of Sheets], and enter the number of sheets you want to insert with the number keys, and the press the [#] key.



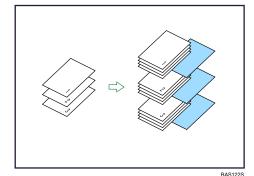
- 8. To specify another location where to insert sheets, repeat steps 4 to 7.
- 9. Select the main sheet tray that contains the paper to copy the originals.
- 10. After making all settings, press [OK] twice.



- The designation sheets should be the same size and orientation as the main sheets.
- To change the value you entered, press the key you want to change, and then enter a new value.
- For details about the interposer, see "Loading Paper into the Interposer", About This Machine .

# Slip Sheet

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.

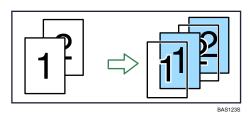


# **Important**

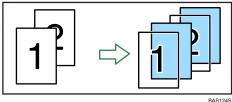
- If [1 Sided → 2 Sided] is set, cancel the setting.
- Before using this function, select the tray for slip sheets under Slip Sheet Tray in Tray Paper Settings. For details, see "Tray Paper Settings", Network and System Settings Guide .

# When placing OHP transparencies

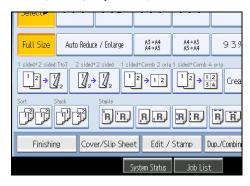
Copy



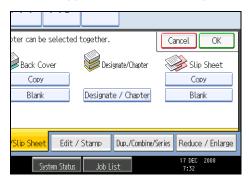
• Blank



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.



- When setting OHP transparencies on the bypass tray, press the [#] key and select [OHP (Transparency)] in "Paper Type". For details, see "Copying onto OHP Transparencies".
- The slip sheets should be the same size and orientation as the copy paper or the OHP transparency.
- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

# **■** Reference

• p.46 "Copying onto OHP Transparencies"

# 4. Connect Copy

This chapter explains how to make copies using two machines connected via the Copy Connector.

# What is Connect Copy?

Connect Copy allows you to connect two machines together via a cable.

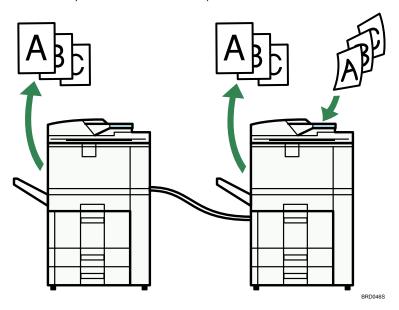
When you set up a copy job on one machine (the main machine), data is transferred to the other (the submachine) so copies can be made on both simultaneously.

### High-speed copying for greater productivity

Large volume copy runs can be completed in shorter time. For example: when connected together, two Type 3 machines can make 180 copies per minute (A4 $\mathbb{D}$ , 8 $^1/_2 \times 11\mathbb{D}$  paper size).

# **Reducing time loss**

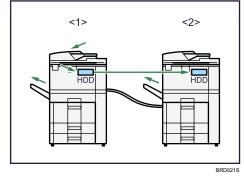
Even if one machine stops due to a paper jam, or runs out of toner or paper, the other machine can automatically take over and finish the job.



### **How It Works**

After the original is scanned, the data is stored on the hard disk of the main machine. As soon as the main machine starts copying, the data is transferred to the hard disk of the sub-machine, and the sub-machine then starts copying.

In this manual, the two machines connected are referred to as main machine and sub-machine.



1. Main machine

#### 2. Sub-machine

The main machine is the one on which you press [Connect Copy] to make Connect Copy settings. The other machine becomes the sub-machine. You cannot change the main machine and sub-machine relationship until Connect Copy is canceled.



- Do not use the connecting cable with other equipment.
- Always turn off the main power of the main and sub-machines when before disconnecting the cable.
   Otherwise it might lead to malfunctioning of the two machines.
- You can store on a program whether or not to use Connect Copy.
- Select the paper tray using the main machine.
  - When [Connect Copy] is pressed, only the paper trays common to both machines will be displayed. The other paper trays appear faded out and cannot be selected.
  - When two or more trays hold the desired paper size, the paper tray will be selected according
    to the Paper Tray Priority settings made on the respective machine. See "System Settings",
    Network and System Settinas Guide.
  - If the sub-machine has a paper tray containing paper of the same size but set in a different orientation, when the current tray runs out of paper, the sub-machine automatically switches to the tray containing paper of the same size and rotates the print images in order to make copies. (When Auto Tray Switching is set to With Image Rotation).
- If the [Clear Modes] key is pressed on the main machine while you are making settings, Connect Copy will be canceled.
- Even if the sub-machine is in Energy Saver Mode, the main machine can still connect to make copies.
- When an Interrupt job on the sub-machine has finished, press the [Interrupt] key.
- Connect Copy jobs are displayed on the Job List of the sub-machine. However, they cannot be deleted from the sub-machine.
- In Connect Copy, both machines follow the user authentication settings of the main machine.

- You cannot manage the number of copies according to machine. The number of copies is shown
  as a total of the two machines, and is monitored on the main machine.
- Even if user codes are set and you enter a user code before using the sub-machine, you cannot
  manage the number of copies made on the sub-machine.
- If user codes are set on only the sub-machine, you need not enter a user code in order to use
  the sub-machine for Connect Copy. In this case, you cannot manage the number of copies
  according to user.

# Machine types and options

This section describes the machine types and options that can be used with Connect Copy. Both machines need not be of the same type.

You can still use Connect Copy without the Finisher SR4030, SR4050, Booklet Finisher SR4040 or the LCT. However, to use the Staple, Punch, Z-fold, Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel Fold and/or Gate Fold functions, Finisher SR4030, SR4050 or Booklet Finisher SR4040, and Multi-Folding Unit equipped with those functions must be installed on both machines.

### Interrupt Copy

You can use the Interrupt function on the sub-machine, but not on the main machine.

You cannot use Connect Copy when a job has been paused using the Interrupt function.

### Before you start

Both machines must have paper trays loaded with paper of the same size, type and orientation.

To ensure the same copy results from both machines,

- The copy quality settings in User Tools should be the same on each machine. For details, see "Image Adjustment".
- Both main and sub machines should be installed with the same type of finisher.

# Reference

• p.113 "Image Adjustment"

### **Auto Reset when using Connect Copy**

The machine exits Connect Copy mode automatically and returns to the initial condition after a certain period of time has lapsed following job completion.

This is called "Auto Reset".

• If the Auto Reset time of the sub-machine lapses when it is processing an Interrupt Copy job, the sub-machine will return to its initial condition and the Interrupt Copy job will be canceled. To change the settings, see "System Settings", Network and System Settings Guide.

