*en**5100**WD / en**7140**WD*
LW5100en / LW7140en
Aficio™ MP W5100en / W7140en

Operating Instructions

Copy/Document Server Reference

1	Placing Originals
2	Basic Copying
3	Advanced Copying
4	Document Server
5	Appendix

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.

Notes:

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.
Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

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: en5100WD/LW5100en/Aficio MP W5100en
- Type 2: en7140WD/LW7140en/Aficio MP W7140en

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.

- For details about the functions of RW-7140, refer to the manuals for this option.

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, and other consumables.

Copy/ Document Server Reference

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

Printer Reference

Explains Printer functions and operations.

Scanner Reference

Explains Scanner functions and operations.

Network Guide

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

General Settings Guide

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

Security Reference

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

- Install the Device Certificate.

- Enable SSL (Secure Sockets Layer) Encryption.

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

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

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

PostScript 3 Supplement

Explains how to set up and use PostScript® 3™.

UNIX Supplement

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

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

Information

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

Other manuals

- Manuals for DeskTopBinder Lite

    - DeskTopBinder Lite Setup Guide

    - DeskTopBinder Introduction Guide

    - Auto Document Link Guide

⬇ Note

- Manuals provided are specific to machine types.

What You Can Do with This Machine

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

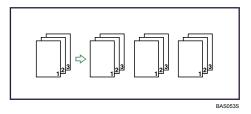Functions differ depending on machine type and options.

See p.17 "Functions Requiring Optional Configurations".

Assembling Copies as Sets in Sequential Order
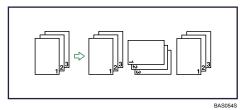
Sort

Copies are assembled as sets in sequential order.

See p.77 "Sort".

BAS053S

Rotate Sort

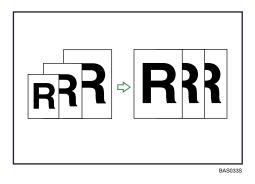Every other copy set is rotated by 90 degrees and delivered to the copy tray.

See p.77 "Sort".

BAS054S

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

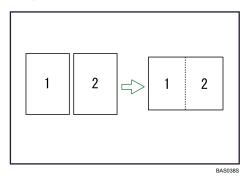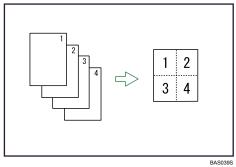See p.65 "Auto Reduce/Enlarge".

BAS033S

Saving Paper

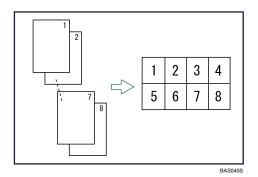The Combine function allow you to save paper.

Combine

Combines several pages onto one side of a sheet.

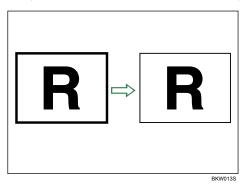See p.74 "One-Sided Combine".

BAS038S

BAS039S

BAS040S

Adjusting Image

Erase Border

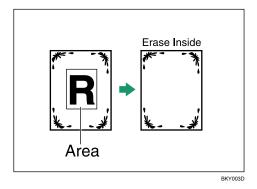Erases the edge margin of the original image.

See p.124 "Erase Border (same width)" and p.125 "Erase Border (different width)"

BKW013S

Erase Inside
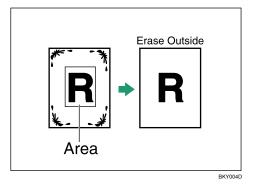
Copies the original while erasing a specified area.
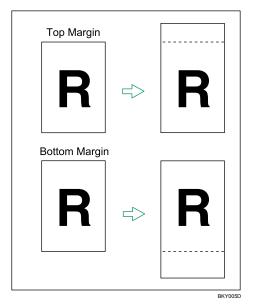
See p.126 "Erase Inside"

BKY003D

Erase Outside

Copies the original while erasing outside a specified area.

See p.128 "Erase Outside"

Erase Outside

Area

BKY004D

Margin Adjustment

When Synchro Cut is selected, you can create a margin on the copy's leading and trailing edge.

See p.130 "Margin Adjustment".

Top Margin

Bottom Margin

BKY005D

Adjust Print Position

Moves (shifts) the copy image up, down, left, or right to create a margin.
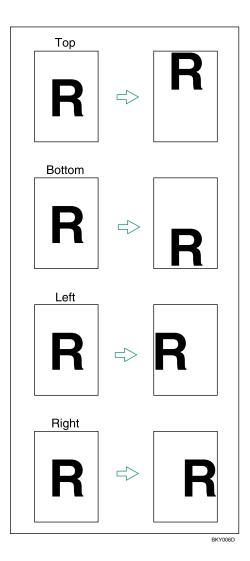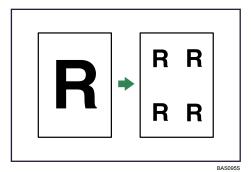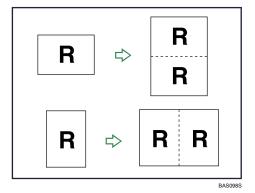
See p.141 "Adjust Print Position".

Top

Bottom

Left

Right

BKY006D

Image Repeat

Repeatedly copies the entire image.

See p.131 "Image Repeat".

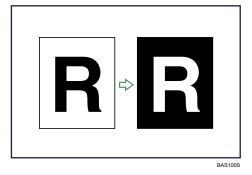BAS095S

Double Copies

One original image is copied twice on one sheet.

See p.132 "Double Copies".
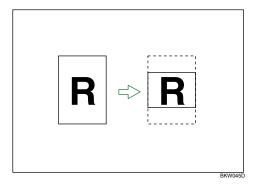

BAS098S

Positive/Negative

Copies an image inverted.

See p.133 "Positive/Negative".
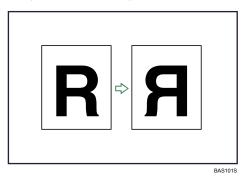

BAS100S

Partial Copy

Copies only a specified portion of the original.

See p.134 "Partial Copy".

BKW045D

Mirror Image

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

See p.135 "Mirror Image".

BAS101S
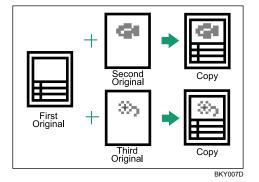
Format Overlay

Combines two images onto one copy.

See p.136 "Format Overlay".

BKY007D

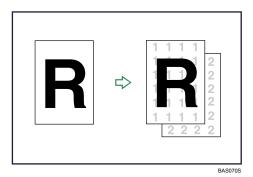## Adding Stamps such as Page Number to the Copies

Background Numbering

Prints numbers on the background of copies.
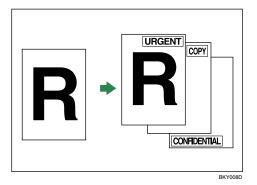
See p.106 "Background Numbering".

BAS070S

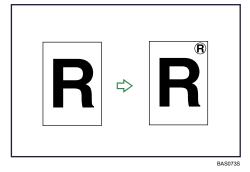**Preset Stamp**

Preset messages are stamped on copies.

See p.107 "Preset Stamp".

BKY008D

User Stamp

Copies a scanned image as a stamp.

See p.110 "User Stamp".

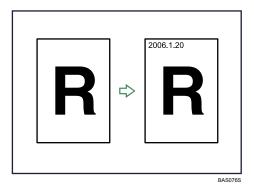BAS073S

Date Stamp

Prints dates on copies.
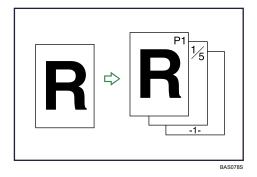
See p.115 "Date Stamp".

BAS076S

Page Numbering

Prints page numbers on copies.

See p.118 "Page Numbering".

BAS078S

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, the default setting for [Original Output Exit] is [Front], but you can change this setting to [Rear]. 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 Function".

See p.93 "Registering Frequently Used Functions".

See p.97 "Registering the Initial Display's Default Functions".

TABLE OF CONTENTS

3. Advanced Copying

4. Document Server

5. Appendix

How to Read This Manual

Symbols

This manual uses the following symbols:

Important

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

Note

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

Reference

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

[ ]

Indicates the names of keys on the machine's display or control panels.

Functions Requiring Optional Configurations

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

Fan Fold: Fan Folding Finisher, Cross Folding Finisher

Regular Size Fold: Cross Folding Finisher
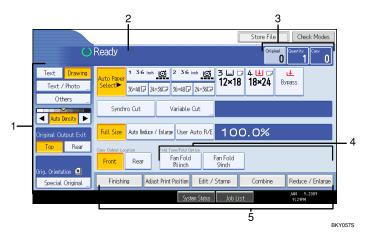
Programmed Fold: Cross Folding Finisher

Display

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

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

Initial copy display

BKY057S
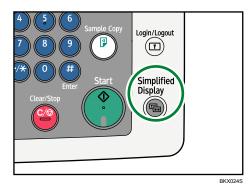
1. Use this area to specify the original type, original orientation, image density level, and other settings.

2. Displays operational status and messages.

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

4. Use this area to select the fold function and related options.

5. Displays available functions. Press a function to display its menu.

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.

BKX024S

Example of a simplified display

BKY058S

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 original and copy output locations, the types of originals you can set, and how to place originals.

Original and Copy Output Locations

Specify original and copy output locations before copying.

Original Output Locations

Two types of original output locations are available.

Original Upper Output

> This is the basic original output location.
>
> Originals are ejected onto the original stacker.

Original Rear Output

> Originals are ejected onto the original output guides. When copying thick or hard originals, select this output location.
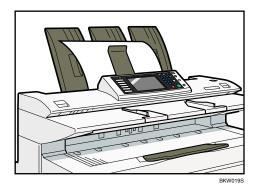
Original upper output

Originals are ejected onto the original stacker.

1. **Press [Top].**

   Originals are ejected onto the original stacker.

BKW019S
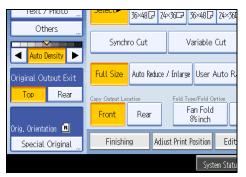
✦Note

- If the original is larger than A1(D)↩, select original rear output.

- If the original is heavier than 157 g/m^2 (41.8 lb.), select original rear output.

- If the original is plain paper not heavier than 52.3 g/m^2 (13.9 lb.) or translucent paper not heavier than 80 g/m^2 (21.3 lb.), select original rear output.

- When copying a rolled original, prevent it curling up on the stacker by holding its leading edge as it is ejected.

Original rear output
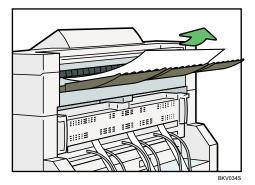
Originals are ejected onto the original output guides.

1. **Press [Rear].**

Originals are ejected onto the original output guides.

BKV034S

Copy Output Locations

Two types of copy output locations are available.

Front

Prints are delivered through the front paper output exit at the front of the machine.

When copying sizes up to A1▭, we recommend selecting front copy output.

Rear

Prints are delivered through the rear paper output exit at the back of the machine.

When copying A1▭K or A0▭K, select rear copy output.

The table below shows you how many sheets can be stacked.

