MP C2800 / C3300 / C4000 / C5000
MP C2800 / C3300 / C4000 / C5000
Aficio™ MP C2800 / C3300 / C4000 / C5000

Operating Instructions

Copy and Document Server Reference

1. Placing Originals
2. Basic Copying
3. Color Copying
4. Advanced Copying
5. Document Server
6. Copier / Document Server Features
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Manuals for This Machine

Read this manual carefully before you use this machine.

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

⭐ **Important**

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

About This Machine

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

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

Troubleshooting

Provides a guide for resolving common usage-related problems.

Copy and Document Server Reference

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

Facsimile Reference

Explains Facsimile functions and operations.

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network and System Settings Guide

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

Security Reference

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

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

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

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

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

PostScript 3 Supplement

Explains how to set up and use PostScript 3.

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

⬇ Note

- Manuals provided are specific to machine types.

Notice

Important

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

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

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

Available Colour Functions

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

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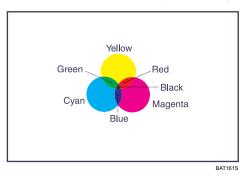
You can switch the colour copy mode depending on the type of originals used and the desired finish.

You can also erase or convert a certain colour in the original, or add a background colour to the whole page.

See p.107 "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
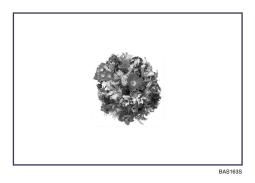
Full Colour

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

BAS164S

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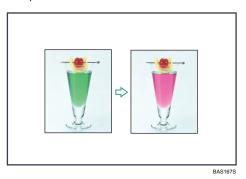
Copies in black and white even if the original is coloured.

BAS163S

Convert Colours

Copies by changing a certain colour in the original to another colour.
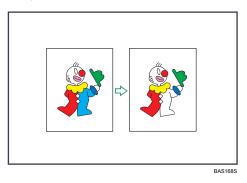
See p.108 "Convert Colours".

BAS167S

Erase Specified Colour
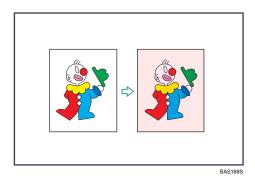
Copies by erasing a certain colour in the original.

See p.109 "Erase Colour".

BAS168S

Colour Background
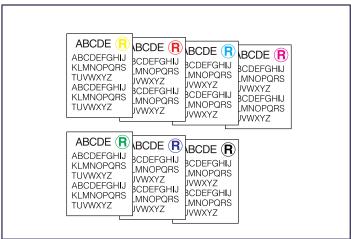
Copies by adding a colour to the whole page.

See p.111 "Colour Background".

BAS169S

Stamping on Copies

Copies with the date, page numbers, etc.

The stamp colour can be yellow, red, cyan, magenta, green, blue, and black.

BAT170S

Printed inserts types:

Background Numbering

See p.139 "Background Numbering".

Preset Stamp

See p.140 "Preset Stamp".

User Stamp

See p.143 "User Stamp".

Date Stamp

See p.148 "Date Stamp".

Page Numbering

See p.152 "Page Numbering".
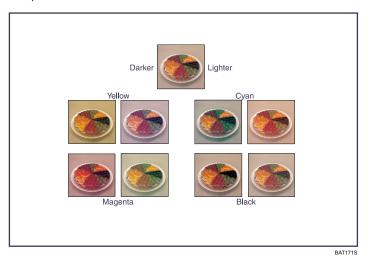
Adjusting Colours

You can adjust the colour tone of copies.

Colour Balance

Adjusts the overall colour tone of copies.
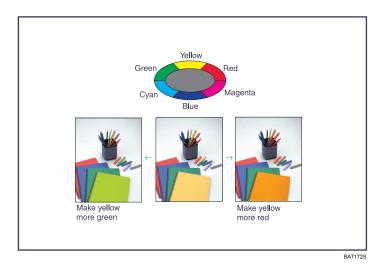
See p.112 "Colour Balance".

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.115 "Colour Adjustment".

BAT172S

Adjusting Image Qualities
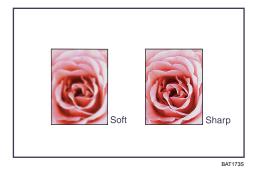
You can adjust image qualities.

See p.116 "Image Adjustment".

Sharp / Soft

Adjusts the outline of an image.
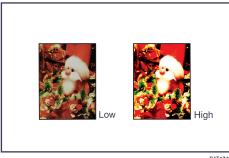
See p.117 "Sharp / Soft".

BAT173S

Contrast

Adjusts the shades of an image.

See p.118 "Contrast".

Low   High
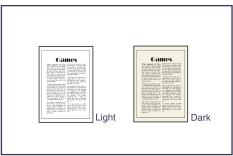
BAT174S

Background Density

Adjusts the background density of an image.

See p.118 "Background Density".

Light   Dark

BAT175S

How to Read This Manual

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

Symbols

This manual uses the following symbols:

⭐ 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 Items

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

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

Notes

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

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

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.

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

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

To ascertain which model you have, see "Machine Types", About This Machine.

Laws and Regulations

Legal Prohibition

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

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

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

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

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:

Type 1 and 2

Function	Option
Shift Sort	Shift sort tray
Stack	Finisher SR3010, Finisher SR790, or Booklet Finisher SR3000
Staple	Finisher SR3010, Finisher SR790, or Booklet Finisher SR3000
Staple (Centre)	Booklet Finisher SR3000
Punch	Booklet Finisher SR3000 and punch unit

Type 3 and 4

Function	Option
Shift Sort	Shift sort tray
Stack	Finisher SR790, Finisher SR3030, or Booklet Finisher SR3020
Staple	Finisher SR790, Finisher SR3030, or Booklet Finisher SR3020
Staple (Centre)	Booklet Finisher SR3020
Punch	Finisher SR3030 or Booklet Finisher SR3020 and punch unit

Note
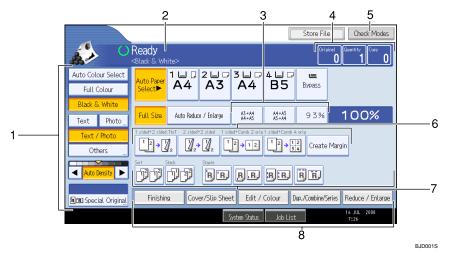
- To attach the finisher, either the bridge unit and paper tray unit (together), or the Large Capacity Tray (LCT) must be installed.
- Depending on the model you are using, some options may be provided as standard. For more information, see "Options", About This Machine.

Display

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

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

Initial copy display

BJD001S

1. Use this area to specify the original type, colour mode, image density level, and other settings.

2. Displays operational status and messages.

3. You can register up to three frequently used reduce/enlarge ratios other than the preset ratios under Reproduction Ratio in User Tools. For details, see "Reproduction Ratio".

4. Displays the numbers of originals scanned, copies set, and copies made.

5. Press the key to confirm the current settings.

6. Displays the Shortcut keys. You can register frequently used functions under General Features in User Tools. For details, see "General Features".

7. Displays Sort, Stack, Staple, and Punch functions.

8. Displays available functions. Press a function to display its menu. A clip mark indicates the currently selected functions.

⬇ Note

- The illustration is an example of the panel display when the optional Finisher SR790, and the Lower paper trays are installed.

🔢 Reference

- p.219 "Reproduction Ratio"
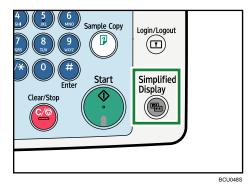
• p.215 "General Features"

Simplified Display

This section explains how to switch to the simplified display.

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

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

BCU048S

Example of a simplified display

1

BJD002S

1. **[Key Colour]**

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

    This is available only for the simplified display.

⬇ Note

• To return to the initial display, press the [Simplified Display] key again.

• Certain keys do not appear on the simplified display.

1. Placing Originals

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

Originals

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

🔽 **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 (Auto Document Feeder):

Type 1 and 2

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3⊏ - B5 JIS (Japanese Industrial Standard) ⊐⊏	40 - 128 g/m²
	Two-sided originals: A3⊏ - B6 JIS⊐⊏	52 - 105 g/m²

Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF	One-sided originals: 11 × 17⊏ - 5^1/$_2$ × 8^1/$_2$⊐⊏	11 - 34 lb.
	Two-sided originals: 11 × 17⊏ - 5^1/$_2$ × 8^1/$_2$⊐⊏	14 - 28 lb. 11×17⊏: 17 - 28 lb.

1

Type 3 and 4

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3⊏ - B6 JIS⊡⊏	40 - 128 g/m^2
	Two-sided originals: A3⊏ - A5⊡⊏	52 - 128 g/m^2

Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF	One-sided originals: 11 × 17⊏ - 5$^1/_2$ × 8$^1/_2$⊡⊏	10 - 34 lb.
	Two-sided originals: 11 × 17⊏ - 5$^1/_2$ × 8$^1/_2$⊡⊏	14 - 34 lb.

🔽**Note**

- With the Type 1 and 2, about 50 originals can be loaded in the ADF.
- With the Type 3 and 4, about 100 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

1

- 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.

Type 1 and 2

Metric version

Size / Original location	A3 ▭	B4 JIS ▭	A4 ▭▭	B5 JIS ▭	A5 ▭▭	11×17 ▭	$8^1/_2$× 11 ▭▭	$8^1/_2$× 13 ▭
Exposure glass	○*1	○*2	○*3	○*4	×*5	×	×	○*8
ADF	○	○	○	○	○	○*6	○*7	○*8

○: Detectable size ×: Undetectable size

*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 $8^1/_2$ × 11. If you want to switch the detectable size from $8^1/_2$ × 11 to 16K, contact your service representative.

1

*8　Default is $8^1/_2 \times 13$. If you want to switch the detectable size from $8^1/_2 \times 13$ to 8×13 or $8^1/_4 \times 13$, contact your service representative.

Inch version

Size Original location	A3 ⬓	A4 ⬓	11×17 ⬓	8½×14 ⬓	8½×11 ⬓⬓	5½×8½ 8½ ⬓	10×14 ⬓	7¼×10½ ⬓
Exposure glass	×	×	○	○	○	×*5	×	×
ADF	○	○	○*1	○*2	○*3, 4	○	○	○

○: Detectable size ×: Undetectable size

*1　Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.

*2　Default is $8^1/_2 \times 14$. If you want to switch the detectable size from $8^1/_2 \times 14$ to $8^1/_2 \times 13$, contact your service representative.

*3　Default is $8^1/_2 \times 11$ ⬓. If you want to switch the detectable size from $8^1/_2 \times 11$ ⬓ to $7^1/_4 \times 10^1/_2$ ⬓, contact your service representative.

*4　Default is $8^1/_2 \times 11$ ⬓. If you want to switch the detectable size from $8^1/_2 \times 11$ ⬓ to 8×10 ⬓, contact your service representative.

*5　If you want to make $5^1/_2 \times 8^1/_2$ size detectable, consult your service representative.

Type 3 and 4

Metric version

Size Original location	A3 ⬓	B4 JIS ⬓	A4 ⬓	B5 JIS ⬓⬓	A5 ⬓	B6 JIS ⬓⬓	11×17 ⬓	8½×11 ⬓	8½×13 ⬓
Exposure glass	○*1	○*2	○*3	○*4	×*5	×	×	×	○*8
ADF	○	○	○	○	○	○	○*6	○*7	○*8

○: Detectable size ×: Undetectable size

*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.

1

*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 $8^1/_2$ × 11. If you want to switch the detectable size from $8^1/_2$ × 11 to 16K, contact your service representative.

*8 Default is $8^1/_2$ × 13. If you want to switch the detectable size from $8^1/_2$ × 13 to 8 × 13 or $8^1/_4$ × 13, contact your service representative.
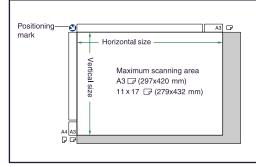
Inch version

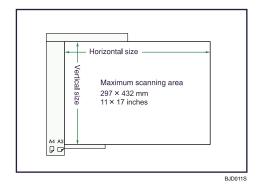| Size / Original location	A3⊐	A4⊐⊐	11×17⊐	$8^1/_2$× 14⊐	$8^1/_2$× 11⊐⊐	$5^1/_2$× $8^1/_2$⊐	10×14⊐	$7^1/_4$× $10^1/_2$⊐
Exposure glass	×	×*1	○	○	○*1	×*6	×	×
ADF	○	○	○*2	○*3	○*4,5	○	○	○

○: Detectable size ×: Undetectable size

*1 Default is $8^1/_2$ × 11. If you want to switch the detectable size from $8^1/_2$ × 11 to A4, contact your service representative.

*2 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.

*3 Default is $8^1/_2$ × 14. If you want to switch the detectable size from $8^1/_2$ × 14 to $8^1/_2$ × 13, contact your service representative.

*4 Default is $8^1/_2$ × 11⊐. If you want to switch the detectable size from $8^1/_2$ × 11⊐ to $7^1/_4$ × $10^1/_2$⊐, contact your service representative.

*5 Default is $8^1/_2$ × 11⊐. If you want to switch the detectable size from $8^1/_2$ × 11⊐ to 8 × 10⊐, contact your service representative.

*6 If you want to make $5^1/_2$ × $8^1/_2$ 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".
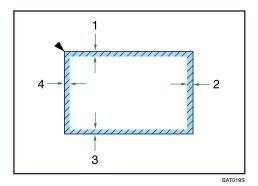
Reference

- p.37 "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

- Type 1 and 2
    1. 0.5 - 4.0 mm (0.02 - 0.16 inch)
    2. 0.5 - 6.0 mm (0.02 - 0.24 inch)
    3. 0.5 - 4.0 mm (0.02 - 0.16 inch)
    4. 4.2 ± 1.5. mm (0.17 ± 0.06 inch)
- Type 3 and 4
    1. 0.5 - 4.0 mm (0.02 - 0.16 inch)
    2. 0.5 - 6.0 mm (0.02 - 0.24 inch)
    3. 0.5 - 4.0 mm (0.02 - 0.16 inch)
    4. 5.2 ±1.5. mm (0.2 ± 0.06 inch)

Note

- With the Type 3 and 4, the width of the missing leading-edge image area for paper heavier than 82 g/m^2 is 4.2 ± 1.5 mm (0.17 ± 0.06 inch).

Placing Originals

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

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

🔽Note

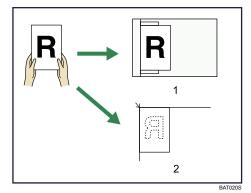• For original sizes you can place on the exposure glass and in the ADF, see "Originals".

📖Reference

• p.21 "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.

BAT020S

1. **ADF**

2. **Exposure glass**

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

• Readable orientation ⬚⬚

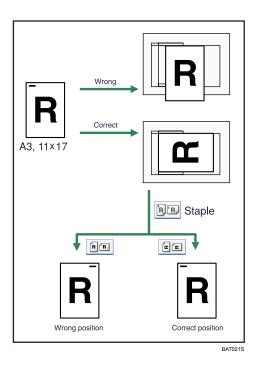   Select this mode when the original orientation is the same as the copy paper orientation.

• Unreadable orientation ⬚⬚

   Select this mode when you want to copy A3⤶, B4 JIS⤶ or 11 × 17⤶ size originals. The machine rotates the copy image by 90° and you can make copies as you want.
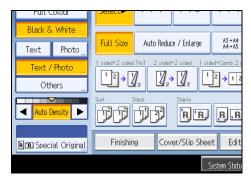
   This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

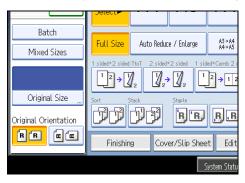   For example, to copy A3⤶ or 11 × 17⤶ originals with the Staple function selected:

BAT021S

1. **Press [Special Original].**

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

↓Note

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

Left Original Beeper

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

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

🗐Reference

- p.215 "General Features"

Placing Originals on the Exposure Glass

Place originals on the exposure glass.
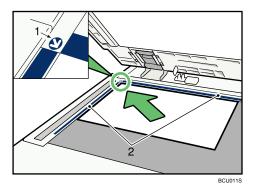
⭐Important

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

1. **Lift the ADF.**

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

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.

BCU011S

1. **Positioning mark**
2. **Scales**
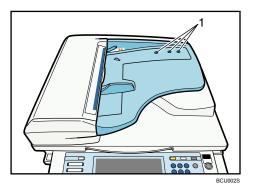
3. **Lower the ADF.**

Placing Originals in the ADF
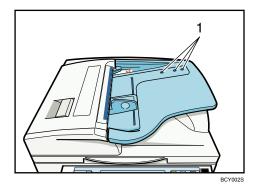
Place originals in the ADF.

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

Type 1 and 2

BCU002S

Type 3 and 4

BCY002S

1. Sensors

Settings should be made in the following situations:

When loading originals of more than 50 pages (Type 1 and 2):

See "Batch Mode".

When loading originals of more than 100 pages (Type 3 and 4):

See "Batch Mode".

When placing originals one by one:

See "SADF Mode".

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When copying originals of various sizes:

See "Mixed Sizes Mode".

When placing custom size originals:
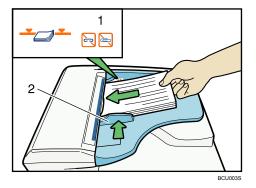
See "Custom sizes".

1. **Adjust the document guides to the original size.**

2. **Set the aligned originals face up into the ADF.**
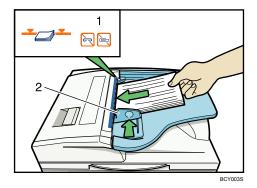
   Do not stack originals beyond the limit mark.

   The first page should be on the top.

   Type 1 and 2

   BCU003S

   Type 3 and 4

   BCY003S

   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.
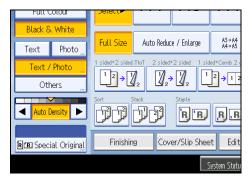
Reference

- p.33 "Batch Mode"
- p.34 "SADF Mode"
- p.34 "Mixed Sizes Mode"
- p.37 "Custom sizes"

Batch Mode

Important

- When copying in Batch mode, Type 1 and 2 models copy originals of 50 or more pages as single documents, even if those originals are divided when fed into the ADF.
- When copying in Batch mode, Type 3 and 4 models copy originals of 100 or more pages as single documents, even if those originals are divided when fed into the ADF.
- Place special originals, such as translucent paper, one by one.

1. **Press [Special Original].**

2. **Select [Batch] and then press [OK].**
3. **Place the first part of the original, and then press the [Start] key.**
4. **After the first part of the original has been fed, place the next part, then press the [Start] key.**

Note

- When [SADF] is displayed instead of [Batch], specify the Batch mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Input/Output".
- To copy subsequent originals in this mode, repeat step 4.
- When the Sort, Combine or 1 Sided→2 Sided function has been set, press the [#] key after all originals have been scanned.
- You cannot switch between 1-sided and 2-sided originals during copying.

Reference
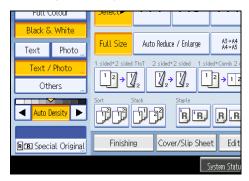
- p.234 "Input/Output"

SADF Mode

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

1. **Press [Special Original].**

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

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

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

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

Note

- When [Batch] is displayed instead of [SADF], specify the SADF mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Input/Output".

- When the Sort, Combine or 1 Sided→2 Sided function has been set, press the [#] key after all originals have been scanned.

- In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time under SADF Auto Reset in User Tools. For details, see "Input/Output".

Reference

- p.234 "Input/Output"

Mixed Sizes Mode

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

1

★ Important

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

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

Metric version
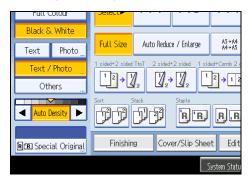
A3▭, B4 JIS▭, A4▭▯, B5 JIS▯▭

Inch version
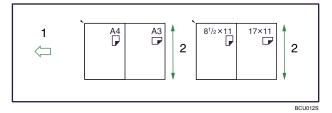
11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 11▯▭

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

1. **Press [Special Original].**

2. **Select [Mixed Sizes], and then press [OK].**

3. **Align the rear and left edges of the originals as shown in the illustration.**

BCU012S
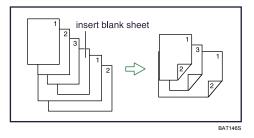
   1. **Place the originals into the ADF**

   2. **Vertical size**

4. **Adjust the document guides to the widest original size.**

5. **Place originals in the ADF.**

6. **Press the [Start] key.**

↓ Note

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.

- Copying speed and scanning speed will be reduced.

- The weight range for originals in the Mixed Sizes mode is 52 - 81.4 g/m^2 (13.8 - 21.6 lb).

- When using this function with 1 Sided 2 Sided mode, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.

BAT146S
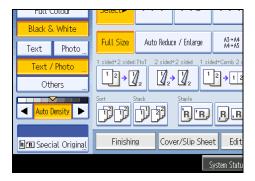
Specifying Original Sizes

Specify the size of the originals.

Regular sizes

Select the size of the originals from the regular sizes.

