

Pro C**550**ex/Pro C**700**ex Pro C550ex/Pro C700ex Pro C550ex/Pro C700ex **Pro C550**ex/**Pro C700**ex

Operating Instructions

Copy/Document Server Reference

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





- **2** Basic Copying
- **3** Color Copying
- 4 Advanced Copying
- 5 Connect Copy
- 6 Document Server
- 7 Appendix

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

Introduction

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

Important

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

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

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

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

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

The color samples in this manual may differ slightly from the colors of actual copies.

Colors on color keys or the color circle may differ slightly from the colors of actual copies.

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

Notes:

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

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

Depending on which country you are in, your machine may include certain options as standard. For details, please contact your local dealer.

Caution:

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

Notes:

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

Type 1: Pro C550EX

Type 2: Pro C700EX

Certain types might not be available in some countries. For details, please contact your local dealer. Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

Manuals for This Machine

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

🔁 Important

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

About This Machine

Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables. Also refer to this manual for explanations on where to put the machine and how to maintain it.

Copy/ Document Server Reference

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

Network Guide

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

General Settings Guide

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

Security Reference

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

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

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

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

Information

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

Note

- Manuals provided are specific to machine types.
- In addition to the above, manuals are also provided for the Printer functions.

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

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

Color Copying

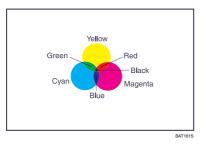
You can switch the color copy mode depending on the type of originals used and the desired finish.

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

See p.109 "Selecting a Color Mode".

Primary Colors

Colors can be created by combining the three primary colors: 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.



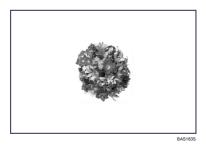
Full Color

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



Black & White

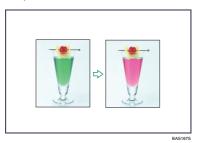
Copies in black and white even if the original is colored.



Convert Colors

Copies by changing a certain color in the original to another color.

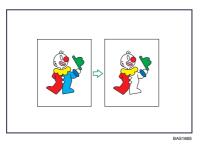
See p.110 "Convert Colors".



Erase Specified Color

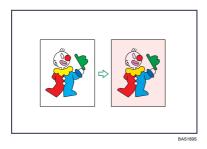
Copies by erasing a certain color in the original.

See p.111 "Erase Color".



Color Background

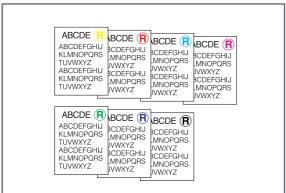
Copies by adding a color to the whole page. See p.113 "Color Background".



Stamping on Copies

Copies with the date, page numbers, etc.

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



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Printed inserts types:

Background Numbering

See p.140 "Background Numbering".

Preset Stamp

See p.141 "Preset Stamp".

User Stamp

See p.144 "User Stamp".

Date Stamp

See p.149 "Date Stamp".

Page Numbering

See p.152 "Page Numbering".

Stamp Text

See p.158 "Stamp Text".

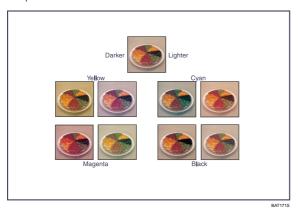
Adjusting Colors

You can adjust the color tone of copies.

Color Balance

Adjusts the overall color tone of copies.

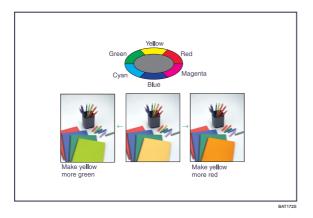
See p.114 "Color Balance".



Adjust Color

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

See p.117 "Color Adjustment".



Adjusting Image Qualities

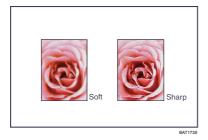
You can adjust image qualities.

See p.118 "Image Adjustment".

Sharp/Soft

Adjusts the outline of an image.

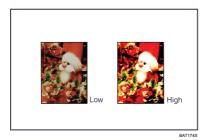
See p.119 "Sharp / Soft".



Contrast

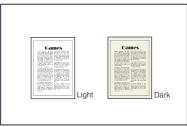
Adjusts the shades of an image.

See p.120 "Contrast".



Background Density

Adjusts the background density of an image. See p.120 "Background Density".



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What You Can Do with This Machine

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

Functions differ depending on machine type and options.

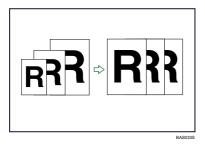
See p.22 "Functions Requiring Optional Configurations".

Reducing/Enlarging Originals by Specifying the Paper Size

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

Auto Reduce/Enlarge

See p.66 "Auto Reduce/Enlarge".



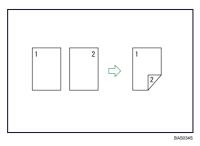
Saving Paper

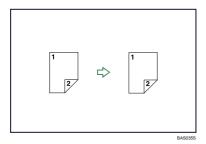
The Duplex and Combine functions allow you to save paper.

Duplex

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

See p.69 "Duplex".

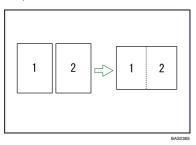


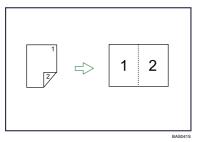


One-Sided Combine

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

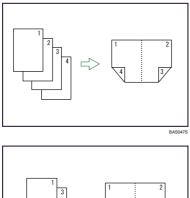
See p.72 "One-Sided Combine".

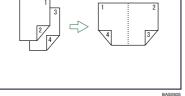




Two-Sided Combine

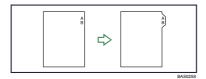
Combines up to 16 pages of originals onto two sides of one sheet. See p.76 "Two-Sided Combine".





Copying onto Various Types of Paper

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



See p.46 "Copying onto Tab Stock".

See p.49 "Copying from the Bypass Tray".

See p.61 "Copying from the Wide Large Capacity Tray (Wide LCT)".

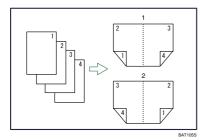
Creating a Booklet or Magazine

Copies two or more originals in page order.

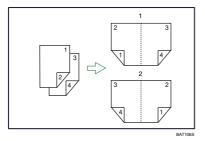
Booklet

Make copies in page order for a folded booklet.

See p.185 "Booklet/Magazine".



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

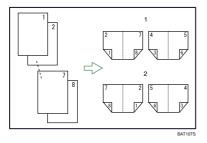


- 1. Open to left
- 2. Open to right

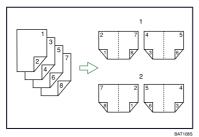
Magazine

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

See p.185 "Booklet/Magazine".



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



- Open to left
 Open to right

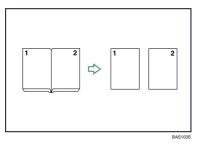
Copying Originals Such as Books

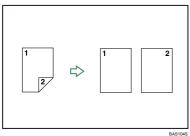
Copies bound originals onto one side or both sides of a sheet.

Series Copies

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

See p.183 "Series Copies".

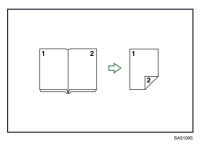




Book → 2 Sided

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

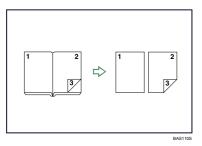
See p.185 "Booklet/Magazine".



Front & Back → 2 Sided

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

See p.185 "Booklet/Magazine".



Registering the Initial Display's Default Functions

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

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

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

See p.103 "Registering Frequently Used Functions".

See p.107 "Registering the Initial Display's Default Functions".

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How to Read This Manual

Note

- For proper use of this product, be sure to read About This Machine first.
- Supplementary information about the copier mode is described in "Supplementary Information".

Reference

• p.248 "Supplementary Information"

Symbols

This manual uses the following symbols:

WARNING

Indicates important safety notes.

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

Indicates important safety notes.

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

🚼 Important

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

Note

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

Reference

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

[]

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

[]

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

Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options as follows: Shift Sort: Finisher SR4010, Finisher SR4020, Finisher SR5000 Stack: Finisher SR4010, Finisher SR4020, Finisher SR5000 Staple: Finisher SR4010, Finisher SR4020, Finisher SR5000 Staple (Center): Finisher SR4020 Punch: Finisher SR4010, Finisher SR4020 or Finisher SR5000, and punch unit Z-fold: Finisher SR4020 or Finisher SR5000, and Z-folding unit Connect Copy: Copy Connector Copying onto tab stock: Tab sheet holder

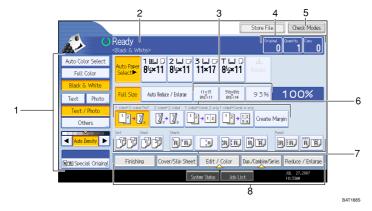
• The tab sheet holder is required when copying onto tab stock from the paper trays.

Display

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

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

Initial copy display



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

Note

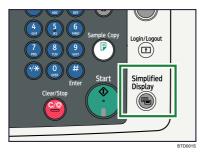
 The illustration is an example of the panel display when the optional Finisher SR4020, the large capacity tray (LCT), and the Z-folding unit are installed.

Simplified Display

This section explains how to switch to the simplified display.

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

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



Example of a simplified display

	Ready (Orig. 0)Qty.	1)[Copy 0]
Auto Clr.Select	Auto Select ►	Ppr.Select	
Full Color			
Black & White	Full Size Auto		100%
Orig. Orientation		ided+2 Sided 1 Sided+Combine $2 \neq 2 2$	
1			
		System Status Job List	JUL 27,2007 10:34AM BAT189S

1. [Key Color]

Press to increase screen contrast by changing the color 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 color of markers or highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color 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):

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3D - B6 JIS (Japanese Industrial Standard) DD	40 - 128 g/m ² (35 - 110 kg)
	Two-sided originals: A31 - A51 - A51	52 - 128 g/m ² (45 - 110 kg)

Inch version

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

Note

• About 100 originals can be placed in the ADF.

Non-compatible originals for the ADF

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

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

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

🕗 Note

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

Sizes Detectable with Auto Paper Select

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

Metric version

Size			D.4	A4D	B5	A5₽	B6	11.	8 ¹ /2	8 ¹ /2		1414
Original location	A3 🗗	B4 JIS⊡		JIS₽ ₽		JIS₽ ₽	11× 17₽	×11 DD	×13	8K D	16K DD	
Exposure glass	0	0	0	0	×*1	×	×	×	O*4	0	0	
ADF	0	0	0	0	0	0	O*2	O*3	O*4	×*2	×*3	

1

O: Detectable size ×: Undetectable size

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

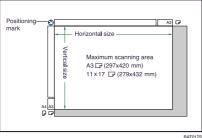
Inch version

Size	A3₽	A3₽	A4DD	11×17	8 ¹ / ₂ ×	8 ¹ ∕₂× 11 0 □	$5^{1}/_{2}$ ×	10×14	$7^{1}/_{4^{x}}$
Original location			A4U	₽	140	1100	8 ¹ / ₂	₽	10'/ ₂
Exposure glass	×	×	0	0	0	×*5	×	×	
ADF	0	0	O*1	O*2	O*3, 4	0	0	0	

O: Detectable size ×: Undetectable size

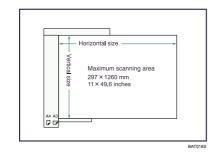
- *1 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.
- *2 Default is $8^{1}/_{2} \times 14$. If you want to switch the detectable size from $8^{1}/_{2} \times 14$ to $8^{1}/_{2} \times 13$, contact your service representative.
- *3 Default is $8^{1}/2 \times 11^{1}$. If you want to switch the detectable size from $8^{1}/2 \times 11^{1}$ to $7^{1}/4 \times 10^{1}/2^{1}$. contact your service representative.
- *4 Default is $8^{1}/_{2} \times 11^{12}$. If you want to switch the detectable size from $8^{1}/_{2} \times 11^{12}$ to 8×10^{12} , contact your service representative.
- *5 If you want to make $5^{1}/_{2} \times 8^{1}/_{2}$ size detectable, consult your service representative.

Exposure glass



ADF

1



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.38 "Custom sizes"

Sizes difficult to detect

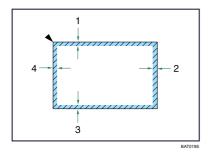
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually:

- 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.

28



- 1. 0 4.0 mm (0 0.16 inch)
- 2. 0 4.0 mm (0 0.16 inch)
- 3. 0 4.0 mm (0 0.16 inch)
- 4. 3.0 6.0 mm (0.12 0.24 inch)

Note

- The total missing vertical image area (1+3) is less than 4.0 mm (0.16 inch).
- For paper heavier than 127.5 g/m² (34.0 lb.), the missing leading edge image area (4) is 2.2 6.2 mm (0.09 0.25 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".

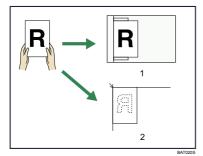
Reference

• p.25 "Originals"

Original Orientation

You can specify the original orientation if necessary.

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



1. ADF

2. Exposure glass

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

Readable orientation

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

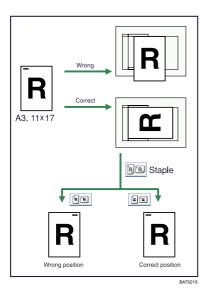
• Unreadable orientation

Select this mode when you want to copy A3D, B4 JISD or $11 \times 17D$ 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 A3D or $11 \times 17D$ originals with the Staple function selected:

1



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 "Copier/Document Server Features", General Settings Guide.

Placing Originals on the Exposure Glass

Place originals on the exposure glass.

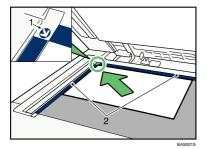
C Important

- 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.



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

1

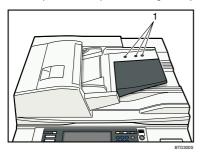
Vote

 You can specify the way in which copies are delivered when copying an original placed on the exposure glass under Copy Eject Face Method in Glass Mode in User Tools. For details, see "Copier/ Document Server Features", General Settings Guide.

Placing Originals in the ADF

Place originals in the ADF.

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



1. Sensors

Settings should be made in the following situations:

When placing originals consisting of more than 100 pages:

See "Batch Mode".

When placing originals one by one:

See "SADF Mode".

When copying originals of various sizes:

See "Mixed Sizes Mode".

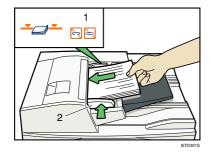
When placing custom size originals:

See "Custom sizes".

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

Do not stack originals beyond the limit mark.

The first page should be on the top.



- 1. Limit mark
- 2. Document guide

Note

1

- 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.34 "Batch Mode"
- p.35 "SADF Mode"
- p.36 "Mixed Sizes Mode"
- p.38 "Custom sizes"

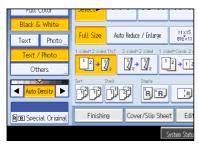
Batch Mode

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

C Important

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

1. Press [Special Original].



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

Vote

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

SADF Mode

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

1. Press [Special Original].



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

- 3. Place one page of an original, and then press the [Start] key.
- 4. When the machine instructs you to place another original, place the next page.

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

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

Mixed Sizes Mode

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

😭 Important

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

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

Metric version

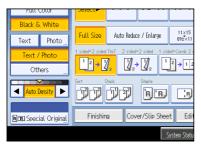
```
A3D, B4 JISD, A4DD, B5 JISDD
```

Inch version

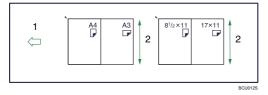
11 × 17⁻, 8¹/₂ × 14⁻, 8¹/₂ × 11⁻

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.



- 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

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

Reference

• p.248 "Supplementary Information"

Specifying Original Sizes

Specify the size of the originals.

Regular sizes

Select the size of the originals from the regular sizes.

1. Press [Special Original].



- 2. Press [Original Size].
- 3. Press [Regular Size].



- 4. Select the size of original, and then press [OK] twice.
- 5. Place the originals, and then press the [Start] key.

Custom sizes

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

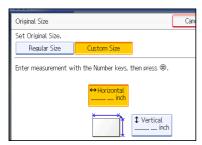
C Important

- 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.
- 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.

1. Placing Originals

2. Basic Copying

This chapter describes the basic procedure for making copies.

Basic Procedure

This section describes the basic procedure for making copies.

C Important

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details about Administrator Tools, see "System Settings", General Settings Guide.
- When Basic Authentication, Windows Authentication, or LDAP 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", General Settings Guide.
- 1. Make sure "Ready" appears on the screen.

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

Initial copy screen



2. Make sure no previous settings remain.

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

- 3. Place the originals.
- 4. Make desired settings.
- 5. Enter the number of copies with the number keys.

The maximum copy quantity that can be set is 9999.

6. Press the [Start] key.

The machine starts copying.

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

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

Note

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

Interrupt Copy

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

1. Press the [Interrupt] key.



The interrupt key indicator lights. The machine stops scanning.

Ready <black &="" th="" wh<=""><th>ite></th><th>øt</th><th></th><th>C</th></black>	ite>	øt		C
Auto Paper Select►	1 ≝ □ 2 ⊌ 교 8½×11 8½×11	3 ⊔ ⊅ 11×17	⊤ ⊔ □ 8½×11	U Bypass
Full Size	Auto Reduce / Enlarge	11×15 8₩2×11	51/2×81/2 81/2×14	939
1 sided+2 sided		ed+Comb 2 orig 2 → 1 2	1 sided+Comb 4 $1^2 \rightarrow \frac{1}{3}$	

2. Remove the originals that were being copied.

2

- 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.