	Plain paper	Translucent paper
Upper copy output (A1 (D)▭ or smaller)	100 sheets	10 sheets
Lower copy output (A1 (D)▭ or A0 (E)▭)	10 sheets	1 sheet

♦Note

- If copies exceed the upper limit, paper jams may occur. Remove the copies from the stacker.
- When copying onto film, hold the leading edge of the copied film, remove it from the stacker, and then place it on a level surface.

📄Reference

- p.17 "Functions Requiring Optional Configurations"
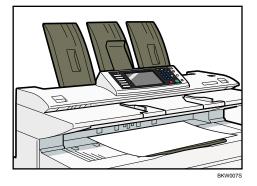
Front copy output

Prints are delivered through the front paper output exit.

1. **Make sure [Front] is selected under Copy Output Location.**

Prints are delivered through the front paper output exit.

BKW007S
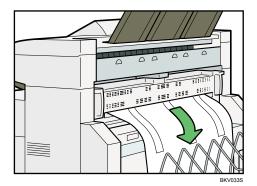
Rear copy output

Prints are delivered through the rear paper output exit.

1. **Select [Rear] under Copy Output Location.**

Prints are delivered through the rear paper output exit.

BKV033S
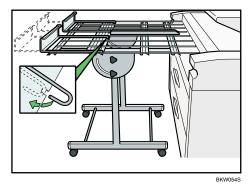
⬇ Note

- When using thick paper, the last sheet to be ejected may remain in the output exit. If this happens, remove it.

Adjusting the rear output

When using the rear output, adjust the hook position to the size of the copy.

BKW054S

Originals

This section describes the types of originals that can be placed, and missing image area.

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-compatible originals for this machine:

Metric version

Original location	Original size	Original weight
Original table	Standard sizes: A0□, A1□□, A2□□, A3□□, A4□□,B1 JIS□, B2 JIS□□, B3 JIS□□, B4 JIS□□ Custom sizes: Length:182 - 15,000mm (Type 1) Length:182 - 30,000mm (Type 2) Width: 210 - 914 mm (including B1 ISO□, 625 mm × 880 mm□, 440 mm × 625 mm□) (Maximum width 950 mm)	20.9 - 157 g/m² and 0.03 - 1 mm thick originals

JIS: Japanese Industrial Standard

ISO: International Organization for Standardization

Inch version

Original location	Original size	Original weight

Original table	Standard sizes:
	
	• Engineering
	  E (34" × 44")⬑, D (22" × 34")⬑⬐,
	  C (17" × 22")⬑⬐, B (11" × 17")⬑⬐, A (8^1/$_2$" × 11")⬑⬐
	
	• Architecture
	  E (36" × 48")⬑, 30" × 42"⬑, D (24" × 36")⬑⬐,
	  C (18" × 24")⬑⬐, B (12" × 18")⬑⬐, A (9" × 12")⬑⬐
	
	• Other
	  8^1/$_2$" × 12"⬑⬐, 8^1/$_2$" × 13"⬐, 8^1/$_2$" × 14"⬑, 11" × 14"⬑, 11" × 15"⬑, 12" × 14^1/$_2$"⬑, 30" × 21"⬐
	
	Custom sizes:
	
	Length: 8^1/$_2$" - 1181.2"
	
	Width: 8^1/$_2$" - 36"
	
	(Maximum width: 37.4")
		5.6 - 41.8 lb. and 1.1 Mil - 40 Mil thick originals

Originals that should be scanned using the carrier sheet

The following types of originals should be mounted on the carrier sheet. You should also use the carrier sheet for important originals and for originals you will copy repeatedly.

• Cut and pasted originals

• Originals with fold lines

• Wrinkled or torn originals

• Waved originals

• Punched originals

• Originals with sticky tape or adhesive

• Pasted originals

• Originals with a damaged leading edge

• Originals with surfaces that attach to glass easily such as photographs

• Originals drawn in pencil

• Originals no thicker than $52.3 g/m^2$ (14 lb.).

Reference

• p.36 "Setting the Carrier Sheet"
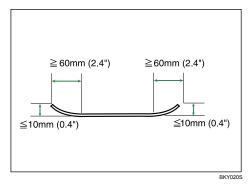
Non-compatible originals

The following types of originals can cause jams, or may itself be damaged.

• Originals other than those specified in "Sizes and Weights of Recommended Originals"

• Stapled or clipped originals

• Perforated or torn originals

• Bent, 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 indexes, tags, or other projecting parts

• Thin and soft originals such as translucent paper

• Bound originals such as books

• Damp originals

• Badly curled originals

• Originals that vary in thickness

• Originals with sticky tape or adhesive

• Originals with thick leading edges

• Originals with wet ink or correction fluid

• Carbon-backed originals

• Originals not made of paper (such as glass, metal)

• Originals with a roll diameter smaller than 35 mm (1.4")

• Originals with a roll diameter larger than 110 mm (4.3")

    Flatten curled originals so they fit within the range shown below.
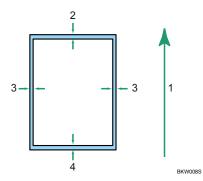
• Front and back curl; R 60 mm (2.4") or more, height 10 mm (0.4") or less

1

BKY020S

Originals that use more than 20% of the image area, may be faint.

Missing Image Area

Part of the original may not be copied as shown below (full-size copying on paper roll).

BKW008S

1. **Feed Direction**

2. **Less than 8.0 mm (0.32 inch)**

3. **2.0±2.0 mm (0.08±0.08 inch)**

4. **Less than 8.0 mm (0.32 inch) (excluding cutting error)**

Placing Originals

This section describes the procedure for placing originals on the original table.

⭐**Important**

- Set one original at a time on the original table.

- Once an original start to feed in, do not push or pull it. This may damage the original.

- If the original's rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.

- When inserting an original, push it lightly against the rollers. Pushing it with force may cause an original jam.

- When inserting an original, be careful not to put the trailing edge into the entrance of the bypass tray. This will cause an original jam.

⬇**Note**
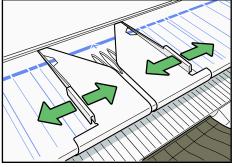
- Place originals after any correction fluid or ink has completely dried. Not taking this precaution will result in a dirtied scanning glass and blemished copies.

- Dust and residue from originals drawn with a pencil can result in a dirtied scanning glass and blemished copies. We recommend using the carrier sheet for this type of original.

Placing Originals on the Original Table

Place originals on the original table.

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

2. **Adjust the original guides to the size and orientation of the original.**

   Make sure the original guides are flush against the original. Do not push the original guide side fence with force.

BKW001S

3. **Using both hands, carefully insert the original between the original guides, copy side down.**

   Place the original centrally, so that the space on either side of its edges is even.

   Then push it carefully in, so that it makes light contact with the feed rollers.

   Support the original with your hands until it feeds in.

BKW002S

🔻**Note**
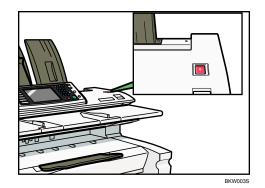
- After inserting an original, do not try to handle it. Support it, if necessary, so as not to interrupt feeding.

- You can change the original feed delay setting if originals are repeatedly feeding in slanted, or if you need to adjust the delay for the type of originals you are using. See "Original Feed Delay 1", General Settings Guide.

🔖**Reference**

- p.21 "Original and Copy Output Locations"
- p.26 "Originals"

To stop originals feeding in

If the originals are feeding in slanted, or jamming, etc., press the [Scanner Stop] key to stop them feeding in.

BKW003S
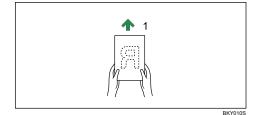
Note

- When you press the [Scanner Stop] key, the original stops immediately, which can cause it to jam. When this happens, see "Clearing Misfeeds", Troubleshooting.

- When you have set original rear output as the original output location, the rear edge of the originals is held at the output exit. To cancel this, press the [Scanner Stop] key. Only originals that are at least 450 mm long are held by their rear edges at the output exit.

Original Orientation

Place the original face down on the original table so that the top of the original feeds in first.

BKY010S
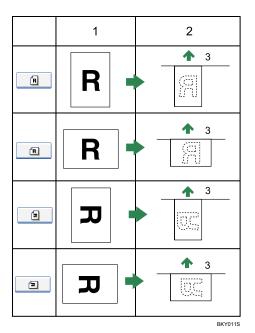
1. **Original feed direction**

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 ☐ or ☐.

The relationship between Original Orientation and the actual orientation of originals is as follows:

	1	2
	R	↑ 3
	R	↑ 3
	Я	↑ 3
	Я	↑ 3

BKY011S

1. **Original**
2. **Original on the original table**
3. **Original feed direction**

1. **Press [Special Original].**
2. **Under [Original Orientation], select an original orientation that is suitable for your original.**

Note

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

Placing Custom Size Originals

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

1. **Press [Special Original].**
2. **Press [Custom Size Original].**

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

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

⬇️**Note**

- On the Type 1, originals that are 182 - 15,000 mm (7.17" - 590.5") vertically and 210 - 914 mm (8.27" -35.9") horizontally can be specified using this function.

- On the Type 2, originals that are 182 - 30,000 mm (7.17"-1181.1") vertically and 210 - 914 mm (8.27" -35.9") horizontally can be specified using this function.

- If you do not specify the size, parts of the image may not be copied.

- If you make a mistake, press [Clear], and then enter the value again.

1
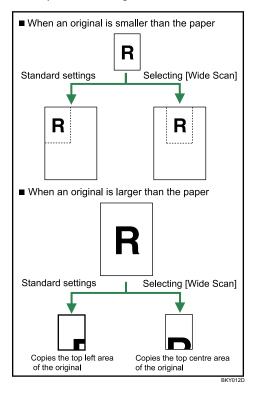
Wide Scan

When Wide Scan is selected, the machine scans using a predetermined width, regardless of the actual width of the original.

You can copy a custom size original without specifying its horizontal and vertical sizes.
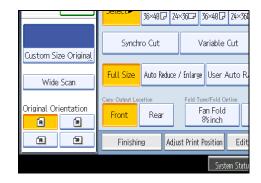
If the paper size you want to copy onto is larger than that of the original, this function shifts the image to the upper center of the paper.

If the paper size you want to copy onto is smaller than that of the original, this function copies the top center part of the image.

When an original is smaller than the paper

Standard settings　　Selecting [Wide Scan]

When an original is larger than the paper

Standard settings　　Selecting [Wide Scan]

Copies the top left area of the original　　Copies the top centre area of the original

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

2. **Press [Wide Scan].**

⤵ Note

- If you select Wide Scan, the scan width is determined by the sum of the selected paper size and a specified reduction/enlargement ratio. The maximum width of Wide Scan is 914 mm (35.9").

- When originals are scanned and stored in Document Server using this function, the stored original size is the paper size of the selected paper tray.

- Depending on the paper cut method you are using, some functions cannot be used with this function. For more details, refer to "Function Compatibility".

🗐 Reference

- p.169 "Function Compatibility"
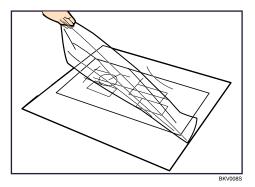
Setting the Carrier Sheet

Use the carrier sheet when copying originals listed in "Originals that should be scanned using the carrier sheet", such as originals drawn in pencil, and pasted originals.
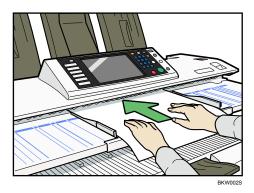
⭐ Important

- When using the optional carrier sheet, set the original output location to original rear output. If the original output location is set to original upper output, the original may be damaged.

