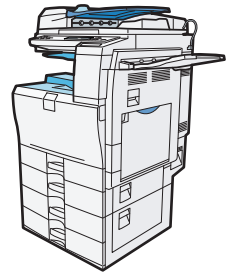




MP C2030/C2530  
*MP C2030/C2530*  
**Aficio™** MP C2030/C2530

## Operating Instructions Copy Reference



- 
- 1** Placing Originals
  - 2** Copying
  - 3** Colour Copying
  - 4** Copier Features
  - 5** Appendix



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# Manuals for This Machine

Read this manual carefully before you use this machine.

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

## ★ Important

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

## About This Machine

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

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

## Troubleshooting

Provides a guide for resolving common usage-related problems.

## Copy Reference

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

## Facsimile Reference

Explains Facsimile functions and operations.

## Printer and Scanner Reference

Explains functions and operations for the machine's printer and scanner unit.

## Network and System Settings Guide

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

## Security Reference

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

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

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

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

### Other manuals

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



#### Note

- Manuals provided are specific to machine types.

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# Notice

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## Important

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

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

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



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# Available Colour Functions

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

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## Colour Copying

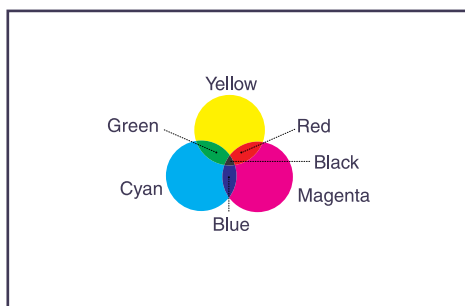
---

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

See p.69 "Colour Functions".

### Primary Colours

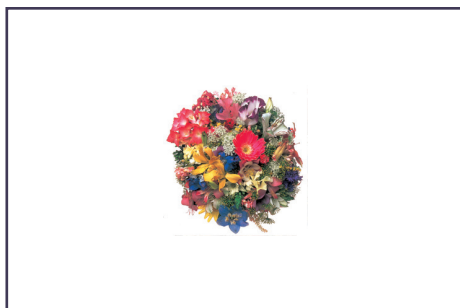
Colours can be created by combining the three primary colours: yellow, magenta, and cyan. Black can be made by combining yellow, magenta and cyan, however, as there might be some slight differences, "black" will be expressed using a black toner.



BAT161S

### Full Colour

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



BAS164S

### Black & White

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



BAS163S

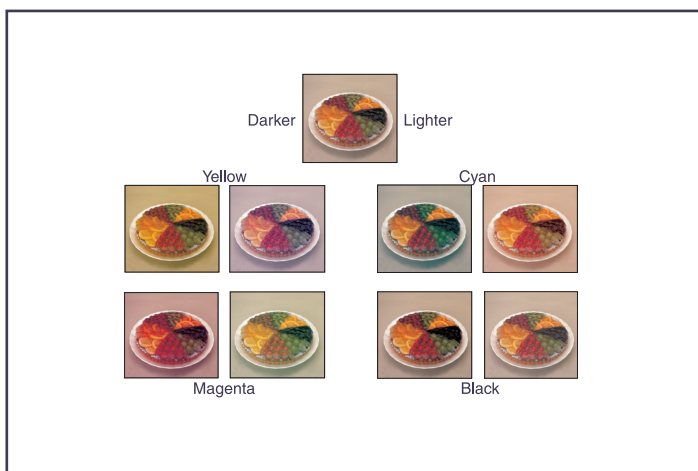
## Adjusting Colours

You can adjust the colour tone of copies.

### Colour Balance

Adjusts the overall colour tone of copies.

See p.70 "Colour Balance"

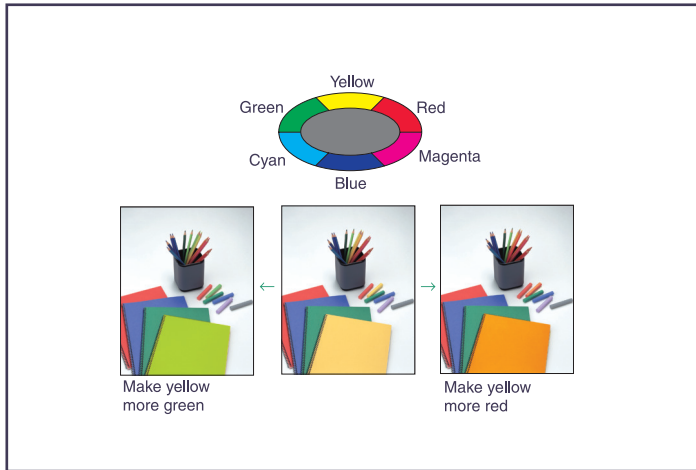


BAT171S

### 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.75 "Colour Adjustment".



BAT172S

## Adjusting Image Qualities

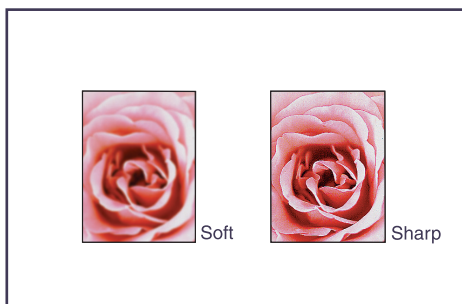
You can adjust image qualities.

See p.76 "Image Adjustment".

### Soft/Sharp

Adjusts the outline of an image.

See p.77 "Soft/Sharp".



BAT173S

### Contrast

Adjusts the shades of an image.

See p.78 "Contrast".

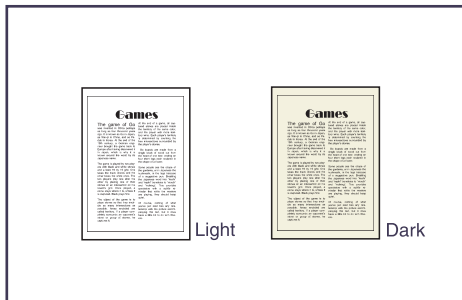


BAT174S

## Background Density

Adjusts the background density of an image.

See p.78 "Background Density".



BAT175S

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# How to Read This Manual

## Note

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

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## Symbols

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This manual uses the following symbols:

### Important

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

## Note

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

### Reference

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

[ ]

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

[ ]

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

---

## Name of Major Option

---

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

- Auto document feeder → ADF

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## Notes

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

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

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

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

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.

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

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# Laws and Regulations

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## Legal Prohibition

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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.

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.

---

## Functions Requiring Optional Configurations

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

Function	Option
2 Sided → Duplex	ADF
2 Sided → 1 Sided Combine/Series (B&W/Colour)	ADF
2 Sided → 2 Sided Combine/Series (B&W/Colour)	ADF



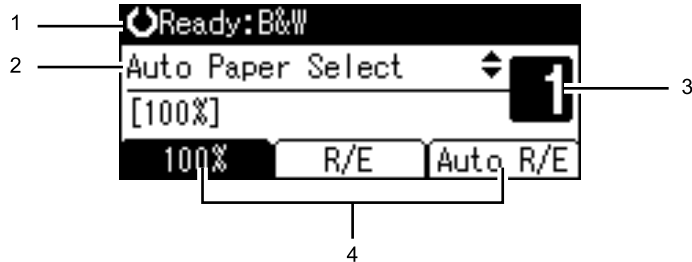
# Display

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

## Note

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

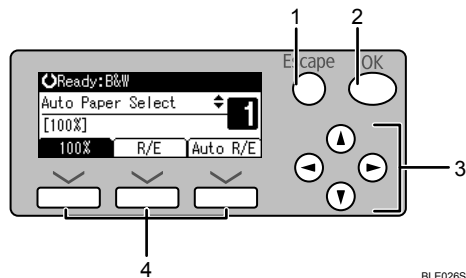
### Initial copy display



BLF002S

1. Displays operational status and messages.
2. Displays the current paper tray and selected items that appear in brackets.
3. Displays the number of copies set.
4. Displays frequently used functions.

## Reading the Display and Using Keys



BLE026S

### 1. [Escape] key

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

### 2. [OK] key

Press to set a selected item or entered numeric value.

### 3. 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.

---

#### 4. 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.

# 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:

**Metric version**

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3 - A5	40 - 128 g/m <sup>2</sup>
	Two-sided originals: A3 - A5	52 - 105 g/m <sup>2</sup>

**Inch version**

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF	One-sided originals: 11 × 17 - 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	11 - 34 lb.
	Two-sided originals: 11 × 17 - 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	14 - 28 lb. 11 × 17: 17 - 28 lb.

**Note**

- About 50 originals can be loaded in the ADF.

Non-compatible originals for the ADF

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

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

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

Note

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

Sizes Detectable with Auto Paper Select

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

Metric version

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

○: Detectable size ×: Undetectable size

JIS: Japanese Industrial Standard

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

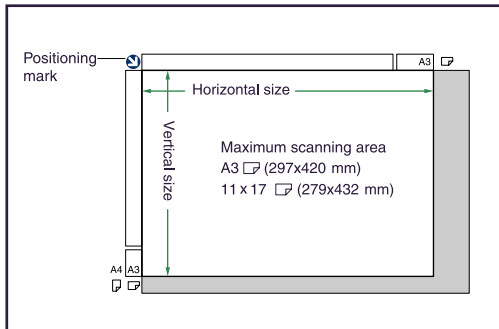
#### Inch version

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

○: Detectable size ×: Undetectable size

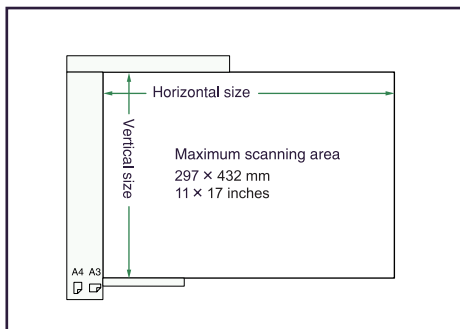
- \*1 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.
- \*2 Default is 8<sup>1</sup>/<sub>2</sub> × 14. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 14 to 8<sup>1</sup>/<sub>2</sub> × 13, contact your service representative.
- \*3 Default is 8<sup>1</sup>/<sub>2</sub> × 11. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11 to A4, contact your service representative.
- \*4 Default is 8<sup>1</sup>/<sub>2</sub> × 11. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11 to 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, contact your service representative.
- \*5 Default is 8<sup>1</sup>/<sub>2</sub> × 11. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11 to 8 × 10, contact your service representative.
- \*6 If you want to make 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> size detectable, consult your service representative.

