Operating Instructions

Copy Reference

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" before using the machine.

Introduction

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

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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

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

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

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

The colour samples in this manual may differ slightly from the colours of actual copies.

Colours on colour keys or the colour circle may differ slightly from the colours of actual copies.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Notes:

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

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

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

Caution:

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

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

Manuals for This Machine

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

⚙️**Important**

❒ 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.

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

❖ **About This Machine**

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ **Troubleshooting**

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

❖ **Copy Reference**

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

❖ **Facsimile Reference**

Explains Facsimile functions and operations.

❖ **Printer Reference**

Explains Printer functions and operations.

❖ **Scanner Reference**

Explains Scanner functions and operations.

❖ **Network Guide**

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

❖ **General Settings Guide**

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

❖ **Security Reference**

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

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

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

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

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

❖ **PostScript 3 Supplement**

Explains how to set up and use PostScript 3.

❖ **UNIX Supplement**

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

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

❖ **Other manuals**

- Quick Guide

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

🖉 **Note**

❐ Manuals provided are specific to machine types.

What You Can Do with This Machine <Colour Functions/Colour Adjustments>
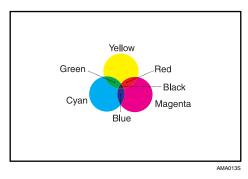
Colour Copying

You can switch the colour copy mode depending on the type of originals used and the desired finish.

Primary colours

Colours can be created by combining the 3 primary colours: yellow, magenta and cyan. Black can be made by combining yellow, magenta and cyan, however, as there might be some slight differences, "black" will be expressed using a black ink.

AMA013S

Full colour copy

Copies using four colours: yellow, magenta, cyan and black.

AMF033S

Black/White copy

Copies in black and white even if the original is coloured.

AMF034S
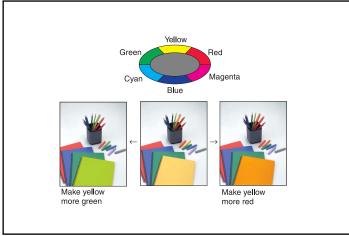
Adjusting Colours

You can adjust the colour tone of copies.

Adjust Colour

Adjusts the specific colours (yellow, red, magenta, blue, cyan and green) by mixing them with adjacent colours in the colour circle.

See p.66 "Colour Adjustment".

AMA014S

Colour Balance
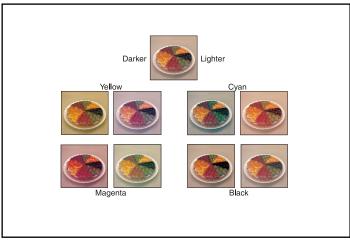
Adjusts the overall colour tone of copies.

See p.60 "Colour Balance".

AMA015S

Adjusting Images
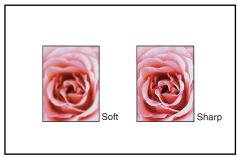
You can adjust image qualities.

See p.68 "Image Adjustment".

Soft/Sharp

Adjusts the outline of an image.
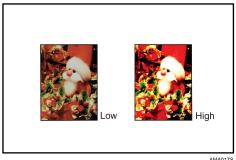
See p.69 "Soft/Sharp".

AMA016S

Contrast
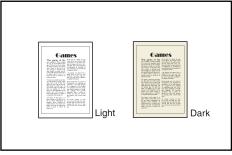
Adjusts the shades of an image.

See p.69 "Contrast".

Low   High

AMA017S

Background Density

Adjusts the background density of an image.

See p.70 "Background Density".

Light   Dark

AMA018S

Adjust U.C.R.

Adjusts the amount of black ink to express vividly the black areas in an image.

See p.70 "Adjust U.C.R.".

What You Can Do with This Machine

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

Available functions differ depending on the model and options.

⌕Reference
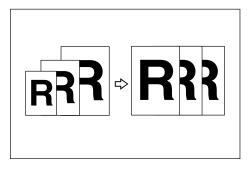
Reducing/Enlarging Originals by Specifying the Paper Size

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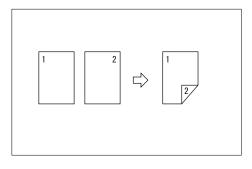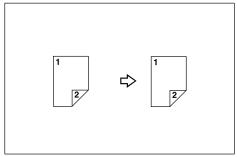
Auto Reduce/Enlarge

Saving Paper

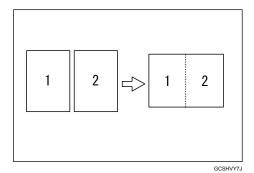The Duplex and Combine functions allow you to save paper.

Duplex

Copies two 1-sided pages or one 2-sided page onto a 2-sided page.
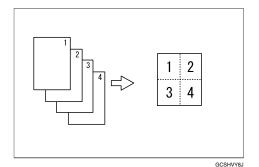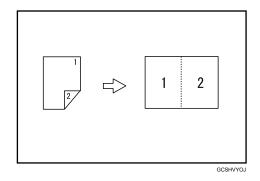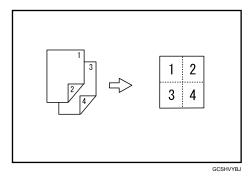
See p.46 "Duplex".

One-Sided Combine

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

See p.49 "One-Sided Combine".
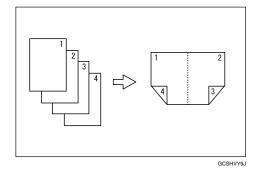
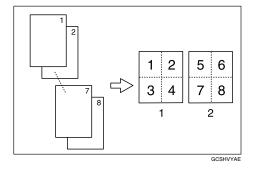GCSHVY7J

GCSHVY8J
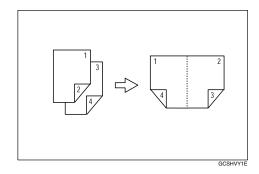
GCSHVYOJ

GCSHVYBJ

Two-Sided Combine
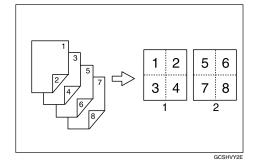
Combines up to eight pages of originals onto two sides of one sheet.

See p.52 "Two-Sided Combine".

GCSHVY9J

GCSHVYAE

1 Front

2 Back

GCSHVY1E

GCSHVY2E

1 Front

2 Back

Copying onto Various Types of Paper

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

Copying onto envelopes

See p.29 "Copying onto Envelopes".

Copying onto thick paper

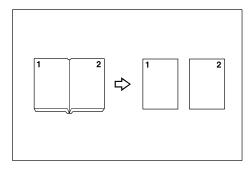See p.28 "Copying onto Thick Paper".

Copying Originals Such as Books

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

Series Copies

Separately copies the front and back of a 2-sided original or the two facing pages of a bound original onto two sheets.
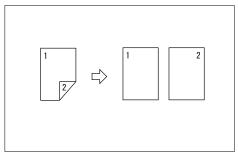
See p.55 "Series Copies".

TABLE OF CONTENTS

1. Placing Originals

2. Copying

3. Colour Copying

4. Appendix

How to Read This Manual

📝 Note

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

❒ Supplementary information about the copier mode is described in "Supplementary Information".

🔍 Reference

p.72 "Supplementary Information"

Symbols

This manual uses the following symbols:

⚠ *WARNING:*

Indicates important safety notes.

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

⚠ *CAUTION:*

Indicates important safety notes.

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

💥 Important

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

📝 Note

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

🔍 Reference

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

[ ]

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

【 】

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

Names of Major Options

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

- Auto Document Feeder → ADF

- Auto Document Feeder capable of scanning both sides of a sheet → ARDF

Functions Requiring Optional Configurations

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

Option Function	Duplex Unit	Function Upgrade Option	Lower Paper Tray or Lower Paper Trays	ARDF
Duplex (B&W)	Required	-	-	-
Duplex (Colour)	Required	Required	-	-
2 Sided → Duplex	Required	-	-	Required
1 Sided → 2 Sided Combine/Series (B&W)	Required	-	-	-
1 Sided → 2 Sided Combine/Series (Colour)	Required	Required	-	-
2 Sided → 1 Sided Combine/Series (B&W)	-	-	-	Required
2 Sided → 1 Sided Combine/Series (Colour)	-	Required	-	Required
2 Sided → 2 Sided Combine/Series (B&W)	Required	-	-	Required
2 Sided → 2 Sided Combine/Series (Colour)	Required	Required	-	Required
Sort (B&W)	-	-	-	-
Sort (Colour)	-	Required	-	-
Rotate Sort	-	-	Required	-

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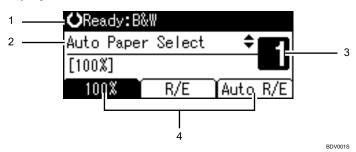
This section explains how to read the display and how to use the selection keys on the initial copy display.

🖉 Note

❐ The copy display is set as the default screen when the machine is turned on.
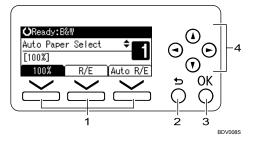
Reading the Display

❖ **Initial copy display**

BDV001S

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

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

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

4. **Displays frequently used functions.**

Using the Keys on the Control Panel

BDV008S

1. Selection keys

Correspond to items at the bottom line on the display.

Example: initial copy display

- When the instruction "press **[100%]**" appears in this manual, press the left selection key.
- When the instruction "press **[R/E]**" appears in this manual, press the centre selection key.
- When the instruction "press **[Auto R/E]**" appears in this manual, press the right selection key.

2. 【Escape】 key

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

3. 【OK】 key

Press to set a selected item or entered numeric value.

4. Scroll keys

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

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

1. Placing Originals

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

Originals

This section describes the types of originals that can be placed, paper sizes that are automatically detected, and missing image area.

✐ Note
❐ As the colour of markers or highlighters is difficult to reproduce, the copy might not come out depending on the colour or a different colour might be copied.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals for the ADF or ARDF.