1. **Open the carrier sheet with the transparent sheet face up, and then insert the original also face up.**

   Align the original with the fold of the carrier sheet.

BKV008S

2. **Using both hands, hold the carrier sheet face down, and carefully insert the folded edge of the carrier sheet into the insertion area.**

BKW002S

↓Note

- When using the carrier sheet with Synchro Cut, the paper is cut to the size of the carrier sheet.

目 Reference
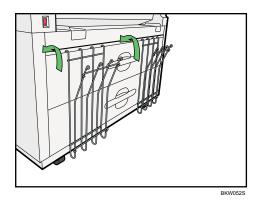
- p.27 "Originals that should be scanned using the carrier sheet"

Setting the Original Hangers
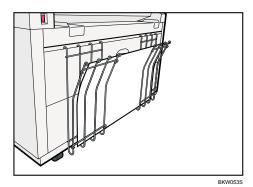
The original hangers (optional) are useful when scanning two or more originals at a time.

Up to A1 (D) size originals can be placed on the hangers.

Attach each of the original hangers to the front of the machine.

BKW052S

Insert large originals, such as A1 (D) sheets, into the original hangers so they are in the landscape orientation.

BKW053S

2. Basic Copying

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

Basic Procedure

This section describes the basic procedure for making copies.

⭐ **Important**

- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details about Administrator Tools, see "System Settings", General Settings Guide.

- When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and password so that the machine accepts copy jobs. Ask the administrator for the login user name and password. For details, see "When the Authentication Screen is Displayed", About This Machine.

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. **Set the output locations for originals and copies, and then prepare to use them.**

4. **Select an [Original Orientation] that matches the orientation of your originals.**

5. **Make the necessary settings.**

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

   The maximum copy quantity that can be set is 99.

7. **Adjust the original guides to the width of the original, and then place the original face down.**

   The original feeds into the machine automatically, and copying starts.

   If [Press Start Key] is selected for [Feed Start Method], copying starts after you press the [Start] key.
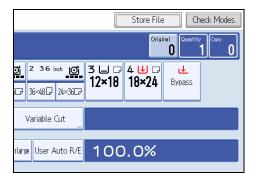
Note

- 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 after the original has fed in. The machine stops when the current copy finishes. Press [Yes] to cancel the copy job; press [No] to resume the interrupted copy job.

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

- To clear entered values, press [Cancel] on the screen.

- To confirm settings, press [Check Modes].

- To stop the original feeding in, press the [Scanner Stop] key.

- If you register the settings using the program function, you can easily recall them by pressing the [Program] key.

- The number of scanned originals is displayed in the top right corner of the screen.

Check Modes

You can confirm the current settings on the screen.

1. **Press [Check Modes].**

The Check Modes screen appears.

Original Counter/Reset

The number of scanned originals is displayed in the top right corner of the screen.

This allows you to check the number of originals in a job, or if any sheets have been fed together, and the number of copies that will be stored in the copy output tray.

Resetting the original counter

Reset the number of scanned originals displayed on the screen.

1. **Press [Original] in the top right corner of the screen.**

   The number is reset to 0.
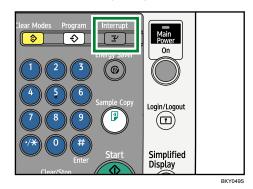
Auto Start

If you make settings and scan the originals while the messages "Scanning originals can be started." and "Select copy mode and Place original." are displayed alternately, your copies will be made once the machine is ready.

Interrupt Copy

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

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

BKY049S

The interrupt key indicator lights.

The current copy is ejected, and the machine stops making copies.

2. **Make the settings for an interrupt copy job.**

3. **Place the original you want to copy face down.**

The original feeds into the machine, and copying starts automatically.

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

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

The interrupt key indicator goes off.

6. **Replace the originals that you were copying.**

The original feeds into the machine, and copying resumes automatically. To cancel copying, press the [Clear Modes] key.

↓Note

- You cannot set Job Preset for Interrupt Copy.

- The number of originals is counted from "1" when you use Interrupt Copy.

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 original.**

   The original feeds automatically into the machine and is then scanned.

   When the job preset is complete, a 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**
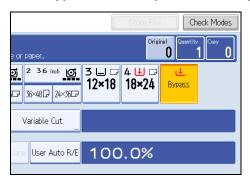
- p.88 "Managing Jobs"

Copying from the Bypass Tray
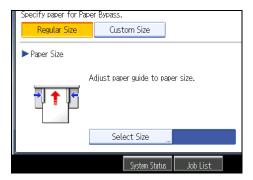
Use the bypass tray to copy onto paper sizes that cannot be loaded on the paper roll trays, or cut paper tray.

⭐ **Important**

- Paper that has a vertical length of 210 - 914.4 mm (8.27" - 36.00") and a horizontal length of 182 - 2000 mm (7.17" - 78.74") can be copied from the bypass tray.
- Insert the paper in the bypass tray lengthwise or sideways to fit it onto the feeding orientation.
- Insert the paper in the bypass tray lengthwise when you use A0 size paper.

1. **Press [Bypass], and then press the [#] key.**
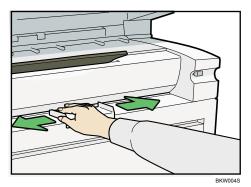
2. **Select the size and type of the paper.**

3. **Press [OK].**
4. **Enter the number of copies with the number keys.**
5. **Place your original, and let it be scanned.**

6. Adjust the bypass tray's paper guides to the size of the paper.

BKW004S

7. Insert the paper copy side up into the bypass tray.

The paper feeds into the machine automatically and copying starts.

BKW005S

Note

- Insert the paper until you hear the beep.

- Place the original centrally, so that the space on either side of its edges is even. Then push it carefully in, so that it makes light contact with the feed rollers. Support the paper with your hands until it feeds in.

- Do not copy on both sides of the paper.

- Do not use paper already copied or printed on.

- To make multiple copies, insert an additional sheet after each feeds in.

- For details about paper type and orientation that can be loaded in the bypass tray, see "Copy Paper", About This Machine.

Reference
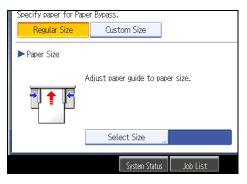
- p.97 "Registering the Initial Display's Default Functions"

- p.171 "Supplementary Information"

Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

1. **Press [Bypass], and then press the [#] key.**
2. **Make sure that [Regular Size] is selected.**
3. **Press [Select Size].**

4. **Select the paper size.**

5. **Press [OK] twice.**
6. **Place your original, and let it be scanned.**
7. **Adjust the bypass tray's paper guides to the size of the paper.**
8. **Insert the paper copy side up into the bypass tray.**
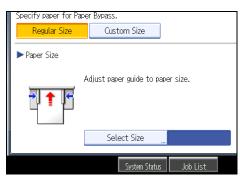
   The paper feeds into the machine automatically and copying starts.

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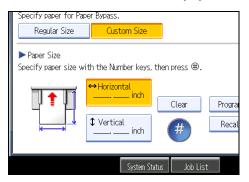
Makes copies onto custom size paper from the bypass tray.

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

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

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

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

5. **Press [OK].**

6. **Place your original, and let it be scanned.**

7. **Adjust the bypass tray's paper guides to the size of the paper.**

8. **Insert the paper copy side up into the bypass tray.**

Note

- If you make a mistake in step 3 or 4, press [Clear], and then enter the value again.

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].**
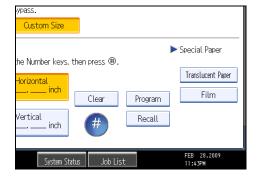
The confirmation screen appears.

6. **Press [Exit].**

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 Special Paper

When copying onto special paper such as translucent paper or films, select the type and size of paper.

⭐**Important**

- Remove a copied special paper every time it is ejected.

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

2. **Select a paper type ([Translucent Paper] or [Film]) in the special paper settings.**

3. **Set the paper size.**

4. **Press [OK].**

5. **Place your original, and let it be scanned.**

6. **Adjust the bypass tray's paper guides to the size of the paper.**

7. **Insert the paper copy side up into the bypass tray.**

   The paper feeds into the machine automatically and copying starts.

⬇Note

- Printing on special paper may be slower than printing on plain paper.

Selecting the Original Type Setting

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

Text

For originals that contain mainly text or printed characters.

Drawing

For drawings that contain fine lines. Faint lines are clearly reproduced.

Text/Photo

For originals that contain both text and photographs or pictures.

Glossy Photo

The machine scans the original using the settings for pictures and photographs printed on glossy photographic paper.

Printed Photo

The machine scans the original using the settings for pictures and photographs printed in magazines and on other documents.

Copied Photo

The machine scans the original using the settings for pictures and color copies of photographs.

Background Lines

For images drawn on section paper (green sectioned graph paper) without copying the lines on the paper. Blue lines on originals cannot be eliminated.
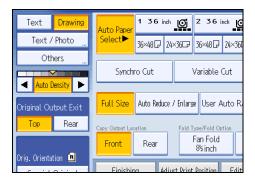
Patched Original

For originals made up of several pieces of smaller originals which differ in background density. Selecting this mode tones down the dark background of originals.

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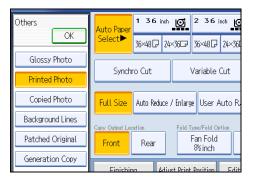
For originals that are copied. The copy image can be reproduced sharply and clearly.

1. **Select the original type.**

Note

- To select [Glossy Photo], [Printed Photo], [Copied Photo], [Background Lines], [Patched Original], or [Generation Copy], select [Others] first.

- If you select [Glossy Photo], [Printed Photo], or [Copied Photo] in [Others], Auto Density is cancelled.

- When you select [Patched Original], thick lines, text, or solid images in the original are recognized as dark background that may not be copied.

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.**

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

Manual Image Density

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

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

2. **Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.**
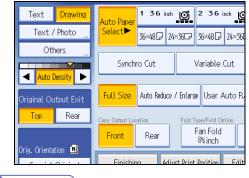
Combined Auto and Manual Image Density

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

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

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

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

🔽**Note**

- If dark backgrounds still appear on copies, adjust the density using [◀].

Copy Quality

Adjusts image qualities.

The following three 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.

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

2. **Press [Copy Quality].**

3. **Adjust the settings.**

4. **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.

Sharp / Soft

Adjusts the outline of an image.

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

2. **Press [OK].**

Contrast

Adjusts the shades of an image.

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

2. **Press [OK].**

Background Density

Adjusts the background density of an image.

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

2. **Press [OK].**

Note

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

Selecting Copy Paper

There are two ways to select copy paper:

Auto Paper Select

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

Manual Paper Select

> Choose the tray containing the paper you want to copy onto: paper roll tray, cut paper tray, or bypass tray.