1. **Press [Special Original].**

2. **Press [Original Size].**

3. **Press [Regular Size].**
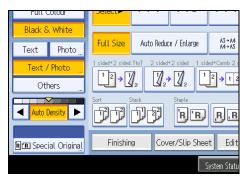
4. **Select the size of original, and then press [OK] twice.**

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

Custom sizes

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

⭐**Important**

- Paper that has a vertical length of 128 - 297 mm (5.1 -11.6 inches) and a horizontal length of 128 - 1260 mm (5.1 - 49.6 inches) can be placed with this function. However, the size of the copy paper is limited to 128 - 297 mm (5.1 -11.6 inches) vertically and 128 - 432 mm (5.1 -17 inches) horizontally.

1. **Press [Special Original].**

2. **Press [Original Size].**

3. **Press [Custom Size].**

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

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

6. **Press [OK] twice.**

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

Note

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

2. Basic Copying

This chapter describes the basic procedure for making copies.

Basic Procedure

This section describes the basic procedure for making copies.

⭐ **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 remain.**

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

3. **Place the originals.**

4. **Make desired settings.**

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

   The maximum copy quantity that can be set is 999.

6. **Press the [Start] key.**

   The machine starts copying.

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

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

⤵**Note**

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

- To stop the machine during a multi-copy run, press the [Clear/Stop] key.

- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.

- To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.

- To confirm settings, press [Check Modes].

- You can change the maximum copy quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".

🔖**Reference**
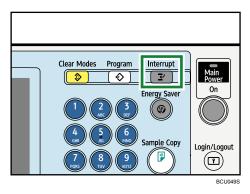
- p.215 "General Features"

Interrupt Copy

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

⭐**Important**

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

1. **Press the [Interrupt] key.**

BCU049S

The interrupt key indicator lights. The machine stops scanning.

2. **Remove the originals that were being copied.**

3. **Place the originals you want to copy.**

4. **Press the [Start] key.**

   The machine starts making copies.

5. **When copying is complete, remove the originals and copies.**

6. **Press the [Interrupt] key again.**

   The interrupt key indicator goes off.

7. **Replace the originals that you were copying, and then press the [Start] key.**

   Following the instructions on the display.

⬇Note

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

Auto Start

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

1. **Make your settings while "Select copy mode, then press the Start key." and "Scanning originals can be started." are displayed alternately.**

2. **Place the original.**

3. **Press the [Start] key.**

   The machine scans the original.

   Copying starts automatically once the machine is ready.

Job Preset

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

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

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

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

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

   All originals are scanned.

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

4. **Press [Exit].**

   The initial copy display appears.

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

🔽 **Note**

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

- Preset copy jobs are registered under job numbers in the Reserv. Screen.

- You can confirm and delete preset jobs. For details about the procedures, see "Managing Jobs".

🔖 **Reference**

- p.96 "Managing Jobs"

Copying from the Bypass Tray

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

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

⭐ **Important**

- The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided → 2 Sided] is selected, cancel the setting. You can also change the initial settings. See "Registering the Initial Display's Default Functions".

- Paper that has a vertical length of 90 - 305 mm (3.6 - 12 inches) and a horizontal length of 148 - 432 mm (5.83 - 17 inches) can be copied from the bypass tray.

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

  - Metric version: A3�ója, A4◻, A5◻, A6◻

  - Inch version: 11 × 17◻, $8^1/_2$ × 11◻, $5^1/_2$ × $8^1/_2$◻

    If you want to use the size of paper other than the above, be sure to specify the size.
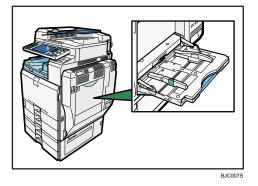
- When copying onto OHP transparencies, paper of 65.9 g/m^2 (about 18 lb.) or less, or paper of 81 g/m^2 (about 22 lb.) or above, you need to specify the type and size of paper under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", Network and System Settings Guide.

- Do not use colour OHP transparencies that have easily melted coatings.

- 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.

[Bypass Tray Usage]

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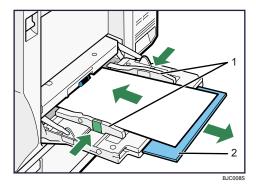
1. **Open the bypass tray.**

   BJC007S

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

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

   BJC008S

   1. **Paper guides**

   2. **Extender**

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

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

5. **Press [OK].**

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

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

⬇ Note

- 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▷, $8^1/_2 \times 11$▷ 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⊡, B4 JIS⊡, A4⊡⊡ , B5 JIS⊡⊡, A5⊡⊡, B6 JIS⊡, A6⊡, 11 × 17⊡, $8^1/_2$ × 14⊡, $8^1/_2$ × 13 ⊡, $8^1/_2$ × 11⊡⊡, $8^1/_4$ × 14⊡, $8^1/_4$ × 13⊡, 8 × 13⊡, 8 × 10⊡,

- $7^1/_4$ × $10^1/_2$⊡⊡, $5^1/_2$ × $8^1/_2$⊡, 12 × 18⊡, 11 × 15⊡, 10 × 14⊡, 8K⊡, 16K⊡⊡, $9^1/_2$ × $4^1/_8$⊡, $7^1/_2$ × $3^7/_8$⊡, C6 Env⊡, C5 Env⊡, DL Env⊡

🗒 Reference
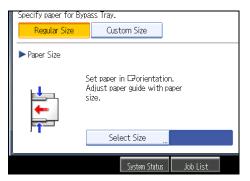
- p.105 "Registering the Initial Display's Default Functions"

Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

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

5. **Select the paper size.**

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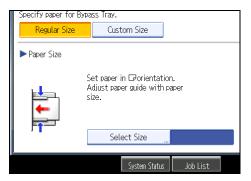
7. **Place the originals, and then press the [Start] key.**

Copying onto Custom Size Paper
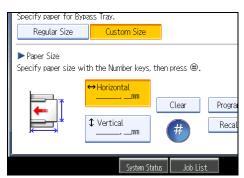
Makes copies onto custom size paper from the bypass tray.

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

2. **Align the paper guides to the paper size.**

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

4. **Press [Custom Size].**

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

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

7. **Press [OK].**

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

⬇️**Note**

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

Registering a custom size

Register a custom paper size.

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

2. **Press [Custom Size].**

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

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

5. **Press [Program].**

The confirmation screen appears.

6. **Press [Exit].**

7. **Press [OK].**

Recalling the registered custom size

Recalls the registered paper size.

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

2. **Press [Custom Size].**

3. **Press [Recall].**

The registered size is displayed.

Copying onto OHP Transparencies or Thin Paper

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

⭐ **Important**

- We recommend that you use specified OHP transparencies.
- Do not use colour OHP transparencies that have easily melted coatings.
- When copying onto OHP transparencies, remove copied sheets one by one.

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

   Load OHP transparencies one by one to prevent them jamming.

2. **Align the paper guides to the paper size.**

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

4. **Select the paper type ([OHP (Transparency)] or [Thin Paper]) in Special Paper.**

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

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, and then insert the paper face down until you hear the beep.**
2. **Align the paper guides to the paper size.**
3. **Press [Bypass], and then press the [#] key.**
4. **Press [Select Thick Paper].**

5. **Select the paper type (one of [Thick Paper 1], [Thick Paper 2], and [Thick Paper 3]), and then press [OK].**

   Select [Thick Paper 1] when paper weight is between 106 g/m^2 (28 lb.) and 169 g/m^2 (45 lb.).

   Select [Thick Paper 2] when paper weight is between 170 g/m^2 (45 lb.) and 220 g/m^2 (58.5 lb.).

Select [Thick Paper 3] when paper weight is between 221 g/m^2 (59 lb.) and 256 g/m^2 (68 lb.).

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

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

↓Note
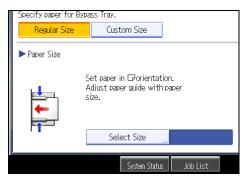
- Printing on thick paper may be slower than printing on plain paper.

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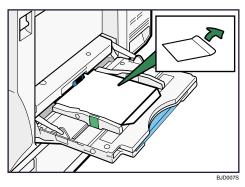
- Before using this function, specify the paper thickness under Paper Type: Bypass Tray in User Tools. For details, see "System Settings", Network and System Settings Guide.

1. **Open the bypass tray, and then insert the envelopes with the side you want to copy face down until the beeper sounds.**

2. **Align the paper guides to the envelope side.**

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

4. **Press [Custom Size].**
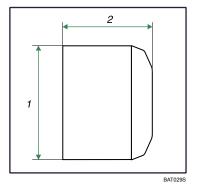
5. **Specify the envelope size, and then press [OK].**

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

⬇ Note
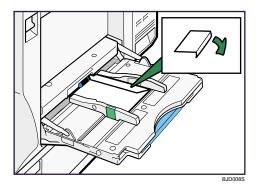
- When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.

- 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.

BJD007S

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

BAT029S

    1. Vertical size

    2. Horizontal size

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

BJD008S

- You can load up to 10 envelopes (80 - 95 g/m^2, 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 inch) 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.

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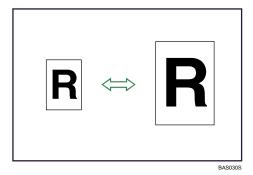
Reference

- p.133 "Advanced Reduce/Enlarge Copying"

Preset Reduce/Enlarge
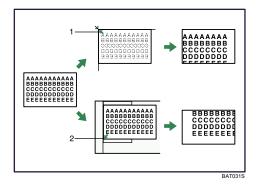
This function allows you to reduce or enlarge images by selecting a preset ratio.

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

BAS030S
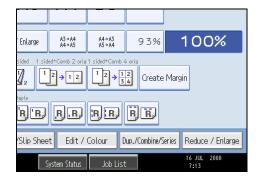
Base Point

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

BAT031S

1. **Base point when placed on the exposure glass**

2. Base point when placed in the ADF

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

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

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

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

↓Note

- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Reproduction Ratio".

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).

- Following shows the relation between the original and paper sizes at respective scaling factors.

  - Metric version

    400% (Area ratio 16 times): -

    200% (Area ratio 4 times): A5 → A3, B6JIS → B4JIS

    141% (Area ratio 2 times): A4 → A3, A5 → A4, B5JIS → B4JIS, B6JIS → B5JIS

    122%: A4 → B4 JIS, A5 → B5JIS

    115%: B4 JIS → A3, B5JIS → A4, B6JIS → A5

    93%: -

    82%: B4 JIS → A4, B5JIS → A5

75%: B4JIS ➜ $8^1/_2$ × 13, B4JIS ➜ 8 × 13

71% (Area ratio $^1/_2$ times): A3 ➜ A4, A4 ➜ A5, B4JIS ➜ B5JIS, B5JIS ➜ B6JIS

65%: A3 ➜ 8 × 13

50% (Area ratio $^1/_4$ times): A3 ➜ A5, B4JIS ➜ B6JIS

25%: -

- Inch version

  400% (Area ratio 16 times): -

  200% (Area ratio 4 times): $5^1/_2$ × $8^1/_2$ ➜ 11 × 17

  155% (Area ratio 2 times): $5^1/_2$ × $8^1/_2$ ➜ $8^1/_2$ × 14

  129%: $8^1/_2$ × 11 ➜ 11 × 17

  121%: $8^1/_2$ × 14 ➜ 11 × 17

  93%: -

  85%: 8 × 13 ➜ $8^1/_2$ × 11

  78%: $8^1/_2$ × 14 ➜ $8^1/_2$ × 11

  73%: 11 × 15 ➜ $8^1/_2$ × 11

  65%: 11 × 17 ➜ $8^1/_2$ × 11

  50% (Area ratio $^1/_4$ times): 11 × 17 ➜ $5^1/_2$ × $8^1/_2$

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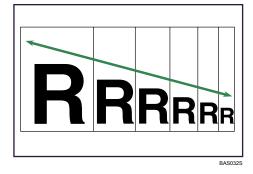
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

Reference

- p.219 "Reproduction Ratio"

Zoom

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

BAS032S

Note
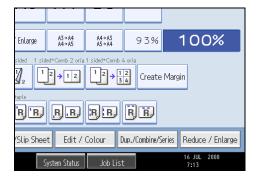
- The reproduction ratios you can specify are 25 - 400%.

- 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.

Specifying the ratio with [＋] and [－]

Specify a ratio using [＋] and [－].
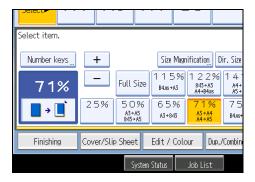
1. **Press [Reduce / Enlarge].**

2. **Select a preset ratio which is close to the desired ratio.**

3. **Adjust the ratio with [＋] and [－].**

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

4. **Press [OK].**

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

Note
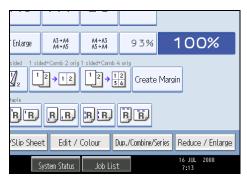
- To change the value you specified, readjust it with [＋] and [－].
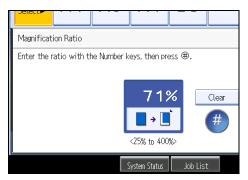
Entering the ratio with the number keys

Enter a ratio using the number keys.

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

2. **Press [Number keys].**

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

4. **Press [OK] twice.**

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

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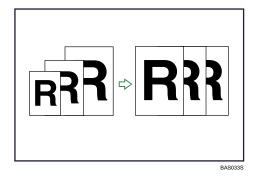
- To change the value you entered, press [Clear], and then enter a new value.

Auto Reduce/Enlarge

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

BAS033S

⭐ **Important**
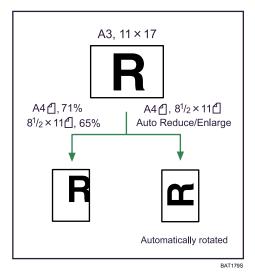
- You cannot use the bypass tray with this function.

- If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge] is canceled and the image cannot be rotated automatically.

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

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper (Rotate Copy). For example, to reduce A3 (11 × 17)□ originals to fit onto A4 ($8^1/_2$ × 11)□ paper, select a paper tray containing A4 ($8^1/_2$ × 11)□ paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated.

BAT179S

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

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

Type 1 and 2

Metric version

Original location	Original size and orientation
Exposure glass	A3▭, B4 JIS▭, A4◰▭, B5 JIS◰▭, 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$^1/_2$▭

Type 3 and 4

Metric version

Original location	Original size and orientation
Exposure glass	A3▭, B4 JIS▭, A4◰▭, B5 JIS◰▭, 8 × 13▭
ADF	A3▭, B4 JIS▭, A4◰▭, B5 JIS◰▭, A5◰▭, B6 JIS◰▭, 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$^1/_2$▭

2

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

2. **Select the paper size.**

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.130 "Rotate Copy"

Duplex Copying

This section describes how to make duplex copies.

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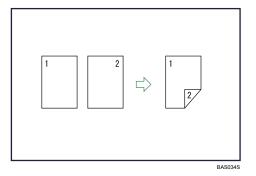
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

⭐ **Important**

- You cannot use the bypass tray with this function.
- With the Type 1 and 2, you can copy on both sides only when using paper that has a thickness of 64 - 105 g/m^2 (55 - 90 lb.).
- With the Type 3 and 4, you can copy on both sides only when using paper that has a thickness of 64 - 169 g/m^2 (55 - 145 lb.).
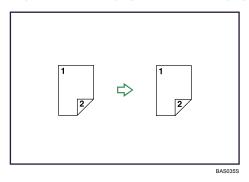
1 Sided → 2 Sided

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

BAS034S

2 Sided → 2 Sided

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

BAS035S
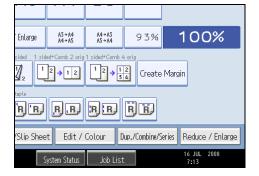
Original orientation and completed copies

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

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

BAT036S
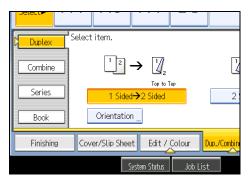
1. **Press [Dup./Combine/Series].**

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

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

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

4. **Press [OK].**

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

⬇ **Note**

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

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- You can specify the margins under Edit in User Tools. For details about Edit, see "Edit".

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

    - Type 1 and 2

      A3▯, B4 JIS▯, A4▯▯, B5 JIS▯▯, A5▯

      11 × 17▯, $8^1/_2$ × 14▯, $8^1/_2$ × 11▯▯

    - Type 3 and 4

      A3▯, B4 JIS▯, A4▯▯, B5 JIS▯▯, A5▯

      11 × 17▯, $8^1/_2$ × 14▯, $8^1/_2$ × 11▯▯, $8^1/_4$ × 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 169 g/m^2, 45.5 lb.

    - Paper thinner than 60 g/m^2, 16 lb.

    - Postcards

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

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

- By default, a binding margin is made on the back side.

Reference

- p.221 "Edit"
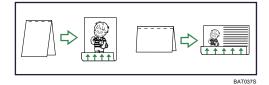
Originals and copy orientation

You can select the orientation of originals and copies.

- Top to Top

BAT038S

- Top to Bottom

BAT037S

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

Note

- The default setting is [Top to Top]. You can change the default orientation under Original Orientation in Duplex Mode and Copy Orientation in Duplex Mode in User Tools. For details, see "General Features".

Reference

- p.215 "General Features"
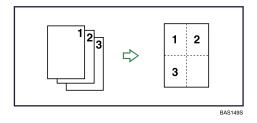
Combined Copying

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 or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.

- If you selected [2 Sided] for Original, you can change the orientation. See "Originals and copy orientation".

- You can change the initial settings for 1-Sided Combine under Edit in User Tools. For details, see "Edit".

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.

- The reproduction ratios selectable by the machine are 25-400%.

- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.

- You cannot use custom size paper.

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° 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

Reference

- p.64 "Originals and copy orientation"

- p.221 "Edit"

One-Sided Combine

Combine several pages onto one side of a sheet.

2

⭐**Important**

- **You cannot use the bypass tray with this function.**
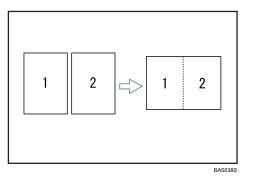
There are six types of One-Sided Combine.
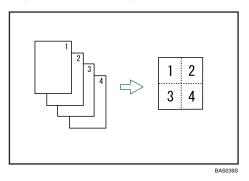
1 Sided 2 Pages → Combine 1 Side

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

BAS038S
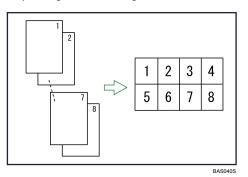
1 Sided 4 Pages → Combine 1 Side

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

BAS039S

1 Sided 8 Pages → Combine 1 Side

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

BAS040S
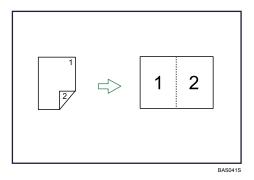
2
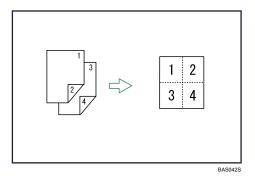
2 Sided 1 Page → Combine 1 Side

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

BAS041S
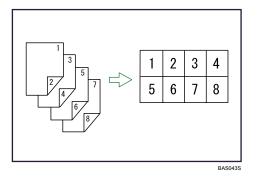
2 Sided 2 Pages → Combine 1 Side

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

BAS042S
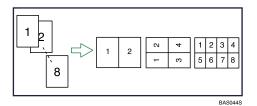
2 Sided 4 Pages → Combine 1 Side

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

BAS043S
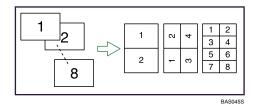
Orientation of the original and image position of combine

Portrait ( ) originals

BAS044S
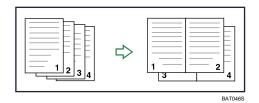
Landscape (▭) originals

BAS045S
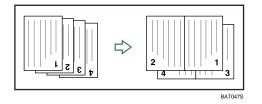
Placing originals (originals placed in the ADF)
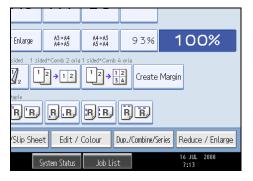
- Originals read from left to right

BAT046S

- Originals read from top to bottom
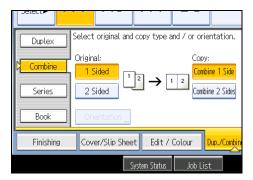
BAT047S

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

2. **Press [Combine].**

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

4. **Select the number of originals to combine.**

5. **Select the paper size.**

6. **Press [OK].**

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

Two-Sided Combine

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

⭐**Important**

- You cannot use the bypass tray with this function.
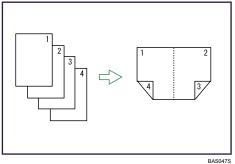
There are six types of Two-Sided Combine.

1 Sided 4 Pages → Combine 2 Sides
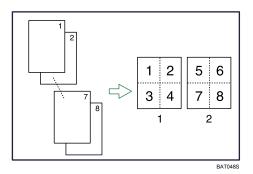
Copies four 1-sided originals to one sheet with two pages per side.