# Auto Off when using Connect Copy

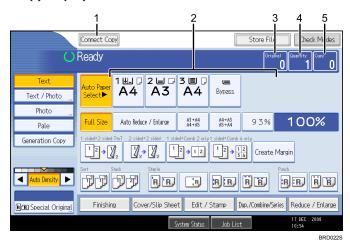
The machine automatically turns off after a certain period of time has lapsed following job completion. This is called "Auto Off". In Connect Copy mode, the sub-machine will not turn off automatically.

# 4

# **Connect Copy Display**

The display panel shows machine status, error messages and function menus.

# Initial copy display



### 1. [Connect Copy]

Press to switch from the initial copy display to the Connect Copy display.

### 2. Paper Select

Displays the size, type and orientation of the paper set on both machines.

#### 3. Number of originals

Displays the number of originals scanned into memory of the main machine.

#### 4. Number of sets

Displays the number of sets of copies.

### 5. Number of copies

Displays the number of copies for the main machine.

Press this area to display the total number of copies for two machines.

# **Display during Connect Copy**



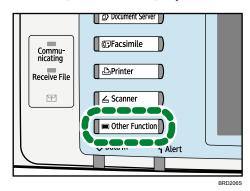


• The Connect Copy function is not available from the simplified display on the main machine.

# Display of the sub-machine

Even if Connect Copy has been selected on the main machine, the sub-machine will still continue to show the initial copy display. To switch to the Connect Copy initial display, follow the procedure below.

1. Press the [Other Function] key.



2. The Connect Copy initial display is shown on the sub-machine.



### 4

# **Using Connect Copy**

You can select Connect Copy from either machine by pressing [Connect Copy].

The machine on which you pressed [Connect Copy] and made Connect Copy settings becomes the main machine, and the other the sub-machine.



- 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",
  Network and System Settings Guide .
- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server
  Authentication is set, enter your login user name and password so that the machine accepts copy
  jobs. Ask the administrator for the login user name and password. For details, see "When the
  Authentication Screen is Displayed", About This Machine
- In Connect Copy mode, use the main machine to perform this function.
- 1. Make sure "Ready" appears on the screen.



2. Press [Connect Copy] on the machine that you want to use as the main.

[Connect Copy] becomes highlighted, and the two machines are connected.

Main machine



• Sub-machine



- 3. Set the originals on the main machine.
- 4. Make the necessary settings using the main machine.

If you have made any copy settings before using Connect Copy, the settings remain effective. However, if the Finisher SR4030, SR4050 or Booklet Finisher SR4040, and Multi-Folding Unit are not installed on either one of the two, the Stack, Staple, Punch, Z-fold, Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel Fold and Gate Fold functions are automatically disabled.

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

The maximum copy quantity that can be set is 999.

6. Press the [Start] key on the main machine.

Copying starts if the main machine is not in use. The sub-machine starts copying after data transfer from the main machine is completed.

7. Collect your copies from both the main and sub machines.



- To cancel Connect Copy mode, press [Connect Copy], which is highlighted on the main machine.
- Since the sub-machine starts copying after receiving data from the main machine, the numbers of
  copy sets differ on the main and sub machines. The difference between the number of copies made
  by the main machine and the number made by the sub-machine will increase in proportion to the
  quantity of data being transferred.
- Both machines may not finish copying at the same time.
- When the number of originals or copies is small, copying will be done on only the main machine.
- When using the Sort/Staple function, copying is divided between the two machines by the number
  of sets. If a paper misfeed occurs when processing a set of copes, it is not possible for the other machine
  to take over the remainder of that particular set.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- To interrupt ADF scanning, press the [Clear/Stop] key on the main machine, and then select [Stop].
- To stop copying, press the [Clear/Stop] key on the main machine, and then select [Stop].
- To specify whether or not to display [Connect Copy], set "Connect Copy Key Display" under "General Features". For details, see "General Features".

- When the memory to store originals exceeds the maximum, an error message appears. For details, see "When Memory is Full", Troubleshooting .
- When placing multiple originals in the ADF using Batch mode, wait till an original has been fed before placing the next.

# ■ Reference

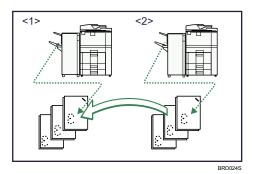
• p.233 "General Features"

# **Order of Copy Output**

Explains the machine behavior when Staple and Stack is specified with Connect Copy.

# When copying with the Staple function

(Example) Copying 6 sets of a three-page original



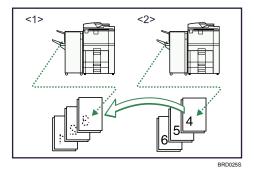
1. Main machine (face-down)

### 2. Sub-machine (face-down)

When using the Staple function, the processing of one copy set cannot be divided between the two machines.

### When copying with the Stack function

(Example) Making 2 copies of each page of a six-page original



1. Main machine (face-down)

### 2. Sub-machine (face-up)

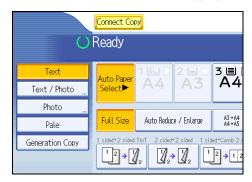
Stack copies made by the sub-machine on that of the main machine.

# **Exiting Connect Copy**

This section explains how to cancel Connect Copy mode and return to standard copying mode.

1. Press [Connect Copy] on the main machine.

The machine returns to standard copying mode.





- Settings made on the main machine during Connect Copy mode remain effective.
- If you press the [Clear Modes] key on the main machine, Connect Copy mode is canceled and the
  main machine returns to its initial condition.

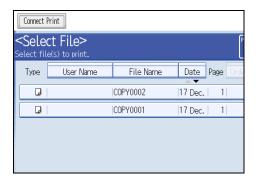
# **Printing Stored Documents Using Connect Print**

You can print a document stored in the Document Server using the Connect Print function.

# 

- The main machine is the one on which the document is stored.
- 1. Press the [Document Server] key.
- 2. Select the document to be printed.

The selected document is highlighted.

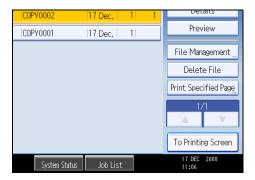


3. Repeat step if you want to select more documents.

The documents will be printed in the order that they have been selected.

4. If you need to change the print settings, press [To Printing Screen].

To register new printing conditions or numbers of prints, press [Save Print Settings].



5. Press [Connect Print].

The key is highlighted and the two machines are connected.

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

The maximum copy quantity that can be set is 999.

7. Press the [Start] key.

To stop the printing, press the [Clear/Stop] key on the main machine, and then follow the instructions on the display.



- Some documents may not be displayed, depending on the security function settings.
- To change the printing order, press the highlighted documents to cancel your selection. Select documents again in the desired order.
- You can also cancel all your selections by pressing the [Clear Modes] key.
- If you are selecting two or more files, you can check the file names and printing order by pressing
   [▼] and [▲] to scroll through the list.
- Press [File List] to return to the Select Files to Print display.