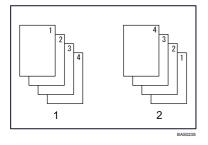
Copy Face Up

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

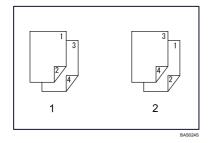
C Important

 Before using this function, register [Reverse Ejection: Face Up/ Down] under Customize Function: Copier in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

1 Sided originals



2 Sided originals



- 1. Face down (same order as original)
- 2. Face up (reverse order of original)
- 1. Press [Reverse Ejection: Face Up/ Down].



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

Note

• For details about the default delivery order setting, see "Supplementary Information".

Reference

• p.248 "Supplementary Information"

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.

2

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.98 "Managing Jobs"

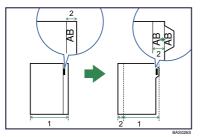
Copying onto Tab Stock

You can copy onto tab stock.

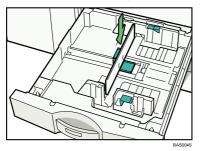


Comportant 🖸

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

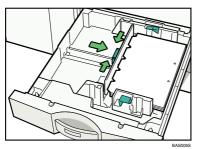


- 1. Original width
- 2. Index width
- Specify the size of tab stock under Tray Paper Size in User Tools. The sizes that can be used are A4, 8¹/₂×11, and 8¹/₂×14. For details about Tray Paper Size, see "System Settings", General Settings Guide.
- Tab stock can be loaded in Trays 2 and 3 or Wide Large Capacity Tray (Wide LCT). When loading tab stock in Tray 2 or 3, set tab stock with the side to be copied facing down. When loading tab stock in Wide LCT, set tab stock with the side to be copied facing up.
- When setting tab stock, always use the tab sheet holder.

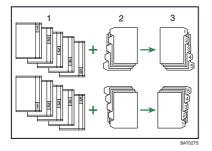


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- Set tab stock so that it will be fed from the side without the tab first.
- When loading tab stock in Tray 2 or 3, adjust the back fence position so that the tab sheet holder will fit the tab stock.



Tab stock is fed starting from the top tab.



- 1. Originals
- 2. Tab Stock
- 3. Copies
- 1. Select the paper tray where the tab stock is loaded.

				Store I
Ready <black &="" th="" wh<=""><th colspan="4">Ready <black &="" white=""></black></th></black>	Ready <black &="" white=""></black>			
Auto Paper Select►		3 ⊔ ¤ 11×17		u Bypass
Full Size	Auto Reduce / Enlarge	11×15 81/2×11	51/2×81/2 81/2×14	939
$\begin{array}{c c c c c c c c c c c c c c c c c c c $				

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

Vote

- Check the position of the index tab to avoid cropping the image.
- Align the image you want to copy by checking the position of the index tab. If the image extends beyond the index tab, the backs of sheets may get soiled with toner.
- To copy onto tab stock from the bypass tray, see "Loading Tab Stock in the Bypass Tray".
- When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.

Reference

• p.59 "Loading Tab Stock in the Bypass Tray"

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

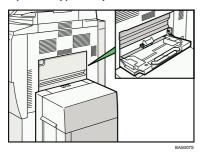
- The Duplex function cannot be performed on paper fed from the bypass tray. If [1 Sided → 2 Sided] is selected, cancel the setting. You can also change the initial settings. See "Registering the Initial Display's Default Functions".
- Paper that has a vertical length of 100 305 mm (3.94 12 inches) and a horizontal length of 148
 457.2 mm (5.83 18 inches) can be copied from the bypass tray.
- The machine can automatically detect the following sizes as regular size copy paper:
 - Metric version: A3□, A4□, A5□, 8 × 13□
 - Inch version: A3□, 11 × 17□, 8¹/₂ × 14□, 5¹/₂ × 8¹/₂□
- 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/m² (about 18 lb.) or less, or paper of 81 g/m² (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", General Settings Guide.
- Do not use color 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.

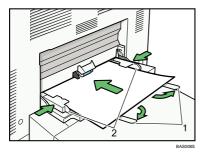
Bypass Tray Paper	Bypass Tray Usage Can
Specify paper for Bypa	ss Tray.
Regular Size	Custom Size
	et paper in ⊡orientation. djust paper guide with paper ze. Select Size

1. Open the bypass tray.



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

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



- 1. Extender
- 2. Paper guides
- 3. Press [Bypass], and then press the [#] key.
- 4. Select the size and type of the paper.
- 5. Press [OK].
- 6. Place the originals, and then press the [Start] key.
- 7. When the copy job is finished, press the [Clear Modes] key to clear the settings.

Note

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

- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see "System Settings", General Settings Guide.
- Printing on special paper such as OHP transparencies and thick paper may be slower than printing on plain paper.
- When copying multiple originals using the bypass tray, pages are delivered in reverse order because the factory default setting is face up. You can change the settings under Copy Eject Face Method in Bypass Mode in User Tools.
- If you place originals on the exposure glass and want the copies to be delivered face down, select
 Face Down for both Copy Eject Face Method in Glass Mode and Copy Eject Face Method in Bypass
 Mode.
- When copying onto special paper such as adhesive labels, always select Face Up for Copy Eject Face Method in Bypass Mode. If you select Face Down, a paper misfeed may occur.
- For details about Copy Eject Face Method in Glass Mode and Copy Eject Face Method in Bypass Mode, see "Copier/Document Server Features", General Settings Guide.
- If you select Tab Stock, you cannot have copies delivered face up.
- If you use paper larger than 458 mm, 18.1 inches in size, you cannot have copies delivered face down.
- If you select OHP (Transparency), Label Paper, Thick Paper 2, or Thick Paper 3 in Paper Type: Bypass Tray, you cannot have copies delivered face down.
- 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.
- We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies.
- For standard paper sizes that can be used with the bypass tray, see "Supplementary Information".

Reference

- p.107 "Registering the Initial Display's Default Functions"
- p.248 "Supplementary Information"

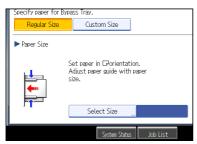
Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

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

2

4. Press [Select Size].



5. Select the paper size.



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

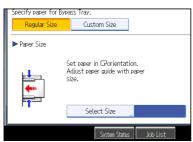
Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray.

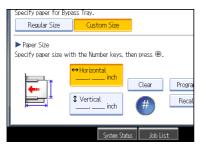
- 1. Open the bypass tray, and then insert the paper face-up until you hear the beep.
- 2. Align the paper guides to the paper size.
- 3. Press [Bypass], and then press the [#] key.

2

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.

4. Press [OK].

Copying onto OHP Transparencies or Thin Paper

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

C Important

• We recommend that you use specified OHP transparencies.

- Do not use color OHP transparencies that have easily melted coatings.
- OHP transparencies must be loaded face-up in the tray with the notched corner of the sheet in the appropriate corner of the tray.
- When copying onto OHP transparencies, remove copied sheets one by one.
- 1. Open the bypass tray, and then insert the paper face-up until you hear the beep.
- 2. Align the paper guides to the paper size.
- 3. Press [Bypass], and then press the [#] key.
- 4. Select the paper type ([OHP (Transparency)] or [Thin Paper]) in Special Paper.

Tray. Custom Size	
	Special Paper
paper in ⊡orientation. Ist paper guide with paper	OHP (Transparency) Thin Paper
Select Size	Select Thick Paper
System Status Job List	JUL 27,2007 11:134M

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

4. Press [Select Thick Paper].

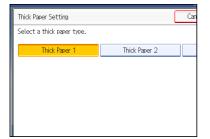


5. Select the paper type (one of [Thick Paper 1], [Thick Paper 2], and [Thick Paper 3]), and then press [OK].

Select [Thick Paper 1] when paper weight is between 127.5 g/m² (34.0 lb.) and 163.9 g/m² (43.9 lb.).

Select [Thick Paper 2] when paper weight is between 164.0 g/m² (44.0 lb.) and 249.9 g/m² (66.9 lb.).

Select [Thick Paper 3] when paper weight is between 250.0 g/m² (67.0 lb.) and 300.0 g/m² (80.0 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.

C Important

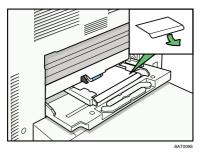
- Before using this function, specify the paper thickness under Paper Type: Bypass Tray in User Tools. For details, see "System Settings", General Settings Guide.
- Open the bypass tray, and then insert the envelopes with the side you want to copy faceup until the beeper sounds.
- 2. Align the paper guides to the envelope side.
- 3. Press [Bypass], and then press the [#] key.
- 4. Press [Custom Size].

Specify paper for Bypass Tray.		
Regular Size	Custom Size	
► Paper Size		
↓	Set paper in ⊡orientation. Adjust paper guide with paper size.	
Fî	Select Size	
	System Status Job List	

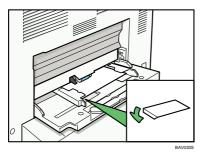
- 5. Specify the envelope size, and then press [OK].
- 6. Place the originals, and then press the [Start] key.

Note

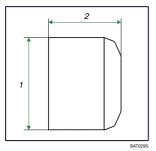
- When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- When placing an original in the ADF, place the original with the bottom line inserted in the ADF.
- When inserting envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction.



• Load envelopes (162 × 229 mm (C5)) flap down, flap fold against the side guide.



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



- 1. Vertical size
- 2. Horizontal size
- You can load up to 10 envelopes (80 95 g/m², 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.

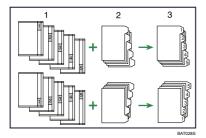
Loading Tab Stock in the Bypass Tray

Loading tab stock in the bypass tray.

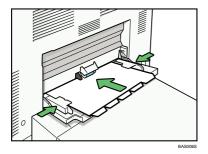
C Important

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

Tab stock is fed starting from the top tab.



- 1. Originals
- 2. Tab Stock
- 3. Copies
- 1. Open the bypass tray, and then insert the tab stock with the side you want to copy face-up until the beeper sounds.



- 2. Align the paper guides to the paper size.
- 3. Press [Bypass], and then press the [#] key.
- 4. Press [Select Size], and then select the paper size.
- 5. Press [OK] twice.
- 6. Place originals, and then press the [Start] key.

Vote

• For details about how to load tab stock in paper trays, see "Copying onto Tab Stock".

Reference

• p.46 "Copying onto Tab Stock"

Copying from the Wide Large Capacity Tray (Wide LCT)

The Wide LCT allows you to copy non-standard paper.

Use the Wide LCT to copy onto OHP transparencies, adhesive labels, thick paper such as envelopes, tab stock, and paper that cannot be loaded in the paper trays.

Contract Important

- The bypass tray cannot be used when the Wide LCT is installed.
- Special paper such as OHP transparencies and thick paper must be loaded in the Wide LCT. Specify
 the paper type under Paper Type: LCT in User Tools in advance. For details, see "System Settings",
 General Settings Guide.
- To copy onto custom size paper, load it in the Wide LCT and specify the size of the paper under Tray
 Paper Size: LCT in User Tools in advance. For the procedure for specifying the type of paper loaded
 in the wide LCT, see "System Settings", General Settings Guide.
- For the procedure for loading paper in the Wide LCT, see "Changing the Paper Size in the Wide Large Capacity Tray", Troubleshooting.

Note

If you select Thick Paper 2, Thick Paper 3, or Special Paper 2 for Paper Type: LCT in User Tools, air
is blown out automatically to fan the paper loaded in the Wide LCT.

Loading Tab Stock in the Wide LCT

Loading tab stock in the Wide LCT.

🚼 Important

- When setting tab stock, always use the tab sheet holder.
- Before using this function, set the position of the index tab before copying. For details, see "Copying onto Tab Stock".
- 1. Select the Wide LCT.
- 2. Place the originals, and then press the [Start] key.

Note

- Tab stock can also be loaded in Trays 2 and 3. For the procedure for copying onto tab stock from these paper trays, see "Copying onto Tab Stock".
- For the procedure to load tab stock in the Wide LCT, see "Changing the Paper Size in the Wide Large Capacity Tray", Troubleshooting.

Reference

• p.46 "Copying onto Tab Stock"

Loading Envelopes in the Wide LCT

Loading envelopes in the Wide LCT.

C Important

• When setting envelopes, always use the postcard side fence.

To load envelopes in the Wide LCT, place them with the side you want to copy face-up. Be sure to unfold the flaps and position them opposite to the paper feed direction.

Before you can use this function, you must specify the size of your envelope under Tray Paper Size: LCT in User Tools. For details, see "System Settings", General Settings Guide.

- 1. Select the Wide LCT.
- 2. Place the originals, and then press the [Start] key.

Note

- For the procedure to load envelopes in the Wide LCT, see "Changing the Paper Size in the Wide Large Capacity Tray", Troubleshooting.
- 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".

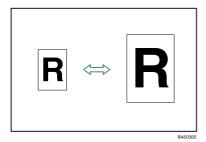
Reference

• p.134 "Advanced Reduce/Enlarge Copying"

Preset Reduce/Enlarge

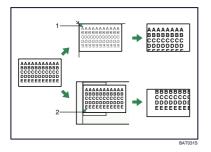
This function allows you to reduce or enlarge images by selecting a preset ratio.

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



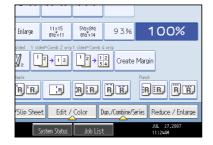
Base Point

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



1. Base point when placed on the exposure glass

- 2. Base point when placed in the ADF
- 1. Press [Reduce / Enlarge].



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

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



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

Note

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

Zoom

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

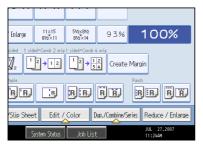
2



Specifying the ratio with [-] and [+]

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

1. Press [Reduce / Enlarge].



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

Select					
Select item.					
Number keys	+		Size Magn	iificationC)ir. Size
65%	-	Full Size	1 2 1 % 8½×14 11×17	129% 8½×11 11×17	15 51/2× 81/2
∎→∎	25%	50% 11×17 5½×8½	65% 11×17 8½×11	73% 11×15 81/2×11	78 81/2) 81/2)
Finishing	Cover/Slip	o Sheet	Edit / Col	or Dup	./Combin
		System	Status	Job List	

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.

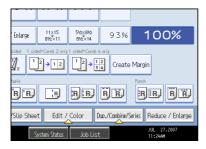
Vote

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

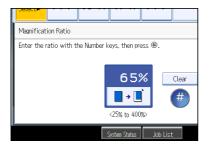
Entering the ratio with the number keys

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 [#].



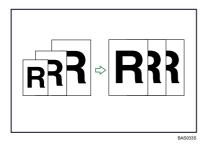
- 4. Press [OK] twice.
- 5. Place the originals, and then press the [Start] key.

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.

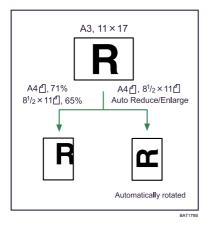


Coloritant 🖸

- 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) \square originals to fit onto A4 (8¹/₂ × 11) \square paper, select a paper tray containing A4 (8¹/₂ × 11) \square paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated.



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

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

Metric version

Original location	Original size and orientation
Exposure glass	АЗФ, В4 JISФ, А4ФФ, В5 JISФФ, 8 ¹ / ₂ × 13Ф, 8КФ, 16К ФФ
ADF	A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISDD, 11 × 17D, 8 ¹ / ₂ × 11DD, 8 ¹ / ₂ × 13D

Inch version

Original location	Original size and orientation
Exposure glass	11 × 170, 8 ¹ / ₂ × 140, 8 ¹ / ₂ × 1100
ADF	A3D, A4DD, 11 × 17D, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11DD$, $5^{1}/_{2} \times 8^{1}/_{2}DD$, 10 × 14D, $7^{1}/_{4} \times 10^{1}/_{2}D$

1. Press [Auto Reduce / Enlarge].



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

Reference

• p.132 "Rotate Copy"

Duplex/Combined Copying

This section describes how to make duplex or combined copies.

Duplex

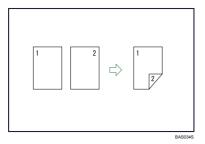
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

C Important

- You cannot use the bypass tray with this function.
- The paper weight that can be used with this function is $64 163 \text{ g/m}^2 (17 43 \text{ lb.})$.

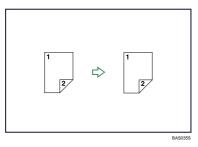
1 Sided → 2 Sided

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



2 Sided → 2 Sided

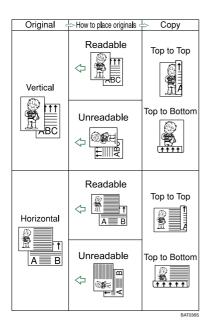
Copies one 2-sided page on one 2-sided page.



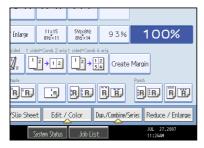
Original orientation and completed copies

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

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



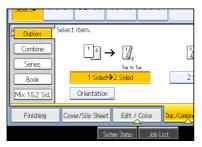
1. Press [Dup./Combine/Series].



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

2

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



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

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

Note

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

Reference

- p.30 "Original Orientation"
- p.71 "Originals and copy orientation"
- p.248 "Supplementary Information"

Originals and copy orientation

You can select the orientation of originals and copies.

• Top to Top



• Top to Bottom



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

Delect					
Orientation					
Select opening direction	xn.				
Original:				Copy:	
RRRR))).	R	→	RA	RR
Top to Top	Top to Bo	ttom		To	p to Top
			_		_
	2	System Statu	s	Job List	:

Note

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

One-Sided Combine

Combine several pages onto one side of a sheet.

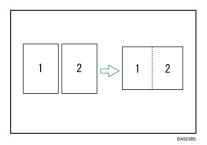
C Important

• You cannot use the bypass tray with this function.

There are six types of One-Sided Combine.