BAS047S

1 Sided 8 Pages → Combine 2 Sides

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

2

BAT048S
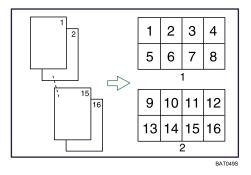
1. **Front**

2. **Back**

1 Sided 16 Pages → Combine 2 Sides
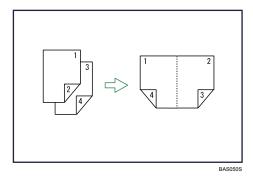
Copies 16 1-sided originals to one sheet with eight pages per side.

BAT049S

1. **Front**

2. **Back**
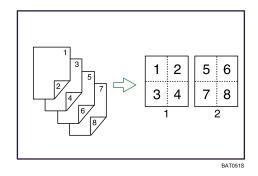
2 Sided 2 Pages → Combine 2 Sides

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

BAS050S

2 Sided 4 Pages → Combine 2 Sides

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

BAT051S
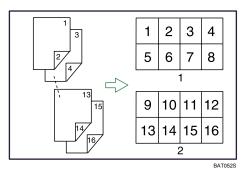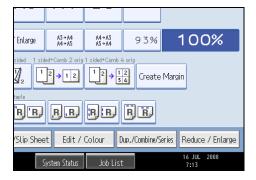
1. **Front**

2. **Back**

2 Sided 8 Pages → Combine 2 Sides

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

BAT052S
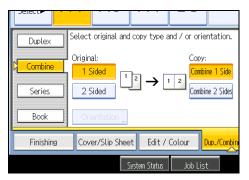
1. **Front**

2. **Back**

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

2. **Press [Combine].**

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

4. **Press [Orientation].**

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

6. **Select the number of originals to combine.**

7. **Select the paper size.**

8. **Press [OK].**

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

Finishing

You can sort, staple, and punch your copies.

Note

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

Reference

- p.18 "Functions Requiring Optional Configurations"

Sort

The machine assembles copies as sets in sequential order.
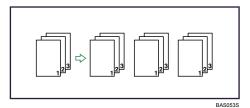
Important

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

Sort/Shift Sort
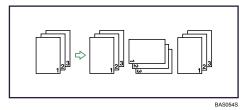
Copies are assembled as sets in sequential order.

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

BAS053S
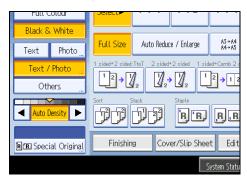
Rotate Sort

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

BAS054S

1. **Press [Finishing].**
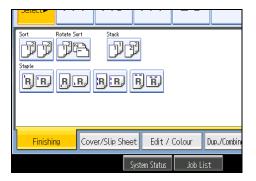
2. **Select [Sort] or [Rotate Sort].**

When a finisher is not installed:

When the Finisher SR790 is installed: (Type 1 and 2)

When the Finisher SR3010 is installed: (Type 1 and 2)

When the Booklet Finisher SR3000 is installed: (Type 1 and 2)

When the Finisher SR790 is installed: (Type 3 and 4)

When the Finisher SR3030 is installed: (Type 3 and 4)

When the Booklet Finisher SR3020 is installed: (Type 3 and 4)

3. **Press [OK].**

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

5. **Place the originals.**

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

6. **Press the [Start] key.**

Note

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

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- You can change the settings for Sort under Input/Output in User Tools. For details, see "Input/Output".

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

  - Shift Tray (Type 1 and 2)

    A3▭, A4▯▭, A5▯▭, A6▭, B4▭, B5▯▭, B6▭, 11 × 17▭, Legal ($8^1/_2$ × 14)▭, $8^1/_2$ × 13▭, Letter ($8^1/_2$ × 11)▯▭, $8^1/_4$ × 14▭, $8^1/_4$ × 13▭, 8 × 13▭, 8 × $10^1/_2$▯▭, $7^1/_4$ × $10^1/_2$▯▭, $5^1/_2$ × $8^1/_2$▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭

  - Shift Tray (Type 3 and 4)

    A3▭, A4▯▭, A5▯▭, A6▭, B4▭, B5▯▭, B6▭, 11 × 17▭, Legal ($8^1/_2$ × 14)▭, Letter ($8^1/_2$ × 11)▯▭, $8^1/_4$ × 14▭, 8 × $10^1/_2$▯▭, $7^1/_4$ × $10^1/_2$▯▭, $5^1/_2$ × $8^1/_2$▭, 12 × 18 ▭, 11 × 14▭

- Paper sizes and orientations that can be used in the Rotate Sort function are follows:

  - Type 1 and 2

    A4▯▭, B5 JIS▯▭, A5▯▭, $8^1/_2$ × 11▯▭

  - Type 3 and 4

    A4▯▭, B5 JIS▯▭, $8^1/_2$ × 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^2, 20 lb.)

  - Internal tray 1

    A4, $8^1/_2$ × 11 or smaller: 500sheets (250 sheets when the optional bridge unit is installed.)

    B4 JIS, $8^1/_2$ × 14 or larger: 250sheets (125 sheets when the optional bridge unit is installed.)

  - Internal tray 2

    125 sheets

  - Shift Tray

    A4, $8^1/_2$ × 11 or smaller: 250sheets

    B4 JIS, $8^1/_2$ × 14 or larger: 125sheets

- For details about the number of copy sheets that the output tray can accommodate, see "Paper Requirements when Using the Finisher".

🔖 Reference

- p.234 "Input/Output"
- p.242 "Paper Requirements when Using the Finisher"
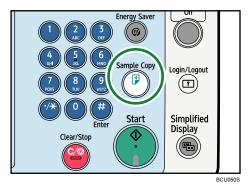
Sample Copy

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

⭐ Important

- This function can be used only when the Sort function is selected.

1. Select Sort and any other necessary functions, and then place the originals.

2. Press the [Sample Copy] key.

   One copy set is delivered as a sample.

   BCU050S

   One copy set is delivered as a sample.

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

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

⬇️**Note**

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

Changing the number of sets

You can change the number of copy sets during copying.

⭐**Important**

- **This function can only be used when the Sort function is selected.**

1. **While "Copying..." is displayed, press the [Clear/Stop] key.**
2. **Press [Change Quantity].**
3. **Enter the number of copy sets with the number keys, and then press the [#] key.**

4. **Press [Continue].**

   Copying starts again.

⬇️**Note**

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

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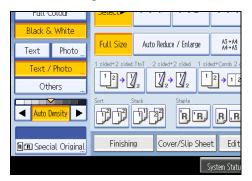
Groups together copies of each page in a multi-page original.

BAS055S

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

⭐ **Important**
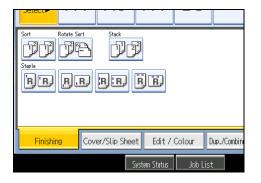
- You cannot use the bypass tray with this function.

1. **Press [Finishing].**

2. **Press [Stack].**

When the Finisher SR790 is installed: (Type 1 and 2)

When the Finisher SR3010 is installed: (Type 1 and 2)

When the Booklet Finisher SR3000 is installed: (Type 1 and 2)

When the Finisher SR790 is installed: (Type 3 and 4)

When the Finisher SR3030 is installed: (Type 3 and 4)

When the Booklet Finisher SR3020 is installed: (Type 3 and 4)

3. **Press [OK].**

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

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

🔽 **Note**

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

- When placing originals on the exposure glass, or in the ADF using the Batch mode, press the [#] key after all the originals have been scanned.

- Paper can be stacked only if it meets the machine's size and orientation requirements. For details about these requirements, see "Paper Requirements when Using the Finisher".

🔖 **Reference**

- p.242 "Paper Requirements when Using the Finisher"

Staple

Each copy set can be stapled together.

BAS056S

⭐ **Important**

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

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Original orientation and stapling position

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

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

- Finisher SR3010 (Type 1 and 2)

BCU016S

- Finisher SR790 (Type 1 and 2)

2

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

BCU017S

- Booklet Finisher SR3000 (Type 1 and 2)

		Original location		Stapling position
		Exposure glass	ADF	
Top 1		℞	**R**	**R**
		℞	**R**	**R**
Bottom 1		℞	**R**	**R**
		℞	**R**	**R**
Left 2		℞	**R**	**R**
		℞	**R**	**R**
Top 2		℞	**R**	**R**
		℞	**R**	**R**
Centre		℞	**R**	**R**
		℞	**R**	**R**

BCU018S

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

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

- Finisher SR790 (Type 3 and 4)

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

BCU017S

- Finisher SR3030/ Booklet Finisher SR3020 (Type 3 and 4)

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

BCY007S

2

85

The above table shows staple positioning. The orientation of the paper does not indicate orientation of delivery.
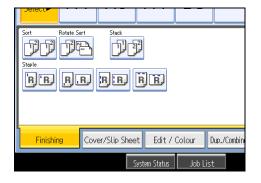
Left 2 and Top 2 are not available for ⊽ paper larger than A4.

1. **Press [Finishing].**

2. **Select one of the stapling positions.**

When the Finisher SR790 is installed: (Type 1 and 2)

When the Finisher SR3010 is installed: (Type 1 and 2)

When the Booklet Finisher SR3000 is installed: (Type 1 and 2)

2

When the Finisher SR790 is installed: (Type 3 and 4)

When the Finisher SR3030 is installed: (Type 3 and 4)

When the Booklet Finisher SR3020 is installed: (Type 3 and 4)

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

3. **Press [OK].**

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

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

Note

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

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- If you specify Staple: Centre, you must specify the Magazine function. For details about Magazine, see "Booklet/Magazine".

- You can change the staple positions shown on the initial display under Input/Output in User Tools. For details, see "Input/Output".

- You cannot staple on thick paper heavier than 163 g/m^2 (43lb.).

- The following type of paper cannot be stapled:

    - Postcard

    - Translucent paper

    - OHP transparencies

    - Label paper (adhesive labels)

    - Coated Paper: Gloss Print

    - Envelope

    - Coated Paper

    - Curled paper

    - Paper of low stiffness

- You can specify how the machine responds if its memory becomes full during copying, or if the number of copies exceeds the capacity of the stapler:

    - Divides the copies into the number of sheets that can be stapled

    - Cancels the stapling job

- To specify Left 2, Top 2, or Slant together with 2 Originals or 8 Originals of Combine 1 Side, or 4 Originals or 16 Originals of Combine 2 Sides: specify ▯ paper for ▭ orientation originals and specify ▭ paper for ▯ orientation originals.

- To specify Left 2, Top 2, or Slant together with Double Copies: specify ▯ paper for ▭ orientation originals and specify ▭ paper for ▯ orientation originals.

- When the Booklet Finisher SR3000 (Type 1 and 2) or the Finisher SR790 (Type 1 and 2) is installed, even if you place different size originals in the ADF, appropriate size of copy paper can be

automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:

- A3▷ and A4▷
- B4▷ JIS and B5 JIS▷
- 11 × 17▷ and $8^1/_2$ × 11▷

- When the Finisher SR3010 (Type 1 and 2) is installed, even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:

  - A3▷ and A4▷
  - B4▷ JIS and B5 JIS▷
  - 11 × 17▷ and $8^1/_2$ × 11▷
  - $8^1/_4$ × 14▷ and $8^1/_2$ × 11▷

- When the Booklet Finisher SR3020 (Type 3 and 4), the Finisher SR3030 (Type 3 and 4) or the Finisher SR790 (Type 3 and 4) is installed, even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:

  - A3▷ and A4▷
  - B4 JIS▷ and B5 JIS▷
  - 11 × 17▷ and $8^1/_2$ × 11▷

- When stapling B4 JIS▷, $8^1/_2$ × 14▷ or larger paper sizes, be sure to extend the paper support plate of the finisher tray.

- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying. For details about the number of stapled copies that can be stacked on the shift tray, see "Paper Requirements when Using the Finisher".

- You cannot change stapling positions during copying.

- When the original image is rotated, the staple orientation changes by 90°.

- The maximum original image size that can be rotated is as follows: Metric version: A4, Inch version: $8^1/_2$ × 11

- When using Slant, Left 2, or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge function, "Orig. and paper orientation mismatched for Staple mode. Cancel Staple mode or change paper orientation in tray." message may appear depending on the orientation of originals and paper you placed. In this case, change the paper orientation.

- When Top or Bottom is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.

- When Left 2, or Top 2 is selected, the following settings are useful to rotate images appropriately:
  - Auto Reduce / Enlarge or Auto Paper Select
  - Replace Auto Tray Switching with With Image Rotation in User Tools.
- For details about the number of sheets that can be stapled together, and the number of stapled copies that can be stacked on each tray, see "Paper Requirements when Using the Finisher".

Reference

- p.234 "Input/Output"
- p.242 "Paper Requirements when Using the Finisher"
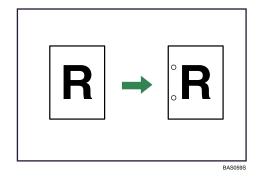
Punch

You can make punch holes in copies.

Important
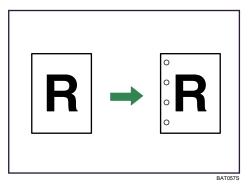
- **You cannot use the bypass tray with this function.**

2 holes

BAS059S

4 holes

BAT057S
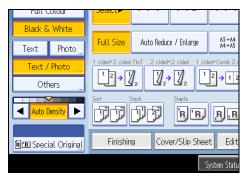
Original orientation and punch hole position

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

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

BAT060S

1. **Press [Finishing].**

2. **Select one of the punch hole positions.**

When the Booklet Finisher SR3000 is installed: (Type 1 and 2)

When the Finisher SR3030 is installed: (Type 3 and 4)

When the Booklet Finisher SR3020 is installed: (Type 3 and 4)

3. **Press [OK].**

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

🔽 **Note**

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

- You can change the punch hole positions shown on the initial display under Input/Output in User Tools. For details, see "Input/Output".

- You cannot punch on thick paper heavier than 163 g/m^2 (43 lb.).

- When using Punch and Combine, Double Copies, or Auto Reduce/Enlarge, the message "Orig. and paper orientation mismatched for Punch mode. Cancel Punch mode or change paper orientation in tray." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.

- Since punch holes are made in each copy, the punch hole positions vary slightly.

- Paper can be punched only if it meets the machine's size and orientation requirements. For details about these requirements, see "Paper Requirements when Using the Finisher".

🗐 Reference
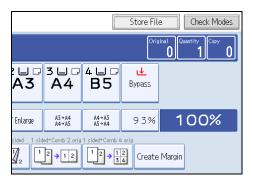
- p.234 "Input/Output"
- p.242 "Paper Requirements when Using the Finisher"

Storing Data in the Document Server

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

⭐ **Important**

2

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

1. **Press [Store File].**

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

3. **Press [OK].**

4. **Place the originals.**

5. **Make the scanning settings for the original.**

6. **Press the [Start] key.**

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

🔽 **Note**

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

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

- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto Delete File in Document Server in User Tools. For details about changing settings, see "System Settings", Network and System Settings Guide.

- To check if the document has been stored, press the [Document Server] key.

- If you want to store another document, do so after copying is complete.

- For details about the Document Server, see "Using the Document Server".

- For details about printing stored documents, see "Printing Stored Documents".

- For details about setting user name, file name, and password, see "Storing Data".

- Depending on the security setting, Access Privileges may appear instead of User Name. For details about Access Privileges, consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

🔖 Reference

Managing Jobs

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

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

⬇Note

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

Job List Screen

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

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

When [Job Order] is not selected:

The job list is displayed for each of the functions.

BJD003S

When [Job Order] is selected:

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

BJD004S

1. **Switches between job lists for each function.**

2. **Switches between [Current / Waiting Job List] and [Job History].**

3. **Displays reserved job numbers.**

4. **Displays the function used to print jobs.**

   ▢: Job printed using copy function

   ▢: Job printed using printer function

   ▢: Job printed using Document Server function

   ▢: Job printed using DeskTopBinder

   ▢: Job printed using Web Image Monitor

Checking Jobs in the Job List

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

1. **Press [Job List].**

2. **Select the job whose contents you want to check.**

3. **Press [Details], and then check the contents.**
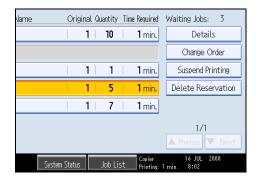
4. **Press [Exit].**

Changing the Order of Jobs

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

1. **Press [Job List].**

2. **Select the job whose order you want to change.**

3. **Press [Change Order].**

4. **Change the order using [Top], [Previous], or [Next].**
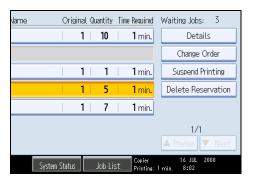
5. **Press [OK].**

Holding Jobs

You can hold jobs that are queued or currently printing.

1. **Press [Job List].**
2. **Select the job you want to hold.**
3. **Press [Suspend Printing].**

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

⬇Note

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

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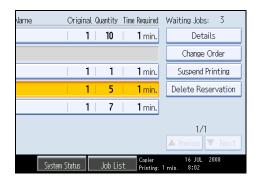
You can delete a job that is queued or currently printing.

1. **Press [Job List].**
2. **Select the job you want to delete.**

   To delete two or more print jobs, select them.

3. **Press [Delete Reservation].**

4. **Press [OK].**

Checking the Job History

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

1. **Press [Job List].**

2. **Press [Job History].**

   A list of completed print jobs appears.

3. **Select the job whose contents you want to check.**

4. **Press [Details], and then check the contents.**

5. **Press [Exit].**

Registering Frequently Used Functions

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

You can store up to 10 programs.

Note

- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the [Program] key, when modes are cleared or reset, and after the operation switch is turned on. See "Registering the Initial Display's Default Functions".

- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized under Tray Paper Settings in User Tools will be selected first. For details, see "System Settings", Network and System Settings Guide.

- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

Reference
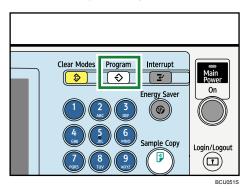
- p.105 "Registering the Initial Display's Default Functions"

Registering Functions in a Program

You can register functions in a program.

1. **Edit the copy settings so all functions you want to store in a program are selected.**

2. **Press the [Program] key.**

BCU051S

3. **Press [Program].**

4. **Press the program number you want to store.**

5. **Enter the program name with the letter keys on the display panel.**

   You can enter up to 34 characters.

6. **Press [OK].**

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

🔸**Note**

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

Changing a Stored Program

Changes program settings.

1. **Check the program settings.**

2. **Specify the contents of a program.**

3. **Press the [Program] key.**

4. **Press [Program].**

5. **Press the program number you want to change.**

6. **Press [Yes].**

7. **Enter the program name.**

   You can enter up to 34 characters.

8. **Press [OK].**

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

> **Note**

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

Recalling a Stored Program

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

1. **Press the [Program] key.**

2. **Press the program number you want to recall.**

   The stored settings are displayed.

   | Program (Copier) |
   | Select program No. to recall. |
◇ Recall	◈ Program	Change Name
◈**001** prject;1	002 ✳ Not
003 ✳ Not Programmed	004 ✳ Not
005 ✳ Not Programmed	006 ✳ Not
007 ✳ Not Programmed	008 ✳ Not
009 ✳ Not Programmed	010 ✳ Not

> **Note**
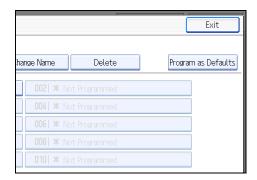
- Only programs with ◈ against them contain a program.

Deleting a Stored Program

Erases the contents of a program.

1. **Press the [Program] key.**

2. Press [Delete].

3. Press the program number you want to delete.

4. Press [Yes].

The program is deleted, and the display returns to the initial copy display.
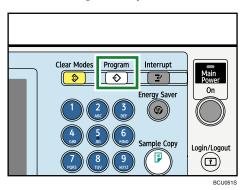
Registering the Initial Display's Default Functions

You can configure the settings of the initial screen so that the default display contain the functions you use most often.
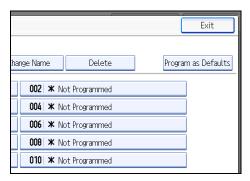
For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead.

The settings you can program as defaults are Colour Mode, Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit / Colour, Dup./Combine/Series, Reduce / Enlarge, Finishing, and the number of copies.
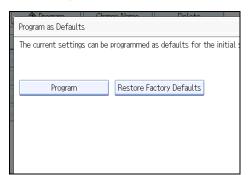
1. **Specify scan settings and any other settings you require on the initial display.**

2. **Press the [Program] key.**

BCU051S

3. **Press [Program as Defaults].**

4. **Press [Program].**

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

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

Note

- To restore the factory default settings on the initial display, press [Restore Factory Defaults].

- The default settings can be programmed separately for the normal screen and simplified display screens.

3. 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

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

For colour images, see "Available Colour Functions".

The following three colour modes are available:

Auto Colour Select

Judges the colour of the original automatically, and copies either in full colour or black and white.
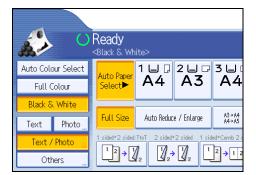
Full Colour

Copies by overlaying yellow, magenta, cyan and black.

Black & White

Copies in black regardless of the colour of the original.

1. **Select a colour mode.**

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

⊙ Note

- To use a user colour, you need to register it beforehand. For details, see "User Colour".

- When copied using the registered colour, the original will be copied lighter than the registered colour.