## Exposure glass



BAT017S

## ADF



BJD011S

### Note

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

### Reference

- p.26 "Custom sizes"

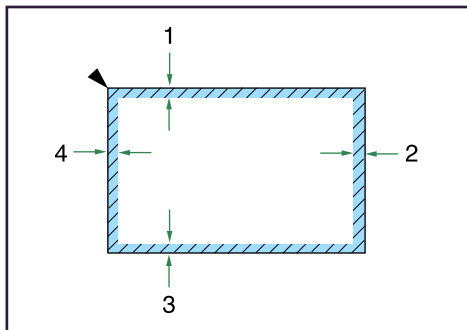
## Sizes difficult to detect

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

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

## Missing Image Area

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



BAT019S

1.  $2.25 \pm 1.75$  mm ( $0.09 \pm 0.07$  inches)
2.  $3.25 \pm 2.75$  mm ( $0.13 \pm 0.11$  inches)
3.  $2.25 \pm 1.75$  mm ( $0.09 \pm 0.07$  inches)
4.  $4.2 \pm 1.5$  mm ( $0.17 \pm 0.06$  inches)

# Placing Originals

1

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

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

## Note

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

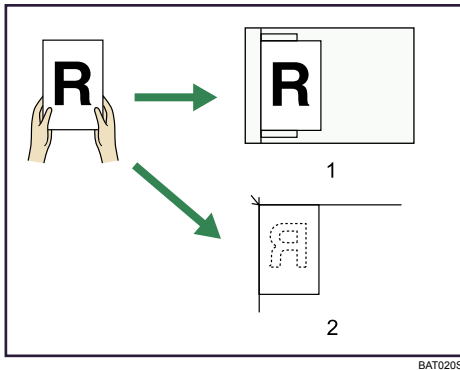
## Reference

- p.17 "Originals"

## Original Orientation

You can specify the original orientation if necessary.

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



1. ADF

2. Exposure glass

## Placing Originals on the Exposure Glass

Place originals on the exposure glass.

## Important

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

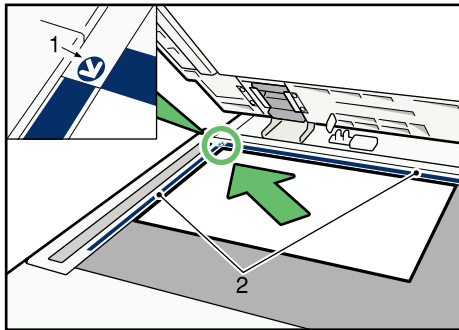


**1. Lift the exposure glass cover or the ADF.**

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

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

Start with the first page to be copied.



1. Positioning mark

2. Scales

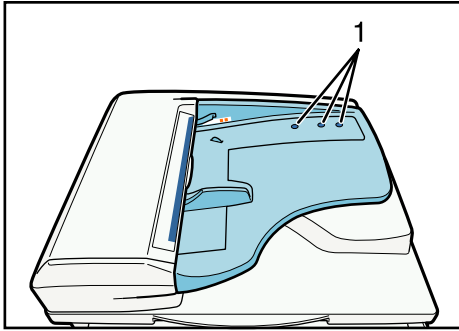
**3. Lower the exposure glass cover or the ADF.****Note**

- When you lower the exposure glass cover or the ADF, an indicator will light to show you that the machine is detecting the size of the original.

## Placing Originals in the ADF

Place originals in the ADF.

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



### 1. Sensors

Settings should be made in the following situations:

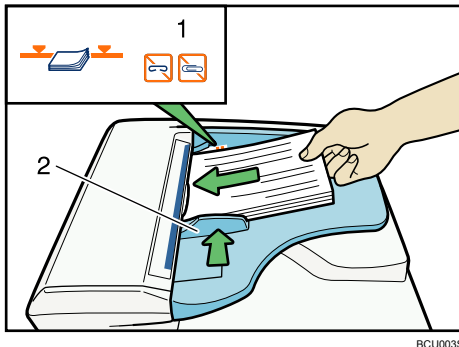
#### When placing custom size originals:

See "Custom sizes".

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

Do not stack originals beyond the limit mark.

The first page should be on the top.



### 1. Limit mark

### 2. Document guide

#### ↓ Note

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

#### 📖 Reference

- p.26 "Custom sizes"

## Specifying Original Sizes

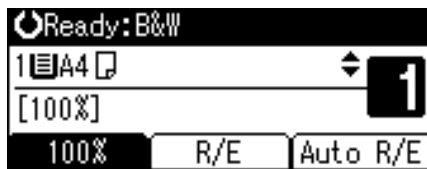
Specify the size of the originals.

1

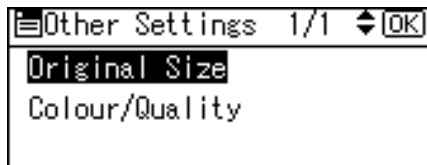
### Regular sizes

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

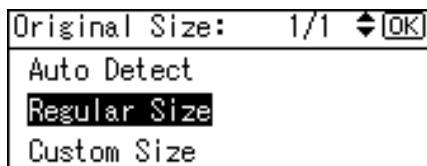
1. Select the paper tray using [**▲**] or [**▼**].



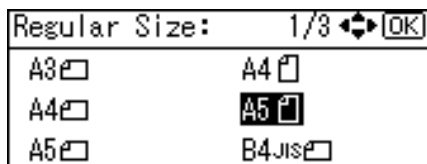
2. Press the [**#**] key.
3. Select [Original Size] using [**▲**] or [**▼**], and then press the [**OK**] key.



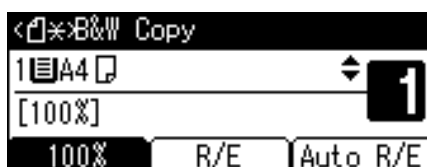
4. Select [Regular Size] using [**▲**] or [**▼**], and then press the [**OK**] key.



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



6. 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.

1

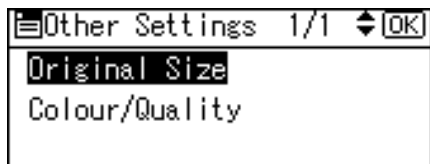
## Custom sizes

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

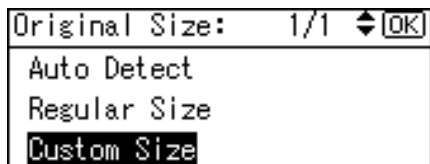
### ★ Important

- Paper that has a vertical length of 128 - 297 mm (5.1 - 11.6 inches) and a horizontal length of 128 - 1,260 mm (5.1 - 49.6 inches) can be placed with this function. However, the size of the copy paper is limited to 128 - 297 mm (5.1 - 11.6 inches) vertically and 128 - 432 mm (5.1 - 17 inches) horizontally.

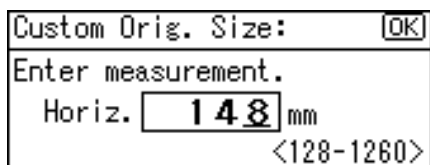
1. Select the paper tray using [▲] or [▼].
2. Press the [#] key.
3. Select [Original Size] using [▲] or [▼], and then press the [OK] key.

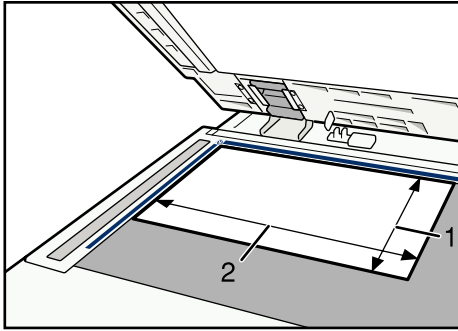


4. Select [Custom Size] using [▲] or [▼], and then press the [OK] key.



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



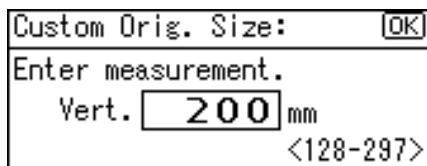


BLF004S

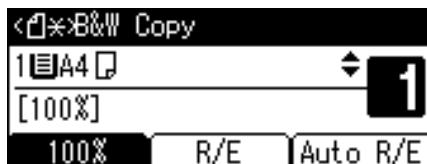
1 Vertical size

2 Horizontal size

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



7. 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.



## 2. Copying

This chapter describes the basic procedure for making copies.

### Basic Procedure

This section describes the basic procedure for making copies.

2

#### ★ Important

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

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

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

**Initial copy screen**



#### 2. Make sure no previous settings, such as colour mode or number of copies, are still in effect.

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

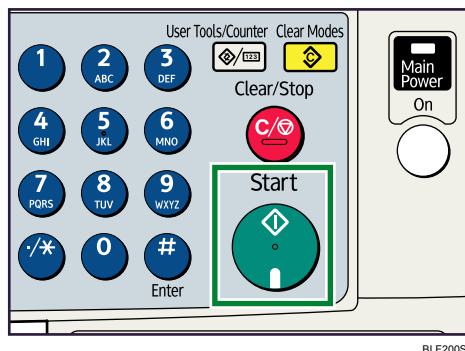
#### 3. Place the originals.