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

Metric version

> A0⊡, A1⊡⊡, A2⊡⊡, A3⊡⊡, A4⊡, B1 JIS⊡, B2 JIS⊡⊡, B3 JIS⊡⊡, B4 JIS⊡

Inch version

- Engineering

  E (34" × 44")⊡, D (22" × 34")⊡⊡, C (17" × 22")⊡⊡, B (11" × 17")⊡⊡,

  A (8 $^1/_2$" × 11")⊡, 8 $^1/_2$" × 14"⊡

- Architecture

  E (36" × 48")⊡, D (24" × 36")⊡⊡, C (18" × 24")⊡⊡, B (12" × 18")⊡⊡, A (9" × 12")⊡

- Others

  8$^1/_2$" × 13"⊡, 30" × 21"⊡, 30" × 42"⊡

🔽 **Note**

- Only the paper trays set to [No Display] or [Recycled Paper] in Paper Type in Tray Paper Setting in System Settings and also set to [Yes] in Apply Auto Paper Select can be selected in Auto Paper Select mode.

🔖 **Reference**
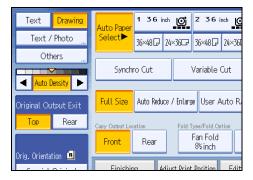
- p.17 "Functions Requiring Optional Configurations"

- p.44 "Copying from the Bypass Tray"

- p.171 "Supplementary Information"

Auto Paper Select

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

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

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

⬇Note
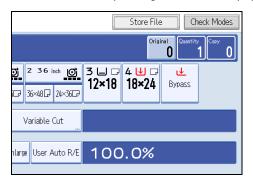
- If no paper suitable for the size and magnification you have specified is loaded in the paper trays, load paper of the required size in a paper tray. Alternatively, you can select a suitable magnification ratio for the paper currently loaded in the paper trays. After doing one of the above, set your original again.

- Special size paper cannot be used with Auto Paper Select.

Manual Paper Select

Choose the tray containing the paper you want to copy onto: paper roll tray, cut paper tray, or bypass tray.

1. Select the paper roll tray, cut paper tray, or bypass tray.

The indicator corresponding to the selected paper tray is highlighted.

Rotate Copy

If the original's width is different to that of the paper set in the paper roll tray, or the original's orientation is different to that of the paper set in the cut paper tray, the machine rotates the original image by 90 degrees to fit it onto the copy paper.

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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 Rotate Copy if this setting is changed to [Without Image Rotation] or [Off]. See "Auto Tray Switching", General Settings Guide.

- You cannot use Rotate Copy when copying onto A0 (E), A4 (A), or B4 JIS size paper. In this case, place your original in the � orientation.

Reference

- p.44 "Copying from the Bypass Tray"

- p.56 "Auto Paper Select"

- p.65 "Auto Reduce/Enlarge"

Setting the Length of Copy Paper Cut

Specify the length to cut the paper loaded in the paper roll tray.

The following paper cut methods are available:

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

Variable Cut

Cuts the paper to the size entered.

🔽**Note**

- On the Type 1, the minimum cut length is 210 mm (8.27"), and the maximum length is 15,000 mm (590.5") for plain paper of 841 mm (34" or 36") or more in width. For other paper, the maximum length is 3600 mm (141.8"). If the length you specify exceeds the maximum, the paper will be fed in at a slant, resulting in poor copy quality and wrinkled paper.

- On the Type 2, the minimum cut length is 210 mm (8.27"), and the maximum length is 30,000 mm (1181.1") for plain paper of 841 mm (34" or 36") or more in width. For other paper, the maximum length is 3600 mm (141.8"). If the length you specify exceeds the maximum, the paper will be fed in at a slant, resulting in poor copy quality and wrinkled paper.

- You cannot cut the paper in the bypass tray.

📖**Reference**

- p.17 "Functions Requiring Optional Configurations"

Synchro Cut

Cuts the paper at the same length as the original. If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ratio and cuts the paper.

1. **Select a paper roll tray.**

2. **Select [Synchro Cut].**
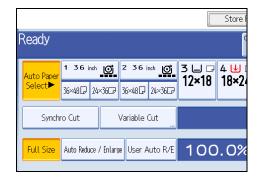
Note

- Depending on the original length and paper type, copy paper length may be different from the original.

Preset Cut

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

1. **Select a preset cut size of the paper roll tray 1 or 2.**

Metric version

Paper roll width	Preset ⌐	Preset ⌐
841 mm	A0⌐	A1⌐
594 mm	A1⌐	A2⌐
420 mm	A2⌐	A3⌐
297 mm	A3⌐	A4⌐

Paper roll width	Preset 🗏	Preset 🗏
210 mm	A4 🗏	-
728 mm	B1 JIS 🗏	B2 JIS 🗏
515 mm	B2 JIS 🗏	B3 JIS 🗏
364 mm	B3 JIS 🗏	B4 JIS 🗏
257 mm	B4 JIS 🗏	-
914 mm	1219 mm	610 mm
880 mm	1189 mm	594 mm
800 mm	1189 mm	594 mm
680 mm	841 mm	420 mm
660 mm	841 mm	420 mm
490 mm	594 mm	297 mm

Inch version (Engineering)

Paper roll width	Preset 🗏	Preset 🗏
34 inch	34 × 44 🗏	22 × 34 🗏
22 inch	22 × 34 🗏	17 × 22 🗏
17 inch	17 × 22 🗏	11 × 17 🗏
11 inch	11 × 17 🗏	$8^1/_2 \times 11$ 🗏
$8^1/_2$ inch	$8^1/_2 \times 11$ 🗏	$8^1/_2 \times 14$ 🗏

Inch version (Architecture)

Paper roll width	Preset 🗏	Preset 🗏
36 inch / 914 mm	36 × 48 🗏	24 × 36 🗏
30 inch	30 × 42 🗏	21 × 30 🗏
24 inch	24 × 36 🗏	18 × 24 🗏
18 inch	18 × 24 🗏	12 × 18 🗏

Paper roll width	Preset ⬜	Preset ⬜
12 inch	12 × 18⬜	9 × 12⬜
9 inch	9 × 12⬜	-
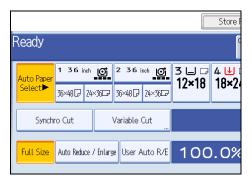
⬇Note

- The preset cut size differs depending on the paper roll width. It is cut in the following sizes or standard lengths.

Variable Cut
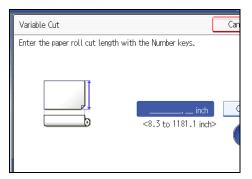
Cuts the paper to the size entered.

1. **Select [Variable Cut].**

2. **Enter the length with the number keys, and then press [#].**

3. **Press [OK].**

   The entered length is displayed on the screen.

4. **Select a paper roll tray.**

⬇Note
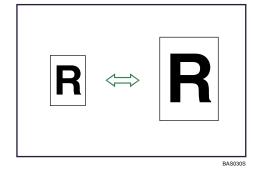
- If you make a mistake, press [Clear] to set a new value.

• To cancel Variable Cut, press [Cancel].

Reducing or Enlarging Originals

You can select a preset ratio for copying.

BAS030S

Metric version

Enlargement ratios: 141.4%, 200.0%, 282.8%, 400.0%

Reduction ratios: 25.0%, 35.4%, 50.0%, 70.7%

Inch version

- Engineering

   Enlargement ratios: 129.4%, 200.0%, 258.8%, 400.0%

   Reduction ratios: 25.0%, 32.4%, 50.0%, 64.7%

- Architecture

   Enlargement ratios: 133.3%, 200.0%, 266.7%, 400.0%

   Reduction ratios: 25.0%, 33.3%, 50.0%, 66.7%

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

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

The selected ratio appears on the display.
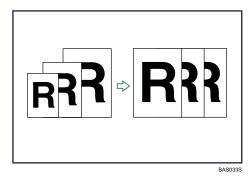
📥**Note**

- Select one of the preset ratios based on the original size and paper size.

- For details about the relationship between the original and paper sizes for preset ratios, see "Magnification Ratio Chart".

🔲**Reference**

- p.171 "Supplementary Information"

- p.183 "Magnification Ratio Chart"

Auto Reduce/Enlarge

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

BAS033S

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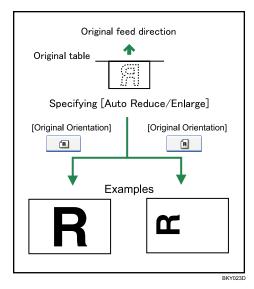
- **You cannot use the bypass tray with this function.**

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

To ensure the print result you require is produced, specify Original Orientation before using Auto Reduce/Enlarge.

BKY023D

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

Metric version

A0, A1, A2, A3, A4, B1JIS, B2JIS, B3JIS, B4JIS

Inch version

- Engineering

  E (34" × 44"), D (22" × 34"), C (17" × 22"), B (11" × 17"), A ($8^1/_2$" × 11"), $8^1/_2$" × 14"

- Architecture

  E (36" × 48"), D (24" × 36"), C (18" × 24"), B (12" × 18"), A (9" × 12")
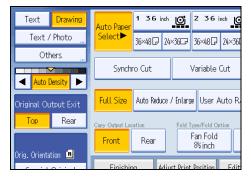
- Others

  $8^1/_2$" × 13", 30" × 21", 30" × 42"

1. Press [Auto Reduce / Enlarge].

2. Select the paper size.

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

⬇Note

- The machine selects one of the following ratios:
  - Metric version

    400.0%, 282.8%, 200.0%, 141.4%, 100.0%, 70.7%, 50.0%, 35.4%, 25.0%

  - Inch version (Engineering)

    400.0%, 258.8%, 200.0%, 129.4%, 100.0%, 64.7%, 50.0%, 32.4%, 25.0%

  - Inch version (Architecture)

    400.0%, 266.7%, 200.0%, 133.3%, 100.0%, 66.7%, 50.0%, 33.3%, 25.0%

- Make sure the Original Orientation setting matches the actual orientation of your original.

User Auto Reduce/Enlarge

Use this function to copy to a selected size for each original size.

When the original is set, the machine automatically enlarges or reduces the image to fit the size of the copy paper.

You can select the following combinations:

Metric version

Original size	Copy size
A0	A0, A1, A2, A3, A4, B1 JIS, B2 JIS, B3 JIS, B4 JIS
A1	
A2	
A3	
A4	
B1 JIS	
B2 JIS	
B3 JIS	
B4 JIS	

Inch version

	Original size	Copy size
Engineering	E (34" × 44")	E (34" × 44"), D (22" × 34"), C (17" × 22"), B (11" × 17"), A ($8^1/_2$" × 11")
	D (22" × 34")	
	C (17" × 22")	
	B (11" × 17")	
	A ($8^1/_2$" × 11")	
Architecture	E (36" × 48")	E (36" × 48"), D (26" × 36"), C (18" × 24"), B (12" × 18"), A (9" × 12")
	D (26" × 36")	
	C (18" × 24")	
	B (12" × 18")	
	A (9" × 12")	

1. **Press [User Auto R/E].**

2. **Check that the combination selected for User Auto Reduce/Enlarge is the one you want.**

🌀**Note**

- The default setting is to copy at the same size (full size). You can change the combination with Copier/Document Server Features in User Tools.

- Make sure the Original Orientation setting matches the actual orientation of your original.