❖ **Metric version**

Original location	Original size	Original weight
Exposure glass	Up to A3	--
ADF or ARDF	One-sided originals: A3▭ - A5▯▭	ADF: 52-105 g/m^2 ARDF: 40-128 g/m^2
	Two-sided originals: [*1] A3▭ - A5▯▭	64-105 g/m^2 [*1]

❖ **Inch version**

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	--
ADF or ARDF	One-sided originals: 11 × 17▭ - $5^1/_2 \times 8^1/_2$▯▭	ADF: 14-28 lb. ARDF: 10-34 lb.
	Two-sided originals [*1]: 11 × 17▭ - $5^1/_2 \times 8^1/_2$▯▭	17-28 lb. [*1]

[*1] The optional ARDF is required.

✐ Note
❐ About 30 originals can be placed in the ADF.
❐ About 50 originals can be placed in the ARDF.

Non-compatible originals for the ADF or ARDF

Placing unsuitable originals in the ADF or ARDF can cause paper misfeeds or light & 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 in "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are still wet with ink or correction fluid

📝 Note

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

Sizes Detectable with Auto Paper Select

This section describes sizes detectable from the exposure glass, ADF, or ARDF.

❖ Metric version

Size / Original location	A3 ▯	B4 JIS [1] ▯	A4 ▯▯	B5 JIS [1] ▯	B5 JIS [1] ▯	A5 ▯▯	8¹/₂ × 13 ▯
Exposure glass	◯	◯	◯	×	◯	×[2]	◯
ADF or ARDF	◯	◯	◯	◯	◯	◯	◯

◯ : Detectable × : Undetectable

[1] JIS: Japanese Industrial Standard
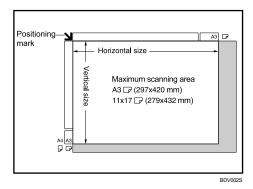
[2] If you want to make A5 paper detectable, contact your service representative.
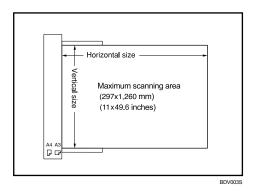
❖ **Inch version**

Size / Original location	11×17 ▯	$8^1/_2 \times 14$ ▯	$8^1/_2 \times 11$ ▯▯	$5^1/_2 \times 8^1/_2$ ▯▯
Exposure glass	○	○	○	×
ADF or ARDF	○	○	○	○

○ : Detectable × : Undetectable

❖ **Exposure glass**

BDV002S

❖ **ADF or ARDF**

BDV003S

✐ **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 on how to specify the size of the originals, see "Specifying the Original Size (Custom Size)".
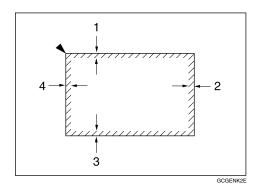
$\mathcal{P}$**Reference**

Sizes difficult to detect

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

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

Missing Image Area

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

GCGENK2E

1. **0.5 to 4 mm (0.1 to 0.2 inch)**

2. **0.5 to 6 mm (0.1 to 0.3 inch)**

3. **0.5 to 4 mm (0.1 to 0.2 inch)**

4. **1.5 to 5 mm (0.1 to 0.2 inch)**

✒ **Note**

❒ If a sheet is fed in from the one-sheet bypass tray, its vertical margins (1 and 3) will each be 3 to 7 mm (0.2 to 0.3 inch) wide.

Placing Originals

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

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

Note
❒ For original sizes you can place on the exposure glass and in the ADF or AR-DF, see "Originals".
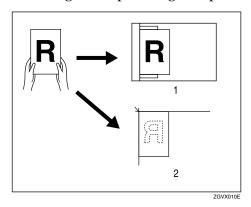
Reference
p.5 "Originals"

Original Orientation

When using the ADF or ARDF, place the original face up.

When using the exposure glass, place the original face down.

ZGVX010E

1 ADF or ARDF

2 Exposure glass
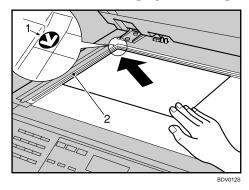
Placing Originals on the Exposure Glass

Place originals on the exposure glass.

⚠️**Important**

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

A Lift the exposure glass cover, ADF or ARDF.

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

B 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.

BDV012S

1 Positioning mark

2 Left scale
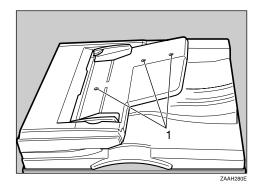
C Lower the exposure glass cover, ADF or ARDF.

Placing Originals in the ADF or ARDF
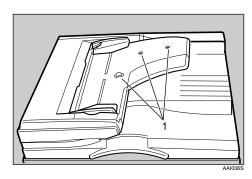
Place originals in the ADF or ARDF.

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.

❖ **ARDF**

ZAAH280E

1 Sensors

❖ **ADF**

AAI036S

1 Sensors

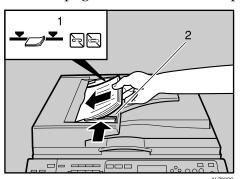Setting should be made when placing custom size originals.

❖ **When placing custom size originals:**
See "Specifying the Original Size (Custom Size)".

A **Adjust the guide to the original size.**

B **Set the aligned originals face up into the ADF or ARDF.**

Do not stack originals beyond the limit mark.

The first page should be on the top.

ALZ022S

1 Limit mark

2 Document guide

🖉 **Note**

❒ Straighten curls in the originals before placing them in the ADF or ARDF.

❒ To prevent multiple sheets from being fed at once, fan the originals before placing them in the ADF or ARDF.

❒ Set the original squarely.

🔎 **Reference**

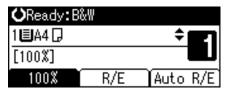p.15 "Specifying the Original Size (Custom Size)"

Specifying the Original Size (Regular Size)

This section explains how to select the size of an original from the regular sizes shown on the display.
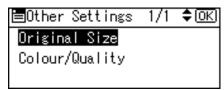
When selecting a paper tray

When selecting a paper tray, use this procedure to specify the size of your original from the regular sizes shown on the display.
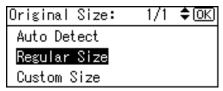
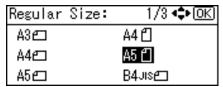**A** **Select the paper tray using 【▲】 or 【▼】.**

```
ÛReady:B&W
1▤A4▯              ≑ 1
[100%]
  100%      R/E    Auto R/E
```

B **Press the 【#】 key.**

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

```
▤Other Settings  1/1  ≑OK
 Original Size
 Colour/Quality

```

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

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

E **Select the original size using the scroll keys, and then press the 【OK】 key.**

```
Regular Size:    1/3 ◄≑►OK
 A3▭         A4▯
 A4▭         A5▯
 A5▭         B4JIS▭
```

F **Place the originals, and then press the 【Start】 key.**

```
<▯✳>B&W Copy
1▤A4▯              ≑ 1
[100%]
  100%      R/E    Auto R/E
```
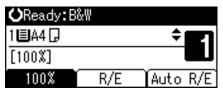
13

Note

❒ This function is not available in Auto Paper Select mode.
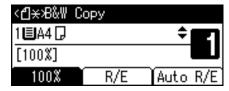
❒ To cancel the size you have set, press the 【Clear Modes】 key.
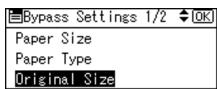
When selecting the bypass tray or one-sheet bypass tray

When selecting either the bypass tray or one-sheet bypass tray, use this procedure to specify the size of your original from the regular sizes shown on the display.
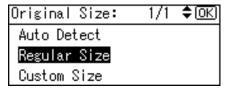
A Select the bypass tray or one-sheet bypass tray using 【▲】 or 【▼】.

```
OReady: B&W
1目A4 ⊡            ↕  1
[100%]
  100%      R/E    Auto R/E
```

B Press the 【♯】 key.

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

```
目Bypass Settings 1/2  ↕OK
 Paper Size
 Paper Type
 Original Size
```

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

```
Original Size:    1/1  ↕OK
 Auto Detect
 Regular Size
 Custom Size
```

E Select the original size using the scroll keys, and then press the 【OK】 key.

```
Regular Size:    1/3 ◄↕►OK
 A3⊏⊐          A4□
 A4⊏⊐          A5 □
 A5⊏⊐          B4JIS⊏⊐
```

F Place the originals, and then press the 【Start】 key.

Note

❒ This function is not available in Auto Paper Select mode.
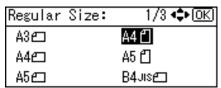
❒ To cancel the size you have set, press the 【Clear Modes】 key.

Specifying the Original Size (Custom Size)
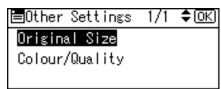
When placing a custom size original on the exposure glass or in the ADF or AR-DF, specify the size of the originals using the number keys.

When selecting a paper tray

When selecting a paper tray, use this procedure to specify the size of your original using the number keys.

⚠️**Important**

❒ Paper that has a vertical length of 105-297 mm (4.2-11.6 inches) and a horizontal length of 128-1,260 mm (5.1-49.6 inches) can be placed with this function.

A **Select the paper tray using 【▲】 or 【▼】.**

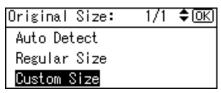**B** **Press the 【#】 key.**

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

```
▤Other Settings  1/1  ⬍OK
 Original Size
 Colour/Quality
```

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

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

E **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the 【OK】 key.**

```
Custom Orig. Size:      OK
Enter measurement.
  Horiz.   148 mm
                <128-1260>
```


ALZ054S

1 Vertical size

2 Horizontal size

F **Enter the vertical size of the original (Vert.) with the number keys, and then press the 【OK】 key.**

```
Custom Orig. Size:      OK
Enter measurement.
  Vert.   200 mm
                <105-297>
```

G **Place the originals, and then press the 【Start】 key.**

```
<∄*B&W Copy
1▤A4▯              ♦  1
[100%]
  100%      R/E    Auto R/E
```

Note

❒ This function is not available in Auto Paper Select mode.

❒ To change the value you entered, press the 【Clear/Stop】 key, and then enter the value again.

❒ To cancel the size you have set, press the 【Clear Modes】 key.