- To change the value you entered, press the [Clear/Stop] key and then enter a new value.
- When using the Sort function, you can check the print results by making a sample copy on the main machine. See "Sample Print".
- Sample prints can only be made on the main machine.
- The main machine begins printing using data stored in the Document Server. Printing on the submachine starts after the data is transferred from the main machine.
- The number of print sets might differ on the main and sub machines.
- Both machines may not finish printing at the same time.

# Reference

• p.225 "Sample Print"

### 4

# **Using Job Preset in Connect Copy**

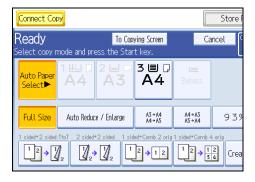
You can make settings for the next Connect Copy job when the current job is still in progress on the main machine.

When the current job finishes, the next job begins automatically.

1. On the main machine, confirm that "Press [New Job] to make reservation." is displayed, and then press [New Job].



- 2. Confirm that "Ready" is displayed, and then press [Connect Copy].
- 3. Place the originals in the main machine.
- 4. Confirm that "Ready" is displayed, and then make settings for the job.



5. Press the [Start] key on the main machine.

Scanning begins. As soon as the current job is finished, the next job starts automatically.



- You can preset a maximum of eight jobs.
- When placing originals on the exposure glass, press the [#] key after all originals have been scanned.
- When placing multiple originals in the ADF, wait till the first original sets have been fed before placing the next.
- Preset jobs in Connect Copy mode can only be changed when the main machine has finished scanning
  the originals.

4

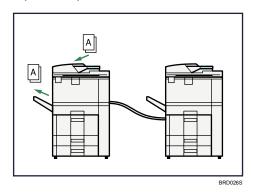
• Preset jobs in Connect Copy mode can only be changed when copying has yet to begin on either machine.

The job flow depends on the status of the two machines.

**Connect Copy Job Flow** 

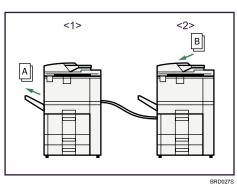
# When One of the Two Machines is Idle

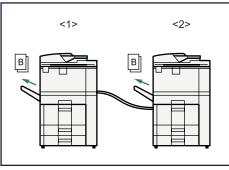
Explains the job flow when one of the machines is copying Original A.



# Using the idle machine as the main machine (Connect Copy)

1. Make Connect Copy settings for Original B on machine <2> (the idle machine).

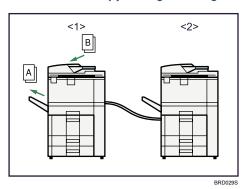




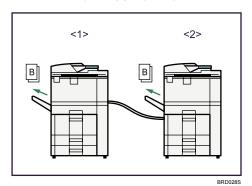
- 1. Sub-machine
- 2. Main machine

# Using the machine currently copying as the main machine (Connect Copy: Job Preset)

1. Make Connect Copy settings for Original B on machine <1> (the machine currently in use).



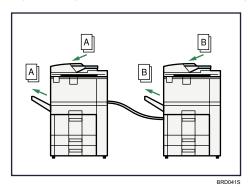
2. When machine <1> has finished with Original A, Connect Copy is activated and both machines begin copying Original B.



- 1. Main machine
- 2. Sub-machine

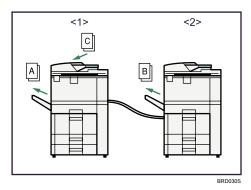
# When Both Machines are in Use

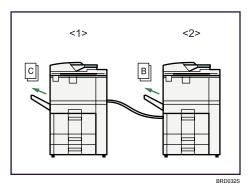
Explains the job flow when one machine is copying Original A and the other Original B.



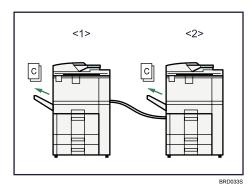
# When both machines are copying the same number of originals (Connect Copy: Job Preset)

1. Make Connect Copy settings for Original C on machine <1>.





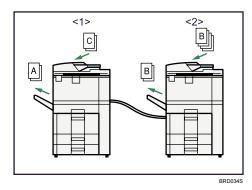
3. When machine <2> has finished with Original B, it also begins copying Original C.



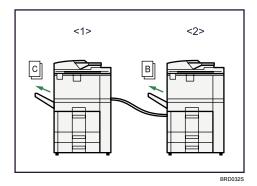
- 1. Main machine
- 2. Sub-machine

When one of the machines is copying a larger number of originals (Connect Copy: Job Preset)

1. Make Connect Copy settings for Original C on machine <1>.



2. When machine <1> has finished with Original A, it begins copying Original C. If machine <1> finishes copying its allotment of Original C before machine <2> finishes with Original B, machine <1> will take over to copy the remainder of Original C.



- 1. Main machine
- 2. Sub-machine

# 5. 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: Fax
- 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

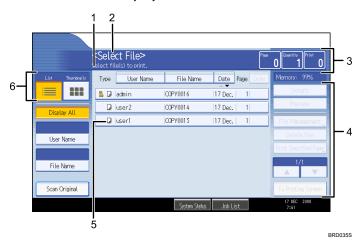
When documents are stored with the scanner feature, you can confirm them from the scanner feature screen. For details, see "Displaying the List of Stored Files", Scanner Reference.

- Printing: Unavailable
- Transmission: Available

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

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

### **Document Server initial display**



- 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  |
|----------|--------|------------|----------|
| lcons    | G      | <b>(</b> : | <u>B</u> |

#### Thumbnail screen

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







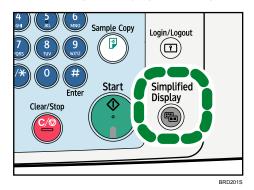
• All the stored documents may not be displayed depending on the security function specified.

# **Simplified Display**

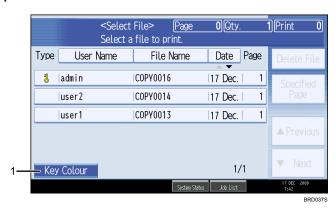
This section explains how to switch to the simplified display.

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.



**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.



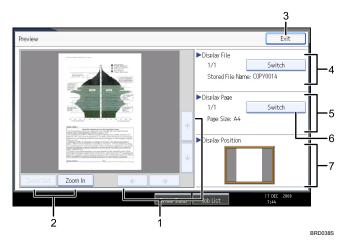
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

# **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**



### 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.

# 5

# 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.



- 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. If the image file is corrupt, store it again.

# **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.



- 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.

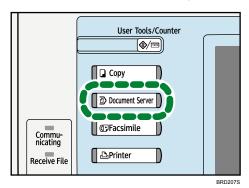
### **User Name**

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.



- 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 [Finish Scanning].
- 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

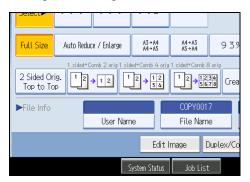
Delete File in Document Server in User Tools. See "System Settings", Network and System Settings Guide.

- 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

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.