- You can specify the copy paper size in the range A0 to A4 or B1 to B4. However, you cannot change the size of the page image on an A-series original to fit B-series copy paper or vice versa.
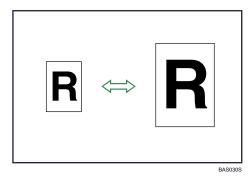
Preset Reduce/Enlarge

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

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

BAS030S

Metric version

Enlargement ratios: 141.4%, 200.0%, 282.8%, 400.0%

Reduction ratios: 25.0%, 35.4%, 50.0%, 70.7%

Inch version

- Engineering

  Enlargement ratios: 129.4%, 200.0%, 258.8%, 400.0%

  Reduction ratios: 25.0%, 32.4%, 50.0%, 64.7%

- Architecture

  Enlargement ratios: 133.3%, 200.0%, 266.7%, 400.0%

  Reduction ratios: 25.0%, 33.3%, 50.0%, 66.7

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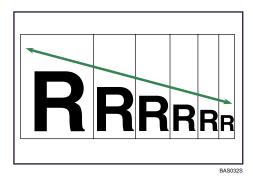
3. **Place the originals, and then press the [Start] key.**

Note

- Select one of the preset ratios based on the original size and paper size.

- For details about the relationship between the original and paper sizes for preset ratios, see "Magnification Ratio Chart".

Zoom

You can change the reproduction ratio in increments of 0.1%.

BAS032S

You can set the ratio in the following ways.

- Entering the ratio with the number keys

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

⊟ Reference
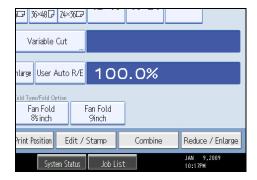
- p.171 "Supplementary Information"

Entering the ratio with the number keys

Enter a ratio using the number keys.
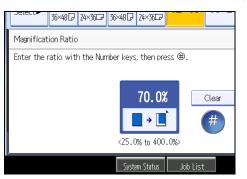
1. **Press [Reduce / Enlarge].**

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

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

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

💡 **Note**

- Use the [.]key to enter a decimal point.

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

Specifying the ratio with [+] and [−]

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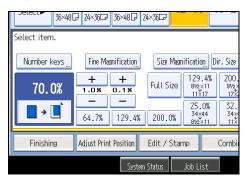
1. **Press [Reduce / Enlarge].**

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

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

Press [+] or [-] changes the ratio in increments of 0.1%. Pressing and holding down [+] or [-] changes it in increments of 1%.

4. **Press [OK].**

🔽 **Note**

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

Combined Copying

Combines several pages onto one side of a sheet.

One-Sided Combine

Combine several pages onto one side of a sheet.

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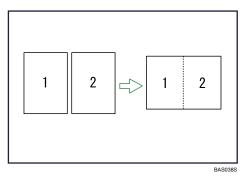
- **You cannot use the bypass tray with this function.**

There are three types of One-Sided Combine.
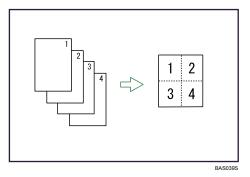
1 Sided 2 Pages → Combine 1 Side

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

BAS038S
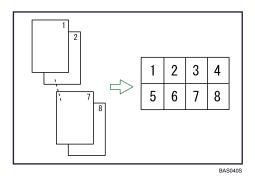
1 Sided 4 Pages → Combine 1 Side

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

BAS039S
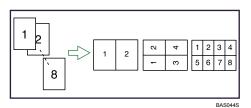
1 Sided 8 Pages → Combine 1 Side

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

BAS040S
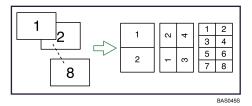
Orientation of the original and image position of combine

Portrait (▯) originals
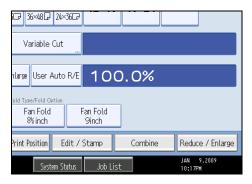
BAS044S
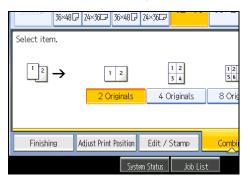
Landscape (▭) originals

BAS045S

1. **Press [Combine].**

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

3. **Select the paper size.**

4. **Press [OK].**

Finishing

You can specify how to finish the prints. You can sort the prints by page number or copy order. If you have installed the optional folding finisher, you can also fold the prints.

Sort
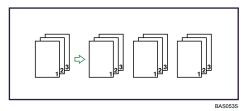
The machine assembles copies as sets in sequential order.

⭐ **Important**

- **To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation ( ), are required.**

- **You cannot use the bypass tray with Rotate Sort.**
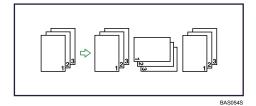
Sort

Copies are assembled as sets in sequential order.

BAS053S

Rotate Sort

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

BAS054S

1. **Make necessary settings.**

2. **Press [Finishing].**

3. **Press [Sort].**

4. **Select [Sort] or [Rotate Sort].**

5. **Press [OK].**

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

7. **Place your original, and let it be scanned.**

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

   The machine starts copying.

⬇Note

- To use Sample Copy, select [Press Start Key] under [Feed Start Method] in System Settings. You cannot make sample copy when [Auto] is selected.

- To confirm the type of finishing, press the [Sample Copy] key in step 7.

- To cancel Sort or Rotate Sort, press [Clear].

- Special size paper cannot be used with Rotate Sort.

🄴Reference

- p.17 "Functions Requiring Optional Configurations"

- p.171 "Supplementary Information"
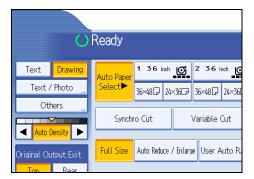
Sample Copy
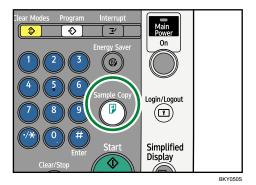
Use this function to check the copy settings before making a long copy run.

⭐Important

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

- To use Sample Copy, select [Press Start Key] under [Feed Start Method] in System Settings. You cannot make sample copy when [Auto] is selected.

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

2. **Press the [Sample Copy] key.**

BKY050S

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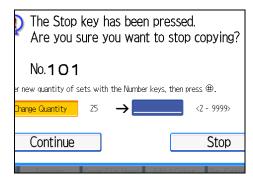
- If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary. Depending on the combination of functions, you may not be able to change some settings.

Changing the number of sets

You can change the number of copy sets during copying.

⭐**Important**

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

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

4. **Press [Continue].**

   Copying starts again.

⬇**Note**

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

Fold

The fold function is optional.
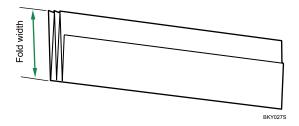
Automatically folds copies after they are printed.

⭐**Important**

- If you select Fan Fold, you must select the rear copy output as the copy output location.
- For details about the Fold function, see the manuals for your folding finisher.
- Actual results might differ from the illustration. Depending on sheet length, fold widths will vary for each panel.

Fan Fold
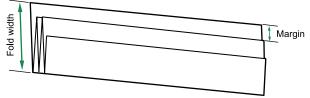
The sheet is folded several times parallel to its leading edge, enabling it be opened like a fan.

BKY027S

If the Fan Folding Finisher is installed, you can select a fold width of 140, 170, 210, or 297 mm ($8^1/_2$", 9", 11", or 12").When [210mm(Margin Fold)] is selected, paper is folded so as to have a binding margin.

If the Cross Folding Finisher is installed, you can select a fold width of 140, 170, or 210 mm ($8^1/_2$", 9", or 11").

When [210mm(Margin Fold)] is selected, paper is folded so as to have a binding margin.

BKY028S

1. **Press [Finishing].**

2. **Press [Fold Type].**
3. **Press [Fan Fold].**

4. **Select a fold width for Fan Fold.**

5. **Press [OK].**

⊟ Reference

- p.17 "Functions Requiring Optional Configurations"
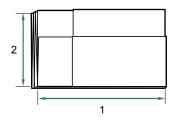
Regular Size Fold (Cross-Fold)

The machine folds fan-folded prints again, crosswise into halves or thirds. These are called regular-size folds (cross-folds).

The following types of regular-size fold (cross-fold) are available:

Standard Fold

This fold is usual for drawings. The folded size is A4 ($8^1/_2$" × 11").
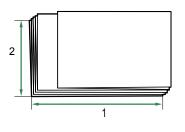
BKY031S

1. **297 mm (Engineering: 11 inch, Architecture: 12 inch)**

2. **210 mm (Engineering: 8.5 inch, Architecture: 9 inch)**

Narrow Std. Fold

This fold is for fitting prints into a ring binder pouch. The folded size is 170 - 297 mm (6.7" - 11.7").
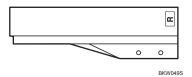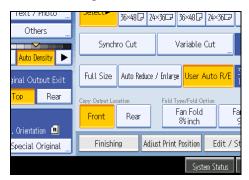
BKY032S

1. 297 mm (Engineering: 11 inch, Architecture: 12 inch)

2. 170 mm (Engineering: 8.5 inch, Architecture: 9 inch)

Margin Fold
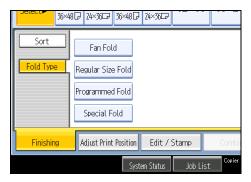
This fold is for prints with binding margins. The folded size is A4 ($8^1/_2$" × 11").

BKW049S

1. **Press [Finishing].**

2. **Press [Fold Type].**

3. **Press [Regular Size Fold].**

4. **Select the fold type.**

5. **Press [OK].**

Reference

- p.17 "Functions Requiring Optional Configurations"

Special Fold

You can specify a special fold, and then register that fold under "Special Fan 1", "Special Fan 2", "Special Fold 1", and "Special Fold 2". For details about specifying special folds, contact your sales or service representative.

Programmed Fold

You can register folds for standard-size prints according to print size. If you use this function, the registered regular-size fold is automatically applied to standard-size prints.

You can register four types of programmed fold under No.1 to No.4.

1. **Press [Finishing].**

2. **Press [Fold Type].**

3. **Press [Programmed Fold].**

4. **Select the fold width.**

5. **Press [OK].**

📄**Reference**
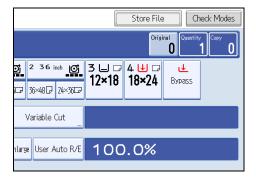
• p.17 "Functions Requiring Optional Configurations"

Storing Data in the Document Server

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

⭐ **Important**

- 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. **Make the scanning settings for the original.**
5. **Adjust the original guides to the width of the original, and then place the original face down.**

   The original feeds into the machine automatically, and copying starts. The scanned data is also stored in the memory.

🔽 **Note**

- To stop scanning, press the [Clear/Stop] key. To resume a paused scanning job, press [Continue] in the confirmation display. To delete scanned images and cancel the job, press [Stop].

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

- Data stored in the Document Server is set to be deleted after three days by the factory default. You can specify the period after which the stored data is deleted automatically. For details about changing settings, see "Administrator Tools", 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 a Stored Document".

- 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 specifying [Access Privileges], consult the administrator.

🗐 Reference

- p.150 "Using the Document Server"

- p.159 "Printing Stored Documents"

Managing Jobs

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

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

⬇Note

- You cannot use the Job List function when Interrupt Copy is active.

- Documents printed using the scanner function are not displayed in the job list.
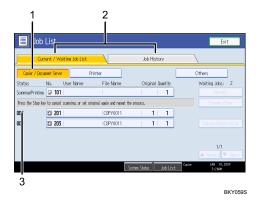
Job List Screen

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

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

When [Job Order] is not selected:

The job list is displayed for each of the functions.