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When selecting the bypass tray or one-sheet bypass tray

When selecting either the bypass tray or one-sheet bypass tray, use this procedure to specify the size of your original using the number keys.
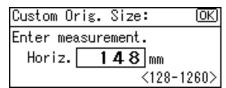
⚙️Important

❒ Paper that has a vertical length of 105-297 mm (4.2-11.6 inches) and a horizontal length of 128-1,260 mm (5.1-49.6 inches) can be placed with this function.

A **Select the bypass tray or one-sheet bypass tray using 【▲】 or 【▼】.**

```
ⓞReady:B&W
1▤A4 ▯             ⬍ ⓵
[100%]
  100%      R/E   ⎮Auto R/E
```

B **Press the 【#】 key.**

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

```
▤Bypass Settings 1/2 ⬍ⓞⓚ
 Paper Size
 Paper Type
 Original Size
```

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

```
Original Size:   1/1 ⬍ⓞⓚ
 Auto Detect
 Regular Size
 Custom Size
```

17

E **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the 【OK】 key.**

```
Custom Orig. Size:      [OK]
Enter measurement.
  Horiz.    1 4 8  mm
                  <128-1260>
```
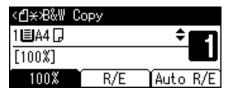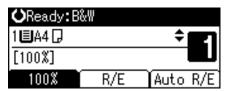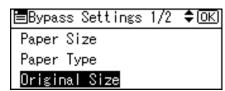

ALZ054S

1 Vertical size

2 Horizontal size

F **Enter the vertical size of the original (Vert.) with the number keys, and then press the 【OK】 key.**

```
Custom Orig. Size:      [OK]
Enter measurement.
   Vert.    2 0 0  mm
                  <105-297>
```

G **Place the originals, and then press the 【Start】 key.**

✐ **Note**

❒ This function is not available in Auto Paper Select mode.

❒ To change the value you entered, press the 【Clear/Stop】 key, and then enter the value again.

❒ To cancel the size you have set, press the 【Clear Modes】 key.

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2. Copying

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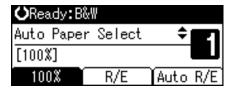
Basic Procedure

This section describes the basic procedure for making copies.

✥Important

❏ When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details, see "When the Authentication Screen is Displayed", About This Machine.

❏ 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 user administrator for the login user name and password.

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

If any other function is displayed, press the 【Copy】 key in the centre of the control panel.

❖ **Initial copy display**
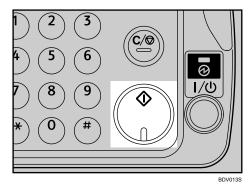

B **Make sure no previous settings remain.**

When there are previous settings remaining, press the 【Clear Modes】 key.

C **Make desired settings.**

D **Enter the number of copies using the number keys.**

The maximum copy quantity that can be set is 99.

E **Place your originals.**

F **Press the 【Start】 key.**

BDV013S

The machine starts copying.

For some functions, you must press the 【#】 key after scanning your originals using the exposure glass.

Copies are delivered face down.

🖉 Note

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

❒ To stop the machine during a multicopy run, press the 【Clear/Stop】 key.

❒ To return the machine to its initial state after copying, press the 【Clear Modes】 key.

❒ To clear an entered value, press the 【Clear/Stop】 key.

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

Copying from the Bypass Tray

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

⚡Important

❒ Paper has a vertical length of 90-305 mm (3.6-12 inches) and a horizontal length of 148-457.2 mm (5.9-18 inches) can be copied from the bypass tray.

❒ The machine can detect the following sizes as regular size copy paper:

- Metric version
  A3▷, A4▷, A5▷, 8 × 13▷

- Inch version
  11 × 17▷, $8^1/_2$ × 11▷, $5^1/_2$ × $8^1/_2$▷
  If you want to use the size of paper other than the above, be sure to specify the size.

❒ When paper larger than 433 mm (17.1 inches) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
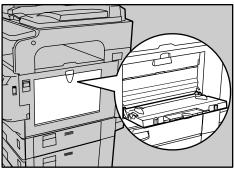
Using the Bypass Tray

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

⚡Important

❒ When copying on paper heavier than 104.7 g/m² (about 28 lb.) you need to specify the type and size of paper.

❒ The maximum number of sheets you can load into the bypass tray depends on the paper type. Load only as much paper as can be held between the paper guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.

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

A **Open the bypass tray.**

ALZ037S
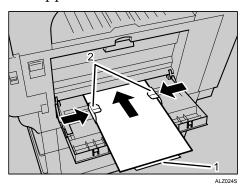
B **Lift the release lever.**

BDV005S

1 Release lever

C **Position the paper guide according to the paper size, and then insert the paper print side up.**
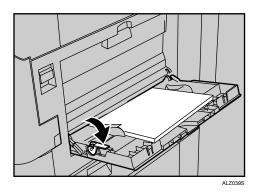
If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.

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

ALZ024S

1 Extender

2 Paper guides

D **Lower the release lever.**

ALZ039S

The bypass tray is selected on the display.

E **Select the size and type of the paper, if required.**

F **Place the originals, and then press the** 【**Start**】 **key.**

G **When the copy job is finished, press the** 【**Clear Modes**】 **key to clear the settings.**
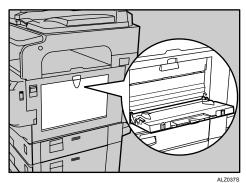
H **Close the bypass tray.**

Using the One-Sheet Bypass Tray

You can use the one-sheet bypass tray to load OHP transparencies as well as paper that can be loaded in the paper trays.

✥Important

❒ When copying from the one-sheet bypass tray, remove copied sheets one by one.

❒ When copying on OHP transparencies or paper heavier than 104.7 g/m^2 (about 28 lb.), you need to specify the type and size of paper.

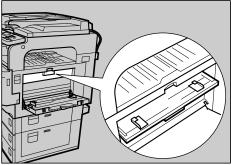**A** **Open the bypass tray.**

ALZ037S

B **Open the one-sheet bypass tray.**

The one-sheet bypass tray is selected on the display.

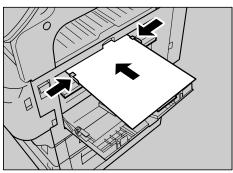Do not open one-sheet bypass tray while the machine is in operation.

ALZ030S

C **Open the one-sheet output tray.**

ALZ040S

Do not open the one-sheet output tray while the machine is in operation.

D **Position the paper guide according to the paper size, and then insert the paper print side up, until the printer pulls it in.**

ALZ044S

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

F **Place the originals, and then press the 【Start】 key.**

G **Remove the paper from the one-sheet output tray.**

```
Remove paper from
the 1-Sheet Output Tray
```

H **When your copy job is finished, close the one-sheet bypass tray and the one-sheet output tray.**

When the trays are closed, the settings are cleared.

```
To continue, set paper in
1-Sheet Bypass. Close
1-Sheet Bypass/Output
to end job.
```

I **Close the bypass tray.**

Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray or one-sheet bypass tray.
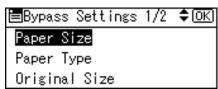
A **Open the bypass tray or one-sheet bypass tray.**

When using the bypass tray, lift the release lever.

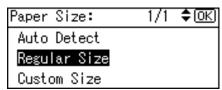When using the one-sheet bypass tray, open the one-sheet output tray.

B **Insert the paper.**

When using the bypass tray, lower the release lever.

C **Press the 【#】 key.**

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

```
Bypass Settings 1/2  ≑ OK

Paper Size
Paper Type
Original Size
```

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

```
Paper Size:      1/1  ≑ OK

Auto Detect
Regular Size
Custom Size
```

F **Select the paper size using the scroll keys, and then press the 【OK】 key.**

```
Regular Size:    1/5 ◆ OK

A3▭         A4▯
A4▭         A5▯
A5▭         B4JIS▭
```

G **Place the originals, and then press the 【Start】 key.**

H **When the copy job is finished, press the 【Clear Modes】 key to clear the settings.**

Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray or one-sheet bypass tray.

A **Open the bypass tray or one-sheet bypass tray.**

When using the bypass tray, lift the release lever.

When using the one-sheet bypass tray, open the one-sheet output tray.

B **Insert the paper.**
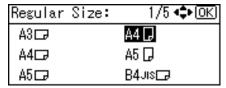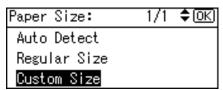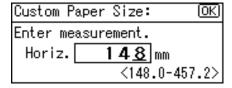
When using the bypass tray, lower the release lever.

C **Press the 【#】 key.**

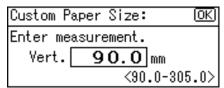**D** **Select [Paper Size] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
≣Bypass Settings 1/2  ♦ OK
 Paper Size
 Paper Type
 Original Size
```

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

```
Paper Size:        1/1  ♦ OK
 Auto Detect
 Regular Size
 Custom Size
```

F **Enter the horizontal size of the original (Horiz.) with the number keys, and then press the 【OK】 key.**

```
Custom Paper Size:        OK
Enter measurement.
  Horiz.│   148│mm
              <148.0-457.2>
```

G **Enter the vertical size of the original (Vert.) with the number keys, and then press the 【OK】 key.**

```
Custom Paper Size:        OK
Enter measurement.
   Vert.│  90.0│mm
              <90.0-305.0>
```

H **Place the originals, and then press the 【Start】 key.**

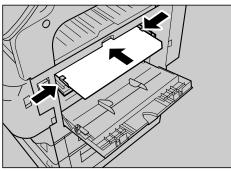**I** **When the copy job is finished, press the 【Clear Modes】 key to clear the settings.**

When copying onto OHP Transparencies

When copying onto OHP transparencies, use the one-sheet bypass tray and select the type and size of paper.
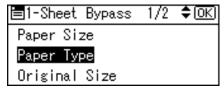
⚡Important

❒ OHP transparencies are available only in Full Colour mode.

❒ OHP transparencies must be loaded face up in the tray with the notched corner of the sheet in the appropriate corner of the tray.

❒ Remove copied sheets one by one.

❒ When **[OHP (Transparency)]** is selected for the paper type, the paper size you can copy is restricted to A4 $\square$ or $8^1/_2 \times 11 \square$.

A **Open the bypass tray.**

B **Open the one-sheet bypass tray.**

C **Open the one-sheet output tray.**

D **Position the paper guide according to the size of the OHP transparency, and then insert the transparency print side up.**

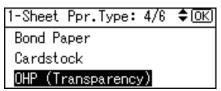Be sure to load OHP transparencies in the orientation $\square$.

ALZ045S

E **If Full Colour mode is not selected, press the 【Full Colour/B&W】key to select it.**

F **Press the 【#】 key.**

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