#### 4. Make desired settings.

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

The maximum copy quantity that can be set is 99.

## 6. Press the [Start] key.



The machine starts copying.

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

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

### ↓ Note

- Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.
- To clear entered values, press the [Clear/Stop] key.
- To switch between pages or selectable functions, press the scroll keys.



# Copying from the Bypass Tray

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

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

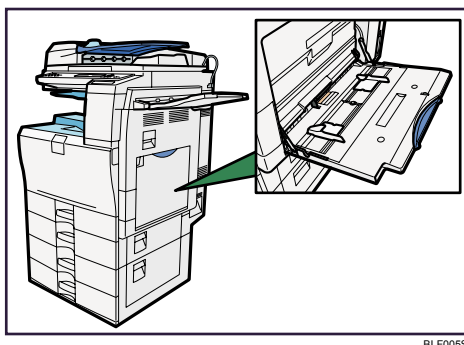
## ★ Important

- The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided → 2 Sided] is selected, cancel the setting.
- Paper that has a vertical length of 90 - 305 mm (3.55 - 12.00 inches) and a horizontal length of 148 - 457.2 mm (5.83 - 18.00 inches) can be copied from the bypass tray.
- The machine can automatically detect the following sizes as regular size copy paper:
  - Metric version: A3, A4, A5
  - Inch version: 11 × 17, 8 1/2 × 11, 5 1/2 × 8 1/2

If you want to use the size of paper other than the above, be sure to specify the size.

- When copying onto OHP transparencies, paper of 59.9 g/m<sup>2</sup> (about 16 lb.) or less, or paper of 90 g/m<sup>2</sup> (about 24 lb.) or above, you need to specify the type and size of paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", Network and System Settings Guide.
- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.

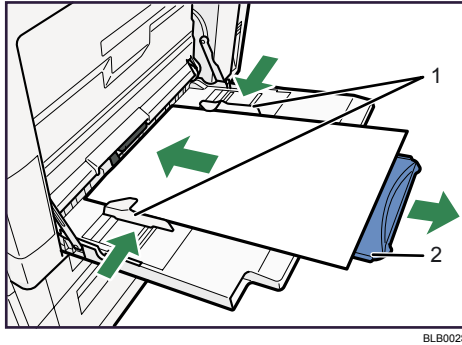
## 1. Open the bypass tray.



BLF005S

2. Insert the paper face down until you hear the beep.
3. Align the paper guides to the paper size.

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



1. Paper guides

2. Extender

4. Press the [#] key.
5. Select the size and type of the paper.
6. Press [OK] key.
7. Place the originals, and then press the [Start] key.
8. When the copy job is finished, press the [Clear Modes] key to clear the settings.
9. Close the bypass tray.

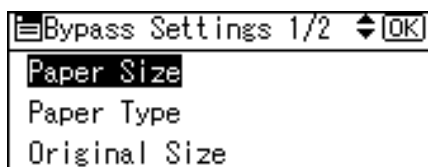
#### ↓ Note

- Certain types of paper might not be detected properly when placed on the bypass tray. If this happens, remove the paper and place it on the bypass tray again.
- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- To support A4, 8 1/2 × 11 or larger paper sizes, pull out the extender.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- When the Sort function is selected, press the [#] key after all originals have been scanned.
- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see "System Settings", Network and System Settings Guide.
- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.
- The following paper sizes can be selected as the standard sizes:
- A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10,
- 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C6 Env, C5 Env, DL Env, 8K, 16K, 12 × 18, 11 × 15, 10 × 14

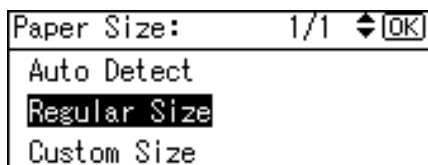
## Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

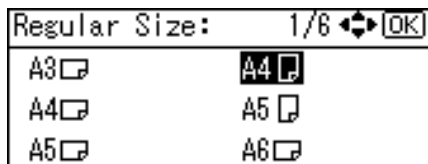
1. Open the bypass tray.
2. Insert the paper face down until you hear the beep.
3. Align the paper guides to the paper size.
4. Press the [#] key.
5. Select [Paper Size] using [▲] or [▼], and then press the [OK] key.



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



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



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

## Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray.

1. Open the bypass tray.
2. Insert the paper face down until you hear the beep.
3. Align the paper guides to the paper size.
4. Press the [#] key.

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

Bypass Settings 1/2 [OK]

Paper Size

Paper Type

Original Size

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

Paper Size: 1/1 [OK]

Auto Detect

Regular Size

Custom Size

7. 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>

8. 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>

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

#### Note

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

## Copying onto OHP Transparencies or Thin Paper

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

#### ★ Important

- Certain types of OHP transparencies for colour printing cannot be used. For details about types that can be used, contact your sales or service representative.
- When copying onto OHP transparencies, remove copied sheets one by one.

1. Open the bypass tray.

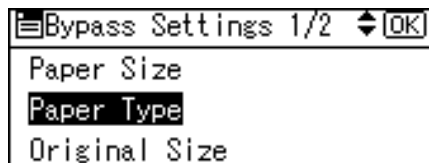
Load OHP transparencies one by one to prevent them jamming.

2. Insert the paper face down until you hear the beep.

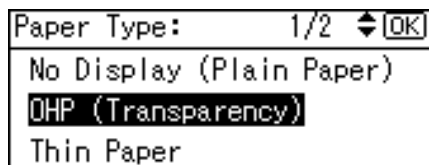
3. Align the paper guides to the paper size.

4. Press the [#] key.

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



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



7. Select the paper size.

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

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

**Note**

- Printing on special paper such as OHP transparencies and thin paper may be slower than printing on plain paper.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

## Copying onto Thick Paper

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

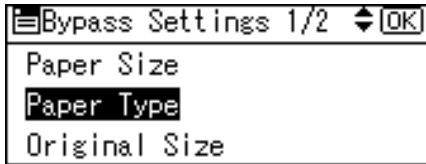
1. Open the bypass tray.

2. Insert the paper face down until you hear the beep.

3. Align the paper guides to the paper size.

4. Press the [#] key.

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

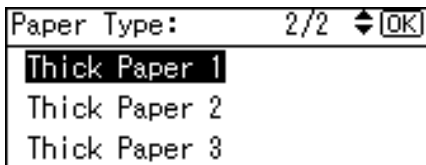


6. Select [Thick Paper 1], [Thick Paper 2], or [Thick Paper 3] using [▲] or [▼], and then press the [OK] key.

Select [Thick Paper 1] when paper weight is between 105.1 g/m<sup>2</sup> (28 lb.) and 169 g/m<sup>2</sup> (45 lb.).

Select [Thick Paper 2] when paper weight is between 169.1 g/m<sup>2</sup> (45 lb.) and 210 g/m<sup>2</sup> (56 lb.).

Select [Thick Paper 3] when paper weight is between 210.1 g/m<sup>2</sup> (56 lb.) and 256 g/m<sup>2</sup> (68 lb.).



7. Select the paper size, if required.
8. Place the originals, and then press the [Start] key.
9. When the copy job is finished, press the [Clear Modes] key to clear the settings.

#### ↓ Note

- Printing on thick paper may be slower than printing on plain paper.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

## Copying onto Envelopes

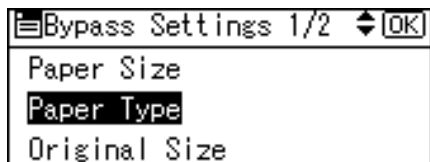
When copying onto envelopes, specify the paper type and paper size.

### ★ Important

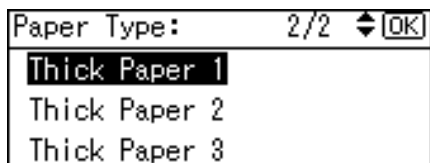
- Before using this function, specify the paper thickness under Paper Type: Bypass Tray in User Tools. For details, see "System Settings", Network and System Settings Guide.

1. Open the bypass tray.
2. Insert the envelopes with the side you want to copy face down.
3. Align the paper guides to the envelope side.
4. Press the [#] key.

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



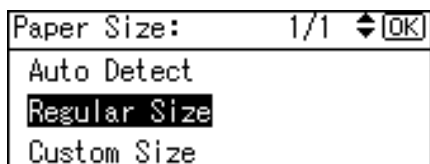
6. Select [Thick Paper 1] using [▲] or [▼], and then press the [OK] key.



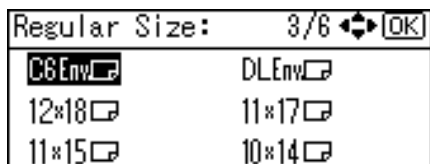
7. Press the [#] key.
8. Select [Paper Size] using [▲] or [▼], and then press the [OK] key.



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



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

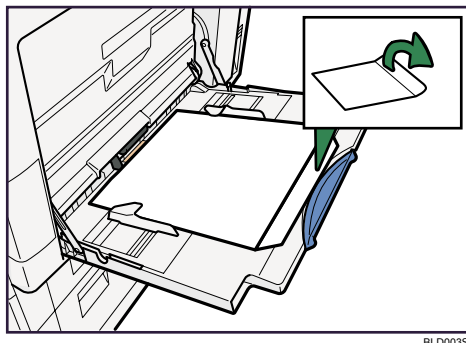


11. Place the original, and then press the [Start] key.
12. When the copy job is finished, press the [Clear Modes] key to clear the settings.