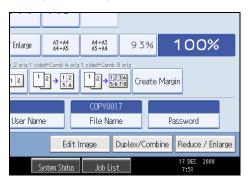
### Specifying a File Name

You can change the name of a stored document.

1. Press [Scan Original].

# 5

### 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].

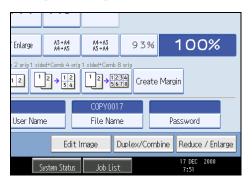


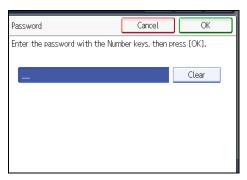
You can enter up to 20 characters for a document name. In the list, however, up to 16 characters are
displayed as the document name. If above limits are exceeded, the list will display up to 15 characters
for the document name.

## Specifying a Password

You can specify a password for the stored document.

- 1. Press [Scan Original].
- 2. Press [Password].





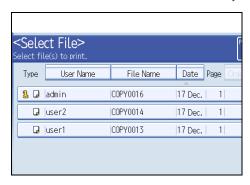
You can use four to eight digits for the password.

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.

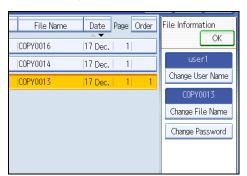
1. Select the document whose user name you want to change.



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].

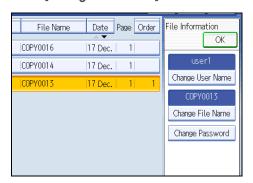


- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details
  about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine  $\widehat{\ensuremath{\mathfrak{D}}}$   $\widehat{\ensuremath{\mathfrak{O}}}$ .

# Changing the File Name of a Stored Document

You can change the file name of a stored document.

- 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].

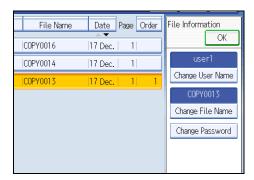


- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see "Entering Text", About This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

# Changing the Password of a Stored Document

You can change the password of a stored document.

- 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].

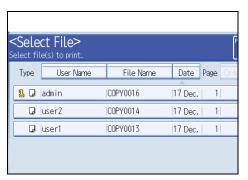


- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details
  about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see "Entering Text", About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

# Checking the Details of a Stored Document

You can confirm the details of a stored document.

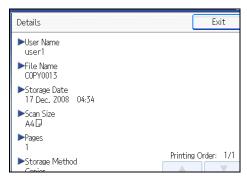
1. Select the document whose details are to be displayed.



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

### 2. Press [Details].

Details of the document will be displayed.





- 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.



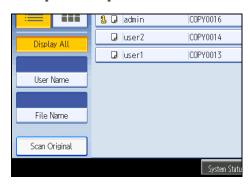


- DeskTopBinder Lite and DeskTopBinder Professional enables searching and reordering of stored documents from computers.
- For details about DeskTopBinder Lite and DeskTopBinder Professional, see Instruction Manual and Help of DeskTopBinder Lite and DeskTopBinder Professional.

## 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.

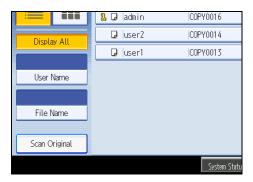


• Pressing [Display All] displays all stored documents.

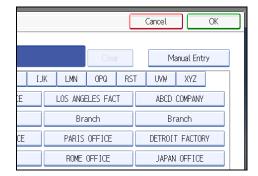
## Searching by user name

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.



• 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.

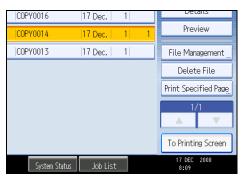
1. Select a document to be printed.

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

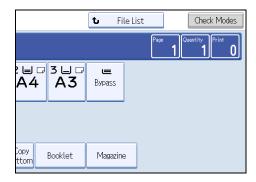
2. When printing two or more documents at a time, repeat step 1.

Up to 30 documents can be printed.

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.

5. Press the [Start] key.

Printing will be started.



- You can search the target document using [User Name] or [File Name] situated in the left side of the screen. For details about searching the target document, see "Searching for Stored Documents".
- 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.
- To cancel the selection, press the selected (highlighted) key.
- 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.

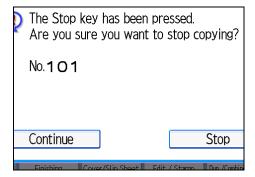
- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing. The facsimile features do not have the function of storing the printing conditions.
- When two or more documents are specified, the printing conditions are stored on 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
  - Finisher (Sort, Rotate Sort, Stack, Staple, Punch)
  - Fold (Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, Gate Fold)
  - Margin Adjustment (Front/Back)
  - Front/Back Cover, Designate/Chapter, Slip Sheet)
  - Stamp (Background Numbering, Preset Stamp, User Stamp, Date Stamp, Page Numbering, Stamp Text)
  - 1 Sided → 2 Sided, 2 Sided → 2 Sided, Print Specified Page, Booklet, Magazine)
- Using the Cornering function, you can move the print image to the corner or centre of the copy paper.
- When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy. For details about sample print function, see "Sample Print".
- 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 [File List] restores the document selection screen.
- The Stamp function is not specifiable to the documents being stored from the facsimile features.
- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".
- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see "Displaying Stored Documents with Web Image Monitor".

## Reference

- p.219 "Searching for Stored Documents"
- p.225 "Sample Print"
- p.229 "Displaying Stored Documents with Web Image Monitor"
- p.233 "General Features"

Interrupts a print job.

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

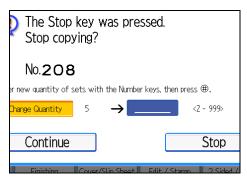


## Changing the number of sets

You can change the number of sets during printing.



- 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.



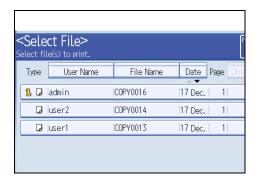
• The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.

## 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.



- 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 [To Printing Screen].
- 3. Enter the number of print copies with the number keys.
- 4. Select [Sort].
- 5. Press the [Sample Copy] key.

Only one set will be printed.

6. Press [Continue].

Printing will be resumed.



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

## Printing the first page

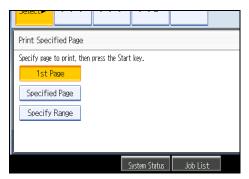
In order to confirm the print results, you can print the first page alone of the document selected on the Select File screen.

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].



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.

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.



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

## Printing a specified range

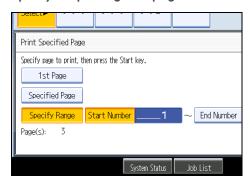
You can print the pages in the specified range alone of the document selected on the Select File screen.

Ę

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.



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

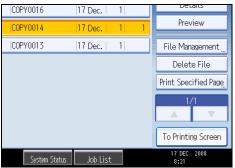
## **Deleting a Stored Document**

Deletes a stored document.