BKY059S

When [Job Order] is selected:

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

2

BKY060S

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

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

3. **Displays reserved job numbers.**

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

   ⬜: Job printed using copy function

   ⬜: Job printed using printer function

   ⬜: Job printed using Document Server function

   ⬜: Job printed using DeskTopBinder

   ⬜: Job printed using Web Image Monitor

Checking Jobs in the Job List

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

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

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

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

4. **Press [Exit].**

Changing the Order of Jobs

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

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

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

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

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

5. **Press [OK].**

Holding Jobs

You can hold jobs that are queued or currently printing.

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

2. **Select the job you want to hold.**

3. **Press [Suspend Printing].**

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

↓Note

- To resume the suspended jobs, press [Resume Printing].

- This function is available only if [Job Order] is specified.

Deleting Jobs

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

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

2. **Select the job you want to delete.**

   To delete two or more print jobs, select them.

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

4. **Press [OK].**

Checking the Job History

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

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

2

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".

- Stored paper settings are based on paper size. If multiple trays holding paper of the same size are installed, the paper tray that is prioritized in the system settings will be selected first. See "System Settings", General Settings Guide.

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

🔖**Reference**
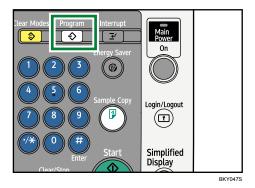
- p.97 "Registering the Initial Display's Default Functions"

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.**

BKY047S

3. **Press [Program].**

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

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

   You can enter up to 34 characters.

6. **Press [OK].**

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

Note

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

Changing a Stored Program

Changes program settings.

1. **Check the program settings.**

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

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

4. **Press [Program].**

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

6. **Press [Yes].**

7. **Enter the program name.**

   You can enter up to 34 characters.

8. **Press [OK].**

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

◆Note

- To check the contents of a program, recall the program.

- When it is overwritten, the previous program is deleted.

Deleting a Stored Program

Erases the contents of a program.

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

2. **Press [Delete].**

3. **Press the program number you want to delete.**

4. **Press [Yes].**

   The program is deleted, and the display returns to the initial copy display.

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
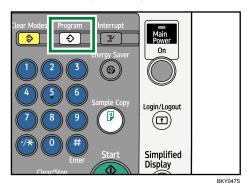
- Only programs with ✧ against them contain a program.

Registering the Initial Display's Default Functions
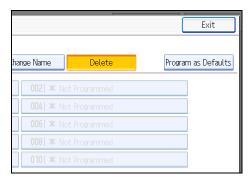
This section describes how to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned on.

The default settings you can program are Paper Tray, Original Type, Density, Special Original, Original Orientation, Edit / Stamp, Combine, Reduce / Enlarge, Finishing, Adjust Print Position, Copy Output Location, Fold Type, paper cut method, and the number of copies.
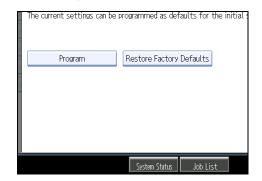
1. **Specify scan settings and any other settings you require on the initial display.**

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

BKY047S

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. Advanced Copying

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

Advanced Reduce/Enlarge Copying

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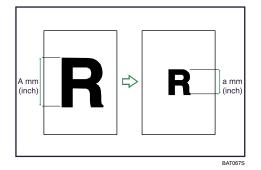
For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Images".

Reference

- p.64 "Reducing or Enlarging Originals"

Size Magnification

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

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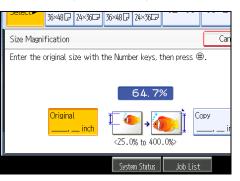
Measure and specify the lengths of the original and copy by comparing "A" with "a".

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

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

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

You can enter sizes between 1 to 9999 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.**
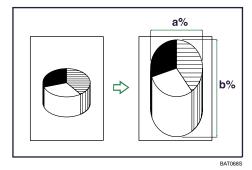
Note

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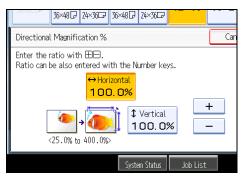
Specifying the ratio with [+] and [−]

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 0.1%. Pressing and holding down [$^+$] or [$^-$] changes it in increments of 1%.

6. **Press [Vertical].**

7. **Adjust the ratio with [$^+$] and [$^-$].**

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

🔻Note

• To change the value you entered, readjust it with [$^+$] and [$^-$].
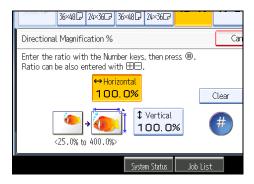
Entering the ratio with the number keys

Enter a ratio using the number keys.

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

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

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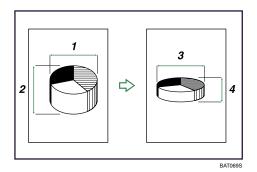
4. **Enter the desired ratio with the number keys, and then press [#].**

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.

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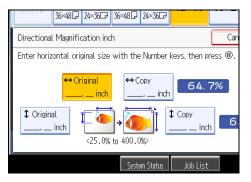
1. **Horizontal original size: A mm (inch)**

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

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

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

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

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

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

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

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.

- You can specify a paper size of 1 - 9999 mm (0.1" - 99.9") vertically and 1 - 914 mm (0.1" - 36") horizontally in units of 1 mm (0.1").
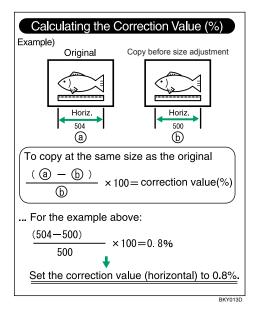
Fine Magnification

The machine calculates the correction ratios to produce copies that are close to the actual image size.

For environmental reasons such as humid conditions, paper may expand or shrink. This can result in a mismatch between the size of the original and copy.

This function uses the measurements of the original and the copy to calculate a ratio to produce copies that are close to the actual size.
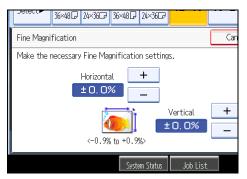
Measure the length and width of the original and the copy, and then calculate the correction ratio as follows:

Calculating the Correction Value (%)

Example)

Original — Horiz. 504 — (a)

Copy before size adjustment — Horiz. 500 — (b)

To copy at the same size as the original

$$\frac{(a - b)}{b} \times 100 = \text{correction value(\%)}$$

... For the example above:

$$\frac{(504 - 500)}{500} \times 100 = 0.8\%$$

Set the correction value (horizontal) to 0.8%.

BKY013D

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

2. **Press [Fine Magnification].**

3. **Adjust the horizontal ratio using [$+$] and [$-$].**

4. **Adjust the vertical ratio using [$+$] and [$-$].**

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

↓Note

- Fine Magnification is used for originals that have already been scanned. If you want to apply fine magnification corrections to paper that has stretched due to the paper type or exposure to humid conditions, see "Fine Ratio Adjustment: Copier", General Settings Guide.

- You can also make these settings in "Fine Ratio Adjustment: Copier" under System Settings. If you specified the ratio in both System Settings and this function, the resulting settings will be the sum of the set value.

- When the bypass tray is selected, you can set Fine Magnification after scanning the original.

Reference

- p.171 "Supplementary Information"
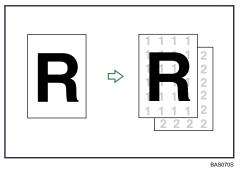
Stamps

Copies with the date, page numbers, etc.

Background Numbering

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

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

BAS070S

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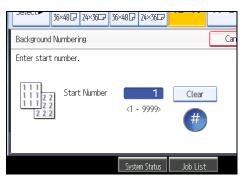
2. **Press [Stamp].**
3. **Press [Background Numbering].**

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

You can enter a number between 1 and 9999.

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

Note
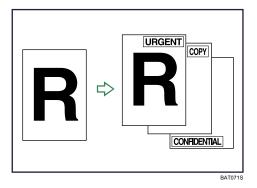
- To change the value entered in step 4, press [Clear] to set a new value.
- You can combine this function with up to four other stamp functions.

Preset Stamp

Messages are stamped on copies.

BAT071S

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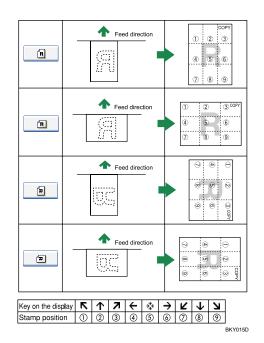
- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

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

Stamp position and original orientation

The stamp positions differ according to the orientation in which you place the originals.
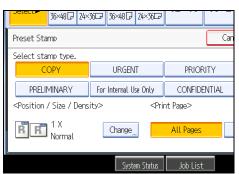
BKY015D

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

2. **Press [Stamp].**

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

4. **Select the desired message.**

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

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

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

7. **Press [OK].**

⤓Note

- You can combine this function with up to four other stamp functions.

- You can change the priority of the selected stamp.

📖Reference
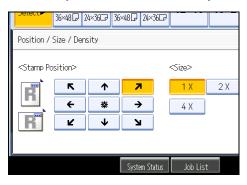
- p.32 "Original Orientation"

Changing the stamp position, size and density
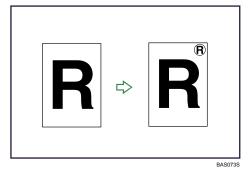
Changes the stamp position, size and density.

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

2. **Press [Stamp].**

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

4. **Press [Change] under Position / Size / Density.**

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

User Stamp

Prints a scanned image on copies as a stamp. Letters or images you use frequently can be registered.

BAS073S
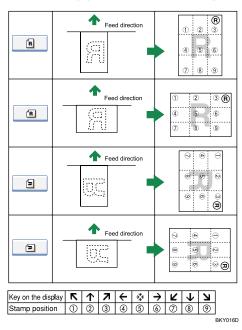
⭐ **Important**

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

- You cannot use the bypass tray with this function.

- Only one message can be stamped each time.

Stamp position and original orientation

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

Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

BKY016D

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

2. **Press [Stamp].**

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

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

   You can change the stamp position.

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

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

7. **Press [OK].**

⬇ Note

- You can combine this function with up to four other stamp functions.

- You can register up to 40 user stamps.

- When User Stamp is selected, it may take longer to print the first copy.

- To delete a stored user stamp, see "Deleting the user stamp".

📑 Reference

- p.32 "Original Orientation"

Changing the user stamp position

Changes the stamp position.

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

2. **Press [Stamp].**

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

4. **Press [Change] under Stamp Position.**
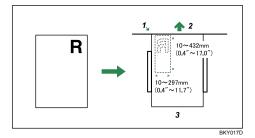
5. **Select the desired position, and then press [OK].**

Registering the user stamp

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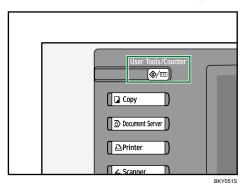
The range of stamp images is 10 - 297 mm (0.4 - 11.7 inches) high and 10 - 432 mm (0.4 - 17.0 inches) wide. However, if the value exceeds the maximum value of the area (5,000 mm^2, 7.75 inch^2), it is corrected within the range of the area automatically.

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

BKY017D

1. **Base point**

2. **Original feed direction**

3. **Original table**

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

BKY051S

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 Select Stamp.**

7. **Press the stamp number you want to program.**

8. **Enter the user stamp name (up to ten characters) with the letter keys, and then press [OK].**

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

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

11. **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.