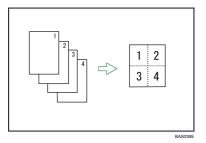
1 Sided 2 Pages → Combine 1 Side

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



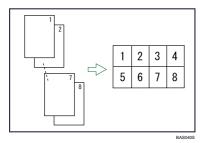
1 Sided 4 Pages → Combine 1 Side

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



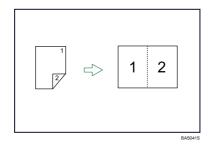
1 Sided 8 Pages → Combine 1 Side

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



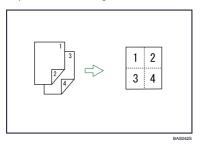
2 Sided 1 Page → Combine 1 Side

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



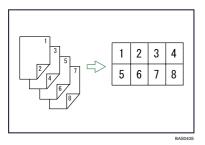
2 Sided 2 Pages → Combine 1 Side

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



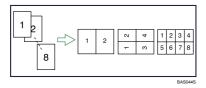
2 Sided 4 Pages → Combine 1 Side

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

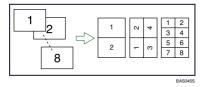


Orientation of the original and image position of combine

Portrait (D) originals



Landscape (🖵) originals

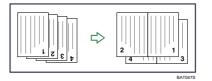


Placing originals (originals placed in the ADF)

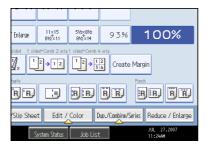
• Originals read from left to right



• Originals read from top to bottom

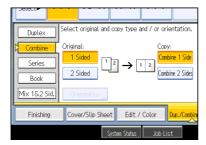


1. Press [Dup./Combine/Series].



2. Press [Combine].

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



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

Note

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

Reference

• p.71 "Originals and copy orientation"

Two-Sided Combine

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

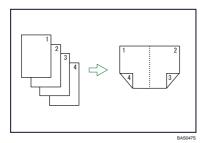
C Important

• You cannot use the bypass tray with this function.

There are six types of Two-Sided Combine.

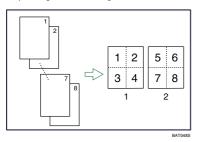
1 Sided 4 Pages → Combine 2 Sides

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



1 Sided 8 Pages → Combine 2 Sides

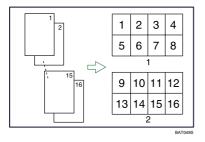
Copies eight 1-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

1 Sided 16 Pages → Combine 2 Sides

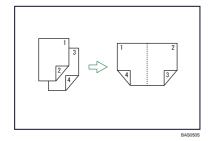
Copies 16 1-sided originals to one sheet with eight pages per side.



- 1. Front
- 2. Back

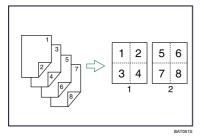
2 Sided 2 Pages → Combine 2 Sides

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



2 Sided 4 Pages → Combine 2 Sides

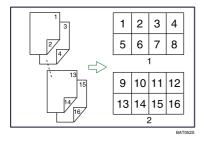
Copies four 2-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

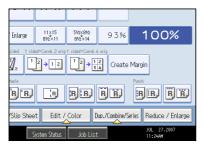
2 Sided 8 Pages → Combine 2 Sides

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



- 1. Front
- 2. Back

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



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

Select	
Duplex	Select original and copy type and / or orientation.
Combine	Original: Copy:
Series	$1 \text{ Sided} 1^2 \rightarrow 1^2$
Book	2 Sided Combine 2 Sides
Mix 1&2 Sid.	Orientation
Finishing	Cover/Slip Sheet Edit / Color Dup./Combin
	System Status Job List

- 4. Press [Orientation].
- 5. Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].
- 6. Select the number of originals to combine.
- 7. Select the paper size.
- 8. Press [OK].
- 9. Place the originals, and then press the [Start] key.

Note

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

Finishing

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

Note

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

Reference

• p.22 "Functions Requiring Optional Configurations"

Sort

The machine assembles copies as sets in sequential order.

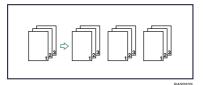
🚼 Important

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

Sort/Shift Sort

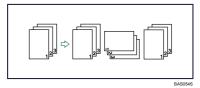
Copies are assembled as sets in sequential order.

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



Rotate Sort

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



1. Press [Finishing].



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

When a finisher is not installed:

Delect				
Sort Rotate So				
Finishing	Cover/Slip Sheet	Edit /	Color I)up./Combin
	Syst	tem Status	Job Lis	t

When Finisher SR4010 or SR5000 is installed:



When Finisher SR4020 is installed:



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

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

6. Press the [Start] key.

Note

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

Reference

• p.248 "Supplementary Information"

Sample Copy

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

🚼 Important

- This function can be used only when the Sort function is selected.
- 1. Select Sort and any other necessary functions, and then place the originals.

2. Press the [Sample Copy] key.



One copy set is delivered as a sample.

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.

The Stop key has been pre Are you sure you want to s	
No. 101 er new quantity of sets with the Number keys, 1	then press ⊕.
Change Quantity 25 →	<2 - 9999>
Continue	Stop
Einishinn Cover/Slin Sheet Edit .	Colour Dup (Combin

4. Press [Continue].

Copying starts again.

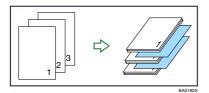
Note

2

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

Insert Separation Sheet

Use this function to have separation sheets inserted between sets or jobs.



🚼 Important

- Before using this function, select the tray for separation sheet under Separation Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.
- 1. Press [Finishing].



2. Press [Insert Separation Sheet].

2

3. Press [Per Job] or [Per Set].



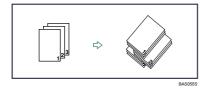
4. Press [OK] twice.

Note

• When [Per Set] is selected, you can enter the number of sets between which separation sheets are inserted with the number keys.

Stack

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



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.

1. Press [Finishing].



2. Press [Stack].

When Finisher SR4010 or SR5000 is installed:



When Finisher SR4020 is installed:

Detection			
Sort Rotate So	rt Stack		
Staple	Punch: 3 Holes	R B.	B B B
BB B		Ë,	
Finishing	Cover/Slip Sheet	Edit / Color	Dup./Combin
	Syste	m Status 🛛 J	ob List

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

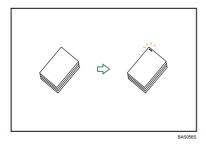
Note

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

Staple

Each copy set can be stapled together.

2



🚼 Important

- You cannot use the bypass tray with this function.
- If you select staple without having the stapler cartridge for saddle stitch set in Finisher SR4020, a
 paper misfeed might occur. Be sure to set the stapler cartridge.

Original orientation and stapling position

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

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

		Origina	location	Stapling
		Exposure glass	ADF	position *1
'B, 'B,	Top 1	ſœ	- R	→ [®] R
<u></u>	Ъ	R	R -	→ [©] R
ŔſŖ,	ant	ſ	- R	► R ^{•2}
ЫК	Slant		R -	• R *2
.RR.	om 1	R	R –	R
	Bottom	E C	R –	, R
	Left 2	- M	R -	*2 R
B.B.	Let		R –	+
R R,	Top 2	<u>[</u> w	R -	► R *3
IJВ	To		R -	■ R ³ ^{*2}
Finisher SR4020 only	Center	<u>)</u>	R -	→ [®] R
B	Cer	ц Ц	8 -	→ F B
L	<u> </u>			BAT191S

- * 1 The above table shows staple positioning. The orientation of the paper does not indicate orientation of delivery.
- *2 You cannot staple at this position when copying onto A3 or B4 JIS size paper.
- *3 If you want to staple at this position on A3 or B4 JIS size paper, select unreadable orientation in Original Orientation and then select Top 2.
- 1. Press [Finishing].



2. Select one of the stapling positions.

When Finisher SR4010 or SR5000 is installed:

Sort Rotate Sort	Stack			
		B)	RJ.R.	
	Inch: 3 Holes	Ë,		
Finishing Cove	er/Slip Sheet	Edit /	Color	Dup./Combin
	Syster	n Status	Job Li	st

When Finisher SR4020 is installed:

State State
R.R
BR BE BE BE
Finishing Cover/Slip Sheet Edit / Color Dup./Combin
System Status Job List

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

Reference

- p.185 "Booklet/Magazine"
- p.248 "Supplementary Information"

2

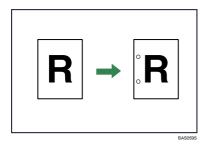
Punch

You can make punch holes in copies.

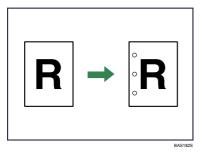
C Important

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

2 holes



3 holes



Original orientation and punch hole position

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

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

2

		Original	location	Punch
		Exposure glass	ADF	hole position
:Rj : Rj	2 hole left	Î	- R	► .R
	2 ho	È	R –	→ :R
Ř, Ř,	2 hole top)œ	R -	₽
لاهارت	2 ho		R -	→ R ⁱ
:Rj:Rj	3 hole left	(iii)	R –	.R
<u>19</u>	3 ho	Ĩ	R –	⊧R
R) R)	3 hole top	Ś	R –	► <mark>Ř</mark>
D'R)	3 hol		R –	► Ř
	e	<u>ani</u>		BCU035

1. Press [Finishing].



2. Select one of the punch hole positions. When Finisher SR4010 or SR5000 is installed:



When Finisher SR4020 is installed:



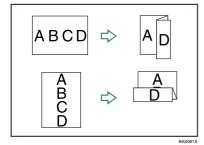
- 3. Press [OK].
- 4. Place the originals, and then press the [Start] key.

Note

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

Z-fold

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



🚼 Important

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

Original orientation and Z-fold position

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

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

2

	Dir	ection in which	Origina l is Set	Discution of the
		Exposure glass	ADF	Direction of fold
Right fold	205	ABCD	ABCD -	→ A D
Bottom fold	10 N	പറയ>		► A D
				BAT062S

1. Press [Finishing].

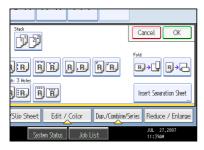


2. Select the folding direction, and then press [OK].

When Finisher SR5000 is installed:



When Finisher SR4020 is installed:



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

Note

- You can specify the fold-back position in 1 mm (0.1 inch) increments under Z-fold Position in User Tools. For details about Z-fold Position, see "System Settings", General Settings Guide.
- For details about the standard paper sizes that can be Z-folded, and the number of Z-folded copies that can be stacked on each tray, see "Supplementary Information".

Reference

• p.248 "Supplementary Information"

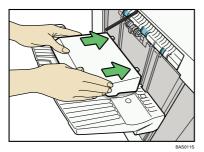
Using the Z-fold support tray

When using the Z-fold function together with the Staple function, attach the Z-fold support tray to the tray of Finisher SR4020 or SR5000.

Finisher SR5000

• Shift tray

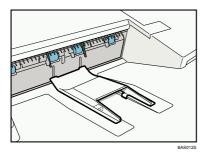
Fit the hooks of the Z-fold support tray into the holes in the shift tray.



Finisher SR4020

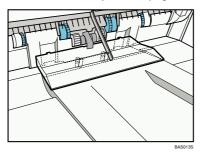
• Upper tray

Fit the hooks of the Z-fold support tray into the dents in the upper tray.

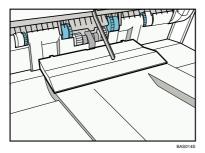


• Shift tray

Open and close the front cover to reset the machine. Fit the hooks of the Z-fold support tray into the holes in the shift tray while keeping the front cover open.



Close the front cover of the finisher. The Z-fold support tray is lowered to complete the installation.



Note

• Remove the Z-fold support tray when delivering copies to the shift tray without using the Z-fold function. If you leave the Z-fold support tray in place, prints are not stacked properly.

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.

C Important

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



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



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

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



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

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

Reference

- p.226 "Using the Document Server"
- p.235 "Printing Stored Documents"

Managing Jobs

Jobs printed using Copy or Document Server 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.
- You can specify the time interval between print jobs under Time Interval between Printing Jobs in User Tools. For details about this setting, see "System Settings", General Settings Guide. To print jobs continuously without intervals, press [Start Printing] in the right side of the control screen. [Start Printing] appears only when [Job Order] is selected.

Job List Screen

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

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

When [Job Order] is not selected:

The job list is displayed for each of the functions.



When [Job Order] is selected:

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



- BAT193S
- 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
 - D: Job printed using Document Server function
 - E: 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.

Vote

- 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", General Settings Guide.
- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

Reference

• p.107 "Registering the Initial Display's Default Functions"

Registering Functions in a Program

You can register functions in a program.

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



3. Press [Program].

Program (Copier)	
Select No. to program.	
♦ Recall	Change Name
001 * Not Programmed	002 * Not
003 × Not Programmed	004 * Not
005 × Not Programmed	006 * Not
007 × Not Programmed	008 * Not
009 × Not Programmed	010 * Not

- 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.

Program Name
Enter the program name, then press [OK].
- 0/34
<u>` 1 2 3 4 5 6 7</u>
q w e r t y u
a s d f g h j
z x c v b n m

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 \diamondsuit against them already have settings made for them.

Changing a Stored Program

Changes program settings.

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

- 6. Press [Yes].
- 7. Enter the program name.

You can enter up to 34 characters.

8. Press [OK].

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

Note

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

Recalling a Stored Program

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

- 1. Press the [Program] key.
- 2. Press [Recall].



3. Press the program number you want to recall.

The stored settings are displayed.

Note

• Only programs with ⇒ against them contain a program.

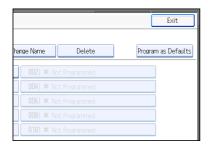
Deleting a Stored Program

Erases the contents of a program.

1. Press the [Program] key.

2

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.

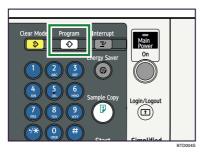
Registering the Initial Display's Default Functions

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

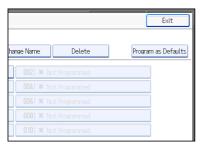
For example: if the default selection is the Duplex function, but the function you use most frequently is 1sided copying, you can change the default selection to 1-sided copying instead.

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

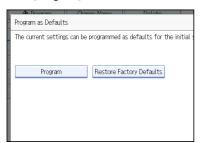
- 1. Specify scan settings and any other settings you require on the initial display.
- 2. Press the [Program] key.



3. Press [Program as Defaults].



4. Press [Program].



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

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

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

3. Color Copying

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

Color Functions

This section describes functions that are used for color copying.

Selecting a Color Mode

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

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

The following three color modes are available:

Auto Color Select

Judges the color of the original automatically, and copies either in full color or black and white.

Full Color

Copies by overlaying yellow, magenta, cyan and black.

Black & White

Copies in black regardless of the color of the original.

1. Select a color mode.



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

Note

- To use a user color, you need to register it beforehand. For details, see "User Color".
- When copied using the registered color, the original will be copied lighter than the registered color.
- For examples of what you can do with the color functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

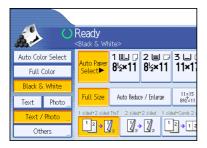
- p.3 "What You Can Do with This Machine <Color Functions/Color Adjustments>"
- p.121 "User Color"

Convert Colors

Copies by changing a certain color in the original to another color.

🔁 Important

- Up to four colors can be converted at the same time.
- To use this function, [Full Color] must be selected.
- If any other color mode is selected, you cannot select [Convert Color].
- 1. Press [Full Color].



2. Press [Edit / Color].



3. Press [Color], and then press [Convert Color].

3

- Convert Color
 Car

 Select item.
 →

 Conversion 1_______
 →

 Conversion 2_______
 →

 Conversion 3_______
 →

 Conversion 4_______
 →

 System Stetus
 Job List
- 4. Select any one item from [Conversion 1] to [Conversion 4].

- 5. Selects the color to be converted.
- 6. Selects the new color.

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

To select user color, press [User Color], and then select the color.

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

- 7. After selecting all colors to be converted, press [OK] three times.
- 8. Place the originals, and then press the [Start] key.
- Note
 - The width of the color to be converted can be adjusted in five levels. When the width of the color is set to [Wider] under Color Sensitivity in User Tools and red has been specified, colors close to orange and purple will be converted. You can change the setting. For details about Color Sensitivity, see "Copier/Document Server Features", General Settings Guide.
 - To change the converted color, press from [Conversion 1] to [Conversion 4], and then make the selection again.
 - The full color counter will advance by "1".
 - For examples of what you can do with the color functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

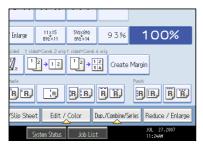
• p.3 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Erase Color

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

1. Select a color mode.

2. Press [Edit / Color].



- 3. Press [Color], and then press [Erase Color].
- 4. Select the color to be erased.

Erase Color			Can
Select colors to erase. Up to 4	colors can be	selected.	
Yellow	Re	ed	
Magenta	Gre	en	
Black			
		-	
	System Status	Job List	

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

- 5. After selecting all colors to be erased, press [OK] twice.
- 6. Place the originals, and then press the [Start] key.

Note

- The width of the color to be converted can be adjusted in five levels. When the width of the color is set to [Wider] under Color Sensitivity in User Tools and red has been specified, colors close to orange and purple will be converted. You can change the setting. For details about Color Sensitivity, see "Copier/Document Server Features", General Settings Guide.
- To cancel the selection, press the selected (highlighted) key.
- When the Full Color Copy is selected, the full color counter will advance by "1". When the Black & White is selected, the mono-color counter will advance by "1".
- For examples of what you can do with the color functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

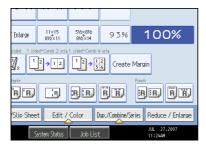
• p.3 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Color Background

Copies by adding a color in the whole page.

C Important

- Since the Color Background function overprints the entire original, the color of the image may change.
- 1. Select a color mode.
- 2. Press [Edit / Color].



- 3. Press [Color], and then press [Color Background].
- 4. Select the background color, and then press [OK] twice.

Color Background		
Select color.		
Basic Color	Yellow	В
User Color	Red	Light
	Pink	Ma
	M : DI	
	Marine Blue	E E

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

To select user color, press [User Color], and then select the color.