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

Reference
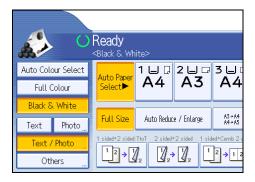
• p.9 "Available Colour Functions"

• p.119 "User Colour"

Convert Colours
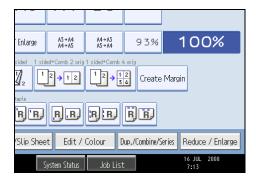
Copies by changing a certain colour in the original to another colour.

Important

• Up to four colours can be converted at the same time.

• To use this function, [Full Colour] must be selected.

• If any other colour mode is selected, you cannot select [Convert Colour].

1. **Press [Full Colour].**

2. **Press [Edit / Colour].**

3. **Press [Colour], and then press [Convert Colour].**

4. **Select any one item from [Conversion 1] to [Conversion 4].**

5. **Selects the colour to be converted.**

6. **Selects the new colour.**

   You can adjust the density of the colour in four steps.

   To select user colour, press [User Colour], and then select the colour.

   To change more than two colours, repeat steps 4 to 6.

7. **After selecting all colours to be converted, press [OK] three times.**

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

↓ Note

- The width of the colour to be converted can be adjusted in five levels. When the width of the colour is set to [Wider] under Colour Sensitivity in User Tools and red has been specified, colours close to orange and purple will be converted. You can change the setting. For details about Colour Sensitivity, see "Adjust Colour Image".

- To change the converted colour, press from [Conversion 1] to [Conversion 4], and then make the selection again.

- The full colour counter will advance by "1".

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

🗉 Reference

- p.9 "Available Colour Functions"
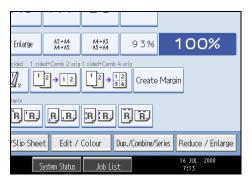
- p.237 "Adjust Colour Image"

Erase Colour

Copies by erasing a certain colour in the image of the original.

1. **Select a colour mode.**

2. **Press [Edit / Colour].**

3. **Press [Colour], and then press [Erase Colour].**

4. **Select the colour to be erased.**

Up to four colours can be erased at the same time.

5. **After selecting all colours to be erased, press [OK] twice.**

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

⬇ **Note**

- The width of the colour to be converted can be adjusted in five levels. When the width of the colour is set to [Wider] under Colour Sensitivity in User Tools and red has been specified, colours close to orange and purple will be converted. You can change the setting. For details about Colour Sensitivity, see "Adjust Colour Image".

- To cancel the selection, press the selected (highlighted) key.

- When the Full Colour Copy is selected, the full colour counter will advance by "1". When the Black & White is selected, the mono-colour counter will advance by "1".

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

🗈 **Reference**
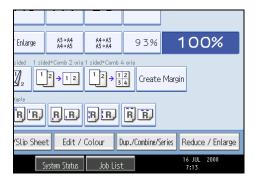
- p.9 "Available Colour Functions"
- p.237 "Adjust Colour Image"

Colour Background

Copies by adding a colour in the whole page.

⭐ **Important**

- Since the Colour Background function overprints the entire original, the colour of the image may change.

1. **Select a colour mode.**
2. **Press [Edit / Colour].**

3. **Press [Colour], and then press [Colour Background].**
4. **Select the background colour, and then press [OK] twice.**

You can adjust the density of the colour in four steps.

To select user colour, press [User Colour], and then select the colour.

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

⬇ **Note**

- To cancel the selection, press the selected (highlighted) key.
- When the Full Colour is selected, the full colour counter will advance by "1". When the Black & White is selected, the mono-colour counter will advance by "1".

3
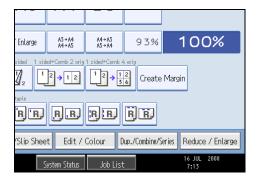
Adjusting Colour and Image Quality

This section describes how to adjust colour balance and image quality. Also explains how to register user colours.

Colour Balance

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

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [Adjust Colour].**

3. **Press [Colour Balance].**

4. **Adjust the colour balance by pressing [Lighter] or [Darker].**

5. **Press [OK] twice.**

🔽 **Note**

- 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.9 "Available Colour Functions"

Colour Balance Program

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. **Press [Program Colour Balance].**

3. **Press [Program].**
4. **Select a program number (1-3).**

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

5. **Press [OK] twice.**

↓Note

- If you select the program number key where ⇨ is displayed, the previously registered settings will be overwritten.
- For details about how to adjust the colour balance, see "Colour Balance".
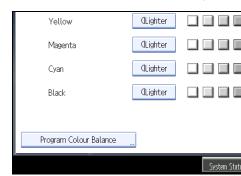
🗐Reference

- p.112 "Colour Balance"

Changing the colour balance

Changes the settings stored in colour balance programs.

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [Adjust Colour].**

3. **Press [Colour Balance], and then press [Program Colour Balance].**

4. **Select the program number (1-3) to be changed.**

   The programmed colour balance appears.

5. **Change the registered settings.**

6. **Press [Program Colour Balance].**

7. **Press [Program], and then press the program number to be overwritten.**

8. **Press [Yes].**

   The program is overwritten.

9. **Press [OK] twice.**

Recalling the colour balance

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

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [Adjust Colour].**

3. **Press [Colour Balance], and then press [Program Colour Balance].**

4. **Select the program number you want to use.**

5. **Press [OK] twice.**

⬇️ **Note**

- 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.

Deleting the colour balance

Deletes the settings stored in colour balance programs.

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [Adjust Colour].**

3. **Press [Colour Balance], and then press [Program Colour Balance].**

4. **Press [Delete], and then select the program number you want to delete.**

5. **Press [Yes].**

6. **Press [OK] twice.**
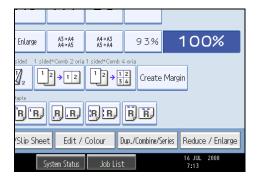
Colour Adjustment

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.
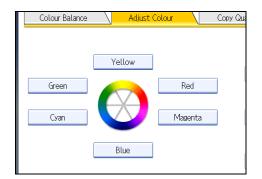
⭐**Important**

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

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [Adjust Colour].**

3. **Press [Adjust Colour].**

4. **Select the colours you want to adjust.**

    You can select up to three colours.

3

5. **Adjust the colour tastes using [←] or [→].**

6. **Press [OK] twice.**

🔽 **Note**

- 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.9 "Available Colour Functions"

Image Adjustment

Adjusts image qualities.

The following five types of image adjustments are available:

Sharp / Soft

    Adjusts the outline of an image.

Contrast

    Adjusts the shades of an image.

Background Density

    Adjusts the background density of an image.

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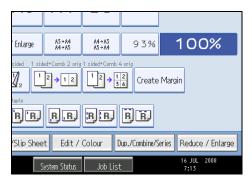
    Adjusts the amount of black toner to express vividly the black areas in an image.

Text / Photo Sensitivity

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

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [Adjust Colour].**

3. **Press [Copy Quality].**

4. **Adjust the settings.**

5. **Press [OK] twice.**

⬇ **Note**

- [Sharp / Soft], [Contrast], and [Background Density] can each be adjusted, however, their adjustments can affect the level of other adjustment functions.

- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the [Clear Modes] key has been pressed or when the power has been turned off.

- For types and examples of the image adjustment functions, see "Available Colour Functions".

🔖 **Reference**

- p.9 "Available Colour Functions"

Sharp / Soft

Adjusts the outline of an image.

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

2. **Press [OK].**

Contrast

Adjusts the shades of an image.

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

2. **Press [OK].**

Background Density

Adjusts the background density of an image.

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

2. **Press [OK].**

Note

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

• Adjustments should be made darker when darkening the 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].**
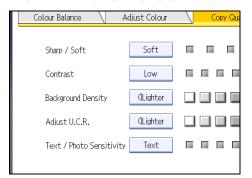
2. **Press [OK].**

Text / Photo Sensitivity

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

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

2. **Press [OK].**

↓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.

User Colour

You can register user colours made by adjusting the density of yellow, magenta, cyan, and black. You can also name the colours you register, and print out a list of user colours.

You can create colours by:

- Adjusting the density of primary colours based on a chosen basic colour.

- Directly specifying the density of primary colours using the number keys.

⬇Note

- When copying using user colours, the fine shades might vary depending on the condition of the machine.

- In order to correctly reproduce originals, the values, which have been input, are corrected inside the machine, and copies are made using the best suitable values. Therefore, there might be slight colour differences when copying using Text and when using Photo.

- Up to 15 colours can be registered.

- Sample prints of user colours can be made on an A4⊡, $8^1/_2 \times 11$⊡, A3⊡, or 11 × 17⊡ size paper.

- When printing a list of user colours, the full colour counter will advance by "1".

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

🄑Reference
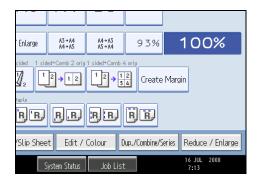
- p.9 "Available Colour Functions"
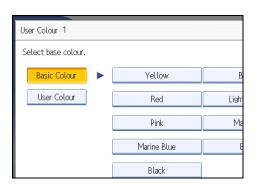
Adjusting colours based on the selected colour

Creates colours by adjusting the density of primary colours based on a chosen basic colour.

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [User Colour].**

3. **Press [Program], and then select the number (01-15) for the colour you want to register.**

4. **Select the colour to be used as base colour from the basic and user colours.**

   The density of primary colours for the selected colour is displayed.

To select user colour, press [User Colour], and then select the colour.

5. **Select the colour whose density is to be specified, and then specify the density in percentages using [+] or [−].**

You can also specify the density by pressing [Adjust with Number Keys].

6. **Check the settings, and then press [OK].**

7. **Press [OK] twice.**

Note

- Selecting a user colour key that is indicated by a solid line will change (overwrite) the contents of that colour.
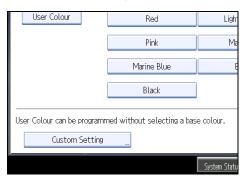
Creating colours by specifying the density of primary colours with number keys

Creates colours by directly specifying the density of primary colours using the number keys.

1. **Press [Edit / Colour].**
2. **Press [Colour], and then press [User Colour].**
3. **Press [Program], and then select the number (01-15) for the colour you want to register.**

4. **Press [Custom Setting].**

5. **Select the colour whose density is to be specified.**

6. **Enter the density using the number keys, and then press [#].**

Repeat steps 5-6 if you want to specify the density of multiple colours.

You can also specify the density by pressing [Adjust with [+] [−]].

7. **Check the settings, and then press [OK].**

8. **Press [OK] twice.**

Note

• Selecting a user colour key that is indicated by a solid line will change (overwrite) the contents of that colour.

Changing the user colour name

Changes the user colour.

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [User Colour].**

3. **Press [Program], and then select the number (01-15) for the colour you want to rename.**

4. **Select the colour you want to rename.**

5. **Press [Change Name].**

6. **Enter the name of the colour (up to 16 characters), and then press [OK].**

7. **Press [OK] three times.**

Deleting user colours

Deletes user colours.
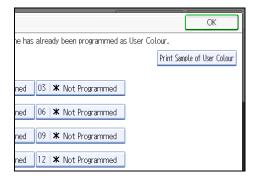
⭐ **Important**

- You can not delete colours registered in the program or user colours that are currently being used.

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [User Colour].**

3. **Press [Delete].**

4. **Select the number of the user colour you want to delete.**

5. **Press [Yes].**

6. **Press [OK] twice.**

Printing a list of user colours

Prints a list of user colours.

1. **Press [Edit / Colour].**

2. **Press [Colour], and then press [User Colour].**

3. **Check the copy paper, and then press [Print Sample of User Colour].**

The list of user colours is output in the internal tray.

📥 **Note**

- The list will be copied on a A4▭, 8$^1/_2$ × 11▭, A3▭, or 11 × 17▭ sheet.

3

4. Advanced Copying

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

Adjusting Copy Image Density

There are three types of adjustment available.

Auto image density

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

Manual image density

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

Combined auto and manual image density
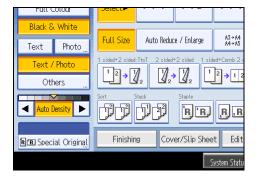
> Adjusts the density of an image only for dark texture originals.

Auto Image Density

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

1. **Make sure that [Auto Density] is selected.**
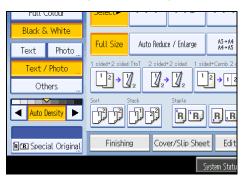
   If [Auto Density] is not selected, press [Auto Density].

Manual Image Density

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

1. **If [Auto Density] is selected, press [Auto Density] to cancel it.**
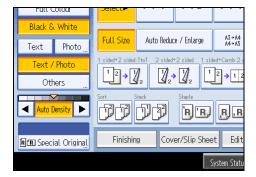
2. **Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.**

Combined Auto and Manual Image Density

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

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

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

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

Selecting the Original Type

Select an original type that is suitable for your originals.

There are six 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.

Generation Copy

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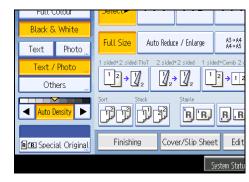
Pale

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

Map
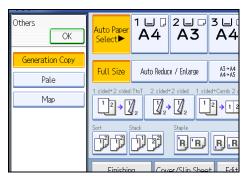
For map originals.

1. **Select the original type.**

🔻 **Note**

- To select [Generation Copy], [Pale], or [Map], select [Others] first.

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

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

🗒 Reference

- p.215 "General Features"

Selecting Copy Paper

Select paper you want to copy onto.

There are two ways to select copy paper:

Auto Paper Select

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

Manual Paper Select

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

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

Type 1 and 2

Metric version

Original location	Original size and orientation
Exposure glass	A3▽, B4 JIS▽, A4▽▽, B5 JIS▽▽, 8^1/$_2$ × 13▽
ADF	A3▽, B4 JIS▽, A4▽▽, B5 JIS▽▽, A5▽▽, 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/$_2$▽

Type 3 and 4

Metric version

Original location	Original size and orientation
Exposure glass	A3▽, B4 JIS▽, A4▽▽, B5 JIS▽▽, 8^1/$_2$ × 13▽
ADF	A3▽, B4 JIS▽, A4▽▽, B5 JIS▽▽, A5▽▽, B6 JIS▽▽, 11 × 17▽, 8^1/$_2$ × 11▽▽, 8^1/$_2$ × 13▽, 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] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select under Tray Paper Settings can be selected in Auto Paper Select mode. For details, see "System Settings", Network and System Settings Guide.

📖 **Reference**

- p.26 "Sizes difficult to detect"

Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the detected original size and the reproduction ratio you select.
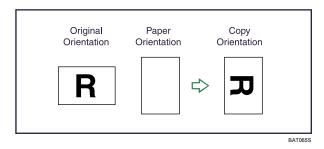
1. **Make sure that [Auto Paper Select] is selected.**

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

Rotate Copy

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

BAT065S

You cannot use Rotate Copy when enlarging onto A3, B4 JIS or 11 × 17, $8^1/_2$ × 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 [With Image Rotation]. You cannot use the Rotate Copy if this setting is changed to [Without Image Rotation] or [Off]. For details about Auto Tray Switching, see "General Features".
- Depending on the settings for the Punch or Staple, you may not be able to use the Rotated Copy function.

🗐 **Reference**
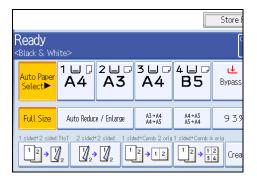
- p.130 "Auto Paper Select"
- p.57 "Auto Reduce/Enlarge"
- p.82 "Staple"
- p.90 "Punch"
- p.215 "General Features"

Manual Paper Select

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

1. **Select the tray you want to use.**

   The indicator corresponding to the selected paper tray is highlighted.

Advanced Reduce/Enlarge Copying

This section describes the advanced functions for reducing or enlarging images.
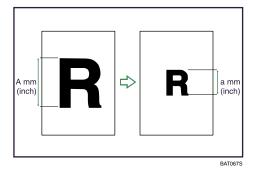
For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Images".

🗐 **Reference**

- p.53 "Reducing or Enlarging Originals"
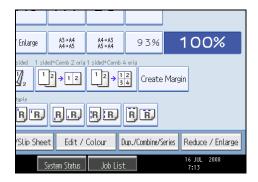
Size Magnification

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

BAT067S
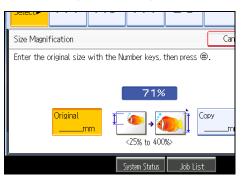
Measure and specify the lengths of the original and copy by comparing "A" with "a".

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

2. **Press [Size Magnification].**

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

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

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

5. **Press [OK] twice.**

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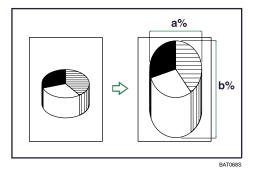
- To change the value you entered, press the key you want to change, and then enter a new value.

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

- The machine selects reproduction ratios of between 25 - 400%.

Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

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

BAT068S

a: Horizontal ratio

b: Vertical ratio

Note
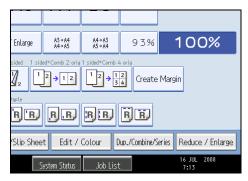
- The reproduction ratio you can specify are 25 - 400%.

- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.
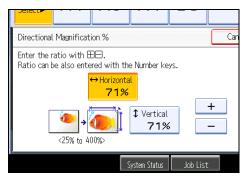
Specifying the ratio with [+] and [−]

Specify a ratio using [+] and [−].

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

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

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

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

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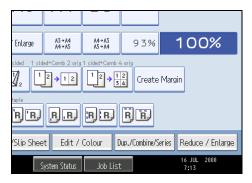
- To change the value you entered, readjust it with [+] and [−].

4
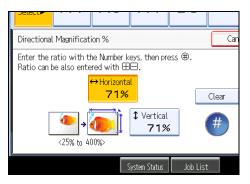
135

Entering the ratio with the number keys

Enter a ratio using the number keys.

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

2. **Press [Direct. Mag. %].**

3. **Press [Horizontal].**

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

5. **Press [Vertical].**

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

7. **Press [OK] twice.**

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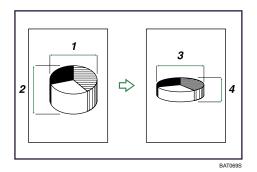
⬇**Note**

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

Directional Size Magnification (mm)

Specify the horizontal and vertical lengths of the original and copy image.
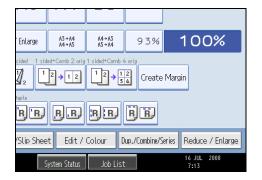
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.

BAT069S
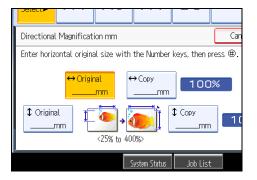
1. **Horizontal original size: A mm (inch)**

2. **Vertical original size: B mm (inch)**

3. **Horizontal copy size: a mm (inch)**

4. **Vertical copy size: b mm (inch)**

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

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

2. **Press [Dir. Size Mag. mm].**

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

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

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

5. **Enter the vertical size of the original with the number keys, and then press [#].**

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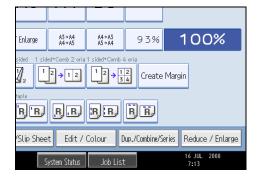
7. **Press [OK] twice.**

⬇️ **Note**

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

- The reproduction ratio you can specify are 25 - 400%.

- When entering a size in mm (inch), if the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

Create Margin

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

1. **Press [Create Margin].**

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

⬇️ **Note**

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

📑 **Reference**

- p.219 "Reproduction Ratio"

Stamps
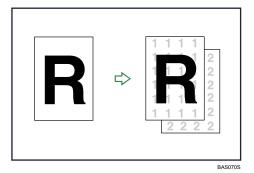
Copies with the date, page numbers, etc.

The stamp colour can be yellow, red, cyan, magenta, green, blue, and black.
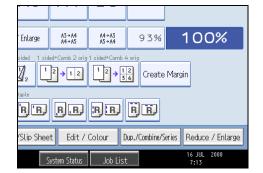
Background Numbering

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

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

BAS070S

1. **Press [Edit / Colour].**
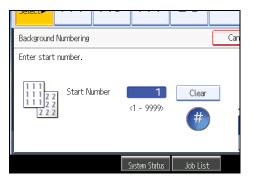
2. **Press [Stamp].**
3. **Press [Background Numbering].**

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

5. **Press [OK] twice.**

⬇ **Note**

- To change the value you entered, press [Clear], and then enter a new value.
- When the Full Colour is selected, the full colour counter will advance by "1".
- The default colour is black.
- You can enter a number between 1 and 9999.
- You can change the settings for Background Numbering under Stamp in User Tools. For details about Stamp, see "Stamp".
- The numbers appear to overlap the copied image in some cases.

🔖 **Reference**

- p.227 "Stamp"
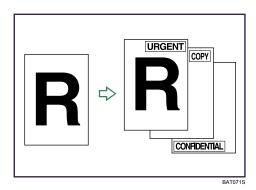
Changing the stamp colour

Changes the stamp colour.

1. **Press [Stamp Colour] under Stamp Colour.**
2. **Select the stamp colour, and then press [OK].**

Preset Stamp

Messages are stamped on copies.