12. **Press [Exit].**

13. **Press [Exit].**

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

14. **Press [Exit].**

    Exits settings and gets ready to copy.

⬇Note
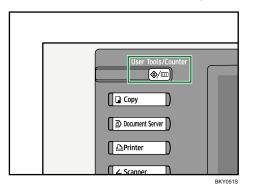
- Stamp numbers with ✧ already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".

- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].

- You cannot restore the overwritten stamp.

- If the stamp is red or bright red, it may not be scanned clearly. To store a user stamp clearly, use a black ink stamp, or make a copy and use that as the original.

- You can register up to 40 user stamps.

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

Deleting the user stamp

Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

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

BKY051S

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 Select Stamp.**

7. **Press the stamp number you want to delete.**

8. **Select [Yes], and then press [Exit].**

9. **Press [Exit].**
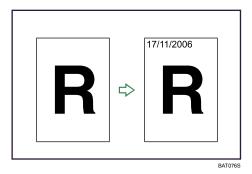
   The display returns to the User Tools/Counter/Inquiry screen.

10. **Press [Exit].**

    Exits settings and gets ready to copy.

Date Stamp

Use this function to print dates on your copies.

BAT076S

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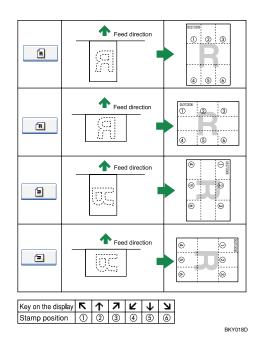
- You cannot use the bypass tray with this function.

You can select from the following styles:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

Stamp position and original orientation

The date stamp positions differ according to the orientation in which you place the originals.
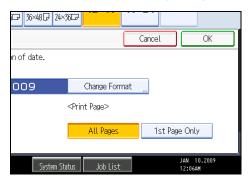
BKY018D

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

2. **Press [Stamp].**

3. **Press [Date Stamp].**

4. **Select the stamp format.**

   You can change the style and position of the date.

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

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

7. **Press [OK].**

⤵Note

• You can combine this function with up to four other stamp functions.

📄Reference

• p.32 "Original Orientation"

Changing the format of date

Changes the format of date.

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

2. **Press [Stamp].**

3. **Press [Date Stamp].**

4. **Press [Change Format] under Current Date.**

5. **Select the date format, and then press [OK].**

Changing the date stamp position
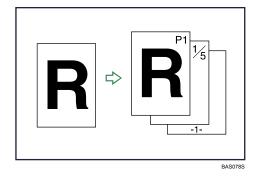
Changes the stamp position.

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

2. **Press [Stamp].**

3. **Press [Date Stamp].**

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

5. **Select the desired date stamp position, and then press [OK].**

Page Numbering

Use this function to print page numbers on your copies.

BAS078S

⭐**Important**

• **You cannot use the bypass tray with this function.**
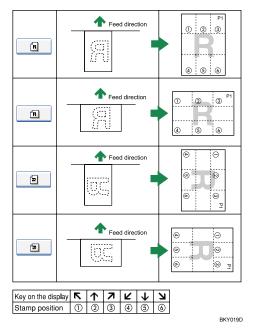
There are six types of page numbering.

• P1,P2...

• 1/5,2/5...

• -1-,-2-...

• P.1,P.2...

- 1, 2...

- 1-1, 1-2...

Stamp position and original orientation

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

BKY019D

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

2. **Press [Stamp].**
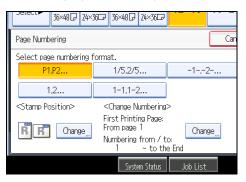
3. **Press [Page Numbering].**

4. **Select the page numbering format.**

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

5. **After making all settings, press [OK].**

6. **Press [OK].**

Note

- You can combine this function with up to four other stamp functions.

Changing the stamp position

Changes the stamp position.

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

2. **Press [Stamp].**

3. **Press [Page Numbering].**

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

5. **Select the desired position, and then press [OK].**

Specifying the first printing page and start number ("P1,P2...", "-1-,-2-...", "P.1,P. 2... ", "1,2... ")
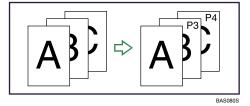
Explains the example when "P1, P2 ..." is selected. The steps are the same for other cases.

1. Press [Edit / Stamp].

2. Press [Stamp].

3. Press [Page Numbering].

4. Press [Change] under Change Numbering.

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

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

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

BAS080S

7. 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].

8. When page designation is complete, press [OK].

9. Press [OK] twice.

Note

- To change the numbers entered in steps 5 - 7, press [Clear], and then enter a new number.

Specifying the first printing page and start number ("1/5,2/5...")

Explains the procedures when "1/5,2/5..." is selected.

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

2. **Press [Stamp].**

3. **Press [Page Numbering].**

4. **Press [Change] under Change Numbering.**

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

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

7. **Press [Last Number], enter the number of page at which to stop numbering with the number keys, and then press [#].**

   Proceed to step 8 when not changing.

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

   The last number is the last page number to print. For example, if Total Pages is ten, if 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.

8. **Press [Total Pages], enter the total number of original pages with the number keys, and then press [#].**

9. **When page designation is complete, press [OK].**

10. **Press [OK] twice.**

Note
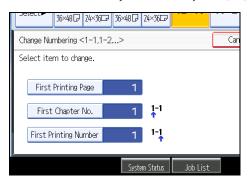
- To change the numbers entered in steps 5 - 8, press [Clear], and then enter a new number.

- To change the settings (the first printing page, the number of page from which to start numbering, or total number of pages) after pressing [OK] in step 9, press [Change], and then enter the numbers again.

- 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...")

Explains the procedures when "1-1,1-2..." is selected.

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

2. **Press [Stamp].**

3. **Press [Page Numbering].**

4. **Press [Change] under Change Numbering.**

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

6. **Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].**

7. **Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].**

8. **When page designation is complete, press [OK].**

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

↓Note
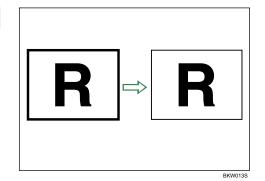
- To change the numbers entered in steps 5 - 7, press [Clear], and then enter a new number.

- You can set a value from 1 to 9999 for [First Printing Page], [First Chapter No.], and [First Printing Number].

Advanced Copier Functions

This section describes the machine's advanced copy functions.

Erase Border (same width)

Erases the edge margin of the original image.

BKW013S

The default erase border setting is 10 mm (0.4").

⭐**Important**

- You cannot use the bypass tray with this function.

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

2. **Press [Erase].**

3. **Press [Erase Border].**

4. **Press [Same Width].**

5. **Set an erase border width with [+] or [−].**

   Pressing [+] or [−] changes the width in increments of 1 mm (0.1 inch).

   Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

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

Note

- To change the value entered in step 5, press [+] and [−] to set a new value.
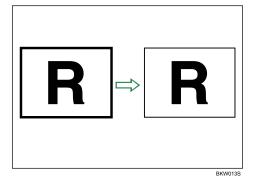
- For details about the scan size limitations when using Erase Border together with the other functions, see p.176 "Scan Size Limitations, by Function".

Erase Border (different width)

Erases the edge margins of the original image.

BKW013S

The default erase border setting is 10 mm (0.4").

Important

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

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

2. **Press [Erase].**

3. **Press [Erase Border].**

4. **Press [Different Width].**

5. **Press the key for the border you want to change and set an erase width with [$+$] and [$-$].**

   Pressing [$+$] or [$-$] changes the width in increments of 1 mm (0.1 inch).

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

↓Note

- To change the value entered in step 5, press [$+$] and [$-$] to set a new value.
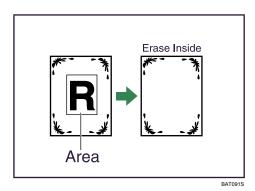
- For details about the scan size limitations when using Erase Border together with the other functions, see p.176 "Scan Size Limitations, by Function".

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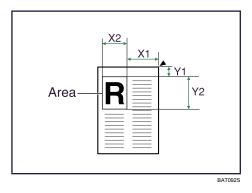
Use this function to copy the original while erasing a specified area.

BAT091S

⭐ **Important**

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

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.

BAT092S

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

Y1, Y2: 0 - 432 mm (0 - 17 inches)
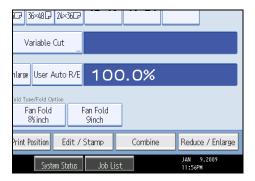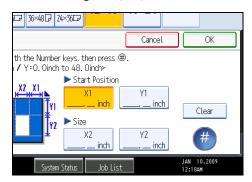
1. **Press [Edit / Stamp].**

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

4. **Enter the length of [X1] with the number keys, and then press [#].**
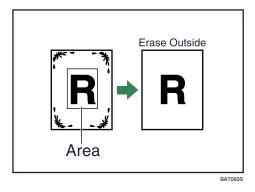
5. **Enter the lengths of [X2], [Y1], and [Y2] in the same way, and then press [OK].**

6. **To specify multiple areas, specify areas 1 to 5, and then repeat steps 4 to 5.**

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

Note

- When using this function with magnification, the actual size will be the specified value multiplied by the reproduction ratio.

- You can specify up to five areas.

Erase Outside
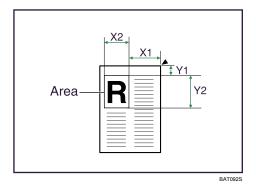
Use this function to copy the original while erasing outside of a specified area.
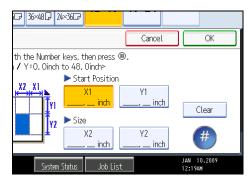
BAT093S

Important

- You cannot use the bypass tray with this function.

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.

BAT092S

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

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

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

2. **Press [Erase].**
3. **Press [Erase Outside].**
4. **Enter the length of [X1] with the number keys, and then press [#].**
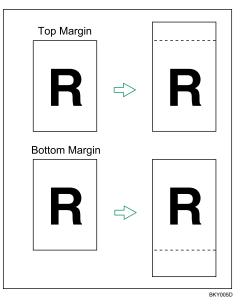
5. **Enter the lengths of [X2], [Y1], and [Y2] in the same way, and then press [OK].**
6. **Press [OK] twice.**

↓Note

- When using this function with magnification, the actual size will be the specified value multiplied by the reproduction ratio.

Margin Adjustment

When Synchro Cut is selected, you can create a margin on the copy's leading and trailing edge.

BKY005D

★Important
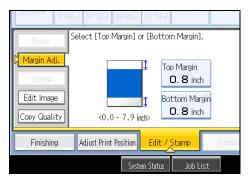
- You cannot use the bypass tray with this function. You can select the following types of margin for this function:

- Top Margin: margin at the leading edge of the original (top of copy).

- Bottom Margin: margin at the trailing edge of the original (bottom of copy).

1. Press [Edit / Stamp].

2. **Press [Margin Adj.].**

3. **Press [Top Margin] or [Bottom Margin].**

4. **Use [⁺] or [⁻] to specify the margin, and then press [OK].**
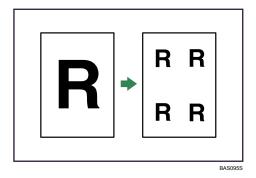
   [Synchro Cut] is automatically selected.

↓Note

- You can specify the margin from 0 to 200 mm (7.8") in 1 mm (0.1") increments. The default margin is 20 mm (0.8").