```
▤1-Sheet Bypass  1/2  ⬍OK
 Paper Size
 Paper Type
 Original Size
```

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

```
1-Sheet Ppr.Type: 4/6  ⬍ OK
Bond Paper
Cardstock
OHP (Transparency)
```

⬛ **Select the paper size.**

⑩ **Place the originals, and then press the 【Start】 key.**

⑪ **When the copy job is finished, press the 【Clear Modes】 key to clear the settings.**

✐ Note

❒ Printing on OHP transparencies is slower than printing on plain paper.

Copying onto Thick Paper

When copying onto thick paper, select the paper type.

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

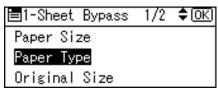**⬛** **Open the bypass tray or one-sheet bypass tray.**

When using the bypass tray, lift the release lever.

When using the one-sheet bypass tray, open the one-sheet output tray.
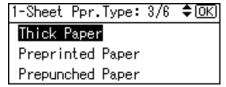
⬛ **Position the paper guide according to the paper size, and then insert the thick paper print side up.**

When using the bypass tray, lower the release lever.

⬛ **Press the 【#】 key.**

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

```
📄1-Sheet Bypass  1/2  ⬍ OK
Paper Size
Paper Type
Original Size
```

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

```
1-Sheet Ppr.Type: 3/6  ⬍ OK
Thick Paper
Preprinted Paper
Prepunched Paper
```
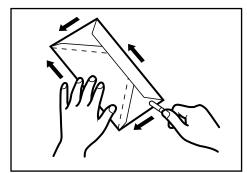
⬛ **Select the paper size, if required.**

⑦ Place the originals, and then press the 【Start】 key.

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

✐ Note

❒ Printing on thick paper is slower than printing on plain paper.
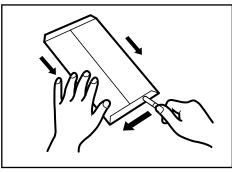
Copying onto Envelopes

When copying onto envelopes, select the paper type.

⚠Important

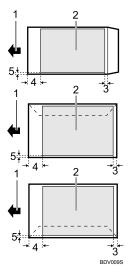❒ Before loading envelopes, use a pen or similar to flatten their edges.

ALZ050S

ALZ051S

❖ **Printable area**
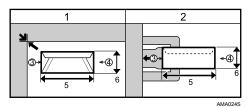The following areas of envelopes can be printed on:

BDV009S

1 Feeding direction
2 Printable area
3 8 mm (0.4 inch)
4 38 mm (1.5 inches)
5 5 mm (0.2 inch)

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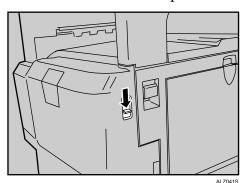

AMA024S

The illustration shows the correct orientation of originals and envelopes.
1 Original
2 Envelope
3 Top
4 Bottom
5 Horizontal size
6 Vertical size

A **Lower the envelope lever.**

Do not lower the envelope lever while the machine is in operation.
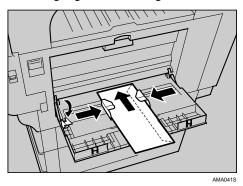

ALZ041S

B **Open the bypass tray or one-sheet bypass tray.**
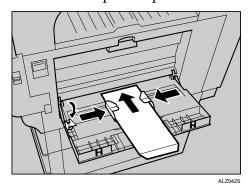
When using the bypass tray, lift the release lever.

When using the one-sheet bypass tray, open the one-sheet output tray.

C **Position the paper guide according to the envelope size, and then insert the envelope print side up.**
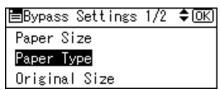

AMA041S

When using the bypass tray, lower the release lever.

When copying on an envelope that has the flap on the short edge, be sure to unfold the flaps and position them opposite to the paper feed direction.
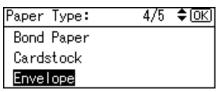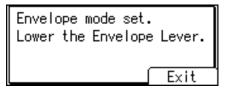

ALZ042S

D **Press the 【#】 key.**

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

```
📧Bypass Settings 1/2  ⬍OK
 Paper Size
 Paper Type
 Original Size
```

F Select **[Envelope]** using 【▲】 or 【▼】, and then press the 【OK】 key.
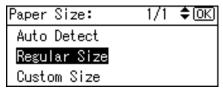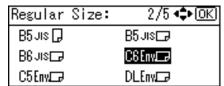
```
Paper Type:      4/5  ⬍OK
 Bond Paper
 Cardstock
 Envelope
```

G Press **[Exit]**.

```
Envelope mode set.
Lower the Envelope Lever.

                      Exit
```

H Press the 【#】 key.

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

```
📧Bypass Settings 1/2  ⬍OK
 Paper Size
 Paper Type
 Original Size
```

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

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

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⓫ **Select the envelope size using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
Regular Size:      2/5 ◄╪►OK
B5 JIS ▯          B5 JIS ▭
B6 JIS ▭          C6 Env ▭
C5 Env ▭          DL Env ▭
```

⓬ **Place the original, and then press the 【Start】 key.**

⓭ **When the copy job is finished, press the 【Clear Modes】 key to clear the settings.**

⓮ **Lift the envelope lever.**

🖉 Note

❒ When copying on an envelope that has the flap on the short edge, select **[Custom Size]** in step ⓾, enter the horizontal size (Horiz.) and the vertical size (Vert.) of the envelope. Do not add the length of the flap.
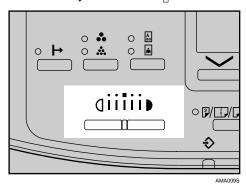
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Copier Functions

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

Adjusting Image Density

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

A **Press the 【Lighter】 or 【Darker】 key to adjust the image density.**

The density indicator "▯" moves.

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Selecting Original Type Setting

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

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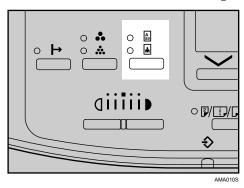Select this mode when your originals contain only text (no pictures).

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

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

A **Press the 【Original】key to select the original type.**

The indicator of the selected original type goes on.

AMA010S

Upper indicator: Text
Lower indicator: Photo

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 paper automatically based on original size and reproduction ratio.

❖ **Manual Paper Select**

Select the tray containing the paper you want to copy onto: the paper tray, by-pass tray, or one-sheet bypass tray.

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

❖ **Metric version**

Original location	Original size and orientation
Exposure glass	A3▭, B4 JIS▭, A4 ▯▭, B5 JIS▯▭, $8^1/_2 \times 13$▭
ADF or ARDF	A3▭, B4 JIS▭, A4 ▯▭, B5 JIS▯▭, A5 ▯▭, $8^1/_2 \times 13$▭

❖ **Inch version**

Original location	Original size and orientation
Exposure glass	11×17▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 11$ ▯▭
ADF or ARDF	11×17▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 11$ ▯▭, $5^1/_2 \times 8^1/_2$▯▭

Auto Paper Select

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

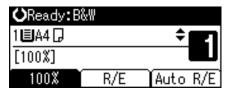**A** **Make sure that [Auto Paper Select] is selected.**

⊘ Ready: B&W
Auto Paper Select ↕ **1**
[100%]
100%   R/E   Auto R/E

✎ **Note**

❒ If **[Auto Paper Select]** is not selected, select **[Auto Paper Select]** by using 【▲】 or 【▼】.

❒ Paper placed in the bypass tray or one-sheet bypass tray will not be selected with Auto Paper Select.

Manual Paper Select

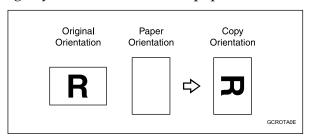Select the tray containing the paper you want to copy onto: the paper tray, the bypass tray, or one-sheet bypass tray.

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

The selected tray is displayed.

```
○Ready:B&W
1▤A4 ▯          ↕ 1
[100%]
  100%    R/E   Auto R/E
```

Rotated Copy

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

| Original Orientation | Paper Orientation | Copy Orientation |

GCROTA0E

You cannot use the Rotated Copy function when enlarging onto A3 or B4 JIS, or 11×17 or $8^1/_2 \times 14$ size paper. In this case, place your original in the ▭ orientation.

	Original size and orientation			Paper size and orientation	
You cannot rotate:	A4, B5 JIS, or A5▯	R GCROTA1E	When enlarging to →	B4 JIS or A3	R (crossed out) GCROTA2E
However, you can use:	A4, B5 JIS, or A5▭	R GCROTA3E	When enlarging to →	B4 JIS or A3	R GCROTA4E

✎ Note
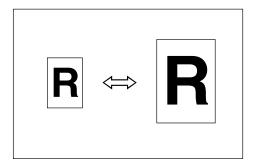
❒ This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See "Auto Paper Select" and "Auto Reduce/Enlarge".

❒ The default setting for Auto Tray Switching is **[On]**. You cannot use the Rotated Copy function if this setting is changed to **[Off]**. For details about Auto Tray Switching, see "Copier Features", General Settings Guide.