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

• Note

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

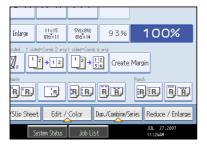
Adjusting Color and Image Quality

This section describes how to adjust color balance and image quality. Also explains how to register user colors.

Color Balance

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

1. Press [Edit / Color].



- 2. Press [Color], and then press [Adjust Color].
- 3. Press [Color Balance].
- 4. Adjust the color balance by pressing [Lighter] or [Darker].



5. Press [OK] twice.



- 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 color adjustment function, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

• p.3 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Color Balance Program

You can store the color balance setting as a color 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 color balance

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

- 1. Adjust the color balance.
- 2. Press [Program Color Balance].

Yellow	QLighter	
Magenta	QLighter	
Cyan	QLighter	
Black	QLighter	
Program Color Balance		
		System Statu

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

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

5. Press [OK] twice.

Note

- If you select the program number key where vis displayed, the previously registered settings will be overwritten.
- For details about how to adjust the color balance, see "Color Balance".

Reference

• p.114 "Color Balance"

3

Changing the color balance

Changes the settings stored in color balance programs.

- 1. Press [Edit / Color].
- 2. Press [Color], and then press [Adjust Color].
- 3. Press [Color Balance], and then press [Program Color Balance].



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

The programmed color balance appears.

- 5. Change the registered settings.
- 6. Press [Program Color 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 color balance

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

- 1. Press [Edit / Color].
- 2. Press [Color], and then press [Adjust Color].
- 3. Press [Color Balance], and then press [Program Color 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 color balance

Deletes the settings stored in color balance programs.

- 1. Press [Edit / Color].
- 2. Press [Color], and then press [Adjust Color].
- 3. Press [Color Balance], and then press [Program Color Balance].
- 4. Press [Delete], and then select the program number you want to delete.
- 5. Press [Yes].
- 6. Press [OK] twice.

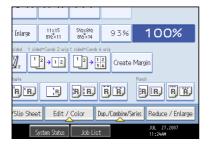
Color Adjustment

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

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

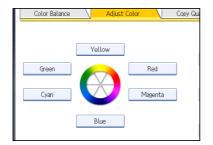
C Important

- This function is not available if Black & White is selected.
- 1. Press [Edit / Color].



- 2. Press [Color], and then press [Adjust Color].
- 3. Press [Adjust Color].
- 4. Select the colors you want to adjust.

You can select up to three colors.



- Adjust the color 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 color adjustment function, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

• p.3 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

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 / Color].



- 2. Press [Color], and then press [Adjust Color].
- 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 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

• p.3 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Sharp / Soft

Adjusts the outline of an image.

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



3

2. Press [OK].

Contrast

Adjusts the shades of an image.

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

Color Bal	ance \	Adjust Color	Copy Qua
Sharp	/ Soft	Soft	
Contra	ast	Low	
Backgr	round Density	(Lighter	
Adjus	t U.C.R.	dLighter	
Text ,	/ Photo Sensitivi	ty Text	

2. Press [OK].

Background Density

Adjusts the background density of an image.

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

0	Color Balance	Adjust Color	Copy Qua
	Sharp / Soft	Soft	
	Contrast	Low	
	Background Density	(Lighter	
	Adjust U.C.R.	aLighter	
	Text / Photo Sensitivit	y Text	

2. Press [OK].



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

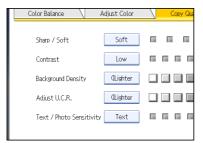
Color Balance	Adjust Color	Copy Qua
Sharp / Soft	Soft	
Contrast Background Density	Low (Lighter	
Adjust U.C.R.	aLighter	
Text / Photo Sensitivity	Text	

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
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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 Color

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

You can create colors by:

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3

- Adjusting the density of primary colors based on a chosen basic color.
- Directly specifying the density of primary colors using the number keys.

U Note

- When copying using user colors, 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 color
 differences when copying using Text and when using Photo.
- Up to 15 colors can be registered.
- Sample prints of user colors can be made on an A4 \overline{P} , $8^{1}/_{2} \times 11\overline{P}$, A3 \overline{P} , or $11 \times 17\overline{P}$ size paper.
- When printing a list of user colors, the full color counter will advance by "1".
- For explanations about and examples of what you can do with the color adjustment function, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

• p.3 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Adjusting colors based on the selected color

Creates colors by adjusting the density of primary colors based on a chosen basic color.

1. Press [Edit / Color].



- 2. Press [Color], and then press [User Color].
- 3. Press [Program], and then select the number (01-15) for the color you want to register.
- Select the color to be used as base color from the basic and user colors. The density of primary colors for the selected color is displayed.

Us	er Color 1		
Se	elect base color.		
	Basic Color	Yellow	B
	User Color	Red	Ligh
		Pink	Ma
		Marine Blue	E
		Black	

To select user color, press [User Color], and then select the color.

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

Yellow	Yellow		Change Na	me		
To change each density, press a color key.						
Yellow	10	0%				
Magenta		0%				
Cyan		0%		-	F	
Black		0%		-	-	

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

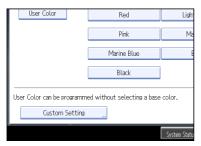
• Selecting a user color key that is indicated by a solid line will change (overwrite) the contents of that color.

Creating colors by specifying the density of primary colors with number keys

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

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

4. Press [Custom Setting].



- 3
- 5. Select the color whose density is to be specified.
- 6. Enter the density using the number keys, and then press [#].

	Change Name					
To change each dens	To change each density, press a color key.					
Yellow	0%					
Magenta	0%					
Cyan	0%					
Black	0%					

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

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 color key that is indicated by a solid line will change (overwrite) the contents of that color.

Changing the user color name

Changes the user color.

- 1. Press [Edit / Color].
- 2. Press [Color], and then press [User Color].
- 3. Press [Program], and then select the number (01-15) for the color you want to rename.
- 4. Select the color you want to rename.
- 5. Press [Change Name].

- 6. Enter the name of the color (up to 16 characters), and then press [OK].
- 7. Press [OK] three times.

Deleting user colors

Deletes user colors.

🚼 Important

- You can not delete colors registered in the program or user colors that are currently being used.
- 1. Press [Edit / Color].
- 2. Press [Color], and then press [User Color].
- 3. Press [Delete].
- 4. Select the number of the user color you want to delete.
- 5. Press [Yes].
- 6. Press [OK] twice.

Printing a list of user colors

Prints a list of user colors.

- 1. Press [Edit / Color].
- 2. Press [Color], and then press [User Color].
- 3. Check the copy paper, and then press [Print Sample of User Color].



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

Note

• The list will be copied on a A4D, $8^1/_2 \times 11D$, A3D, or $11 \times 17D$ sheet.

3. Color Copying

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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].

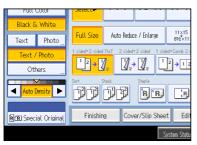


Manual Image Density

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

4

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



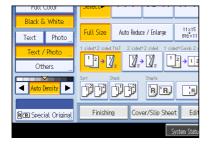
2. Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.

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 eight 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 color 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.

Highlight Pen

For originals marked with a highlighter pen.

Inkjet Output

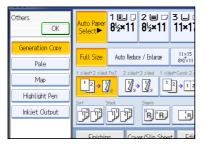
For originals that are printed by inkjet. Specify the color balance that is closest to that of the original. There are three settings available.

1. Select the original type.



Vote

• To select [Generation Copy], [Pale], [Map], [Highlight Pen], or [Inkjet Output], 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 "Copier/Document Server Features", General Settings Guide.
- You can select whether or not to display the keys for the original on the initial display under Original Type Display in User Tools. For details about Original Type Display, see "Copier/Document Server Features", General Settings Guide.

Selecting Copy Paper

Select paper you want to copy onto.

There are two ways to select copy paper:

Auto Paper Select

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

Manual Paper Select

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

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

Metric version

Original location	Original size and orientation
Exposure glass	АЗФ, В4 JISФ, А4ФФ, В5 JISФФ, 8 ¹ / ₂ × 13Ф, 8КФ, 16К ФФ
ADF	A3 ^D , B4 JIS ^D , A4 ^D ^D , B5 JIS ^D ^D , A5 ^D ^D , B6 JIS ^D ^D , 11 × 17 ^D , 8 ¹ / ₂ × 11 ^D ^D , 8 ¹ / ₂ × 13 ^D

Inch version

Original location	Original size and orientation
Exposure glass	11 × 170, 8 ¹ / ₂ × 140, 8 ¹ / ₂ × 1100
ADF	A3D, A4DD, 11 × 17D, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11DD$, $5^{1}/_{2} \times 8^{1}/_{2}DD$, 10 × 14D, $7^{1}/_{4} \times 10^{1}/_{2}D$

Note

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

Reference

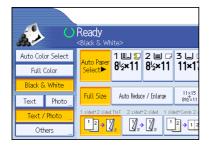
• p.28 "Sizes difficult to detect"

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 (基) 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.

Original Orientation	Paper Orientation	Copy Orientation	
R		⊳ 7	
			BAT0655

Note

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

Reference

• p.66 "Auto Reduce/Enlarge"

- p.86 "Staple"
- p.90 "Punch"
- p.92 "Z-fold"
- p.132 "Auto Paper Select"

Manual Paper Select

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

1. Select the tray you want to use.

The indicator corresponding to the selected paper tray is highlighted.



Advanced Reduce/Enlarge Copying

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

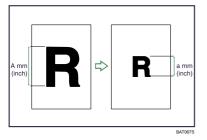
For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Images".

Reference

• p.63 "Reducing or Enlarging Originals"

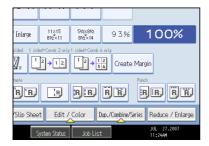
Size Magnification

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



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

1. Press [Reduce / Enlarge].



2. Press [Size Magnification].

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



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

- 4. Enter the length of the copy with the number keys, and then press [#].
- 5. Press [OK] twice.

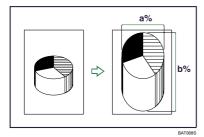
Note

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

Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

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

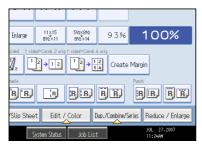


- a: Horizontal ratio
- b: Vertical ratio

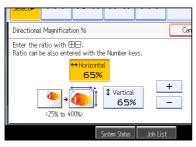
Specifying the ratio with [-] and [+]

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

1. Press [Reduce / Enlarge].



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



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 [+].

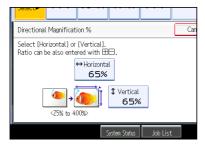
Entering the ratio with the number keys

Enter a ratio using the number keys.

1. Press [Reduce / Enlarge].



- 2. Press [Direct. Mag. %].
- 3. Press [Horizontal].



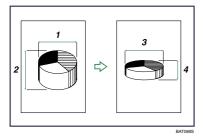
- 4. Enter the desired ratio with the number keys, and then press [#].
- 5. Press [Vertical].
- 6. Enter the desired ratio with the number keys, and then press [#].
- 7. Press [OK] twice.
- 8. Place the originals, and then press the [Start] key.
- Note
 - To change the value you entered, press the key you want to change, and then enter a new value.

Directional Size Magnification (inch)

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.

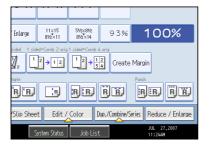
4



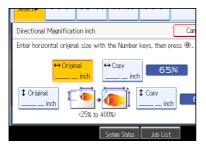
- 1. Horizontal original size: A mm (inch)
- 2. Vertical original size: B mm (inch)
- 3. Horizontal copy size: a mm (inch)
- 4. Vertical copy size: b mm (inch)

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



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

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

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

Note

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

Create Margin

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

1. Press [Create Margin].



2. Select the reproduction ratio, if necessary.

Note

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

Stamps

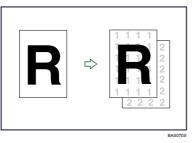
Copies with the date, page numbers, etc.

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

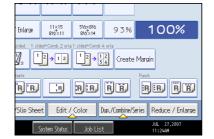
Background Numbering

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.



1. Press [Edit / Color].



- 2. Press [Stamp].
- 3. Press [Background Numbering].

4

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 Color is selected, the full color counter will advance by "1".
- The default color 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 "Copier/Document Server Features", General Settings Guide.

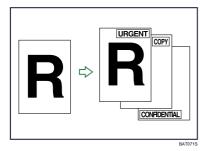
Changing the stamp color

Changes the stamp color.

- 1. Press [Stamp Color] under Stamp Color.
- 2. Select the stamp color, and then press [OK].

Preset Stamp

Messages are stamped on copies.



C Important

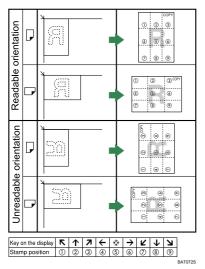
- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

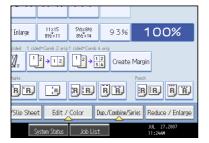
"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

Stamp position and original orientation

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



1. Press [Edit / Color].

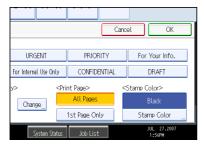


- 2. Press [Stamp].
- 3. Press [Preset Stamp].

4. Select the desired message.

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

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



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

Note

- When the Full Color is selected, the full color counter will advance by "1".
- The default stamp color 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 "Copier/Document Server Features", General Settings Guide.

Reference

• p.30 "Original Orientation"

Changing the stamp color

Changes the stamp color.

- 1. Press [Stamp Color] under Stamp Color.
- 2. Select the stamp color, 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.

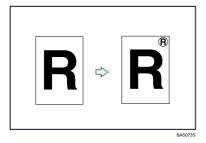
2. Select the stamp position, size, and density, and then press [OK].



User Stamp

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.

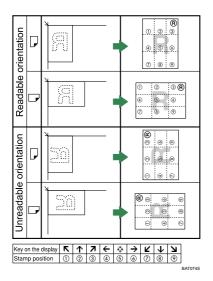


C Important

- 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.





- 2. Press [Stamp].
- 3. Press [User Stamp].
- 4. Select the stamp you require.

You can change the stamp color and position.

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



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

7. Press [OK].

Note

- When the Full Color is selected, the full color counter will advance by "1".
- The default user stamp color is black.
- You can change the settings for User Stamp under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

Reference

- p.30 "Original Orientation"
- p.147 "Registering the user stamp"

Changing the user stamp color

Changes the stamp color.

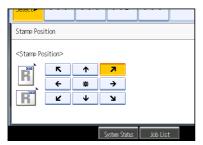
- 1. Press [Stamp Color] under Stamp Color.
- 2. Select the stamp color, and then press [OK].

Changing the user stamp position

Changes the stamp position.

1. Press [Change] under Stamp Position.

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

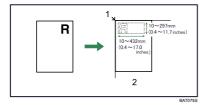


Registering the user stamp

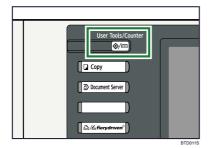
Scans an image that is used as a user stamp.

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 mm², 7.75 inch²), it is corrected within the range of the area automatically.

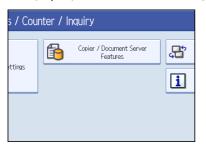
Up to four frequently used images can be stored in memory.



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



2. Press [Copier / Document Server Features].



- 3. Press [Stamp].
- 4. Press [User Stamp].
- 5. Press [Program / Delete Stamp].
- 6. Press [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 [#].
- 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/Inquiry screen.

13. Press [Exit].

Exits settings and gets ready to copy.

Note

- 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.

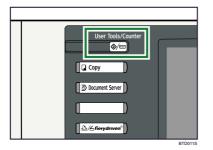
Deleting the user stamp

Deletes an image registered as a user stamp.

4

You cannot restore a deleted stamp.

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



2. Press [Copier / Document Server Features].



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

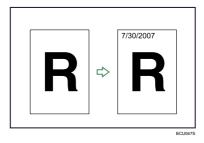
The display returns to the User Tools/Counter/Inquiry screen.

9. Press [Exit].

Exits settings and gets ready to copy.

Date Stamp

Use this function to print dates on your copies.



C Important

4

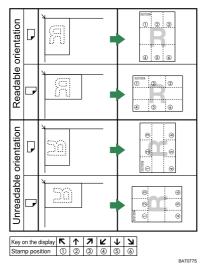


You can select from the following styles:

- 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.





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

You can change the color, style and position of the date.

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



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

Note

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

Reference

• p.30 "Original Orientation"

Changing the date stamp color

Changes the stamp color.

1. Press [Stamp Color] under Stamp Color.

2. Select the stamp color, 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].

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Date F	ormat				(
Select	format.				
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			MM.DD		
	DD/MM/YY	ΥY	DD.MM	LYYYY	
	YYYY.MM	.DD			
			ystem Status	Job List	
		-	ystein stutus		·

Changing the date stamp position

Changes the stamp position.

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

Stamp Position
<stamp position=""></stamp>
"R " Ľ ¥ ¥
System Status Job List

Page Numbering

Use this function to print page numbers on your copies.

153

You cannot use the bypass tray with this function.

P1 1/5

-1-

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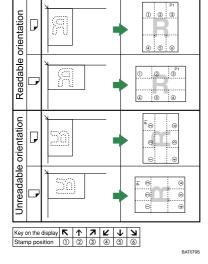
There are six types of page numbering.

⇔

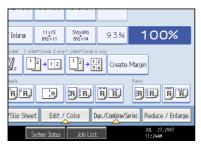
- P1,P2...
- 1/5,2/5...
- -1-,-2-...
- P.1,P.2...
- 1, 2...
- 1-1,1-2...

Stamp position and original orientation

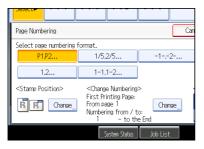
The page stamp positions differ according to the orientation in which you place the originals.







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



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

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



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

Changing the stamp color

Changes the stamp color.