BAT071S

⭐ **Important**

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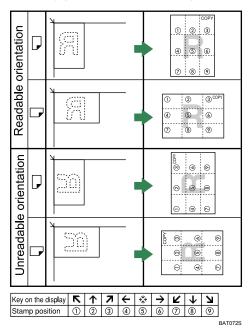
- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:
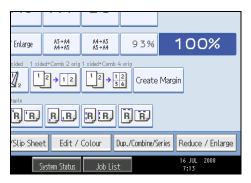
"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

Stamp position and original orientation

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

BAT072S

1. **Press [Edit / Colour].**

2. **Press [Stamp].**

3. **Press [Preset Stamp].**

4. **Select the desired message.**

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

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

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

↓ Note

- When the Full Colour is selected, the full colour counter will advance by "1".

- The default stamp colour is black.

- You can change the settings for Preset Stamp under Stamp in User Tools. Depending on the setting, density may change. For details about Stamp, see "Stamp".

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

🖹 Reference

- p.227 "Stamp"

Changing the stamp colour

Changes the stamp colour.

1. **Press [Stamp Colour] under Stamp Colour.**

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

Changing the stamp position, size and density

Changes the stamp position, size and density.
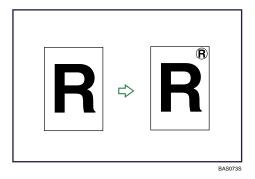
1. **Press [Change] under Position / Size / Density.**

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

User Stamp

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.

BAS073S
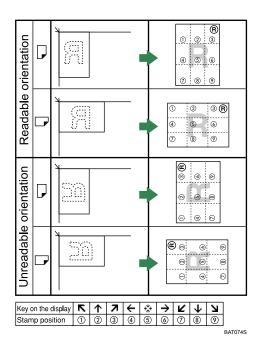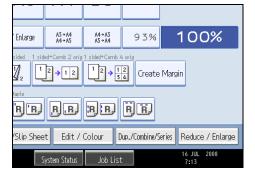
⭐ **Important**

- You have to register a user stamp before using this function.

- You cannot use the bypass tray with this function.

- Only one message can be stamped each time.

Stamp position and original orientation

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

BAT074S

1. **Press [Edit / Colour].**

2. **Press [Stamp].**

3. **Press [User Stamp].**

4. **Select the stamp you require.**

   You can change the stamp colour and position.

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

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

* When the Full Colour is selected, the full colour counter will advance by "1".

* The default user stamp colour is black.

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

* p.227 "Stamp"

Changing the user stamp colour

Changes the stamp colour.
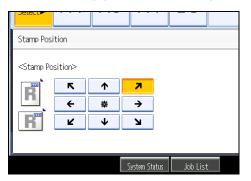
1. **Press [Stamp Colour] under Stamp Colour.**

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

Changing the user stamp position

Changes the stamp position.

1. **Press [Change] under Stamp Position.**

2. **Select the stamp position, and then press [OK].**
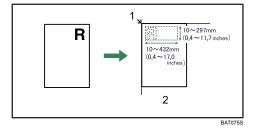
Registering the user stamp
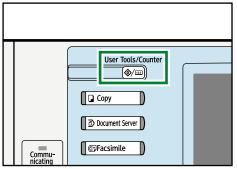
Scans an image that is used as a user stamp.

The range of stamp images is 10 - 297 mm (0.4 - 11.7 inches) high and 10 - 432 mm (0.4 - 17.0 inches) wide. However, if the value exceeds the maximum value of the area (5,000 mm^2, 7.75 inch^2), it is corrected within the range of the area automatically.

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

BAT075S
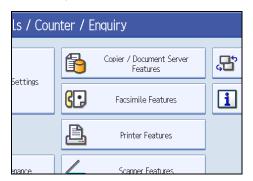
1. **Base point**

2. **Exposure glass**

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

BAT183S

2. **Press [Copier / Document Server Features].**

3. **Press [Stamp].**

4. **Press [User Stamp].**

5. **Press [Program / Delete Stamp].**

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

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

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

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

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

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

11. **Press [Exit].**

12. **Press [Exit].**

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

13. **Press [Exit].**

    Exits settings and gets ready to copy.

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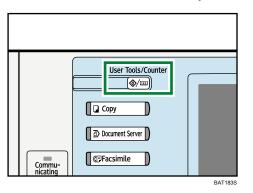
- Stamp numbers with ⟳ already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".
- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].
- You cannot restore the overwritten stamp.
- Originals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

Deleting the user stamp

Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

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

BAT183S

2. **Press [Copier / Document Server Features].**

3. **Press [Stamp].**

4. **Press [User Stamp].**

5. **Press [Program / Delete Stamp].**

6. **Press [Delete], and then press the stamp number you want to delete.**

7. **Select [Yes], and then press [Exit].**

8. **Press [Exit].**

   The display returns to the User Tools/Counter/Enquiry screen.
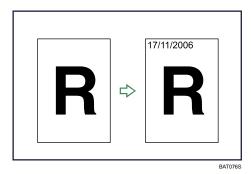
9. **Press [Exit].**

   Exits settings and gets ready to copy.

Date Stamp

Use this function to print dates on your copies.

BAT076S

⭐ **Important**
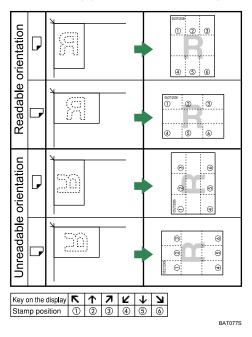
- **You cannot use the bypass tray with this function.**

You can select from the following styles:

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

Stamp position and original orientation

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

BAT077S

1. **Press [Edit / Colour].**

2. **Press [Stamp].**

3. **Press [Date Stamp].**

4. **Select the stamp format.**

   You can change the colour, style and position of the date.

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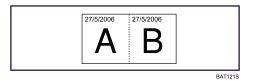
6. **After making all settings, press [OK] twice.**

⬇Note

- The default colour is Black.

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

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

  - With the Combine function

    BAT151S

  - With the Magazine or Booklet function

27/5/2006   27/5/2006

A   B

BAT121S

Reference

- p.227 "Stamp"

Changing the date stamp colour
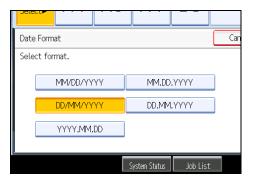
Changes the stamp colour.

1. **Press [Stamp Colour] under Stamp Colour.**

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

Changing the format of date

Changes the format of date.

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

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

Date Format

Select format.

MM/DD/YYYY   MM.DD.YYYY

DD/MM/YYYY   DD.MM.YYYY

YYYY.MM.DD

System Status   Job List
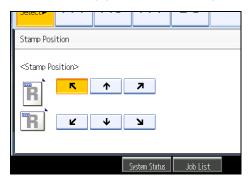
Changing the date stamp position

Changes the stamp position.

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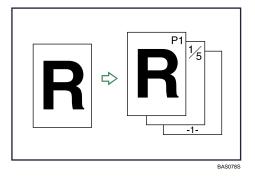
2. **Select the stamp position, and then press [OK].**

4

Page Numbering

Use this function to print page numbers on your copies.

BAS078S

⭐ **Important**

- You cannot use the bypass tray with this function.
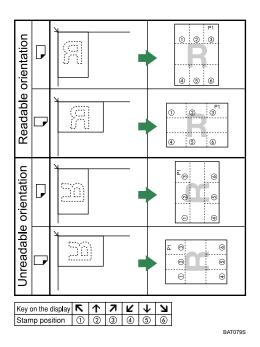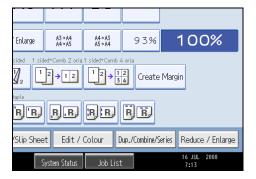
There are six types of page numbering.

- P1,P2...
- 1/5,2/5...
- -1-,-2-...
- P.1,P.2...
- 1, 2...
- 1-1,1-2...
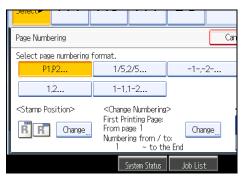
Stamp position and original orientation

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

BAT079S

1. **Press [Edit / Colour].**

2. **Press [Stamp].**

3. **Press [Page Numbering].**

4. **Select the page numbering format.**
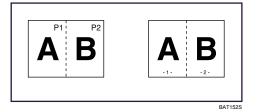
You can change the stamp colour, position, pages to be stamped, and numbering.

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

6. **Press [OK].**

↓Note

- The default colour is black.
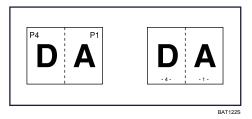
- You can change the settings for Page Numbering under Stamp in User Tools. For details about Stamp, see "Stamp".

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

- When Page Numbering is used with the Combine, Magazine, or Booklet function, page numbers

- are printed as follows:

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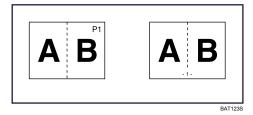
        With 1 Sided/2 Sided using the Combine function

        BAT152S

        With the Magazine or Booklet function

        BAT122S

    - Per Copy is selected in Page Numbering in Combine:

        With 1 Sided/2 Sided using the Combine function

        BAT123S

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

BAT153S

1. Front

2. Back

Reference

• p.227 "Stamp"

Changing the stamp colour

Changes the stamp colour.

1. **Press [Stamp Colour] under Stamp Colour.**

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

Changing the stamp position

Changes the stamp position.
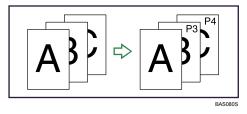
1. **Press [Change] under Stamp Position.**

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

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

Specify the first printing page and start number.

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

BAS080S

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

1. **Press [Change] under Change Numbering.**

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

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

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

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

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

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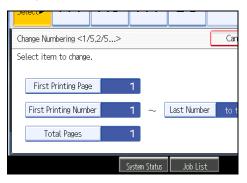
6. **Press [OK] twice.**

🔸Note

- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], and [Last Number].

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

Specify the first printing page and start number.

1. **Press [Change] under Change Numbering.**

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

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

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

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

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

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

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

7. **Press [OK] twice.**
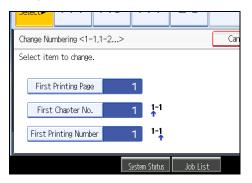
Note

- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], [Last Number], and [Total Pages].

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

Specify the first printing page and start number.

1. **Press [Change] under Change Numbering.**

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

3. **Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].**

4. **Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].**

5. **When page designation is complete, press [OK].**

6. **Press [OK] twice.**

Note
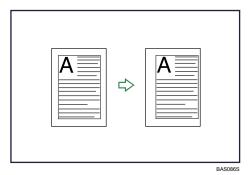
- You can set a value from 1 to 9999 for [First Printing Page], [First Printing Number], and [First Chapter No.].

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

Advanced Copier Functions
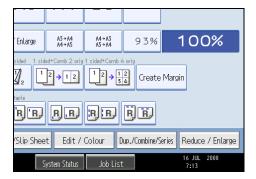
This section describes the machine's advanced copy functions.

Margin Adjustment
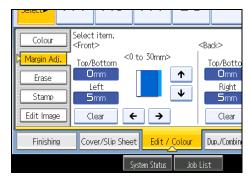
Copies originals leaving a binding margin.

BAS086S

1. **Press [Edit / Colour].**

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

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

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

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

⏷Note

- To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value.

- Press [↓] and [↑] to set the top or bottom position. Press [←] and [→] to set the left or right position.

- You can set the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments.

- Margin on the back side of the page is valid when 1 Sided → 2 Sided or Combine 2 Sides is selected.

- You can change the settings for Margin Adjustment under Edit in User Tools. For details about Edit, see "Edit".

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

- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

- When 2 Sided → 1 Sided is selected, set the binding margins for the original's front and back pages.

⊟Reference

- p.221 "Edit"
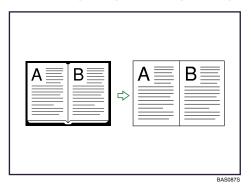
Erase Centre / Border

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

This function has the following three types:
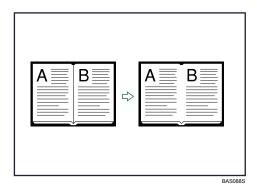
Erase Border

Erases the edge margin of the original image.

BAS087S

Erase Centre

Erases the centre margin of the original image.

BAS088S
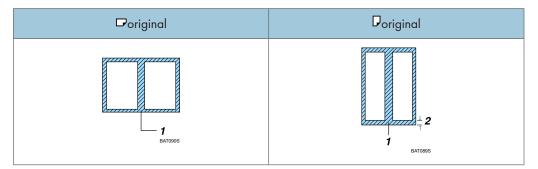
Erase Centre/Border

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

BAS089S

⭳**Note**

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

▱original	▱original
1 BAT090S	2 1 BAT089S

1. Erased part

2. 2 - 99 mm (0.1 - 3.9 inches)

- To erase the image on the back side of the original, press [2 Sided Setting] and then [Back]. Erasing the image on the back side is valid when you copy 2-Sided originals.

- The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting under Edit in User Tools. For details about Edit, see "Edit".

• The width of the erased margin varies depending on the reproduction ratio.
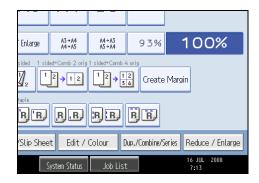
🗊 Reference

• p.221 "Edit"
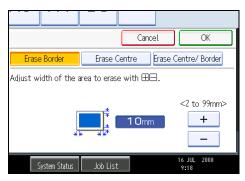
Erase Border (same width)

Erases the edge margin of the original image.

1. **Press [Edit / Colour].**

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

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

7. **Press [OK] twice.**

⬇ Note
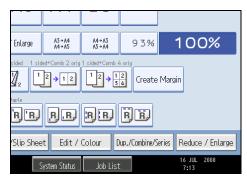
• To change the value you entered, press [+] and [−], and then specify a new value.
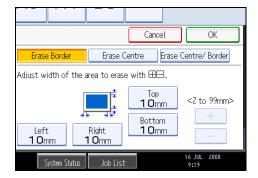
Erase Border (different width)

Erases the edge margins of the original image.

1. **Press [Edit / Colour].**

2. **Press [Erase].**

3. **Press [Erase Centre / Border].**

4. **Press [Erase Border].**

5. **Press [Different Width].**

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

7. **Press [OK] twice.**

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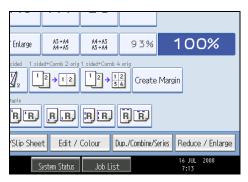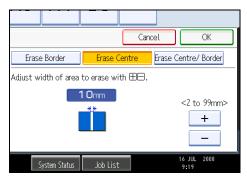
- To change the value you entered, press [+] and [−], and then specify a new value.

Erase Centre

Erases the centre margin of the original image.

1. **Press [Edit / Colour].**

2. **Press [Erase].**
3. **Press [Erase Centre / Border].**
4. **Press [Erase Centre].**
5. **Specify the erase width with [✛] and [➖].**
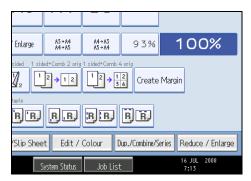
6. **Press [OK] twice.**

⬇Note

- To change the value you entered, press [✛] and [➖], and then specify a new value.
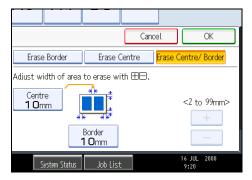
Erase Centre / Border (same width)

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

1. **Press [Edit / Colour].**

2. **Press [Erase].**

3. **Press [Erase Centre / Border].**

4. **Press [Erase Centre / Border].**

5. **Press [Same Width].**

6. **Press [Centre], and then specify the erase width with [+] and [−].**
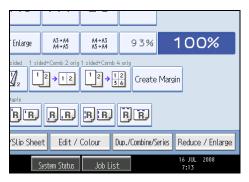
7. **Press [Border], and then specify the erase width with [+] and [−].**

8. **Press [OK] twice.**

🔸Note

- To change the value you entered, press [+] and [−], and then specify a new value.
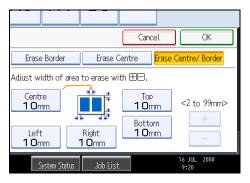
Erase Centre / Border (different width)

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

1. **Press [Edit / Colour].**

2. **Press [Erase].**

3. **Press [Erase Centre / Border].**

4. **Press [Erase Centre / Border].**

5. **Press [Different Width].**

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

7. **Press [OK] twice.**

⬇ **Note**
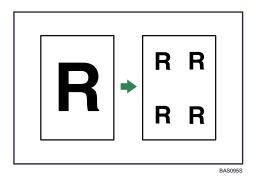
• To change the value you entered, press [+] and [−], and then specify a new value.

Image Repeat

The original image is copied repeatedly.

BAS095S

There are two ways to specify an image to be repeated.

Whole Area Repeat

Repeatedly copies the entire image.

Specified Area Repeat

Repeatedly copies a specified area of the image.

⬇️**Note**

- You can change the settings for Image Repeat under Edit in User Tools. For details about Edit, see "Edit".

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

📖**Reference**
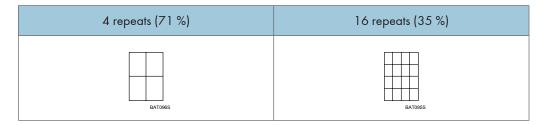
- p.221 "Edit"

Whole Area Repeat

Repeatedly copies the entire image.

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

Original: A5□/Copy paper: A4□, Original: A5□/Copy paper A4□, Original: $5^1/_2 × 8^1/_2$□/ Copy paper: $8^1/_2 × 11$□, or Original: $5^1/_2 × 8^1/_2$□/Copy paper: $8^1/_2 × 11$□

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

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

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

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

3. **Press [Edit Image].**
4. **Press [Image Repeat].**
5. **Make sure that [Whole Area] is selected, and then press [OK].**
6. **Press [OK].**

Specified Area Repeat
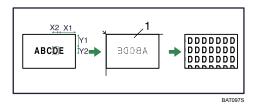
Repeatedly copies a specified portion of the image.

⭐ **Important**

- You cannot use this function from the ADF.
- If Margin Adjustment is selected, cancel the setting.

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

BAT097S

1. **Set the original on the exposure glass**
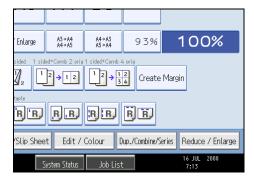
X1: 0 - 412 mm (0 - 16.2 inches)

X2: 20 - 432 mm (0.8 - 17.0 inches)
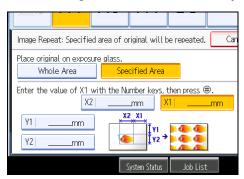
Y1: 0 - 277 mm (0 - 10.8 inches),

Y2: 20 - 297 mm (0.8 - 11.6 inches).

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

2. **Press [Edit / Colour].**

3. **Press [Edit Image].**

4. **Press [Image Repeat].**

5. **Press [Specified Area].**

6. **Enter the length of [X1] with number keys, and then press [#].**
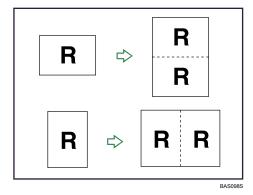
7. **Enter the length of [Y1] with the number keys, and then press [#].**

8. **Enter the length of [X2] with the number keys, and then press [#].**

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

10. **Press [OK] twice.**

Double Copies

One original image is copied twice on one sheet.

BAS098S

⭐ **Important**

- You cannot use the bypass tray with this function.

- Originals with a size of A5, B6 JIS, and $5^1/_2 \times 8^1/_2$ cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

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

Metric version

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

BAT094S

Inch version

Original size and Orientation	Copy paper size and Orientation
$5^1/_2 \times 8^1/_2$ ▱	$8^1/_2 \times 11$ ▯
$5^1/_2 \times 8^1/_2$ ▯	$8^1/_2 \times 11$ ▱
$8^1/_2 \times 11$ ▯	11×17 ▱

BAT100S

1. **Press [Edit / Colour].**

2. **Press [Edit Image].**

3. **Press [Double Copies].**

4. **Press [OK].**

5. **Select the paper size.**

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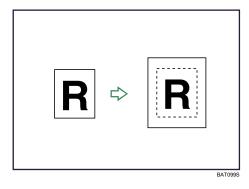
- You can change the settings for Double Copies under Edit in User Tools. For details about Edit, see "Edit".

🔖**Reference**

- p.221 "Edit"

Centring

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

BAT099S

⭐**Important**

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

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

Metric version

Original location	Original size and orientation
Exposure glass	A3⬓, B4 JIS⬓, A4⬒⬓, B5 JIS⬒⬓, 8 × 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. **Select the paper size.**

2. **Press [Edit / Colour].**

3. **Press [Edit Image].**

4. **Press [Centring].**

5. **Press [OK].**
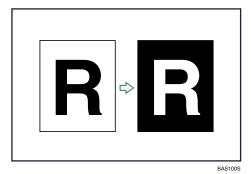
⬇**Note**

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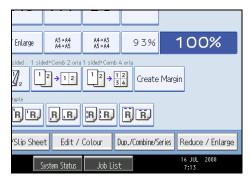
Positive/Negative

Copies an image inverted.