$^\mathcal{P}$**Reference**

p.36 "Auto Paper Select"

p.42 "Auto Reduce/Enlarge"
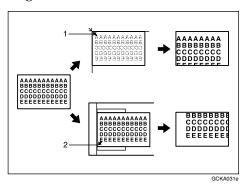
Preset Reduce/Enlarge

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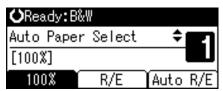

❖ **Base Point**
The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set in the ADF or ARDF, the bottom left corner of the original will be the base point.
Shown below are the resulting copy images that differ depending on how the original is scanned.
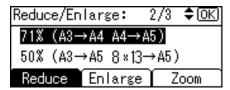

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1 Base point when placing on the exposure glass
2 Base point when placing in the ADF or ARDF
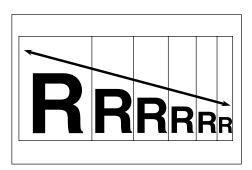
A **Press [R/E].**

```
⏻Ready:B&W
Auto Paper Select    ⬍  1
[100%]
 100%      R/E    Auto R/E
```

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

```
Reduce/Enlarge:  2/3  ⬍ OK
71% (A3→A4 A4→A5)
50% (A3→A5 8×13→A5)
 Reduce  Enlarge    Zoom
```

C **Select a ratio using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Place your originals, and then press the 【Start】 key.**

✏️ **Note**

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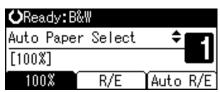
Zoom

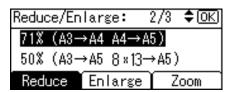You can change the reproduction ratio in increments of 1%.

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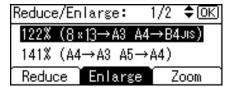**Selecting a ratio using the scroll keys**

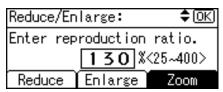Select a ratio using 【▲】 or 【▼】.

A Press [R/E].

```
ⓄReady:B&W
Auto Paper Select    ⬍  ❙❙
[100%]               ❙❙
 100%      R/E    Auto R/E
```

B Press [Reduce] or [Enlarge], and then select a preset ratio which is close to the desired ratio using 【▲】 or 【▼】.

```
Reduce/Enlarge:   2/3  ⬍ OK
71% (A3→A4 A4→A5)
50% (A3→A5 8×13→A5)
 Reduce  Enlarge   Zoom
```

C Press [Zoom].

```
Reduce/Enlarge:   1/2  ⬍ OK
122% (8×13→A3 A4→B4JIS)
141% (A4→A3 A5→A4)
 Reduce  Enlarge   Zoom
```

D Specify a ratio using 【▲】 or 【▼】, and then press the 【OK】 key.

```
Reduce/Enlarge:        ⬍ OK
Enter reproduction ratio.
        130 %<25~400>
 Reduce  Enlarge   Zoom
```

E Place the original, and then press the 【Start】 key.

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

Note

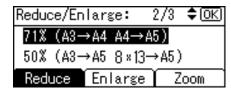❒ To change the value you specified in step D, readjust it using 【▲】 or 【▼】.

Entering a ratio using the number keys
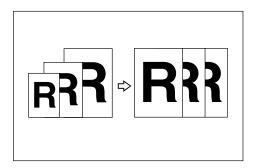
Select a ratio using the number keys.

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

```
ⓊReady:B&W
Auto Paper Select      ⬍  ┌─┐
                          │1│
[100%]                    └─┘
  100%        R/E    Auto R/E
```

B **Press [Zoom].**

```
Reduce/Enlarge:   2/3  ⬍ OK
 71% (A3→A4 A4→A5)
 50% (A3→A5 8×13→A5)
 Reduce  Enlarge    Zoom
```

C **Enter the desired ratio with the number keys, and then press the 【OK】 key.**

```
Reduce/Enlarge:       ⬍ OK
Enter reproduction ratio.
         8 0 %<25~400>
 Reduce  Enlarge    Zoom
```

D **Place the original, and then press the 【Start】 key.**

✏ **Note**

❒ To change the value you entered in step C, press the 【Clear/Stop】 key, and then enter the value again.

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Auto Reduce/Enlarge

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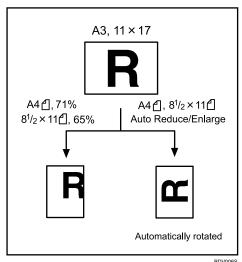

🖐**Important**

❐ You cannot use the bypass tray or one-sheet bypass tray with this function.

❐ If you select a reproduction ratio after pressing **[Auto R/E]**, **[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 (Rotated Copy). For example, to reduce A3 (11 × 17)▭ originals to fit onto A4 ($8^1/_2$ × 11)▯ paper, select a paper tray containing A4 ($8^1/_2$ × 11)▯ paper, and then press **[Auto R/E]**. The image is automatically rotated.

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

When using Auto Reduce/Enlarge, see the following table for original sizes and orientations you can use:
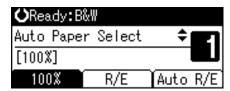
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❖ **Metric version**

Original location	Original size and orientation
Exposure glass	A3⤸, B4 JIS⤸, A4⤹⤸, B5 JIS⤹⤸, $8^1/_2 \times 13$⤸
ADF or ARDF	A3⤸, B4 JIS⤸, A4⤹⤸, B5 JIS⤹⤸, A5⤹⤸, $8^1/_2 \times 13$⤸

❖ **Inch version**

Original location	Original size and orientation
Exposure glass	11×17⤸, $8^1/_2 \times 14$⤸, $8^1/_2 \times 11$⤹⤸
ADF or ARDF	11×17⤸, $8^1/_2 \times 14$⤸, $8^1/_2 \times 11$⤹⤸, $5^1/_2 \times 8^1/_2$⤹⤸

A Press [Auto R/E].

B Select the paper size using 【▲】 or 【▼】.
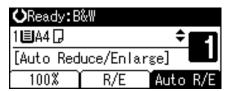
C Place the originals, and then press the 【Start】 key.
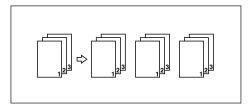
🔍**Reference**

p.37 "Rotated Copy"

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Sort

The machine assembles copies as sets in sequential order.

⚠️Important

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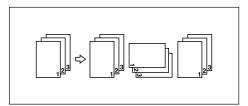
❒ You cannot use the bypass tray with Rotate Sort.

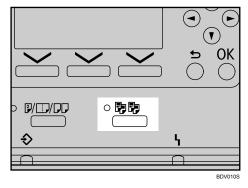### ❖ Sort

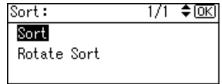Copies are assembled as sets in sequential order.

❖ Rotate Sort

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

A Press the 【Sort】 key.

B Select [Sort] or [Rotate Sort] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
Sort:          1/1  ♦OK
 Sort
 Rotate Sort
```

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

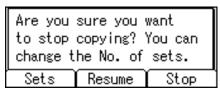**D** **Place your originals, and then press the 【Start】 key.**

Note

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

❒ When placing originals on the exposure glass, press the 【#】 key after all originals are scanned.

❒ To display the screen in step **B**, select **[On]** for **[Rotate Sort]** with Copier Features in User Tools.

Changing the number of sets

You can change the number of copy sets during copying.

Important

❒ This function can only be used when the Sort function is turned on.

A **While "Copying..." is displayed, press the 【Clear/Stop】 key.**

B **Press [Sets].**

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

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

Copying starts again.

Note

❒ The number of sets you can enter in step **C** differs depending on when the 【Clear/Stop】 key is pressed.
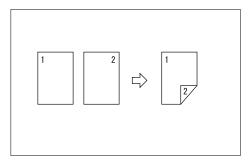
Duplex

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

⚠️Important

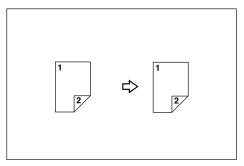❒ You cannot use the bypass tray or one-sheet bypass tray with this function.

❖ **1 Sided → 2 Sided**

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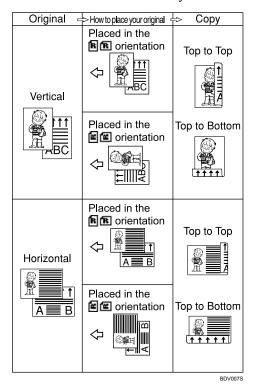

❖ **2 Sided → 2 Sided**

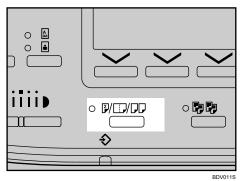Copies 1 two-sided page onto 1 two-sided page.

❖ **Original orientation and completed copies**

The resulting copy image will differ according to the orientation in which you place your originals (vertical↧ or horizontal↦).
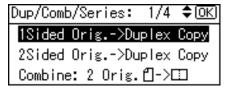
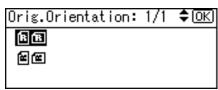The table shows the orientation of images on the front and back of copies, not the orientation of delivery.

Original	⇨How to place your original⇦	Copy
Vertical	Placed in the ⓡⓡ orientation	Top to Top
	Placed in the ⓔⓔ orientation	Top to Bottom
Horizontal	Placed in the ⓡⓡ orientation	Top to Top
	Placed in the ⓔⓔ orientation	Top to Bottom

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A **Press the【Duplex/Combine/Series】key.**

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B **Select the setting of original and copy type using【▲】or【▼】, and then press the【OK】key.**

```
Dup/Comb/Series:  1/4  ⬍OK
1Sided Orig.->Duplex Copy
2Sided Orig.->Duplex Copy
Combine: 2 Orig.▯->▯
```

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C Select the original orientation using 【▲】or 【▼】, and then press the 【OK】key.

```
Orig.Orientation: 1/1  ‡OK
  ⊞⊞
  ⊞⊞
```

D Select the duplex orientation using 【▲】or 【▼】, and then press the 【OK】key.