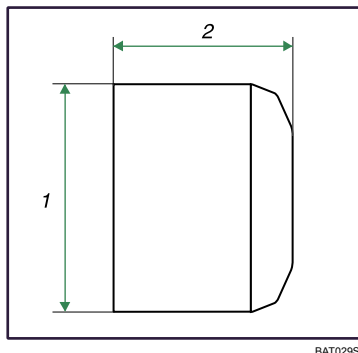
#### ↓ Note

- When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- When placing an original in the ADF, place the original with the bottom line inserted in the ADF.

- When inserting envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.

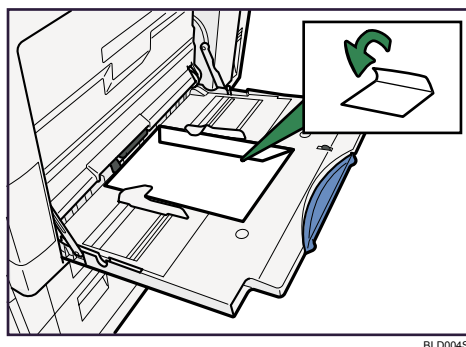


- When entering the horizontal size for envelopes, including the opened-out flap in the measurement.



1. Vertical size
2. Horizontal size

- Load envelopes (162 × 114 mm (C6)) flap down, flap fold against the side guide.



- You can load up to 10 envelopes (80 - 95 g/m<sup>2</sup>, 24 lb.) in the bypass tray at the same time, without compressing them. Check the envelopes are not damp. Load only as much envelopes as can be held between the paper guides on the bypass tray.



- Check there is no air in the envelopes before loading.
- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6 inches) each.
- You cannot print envelopes with the Duplex function.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten leading edges (the side going into the machine) by pressing a pencil or ruler across them.
- Before loading envelopes, check they are rectangular in shape.
- For details about supported envelope types, see "Envelopes", About This Machine.

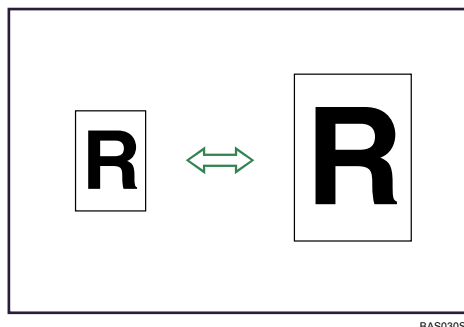
## Reducing or Enlarging Originals

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

### 2

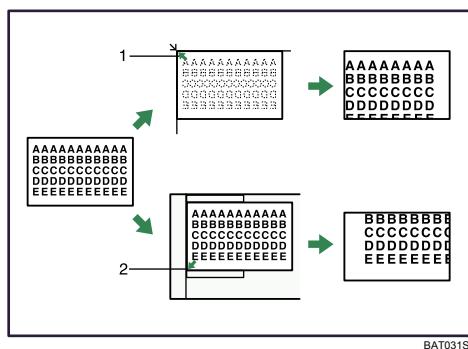
#### Preset Reduce/Enlarge

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



#### Base Point

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

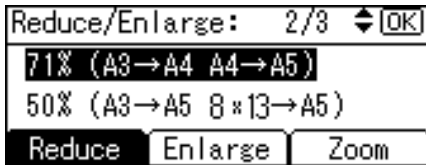


1. Base point when placed on the exposure glass
2. Base point when placed in the ADF

1. Press [R/E].



2. Press [Enlarge] or [Reduce].



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

4. 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 "User Tools Menu".
- You can select one of 9 preset ratios (4 enlargement ratios, 5 reduction ratios).
- Following shows the relation between the original and paper sizes at respective scaling factors.

- Metric version

400% (Area ratio 16 times): -

200% (Area ratio 4 times): A5 → A3

141% (Area ratio 2 times): A4 → A3, A5 → A4

122%: 8 × 13 → A3, A4 → B4 JIS

93%: -

82%: 8 × 13 → A4, B4 JIS → 8 × 13

71% (Area ratio  $\frac{1}{2}$  times): A3 → A4, A4 → A5

50% (Area ratio  $\frac{1}{4}$  times): A3 → A5, 8 × 13 → A5

25%: -

- Inch version

400% (Area ratio 16 times): -

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

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

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

93%: -

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

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

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

25%: -

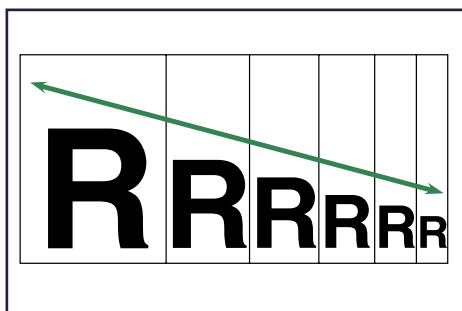
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

### Reference

- p.83 "User Tools Menu"

## Zoom

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



### Note

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

## Selecting a ratio using the scroll keys

Select a ratio using [▼] or [▲].

- Press [R/E].



2. 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

3. Press [Zoom].

Reduce/Enlarge: 1/2 [OK]		
122% (8×13→A3 A4→B4Jis)		
141% (A4→A3 A5→A4)		
Reduce	Enlarge	Zoom

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

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

5. 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 4, readjust it using [▼] or [▲].

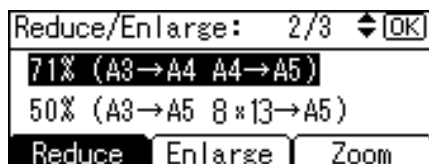
## Entering a ratio using the number keys

Select a ratio using the number keys.

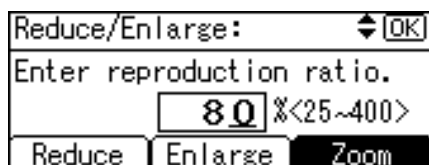
1. Press [R/E].

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

## 2. Press [Zoom].



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



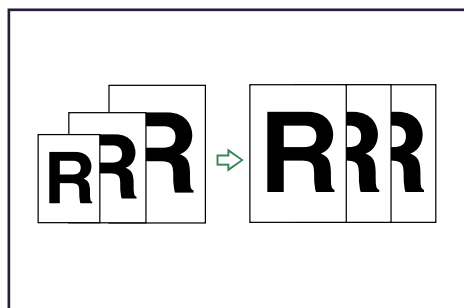
## 4. Place the original, and then press the [Start] key.

↓ **Note**

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

## Auto Reduce/Enlarge

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



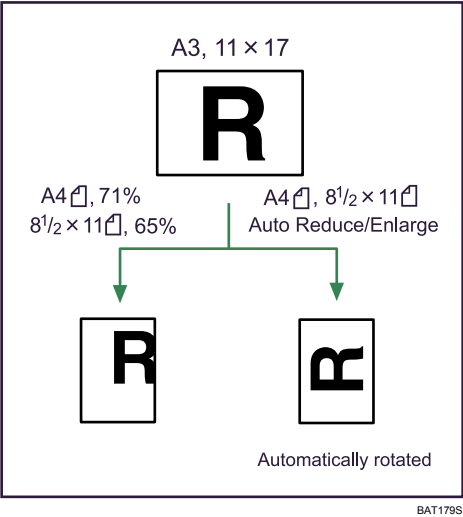
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★ **Important**

- You cannot use the 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 (Rotate Copy). For example, to reduce A3 ( $11 \times 17$ ) $\square$  originals to fit onto A4 ( $8\frac{1}{2} \times 11$ ) $\square$  paper, select a paper tray containing A4 ( $8\frac{1}{2} \times 11$ ) $\square$  paper, and then press [Auto R/E]. The image is automatically rotated.



For details about Rotate Copy, see “Rotate Copy”.

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

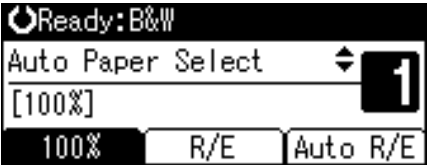
**Metric version**

Original location	Original size and orientation
Exposure glass	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□, 8 × 13□
ADF	A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, 11 × 17□, 8 1/2 × 11□□, 8 × 13□, 8K□, 16K□□

**Inch version**

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

1. Press [Auto R/E].



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



2

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

↓ **Note**

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

📖 **Reference**

- p.67 "Rotate Copy"



# Duplex Copying

This section describes how to make duplex copies.

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

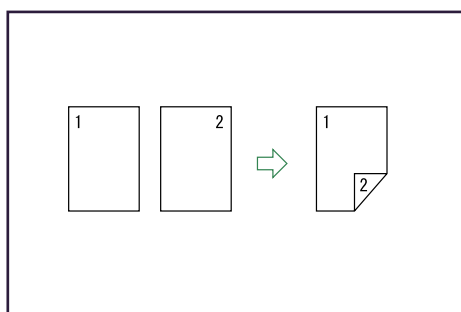
## ★ Important

- You cannot use the bypass tray with this function.

2

### 1 Sided → 2 Sided

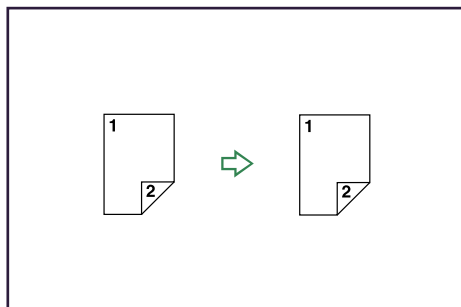
Copies two 1-sided pages on one 2-sided page.



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### 2 Sided → 2 Sided

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

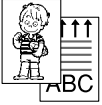




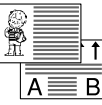






BAS035S

### Original orientation and completed copies

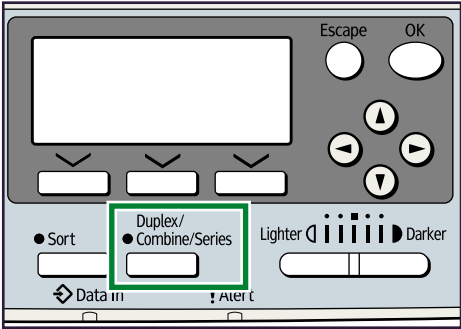
The resulting copy image will differ according to the orientation in which you place your originals (□ or ▢).