- The Document Server can store up to 3,000 documents. As the number of stored documents reaches 3,000, 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].



3. Press [Yes].



- 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", Network
  and System Settings Guide.
- 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.
- Web Image Monitor allows you to delete a document stored in the Document Server from your computer. For details about how to start Web Image Monitor, see "Displaying Stored Documents with Web Image Monitor".

# Reference

• p.229 "Displaying Stored Documents with Web Image Monitor"

## **Print Backup**

Backs up documents in the Document Server to an external device.

You can select a file format (PDF, JPEG, TIFF) for the backup data.



- File Format Converter is required.
- You cannot back up a document that is currently being used by another function.

1. Select the document you want to back up.

If a password has been set for the document, enter it, and then press [OK].

- 2. Press [File Management].
- 3. Press [Print Backup].
- 4. Press [Yes].

You can select the file format, resolution, and the recipient name.

5. Press [OK].



- You can specify the default settings under Print Backup: Default User Name, Print Backup: Default
  Format, and Print Backup: Default Resolution in User Tools. For details, see "System Settings", Network
  and System Settings Guide.
- If you select PDF (Single Page) or PDF (Multi-page), you can make encoding and privilege settings under Security Settings.

## 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.
- 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.



- 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.

- When downloading a document stored with the copy feature, the optional file format converter is required.
- 1. Start a Web browser.
- 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], [Multi-page TIFF], or [JPEG] for the file format.

The data will be downloaded.

6. Click [OK].



- 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.

# 6. Copier / Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu.

# **Accessing User Tools**

This section is how to access User Tools menu.

User Tools allow you to change or set defaults.



- Operations for system settings differ from normal operations. Always quit User Tools when you have finished. For details about how to end User Tools, see "Quitting User Tools".
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.



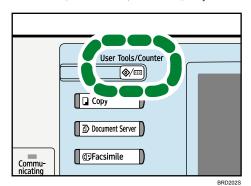
• p.232 "Quitting User Tools"

## **Changing Default Settings**

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



- If the Administrator Authentications Management is specified, contact your administrator.
- 1. Press the [User Tools/Counter] key.



- 2. Press [Copier / Document Server Features].
- 3. Select the user tool you want to change.
- 4. Change settings by following instructions on the display, and then press [OK].

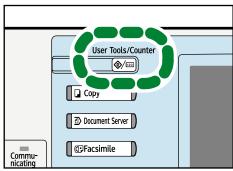


• To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

# **Quitting User Tools**

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

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



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• You can also quit User Tools by pressing [Exit].

# **General Features**

This section describes the user tools in the General Features menu under Copier / Document Server Features.

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

### **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.

The default setting for "Photo" is Off.

The default setting for "Non-photo" is On.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### **Original Photo Type Priority**

You can specify which original photo type has priority when you select "Text / Photo" or "Photo".

The default setting for "Text / Photo" is **Printed Photo**.

The default setting for "Photo" is **Printed Photo**.

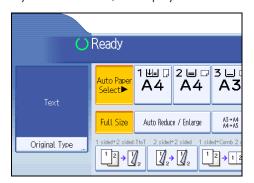
The paper size, orientation, and paper type currently set in common on the main and sub-machines are selected automatically.

### **Original Type Display**

You can have the original types shown on the initial display.

The default setting is Display.

If you select "Hide", the display is as below.



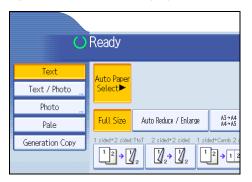
The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### **Paper Display**

Choose to have the available paper trays and sizes shown on the initial display.

The default setting is Display.

If you select "Hide", the display is shown as below.



Press [Auto Paper Select] to display paper sizes.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### Original Orientation in Duplex Mode

You can set the original orientation when making two-sided copies.

The default setting is **Top to Top**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### Copy Orientation in Duplex Mode

You can set the copy orientation when making two-sided copies.

The default setting is **Top to Top**.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### Max. Copy Quantity

The maximum copy quantity can be set between 1 and 999.

The default setting is 999 sheet(s).

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### **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.

The default setting is With Image Rotation.

- With Image Rotation
  - Use to copy when using the Auto Tray Switching function.
- Without Image Rotation

Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size and in the same orientation, copying is interrupted and the message "Load paper." is displayed.

Off

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

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### Alert Sound: Original left on Exposure Glass

You can set whether to use a buzzer to alert you when you forget to remove an original.

The default setting is On.

If the "Panel key sound" during system settings is set to "Off", this function is invalidated even if it is set to "On".

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### Job End Call

You can set whether to generate a buzzer sound ("pi") when a copy is completed.

If Panel Key Sound of General Features (System Settings) is "Lowest", "Low", "Medium", or "High", the machine beeps to notify you that it did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper, or a paper jam occurred.

The default setting is On.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

When "Lowest", "Low", "Medium", or "High" is selected, only the main machine beeper sounds.

### **Connect Copy Key Display**

You can set whether to display [Connect Copy]. If you select "Off", the key does not appear and a master unit cannot be obtained.

The default setting is On.

The main machine applies the setting that has been made on it. Sub-machines also apply their own respective settings.

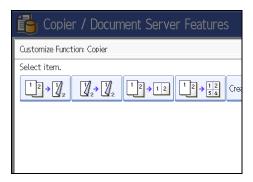
### **Switch Original Counter Display**

You can set whether to count the two-sided documents by number of sheets or pages.

The default setting is Original Sheet Counter.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

You can assign up to six frequently-used functions to Copy Function keys.



The default setting for "Customize Function: Copier 1" is 1 sided → 2 sided: TtoT.

The default setting for "Customize Function: Copier 2" is 2 sided → 2 sided.

The default setting for "Customize Function: Copier 3" is 1 sided → Comb 2 orig.

The default setting for "Customize Function: Copier 4" is 1 sided → Comb 4 orig.

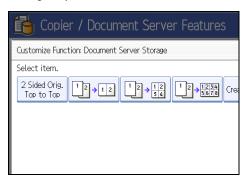
The default setting for "Customize Function: Copier 5" is Create Margin.

The default setting for "Customize Function: Copier 6" has not been set.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### **Customize Function: Document Server Storage**

You can assign up to four frequently-used functions for scanning documents on the Document Server Storage keys.



The default setting for "Customize Function: Document Server Storage 1" is **2 Sided Orig. Top to Top**.

The default setting for "Customize Function: Document Server Storage 2" is 1 sided → Comb 2 orig.

The default setting for "Customize Function: Document Server Storage 3" is 1 sided  $\rightarrow$  Comb 4 orig.

The default setting for "Customize Function: Document Server Storage 4" is 1 sided  $\rightarrow$  Comb 8 orig.

The default setting for "Customize Function: Document Server Storage 5" is **Create Margin**.