```
Dup. Orientation: 1/1  ‡OK
 Top to Top⊞⊞
 Top to Bottom⊞⊞
```

E Place your originals, and then press the 【Start】key.

Note

❒ The paper weight that can be used with duplex copying is 64-90 g/m^2 (17.1-24 lb.)

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

❒ When placing originals on the exposure glass, press the 【#】 key after all originals are scanned.

❒ To display the screens in step **C** and **D**, select **[Always Specify]** for **[Orientation]** with Copier Features in User Tools. If **[Do not Specify]** is selected, proceed to step **E**. For details about Orientation, see "Copier Features", General Settings Guide.

❒ You can change the margins of duplex copies under Duplex Margin in User Tools. For details about Duplex Margin, see "Copier Features", General Settings Guide.
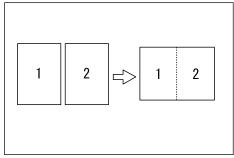
One-Sided Combine

Combine several pages onto one side of a sheet.

🟥Important

❒ You cannot use the bypass tray or one-sheet bypass tray with this function.
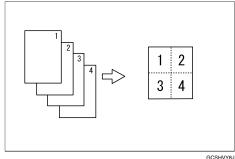
There are four types of One-Sided Combine.

❖ **1 Sided 2 Pages → Combine 1 Side**
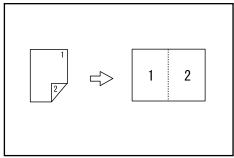Copies 2 one-sided originals to one side of a sheet.

GCSHVY7J

❖ **1 Sided 4 Pages → Combine 1 Side**
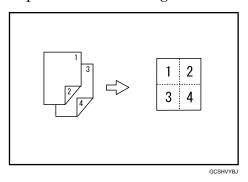Copies 4 one-sided originals to one side of a sheet.

GCSHVY8J

❖ **2 Sided 1 Page → Combine 1 Side**
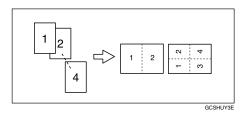Copies 1 two-sided original onto one side of a sheet.

GCSHVYOJ
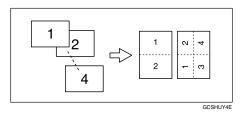
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❖ **2 Sided 2 Pages → Combine 1 Side**
Copies 2 two-sided originals onto one side of a sheet.

GCSHVYBJ

❖ **Orientation of original ⬓⬔ and image position of combine**
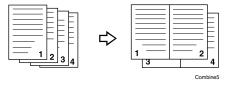Portrait (⬓) originals

GCSHUY3E

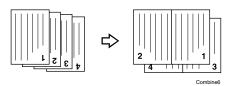Landscape (⬔) originals

GCSHUY4E

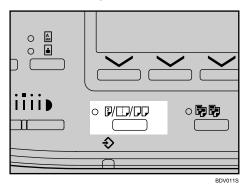Placing originals (originals placed in the ADF or ARDF)

- Originals read from left to right

Combine5
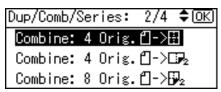
- Originals read from top to bottom

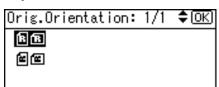Combine6

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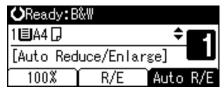A **Press the 【Duplex/Combine/Series】 key.**

BDV011S

B **Select the combine mode using 【▲】 or 【▼】, and then press the 【OK】 key.**

C **Select the original orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**

D **Select the paper size using 【▲】 or 【▼】, and then press the 【OK】 key.**

E **Place the originals, and then press the 【Start】 key.**

✐ Note

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

❒ When placing originals on the exposure glass, press the 【#】 key after all originals are scanned.

❒ To display the screen in step C, select **[Always Specify]** for **[Orientation]** with Copier Features in User Tools. If **[Do not Specify]** is selected, proceed to step D. For details about Orientation, see "Copier Features", General Settings Guide.

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Two-Sided Combine

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

⚠️Important

❒ You cannot use the bypass tray or one-sheet bypass tray with this function.

There are four types of Two-Sided Combine.
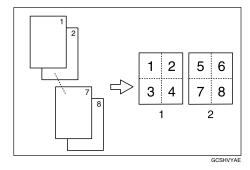
❖ **1 Sided 4 Pages → Combine 2 Sides**
Copies 4 one-sided originals to one sheet with two pages per side.

GCSHVY9J

❖ **1 Sided 8 Pages → Combine 2 Sides**
Copies 8 one-sided originals to one sheet with four pages per side.
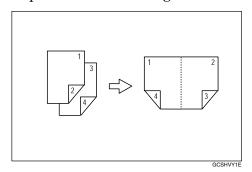
GCSHVYAE

1 Front
2 Back
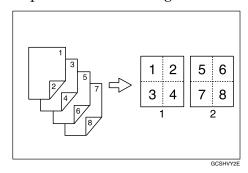
❖ **2 Sided 2 Pages → Combine 2 Sides**
Copies 2 two-sided originals onto one sheet with two pages per side.

GCSHVY1E

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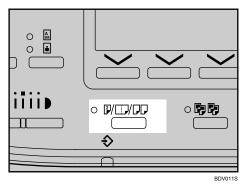
❖ **2 Sided 4 Pages → Combine 2 Sides**
Copies 4 two-sided originals onto one sheet with four pages per side.
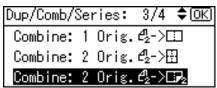
GCSHVY2E

1 Front
2 Back

🄰 **Press the【Duplex/Combine/Series】key.**

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🄱 **Select the combine mode using【▲】or【▼】, and then press the【OK】key.**

```
Dup/Comb/Series:  3/4  ♦ OK
 Combine: 1 Orig. 🄰₂->🔲
 Combine: 2 Orig. 🄰₂->🔳
 Combine: 2 Orig. 🄰₂->🔳₂
```

🄲 **Select the original orientation using【▲】or【▼】, and then press the【OK】
key.**

```
Orig.Orientation: 1/1  ♦ OK
 🅁🅁
 🄴🄴
```

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D **Select the duplex orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
Dup. Orientation: 1/1  ♦OK
 Top to Top🄡🄡
 Top to Bottom🄡🄦
```

E **Select the paper size using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
♻Ready:B&W
1🗐A4 🗋               ♦  1
[Auto Reduce/Enlarge]
   100%      R/E   Auto R/E
```

F **Place the originals, and then press the 【Start】 key.**

Note

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

❒ When placing originals on the exposure glass, press the 【#】 key after all originals are scanned.

❒ To display the screens in step **C** and **D**, select **[Always Specify]** for **[Orientation]** with Copier Features in User Tools. If **[Do not Specify]** is selected, proceed to step **E**. For details about Orientation, see "Copier Features", General Settings Guide.

Series Copies

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

⚠️**Important**

❒ You cannot use the Book→1 Sided function from the ADF or ARDF.

❒ You cannot use the bypass tray or one-sheet bypass tray with the Book→1 Sided function.

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

❖ **Metric version**

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

❖ **Inch version**
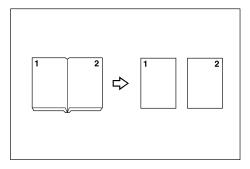
Original	Paper for 1-sided copy
11×17📄	$8^1/_2 \times 11$📄 × 2 sheets
$8^1/_2 \times 11$📄	$5^1/_2 \times 8^1/_2$📄 × 2 sheets

There are two types of Series Copies.
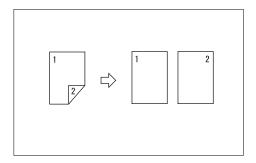
❖ **Book → 1 Sided**

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

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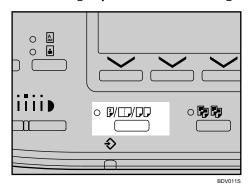
❖ **2 Sided→1 Sided**
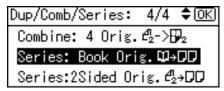
Copies each side of a two-sided original onto two separate pages.

🄰 Press the 【Duplex/Combine/Series】 key.

BDV011S
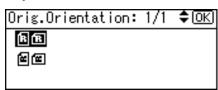
🄱 Select [Series: Book Orig.] or [Series:2Sided Orig.] using 【▲】 or 【▼】, and then press the 【OK】 key.

```
Dup/Comb/Series:  4/4  ≑OK
 Combine: 4 Orig. ⬚₂->⬚₂
 Series: Book Orig. ⬚→⬚⬚
 Series:2Sided Orig. ⬚₂→⬚⬚
```
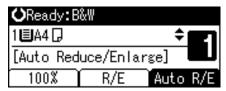
When selecting **[Series: Book Orig.]**, proceed to step **🄳**.

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C **Select the original orientation using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
Orig.Orientation: 1/1  ⬍ OK
  ⬚⬚
  ⬚⬚
```

D **Select the paper size using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
⏻Ready:B&W
1⬚A4⬚           ⬍  1
[Auto Reduce/Enlarge]
  100%     R/E    Auto R/E
```

E **Place the originals, and then press the 【Start】 key.**

📎 Note

❒ To display the screen in step **C**, select **[Always Specify]** for **[Orientation]** with Copier Features in User Tools. If **[Do not Specify]** is selected, proceed to step **D**. For details about Orientation, see "Copier Features", General Settings Guide.

2

3. Colour Copying

This chapter describes how to make colour copies and adjust colour and image quality.

Selecting a Colour Mode

Select a colour mode that suits your originals and copying requirements.

For colour images, see "What You Can Do with This Machine <Colour Functions/Colour Adjustments>".

The following two colour modes are available.

❖ **Full Colour Copy**
   Copies by overlaying yellow, magenta, cyan and black.

❖ **Black & White Copy**
   Copies in black regardless of the colour of the original.

1 **Press the 【Full Colour/B&W】key to select the desired colour mode.**

AMA008S

Upper indicator: Full Colour
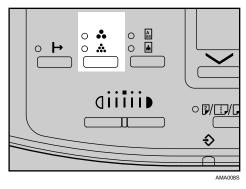
Lower indicator: B&W

🔎**Reference**
   p.iii "What You Can Do with This Machine <Colour Functions/Colour Adjustments>"

Colour Balance
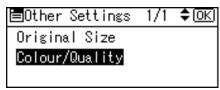
Adjusts the overall colour tone when the copy is reddish or bluish.
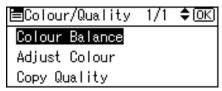
A **Press the 【#】 key.**

If **[Auto Paper Select]** is selected, proceed to step C.
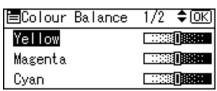
B **Select [Colour/Quality] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
▤Other Settings  1/1  ⬍OK
Original Size
Colour/Quality
```

C **Select [Colour Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
▤Colour/Quality  1/1  ⬍OK
Colour Balance
Adjust Colour
Copy Quality
```

D **Select the colour you want to adjust using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
▤Colour Balance  1/2  ⬍OK
Yellow          ▒▒▒▯▒▒▒
Magenta         ▒▒▒▯▒▒▒
Cyan            ▒▒▒▯▒▒▒
```
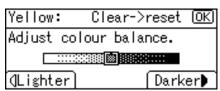
E **Adjust the colour balance by pressing [Lighter] or [Darker], and then press the 【OK】 key.**

```
Yellow:    Clear->reset  OK
Adjust colour balance.
      ▒▒▒▒▓▒▒▒▒▒
◁Lighter        Darker▷
```

F **Press the 【Escape】 key twice.**

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✐ **Note**

❒ When you press the 【**Clear/Stop**】 key in step 🖪, the entire colour settings are canceled and the initial settings are restored.