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

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

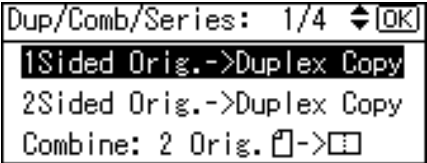
BAT036S

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

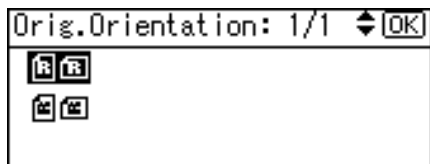


BLF201S

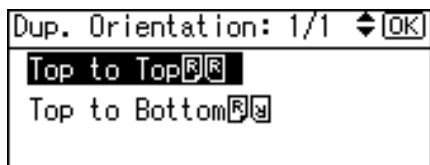
2. Select the setting of original and copy type using [▲] or [▼], and then press the [OK] key.



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



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



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

**Note**

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.
- To display the screens in step 3 and 4, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step 5. For details about Orientation, see "User Tools Menu".
- You can change the margins of duplex copies under Duplex Margin in User Tools. For details about Duplex Margin, see "User Tools Menu".
- You can use the following copy paper with this function:
  - A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10, 7 1/4 × 10 1/2, 8K, 16K, 11 × 15, 10 × 14
- You cannot use the following copy paper with this function:
  - Paper smaller than A5, 5 1/2 × 8 1/2
  - Translucent paper
  - Label paper (adhesive labels)
  - OHP transparencies
  - Paper thicker than 105 g/m<sup>2</sup>, 28 lb.
  - Paper thinner than 60 g/m<sup>2</sup>, 16 lb.
  - Postcards
  - Back copied paper
  - Coated Paper: Gloss Print

- Envelope
- Coated Paper
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.
- By default, a binding margin is made on the back side.

2

### Reference

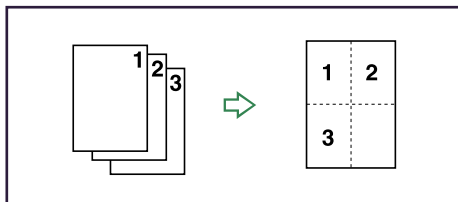
- p.83 "User Tools Menu"

# Combined Copying

This section describes how to make combined copies.

## ↓ Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios selectable by the machine are 25-400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



BAS149S

## One-Sided Combine

Combine several pages onto one side of a sheet.

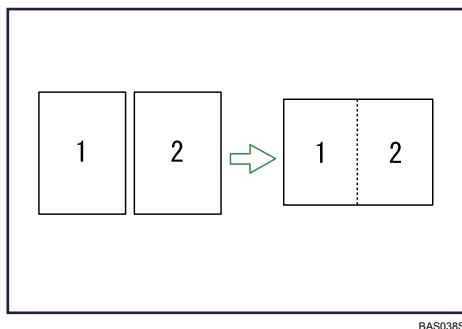
## ★ Important

- You cannot use the bypass tray with this function.

There are four types of One-Sided Combine.

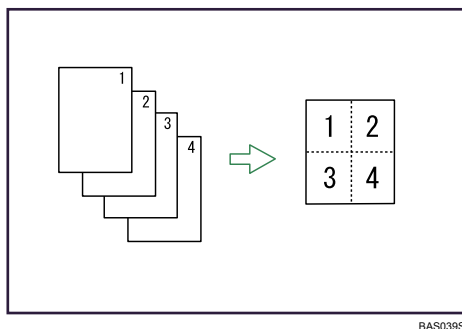
### 1 Sided 2 Pages → Combine 1 Side

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



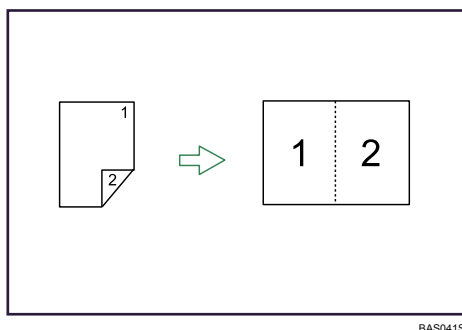
### 1 Sided 4 Pages → Combine 1 Side

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



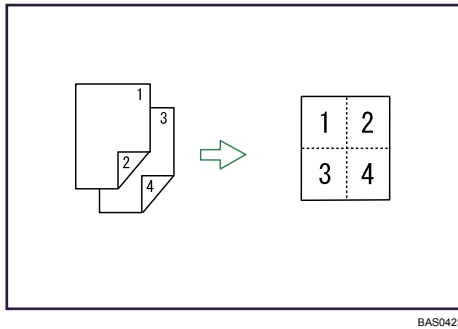
### 2 Sided 1 Page → Combine 1 Side

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



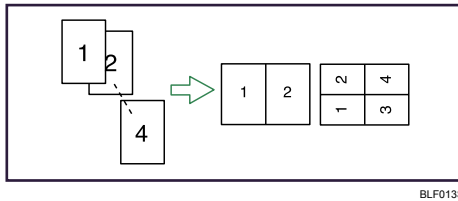
### 2 Sided 2 Pages → Combine 1 Side

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

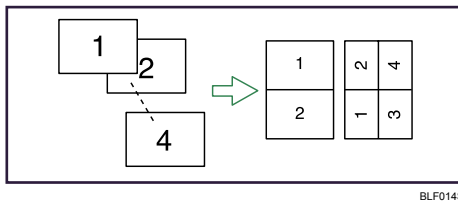


### Orientation of the original and image position of combine

Portrait (📄) originals

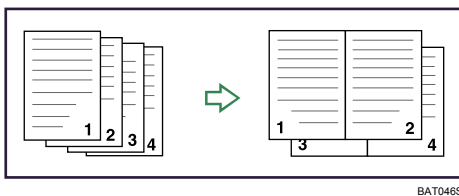


Landscape (📄) originals

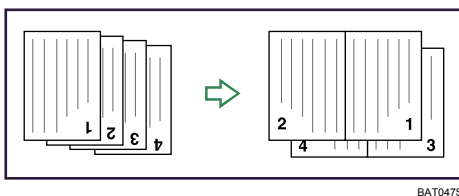


Placing originals (originals placed in the ADF)

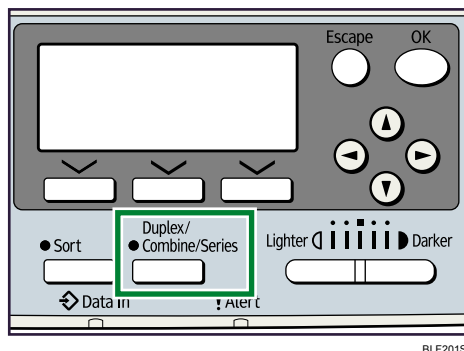
- Originals read from left to right



- Originals read from top to bottom



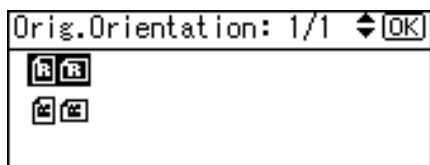
1. Press the [Duplex/Combine/Series] key.



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



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



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



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

#### ↓ Note

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

#### 📖 Reference

- p.83 "User Tools Menu"



## Two-Sided Combine

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

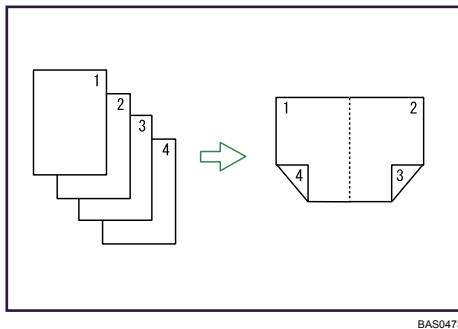
### ★ Important

- You cannot use the bypass tray with this function.

There are four types of Two-Sided Combine.

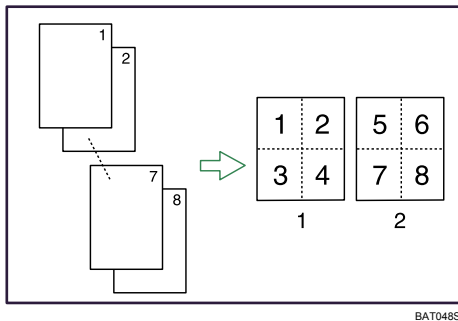
#### 1 Sided 4 Pages → Combine 2 Sides

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



#### 1 Sided 8 Pages → Combine 2 Sides

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

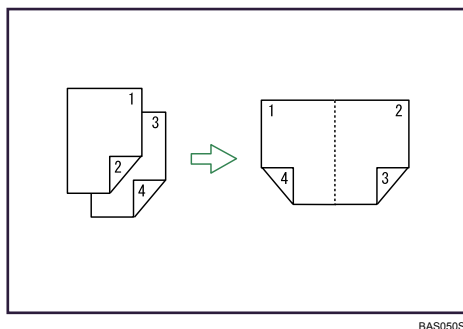


1. Front

2. Back

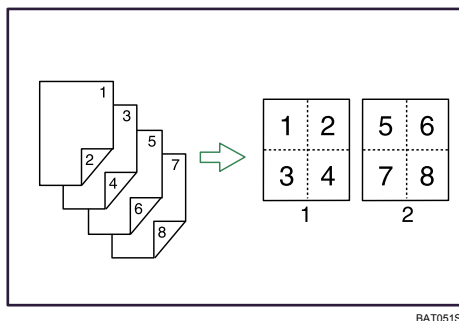
#### 2 Sided 2 Pages → Combine 2 Sides

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



## 2 Sided 4 Pages → Combine 2 Sides

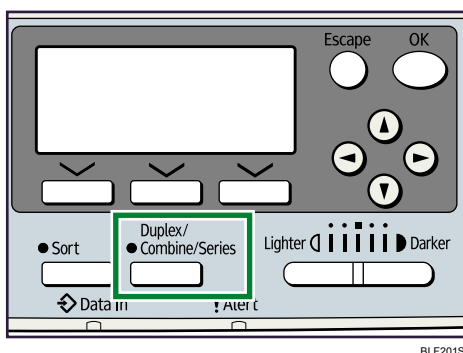
Copies four 2-sided originals to one sheet with four pages per side.