If your original is black and white, copy images are inverted. If your original is colour, the density, darkness and brightness of each colour will be reversed and inverted to complimentary colours.

BAS100S

1. **Press [Edit / Colour].**
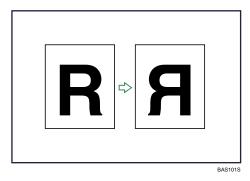
2. **Press [Edit Image].**
3. **Press [Positive / Negative].**
4. **Press [OK].**
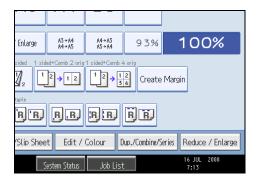
Mirror Image

Copies by reversing the image from left to right, as reflected in a mirror.

BAS101S

⭐ **Important**

- **If Margin Adjustment is selected, cancel the setting.**

1. **Press [Edit / Colour].**

2. **Press [Edit Image].**
3. **Press [Mirror Image].**
4. **Press [OK].**

Series Copies

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

⭐ **Important**

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

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

Metric version

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

BAT140S

Inch version
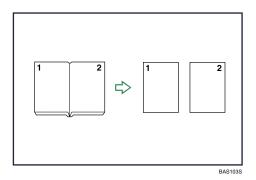
Original	Paper for 1-sided copy
11 × 17 ⤵	$8^1/_2$ × 11 ⤵ × 2 sheets
$8^1/_2$ × 11 ⤵	$5^1/_2$ × $8^1/_2$ ⤵ × 2 sheets

BAT102S

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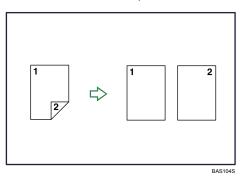
Book → 1 Sided

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

BAS103S
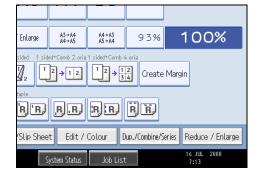
2 Sided → 1 Sided

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

BAS104S
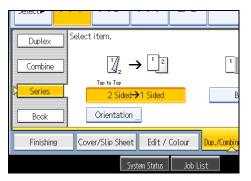
1. **Press [Dup./Combine/Series].**

2. **Press [Series].**

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

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

🔸 **Note**

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

📑 **Reference**

- p.64 "Originals and copy orientation"

Booklet/Magazine

Copies two or more originals in page order.

⭐ **Important**

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

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

Metric version

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

BAT134S
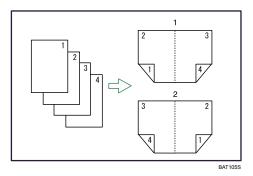
Inch version

Original	Paper
11 × 17	$8^1/_2 \times 11$ (2-sided)
$8^1/_2 \times 11$	$5^1/_2 \times 8^1/_2$ (2-sided)

BAT101S

There are six types of Booklet/Magazine.

1 Sided → Booklet

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

BAT105S

1. **Open to left**
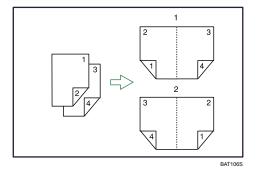
2. **Open to right**

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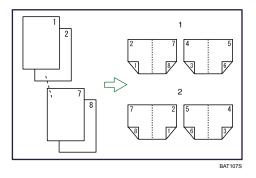
Make 2-sided originals to copies in page order for a folded booklet as shown.

BAT106S

1. **Open to left**

2. **Open to right**

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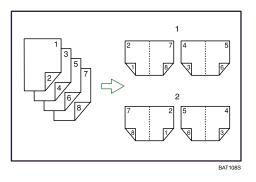
Copies two or more originals to make copies in page order when they are folded and stacked.

BAT107S

1. **Open to left**

2. **Open to right**

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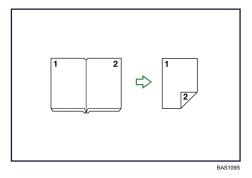
Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.

BAT108S

1. **Open to left**

2. **Open to right**
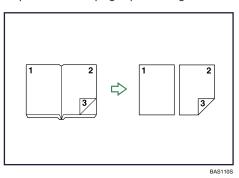
Book → 2 Sided

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

BAS109S
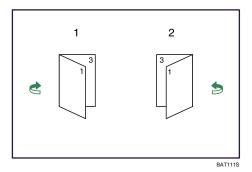
Front & Back → 2 Sided

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

BAS110S

How to fold and unfold copies to make a booklet
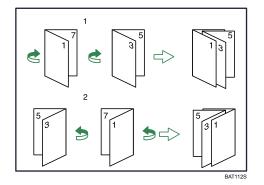
Fold a copy along the centreline, and open.

BAT111S
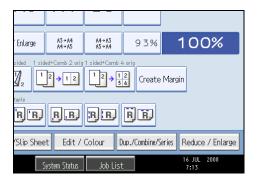
1. **Open to left**

2. **Open to right**

How to fold and unfold copies to make a magazine

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

BAT112S
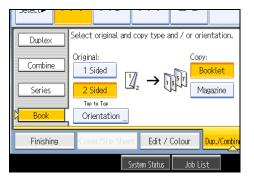
1. **Open to left**

2. **Open to right**

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

2. **Press [Book].**

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

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

4. **Select the paper size.**

5. **Press [OK].**

Note

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.

- The machine sets the reproduction ratio automatically to meet the paper size.

- The default setting for the orientation of Booklet and Magazine is [Open to Left]. You can change the default under Orientation: Booklet, Magazine in User Tools. For details, see "Edit".

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

- The reproduction ratios selectable by the machine are 25 - 400%.

- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

- You cannot copy with originals different in size and orientation.

- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.

- In Magazine mode, the copying may take some time after scanning originals.

- When the optional Booklet Finisher SR3000 (Type 1 and 2) is installed, if you select Staple: Centre in Magazine mode, the machine staples and folds the paper in the centre, then delivers the paper folded.

- When the optional Booklet Finisher SR3020 (Type 3 and 4) is installed, if you select Staple: Centre in Magazine mode, the machine staples and folds the paper in the centre, then delivers the paper folded.

Covers

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

⭐ **Important**
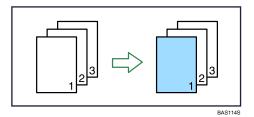
- Before using this function, select the trays for covers under Front Cover Sheet Tray and Back Cover Sheet Tray in User Tools. For details, see "System Settings", Network and System Settings Guide.
- You cannot specify the bypass tray as the Main Sheet Tray.
- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

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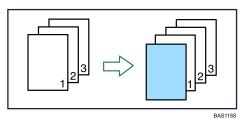
Front Cover

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

- Copy

BAS114S

- Blank

BAS115S
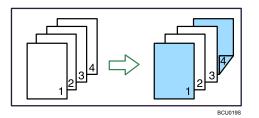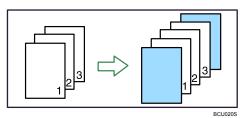
Front/Back Covers

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

- Copy

BCU019S

- Blank

BCU020S

1. **Press [Cover/Slip Sheet].**
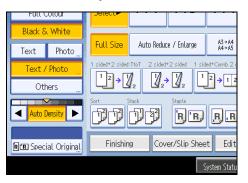
2. **Select [Copy] or [Blank] for the cover sheet, and then press [OK].**

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

4. **After making all settings, press [OK] twice.**

⏺ **Note**

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

- You can use paper of different size and orientation than the main sheets as the front cover sheet.

- When stapling copies with the front cover whose size and orientation is different from the main sheets, the front cover sheet should be the same width in paper feed direction as the main sheets. For example, when the main sheet is A5▯, you can staple the copies with the front cover sheet of A4▯, but you cannot staple them with that of A4▯.

- If Blank mode is selected, the cover will not be counted as a copy.

- The settings made under Cover Sheet Tray in User Tools determine whether or not the front and back covers are duplex printed.

  - At Mode Selected... Settings made in Cover Sheet Tray will take priority.

  - Full Time... Settings made in Paper Type will take priority.

- When you specify both front and back covers, the first and last pages of your original are copied on paper specified for use as a cover, or cover sheets are inserted before the first copy and after the last copy.

- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Edit".
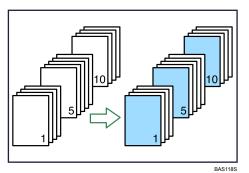
🗐 Reference

- p.221 "Edit"
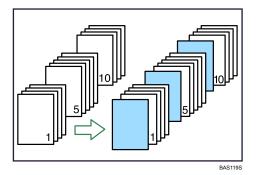
Designate

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

- Copy
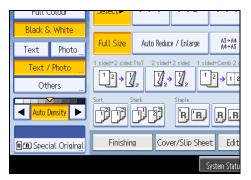
BAS118S

- Blank

BAS119S

⭐ **Important**

- Before using this function, select the tray for slip sheets under Slip Sheet in User Tools. For details, see "System Settings", Network and System Settings Guide.

- You cannot specify the bypass tray as the Main Sheet Tray.

- If you have selected Interposer for Designation Sheet 1 Tray or Designation Sheet 2 Tray in System Settings, you cannot copy onto the designation sheets.

1. **Press [Cover/Slip Sheet].**

2. **Press [Designate / Chapter].**

3. **Select [Designate: Copy] or [Designate: Blank].**

4. **Press the key to select the chapter number.**

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

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

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

7. **To specify another page location, repeat steps 4 to 7.**

   Up to 20 locations can be specified.
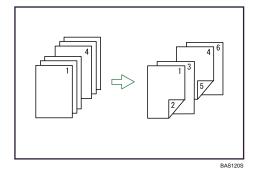
8. **Select the main sheet tray that contains the paper to copy the originals.**

9. **After making all settings, press [OK] twice.**

⬇ **Note**

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

- When placing the designation sheets in the bypass tray, it should be the same size and orientation as the main sheets.

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

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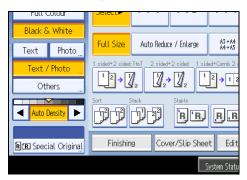
The page locations you specify with this function will appear on the front of copy sheets.

BAS120S

⭐ **Important**

- **Before selecting this function, press [Dup./Combine/Series] and then select [1 Sided ➙ 2 Sided] or [Combine].**

- **This function can be used only when you use the Duplex (1 Sided ➙ 2 Sided) or Combine function.**

1. **Press [Cover/Slip Sheet].**

2. **Press [Designate / Chapter].**

3. **Press [Chapter].**

4. **Press the key to select the chapter number.**

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

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

   Up to 20 locations can be specified.

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

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

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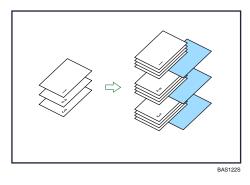
⬇Note

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

Slip Sheet

Every time an original page changes, a slip sheet is inserted. You can also print on the inserted slip sheet.

Since a slip sheet is inserted for every page, you can protect printed surfaces. This function is useful in copying OHP transparencies.

BAS122S
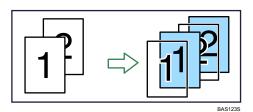
⭐**Important**
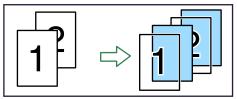
- If [1 Sided → 2 Sided] is set, cancel the setting.

- Before using this function, select the tray for slip sheets under Slip Sheet Tray in User Tools. For details, see "System Settings", Network and System Settings Guide.

When placing OHP transparencies in the bypass tray

- Copy

BAS123S
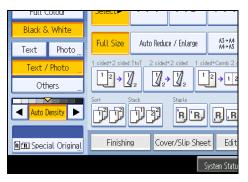
- Blank
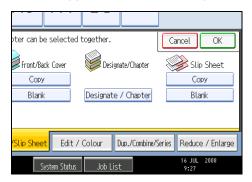
BAS124S

1. **Press [Cover/Slip Sheet].**

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

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

When copying onto OHP transparencies, use the bypass tray.

🔽**Note**

- When setting OHP transparencies on the bypass tray, press the [#] key and select [OHP (Transparency)] in Special Paper.

- The slip sheets should be the same size and orientation as the copy paper or the OHP transparency.

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

🔲**Reference**

- p.48 "Copying onto OHP Transparencies or Thin Paper"

5. Document Server

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

Relationship between Document Server and Other Functions

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

Copier functions

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

Printer functions

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

Facsimile functions

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

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

Scanner functions

- Storing method: Scanner
- List display: Unavailable

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

- Printing: Unavailable
- Transmission: Available
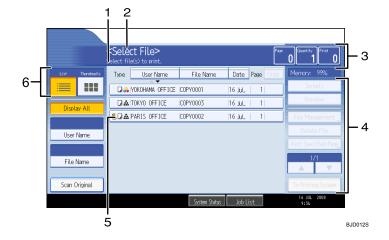
  The data can be transferred by the scanner feature. For details, see "Sending a Stored File", Scanner Reference.

Document Server Display

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

Document Server initial display

BJD012S

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

2. **Displays the title of the current screen.**

3. **Displays the numbers of originals stored into the memory, copies set, and copies made.**

4. **Displays keys for the operation.**

5. **Displays an icon that indicates the function and colour mode used to stored the document.**

6. **Displays keys for switching the display between list and thumbnails.**

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

Function	Copier	Facsimile	Printer
Icons	📄	📠	🖨

Colour icons	Full colour	Black and white
Icons	🔴	⚫

Thumbnail screen

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

⬇Note

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

Simplified Display
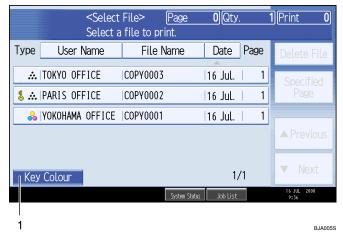
This section explains how to switch to the simplified display.

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

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

BCU048S

Simplified Document Server Screen

1

BJA005S

1. **[Key Colour]**

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

   This is available only for the simplified display.

⬇Note

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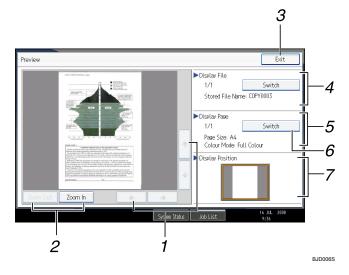
- Certain keys do not appear on the simplified display.

Preview Display

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

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

Preview Display

BJD006S

1. **[←][→][↑][↓]**

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

2. **[Zoom Out], [Zoom In]**

   Scales the displayed page down or up.

3. **[Exit]**

   Closes the preview display.

4. **Display File**

   Displays the file name.

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

5. **Display Page**

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

6. **[Switch]**

   Flips the page of the selected file.

7. **Display Position**

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

Note

- When the preview is already selected from another function, the preview screen function may become unusable.

- The preview display is also not available when the paper size is larger than A3.

Using the Document Server

Following describes how to use the Document Server.

Storing Data

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

⭐ **Important**

- Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.

- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.

- Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.

- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press the [Clear Modes] key to cancel the document selection.

- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.

- When turning on the fax transmission or scanning by the scanner, make sure that all other operations are ended.

File Name

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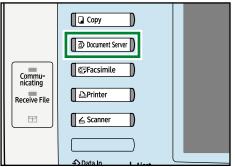
User Name

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

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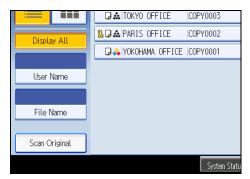
To prevent unauthorized printing, you can set a password for any stored document. A protected document can only be accessed if its password is entered. If a password is set for the documents, the key icon appears next to the documents.

1. **Press the [Document Server] key.**

BCU043S

2. **Press [Scan Original].**

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

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

4. **Set the original.**

5. **Specify the original scanning conditions.**

6. **Press the [Start] key.**

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

🔸**Note**

- Enter the password in the range of four and eight digits.

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

- If a password is set, the key icon appears on the left side of the file name.

- After scanning, a list of stored documents will be displayed. If the list does not appear, press [Finish Scanning].

- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto

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

- If you do not want stored documents to be automatically deleted, select [Off] in Auto Delete File in Document Server before storing a document. If you select [On] later, data stored after will be automatically deleted.

- When storing another document in the Document Server after storing a document from the copy feature, be sure that its copy is completed.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

Specifying a User Name

You can specify a user name for the stored file.

1. **Press [Scan Original].**

2. **Press [User Name].**

A list of user names appears.

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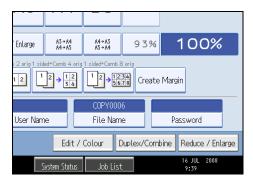
The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

Specifying a File Name

You can change the name of a stored document.

1. **Press [Scan Original].**

2. Press [File Name].

The soft keyboard appears.

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

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

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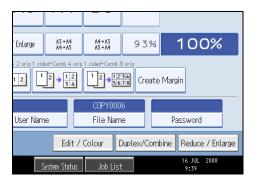
🔽Note

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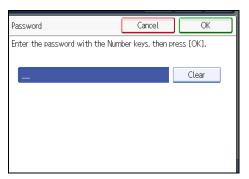
Specifying a Password

You can specify a password for the stored document.

1. Press [Scan Original].

2. Press [Password].

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

You can use four to eight digits for the password.

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

Changing the User Name of a Stored Document

You can change the user name for a stored document.

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

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

2. Press [File Management].

3. **Press [Change User Name].**

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

5. **Press [OK].**

🔸Note

- To cancel the selection, press the selected (highlighted) key.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.
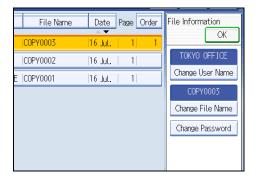
Changing the File Name of a Stored Document

You can change the file name of a stored document.

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

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

2. **Press [File Management].**

3. **Press [Change File Name].**

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

5. **Press [OK].**

Note

- To cancel the selection, press the selected (highlighted) key.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.
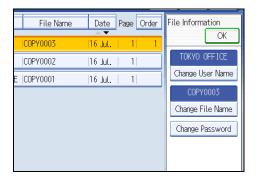
Changing the Password of a Stored Document

You can change the password of a stored document.

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

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

2. **Press [File Management].**

3. **Press [Change Password].**

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

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

6. **Press [OK].**

Note

- To cancel the selection, press the selected (highlighted) key.

- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.

- For details about how to enter text, see "Entering Text", About This Machine.

Checking the Details of a Stored Document

You can confirm the details of a stored document.
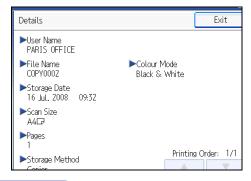
1. **Select the document whose details are to be displayed.**

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

2. **Press [Details].**

   Details of the document will be displayed.

⬇Note

- If you have selected two or more documents, press [▲] or [▼] to view their information.

- To cancel the selection, press the selected (highlighted) key.

- Pressing [Exit] restores the document selection screen.

Searching for Stored Documents

Searches for stored documents by user name or file name.

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

Searching by file name

Searches for stored documents by file name.

Searching by user name

Searches for stored documents by user name.
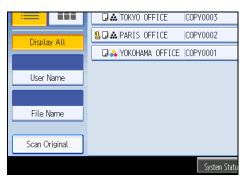
💊**Note**

- DeskTopBinder Lite enables searching and reordering of stored documents from computers.

- For details about DeskTopBinder Lite, see Instruction Manual and Help of DeskTopBinder Lite.

Searching by file name
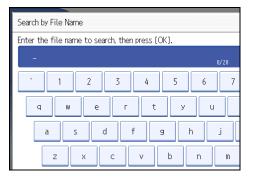
Searches for stored documents by file name.

1. **Press [File Name].**

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

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

💊**Note**

- Pressing [Display All] displays all stored documents.

Searching by user name

Searches for stored documents by user name.

1. **Press [User Name].**

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

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

4. **Press [OK].**

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

⬇ **Note**

- Pressing [Display All] displays all stored documents.

Printing Stored Documents

Prints stored documents.

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

1. **Select a document to be printed.**
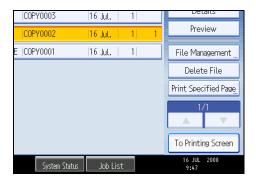
   If a password is set, enter it, and then press [OK].

2. **When printing two or more documents at a time, repeat step 1.**
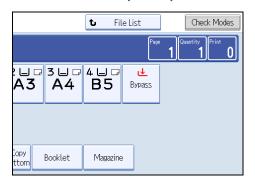
   Up to 30 documents can be printed.

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

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

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

   The maximum quantity that can be set is 999.

5. **Press the [Start] key.**

   Printing will be started.

🔽 **Note**

- You can search the target document using [User Name] or [File Name] situated in the left side of the screen.

- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.

- Some of the selected documents may not be printed due to the difference in the size or resolution.

- When changing the printing order, cancel the highlight and then specify the order correctly.

- Pressing the [Clear Modes] key cancels every selection.

- Pressing [Order] displays the selected documents in the printing order.

- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing. The facsimile feature does not have the function of storing the printing conditions.

- When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.

- Following settings are available for the printing conditions. For respective printing results, see "Basic Copying" and "Advanced Copying".

  - Paper tray

  - 1Sided, 2Sided (Top to Top, Top to Bottom), Booklet, Magazine

  - Margin Adjustment (Front / Back)

  - Front Covers, Front/Back Covers, Designate, Slip Sheet

  - Finishing (Sort / Rotate Sort / Stack / Staple / Punch)

  - Background Numbering, Preset Stamp, User Stamp, Date Stamp, Page Numbering

- When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy.