❒ The adjusted settings will be deleted and the initial values will be restored, when Auto Clear has been performed, when the 【**Clear Modes**】 key has been pressed or when the power has been turned off.

❒ For explanations about and examples of what you can do with the colour balance function, see "What You Can Do with This Machine <Colour Functions/Colour Adjustments>".

ₚ **Reference**

p.iii "What You Can Do with This Machine <Colour Functions/Colour Adjustments>"

Colour Balance Program

You can also store the colour balance setting as a colour balance program and recall it when you want to use it.

You can store up to three programs.
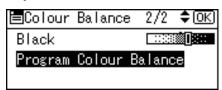
✎ Note

❒ If you want to change the registered settings, register them one more time. In this case, the previously registered contents will be changed.
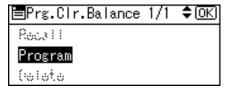
Registering the Adjusted Colour Balance

Register adjusted colour balance settings so that you can use them later.

A **Adjust the colour balance.**

B **Select [Program Colour Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
☰Colour Balance  2/2  ♦OK
Black              ▒▒▒▒▓□▒▒▒
Program Colour Balance
```

C **Select [Program] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
☰Prg.Clr.Balance 1/1  ♦OK
Recall
Program
Delete
```
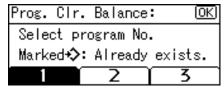
D **Select a program number ([1]-[3]) for this setting, and then press the 【OK】 key.**

The colour balance setting will be registered in the selected number.

```
Prog. Clr. Balance:    OK
Select program No.
Marked♦: Already exists.
   1        2        3
```

✎ Note

❒ If you select the program number key where the ♦ is displayed in **D** and select **[Yes]**, the previously registered settings will change (will be overwritten).

❒ For details about how to adjust the colour balance, see "Colour Balance".
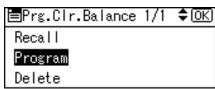
Changing the Registered Colour Balance

Changes the settings stored in colour balance programs.
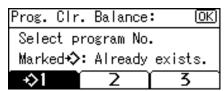
A **Adjust the colour balance.**

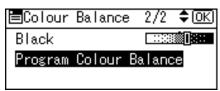**B** **Select [Program Colour Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
▤Colour Balance  2/2  ⬍ OK
Black              ▦▦▦▯▦
Program Colour Balance
```

C **Select [Program] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
▤Prg.Clr.Balance 1/1  ⬍ OK
Recall
Program
Delete
```

D **Select a program number ([1]-[3]) to be changed, and then press the 【OK】 key.**

```
Prog. Clr. Balance:      OK
Select program No.
Marked✧: Already exists.
 ✧1        2        3
```

E **Press [Yes].**
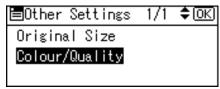
Recalling the Registered Colour Balance

Applies settings registered in colour balance programs to the copy job.
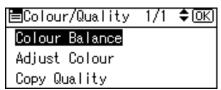
A **Press the 【#】 key.**

When **[Auto Paper Select]** is selected, proceed to step **C**.

B **Select [Colour/Quality] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
▤Other Settings  1/1  ⬍ OK
Original Size
Colour/Quality
```

C **Select [Colour Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
[≡]Colour/Quality  1/1  ↕[OK]
 Colour Balance
 Adjust Colour
 Copy Quality
```

D **Select [Program Colour Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
[≡]Colour Balance  2/2  ↕[OK]
 Black            ▩▩▩0▥▥▥
 Program Colour Balance
```
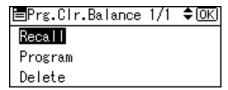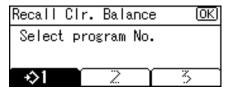
E **Select [Recall] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
[≡]Prg.Clr.Balance 1/1  ↕[OK]
 Recall
 Program
 Delete
```

F **Select the program number you want to recall, and then press the 【OK】 key.**

```
Recall Clr. Balance      [OK]
 Select program No.

 ⟡1          2          3
```

Note

❒ The recalled settings will be deleted and the initial values will be restored, when Auto Clear has been performed, when the 【Clear Modes】 key has been pressed or when the power has been turned off.
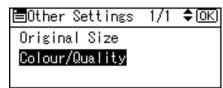
Deleting the Registered Colour Balance

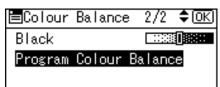Deletes the settings registered in colour balance programs.

A **Press the 【#】 key.**

When **[Auto Paper Select]** is selected, proceed to step **C**.

B **Select [Colour/Quality] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
[≡]Other Settings  1/1  ↕[OK]
 Original Size
 Colour/Quality
```

C **Select [Colour Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
 Colour/Quality  1/1  ⬍OK
┌─────────────────────────┐
│ Colour Balance          │
│ Adjust Colour           │
│ Copy Quality            │
└─────────────────────────┘
```
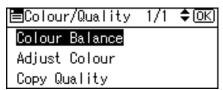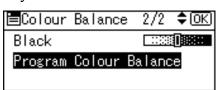
D **Select [Program Colour Balance] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
 Colour Balance  2/2  ⬍OK
┌─────────────────────────┐
│ Black           ⬛⬛⬜⬛⬛ │
│ Program Colour Balance  │
│                         │
└─────────────────────────┘
```
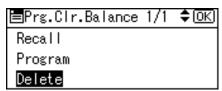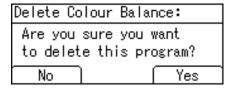
E **Select [Delete] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
 Prg.Clr.Balance 1/1  ⬍OK
┌─────────────────────────┐
│ Recall                  │
│ Program                 │
│ Delete                  │
└─────────────────────────┘
```

F **Select the program number you want to delete, and then press the 【OK】 key.**

```
 Delete Colour Balance:  OK
┌─────────────────────────┐
│ Select No. to delete.   │
│                         │
│ ⟳1        2        3    │
└─────────────────────────┘
```

G **Press [Yes].**

```
 Delete Colour Balance:
┌─────────────────────────┐
│ Are you sure you want   │
│ to delete this program? │
│  No              Yes    │
└─────────────────────────┘
```

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Colour Adjustment

Adjusts the specific colours (yellow, red, magenta, blue, cyan and green) by mixing them with adjacent colours in the colour circle.

You can adjust up to three colours from yellow, red, magenta, blue, cyan, or green.

This function is not available if Black/White Copy is selected.

A **Press the 【#】 key.**

When **[Auto Paper Select]** is selected, proceed to step C.

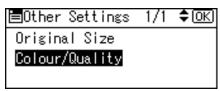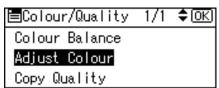B **Select [Colour/Quality] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
≣Other Settings  1/1  ≑OK
Original Size
Colour/Quality
```
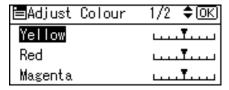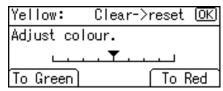
C **Select [Adjust Colour] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
≣Colour/Quality  1/1  ≑OK
Colour Balance
Adjust Colour
Copy Quality
```

D **Select the colour you want to adjust using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
≣Adjust Colour   1/2  ≑OK
Yellow           └─┴─┴─▼─┴─┴─┘
Red              └─┴─┴─▼─┴─┴─┘
Magenta          └─┴─┴─▼─┴─┴─┘
```

E **Adjust the colour using 【◀】 or 【▶】, and then press the 【OK】 key.**

```
Yellow:    Clear->reset  OK
Adjust colour.
       └─┴─┴─▼─┴─┴─┘
To Green              To Red
```

F **Press the 【Escape】 key twice.**

Note

❒ When you press the 【**Clear/Stop**】 key in step **E**, the entire colour settings are canceled and the initial settings are restored.

❒ The adjusted settings will be deleted and the initial values will be restored, when Auto Clear has been performed, when the 【**Clear Modes**】 key has been pressed or when the power has been turned off.

❒ For explanations about and examples of what you can do with the colour adjustment function, see "What You Can Do with This Machine <Colour Functions/Colour Adjustments>".

Reference

p.iii "What You Can Do with This Machine <Colour Functions/Colour Adjustments>"

Image Adjustment

Adjusts image qualities.

The following four types of image adjustments are available:

❖ **Soft/Sharp**
Adjusts the outline of an image.

❖ **Contrast**
Adjusts the shades of an image.

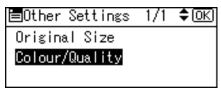❖ **Background Density**
Adjusts the background density of an image.

❖ **Adjust U.C.R.**
Adjusts the amount of black ink to express vividly the black areas in an image.

A **Press the 【#】 key.**

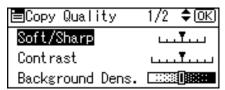When **[Auto Paper Select]** is selected, proceed to step C.

B **Select [Colour/Quality] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
≣Other Settings  1/1  ⬍OK
 Original Size
 Colour/Quality
```

C **Select [Copy Quality] using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
≣Colour/Quality  1/1  ⬍OK
 Colour Balance
 Adjust Colour
 Copy Quality
```

D **Select the item you want to adjust using 【▲】 or 【▼】, and then press the 【OK】 key.**

```
≣Copy Quality    1/2  ⬍OK
 Soft/Sharp      ⌐⌐ᵀ⌐⌐
 Contrast        ⌐⌐ᵀ⌐⌐
 Background Dens. ▒▒▒0▒▒▒
```

E **Adjusts the settings.**

F **Press the 【OK】 key.**
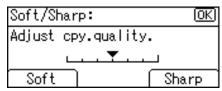
G **Press the 【Escape】 key twice.**

✐ Note

❒ **[Soft/Sharp]**, **[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.

❒ For types and examples of the image adjustment functions, see "What You Can Do with This Machine <Colour Functions/Colour Adjustments>".

○ Reference

p.iii "What You Can Do with This Machine <Colour Functions/Colour Adjustments>"

Soft/Sharp

Adjusts the outline of an image.
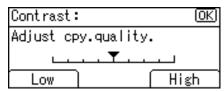
A Adjust by pressing [Soft] or [Sharp].