The default setting for "Customize Function: Document Server Storage 6" has not been set.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### **Customize Function: Document Server Print**

You can assign up to four frequently-used functions for scanning documents on the Document Server Storage keys.

The default setting for "Customize Function: Document Server Print 1" is **Duplex Print Top to Top**.

The default setting for "Customize Function: Document Server Print 2" is **Duplex Print Top to Bottom**.

The default setting for "Customize Function: Document Server Print 3" is **Booklet**.

The default setting for "Customize Function: Document Server Print 4" is Magazine.

The default setting for "Customize Function: Document Server Print 5" has not been set.

The default setting for "Customize Function: Document Server Print 6" has not been set.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

# Reproduction Ratio

This section describes the user tools in the Reproduction Ratio menu under Copier / Document Server Features.

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

### 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.

When you select [User Reduce/Enlarge Ratio], the ratio can be set from 25.0 to 400.0%, using the number keys.

The default setting for "F1" is 71% (Metric version) / 73% (Inch version).

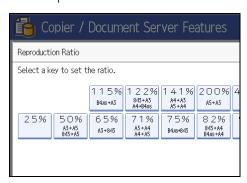
The default setting for "F2" is 141% (Metric version) / 155% (Inch version).

The default setting for "F3" is 93%.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

## **Reproduction Ratio**

You can specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.



- Metric version
  - 25%
  - A3 → A5, 8 × 13 → A5 (50%)
  - A3 → 8 × 13 (65%)
  - A3 → A4, A4 → A5 (71%)
  - B4 JIS → 8 × 13 (75%)
  - 8 × 13 → A4, B4 JIS → A4 (82%)
  - 93%

- B4 JIS → A3 (115%)
- 8 × 13 → A3, A4 → B4 JIS (122%)
- A4 → A3, A5 → A4 (141%)
- A5 → A3 (200%)
- 400%
- User Reduce/Enlarge Ratio (25-400%)
- Inch version
  - 25%
  - $11 \times 17 \rightarrow 5^{1}/_{2} \times 8^{1}/_{2}$  (50%)
  - $11 \times 17 \rightarrow 8^{1}/_{2} \times 11 (65\%)$
  - $11 \times 15 \rightarrow 8^{1}/_{2} \times 11 (73\%)$
  - $8^{1}/_{2} \times 14 \rightarrow 8^{1}/_{2} \times 11 (78\%)$
  - $8^{1}/_{2} \times 13 \rightarrow 8^{1}/_{2} \times 11 (85\%)$
  - 93%
  - $8^{1}/_{2} \times 14 \rightarrow 11 \times 17 (121\%)$
  - $8^{1}/_{2} \times 11 \rightarrow 11 \times 17 (129\%)$
  - $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 8^{1}/_{2} \times 14 (155\%)$
  - $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 11 \times 17 (200\%)$
  - 400%
  - User Reduce/Enlarge Ratio (25-400%)

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### Reduce/Enlarge Ratio Priority

You can set the ratio with priority when [Reduce / Enlarge] is pressed.

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

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

### Ratio for Create Margin

You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

Enter a ratio using number keys (in the range of 90 to 99%).

The default setting is 93%.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

# **Edit**

This section describes the user tools in the Edit menu under Copier / Document Server Features.

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

Enter the width of the binding margin with the number keys as follows:

- Metric version: 0 30 mm (in increments of 1 mm)
- Inch version: 0 1.2 inches (in increments of 0.1 inch)

Enter the width of the erased margin with the number keys as follows:

- Metric version: 2 99 mm (in increments of 1 mm)
- Inch version: 0.1 3.9 inches (in increments of 0.1 inch)

An image of approximately 1.5 mm (0.06 inch) will not be displayed as the width of the separation line, when specifying solid or broken lines.

### Front Margin: Left / Right

Specify left and right margins on the front side of copies in Margin Adjustment mode.

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

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

### Back Margin: Left / Right

Specify left and right margins on the back side of copies in Margin Adjustment mode.

The default setting is **Right**, **5 mm** (Metric version) / **Right**, **0.2 inch** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

### Front Margin: Top / Bottom

Specify top and bottom margins on the front side of copies in Margin Adjustment mode.

The default setting is T/B: 0 mm (Metric version) / T/B: 0.0 inch (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

### Back Margin: Top / Bottom

Specify top and bottom margins on the back side of copies in Margin Adjustment mode.

The default setting is **T / B**: **0 mm** (Metric version) / **T / B**: **0.0 inch** (Inch version).

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The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

## 1 Sided → 2 Sided Auto Margin: TtoT

In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.

The margin is set to the same value of "Back Margin: Left/Right".

The default setting is **Right**, 5 mm (Metric version) / **Right**, **0.2 inch** (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

## 1 Sided → 2 Sided Auto Margin: TtoB

In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.

The value set for "Back Margin: Top/Bottom" is used.

The default setting is T / B: 0 mm (Metric version) / T / B: 0.0 inch (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

#### **Erase Border Width**

Specify the width for erasing border.

The default setting is 10 mm (Metric version) / 0.4 inch (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

### **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.

The default setting is On.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### **Erase Centre Width**

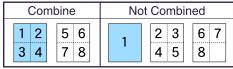
Specify the width of the erased centre margins with this function.

The default setting is 10 mm (Metric version) / 0.4 inch (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Front Cover Copy in Combine

You can make a combined copy on the front cover sheet when you select Front Cover mode.



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The default setting is Combine.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Copy Order in Combine

You can set the copy order in Combine mode.

| From Left to Right | From Top to Bottom |
|--------------------|--------------------|
| 1 2 3 4            | 1 3 2 4            |
| 1 2 3 4<br>5 6 7 8 | 1 3 5 7 2 4 6 8    |

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The default setting is From Left to Right.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### Orientation: Booklet, Magazine

Select the opening orientation of copies made using Booklet or Magazine mode.

The default setting is Open to Left.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### Copy on Designating Page in Combine

Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.

The default setting is Combine.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **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.

• None



• Solid



Broken A



• Broken B



• Crop Marks



The default setting is **None**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inch) in width along the separation line.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Double Copies Separation Line**

None

You can select a separation line using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.

| • Soli | id    |
|--------|-------|
|        |       |
| • Bro  | ken A |
|        |       |
| • Bro  | ken B |
|        |       |

• Crop Marks



The default setting is **None**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inch) in width along the separation line.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Separation Line in Combine**

You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

• None



• Solid



Broken A



Broken B

• Crop Marks



The default setting is **None**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inch) in width along the separation line.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### **Copy Back Cover**

When one-sided copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

The default setting is Outside.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

Settings made on the main machine are applied.

# Stamp

This section describes the user tools in the Stamp menu under Copier / Document Server Features.

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

## **Background Numbering**

This section describes the user tools in the Stamp menu under Copier / Document Server Features.

#### Size

You can set the size of the numbers.

The default setting is Normal.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### **Density**

You can set the density of the numbers.

The default setting is Normal.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Preset Stamp**

This section describes the user tools in the Preset Stamp menu under Stamp.