1. Press [Stamp Color] under Stamp Color.

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

Changing the stamp position

Changes the stamp position.

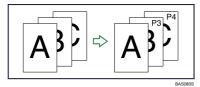
- 1. Press [Change] under Stamp Position.
- 2. Select the stamp position, and then press [OK].

Stamp Position			
	<mark>ر</mark> لا		
R.	System Status	Job Lis [.]	

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

Specify the first printing page and start number.

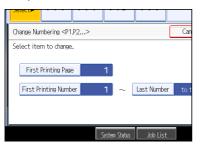
The example below shows when the first printing page is "2" and the start number is "3".



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

1. Press [Change] under Change Numbering.

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



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

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

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

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

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.

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



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

 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.

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



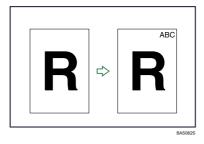
- Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].
- Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].
- 5. When page designation is complete, press [OK].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

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

Stamp Text

You can stamp text on copies up to 64 letters.

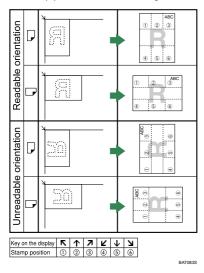




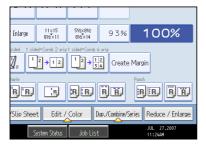
• You cannot use the bypass tray with this function.

Stamp position and original orientation

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

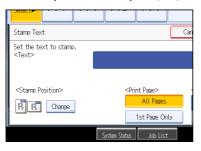


1. Press [Edit / Color].



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

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



You can change the stamp color and position.

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

Note

- The default color is black.
- When the Full Color is selected, the full color counter will advance by "1".
- If the main power is turned off, the text is cleared. To save the typed text, you can register them in a
 program. For details about Program, see "Registering Frequently Used Functions".
- You can change the settings for Stamp Text under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

Changing the stamp color

Changes the stamp color.

- 1. Press [Stamp Color] under Stamp Color.
- 2. Select the stamp color, and then press [OK].

Changing the stamp position

Changes the stamp position, size and density.

1. Press [Change] under Stamp Position.

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

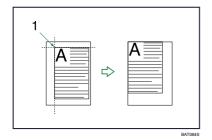


Advanced Copier Functions

This section describes the machine's advanced copy functions.

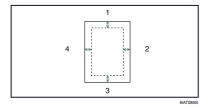
Scan Position

You can move the scanning position of originals.

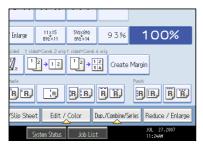


1. Point from which the machine begins scanning

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



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



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

Belett		
Color Scan Position Margin Adj. Erase Stamp	Adjust scan position. <front> Top/Bottom 0. 0 inch Left/Right 0. 0 inch</front>	<back> Top/Botto ↑ Dop/Botto ↓ Left/Righ ↓ 0.0 ind</back>
Edit Image	Clear 🗲 🔶	Clear
Finishing	Cover/Slip Sheet Edit /	Color Dup./Combin
	System Status	Job List

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

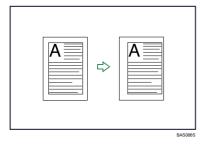
If you don't need to set the scanned position of the back side of the original, press [OK].

Vote

- To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value.
- Press [4] and [1] to set the top or bottom position. Press [4] and [2] to set the left or right position.
- The scanning position for the back side of the original is valid only when you are copying 2-sided originals.

Margin Adjustment

Copies originals leaving a binding margin.





- 2. Make sure that [Margin Adj.] is selected. If [Margin Adj.] is not selected, press [Margin Adj.].
- 3. Specify a binding margin for the front side pages.



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

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

Note

- To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value.
- Press [4] and [1] to set the top or bottom position. Press [4] and [4] to set the left or right position.
- You can set the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments.
- Margin on the back side of the page is valid when 1 Sided → 2 Sided or Combine 2 Sides is selected.

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

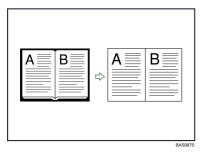
Erase Center / Border

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

This function has the following three types:

Erase Border

Erases the edge margin of the original image.



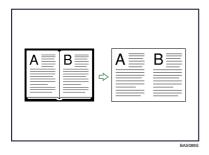
Erase Center

Erases the center margin of the original image.

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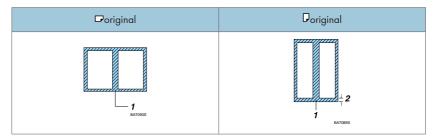
Erase Center/Border

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



Note

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



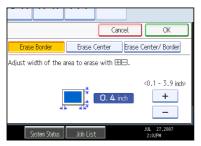
- 1. Erased part
- 2. 2 99 mm (0.1 3.9 inches)
- To erase the image on the back side of the original, press [2 Sided Setting] and then [Back]. Erasing the image on the back side is valid when you copy 2-Sided originals.
- The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting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

Erase Border (same width)

Erases the edge margin of the original image.



- 2. Press [Erase].
- 3. Press [Erase Center / 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).

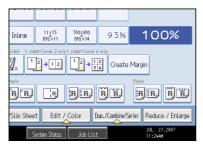
7. Press [OK] twice.

Note

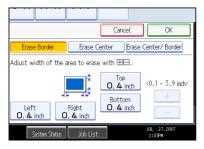
• To change the value you entered, press [+] and [-], and then specify a new value.

Erase Border (different width)

Erases the edge margins of the original image.



- 2. Press [Erase].
- 3. Press [Erase Center / 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

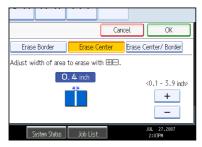
• To change the value you entered, press [+] and [-], and then specify a new value.

Erase Center

Erases the center margin of the original image.



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



6. Press [OK] twice.

Vote

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

Erase Center / Border (same width)

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



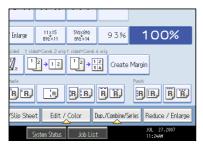
- 2. Press [Erase].
- 3. Press [Erase Center / Border].
- 4. Press [Erase Center / Border].
- 5. Press [Same Width].
- 6. Press [Center], and then specify the erase width with [+] and [-].



- 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 Center / Border (different width)

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



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



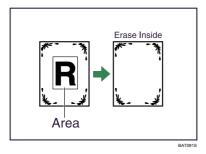
7. Press [OK] twice.

Note

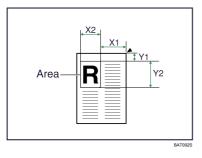
• To change the value you entered, press [+] and [-], and then specify a new value.

Erase Inside

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



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



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

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

1. Press [Edit / Color].



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

- Cancel
 OK

 Iter the value of X1 with the Number keys, then press (#).

 Start Position
 > Start Position

 X2, X1
 V1

 V1
 > Size

 V2
 V2

 V3
 > Size

 V4
 > Size

 V2
 V2

 V3
 > Size

 V4
 > Size

 V5
 > Size

 V1
 > Size

 V2
 > Size

 V4
 > Size

 V4
 > Size

 V5
 > Size

 V4
 > Size
- 4. Enter the length of [X1] with the number keys, and then press [#].

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

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

Erasing the image on the back side is valid when you copy 2-Sided originals.

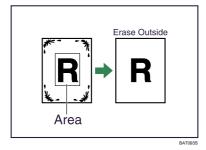
- 8. Press [OK].
- 9. To specify multiple areas, select areas 1 to 5, and then repeat steps 3 to 8.
- 10. Press [OK].

Note

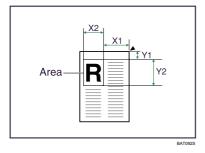
- To change the value you entered, press the key you want to change, and then enter a new value.
- You can specify up to five areas.

Erase Outside

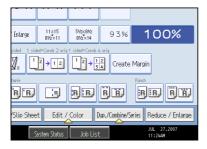
Use this function to copy the original while erasing outside of a specified area.



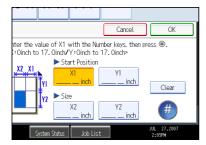
To specify the area you want to erase, you have to define the value of X1, Y1, X2, and Y2 on the original. Measure the area you want to specify before entering the area settings.



- X1, X2: 0 432 mm (0 17 inches)
- Y1, Y2: 0 432 mm (0 17 inches)
 - 1. Press [Edit / Color].



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



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

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

Erasing the image on the back side is valid when you copy 2-Sided originals.

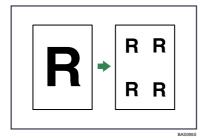
8. Press [OK] twice.

Note

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

Image Repeat

The original image is copied repeatedly.



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.



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

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:

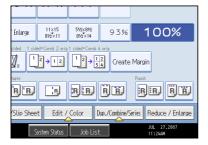
Original: A5^D/Copy paper: A4^D, Original: A5^D/Copy paper A4^D, Original: $5^{1}/_{2} \times 8^{1}/_{2}^{D}/$ Copy paper: $8^{1}/_{2} \times 11^{D}$, or Original: $5^{1}/_{2} \times 8^{1}/_{2}^{D}/$ Copy paper: $8^{1}/_{2} \times 11^{D}$

4 repeats (71 %)	16 repeats (35 %)
BAT0965	BATORS

Original: A5^D/Copy paper: A4^D, Original: A5^D/Copy paper A4^D, Original: $5^{1}/_{2} \times 8^{1}/_{2}^{D}$ /Copy paper: $8^{1}/_{2} \times 11^{D}$, or Original: $5^{1}/_{2} \times 8^{1}/_{2}^{D}$ /Copy paper: $8^{1}/_{2} \times 11^{D}$

2 repeats (100 %)	8 repeats (50 %)	32 repeats (25 %)
BATORES	BAT0875	AT0685

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



- 3. Press [Edit Image].
- 4. Press [Image Repeat].
- 5. Make sure that [Whole Area] is selected, and then press [OK].
- 6. Press [OK].

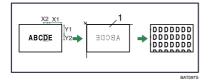
Specified Area Repeat

Repeatedly copies a specified portion of the image.

Contract 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.



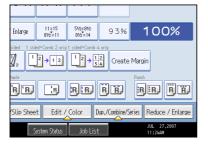
- 1. Set the original on the exposure glass
- X1: 0 412 mm (0 16.2 inches)

X2: 20 - 432 mm (0.8 - 17.0 inches)

Y1: 0 - 277 mm (0 - 10.8 inches),

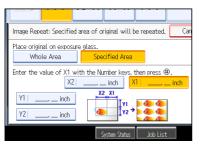
Y2: 20 - 297 mm (0.8 - 11.6 inches).

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



- 3. Press [Edit Image].
- 4. Press [Image Repeat].
- 5. Press [Specified Area].

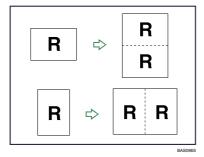
6. Enter the length of [X1] with number keys, and then press [#].



- 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.



C 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:

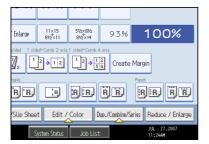
Metric version

Original size and Orientation	Copy paper size and Orientation
A5 🗗	A4 🖵
B6 JIS 🗗	B5 JIS 🖵
A4 🖵	A3 🗗
A5 🖵	A4 🕞
B5 JIS 🖵	B4 JIS 🕞
B6 JIS 🖵	B5 JIS 🕞
-	BCY008S

Inch version

Original size and Orientation	Copy paper size and Orientation
5 ¹ /2 × 8 ¹ /2 🕞	81/2 × 11 🖵
5 ¹ /2 × 8 ¹ /2 🖵	8 ¹ /2 × 11 🕞
8 ¹ /2 × 11 🖵	11 × 17 🕞
	PAT1002

1. Press [Edit / Color].



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

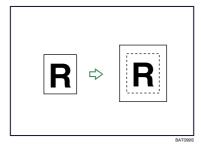
Note

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

Centering

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

4



C 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	АЗФ, В4 JISФ, А4ФФ, В5 JISФФ, 8 ¹ / ₂ × 13Ф, 8КФ, 16К ФФ
ADF	A3D, B4 JISD, A4DD, B5 JISDD, A5DD, B6 JISDD, 11 × 17D, $8^{1}/_{2} \times 11$ DD, $8^{1}/_{2} \times 13$ D

Inch version

Original location	Original size and orientation
Exposure glass	11 × 170, 8 ¹ / ₂ × 140, 8 ¹ / ₂ × 1100
ADF	A3D, A4DD, 11 × 17D, $8^{1}/_{2} \times 14D$, $8^{1}/_{2} \times 11DD$, $5^{1}/_{2} \times 8^{1}/_{2}DD$, 10 × 14D, $7^{1}/_{4} \times 10^{1}/_{2}DD$

1. Select the paper size.

2. Press [Edit / Color].

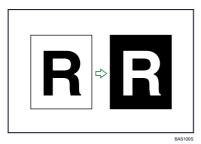


- 3. Press [Edit Image].
- 4. Press [Centering].
- 5. Press [OK].

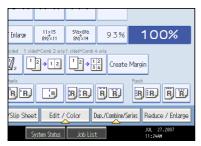
Positive/Negative

Copies an image inverted.

If your original is black and white, copy images are inverted. If your original is color, the density, darkness and brightness of each color will be reversed and inverted to complimentary colors.



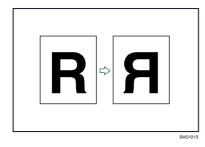
1. Press [Edit / Color].



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

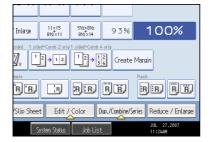
Mirror Image

Copies by reversing the image from left to right, as reflected in a mirror.



Contract Important

- If Margin Adjustment is selected, cancel the setting.
- 1. Press [Edit / Color].

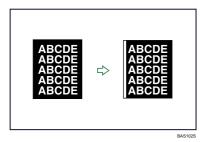


- 2. Press [Edit Image].
- 3. Press [Mirror Image].
- 4. Press [OK].

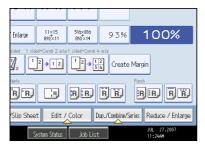
3 Edges Full Bleed

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

This function is useful for originals full of image.



1. Press [Edit / Color].



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

Note

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

Series Copies

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

C Important

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

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

Metric version

Original	Paper for 1-sided copy
A3D	A4 🖓 × 2 sheets
B4 JIS 🗗	B5 JIS 🖵 × 2 sheets
A4 🕞	A5 🗗 × 2 sheets

BAT140S

4

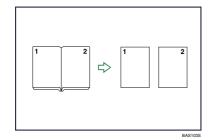
Inch version

Original	Paper for 1-sided copy
11 × 17 🗗	$8^{1/2} \times 11 \square \times 2$ sheets
8 ¹ /₂ × 11 □	$5^{1/2} \times 8^{1/2} \square \times 2$ sheets
	BAT102S

There are two types of Series Copies.

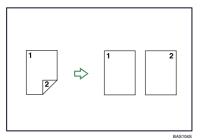
Book → 1 Sided

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

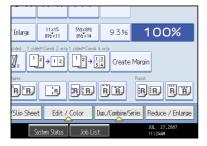


2 Sided → 1 Sided

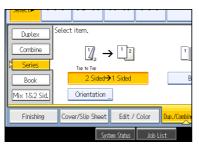
You can make 1-sided copies from 2-sided originals.



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



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



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

Note

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

Reference

• p.71 "Originals and copy orientation"

Booklet/Magazine

Copies two or more originals in page order.

C Important

• You cannot use the bypass tray with this function.

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

Metric version

Original	Paper
A3 🖵	A4 🖵 (2-sided)
B4 JIS⊡	B5 JIS 🖵 (2-sided)
A4 🕞	A5 🖵 (2-sided)
	DATION

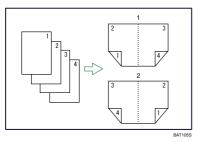
Inch version

Original	Paper
11 × 17 🗗	8 ¹ / ₂ ×11 🖵 (2-sided)
8 ¹ / ₂ × 11 □	5 ¹ / ₂ ×8 ¹ / ₂ (2-sided)
	BAT101S

There are six types of Booklet/Magazine.

1 Sided → Booklet

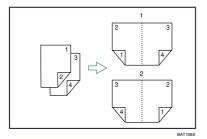
Make copies in page order for a folded booklet as shown.



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

2 Sided → Booklet

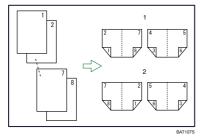
Make 2-sided originals to copies in page order for a folded booklet as shown.



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

1 Sided → Magazine

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

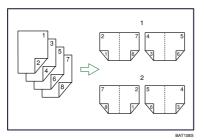


1. Open to left

2. Open to right

2 Sided → Magazine

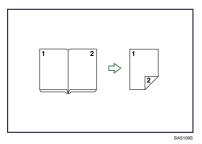
Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.



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

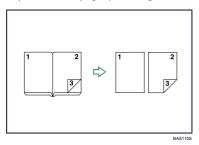
Book → 2 Sided

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



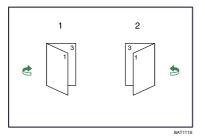
Front & Back → 2 Sided

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



How to fold and unfold copies to make a booklet

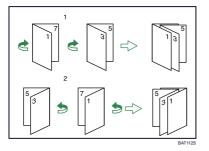
Fold a copy along the centerline, and open.



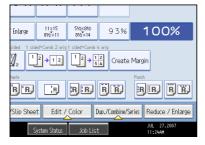
- 1. Open to left
- 2. Open to right

How to fold and unfold copies to make a magazine

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

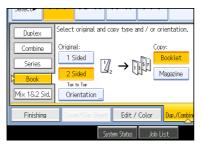


- 1. Open to left
- 2. Open to right
- 1. Press [Dup./Combine/Series].



2. Press [Book].

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



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

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

• Note

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

Reference

• p.71 "Originals and copy orientation"

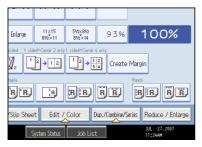
Creep Adjustment

When Magazine is selected, you can specify the creep value.