1. Front

2. Back

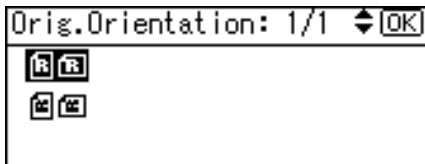
1. Press the [Duplex/Combine/Series] key.



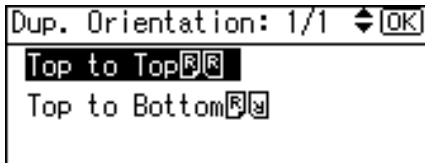
2. Select the combine mode using [▲] or [▼], and then press the [OK] key.

```
Dup/Comb/Series: 3/4 [▲][OK]
Combine: 1 Orig. 1/2->[1]
Combine: 2 Orig. 1/2->[2]
Combine: 2 Orig. 1/2->[2]
```

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



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



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



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

#### ↓ Note

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

#### 📖 Reference

- p.83 "User Tools Menu"

# Series Copies







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

**★ Important**

- 2
- You cannot use the Book → 1 Sided function from the ADF.
  - You cannot use the bypass tray with the Book → 1 Sided function.





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

**Metric version**

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

BAT140S

**Inch version**

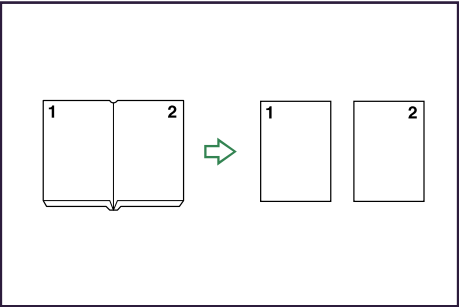
Original	Paper for 1-sided copy
11 × 17 	8 1/2 × 11  × 2 sheets
8 1/2 × 11 	5 1/2 × 8 1/2  × 2 sheets

BAT102S

There are two types of Series Copies.

**Book → 1 Sided**

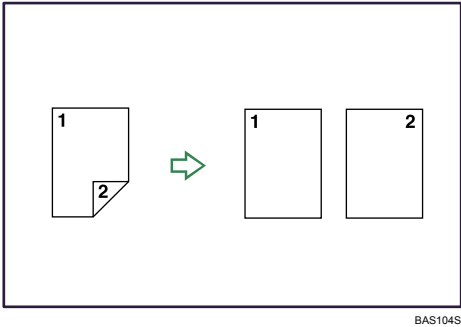
You can make 1-sided copies from two facing pages of a bound original (book).



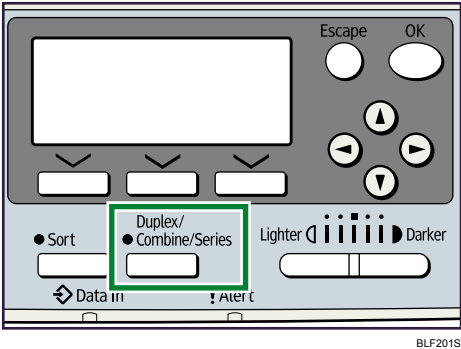
BAS103S

**2 Sided → 1 Sided**

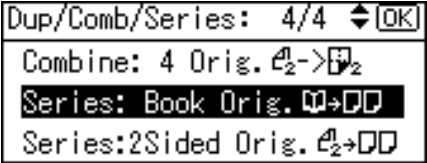
You can make 1-sided copies from 2-sided originals.



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

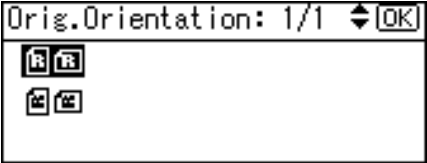


2. Select [Series: Book Orig.] or [Series:2Sided Orig.] using [▲] or [▼], and then press the [OK] key.



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

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



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



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

**Note**

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

**Reference**

- p.83 "User Tools Menu"

# Finishing

You can sort your copies.

## Sort

2

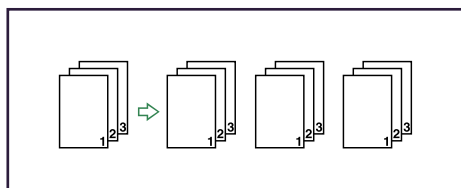
The machine assembles copies as sets in sequential order.

### ★ Important

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

### Sort

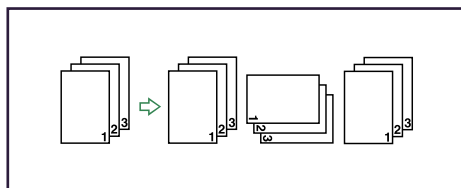
Copies are assembled as sets in sequential order.



BAS053S

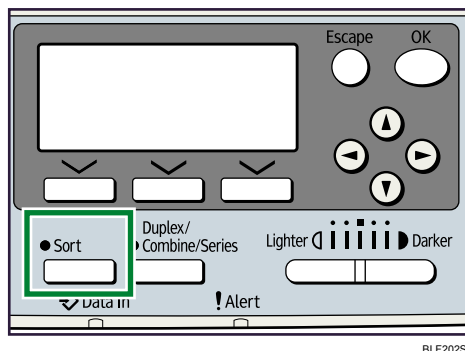
### Rotate Sort

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

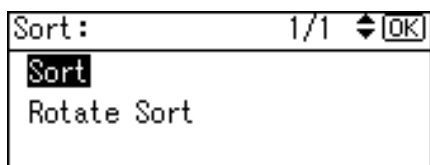


BAS054S

## 1. Press the [Sort] key.



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



## 3. Enter the number of copy sets using the number keys.

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

↓ **Note**

- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so the first page is on the top.
- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.
- To display the screen in step 2, select [On] for [Rotate Sort] with Copier Features in User Tools.
- Paper sizes and orientations that can be used in the Rotate Sort function are follows:
  - A4, B5 JIS, A5, 8 1/2 × 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. (paper weight: 80 g/m<sup>2</sup>, 20 lb.)
  - Internal tray 1
    - A4, 8 1/2 × 11 or smaller: 500 sheets
    - B4 JIS, 8 1/2 × 14 or larger: 250 sheets
  - Internal tray 2
    - 100 sheets
  - Right Tray
    - 50 sheets



## Changing the number of sets

You can change the number of copy sets during copying.

### ★ Important

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

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

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

Copying starts again.

### ↓ Note

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

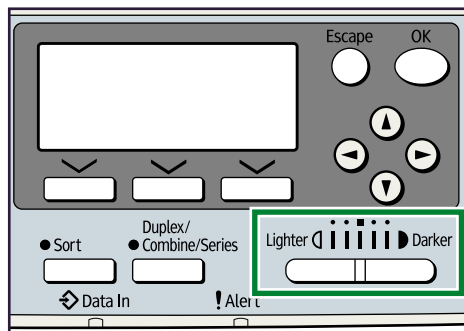
## Adjusting Copy Image Density

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

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

The density indicator moves.

2



BLF203S

# Selecting the Original Type

Select an original type that is suitable for your originals.

There are three original types available:

## Text

For originals that contain mainly text or printed characters.

## Photo

For Photographs or pictures.

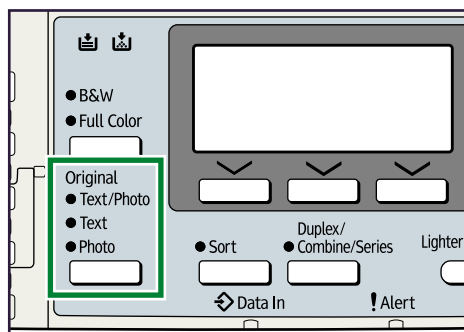
- Glossy Photo: Use when copying developed photographs
- Printed Photo: Use when copying photographs or pictures that are printed on paper (e.g. magazines)
- Copied Photo: Use when copying copies or originals generated by colour copiers

## Text/Photo

For originals that contain both text and photographs or pictures.

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

The indicator of the selected original type goes on.



Upper indicator: Text/Photo

Middle 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 copy paper automatically based on the detected original size and the reproduction ratio you select.

### Manual Paper Select

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

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

#### Metric version

Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, A5, 8 1/2 × 13
ADF	A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 1/2 × 11, 8 1/2 × 13, 8K, 16K

#### Inch version

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

#### Note

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

#### Reference

- p.20 "Sizes difficult to detect"

## Auto Paper Select

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

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



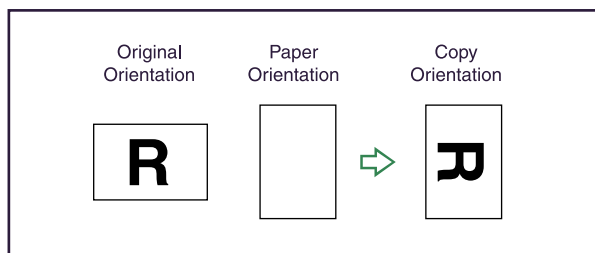
2

### Note


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







## Rotate Copy

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



BAT066S

You cannot use Rotate Copy when enlarging onto A3, B4 JIS or 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14 size paper. In this case, place your original in the  orientation.