- When printing two or more documents at a time, you can print them as a single continuous document by specifying the order of their printing.

- When printing two or more documents at a time, the printing conditions set for the first document are applied to all the remaining documents.

- When two or more documents are selected, press [▲] [▼] to confirm the user name, document name and printing order of the document.

- Pressing [Select File] restores the document selection screen.

- The Stamp function is not specifiable to the documents being stored from the facsimile feature.

- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".

- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, "Displaying a Stored Document with Web Image Monitor".

🗐 Reference

Interrupting a print job

Interrupts a print job.
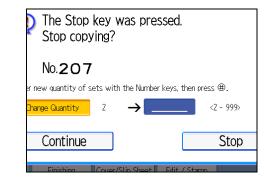
1. **Press the [Clear/Stop] key.**
2. **Press [Stop].**

Changing the number of sets

You can change the number of sets during printing.

⭐**Important**

- This function can be used only when the Sort function is selected in the printing conditions.

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

2. **Press [Change Quantity].**

3. **Enter the number of sets anew with the number keys.**

4. **Press the [#] key.**

5. **Press [Continue].**

   Printing will be resumed.

⬇**Note**

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

Sample Print

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

⭐**Important**

- This function can be used only when the Sort function is selected in the printing conditions.

1. **Select the document to be printed.**

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

2. **Press [To Printing Screen].**

3. **Enter the number of print copies with the number keys.**

4. **Select [Sort].**

5. **Press the [Sample Copy] key.**

   Only one set will be printed.

6. **Press [Continue].**

   Printing will be resumed.

⬇️**Note**

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

Printing the first page

In order to confirm the print results, you can print the first page alone of the document selected on the Select File screen.
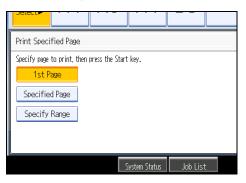
When two or more documents are selected, the first page of the respective documents is printed.

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [1st Page].**

4. **Press the [Start] key.**

Printing a specified page

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

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [Specified Page].**

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

5. **Press the [Start] key.**

Note

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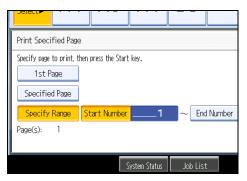
Printing a specified range

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

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [Specify Range].**

4. **Specify the printing start page with the number keys, and then press [#].**

5. **Specify the printing end page with the number keys, and then press [#].**

6. **Press the [Start] key.**

⬇ **Note**

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

Deleting a Stored Document
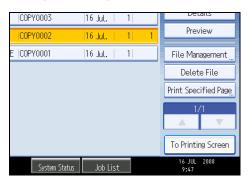
Deletes a stored document.

⭐ **Important**

- Depending on machine type, the maximum number of files that the Document Server can store varies as follows:

  - Types 1 and 2: 1000

  - Types 3 and 4: 3000

  - When the number of stored files reaches the limit, the machine will not store any more files. For this reason, it is good practice to regularly delete as many unnecessary documents as possible.

1. **Select the document to be deleted.**

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

2. Press [Delete File].

3. Press [Yes].

↓Note

- You can delete all documents stored in the Document Server under Delete All Files in Document Server in User Tools. For details about Delete All Files in Document Server, see "System Settings", Network and System Settings Guide.

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

- It is also possible to select two or more documents and delete them.

- You can search the target document using [File Name] or [User Name] situated in the left side of the screen.

- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.

- When you could not identify the target document from the document name, print the first page alone of the document in order to confirm the print results.

- To cancel the selection, press the selected (highlighted) key.

- For details about how to start Web Image Monitor, see "Displaying Stored Documents with Web Image Monitor".

🔖Reference

- p.210 "Displaying Stored Documents with Web Image Monitor"

Displaying Stored Documents with Web Image Monitor

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

1. Start a Web browser.

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

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

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

   The top page of Web Image Monitor will be displayed.

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

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

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

   Information of the document will be displayed.

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

⬇️ Note

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

Downloading Stored Documents with Web Image Monitor

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

⭐ Important

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

1. **Start a Web browser.**

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

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

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

   Top page of Web Image Monitor will be displayed.

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

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

4. **Click 🖼 of the document you want to download.**

5. **Select [PDF] or [Multi-page TIFF] for the file format.**

6. **Click [Download].**

   The data will be downloaded.

7. Click [OK].

🔻**Note**

- You can change the format of the list. Click the ⊞ (Thumbnails), ⊞ (Icons), or ☰ (Details).

- You cannot select [Multi-page TIFF] for a document being stored with the copy or printer.

- When downloading a document with [Multi-page TIFF], you must prepare the file format converter.

6. Copier / Document Server Features

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

- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

🖹 Reference
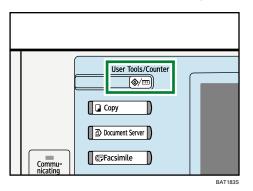
- p.214 "Quitting User Tools"

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.**

BAT183S

2. **Select the menu.**

   To change the Copier/Document Server Features, press [Copier / Document Server Features].

3. **Select the user tool you want to change.**

4. **Change settings by following instructions on the display, and then press [OK].**
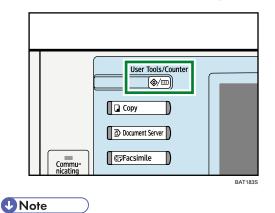
↓Note

- 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 change the settings of User Tools.

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

BAT183S

↓Note

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

General Features

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

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

Auto Image Density Priority

You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.

The default setting for "Full Colour: Photo" is **Off**.

The default setting for "Full Colour: Non-photo" is **Off**.

The default setting for "B&W: Photo" is **Off**.

The default setting for "B&W: Non-photo" is **On**.

Original Type Priority

You can select the original type effective when the power is turned on, or modes cleared.

The default setting for "Full Colour " is **Text / Photo**.

The default setting for "B&W " is **Text / Photo**.

Original Photo Type Priority

When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.

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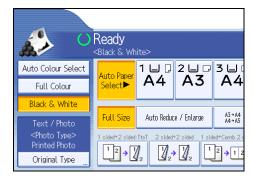
The default setting for "Photo" is **Printed Photo**.

Original Type Display

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

The default setting is **Display**.

If you select [Hide], the display is as below.

Paper Display

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

The default setting is **Display**.

If you select [Hide], the display is shown as below. Press [Auto Paper Select] to display paper sizes.

Original Orientation in Duplex Mode

Set the original orientation when making two-sided copies.

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

Copy Orientation in Duplex Mode

Set the copy orientation when making two-sided copies.

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

Max. Copy Quantity

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

The default setting is **999 sheet(s)**.

Auto Tray Switching

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

The default setting is **With Image Rotation**.

- With Image Rotation

  Use to copy when using the Auto Tray Switching function.

- Without Image Rotation

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

- Off

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

Alert Sound: Original left on Exposure Glass

The beeper (Key tone) sounds if you forget to remove originals after copying.

The default setting is **On**.

If Panel Key Sound of General Features (System Settings) is [Off], the beeper does not sound irrespective of the "Alert Sound: Original left on Exposure Glass".

Job End Call

Choose whether or not the beeper sounds when copying is complete.

The default setting is **On**.

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

Customize Function: Copier

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

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

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

The default setting for "Customize Function: Copier 3" is **1 sided → Comb 2 orig**.
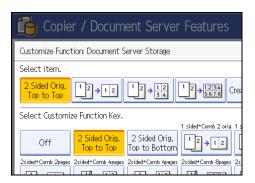
The default setting for "Customize Function: Copier 4" is **1 sided → Comb 4 orig**.

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

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

Customize Function: Document Server Storage

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

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

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

The default setting for "Customize Function: Document Server Storage 3" is **1 sided → Comb 4 orig**.

The default setting for "Customize Function: Document Server Storage 4" is **1 sided → Comb 8 orig**.

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

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

Reference

- p.213 "Accessing User Tools"
- p.215 "General Features"

Reproduction Ratio

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

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

Shortcut Reduce/Enlarge

You can register up to three frequently used Reduce / Enlarge ratios other than the fixed Reduce / Enlarge ratio and have them shown on the initial display. You can also change registered Reduce / Enlarge ratios.

When you select [User Reduce/Enlarge Ratio], the ratio can be set from 25.0 to 400.0%, using the number keys.
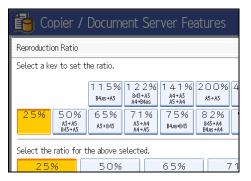
The default setting for "F1" is **71%** (Metric version) / **73%** (Inch version).

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

The default setting for "F3" is **93%**.

Reproduction Ratio

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

- Metric version
    - 25%
    - A3 → A5, B4JIS → B6JIS (50%)
    - A3 → 8"×13" (65%)
    - A3 → A4, A4 → A5 (71%)
    - B4JIS → 8"×13" (75%)
    - B5JIS → A5, B4JIS → A4 (82%)
    - 93%
    - B4JIS → A3 (115%)
    - 8"×13" → A3, A4 → B4JIS (122%)

- A4 → A3, A5 → A4 (141%)

- A5 → A3 (200%)

- 400%

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

- Inch version

  - 25%

  - 11"×17" → $5^1/_2$"×$8^1/_2$" (50%)

  - 11"×17" → $8^1/_2$"×11" (65%)

  - 11"×15" → $8^1/_2$"×11" (73%)

  - $8^1/_2$"×14" → $8^1/_2$"×11" (78%)

  - $8^1/_2$"×13" → $8^1/_2$"×11" (85%)

  - 93%

  - $8^1/_2$"×14" → 11"×17" (121%)

  - $8^1/_2$"×11" → 11"×17" (129%)

  - $5^1/_2$"×$8^1/_2$" → $8^1/_2$"×14" (155%)

  - $5^1/_2$"×$8^1/_2$" → 11"×17" (200%)

  - 400%

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

Reduce/Enlarge Ratio Priority

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

The default setting is **71%** (Metric version) / **73%** (Inch version).

Ratio for Create Margin

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

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

The default setting is **93%**.

Reference

Edit

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

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

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

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

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

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

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

Front Margin: Left / Right

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

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

Back Margin: Left / Right

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

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

Front Margin: Top / Bottom

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

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

Back Margin: Top/Bottom

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

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

1 Sided → 2 Sided Auto Margin: TtoT

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

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

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

1 Sided → 2 Sided Auto Margin: TtoB

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

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

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

6

Erase Border Width

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

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

Erase Original Shadow in Combine

In Combine mode, you can specify whether to erase a 3 mm, 0.1" boundary margin around all four edges of each original.

The default setting is **On**.

Erase Centre Width

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

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

Front Cover Copy in Combine

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

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The default setting is **Combine**.

Copy Order in Combine

You can set the copy order in Combine mode to Left to Right or Top to Bottom.

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The default setting is **From Left to Right**.

Orientation: Booklet, Magazine

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

The default setting is **Open to Left**.

Copy on Designating Page in Combine

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

The default setting is **Combine**.

Image Repeat Separation Line

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

- None

- Solid

- Broken A

- Broken B

- Crop Marks

The default setting is **None**.

Separation line colour cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

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

Double Copies Separation Line

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

- None

- Solid

- Broken A

- Broken B

• Crop Marks

The default setting is **None**.

Separation line colour cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

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

Separation Line in Combine

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

• None

• Solid

• Broken A

- Broken B

- Crop Marks

The default setting is **None**.

Separation line colour cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

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

Reference

- p.213 "Accessing User Tools"

Stamp

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

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

Background Numbering

This section describes the user tools in the Background Numbering menu under Stamp.

Size

You can set the size of the numbers.

The default setting is **Normal**.

Density

You can set the density of the numbers.

The default setting is **Normal**.

Stamp Colour

You can set the colour of the numbers.

The default setting is **Black**.

Preset Stamp

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

Stamp Language

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

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

The default setting is **English**.

Stamp Priority

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

The default setting is **COPY**.

Stamp Format

Specify how each stamp is printed.

- Stamp Position

  Specify where to print the stamp.

The default setting is **Top Right**.

- Adjust Stamp Position

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

  - Metric version:

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

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

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

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

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

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

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

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

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

  - Inch version:

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

    "Top Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

    "Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Centre Left"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

    "Centre"-T/B: 2.8"-2.8", L/R: 2.8"-2.8"

    "Centre Right"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

    "Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Bottom Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

    "Bottom Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

- Size

  You can set the size of the stamp.

  The default setting is **1 X**.

- Density

  You can set the pattern used to print the stamp.

  - Normal

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

  - Lighter

    The image can be seen through the stamp.

  - Lightest

The image appears even clearer than in the Lighter setting.

The default setting is **Normal**.

- Page to Stamp

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

  The default setting is **All Pages**.

Stamp Colour

Sets the stamp print colour.

The default setting is **Black**.

User Stamp

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

Program/Delete Stamp

You can register, change, or delete user stamps.

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

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

Stamp Format: 1-4

Specify how each registered User Stamps 1 to 4 is printed.

- Stamp Position

  Specify where to print the User Stamp.

  The default setting is **Top Right**.

- Adjust Stamp Position

  You can adjust the position of the User Stamp within the available ranges shown below.

  - Metric version:

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

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

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

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

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

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

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

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

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

  - Inch version:

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

"Top Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Centre Left"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Centre"-T/B: 2.8"-2.8", L/R: 2.8"-2.8"

"Centre Right"-T/B: 2.8"-2.8", L/R: 0.1"-5.7"

"Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

"Bottom Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Bottom Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

- Page to Stamp

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

  The default setting is **All Pages**.

Stamp Colour: 1-4

Sets the colour registered in User Stamp colour (1 to 4).

The default setting is **Black**.

Date Stamp

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

Format

You can select the date format for Date Stamp mode.

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

Font

You can select the Date Stamp font.

The default setting is **Font 1**.

Size

You can set the Date Stamp size.

The default setting is **Auto**.

Superimpose

You can have the Date Stamp printed in white when it overlaps black parts of the image.

The default setting is **Off**.

Stamp Colour

Sets the selected priority colour when printing the date.

The default setting is **Black**.

Stamp Setting

Specify how Date Stamp is printed.

- Stamp Position

    Specify where to print the Date Stamp.

    The default setting is **Top Left**.

- Adjust Stamp Position

    You can adjust the position of the Date Stamp within the available ranges shown below.

    - Metric version:

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

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

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

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

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

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

    - Inch version:

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

        "Top Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

        "Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

        "Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

        "Bottom Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

        "Bottom Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

- Page to Stamp

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

    The default setting is **All Pages**.

Page Numbering

This section describes the user tools in the Page Numbering menu under Stamp.

Stamp Format

You can select the page number format given priority when [Page Numbering] is pressed.

The default setting is **P1, P2...**.

Font

You can select the page number printed in Page Numbering mode.

The default setting is **Font 1**.

Size

You can set the size of the stamp printed in Page Numbering mode.

The default setting is **Auto**.

Duplex Back Page Stamping Position

You can set the position of the duplex back page number printed in Duplex mode.

The default setting is **Opposite Position**.

Page Numbering in Combine

You can set page numbering when using the Combine function and the Page Numbering function together.

The default setting is **Per Original**.

Stamp on Designating Slip Sheet

You can select to print the page number onto slip sheets when using the Designate function set to "Copy" and the Page Numbering function together.

The default setting is **Off**.

Stamp Position

Specify how each of stamp is printed.

- Stamp Position

  Specify where to print the stamp.

  The default setting is **Top Right**.

- Adjust Stamp Position

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

  - Metric version:

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

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

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

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

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

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

  - Inch version:

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

    "Top Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

    "Top Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Bottom Left"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

    "Bottom Centre"-T/B: 0.1"-5.7", L/R: 2.8"-2.8"

"Bottom Right"-T/B: 0.1"-5.7", L/R: 0.1"-5.7"

Superimpose

You can have page numbers printed in white when they overlap black parts of the image.

The default setting is **Off**.

Stamp Colour

Sets the selected priority colour when printing the page number.

The default setting is **Black**.

Page Numbering Initial Letter

You can select the page numbering initial letter between "P1, P2.../P.1, P.2..." and "S1, S2.../S.1, S.2...".

The default setting is **P1,P2.../P.1,P.2...**.

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Input/Output

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

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

Switch to Batch

You can select to have Batch mode or SADF mode displayed when you press [Special Original].

The default setting is **Batch**.

SADF Auto Reset

In SADF mode, an original must be set within a specified time after the previous original has been fed.

The default setting is **5 second(s)**.

You can adjust this time from 3 to 99 seconds in increments of 1 second.

Rotate Sort: Auto Paper Continue

Specify to continue copying when paper of the required orientation has run out during rotate sort.

The default setting is **Off**.

- On

  Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

- Off

  When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. After you have loaded paper, the machine will continue copying.

Memory Full Auto Scan Restart

When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.

The default setting is **Off**.

- On

  You can leave the machine unattended to make copies, but sorted pages will not be sequential.

- Off

  When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

Letterhead Setting

If you select [Yes] in this function, the machine rotates the image correctly.

The default setting is **No**.

Orientation-fixed (top to bottom) or two-sided paper might not be printed correctly depending on how the originals and paper are placed.

Staple Position

Specify which Top 2 staples or Bottom shown on the initial display with priority.

The optional finisher is required to use this function.

Type 1 and 2

- When the Finisher SR3010 is installed:

  The default setting for "Staple Position 1" is **Slant**.

  The default setting for "Staple Position 2" is **Bottom Slant**.

  The default setting for "Staple Position 3" is **Left 2**.

  The default setting for "Staple Position 4" is **Top 2**.

- When the Finisher SR790 is installed:

  The default setting for "Staple Position 1" is **Top 1**.

  The default setting for "Staple Position 2" is **Bottom 1**.

  The default setting for "Staple Position 3" is **Left 2**.

  The default setting for "Staple Position 4" is **Top 2**.

- When the Booklet Finisher SR3000 is installed:

  The default setting for "Staple Position 1" is **Top 1**.

  The default setting for "Staple Position 2" is **Centre**.

  The default setting for "Staple Position 3" is **Left 2**.

  The default setting for "Staple Position 4" is **Top 2**.

Type 3 and 4

- When the Finisher SR790 is installed:

  The default setting for "Staple Position 1" is **Top 1**.

  The default setting for "Staple Position 2" is **Bottom 1**.

  The default setting for "Staple Position 3" is **Left 2**.

  The default setting for "Staple Position 4" is **Top 2**.

- When the Finisher SR3030 is installed:

  The default setting for "Staple Position 1" is **Top 1**.

  The default setting for "Staple Position 2" is **Slant**.

  The default setting for "Staple Position 3" is **Left 2**.

  The default setting for "Staple Position 4" is **Top 2**.

- When the Booklet Finisher SR3020 is installed:

  The default setting for "Staple Position 1" is **Top 1**.

  The default setting for "Staple Position 2" is **Centre**.

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The default setting for "Staple Position 3" is **Left 2**.

The default setting for "Staple Position 4" is **Top 2**.

Simplified Screen: Finishing Types

You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

The default setting for "Simplified Screen: Finishing Types 1" has not been set.

The default setting for "Simplified Screen: Finishing Types 2" has not been set.

The default setting for "Simplified Screen: Finishing Types 3" has not been set.

🔖 Reference

- p.213 "Accessing User Tools"

Adjust Colour Image

This section describes the user tools in the Adjust Colour Image menu under Copier/Document Server Features.

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

Background Density of ADS (Full Colour)

The background density is adjusted to skip the texture and copy. You can adjust the background density up to 5 levels when in Full Colour.

The default setting is the middle of 5 adjustment levels.

Colour Sensitivity

You can adjust the colour specified to convert in "Colour Convert" and the colour specified for "Erase Colour", in 5 levels.

The default setting is the middle of 5 adjustment levels.

When the colour width has been set to "Wider", and the colour to be deleted, for example is red, all the colours that are close to magenta and orange are deleted. If it's set to "Narrower" the colour red will be deleted.

A.C.S. Sensitivity

This 5-step setting determines the level of the standard used for discriminating between black & white originals and full colour originals when "Auto Colour Select" is selected.

The default setting is the middle of 5 adjustment levels.

A.C.S. Priority

This setting determines the copy priority between "Black & White" and "Full Colour" when "Auto Colour Select" is selected.

The default setting is **Full Colour**.

🗎 Reference

- p.213 "Accessing User Tools"

Administrator Tools

Menu Protect

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

For details, consult the administrator.

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7. Appendix

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

Function Compatibility

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

Blank: These modes can be used together.

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

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

The following combinations are not possible.