When folding stacked paper, the thickness of the paper causes creep (progressive image loss) between the most inner and most outer pages. The machine compensates for creep by progressively shifting the copy image.

For example, when folding 15 sheets, the creep value will be 2 mm (0.1 inch), meaning there will be a 2 mm (0.1 inch) gap in the center of the image printed on the outermost sheet.

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



- 2. Press [Book].
- 3. Select [1 Sided] or [2 Sided] for the original.
- 4. Press [Magazine].
- 5. Press [Creep Adjust.].
- 6. Specify the creep value with [+] and [-].



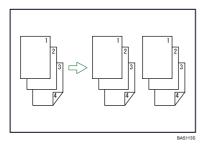
7. Press [OK] twice.

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Note
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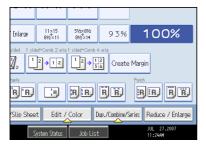
- You can adjust the creep value between 0 to 99 mm (0 to 3.9 inches) in 1 mm (0.1 inch) steps.
- To change the value you entered, press [+] and [-], and then specify a new value.

Mix 1 & 2 Sided

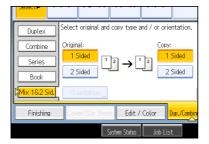
You can copy two types of originals, 1-sided and 2-sided, onto one or both sides of a sheet in one copy job.



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



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



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

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

Place the next originals, and then repeat steps 3 to 5.

4

Vote

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- When making two or more copies with the ADF, specify Batch mode. For details about Batch mode, see "Batch Mode".
- If you specified [2 Sided] for the originals or copies, you can specify the orientation.

Reference

• p.34 "Batch Mode"

Covers

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

🚼 Important

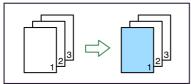
- Before using this function, select the trays for covers under Front Cover Sheet Tray and Back Cover Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.
- You cannot specify the bypass tray as the Main Sheet Tray.
- If you have selected Interposer for Front Cover Sheet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

The Covers function includes Front Cover and Back Cover.

Front Cover

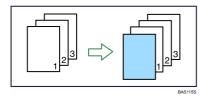
This function copies the first page of an original onto paper that has been specified for covers, or places a cover sheet before the first copy page.

Copy



BAS114S

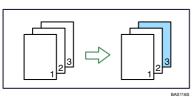
• Blank



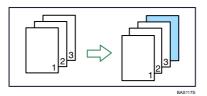
Back Cover

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

Copy



• Blank

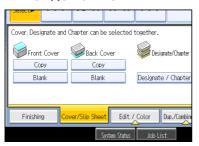


1. Press [Cover/Slip Sheet].



4

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



- 3. Select [Copy] or [Blank] for the back cover, and then press [OK].
- 4. Select the main sheet tray that contains the paper to copy the originals.
- 5. After making all settings, press [OK] twice.

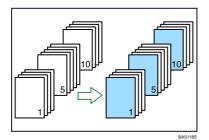
Note

- 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 A5D, you can staple the copies with the front cover sheet of A4D, but you cannot staple them with that of A4D.
- When you specify both front and back covers, the first and last pages of your original are copied on paper specified for use as a cover, or cover sheets are inserted before the first copy and after the last copy.
- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Copier/Document Server Features", General Settings Guide.
- For details about the interposer, see "Loading Paper", Troubleshooting.

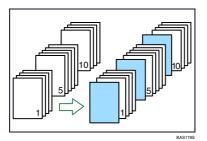
Designate

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

Copy



• Blank



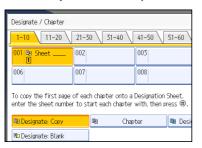
🚼 Important

- Before using this function, select the tray for designation sheets under Designation Sheet 1 Tray or Designation Sheet 2 Tray in User Tools. For details, see "System Settings", General 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.
- 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 6.

Up to 100 locations can be specified.

- 8. Select the main sheet tray that contains the paper to copy the originals.
- 9. After making all settings, press [OK] twice.

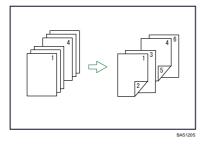
Note

4

- To change the value you entered, press the key you want to change, and then enter a new value.
- For details about the interposer, see "Loading Paper", Troubleshooting.
- When placing the designation sheets in the bypass tray, it should be the same size and orientation as the main sheets.

Chapters

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

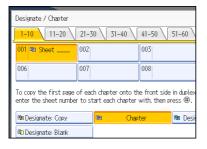


C Important

- 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 \rightarrow 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].

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

Up to 100 locations can be specified.

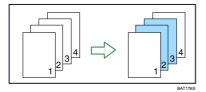
- 6. To specify another page location, repeat steps 4 to 5.
- 7. Select the main sheet tray that contains the paper to copy the originals.
- 8. After making all settings, press [OK] twice.

```
Note
```

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

Designation Sheet Copy

You can copy designated pages onto designation sheets.

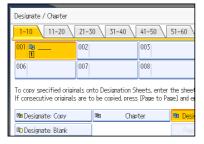


🔁 Important

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



- 2. Press [Designate / Chapter].
- 3. Press [Designation Sheet Copy].
- 4. Enter the sheet number of the first original with the number keys.



- 5. Press [Page to Page].
- 6. Enter the sheet number of the last original with the number keys.

- Select the designation sheet tray that contains the paper for the designation sheets, and then press the [#] key.
- 8. To specify another page location, repeat step 4 to 7.

Up to 100 locations can be specified.

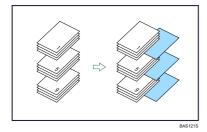
- 9. Select the main sheet tray that contains the sheet to copy the originals.
- 10. After making all settings, press [OK] twice.

Note

- When this function is combined with Duplex, the first page of the designated pages is copied on the front side of a designation sheet.
- The designation sheets should be the same size and orientation as the main sheet.
- To change the value you entered, press the key you want to change, and then enter a new value.

Insert Sheet

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



🚼 Important

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

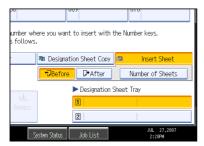


4

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

Designate / Chapter								
1-10 11-20 21-30 31-40 41-50 51-60								
001 Before 002 003 1 sheet(s)								
006 00	7	008						
To insert blank Designation Sheets, enter sheet number where you v then press ⊕.Insert blank designation sheet(s) as follows.								
💷 Designate: Copy	🖷 Chap	iter 💷 Desi						
🗈 Designate: Blank		- DBef						

- 5. Select the designation sheet tray that contains the paper for the designation sheets.
- Select [Before] to insert slip sheets before the desired page. Select [After] to insert slip sheets after the desired page. Enter the page number with the number keys.
- Press [Number of Sheets], and enter the number of sheets you want to insert with the number keys, and the press the [#] key.



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

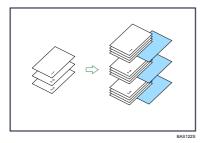
Note

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

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.

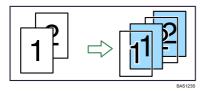


C Important

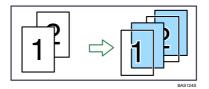
- If [1 Sided \rightarrow 2 Sided] is set, cancel the setting.
- Before using this function, select the tray for slip sheets under Slip Sheet Tray in User Tools. For details, see "System Settings", General Settings Guide.

When placing OHP transparencies in the bypass tray

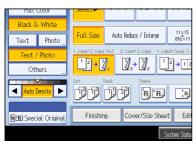
Copy



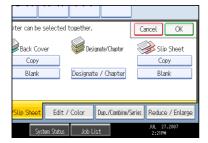
• Blank



1. Press [Cover/Slip Sheet].



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



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

When copying onto OHP transparencies, use the bypass tray.

Note

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

Reference

• p.54 "Copying onto OHP Transparencies or Thin Paper"

5. Connect Copy

This chapter describes how to make copies using two machines connected via the Copy Connector (optional).

What is Connect Copy?

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

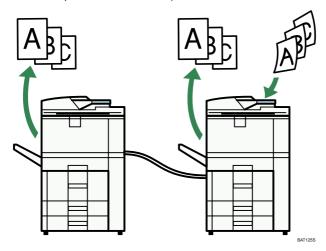
When you set up a copy job on one machine (the main machine), data is transferred to the other (the submachine) so copies can be made on both simultaneously.

High-speed copying for greater productivity

Large volume copy runs can be completed in shorter time. For example: when connected together, two Type 2 machines can make 150 copies per minute in black and white mode, or 140 copies per minute in full color mode (A4D, 8¹/₂ × 11D paper size).

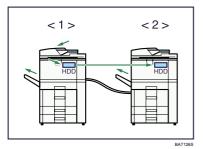
Reducing time loss

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



How It Works

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



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

- 1. Main machine
- 2. Sub-machine

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

Machine types and options

This section describes the machine types and options that can be used with Connect Copy.

Both machines need not be of the same type.

You can still use Connect Copy without an optional finisher or the LCT. However, to use the Staple, Punch, Saddle Stitch, and/or Z-fold functions, a finisher equipped with those functions must be installed on both machines.

Interrupt Copy

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

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

Before you start Connect Copy

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

To ensure the same copy results from both machines,

- The copy quality settings in User Tools should be the same on each machine. For details, see "Copier/ Document Server Features", General Settings Guide.
- Both main and sub machines should be installed with the same type of finisher.

Auto Reset when using Connect Copy

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

This is called "Auto Reset".

Note

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

Auto Off when using Connect Copy

The machine automatically turns off after a certain period of time has lapsed following job completion.

This is called "Auto Off". In Connect Copy mode, the sub-machine will not turn off automatically.

Connect Copy Display

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

Initial copy display

	1		2	2		;	3	4	5
	Connect Co	ру				Store File		(neck	Modes
	Ready <black &="" th="" wh<=""><th>iite></th><th></th><th></th><th></th><th>Orig</th><th>linsl O</th><th>ntity 1</th><th>· • ·</th></black>	iite>				Orig	linsl O	ntity 1	· • ·
Auto Color Select	Auto Paper	1 💷 🛛	2						
Full Color	Select	8½×11	8½×11	11×17	8½×11	Bypass			
Black & White									
Text Photo	Full Size	Auto Reduc	e / Enlarge	11×15 8½×11	51/2×81/2 81/2×14	93%	1	00	%
Text / Photo	1 sided+2 sided			b	1 sided+Comb -				
Others	<u>1</u> 2+2	<mark>∕₂</mark>		2 > 1 2	¹ ² → ¹ / ₃	4 Create	Margin		
Auto Dersity	Sut S	iteck	Steele	B	BB	BB	Punch	Ð	je
R E Special Original	Finishin	ng Cov	er/Slip Shee	et Edit /	Color [)up./Combine/S	ieries Re	duce /	Enlarge
			2	äystem Status	Job List	t		. 27.20 33AM	107
									DAT100S

1. [Connect Copy]

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

2. Paper Select

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

3. Numbers of originals

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

4. Number of sets

Displays the number of sets of copies.

5. Number of copies

Displays the number of copies for the main machine.

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

Display during Connect Copy



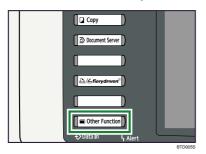
Note

• The connect copy function is not available from the simplified display on the main machine.

Display of the Sub-machine

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

1. Press the [Other Function] key.



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



Using Connect Copy

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

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

🚼 Important

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details about Administrator Tools, see "System Settings", General Settings Guide.
- When Basic Authentication, Windows Authentication, or LDAP Authentication is set, enter your login
 user name and password so that the machine accepts copy jobs. Ask the administrator for the login
 user name and password. For details, see "When the Authentication Screen is Displayed", About This
 Machine.
- In Connect Copy mode, use the main machine to perform this function.
- 1. Make sure "Ready" appears on the screen.



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

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

• Main machine



• Sub-machine

	Connect Co	99				Store Fil	e Check Modes
	Ready <black &="" th="" wh<=""><th>ite></th><th></th><th></th><th></th><th>0.6</th><th>1 el 0 estit/ 0 1 0</th></black>	ite>				0.6	1 el 0 estit/ 0 1 0
Auto Color Select Full Color	Auto Paper Select	1 ≝⊒ 0 8½×11	2 ⊔ ¤ 8½×11	3 ⊔ ¤ 11×17			
Black & White Text Photo	Full Size		e / Erlærge	11 y 15 812×11	9424892 892×14	93%	100%
Text / Photo Others	2 + 2			ed*Cerré 2 oris	1 sided*Comb	_	Margin
Auto Dersity)))	DD	BB		BB	RR	BB BB
RCE Special Original	Finishin	a Cov	er/Slip Shee	t Edit/	Color	un./Conhine/S	
			s	vsten Status	Job List		JUL 27,2007 10:3344

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

If you have made any copy settings before using Connect Copy, the settings remain effective. However, if optional finishers are not installed on either one of the two, the Stack, Staple, Punch and Z-fold functions are automatically disabled.

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

The maximum copy quantity that can be set is 9999.

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

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

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

Note

- To cancel Connect Copy mode, press [Connect Copy], which is highlighted on the main machine.
- Since the sub-machine starts copying after receiving data from the main machine, the numbers of copy sets differ on the main and sub machines. If the transferred data is massive, the difference between the numbers of copies made by the main machine and sub-machine will increase.
- Both machines may not finish copying at the same time.
- When the number of originals or copies is small, copying will be done on only the main machine.
- When using the Sort/Staple function, copying is divided between the two machines by the number of sets. If a paper misfeed occurs when processing a set of copes, it is not possible for the other machine to take over the remainder of that particular set.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- To interrupt ADF scanning, press the [Clear/Stop] key on the main machine, and then select [Stop].
- To stop copying, press the [Clear/Stop] key on the main machine, and then select [Stop].
- When the memory to store originals exceeds the maximum, an error message appears. For details, see "When You Cannot Make Copies As Wanted", Troubleshooting.

Reference

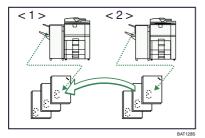
• p.34 "Batch Mode"

Order of Copy Output

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

When copying with the Staple function

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



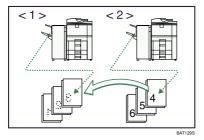
1. Main machine (face-down)

2. Sub-machine (face-down)

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

When copying with the Stack function

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



- 1. Main machine (face-down)
- 2. Sub-machine (face-up)

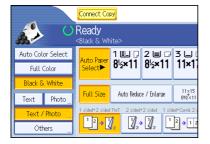
Stack copies made by the sub-machine on that of the main machine.

Exiting Connect Copy

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

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

The machine returns to standard copying mode.



Note

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

Printing Stored Documents Using Connect Print

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

😭 Important

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

The selected document is highlighted.

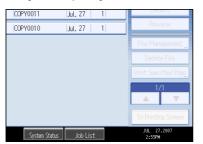
	ct File> e(s) to print.				F
Туре	User Name	File Name	Date	Page	Orde
• •		C0PY0011	Jul. 27	1	
•		COPY0010	Jul. 27	1	

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

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

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

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



5. Press [Connect Print].

The key is highlighted and the two machines are connected.

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

The maximum copy quantity that can be set is 9999.

7. Press the [Start] key.

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

Note

- Some documents may not be displayed, depending on the security function settings.
- To change the printing order, press the highlighted documents to cancel your selection. Select documents again in the desired order.
- You can also cancel all your selections by pressing the [Clear Modes] key.
- If you are selecting two or more files, you can check the file names and printing order by pressing
 [▼] and [▲] to scroll through the list.
- Press [Select File] to return to the Select Files to Print display.
- To change the value you entered, press the [Clear/Stop] key and then enter a new value.
- When using the Sort function, you can check the print results by making a sample copy on the main machine. See "Sample Print".
- Sample prints can only be made on the main machine.
- The main machine begins printing using data stored in the Document Server. Printing on the submachine starts after the data is transferred from the main machine.
- The number of print sets might differ on the main and sub machines.
- Both machines may not finish printing at the same time.

🖪 Reference 🔵

• p.238 "Sample Print"

Using Job Preset in Connect Copy

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

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

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



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

Connect Copy					Store I
Ready <black &="" white=""></black>		To Cop	To Copying Screen No.102		ncel
Auto Paper Select►	1 ≝⊒ 🛛 8½×11	2 ⊫ ⊡ 8½×11	3 ⊔ ⊅ 11×17	⊤ ⊔ ⊅ 8½×11	⊌ Bypass
Full Size	Auto Reduce / Enlarge		11×15 8V2×11	51/2×81/2 81/2×14	939
$1 \begin{array}{c} 1 \\ 1 \\ 1 \\ \hline 1 \\ 2 \\ \hline 2 \\ 2 \\$					

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

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



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

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



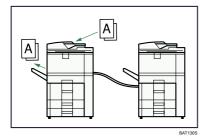
• p.45 "Job Preset"

Connect Copy Job Flow

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

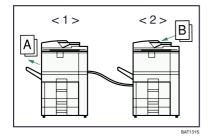
When One of the Two Machines is Idle

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

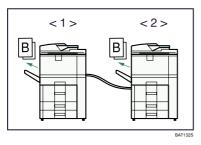


Using the idle machine as the main machine (Connect Copy)

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



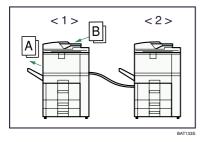
 Machine <2> begins copying Original B. Machine <1> also starts copying Original B when it has finished with Original A.



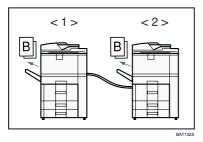
- 1. Sub-machine
- 2. Main machine

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

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



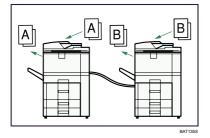
2. When machine <1> has finished with Original A, Connect Copy is activated and both machines begin copying Original B.