	Original size and orientation			Copy paper size and orientation	
You cannot rotate:	A4, B5 JIS, or A5 	 BAT066S	When enlarging to →	B4 JIS or A3	 BAT053S
However, you can use:	A4, B5 JIS, or A5 	 BAT054S	When enlarging to →	B4 JIS or A3	 BAT054S

### 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 Rotate Copy if this setting is changed to [Off]. For details about Auto Tray Switching, see "User Tools Menu".

### Reference

- p.67 "Auto Paper Select"
- p.44 "Auto Reduce/Enlarge"
- p.83 "User Tools Menu"

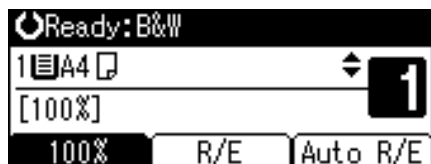
## 2

## Manual Paper Select

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

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

The selected tray is displayed.



# 3. Colour Copying

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

## Colour Functions

This section describes functions that are used for colour copying.

### Selecting a Colour Mode

3

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

For colour images, see "Available Colour Functions".

The following two colour modes are available:

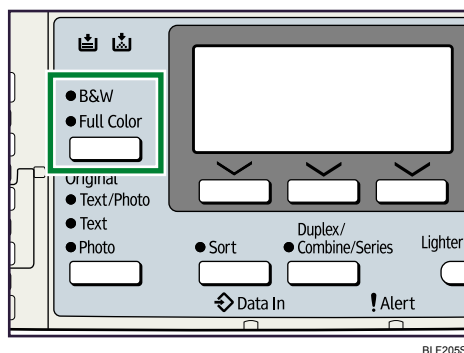
#### Black & White

Copies in black regardless of the colour of the original.

#### Full Colour

Copies by overlaying yellow, magenta, cyan and black.

1. Press the [Full Colour/B&W] key to select the desired colour mode.



Upper indicator: B&W

Lower indicator: Full Colour

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

#### Note

- For examples of what you can do with the colour functions, see "Available Colour Functions".

#### Reference

- p.7 "Available Colour Functions"

## Adjusting Colour and Image Quality

This section describes how to adjust colour balance and image quality.

### Colour Balance

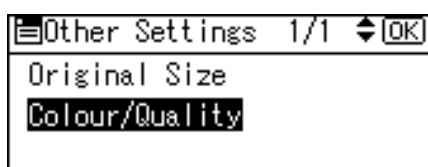
Adjusts the overall colour tone when the copy is reddish or bluish.

3

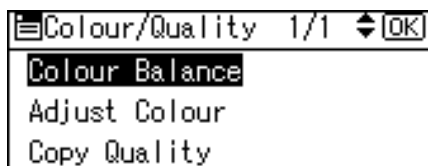
1. Press the [#] key.

If [Auto Paper Select] is selected, proceed to step 3.

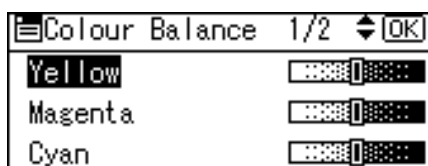
2. Select [Colour/Quality] using [▲] or [▼], and then press the [OK] key.



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



4. Select the colour you want to adjust using [▲] or [▼], and then press the [OK] key.



5. Adjust the colour balance by pressing [Lighter] or [Darker], and then press the [OK] key.



6. Press the [Escape] key twice.

#### Note

- When you press the [Clear/Stop] key in step 5, the entire colour settings are canceled and the initial settings are restored.



- 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 explanations about and examples of what you can do with the colour adjustment function, see "Available Colour Functions".

### Reference

- p.7 "Available Colour Functions"

## Colour Balance Program

3

You can 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.

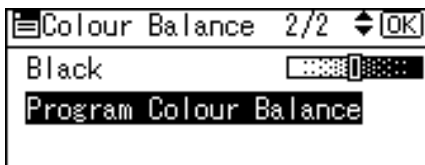
### Note

- If you want to change the registered settings, register them one more time. In this case, the previously registered settings will be overwritten.

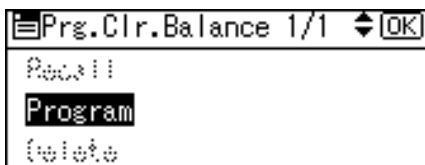
## Registering the adjusted colour balance

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

1. Adjust the colour balance.
2. Select [Program Colour Balance] using [▲] or [▼], and then press the [OK] key.

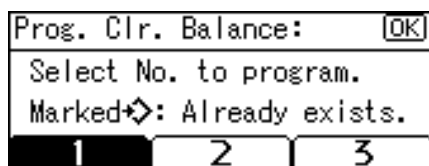


3. Select [Program] using [▲] or [▼], and then press the [OK] key.



4. 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.



### ↓ Note

- If you select the program number key where the ↔ is displayed in 4 and select [Yes], the previously registered settings will change (will be overwritten).
- For details about how to adjust the colour balance, see "Colour Balance".

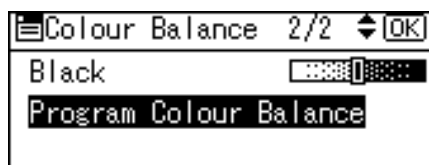
### 📖 Reference

- p.70 "Colour Balance"

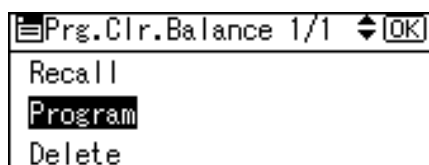
## Changing the colour balance

Changes the settings stored in colour balance programs.

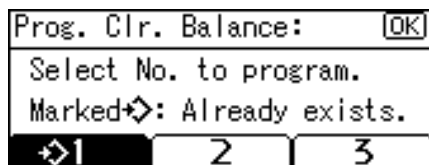
1. Adjust the colour balance.
2. Select [Program Colour Balance] using [▲] or [▼], and then press the [OK] key.



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



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



5. Press [Yes].

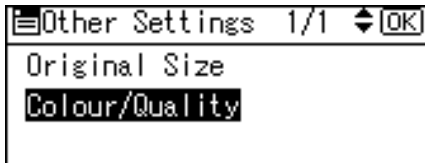
## Recalling the colour balance

Applies settings registered in colour balance programs to the copy job.

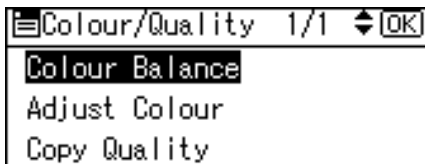
1. Press the [#] key.

When [Auto Paper Select] is selected, proceed to step 3.

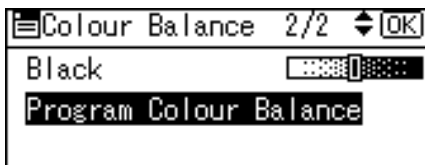
2. Select [Colour/Quality] using [▲] or [▼], and then press the [OK] key.



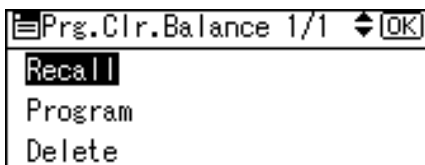
3. Select [Colour Balance] using [▲] or [▼], and then press the [OK] key.



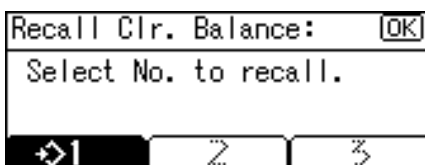
4. Select [Program Colour Balance] using [▲] or [▼], and then press the [OK] key.



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



6. Select the program number you want to recall, and then press the [OK] key.



### 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.

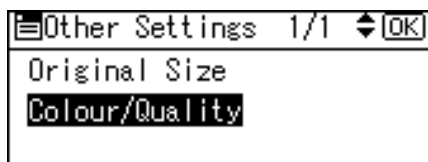
## Deleting the colour balance

Deletes the settings stored in colour balance programs.

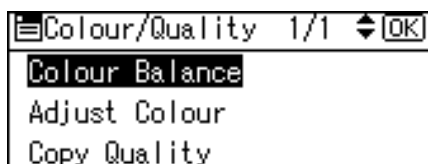
1. Press the [#] key.

When [Auto Paper Select] is selected, proceed to step 3.

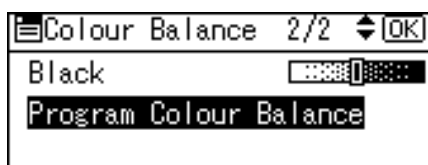
2. Select [Colour/Quality] using [▲] or [▼], and then press the [OK] key.



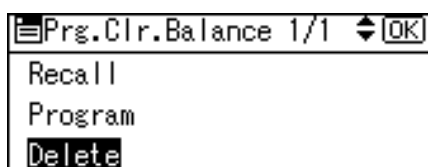
3. Select [Colour Balance] using [▲] or [▼], and then press the [OK] key.



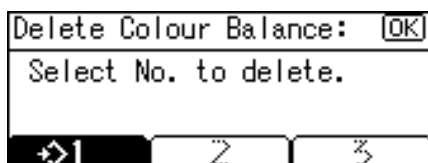
4. Select [Program Colour Balance] using [▲] or [▼], and then press the [OK] key.



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



6. Select the program number you want to delete, and then press the [OK] key.



## 7. Press [Yes].

Delete Colour Balance:	
Are you sure you want to delete this program?	
No	Yes

## 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.

### ★ Important

- This function is not available if Black & White is selected.

## 1. Press the [#] key.

When [Auto Paper Select] is selected, proceed to step 3.