#### Stamp Language

You can select the language of the message printed in Stamp mode.

 English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Russian, Japanese, Simplified Chinese, Traditional Chinese, Hangul, Catalan, Turkish

The default setting is **English**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### **Stamp Priority**

You can select the stamp type given priority when [Preset Stamp] is pressed.

The default setting is COPY.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### Stamp Format

Specify how each of stamp is printed.

• Stamp Position

Specify where to print the stamp.

The default setting is Top Right.

• Adjust Stamp Position

You can adjust the print position of the stamp within the available ranges shown below.

Metric version:

```
"Top Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Top Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Top Right" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Centre Left" - T/B: 72 - 72mm, L/R: 4 - 144mm

"Centre" - T/B: 72 - 72mm, L/R: 72 - 72mm

"Centre Right" - T/B: 72 - 72mm, L/R: 4 - 144mm

"Bottom Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Bottom Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Bottom Right" - T/B: 4 - 144mm, L/R: 72 - 72mm
```

• Inch version:

```
"Top Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Top Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches
"Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Centre Left" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches
"Centre" - T/B: 2.8 - 2.8 inches, L/R: 2.8 - 2.8 inches
"Centre Right" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches
"Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Bottom Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches
"Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
```

Size

You can set the size of the stamp.

The default setting is 1X.

Density

You can set the pattern used to print the stamp.

Normal

6

The stamp is printed on the image. You cannot check which parts will overlap.

Lighter

The image can be seen through the stamp.

Lightest

The image appears even clearer than in the Lighter setting.

The default setting is Normal.

• Page to Stamp

You can have the stamp printed on the first page or all pages.

The default setting is All Pages.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### **User Stamp**

This section describes the user tools in the User Stamp menu under Stamp.

## Program / Delete Stamp

You can register, change, or delete user stamps.

You can register up to four custom stamps with your favorite designs.

For details about how to program the user stamp, see "User Stamp".

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

### Stamp Format: 1-4

Specify how each of registered user stamps 1 to 4 is printed.

Stamp Position

Specify where to print the user stamp.

The default setting is Top Right.

Adjust Stamp Position

You can adjust the position of the user stamp within the available ranges shown below.

• Metric version:

```
"Top Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Top Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Top Right" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Centre Left" - T/B: 72 - 72mm, L/R: 4 - 144mm

"Centre" - T/B: 72 - 72mm, L/R: 72 - 72mm
```

```
"Centre Right" - T/B: 72 - 72mm, L/R: 4 - 144mm

"Bottom Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Bottom Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Bottom Right" - T/B: 4 - 144mm, L/R: 4 - 144mm
```

Inch version:

```
"Top Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Top Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches
"Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Centre Left" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches
"Centre" - T/B: 2.8 - 2.8 inches, L/R: 2.8 - 2.8 inches
"Centre Right" - T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches
"Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Bottom Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches
"Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
```

Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

The default setting is All Pages.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

# Reference

p.131 "User Stamp"

## **Date Stamp**

This section describes the user tools in the Date Stamp menu under Stamp.

#### **Format**

You can select the date format for Date Stamp mode.

The default setting is DD/MM/YYYY (Metric version) / MM/DD/YYYY (Inch version).

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### **Font**

You can select the date stamp font.

The default setting is **Font 1**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### Size

You can set the date stamp size.

The default setting is Auto.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### Superimpose

You can have the date stamp printed in white when it overlaps black parts of the image.

The default setting is Off.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### Stamp Setting

Specify how date stamp is printed.

• Stamp Position

Specify where to print the Date Stamp.

The default setting is Top Left.

• Adjust Stamp Position

You can adjust the position of the date stamp within the available ranges shown below.

Metric version:

```
"Top Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Top Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Top Right" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Bottom Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Bottom Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Bottom Right" - T/B: 4 - 144mm, L/R: 4 - 144mm
```

• Inch version:

```
"Top Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Top Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
```

Page to Stamp

\_

Sets whether to print the stamp on all pages or only the first page.

The default setting is All Pages.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Page Numbering

This section describes the user tools in the Page Numbering menu under Stamp.

## **Stamp Format**

You can select the page number format given priority when [Page Numbering] is pressed.

The default setting is P1, P2....

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### **Font**

You can select the font in Page Numbering mode.

The default setting is Font 1.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### Size

You can set the size of the stamp printed in Page Numbering mode.

The default setting is Auto.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### **Duplex Back Page Stamping Position**

You can set the position of the duplex back page number printed in Duplex mode.

The default setting is Opposite Position.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Page Numbering in Combine

You can set page numbering when using the Combine function and the Page Numbering function together.

The default setting is Per Original.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## 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.

The default setting is Off.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Stamp Position**

Specify how each of stamp is printed.

Stamp Position

Specify where to print the stamp.

For the patterns of "P1, P2...", "1/5, 2/5...", "P.1, P.2...", and "1, 2...", the machine is shipped from the factory with this position set to **Top Right**.

For the patterns of "-1-, -2-..." and "1-1, 1-2...", the machine has this position set to **Bottom Centre**.

Adjust Stamp Position

You can adjust the position of the stamp within the available ranges shown below.

• Metric version:

```
"Top Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Top Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Top Right" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Bottom Left" - T/B: 4 - 144mm, L/R: 4 - 144mm

"Bottom Centre" - T/B: 4 - 144mm, L/R: 72 - 72mm

"Bottom Right" - T/B: 4 - 144mm, L/R: 4 - 144mm
```

Inch version:

```
"Top Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Top Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches
"Top Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Bottom Left" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
"Bottom Centre" - T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches
"Bottom Right" - T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
```

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### **Superimpose**

You can have page numbers printed in white when they overlap black parts of the image.

The default setting is Off.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## 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...".

The default setting is P1,P2.../P.1,P.2....

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Stamp Text

This section describes the user tools in the Stamp Text menu under Stamp.

#### **Font**

You can select the font in stamp text mode.

The default setting is Font 1.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### Size

You can set the stamp text size.

The default setting is Auto.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Superimpose**

You can have the stamp text printed in white when it overlaps black parts of the image.

The default setting is Off.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Stamp Setting**

Specify how stamp text is printed.

• Stamp Position

Specify where to print the Stamp Text.

The default setting is Top Right.

• Adjust Stamp Position

You can adjust the print position of the Stamp Text within the available ranges as shown below.

#### • Metric version:

#### • Inch version:

• Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

The default setting is All Pages.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Input/Output

This section describes the user tools in the Input/Output menu under Copier / Document Server Features. Default settings are shown in **bold type**.

#### Switch to Batch

You can select to have Batch mode or SADF mode displayed when you press [Special Original].

The default setting is Batch.

Settings made on the main and sub-machines do not affect the connect copy.

#### **SADF Auto Reset**

In SADF mode, an original must be set within a specified time after the previous original has been fed.

The default setting is 5 second(s).