```
Soft/Sharp:              OK
Adjust cpy.quality.
        └─┴─┴─▼─┴─┴─┘
  Soft            Sharp
```

B Press the 【OK】 key.

Contrast

Adjusts the shades of an image.

A Adjust by pressing [Low] or [High].

```
Contrast:               OK
Adjust cpy.quality.
        └─┴─┴─▼─┴─┴─┘
  Low             High
```
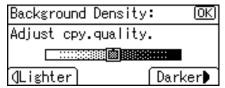
B Press the 【OK】 key.

Background Density

Adjusts the background density of an image.

A Adjust by pressing [Lighter] or [Darker].

```
Background Density:    [OK]
Adjust cpy.quality.
    [::::::::▒▒▒▒▒▒|▒|▒▒▒▒▒▒▒▒]
◁Lighter            Darker▷
```
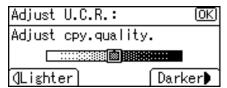
B Press the 【OK】 key.

📝 Note

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

❒ Adjustments should be made darker when darkening the colour of markers or highlighters. However, as the colour of highlighters is difficult to reproduce, the copy might not come out depending on the colour or a different colour might be copied.

Adjust U.C.R.

Adjusts the amount of black ink to express vividly the black areas in an image.

A Adjust by pressing [Lighter] or [Darker].

```
Adjust U.C.R.:         [OK]
Adjust cpy.quality.
    [::::::::▒▒▒▒▒▒|▒|▒▒▒▒▒▒▒▒]
◁Lighter            Darker▷
```

B Press the 【OK】 key.

4. Appendix

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

Combination Chart

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.

Function selected first \ Function selected second	Auto Paper Select	Custom Size Originals	Regular Size Originals	Bypass Tray	1-sheet Bypass Tray	Image Density	Text Mode	Photo Mode	Auto Reduce/Enlarge	Zoom	Combine	Book→1 Sided	2 Sided→1 Sided	1 Sided→2 Sided	2 Sided→2 Sided	Sort	Black & White	Full Colour (without Function Upgrade Option)	Full Colour (with Function Upgrade Option)
Auto Paper Select		×	×	●	●				●		●	●							
Custom Size Originals	×		●										*1		*1				
Regular Size Originals	×	●																	
Bypass Tray	●				●				*3			*3	*3	*3	*3	*1			
1-sheet Bypass Tray	●			●					*3			*3	*3	*3	*3	*3	*2		
Image Density																			
Text Mode								●											
Photo Mode							●												
Auto Reduce/Enlarge	×			*3	*3					●	*4	●							
Zoom									●		●								
Combine	×			*3	*3							●	●	●	●				
Book→1 Sided	×			*3	*3				×		●		●	●	●				
2 Sided→1 Sided		*1									●	●		●	●	●			
1 Sided→2 Sided				*3	*3						●	●	●		●			*3	
2 Sided→2 Sided		*1		*3	*3						●	●	●	●				*3	
Sort				*1	*3													*3	
Black & White					*2													●	●
Full Colour (without Function Upgrade Option)														*3	*3	*3	●		
Full Colour (with Function Upgrade Option)																	●		

BDV004S

*1 A function incompatibility message appears if you load a sheet that exceeds 432 mm (17 inches). Copying is not possible until one of the functions is disabled.

*2 A function incompatibility message appears if you load OHP transparencies. Copy is not possible until one of the functions is disabled.

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

*4 Enabled by the second mode selected.

Supplementary Information

This section describes the detailed specifications of the respective functions.

❖ **Bypass Tray Copy**

- The following paper sizes can be selected.
  Metric version
  A3▭, A4 ▯▭, A5 ▯▭, B4 JIS▭, B5 JIS ▯▭, B6 JIS▭, 11×17▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 11$ ▯▭, $7^1/_4 \times 10^1/_2$ ▯▭, $5^1/_2 \times 8^1/_2$▭, 8K▭, 16K ▯▭, C6 Envelope▭, C5 Envelope▭, DL Envelope▭, $4^1/_8 \times 9^1/_2$▭, $3^7/_8 \times 7^1/_2$▭

  Inch version
  11×17▭, $8^1/_2 \times 14$▭, $8^1/_2 \times 13$▭, $8^1/_2 \times 11$ ▯▭, $8^1/_4 \times 13$▭, 8×13▭, $7^1/_4 \times 10^1/_2$ ▯▭, $5^1/_2 \times 8^1/_2$▭, $4^1/_8 \times 9^1/_2$▭, $3^7/_8 \times 7^1/_2$▭, A3▭, A4 ▯▭, A5 ▯▭, B4 JIS▭, B5 JIS ▯▭, B6 JIS▭, C6 Envelope▭, C5 Envelope▭, DL Envelope▭, 8K▭, 16K ▯▭

❖ **Preset Reduce/Enlarge**

- You can select one of nine preset ratios (4 enlargement ratios, 5 reduction ratios).
- Copies can be reduced or enlarged as follows:

❖ **Metric version**

Ratio (%)	Original → Copy paper size
400	--
200 (enlarge area by 4)	A5 → A3
141 (enlarge area by 2)	A4 → A3, A5 → A4
122	8×13 → A3, A4 → B4 JIS
93	--
82	8×13 → A4, B4 JIS → A4
71 (reduce area by $^1/_2$)	A3 → A4, A4 → A5
50 (reduce area by $^1/_4$)	A3 → A5, 8×13 → A5
25	--

❖ **Inch version**

Ratio (%)	Original → Copy paper size
400	--
155 (enlarge area by 2)	$5^1/_2 \times 8^1/_2$ → $8^1/_2 \times 14$
129	$8^1/_2 \times 11$ → 11×17
121	$8^1/_2 \times 14$ → 11×17
93	--
78	$8^1/_2 \times 14$ → $8^1/_2 \times 11$
65	11×17 → $8^1/_2 \times 11$
50 (reduce area by $^1/_4$)	11×17 → $5^1/_2 \times 8^1/_2$
25	--

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

❖ **Zoom**

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

❖ **Sort**
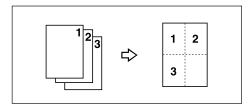
- Paper sizes and orientations that can be used in the Rotate Sort function are A4 ⬚▭ and B5 JIS ⬚▭, $8^1/_2 \times 11$ ⬚▭.

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray.

  - Internal tray
    250 sheets

    - Selecting Rotate Sort may reduce the number of paper that can be housed by the tray.

❖ **Duplex**

- The following paper sizes and orientations can be duplexed.
  A3▭, B4 JIS▭, A4 ⬚▭, B5 JIS ⬚▭, A5 ⬚▭, 11×17▭, 8×13▭, $8^1/_2 \times 13$▭, $8^1/_4 \times 13$▭, $8^1/_2 \times 14$▭, $8^1/_4 \times 14$▭, $8^1/_2 \times 11$ ⬚▭, $7^1/_4 \times 10^1/_2$▭, 8K▭, 16K ⬚▭

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

  - Paper smaller than A5 (A5 can be selected for Duplex)

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

  - Translucent paper

  - Label paper (adhesive labels)

  - OHP transparencies

  - Postcards

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

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

❖ **Combine**

- The machine selects the reproduction ratio automatically based on the paper size and number of original pages to be combined on each copy page.

- The 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 paper, the machine will automatically rotate the image by 90° to make copies properly.

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

User Tools Menu (Copier Features)

This section describes items you can set in the copier feature.

The copier features screen can be displayed by pressing the 【User Tools/Counter】 key. For details about how to set up these items, see General Settings Guide.

Item	Description
APS/ Auto R/E Priority	You can select **[Auto Paper Select Priority]** (APS Priority) or **[Auto R/E Priority]** (Auto Reduce/Enlarge Priority).
Auto Tray Switching	If you load same size paper in two or more trays, the machine automatically shifts to the other tray using image rotation when the first tray runs out of paper (if **[On]** is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
Original Type Setting	You can adjust copy finish quality level according to original type. You can choose these functions after selecting original type (Text/Photo) and colour mode (Full Colour/B&W).
Duplex Mode Priority	You can select the type of Duplex function effective when the machine is turned on, reset, or modes are cleared.
Orientation	You can select the original orientation when using the Combine/Series or Duplex function.
Max. Number of Sets	The maximum copy quantity can be set between 1 and 99 using number keys.
Original Count Display	You can set to display the count of originals and copying pages on the display when **[On]** is selected.
Colour Mode Priority	You can select "Full Colour" or "Black & White" as the priority setting when the machine is turned on, reset, or modes are cleared.
Reproduction Ratio	Specify 9 ratios for "Reduce or Enlarge" to be indicated upon pressing **[R/E]**.
Preset R/E Priority	You can set the ratio with priority when **[R/E]** is selected.
Duplex Margin	You can specify left margin on the back side of copies, and top margin on the back side.
Rotate Sort	Specify whether or not to select rotating sort when 【Sort】 key is pressed.
Rotate Sort:Auto Continue	If you select **[Off]** when the paper tray in use runs out of paper, the machine stops, allowing you to add paper so all copies can be rotate-sorted.
Letterhead Setting	If you select **[On]** for this function, the machine rotates the image correctly.
ADS Background	Specify the density level of Auto Image Density. Use Auto Image Density to copy a document with its background image density automatically reduced. To enable Auto Image Density, select **[Full Colour 1(Text)]** or **[Black&White 1(Text)]** in **[Original Type Setting]**.
Menu Protect	You can prevent unauthenticated users from changing the user tools settings.

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

▌ means POWER ON.

○ means POWER OFF.

⏻ means STAND BY.

In accordance with IEC 60417, this machine uses the following symbols for the anti-condensation heater switch:

▌ means POWER ON.

○ means POWER OFF.

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Operating Instructions Copy Reference