- 1. Main machine
- 2. Sub-machine

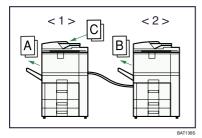
When Both Machines are in Use

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

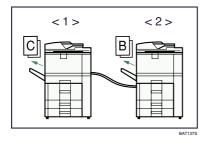


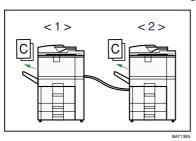
When both machines are copying the same number of originals (Connect Copy: Job Preset)

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



2. When machine <1> has finished with Original A, it begins copying Original C.



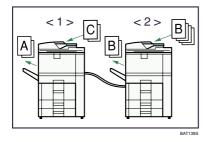


3. When machine <2> has finished with Original B, it also begins copying Original C.

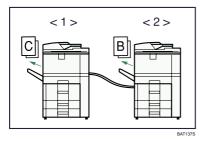
- 1. Main machine
- 2. Sub-machine

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

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



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



1. Main machine

2. Sub-machine

5. Connect Copy

6. 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

Document Server Display

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

Document Server initial display

		Select File> Page Quantity Print 0 1 0	_− з
_ [List Thumbrails	Type User Name File Name Date Page Order Memory: 99%	4
6-	📃 IIII	A YOKOHAMA OFFICE COPY0007 Jul. 27 1 Details	
L		G▲ YOKOHAMA OFFICE COPY0005 Jul. 27 2 Preview	
	Display All	ASAN FRANCISCO 0(COPY0004 Jul. 27 1 File Management	
		Delete File	⊢ 4
	User Name	Print Specified Page	
		1/1	
	File Name		
	Scan Original	To Printing Screen	
		System Status Job List Jul. 27-2007	
		5	
		J	BAT194S

- 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 color 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 color mode used to store a document.

Function	Copier
lcons	Ģ

Color icons	Full color	Black and white
lcons	2	Å

Thumbnail screen

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



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

Simplified Display

This section explains how to switch to the simplified display.

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

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



Simplified Document Server Screen

		<select file=""> Select a file to</select>	Page print.	0 Qty.	1)Print 0)
	Type User N	vame Fil	e Name	Date Page	Delete File
[읋 Yokohama	OFFICE COPYOO	07 .	Jul. 27 1	Specified
[YOKOHAMA	OFFICE COPY00	05 .	Jul. 27 2	Page
(🚵 SAN FRANC	CISCO O COPYOO	04 .	Jul. 27 1	
					▲ Previous
	– Key Color			1/1	▼ Next
			System Status	Job List	JUL 27,2007 2:52PM
					BAT1955

1. [Key Color]

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

Note

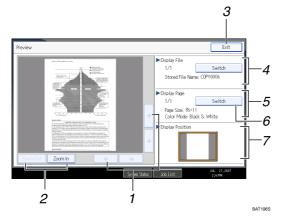
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

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



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
 - 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.

File Name

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

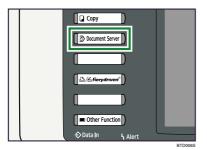
User Name

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

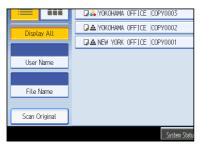
Password

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

1. Press the [Document Server] key.



2. Press [Scan Original].



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

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

- 4. Set the original.
- 5. Specify the original scanning conditions.
- 6. Press the [Start] key.

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

Note

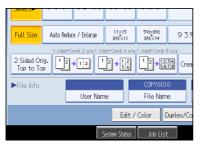
- Enter the password in the range of four and eight digits.
- To stop scanning, press the [Clear/Stop] key. To restart a paused scanning job, press [Continue] in the confirmation display. To delete saved images and cancel the job, press [Stop]. The original placed in the ADF will be ejected.
- If a password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

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

Specifying a User Name

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].

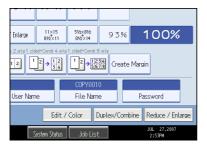
Note

• 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.

		ct File> e(s) to print.				f
T:	ype	User Name	File Name	Date	Page	Orde
	D %	YOKOHAMA OFFICE	COPY0007	Jul. 27	1	
	.	YOKOHAMA OFFICE	COPY0005	Jul. 27	2	
] &	SAN FRANCISCO O	COPY0004	Jul. 27	1	

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

2. Press [File Management].

3. Press [Change User Name].

File Name	Date	Page	Order	File Information
E COPY0007	Jul. 27	1	1	
E COPY0005	Jul. 27	2		YOKOHAMA OFFICE
0/COPY0004	Jul. 27	1		Change User Name
				COPY0007
				Change File Name
				Change Password

- 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.

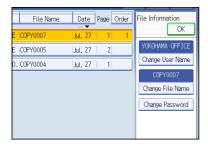
Changing the File Name of a Stored Document

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.

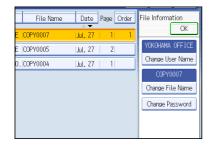
Changing the Password of a Stored Document

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.

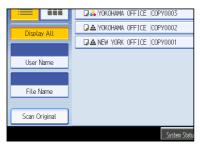
Searching by user name

Searches for stored documents by user name.

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].

Search by File Name	
Enter the file name to search, then press [OK].	
- 0/20	
<u>` 1 2 3 4 5 6 7</u>	7
a wertyu	
asd fghj	
z x c v b n m	

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

			[Cancel OK
		Clea	r	Manual Entry
IJK	LMN	OPQ	RS	T UVW XYZ
E	LONDON	OFFICE		NEW YORK OFFICE
E	DETROIT	FACTORY	(LOS ANGELES FACTORY
FFICE	YOKOHAM	A OFFICE		Administrator
E	OOMORI	OFFICE		YOKOHAMA FACTORY

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 9999.

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 feature hold the specified printing conditions after the operation is over and apply them at the next printing.

- When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.
- Following settings are available for the printing conditions. For respective printing results, see "Basic Copying" and "Advanced Copying".
 - Paper tray
 - The number of prints
 - 2 Sided / Book (2 Sided Copy, Booklet, Magazine)
 - Edit / Stamp
 - Cover / Slip Sheet
 - Finishing (Sort, Rotate Sort, Staple, Punch, Z-fold)
- 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.
- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "Copier/Document Server Features", General Settings Guide.
- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see "Displaying Stored Documents with Web Image Monitor".

Reference

• p.242 "Displaying Stored Documents with Web Image Monitor"

Interrupting a print job

Interrupts a print job.

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

Changing the number of sets

You can change the number of sets during printing.

🚼 Important

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

The Stop key was pressed. Stop copying?	
No.201 er new quantity of sets with the Number keys,	then press ⊕.
Change Quantity 15 →	<2 - 9999>
Continue	Stop
Finishing Cover/Slin Sheet Edit	/Stamp 2 Sided /

- 4. Press the [#] key.
- 5. Press [Continue].

Printing will be resumed.

Note

6

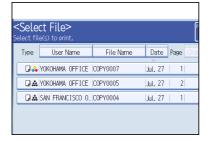
• The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.

Sample Print

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

🚼 Important

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



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

2. Press the [Sample Copy] key.

Only one set will be printed.

3. Press [Continue].

Printing will be resumed.

Note

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

Printing the first page

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

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

1. Select the document to be printed.

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

- 2. Press [Print Specified Page].
- 3. Press [1st Page].

Print Specified Page	
Specify page to print, then press the Start key.	
1st Page	
Specified Page	
Specify Range	
System S	tatus 🛛 Job List

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.

Vote

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

Printing a specified range

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

1. Select the document to be printed.

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

- 2. Press [Print Specified Page].
- 3. Press [Specify Range].
- 4. Specify the printing start page with the number keys, and then press [#].



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

Note

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

Deleting a Stored Document

Deletes a stored document.

🚼 Important

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

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

2. Press [Delete File].



3. Press [Yes].

Note

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

Print Backup

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

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

🚼 Important

- File Format Converter is required.
- You cannot back up a document that is currently being used by another function.
- 1. Select the document you want to back up.

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

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

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

5. Press [OK].

Note

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

Displaying Stored Documents with Web Image Monitor

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

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

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

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

The top page of Web Image Monitor will be displayed.

3. Click [Document Server].

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

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

Information of the document will be displayed.

5. Confirm contents of the document.

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.
- Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.

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

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

Top page of Web Image Monitor will be displayed.

3. Click [Document Server].

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

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

The data will be downloaded.

6. Click [OK].

Note

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

6. Document Server

7. Appendix

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

Function Compatibility

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

Blank: These modes can be used together.

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

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

The following shows the combinations of functions:

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The following combinations are not possible.

- * 1 Front Covers, Back Covers, or Designate with 2 Sided \rightarrow 1 Sided
- *2 Top 2 of Staple with 2 holes left of Punch, Left 2 of Staple with 2 holes top of Punch, Top/ Top Slant/ Bottom of Staple with 2 holes top of Punch, Center of Staple with 2 holes top of Punch.
- *3 Top 2 of Staple with Right Fold, Left 2 of Staple with Bottom Fold, Bottom of Staple with Bottom Fold, Top Slant of Staple with Bottom Fold, Center of Staple with Z-fold.
- *4 2 holes left of Punch with Bottom Fold, 2 holes top of Punch with Right Fold.

Supplementary Information

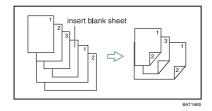
Describes the detailed specifications of the respective functions.

Batch mode

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

Mixed Sizes mode

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.
- Copying speed and scanning speed will be reduced.
- The weight range for originals in the Mixed Sizes mode is 52 81.4 g/m² (13.8 22.0 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.



Copy Face Up

- Copies are delivered face down (in the same order as the original) if Thin Paper, Plain Paper 1, Plain Paper 2, Middle Thick, or Thick Paper 1 is specified.
- Copies are delivered face up (in reverse order of the original) if Thick Paper 2 or Thick Paper 3 is specified.
- Tab stock is delivered face down regardless of its paper weight.

Bypass Tray Copy

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

A30, B4 JISD, A400, B5 JISDD, A500, B6 JISD, A60, 100 × 148 mm

$$\begin{split} &11\times 17^{\text{D}}, 8^{1}/_{2}\times 14^{\text{D}}, 8^{1}/_{2}\times 13^{\text{D}}, 8^{1}/_{2}\times 11^{\text{D}}\text{D}, 8^{1}/_{4}\times 14^{\text{D}}, 8^{1}/_{4}\times 13^{\text{D}}, 8\times 13^{\text{D}}, 8\times 10^{1}/_{2}^{\text{D}}\text{D}, 8\times 10^{1}/_{2}^{\text{D}}\text{D}, 8\times 10^{1}/_{2}^{\text{D}}\text{D}, 8\times 10^{1}/_{2}^{\text{D}}\text{D}, 5^{1}/_{2}\times 8^{1}/_{2}^{\text{D}}, 11\times 15^{\text{D}}, 11\times 14^{\text{D}}, 10\times 15^{\text{D}}, 10\times 14^{\text{D}}, 12\times 18^{\text{D}} \end{split}$$

Preset Reduce/Enlarge

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- The 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 \rightarrow A3

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

122%: A4 \rightarrow B4 JIS, 8 \times 13 \rightarrow A3

115%: B4 JIS \rightarrow A3

93%: -

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

75%: B4 JIS \rightarrow 8 \times 13

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

65%: A3 \rightarrow 8 \times 13

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

25%: -
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Inch version

400% (Area ratio 16 times): -200% (Area ratio 4 times): $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 11 \times 17$ 155% (Area ratio 2 times): $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 8^{1}/_{2} \times 14$ 129%: $8^{1}/_{2} \times 11 \rightarrow 11 \times 17$ 121%: $8^{1}/_{2} \times 14 \rightarrow 11 \times 17$ 93%: -85%: $8^{1}/_{2} \times 13 \rightarrow 8^{1}/_{2} \times 11$ 78%: $8^{1}/_{2} \times 14 \rightarrow 8^{1}/_{2} \times 11$ 73%: $11 \times 15 \rightarrow 8^{1}/_{2} \times 11$ 65%: $11 \times 17 \rightarrow 8^{1}/_{2} \times 11$ 50% (Area ratio $^{1}/_{4}$ times): $11 \times 17 \rightarrow 5^{1}/_{2} \times 8^{1}/_{2}$

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

Zoom

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

Auto Reduce/Enlarge

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

Duplex

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

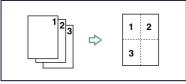
A30, B4 JIS0, A400, B5 JIS00, A500

 $\begin{array}{c} 11\times17^{\text{D}},8^{1}/_{2}\times14^{\text{D}},8^{1}/_{2}\times13^{\text{D}},8^{1}/_{2}\times11^{\text{D}}^{\text{D}},8^{1}/_{4}\times14^{\text{D}},8^{1}/_{4}\times13^{\text{D}},8\times13^{\text{D}},7^{1}/_{4}\times10^{1}/_{2}^{\text{D}}^{\text{D}},5^{1}/_{2}\times8^{1}/_{2}^{\text{D}}^{\text{D}},8^{\text{K}}^{\text{D}},16^{\text{K}}^{\text{D}}^{\text{D}},12\times18^{\text{D}},11\times15^{\text{D}},11\times14^{\text{D}},10\times15^{\text{D}}\end{array}$

- You cannot use the following copy paper with this function:
 - Paper smaller than A5, $5^1/_2 \times 8^1/_2$
 - Translucent paper
 - Label paper (adhesive labels)
 - OHP transparencies
 - Paper thicker than 163 g/m², 43 lb.
 - Paper thinner than 64 g/m^2 , 17 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.

Combine

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



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Sort, Rotate Sort

- Paper sizes and orientations that can be used in the Rotate Sort function are A4DD, B5 JISD
 D, A5DD, 8¹/₂ × 11DD, 7¹/₄ × 10¹/₂DD, 5¹/₂ × 8¹/₂DD, and 16KDD.
- 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/m², 20 lb.)
 - Copy tray

A4 or larger $(8^{1}/_{2} \times 11 \text{ or larger})$, B4 JIS or smaller $(8^{1}/_{2} \times 14 \text{ or smaller})$: 500 sheets A3 (11 × 17), B5 JIS or smaller $(8^{1}/_{2} \times 5^{1}/_{2} \text{ or smaller})$: 250 sheets

Finisher SR4010/Finisher SR4020 (Upper Tray)

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

B4 JIS, $8^1/_2 \times 14$ or larger: 50 sheets

• Finisher SR4010 (Shift Tray)

A4D, 8¹/₂ × 11D: 3000 sheets

A3D, B4 JISD, A4D, B5 JISDD, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D, 12 × 18D: 1500 sheets

A5D: 500 sheets

A5D, B6 JISD, A6D, 5¹/₂ × 8¹/₂DD: 100 sheets

• Finisher SR4020 (Shift Tray)

A4, 8¹/₂ × 11, 2000 sheets

A3D, B4 JISD, A4D, B5 JISDD, 11 × 17D, $8^1/_2 \times 14D$, $8^1/_2 \times 11D$, 12 × 18D: 1000 sheets

A5D: 500 sheets

A5^C, B6 JIS^C, A6^C, 5¹/₂ × 8¹/₂^C^C: 100 sheets

- Finisher SR5000 (Upper Tray)
 A4, 8¹/₂ × 11 or smaller: 500 sheets
 B4 JIS, 8¹/₂ × 14 or larger: 250 sheets
- Finisher SR5000 (Shift Tray)
 A4D, B5 JISD, 8¹/₂ × 11D: 3000 sheets
 A3D, B4 JISD, A4D, B5 JISD, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D: 1500 sheets
 12 × 18D: 1000 sheets
 A5D, 5¹/₂ × 8¹/₂D: 500 sheets
 A5D, 5¹/₂ × 8¹/₂D: 100 sheets
- When using the Rotate Sort or Staple functions, the capacity may be reduced.