You can adjust this time from 3 to 99 seconds in increments of 1 second.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

## **Rotate Sort: Auto Paper Continue**

Specify to continue copying when paper of the required orientation has run out during rotate sort.

The default setting is Off.

On

Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

Off

When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. After you have loaded paper, the machine will continue copying.

The main machine applies the setting that has been made on it. Sub-machine settings do not affect connect copy.

#### Copy Eject Face Method in Glass Mode

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

The default setting is Face Up.

Settings made on the main and sub-machines do not affect the connect copy.

#### Copy Eject Face Method in Bypass Mode

You can specify the way in which copies are delivered when copying in bypass mode.

The default setting is Face Up.

Settings made on the main and sub-machines do not affect the connect copy.

## 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.

The default setting is Off.

On

You can leave the machine unattended to make copies, but sorted pages will not be sequential.

Off

When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### **Letterhead Setting**

If you select [Yes] in this function, the machine rotates the image correctly.

The default setting is No.

Orientation-fixed (top to bottom) or two-sided paper might not be printed correctly depending on how the originals and paper are placed.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Staple Position**

Specify which staple type has priority to be shown on the initial display.

The Finisher SR4030, SR4050 or Booklet Finisher SR4040 is required to use this function.

• When the Finisher SR4030 is installed:

The default setting for "Staple Position 1" is **Top 1**.

The default setting for "Staple Position 2" is **Bottom 1**.

The default setting for "Staple Position 3" is Left 2.

The default setting for "Staple Position 4" is **Top 2**.

• When the Booklet Finisher SR4040 is installed:

The default setting for "Staple Position 1" is **Top 1**.

The default setting for "Staple Position 2" is Centre.

The default setting for "Staple Position 3" is Left 2.

The default setting for "Staple Position 4" is **Top 2**.

• When the Finisher SR4050 is installed:

The default setting for "Staple Position 1" is **Top 1**.

The default setting for "Staple Position 2" is **Bottom 1**.

The default setting for "Staple Position 3" is Left 2.

The default setting for "Staple Position 4" is **Top 2**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Punch Type**

Specify which punch type has priority to be shown on the initial display.

The Finisher SR4030, SR4050 or Booklet Finisher SR4040 is required to use this function.

The default setting for "Punch Type 1" is Left 2.

The default setting for "Punch Type 2" is **Top 2**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Simplified Screen: Finishing Types

You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

The default setting for "Simplified Screen: Finishing Types 1" has not been set.

The default setting for "Simplified Screen: Finishing Types 2" has not been set.

The default setting for "Simplified Screen: Finishing Types 3" has not been set.

Settings made on the main and sub-machines do not affect the connect copy.

The connect copy function is not available from the simple display.

## **Z-fold Output Tray**

Specify the tray where Z-fold prints are output to.

The default setting is **Folding Unit Tray**.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Half Fold Settings**

Specify each settings of half fold.

Fold Orientation

Specify the fold orientation of prints.

The default setting is Right - Left.

Print Side

Specify which side of sheets is printed on.

The default setting is Inside.

Multi-sheet Fold

Specify whether or not to fold multiple sheets together.

The default setting is Off.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

#### **Letter Fold-out Settings**

Specify each settings of letter fold-out.

Fold Orientation

Specify the fold orientation of prints.

The default setting is Right - Left.

Open Orientation

Specify the opening orientation of prints.

The default setting is Open to Right (Open to Top).

Multi-sheet Fold

Specify whether or not to fold multiple sheets together.

The default setting is Off.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## Letter Fold-in Settings

Specify each settings of letter fold-in.

Fold Orientation

Specify the fold orientation of prints.

The default setting is Right - Left.

Open Orientation

Specify the opening orientation of prints.

The default setting is Open to Right (Open to Top).

• Print Side

Specify which side of sheets is printed on.

The default setting is Inside.

Multi-sheet Fold

Specify whether or not to fold multiple sheets together.

The default setting is Off.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Double Parallel Fold Settings**

Specify each settings of double parallel fold.

Fold Orientation

Specify the fold orientation of prints.

The default setting is Right - Left.

• Open Orientation

Specify the opening orientation of prints.

The default setting is Open to Right (Open to Top).

• Print Side

Specify which side of sheets is printed on.

The default setting is Inside.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Gate Fold Settings**

Specify each settings of gate fold.

Fold Orientation

Specify the fold orientation of prints.

The default setting is Right - Left.

• Print Side

Specify which side of sheets is printed on.

The default setting is Inside.

The main machine applies the settings that have been made on it. Sub-machines also apply the settings made on the main machine, regardless of the settings made on them.

## **Administrator Tools**

## Menu Protect

You can prevent unauthenticated users from changing the user tools settings.

For details, consult the administrator.

# 7. Appendix

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

## **Function Compatibility**

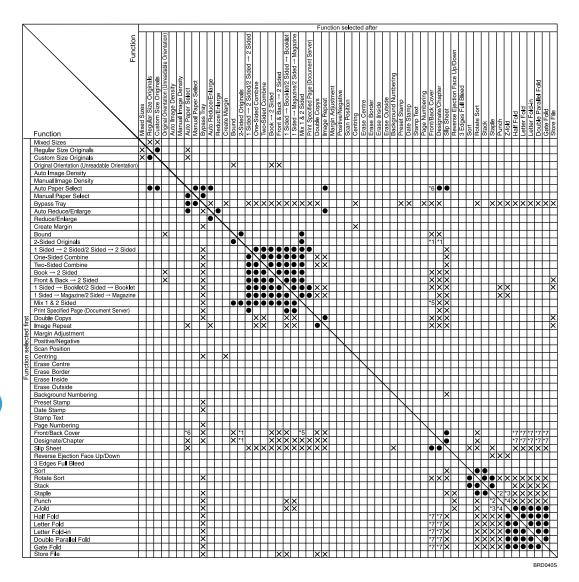
The combination chart given below shows which modes can be used together.

Blank: These modes can be used together.

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

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

The following shows the combinations of functions:



The following combinations are not possible.

- \*1 Front Covers or Designate with 2 Sided → 1 Sided
- \*2 Top 2 of Staple with Left 2 of Punch, Top 1/Slant/Bottom 1 of Staple with Top 2 of Punch
- \*3 Top 2 of Staple with Right Fold, Left 2 of Staple with Bottom Fold, Top 1/Bottom 1 of Staple with Bottom Fold, Slant of Staple with Bottom Fold, Centre of Staple with Z-fold
- \*4 Left 2 of Punch with Bottom Fold, Top 2 of Punch with Right Fold
- \*5 Front Covers with 2 Sided → 1 Sided
- \*6 Auto Paper Select with Back Cover
- \*7 Outside with Front Covers or Designate

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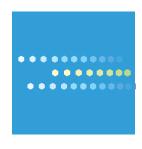
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Type for MP 6001/Aficio MP 6001 Type for MP 7001/Aficio MP 7001 Type for MP 8001/Aficio MP 8001 Type for MP 9001/Aficio MP 9001