## 2. Select [Colour/Quality] using [▲] or [▼], and then press the [OK] key.

Other Settings 1/1	◆	OK
Original Size		
Colour/Quality		

## 3. Select [Adjust Colour] using [▲] or [▼], and then press the [OK] key.

Colour/Quality 1/1	◆	OK
Colour Balance		
Adjust Colour		
Copy Quality		

## 4. Select the colour you want to adjust using [▲] or [▼], and then press the [OK] key.

Adjust Colour 1/2	◆	OK
Yellow	_____▲_____	
Red	_____▲_____	
Magenta	_____▲_____	

5. Adjust the colour using [◀] or [▶], and then press the [OK] key.



6. Press the [Escape] key twice.

#### ↓ Note

- When you press the [Clear/Stop] key in step 5, the entire colour settings are canceled and the initial settings are restored.
- 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 explanations about and examples of what you can do with the colour adjustment function, see "Available Colour Functions".

#### 📖 Reference

- p.7 "Available Colour Functions"

## Image Adjustment

Adjusts image qualities.

The following five 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 toner to express vividly the black areas in an image.

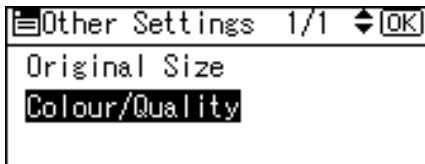
### Text / Photo Sensitivity

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

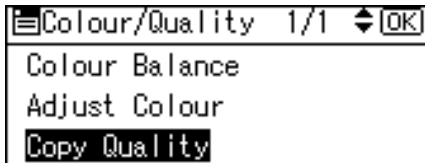
1. Press the [#] key.

When [Auto Paper Select] is selected, proceed to step 3.

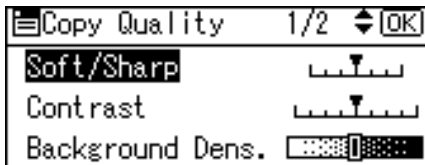
2. Select [Colour/Quality] using [▲] or [▼], and then press the [OK] key.



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



4. Select the item you want to adjust using [▲] or [▼], and then press the [OK] key.



5. Adjusts the settings.  
 6. Press the [OK] key.  
 7. Press the [Escape] key twice.

#### ↓ Note

- [Soft/Sharp], [Contrast], and [Background Dens.] 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 "Available Colour Functions".

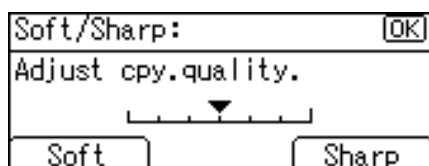
#### 📖 Reference

- p.7 "Available Colour Functions"

## Soft/Sharp

Adjusts the outline of an image.

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



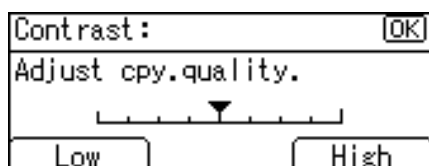
2. Press the [OK] key.

### 3

## Contrast

Adjusts the shades of an image.

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



2. Press the [OK] key.

## Background Density

Adjusts the background density of an image.

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



2. Press the [OK] key.

### ↓ Note

- Adjustments should be made lighter when copying dark textured originals, such as newspaper or recycled paper.
- Adjustments should be made darker when darkening the 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 toner to express vividly the black areas in an image.

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



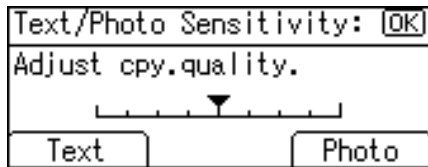
2. Press the [OK] key.

3

## Text / Photo Sensitivity

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

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



2. Press the [OK] key.

### ↓ Note

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



## 4. Copier Features

This chapter describes user tools in the Copier Features menu.

### Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

#### ↓ Note

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

4

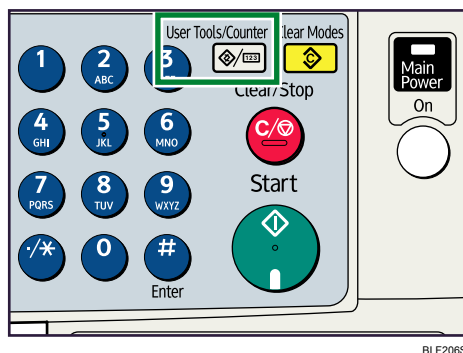
### Changing Default Settings

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

#### ★ Important

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

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



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

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

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

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

#### ↓ Note

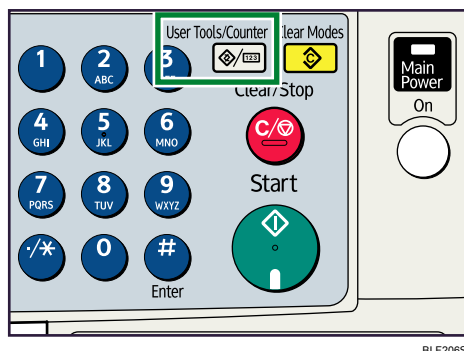
- Press the [Escape] key to return to the previous display.

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

## Quitting User Tools

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

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



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# User Tools Menu

This section describes the User Tools in Copier Features.

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

## APS/Auto R/E Priority

You can select "Auto Paper Select Priority" (APS Priority) or "Auto R/E Priority" (Auto Reduce/Enlarge Priority) or "Off".

The default setting is **Auto Paper Select Priority**.

## Auto Tray Switching

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

The default setting is **On**.

- With Image Rotation

Use to copy when using the Auto Tray Switching function.

- Off

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

## Original Type Setting

You can adjust copy finish quality level according to original type. You can choose these functions after selecting original type(Text/Photo) and colour mode (Full Colour/B&W).

The default setting for "Full Colour 1(Text)" is **Text,Auto Image Dens.=Off**.

The default setting for "Full Colour 2(Photo)" is **Photo,Copied Photo**.

The default setting for "Full Colour 3(Text/Photo)" is **T/P,PrintPhot,ImageDens=Off**.

The default setting for "Black&White 1(Text)" is **Text,Auto Image Dens.=On**.

The default setting for "Black&White 2(Photo)" is **Photo,Copied Photo**.

The default setting for "Black&White 3(Text/Photo)" is **T/P,PrintPhot,ImageDens=On**.

## Duplex Mode Priority

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

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

## Orientation

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

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

### Max. Number of Sets

The maximum copy quantity can be set between 1 and 99.

The default setting is **99 sheet(s)**.

### Original Count Display

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

The default setting is **Off**.

### 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.

The default setting is **Black & White**.

### Reproduction Ratio

Specify 9 ratios for "Reduce or Enlarge" to be indicated upon pressing [R/E].

- Metric version
  - 25%
  - A3 → A5, 8 × 13 → A5 (50%)
  - A3 → A4, A4 → A5 (71%)
  - 8 × 13 → A4, B4 JIS → 8 × 13 (82%)
  - 93%
  - 8 × 13 → A3, A4 → B4 JIS (122%)
  - A4 → A3, A5 → A4 (141%)
  - A5 → A3 (200%)
  - 400%
  - User R / E Ratio (25-400%)
- Inch version
  - 25%
  - 11 × 17 → 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> (50%)
  - 11 × 17 → 8<sup>1</sup>/<sub>2</sub> × 11 (65%)
  - 8<sup>1</sup>/<sub>2</sub> × 14 → 8<sup>1</sup>/<sub>2</sub> × 11 (78%)
  - 93%
  - 8<sup>1</sup>/<sub>2</sub> × 14 → 11 × 17 (121%)
  - 8<sup>1</sup>/<sub>2</sub> × 11 → 11 × 17 (129%)
  - 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub> → 8<sup>1</sup>/<sub>2</sub> × 14 (155%)
  - 400%

- User R / E Ratio (25-400%)

### **Preset R/E Priority**

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

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

### **Duplex Margin**

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

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

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

### **Rotate Sort**

Specify whether or not to select rotating sort when [Sort] key is pressed.

The default setting is **Off**.

### **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.

The default setting is **Off**.

### **Letterhead Setting**

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

The default setting is **Off**.

### **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".

The default setting is the middle of 5 adjustment levels.

### **Menu Protect**

You can prevent unauthenticated users from changing the user tools settings.

For details, consult the administrator.

The default setting is **Level 2**.





# 5. Appendix

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

## Function Compatibility

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

Blank: These modes can be used together.

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

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

The following shows the combinations of functions:

Functions		Functions selected after																	
		Auto Paper Select	Custom Size Originals	Regular Size Originals	Bypass Tray	Image Density	Text Mode	Photo Mode	Text/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
Functions selected first	Auto Paper Select		×	×	●					●		●	●						
	Custom Size Originals	×		●										*1		*1			
	Regular Size Originals	×	●																
	Bypass Tray	●								*4		*4	*4		*4	*4	*2		
	Image Density																		
	Text Mode							●	●										
	Photo Mode						●		●										
	Text/Photo Mode						●	●											
	Auto Reduce/Enlarge	×			*4						●	*3	●						
	Zoom										●								
	Combine	×			*4							●		●	●	●	●		
	Book→1 Sided	×			*4					×			●	●	●	●	●		
	2 Sided→1 Sided		*1										●	●	●	●	●		
	1 Sided→2 Sided					*4							●	●	●	●	●		
	2 Sided→2 Sided			*1		*4							●	●	●	●	●		
	Sort				*2														*4
	Black & White																		●
	Full Colour																*4	●	

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\*1 A function incompatibility message appears if the original you have set is 2-sided or exceeds 433 mm (17 inches). Copying is not possible until one of the functions is disabled.

\*2 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.

\*3 Enabled by the second mode selected.

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

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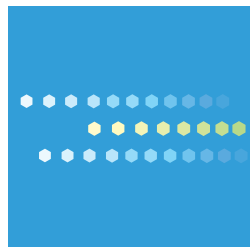
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# Operating Instructions Copy Reference



Type for MP C2030/Aficio MP C2030  
Type for MP C2530/Aficio MP C2530