Stack

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

A30, B4 JIS0, A400, B5 JIS00, A500

$$\begin{split} &11\times 17^{\text{D}}, 8^{1}/_{2}\times 14^{\text{D}}, 8^{1}/_{2}\times 13^{\text{D}}, 8^{1}/_{2}\times 11^{\text{D}}\text{D}, 8^{1}/_{4}\times 14^{\text{D}}, 8^{1}/_{4}\times 13^{\text{D}}, 8\times 13^{\text{D}}, 7^{1}/_{4}\times 10^{1}/_{2}^{\text{D}}\text{D}, 5^{1}/_{2}\times 8^{1}/_{2}^{\text{D}}\text{D}, 8^{\text{D}}, 16^{\text{D}}\text{D}, 12\times 18^{\text{D}}, 11\times 15^{\text{D}}, 11\times 14^{\text{D}}, 10\times 15^{\text{D}} \end{split}$$

Staple

- The following type of paper cannot be stapled:
 - Postcard
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - 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.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:
 - A3□ and A4□
 - B4 JIS□ and B5 JIS□
 - $11 \times 17 \square$ and $8^1/_2 \times 11 \square$
- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows: (paper weight: 80 g/m², 20 lb.)
 - Finisher SR4010

B4 JIS, $8^1/_2 \times 14$ or larger: 30 sheets

A4, $8^1/_2 \times 11$ or smaller: 50 sheets

In the Mixed Sizes mode: 30 sheets

• Finisher SR4020

B4 JIS, $8^1/_2 \times 14$ or larger: 30 sheets

A4, $8^1/_2 \times 11$ or smaller: 50 sheets

In the Mixed Sizes mode: 30 sheets

When stapling center (12 × 18 \square , A3 \square , B4 JIS \square , A4 \square , B5 JIS \square , 11 × 17 \square , 8¹/₂ × 14 \square , 8¹/₂ × 11 \square): 15 sheets

• Finisher SR5000

A3 \Box , B4 JIS \Box , 11 × 17 \Box , 8¹/₂ × 14 \Box : 50 sheets A4 \Box \Box , B5 JIS \Box \Box , 8¹/₂ × 11 \Box \Box : 100 sheets

In the Mixed Sizes mode: 50 sheets

- When stapling B4 JISD, 8¹/₂ × 14D or larger paper sizes, be sure to extend the paper support plate of the finisher tray.
- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying. The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m², 20 lb.)
 - Finisher SR4010

A4D, $8^{1}/_{2} \times 11D$: 20 to 50-leaf binding...150 to 60 copies, 2 to 19-leaf binding...150 copies

A4 \square , B5 JIS \square , 8¹/₂ × 11 \square : 15 to 50-leaf binding...100 to 30 copies, 2 to 14-leaf binding...100 copies

A3D, B4 JISD, $11 \times 17D$, $8^{1}/_{2} \times 14D$, $12 \times 18D$: 15 to 30-leaf binding...100 to 33 copies, 2 to 14-leaf binding...100 copies

In the Mixed Sizes mode: 2 to 30-leaf binding...50 copies

• Finisher SR4020

A4D, $8^{1}/_{2} \times 11D$: 13 to 50-leaf binding...150 to 40 copies, 2 to 12-leaf binding...150 copies

A4 \Box , B5 JIS \Box \Box , 8¹/₂ × 11 \Box : 10 to 50-leaf binding...100 to 20 copies, 2 to 9-leaf binding...100 copies

A3D, B4 JISD, $11 \times 17D$, $8^1/_2 \times 14D$, $12 \times 18D$: 10 to 30-leaf binding...100 to 33 copies, 2 to 9-leaf binding...100 copies

When using the Mixed Sizes mode: 2 to 30-leaf binding...50 copies

When stapling center ($12 \times 18^{\Box}$, $A3^{\Box}$, B4 JIS $^{\Box}$, $A4^{\Box}$, B5 JIS $^{\Box}$, $11 \times 17^{\Box}$, $8^{1}/_{2} \times 14^{\Box}$, $8^{1}/_{2} \times 11^{\Box}$): 11 to 15-leaf binding...10 copies, 6 to 10-leaf binding...15 copies, 2 to 5-leaf binding...30 copies

• Finisher SR5000

A4D \square , B5 JISD \square , $8^1/_2 \times 11$ \square \square : 10 to 100-leaf binding...200 to 30 copies, 2 to 9-leaf binding...150 copies

A3 \Box , B4 JIS \Box , 11 × 17 \Box , 8¹/₂ × 14 \Box : 10 to 50-leaf binding...150 to 30 copies, 2 to 9-leaf binding...150 copies

In the Mixed Sizes mode: 2 to 50-leaf binding...30 copies

- You cannot change stapling positions during copying.
- When the original image is rotated, the staple orientation changes by 90°.
- The maximum original image size that can be rotated is as follows: Metric version: A4, Inch version: 8¹/₂ × 11
- When using Slant, Left 2, or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge function, "Blank part will appear. Check orientation." message may appear depending on the orientation of originals and paper you placed. In this case, change the paper orientation.
- When Top or Bottom is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.
- When Left 2, or Top 2 is selected, the following settings are useful to rotate images appropriately:
 - Auto Reduce / Enlarge or Auto Paper Select
 - Replace Auto Tray Switching with With Image Rotation in User Tools.
- If you select Center with the Finisher SR4020 (optional), the machine staples and folds the paper in the center, then delivers the paper folded.
- If you select Center for the Booklet or Magazine function, the machine staples the paper, and folds it like a book, then delivers the paper folded.

Punch

- You cannot punch on thick paper heavier than 157 g/m² (41.7 lb.).
- When using Punch and Combine, Double Copies, or Auto Reduce/Enlarge, the message "Blank part will appear. Check orientation." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.
- Since punch holes are made in each copy, the punch hole positions vary slightly.
- Punchable paper sizes are as follows:
 - Finisher SR4010/Finisher SR4020
 - 2 and 4 holes type (2 holes)
 □: A3 to A5, 11 × 17 to 5¹/₂ × 8¹/₂
 □: A4 to A5, 8¹/₂ × 11, 5¹/₂ × 8¹/₂
 - 2 and 4 holes type (4 holes)
 A3, B4 JIS, 11 × 17
 A4, B5 JIS, 8¹/₂ × 11

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

• Finisher SR5000

- 2 and 4 holes type (2 holes)
 A3 to A6, 11 × 17 to 5¹/₂ × 8¹/₂
 A4 to A5, 8¹/₂ × 11, 5¹/₂ × 8¹/₂
- 2 and 4 holes type (4 holes)
 □: A3, B4 JIS, 11 × 17
 □: A4, B5 JIS, 8¹/₂ × 11
- 2 and 3 holes type (2 holes)
 A3 to A6, 11 × 17 to 5¹/₂ × 8¹/₂
 A4 to A5, 8¹/₂ × 11, 5¹/₂ × 8¹/₂
- 2 and 3 holes type (3 holes)
 □: A3, B4 JIS, 11 × 17
 □: A4, B5 JIS, 8¹/₂ × 11
- 4 holes type
 □: A3 to B6 JIS, 11 × 17 to 5¹/₂ × 8¹/₂
 □: A4 to A5, 8¹/₂ × 11, 5¹/₂ × 8¹/₂

Z-fold

- You cannot use the following paper with this function:
 - Translucent paper
 - Letterhead
 - Thick paper
 - Thin paper
 - Tab stock
 - OHP transparencies

- Label paper (adhesive labels)
- Postcards
- Paper fed from the interposer cannot be Z-folded.
- Paper sizes that can be Z-folded are as follows:
 - Finisher SR4020/Finisher SR5000

A3D, B4 JISD, A4D, 11 × 17D, 8¹/₂ × 14D, 8¹/₂ × 11D, 12 × 18D

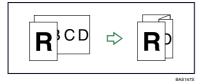
- The number of Z-folded copies that can be stacked on the finisher trays is as follows (paper weight: 80 g/m², 20 lb.). When the number of copies exceeds capacity, remove them from the trays.
 - Finisher SR4020 (Upper Tray, Shift Tray)

B4 JISD, $8^{1}/_{2} \times 14D$ or larger: 30 sheets

A4 \square , 8¹/₂ × 11 \square or smaller: 20 sheets

- Finisher SR5000 (Upper Tray, Shift Tray): 30 sheets
- Depending on the Z-fold settings, you may not be able to use Rotate Sort.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and Z-folded using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be Z-folded when using the Mixed Sizes mode are as follows (the larger size paper is Z-folded):

A3 \square and A4 \square A4 \square and A5 \square B4 JIS \square and B5 JIS \square 11 × 17 \square and $B^{1}/_{2} × 11 <math>\square$ $B^{1}/_{2} × 11 <math>\square$ and $5^{1}/_{2} × 8^{1}/_{2} \square$



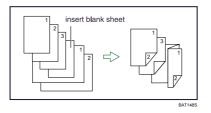
- The paper sizes that can be stapled after being Z-folded are A3D, B4 JISD, and 11 × 17D.
- The number of Z-folded copies that can be stapled is as follows (paper weight: 80 g/m², 20 lb.)
 - Finisher SR4020

5 Z-folded sheets, 4 Z-folded sheets and 0 to 10 unfolded sheets, 3 Z-folded sheets and 0 to 20 unfolded sheets, 2 Z-folded sheets and 0 to 30 unfolded sheets, 1 Z-folded sheets and 0 to 40 unfolded sheets

• Finisher SR5000

10 Z-folded sheets, 9 Z-folded sheets and 0 to 10 unfolded sheets, 8 Z-folded sheets and 0 to 20 unfolded sheets, 7 Z-folded sheets and 0 to 30 unfolded sheets, 6 Z-folded sheets and 0 to 40 unfolded sheets, 5 Z-folded sheets and 0 to 40 unfolded sheets, 4 Z-folded sheets and 0 to 60 unfolded sheets, 3 Z-folded sheets and 0 to 70 unfolded sheets, 2 Zfolded sheets and 0 to 80 unfolded sheets, 1 Z-folded sheets and 0 to 90 unfolded sheets

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



- Depending on the Z-fold settings, you may not be able to use Rotate Sort.
- Even if you have selected Face Up for Copy Eject Face Method in Glass Mode in User Tools, the copies will be delivered face down.
- You cannot specify Punch with Z-fold.

Size Magnification

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

Directional Size Magnification

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

Background Numbering

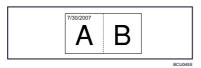
• The numbers appear to overlap the copied image in some cases.

Preset Stamp

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

Date Stamp

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



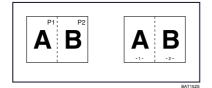
• With the Magazine or Booklet function

AB	7/30/2007	7/30/2007	
	Α	В	

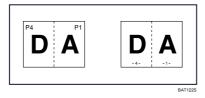
Page Numbering

- When Page Numbering is used with Combine, Magazine, or Booklet function, page numbers are printed as follows:
 - Per Original is selected in Page Numbering in Combine:

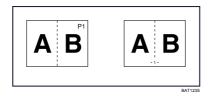
With 1 Sided/2 Sided using the Combine function



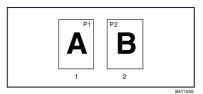
With the Magazine or Booklet function



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



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



- 1. Front
- 2. Back

Stamp Text

• Depending on the stamp position, parts of the text might not be copied.

Margin Adjustment

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

Erase

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

Image Repeat

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

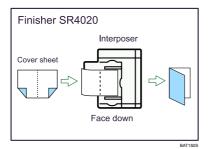
Centering

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

Booklet/Magazine

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The reproduction ratios selectable by the machine are 25-400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- You cannot copy with originals different in size and orientation.
- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- In Magazine mode, the copying may take some time after scanning originals.
- When the optional Finisher SR4020 is installed, if you select Staple: Center in Magazine mode, the machine staples and folds the paper in the center, then delivers the paper folded.
- If you are using this function with the interposer and have specified Staple: Center, load cover sheets face down in the interposer.



Covers

7

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

Designate

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

Slip Sheet

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

Connect Copy

- Do not use the connecting cable with other equipment.
- Always turn off the main power of the main and sub-machines when before disconnecting the cable. Otherwise it might lead to malfunctioning of the two machines.
- You can store on a program whether or not to use Connect Copy.
- Select the paper tray using the main machine.

- When [Connect Copy] is pressed, only the paper trays common to both machines will be displayed. The other paper trays appear faded out and cannot be selected.
- When two or more trays hold the desired paper size, the paper tray will be selected according to the Paper Tray Priority settings made on the respective machine. See "System Settings", General Settings Guide.
- If the sub-machine has a paper tray containing paper of the same size but set in a different orientation, when the current tray runs out of paper, the sub-machine automatically switches to the tray containing paper of the same size and rotates the print images in order to make copies. (When Auto Tray Switching is set to With Image Rotation)
- If the [Clear Modes] key is pressed on the main machine while you are making settings, Connect Copy will be canceled.
- Even if the sub-machine is in Energy Saver Mode, the main machine can still connect to make copies.
- When an Interrupt job on the sub-machine has finished, press the [Interrupt] key.
- Connect Copy jobs are displayed on the Job List of the sub-machine. However, they cannot be deleted from the sub-machine.
- In Connect Copy, both machines follow the user authentication settings of the main machine.
 - You cannot manage the number of copies according to machine. The number of copies is shown as a total of the two machines, and is monitored on the main machine.
 - Even if user codes are set and you enter a user code before using the sub-machine, you cannot manage the number of copies made on the sub-machine.
 - If user codes are set on only the sub-machine, you need not enter a user code in order to
 use the sub-machine for Connect Copy. In this case, you cannot manage the number of
 copies according to user.

User Tools Menu (Copier/Document Server Features)

This section describes items that can be specified on the Copier/Document Server Features screen. The Copier/Document Server Features screen can be displayed by pressing the [User Tools/Counter] key. For details about how to set up these items, see General Settings Guide.

General Features

ltem	Description
Auto Image Density Priority	You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.
Original Type Priority	You can select the original type effective when the power is turned on, or modes cleared.
Original Photo Type Priority	When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.
Original Type Display	You can have the original types shown on the initial display.
Paper Display	Choose to have the available paper trays and sizes shown on the initial display.
Original Orientation in Duplex Mode	Set the original orientation when making two-sided copies.
Copy Orientation in Duplex Mode	Set the copy orientation when making two-sided copies.
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 9999.
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.
Alert Sound: Original Left on Exposure Glass	The beeper (key tone) sounds if you forget to remove originals after copying.
Job End Call	Choose whether or not the beeper sounds when copying is complete.
Connect Copy Key Display	Specify whether or not to display the key for Connect Copy.

ltem	Description
Switch Original Counter Display	Specify the original counter display.
Customize Function: Copier	You can assign up to six frequently-used functions to Copy Function keys.
Customize Function: Document Server Storage	You can assign up to six frequently-used functions for scanning documents on the Document Server Storage keys.
Customize Function: Document Server Print	You can assign up to six frequently-used functions for printing stored documents on the Document Server Print keys.

Reproduction Ratio

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

Edit

ltem	Description
Front Margin: Left / Right	Specify left and right margins on the front side of copies in Margin Adjustment mode.
Back Margin: Left / Right	Specify left and right margins on the back side of copies in Margin Adjustment mode.
Front Margin: Top / Bottom	Specify top and bottom margins on the front side of copies in Margin Adjustment mode.

ltem	Description
Back Margin: Top / Bottom	Specify top and bottom margins on the back side of copies in Margin Adjustment mode.
1 Sided → 2 Sided Auto Margin: TtoT	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
1 Sided → 2 Sided Auto Margin: TtoB	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
Creep Setting for Magazine	Specify the creep binding margin width.
Erase Border Width	Specify the width of erased border margins with this function.
Erase Original Shadow in Combine	In Combine mode, you can specify whether to erase a 3 mm, 0.1 inch boundary margin around all four edges of each original.
Erase Center Width	Specify the width of the erased center margins with this function.
Front Cover Copy in Combine	You can make a combined copy on the front cover sheet when you select Front Cover mode.
Copy Order in Combine	You can set the copy order in Combine mode to Left to Right or Top to Bottom.
Orientation: Booklet, Magazine	Select the opening orientation of copies made using Booklet or Magazine mode.
Copy on Designating Page in Combine	Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.
Image Repeat Separation Line	You can select a separation line and color using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
Double Copies Separation Line	You can select a separation line and color using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.
Separation Line in Combine	You can select a separation line and color using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.
Copy Back Cover	When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

Stamp

Item	Description	
Background Numbering		
Size	You can set the size of the numbers.	
Density	You can set the density of the numbers.	
Stamp Color	You can set the color of the numbers.	
Preset Stamp		
Stamp Language	You can select the language of the message printed in Stamp mode.	
Stamp Priority	You can select the stamp type given priority when [Preset Stamp] is pressed.	
Stamp Format	Specify how each of stamps is printed.	
Stamp Color	Sets the stamp print color.	
User Stamp		
Program / Delete Stamp	You can register, change, or delete user stamps.	
Stamp Format: 1 to 4	Specify how each of registered User Stamps 1 to 4 is printed.	
Stamp Color: 1 to 4	Sets the color registered in User Stamp color (1 to 4).	
Date Stamp		
Format	You can select the date format for Date Stamp mode.	
Font	You can select the Date Stamp font.	
Size	You can set the Date Stamp size.	
Superimpose	You can have the Date Stamp printed in white when it overlaps black parts of the image.	
Stamp Color	Set the selected priority color when printing the date.	
Stamp Setting	Specify how Date Stamp is printed.	
Page Numbering		
Stamp Format	You can select the page number format given priority when [Page Numbering] is pressed.	

ltem	Description
Font	You can select the page number printed in Page Numbering mode.
Size	You can set the size of the stamp printed in Page Numbering mode.
Duplex Back Page Stamping Position	You can set the position of the duplex back page number printed in Duplex mode.
Page Numbering in Combine	You can set page numbering when using the Combine function and the Page Numbering function together.
Stamp on Designating Slip Sheet	You can select to print the page number onto slip sheets when using the Designate function set to [Copy] and the Page Numbering function together.
Stamp Position	Specify how each of stamps is printed.
Superimpose	You can have page numbers printed in white when they overlap black parts of the image.
Stamp Color	Sets the selected priority color when printing the page number.
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".
Stamp Text	
Font	You can select the Stamp Text font.
Size	You can set the Stamp Text size.
Superimpose	You can have the Stamp Text printed in white when it overlaps black parts of the image.
Stamp Color	Sets the selected priority color when printing the text.
Stamp Setting	Specify how Date Stamp is printed.

Input / Output

ltem	Description
Switch to Batch	You can select to have Batch mode or SADF mode displayed when you press [Special Original].

ltem	Description
SADF Auto Reset	In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time from 3 to 99 seconds in increments of 1 second.
Rotate Sort: Auto Paper Continue	Specify to continue copying when paper of the required orientation has run out during rotate sort.
Copy Eject Face Method in Glass Mode	You can specify the way in which copies are delivered when copying an original placed on the exposure glass.
Copy Eject Face Method in Bypass Mode	You can specify the way in which copies are delivered when copying in bypass mode.
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.
Insert Separation Sheet	You can specify the number of copy pages for inserting the separation sheet from 1 to 999 pages in increments of 1 page.
Letterhead Setting	If you select [Yes] in this function, the machine rotates images correctly.
Staple Position	Specify which Top 2 staples or Bottom shown on the initial display with priority.
Punch Type	Specify which punch type (2 holes or 3 holes) has priority to be shown on the initial display.
Simplified Screen: Finishing Types	You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

Adjust Color Image

ltem	Description
Background Density of ADS (Full Color)	The background density is adjusted to skip the texture and copy. You can adjust the background density up to 5 levels when in Full Color.
Color Sensitivity	You can adjust the color specified to convert in "Convert Color" and the color specified for "Erase Color", in 5 levels.
A.C.S. Sensitivity	This 5-step setting determines the level of the standard used for discriminating between black & white originals and full color originals when "Auto Color Select" is selected.

ltem	Description
A.C.S. Priority	This setting determines the copy priority between "Black & White" and "Full Color" when "Auto Color Select" is selected.
Inkjet Output Type	When copying inkjet paper documents, specify the final image quality appropriate to the color of the document.

Administrator Tools

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



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