×1: 2 Sided → 1 Sided with Covers or Slip Sheet

×2: Staple: Top with Punch: Left, Staple: Centre with Punch: Left, Staple: Centre with Punch: Top, Staple: Left with Punch: Top,

The following shows the combinations of functions:

Functions selected after / Functions selected first

Functions	Mixed Sizes	Regular Size Original	Custom Size Originals	Original Orientation (Standard)	Original Orientation (90 degree Turn)	Image Density	Manual Image Density	Full Colour	Black & White	Auto Colour Select	Auto Paper Select	Manual Paper Select	Bypass Tray	Auto Reduce/Enlarge	Reduce/Enlarge	Create Margin	Original: 1 Sided	Original: 2 Sided	Original: Book	1 Sided	Duplex	Combine	2 Sided Combine	Front&Back → 2 Sided	Booklet	Magazine	Original: Top to Bottom	Top to Bottom	Double Copies
Mixed Sizes		×	×																										
Regular Size Original	×		●								×																		
Custom Size Originals	×	●									×																		
Original Orientation (Standard)					●																								
Original Orientation (90 degree Turn)				●															×										
Image Density																													
Manual Image Density																													
Full Colour									●	●																			
Black & White								●		●																			
Auto Colour Select								●	●																				
Auto Paper Select		●	●									●	●	●															
Manual Paper Select											●		●																
Bypass Tray											●	●		×		×				×	×	×	×	×	×				×
Auto Reduce/Enlarge											●		×		●														
Reduce/Enlarge														●															
Create Margin													×																
Original: 1 Sided																		●	●										
Original: 2 Sided																	●		●										
Original: Book				×													●	●											
1 Sided																					●	●	●	●	●	●			
Duplex													×							●		●	●	●	●	●			
Combine													×							●	●		●	●	●	●			×
2 Sided Combine													×							●	●	●		●	●	●			×
Front&Back → 2 Sided													×							●	●	●	●		●	●			
Booklet													×							●	●	●	●	●		●			×
Magazine													×							●	●	●	●	●	●				×
Original: Top to Bottom																													
Top to Bottom																													
Double Copies													×									×	×		×	×			
Image Repeat									×	×			×									×	×		×	×			●
Specified Area Repeat									×	×			×		×				×			×	×		×	×			●
Margin Adjustment																													
Positive/Negative																													
Centring													×			×													
Centre Erase																													
Border Erase																													
Mirror															×														
Erase Colour					×					×																			
Convert Colours								×	×																				
Colour Background									×																				
Background Numbering																													
Preset Stamp													×																
User Stamp													×																
Date Stamp													×																
Page Numbering													×																
Front cover									×			×					×1	×								×			×
Front/Back Covers									×			×					×1	×								×			×
Designate									×			×					×1	×								×	×		×
Slip Sheets									×			×								×	×	×	×	×	×	×			×
Sort																													
Rotate Sort													×																
Stack																													
Staple				*3									×																
Staple Top				*3									×																
Staple Left				*3									×																
Staple Centre				*3									×																
Punch													×														×	×	
Storing Originals in the Document Server													×														×	×	×

BJD009S

Functions selected after →

Functions selected first ↓	Image Repeat	Specified Area Repeat	Margin Adjustment	Positive/Negative	Centring	Centre Erase	Border Erase	Mirror	Erase Colour	Convert Colours	Colour Background	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Front cover	Front/Back Covers	Designate	Slip Sheets	Sort	Rotate Sort	Stack	Staple	Staple Top	Staple Left	Staple Centre	Punch	Storing Originals in the Document Server
Mixed Sizes																													
Regular Size Original																													
Custom Size Originals																													
Original Orientation (Standard)																													
Original Orientation (90 degree Turn)																								*3	*3	*3	*3		
Image Density									×																				
Manual Image Density																													
Full Colour																													
Black & White										×																			
Auto Colour Select	×	×							×	×	×																		
Auto Paper Select	●	●															●	●	●	●									
Manual Paper Select																													
Bypass Tray			×					×			×	×	×	×	×	×	×	×				×		×	×	×	×	×	×
Auto Reduce/Enlarge	●	●																											
Reduce/Enlarge																													
Create Margin		×			×		×																						
Original: 1 Sided																													
Original: 2 Sided													×1	×1	×1														
Original: Book		×											×	×	×														
1 Sided																													
Duplex																						×							
Combine	×	×																				×							
2 Sided Combine	×	×																				×							
Front&Back → 2 Sided																						×							×
Booklet	×	×															×	×	×	×								×	×
Magazine	×	×																	×	×								×	
Original: Top to Bottom																													
Top to Bottom																													
Double Copies	●	●															×	×	×	×									×
Image Repeat		●															×	×	×	×									×
Specified Area Repeat	●		×	×	×	×											×	×	×	×									×
Margin Adjustment		×						×	*1	*1	*1																		
Positive/Negative		×																											
Centring		×				×	×																						
Centre Erase		×																											
Border Erase		×																											
Mirror			×		×																								×
Erase Colour		*1																											
Convert Colours		*1																											
Colour Background		*1																											
Background Numbering																													
Preset Stamp																													
User Stamp																													
Date Stamp																	*2	*2	*2										
Page Numbering																													
Front cover	×	×													*2			●	●	●		×							
Front/Back Covers	×	×													*2		●		●	●		×							
Designate	×	×													*2		●	●		●		×							
Slip Sheets	×	×															●	●	●		×	×		×	×	×	×		
Sort																				×			●	●					
Rotate Sort																	×	×	×	×	×		●	●	●	●	●	●	
Stack																					●	●		●	●	●	●	●	
Staple																				×	●	●						×2	
Staple Top																				×	●	●	●			●	●	×2	
Staple Left																				×	●	●	●	●	●		●	×2	
Staple Centre																				×	●	●	●	●	●	●		×2	
Punch																								×2	×2	×2	×2		
Storing Originals in the Document Server	×	×						×																					

BJD010S

*1 You can use these combinations, but the functions indicated will not be applied to the binding margin.

*2 You can use these combinations only if the hard disk is installed.

*3 You cannot combine this with "Original Orientation (90 degree Turn)" if the machine is set to staple one part only. (The first mode selected will be the mode you are working in.)

Paper Requirements when Using the Finisher

Type 1 and 2

Finisher SR3010

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/m^2, 20 lb.)

  A4, Letter ($8^1/_2$ × 11) or smaller: 500 sheets

  B4, Legal ($8^1/_2$ × 14) or larger: 250 sheets

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

  A3□, A4□□, B4□, B5□, 11 × 17□, Legal ($8^1/_2$ × 14)□, $8^1/_2$ × 13□, Letter ($8^1/_2$ × 11) □□, $8^1/_4$ × 14□, $8^1/_4$ × 13□, 8 × 13□, 8 × 10$^1/_2$□□, 8 × 10□□, $7^1/_4$ × 10$^1/_2$□□, 11 × 15□, 11 × 14□, 10 × 15□, 10 × 14□

- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/m^2, 20 lb.)

  A4, Letter ($8^1/_2$ × 11) or smaller: 50 sheets

  B4, Legal ($8^1/_2$ × 14) or larger: 30 sheets

  In the Mixed Sizes mode: 30 sheets

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m^2, 20 lb.)

  A4□, B5□, Letter($8^1/_2$ × 11)□: 2 to 9-leaf binding...55 to 46 copies, 10 to 50-leaf binding... 45 to 10 copies

  A4□, B5□, Letter($8^1/_2$ × 11)□: 2 to 9-leaf binding...55 to 27 copies, 10 to 50-leaf binding... 25 to 8 copies

  A3□, B4□, 11 × 17□, Legal($8^1/_2$ × 14)□: 2 to 9-leaf binding...55 to 27 copies, 10 to 30 -leaf binding...25 to 8 copies

Finisher SR790

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/m^2, 20 lb.)

  (Upper Tray)

  A4, Letter ($8^1/_2$ × 11) or smaller: 100 sheets

  B4, Legal ($8^1/_2$ × 14) or larger: 50 sheets

  (Shift Tray)

  A4, Letter ($8^1/_2$ × 11) or smaller: 1000 sheets

  B4, Legal ($8^1/_2$ × 14) or larger: 500 sheets

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

(Shift Tray)

A3▯, A4▯▯, B4▯, B5▯▯, A5▯▯, 11 × 17▯, Legal(8$^1/_2$ × 14)▯, 8$^1/_2$ × 13▯, Letter (8$^1/_2$ × 11)▯▯, 8$^1/_4$ × 14▯, 8$^1/_4$ × 13▯, 8 × 13▯, 8 × 10$^1/_2$▯▯, 8 × 10▯▯, 7$^1/_4$ × 10$^1/_2$▯▯, 11 × 15▯, 11 × 14▯, 10 × 15▯, 10 × 14▯

- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/m^2, 20 lb.)

  A4, Letter (8$^1/_2$ × 11) or smaller: 50 sheets

  B4, Legal (8$^1/_2$ × 14) or larger: 30 sheets

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m^2, 20 lb.)

  A4▯, Letter (8$^1/_2$ × 11)▯: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding...100 to 20 copies

  A4▯, B5▯▯, Letter (8$^1/_2$ × 11)▯: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding... 50 to 10 copies

  A3▯, B4▯, 11 × 17▯, Legal (8$^1/_2$ × 14)▯: 2 to 9-leaf binding...50 copies, 10 to 30-leaf binding...50 to 10 copies

Booklet Finisher SR3000

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/m^2, 20 lb.)

  (Upper Tray)

  A4, Letter (8$^1/_2$ × 11) or smaller: 250 sheets

  B4, Legal (8$^1/_2$ × 14) or larger: 50 sheets

  (Shift Tray)

  A4▯, Letter (8$^1/_2$ × 11)▯: 2000 sheets

  A3▯, A4▯, B4▯, B5▯▯, 11 × 17▯, Letter (8$^1/_2$ × 11)▯ , 8$^1/_4$ × 14▯, 12 × 18▯: 1000 sheets

  A5▯: 500 sheets

  A5▯, B6▯, A6▯: 100 sheets

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

  (Shift Tray)

  A3▯, A4▯▯, A5▯▯, B4▯, B5▯▯, 11 × 17▯, Legal (8$^1/_2$ × 14)▯, Letter (8$^1/_2$ × 11)▯ ▯, 8$^1/_4$ × 14▯, 8 × 10$^1/_2$▯▯, 7$^1/_4$ × 10$^1/_2$▯▯, 5$^1/_2$ × 8$^1/_2$▯, 12 × 18▯, 11 × 14▯

- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/m^2, 20 lb.)

  A4, Letter (8$^1/_2$ × 11) or smaller: 50 sheets

  B4, Legal (8$^1/_2$ × 14) or larger: 30 sheets

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When stapling centre (A3⊐, A4⊐, B4⊐, B5⊐, 11 × 17⊐, Legal (8$^1/_2$ × 14)⊐, Letter (8$^1/_2$ × 11)⊐): 15 sheets

In the Mixed Sizes mode: 30 sheets

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m^2, 20 lb.)

A4⊐, Letter (8$^1/_2$ × 11)⊐: 2 to 12 -leaf binding...150 copies, 13 to 50-leaf binding...150 to 40 copies,

A4⊐, B5⊐⊐, Letter (8$^1/_2$ × 11)⊐: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding... 100 to 20 copies,

A3⊐, B4⊐, 11 × 17⊐, Legal (8$^1/_2$ × 14)⊐: 2 to 9-leaf binding...100 copies, 10 to 30 -leaf binding...100 to 33 copies,

When stapling centre (A3⊐, B4⊐, A4⊐, B5⊐, 11 × 17⊐, Legal (8$^1/_2$ × 14)⊐, Letter (8$^1/_2$ × 11)⊐): 2 to 5-leaf binding...30 copies, 6 to 10-leaf binding...15 copies, 11 to 15-leaf binding...10 copies,

In the Mixed Sizes mode: 2 to 30 -leaf binding...50 copies,

- Punchable paper sizes are as follows:
    - 2 and 4 holes type (2 holes)

        ⊐: A3 to B6, 11 × 17 to 5$^1/_2$ × 8$^1/_2$, 8K, 16K, 12 × 18, 11 × 15, 10 × 14

        ⊓: A4 to B5, 8$^1/_2$ × 11, 7$^1/_2$ ×10$^1/_2$, 16K
    - 2 and 4 holes type (4 holes)

        ⊐: A3, B4 JIS, 11 × 17, 8K, 12 × 18, 11 × 15

        ⊓: A4, B5 JIS, 8$^1/_2$ × 11, 10$^1/_2$ × 7$^1/_4$, 16K
    - 2 and 3 holes type (2 holes)

        ⊐: A3 to B6, 11 × 17 to 5$^1/_2$ × 8$^1/_2$, 8K, 16K, 12 × 18, 11 × 15, 10 × 14

        ⊓: A4 to B5, 8$^1/_2$ × 11, 7$^1/_2$ ×10$^1/_2$, 16K
    - 2 and 3 holes type (3 holes)

        ⊐: A3, B4 JIS, 11 × 17, 8K, 12 × 18, 11 × 15

        ⊓: A4, B5 JIS, 8$^1/_2$ × 11, 10$^1/_2$ × 7$^1/_4$, 16K

Type 3 and 4

Finisher SR790

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/m^2, 20 lb.)

(Upper Tray)

A4, Letter (8$^1/_2$ × 11) or smaller: 250 sheets

B4, Legal ($8^1/_2 \times 14$) or larger: 50 sheets

(Shift Tray)

A4, Letter ($8^1/_2 \times 11$) or smaller: 1000 sheets

B4, Legal ($8^1/_2 \times 14$) or larger: 500 sheets

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

    (Shift Tray)

    A3□, A4□□, B4□, B5□□, A5□□, 11 × 17□, Legal ($8^1/_2 \times 14$)□, Letter ($8^1/_2 \times 11$)□ □, $8^1/_4 \times 14$□, $8 \times 10^1/_2$□□, $7^1/_4 \times 10^1/_2$□□, 12 × 18□, 11 × 14□

- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/m^2, 20 lb.)

    A4, Letter ($8^1/_2 \times 11$) or smaller: 50 sheets

    B4, Legal ($8^1/_2 \times 14$) or larger: 30 sheets

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m^2, 20 lb.)

    A4□, Letter ($8^1/_2 \times 11$)□:2 to 9-leaf binding...100copies, 10 to 50-leaf binding...100 to 20 copies

    A4□, B5□□, Letter($8^1/_2 \times 11$)□:2 to 9-leaf binding...100 copies, 10 to 50-leaf binding... 50 to 10 copies

    A3□, B4□, 11 × 17□, Legal ($8^1/_2 \times 14$)□:2 to 9-leaf binding...50 copies, 10 to 30-leaf binding...50 to 10 copies

Finisher SR3030

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/m^2, 20 lb.)

    (Upper Tray)

    A4, Letter ($8^1/_2 \times 11$) or smaller: 250 sheets

    B4, Legal ($8^1/_2 \times 14$) or larger: 50 sheets

    (Shift Tray)

    A4□, Letter ($8^1/_2 \times 11$)□: 3000 sheets

    A3□, A4□, B4□, B5□□, 11 × 17□, Letter($8^1/_2 \times 11$)□, $8^1/_4 \times 14$□, 12 × 18□: 1500 sheets

    A5□: 500 sheets

    A5□, B6□, A6□: 100 sheets

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

    (Shift Tray)

    A3□, A4□□, A5□□, B4□, B5□□, 11 × 17□, Legal ($8^1/_2 \times 14$)□, Letter ($8^1/_2 \times 11$)□ □, $8^1/_4 \times 14$□, $8 \times 10^1/_2$□□, $7^1/_4 \times 10^1/_2$□□, $5^1/_2 \times 8^1/_2$□, 12 × 18□, 11 × 14□

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- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/ m^2, 20 lb.)

  A4, Letter (8^1/$_2$ × 11) or smaller: 50 sheets

  B4, Legal (8^1/$_2$ × 14) or larger: 30 sheets

  In the Mixed Sizes mode: 30 sheets

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/ m^2, 20 lb.)

  A4⊐, Letter (8^1/$_2$ × 11)⊐: 2 to 19-leaf binding...150 copies, 20 to 50-leaf binding...150 to 60 copies,

  A4⊐, B5⊐⊐, Letter (8^1/$_2$ × 11)⊐: 2 to 14-leaf binding...100 copies, 15 to 50-leaf binding... 100 to 30 copies,

  A3⊐, B4⊐, 11 × 17⊐, Legal (8^1/$_2$ × 14)⊐: 2 to 14-leaf binding...100 copies, 15 to 30-leaf binding...100 to 33 copies,

  In the Mixed Sizes mode: 2 to 30-leaf binding...50 copies,

- Punchable paper sizes are as follows:

  - 2 and 4 holes type (2 holes)

    ⊐: A3 to A5, 11 × 17 to 5^1/$_2$ × 8^1/$_2$, 8K, 16K, 12 × 18, 11 × 15, 10 × 14

    ⊔: A4 to A5, 8^1/$_2$ × 11, 7^1/$_2$ ×10^1/$_2$, 16K

  - 2 and 4 holes type (4 holes)

    ⊐: A3, B4 JIS, 11 × 17, 8K, 16K, 12 × 18, 11 × 15, 10 × 14

    ⊔: A4, B5 JIS, 8^1/$_2$ × 11, 10^1/$_2$ × 7^1/$_4$, 16k

  - 2 and 3 holes type (2 holes)

    ⊐: A3 to B4JIS, 11 × 17 to 5^1/$_2$ × 8^1/$_2$

    ⊔: A4 to B5JIS, 8^1/$_2$ × 11, 7^1/$_2$ ×10^1/$_2$

  - 2 and 3 holes type (3 holes)

    ⊐: A3, B4 JIS, 11 × 17, 8K, 12 × 18, 11 × 15, 10 × 14

    ⊔: A4, B5 JIS, 8^1/$_2$ × 11, 10^1/$_2$ × 7^1/$_4$, 16K

Booklet Finisher SR3020

- The number of copies that can be placed on the tray is as follows. When the number of copies exceeds capacity, remove copies from the tray. (paper weight: 80 g/ m^2, 20 lb.)

  (Upper Tray)

  A4, Letter (8^1/$_2$ × 11) or smaller: 250 sheets

  B4, Legal (8^1/$_2$ × 14) or larger: 50 sheets

  (Shift Tray)

  A4⊐, Letter(8^1/$_2$ × 11)⊐: 2000 sheets

A3▭, A4▭, B4▭, B5▭▭, 11 × 17▭, Letter(8^1/$_2$ × 11)▭ , 8^1/$_4$ × 14▭, 12 × 18▭: 1000 sheets

A5▭: 500 sheets

A5▭, B6▭, A6▭: 100 sheets

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

(Shift Tray)

A3▭, A4▭▭, A5▭▭, B4▭, B5▭▭, 11 × 17▭, Legal (8^1/$_2$ × 14)▭, Letter (8^1/$_2$ × 11)▭ ▭, 8^1/$_4$ × 14▭, 8 × 10^1/$_2$▭▭, 7^1/$_4$ × 10^1/$_2$▭▭, 5^1/$_2$ × 8^1/$_2$▭, 12 × 18▭, 11 × 14▭

- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/ m^2, 20 lb.)

A4, Letter (8^1/$_2$ × 11) or smaller: 50 sheets

B4, Legal (8^1/$_2$ × 14) or larger: 30 sheets

When stapling centre (A3▭, A4▭, B4▭, B5▭, 11 × 17▭, Legal (8^1/$_2$ × 14)▭, Letter (8^1/$_2$ × 11)▭): 15 sheets

In the Mixed Sizes mode: 30 sheets

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/ m^2, 20 lb.)

A4▭, Letter (8^1/$_2$ × 11)▭: 2 to 12 -leaf binding...150 copies, 13 to 50-leaf binding...150 to 40 copies,

A4▭, B5▭▭, Letter (8^1/$_2$ × 11)▭: 2 to 9-leaf binding...100 copies, 10 to 50-leaf binding... 100 to 20 copies,

A3▭, B4▭, 11 × 17▭, Legal (8^1/$_2$ × 14)▭: 2 to 9-leaf binding...100 copies, 10 to 30 -leaf binding...100 to 33 copies,

When stapling centre (A3▭, B4▭, A4▭, B5▭, 11 × 17▭, Legal (8^1/$_2$ × 14)▭, Letter (8^1/$_2$ × 11)▭): 2 to 5-leaf binding...30 copies, 6 to 10-leaf binding...15 copies, 11 to 15-leaf binding...10 copies

In the Mixed Sizes mode: 2 to 30 -leaf binding...50 copies

- Punchable paper sizes are as follows:
  - 2 and 4 holes type (2 holes)

    ▭: A3 to A5, 11 × 17 to 5^1/$_2$ × 8^1/$_2$, 8K, 16K, 12 × 18, 11 × 15, 10 × 14

    ▭: A4 to A5, 8^1/$_2$ × 11, 7^1/$_2$ ×10^1/$_2$, 16K
  - 2 and 4 holes type (4 holes)

    ▭: A3, B4 JIS, 11 × 17, 8K, 16K, 12 × 18, 11 × 15, 10 × 14

    ▭: A4, B5 JIS, 8^1/$_2$ × 11, 10^1/$_2$ × 7^1/$_4$, 16k
  - 2 and 3 holes type (2 holes)

    ▭: A3 to B4JIS, 11 × 17 to 5^1/$_2$ × 8^1/$_2$

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⬜: A4 to B5JIS, $8^1/_2$ × 11, $7^1/_2$ ×$10^1/_2$

- 2 and 3 holes type (3 holes)

  ⬜: A3, B4 JIS, 11 × 17, 8K, 12 × 18, 11 × 15, 10 × 14

  ⬜: A4, B5 JIS, $8^1/_2$ × 11, $10^1/_2$ × $7^1/_4$, 16K

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