- You can specify both the top and the bottom margins at a time.

- The copy length is the length automatically specified by Synchro Cut plus the margin specified.

Image Repeat
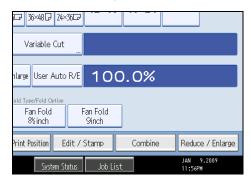
The original image is copied repeatedly.

BAS095S

★Important

- You cannot use the bypass tray with this function.

The number of repeated images depends on the original size, copy paper size, and reproduction ratio. For example, you can copy eight A4 (A) images to one sheet of A1 (D) size paper.

1. **Press [Edit / Stamp].**
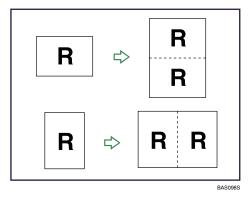
2. **Press [Edit Image].**

3. **Press [Image Repeat].**

4. **Press [OK].**

5. **Select the paper tray.**

↓Note

- You can insert separation lines (solid, broken, crop marks) between repeated images.

- When using Image Repeat with Adjust Print Position, the composite image is shifted.

Double Copies

One original image is copied twice on one sheet.

BAS098S

★Important

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

1. **Press [Edit / Stamp].**
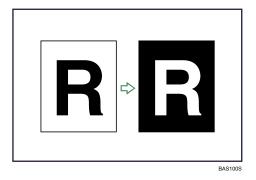
2. **Press [Edit Image].**

3. **Press [Double Copies].**

4. **Press [OK].**

5. **Select the paper size.**

↓Note

- You can insert separation lines (solid, broken, crop marks) between two images.

- When using Double Copies, the copy paper must be twice as large as the original. When using Reduce/Enlarge, consider the magnification ratio when selecting the paper size.

Positive/Negative

Copies an image inverted.

BAS100S

1. **Press [Edit / Stamp].**
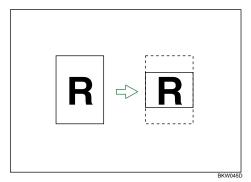
2. **Press [Edit Image].**

3. **Press [Positive / Negative].**

4. **Press [OK].**

5. **Select the paper tray.**

Partial Copy

Use this function to copy only a specified portion of the original.

BKW045D

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

2. **Press [Edit Image].**

3. **Press [Partial Copy].**

4. **Press [Y1], and then enter the scan start position (the length from the leading edge of the original) with the number keys.**
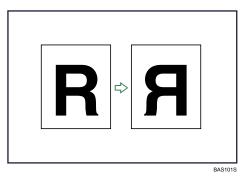
5. **Press [#].**

6. **Press [Y2], and then enter the copy size with the number keys.**

7. **Press [#].**

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

Note

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

- The copy size (Y2) should be at least 210 mm (8.3").

- On the Type 1, the maximum copy length (Y1+Y2) is 15,000 mm (590.5").

- On the Type 2, the maximum copy length (Y1+Y2) is 30,000 mm (1181.1").

- On the Type 1, if Y1+Y2 is greater than 15,000 mm (590.5"), the machine shortens Y2 to make Y1+Y2 less than the maximum.

- On the Type 2, if Y1+Y2 is greater than 30,000 mm (1181.1"), the machine shortens Y2 to make Y1+Y2 less than the maximum.

- For Y2, specify the actual length that you require.

Mirror Image

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

BAS101S

1. **Press [Edit / Stamp].**
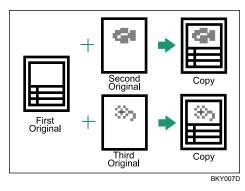
2. **Press [Edit Image].**

3. **Press [Mirror Image].**

4. **Press [OK].**

Format Overlay

Combines two images onto one copy.

You can also store frequently used format original in the machine memory and recall it for future use.

BKY007D

⭐**Important**

- You cannot use the bypass tray with this function.

There are two types of Format Overlay available.

Format Overlay

Combines two images onto one copy using the first original as the background.

Programmed Format Overlay

Uses a stored image as the background and combines it with a scanned image.

📖**Reference**

- p.171 "Supplementary Information"
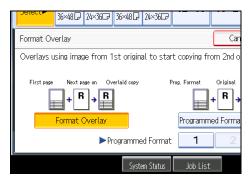
Format Overlay

Combines two images onto one copy using the first original as the background.

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

2. **Press [Edit Image].**
3. **Press [Format Overlay].**
4. **Press [Format Overlay].**

5. **Make the necessary settings.**

6. **Place the first original, and let it be scanned.**

7. **Place the second original, and let it be scanned.**

   The machine makes a composite copy of the first and second originals.

8. **Place the third original, and let it be scanned.**

   The machine makes a composite copy of the first and third originals.

9. **Place any further originals, as required.**

Programmed Format Overlay
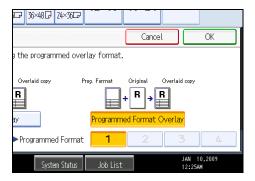
Uses a stored image as the background and combines it with a scanned image.

To use this function, you need to register the overlay format in advance.

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

2. **Press [Edit Image].**

3. **Press [Format Overlay].**

4. **Press [Programmed Format Overlay].**

5. **Select a stored format number.**

6. **Make the necessary settings.**

7. **Place your original, and let it be scanned.**

   The machine makes a copy overlaying the scanned original onto the stored format.

8. **Place any further originals, as required.**

   The machine makes a copy overlaying the new original onto the stored format.

Storing a format

Stores a format for Programmed Format Overlay.

The maximum size of original to be stored is A0 (E). You cannot store long length originals.

1. **Make sure the machine is ready to copy.**
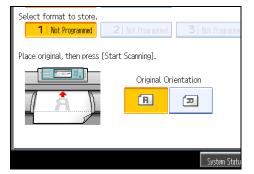
2. **Press the [User Tools / Counter] key.**

BKY051S

3. **Press [Copier / Document Server Features].**

4. **Press [Edit], and then press [Program / Delete Format].**

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5. **Select a format number (1 to 4).**

Format numbers with ⮫ against them have already been stored.

6. **Select the original orientation.**

7. **Place the original, and then press [Start Scanning].**

   The original is scanned and stored.

8. **Press [Exit] twice.**

   Returns to the initial User Tools / Counter / Inquiry display.

Overwriting a stored format

Overwrites a format stored in memory.

⭐**Important**

- You cannot restore a format that has been overwritten.

1. **Make sure the machine is ready to copy.**

2. **Press the [User Tools / Counter] key.**

3. **Press [Copier / Document Server Features].**

4. **Press [Edit], and then press [Program / Delete Format].**

5. **Select a format number you want to overwrite.**

6. **Press [Yes].**

   Press [Stop] if you do not want to overwrite the existing format.

7. **Select the original orientation.**

8. **Place the original, and then press [Start Scanning].**

   The original is scanned and stored.

9. **Press [Exit] twice.**

   Returns to the initial User Tools / Counter / Inquiry display.

Deleting a stored format

Deletes a format stored in memory.

🟔**Important**

- **You cannot restore a format that has been deleted.**

1. **Make sure the machine is ready to copy.**

2. **Press the [User Tools / Counter] key.**

3. **Press [Copier / Document Server Features].**

4. **Press [Edit], and then press [Program / Delete Format].**

5. **Press [Delete], and then select the format number to be deleted.**

6. **Press [Yes].**
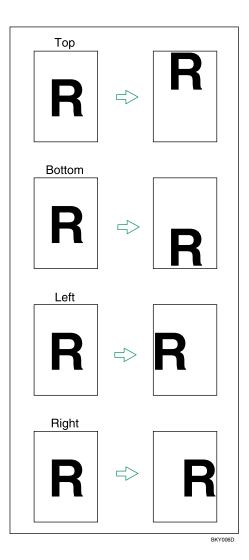
   Press [No] if you do not want to delete the existing format.

7. **Press [Exit] twice.**

   Returns to the initial User Tools / Counter / Inquiry display.

Adjust Print Position

Use this function to move (shift) the copy image up, down, left, or right to create a margin. You can also shift in a combination of up/down and left/right.

BKY006D
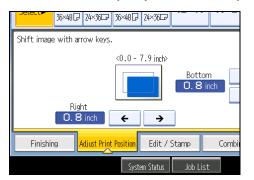
You can select the following types of margin for this function:

- [↑] (Top): shifts towards the leading edge of the original.
- [↓] (Bottom): shifts towards the trailing edge of the original.
- [←] (Left): shifts towards the left of the original.
- [→] (Right): shifts towards the right of the original.

1. **Press [Adjust Print Position].**

2. **Use [←] or [→] to specify the horizontal position.**

3. **Use [↑] or [↓] to specify the vertical position.**

4. **Press [OK].**

Note

- The default setting is Bottom 20 mm (0.8") and Right 20 mm (0.8").

Reference

- p.171 "Supplementary Information"

4. Document Server

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

Relationship between Document Server and Other Functions

State of the Document Server varies depending on the function used.

Copier functions

- Storing method: Copy/Document Server
- List display: Available
- Printing: Available
- Transmission: Unavailable

Printer functions

- Storing method: Personal computer
- List display: Available
- Printing: Available
- Transmission: Unavailable

Scanner functions

- Storing method: Scanner
- List display: Unavailable

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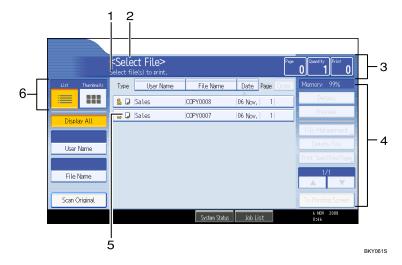
- Printing: Unavailable
- Transmission: Available

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

Document Server Display

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

Document Server initial display

BKY061S

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

2. **Displays the title of the current screen.**

3. **Displays the numbers of originals stored into the memory, copies set, and copies made.**

4. **Displays keys for the operation.**

5. **Displays an icon that indicates the function used to stored the document.**

6. **Displays keys for switching the display between list and thumbnails.**

The following icons appear in the list of the Document Server to indicate the function used to store a document.

Function	Copier	Printer
Icons		

Thumbnail screen

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

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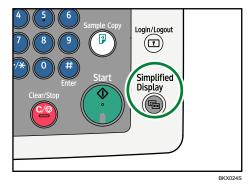
- All the stored documents may not be displayed depending on the security function specified.

Simplified Display

This section explains how to switch to the simplified display.

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

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

BKX024S

Simplified Document Server Screen

BKY062S

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.
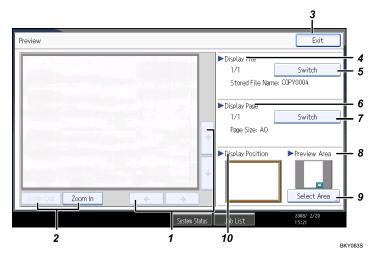
* Certain keys do not appear on the simplified display.

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

BKY063S

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. **[Switch]**

   If you have selected two or more files for preview, press this to switch between them.

6. **Display Page**

   Displays the number of the currently displayed page, total number of pages, and page size.

7. **[Switch]**

   Flips the page of the selected file.

8. **Preview Area**

   Stored scan files for originals larger than A2 can be previewed using the zoom control on the preview display.

9. **[Select Area]**

   You can specify the preview area.

10. **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 function is not available if the stored file has been corrupted. Scan and save the file again.

- Only documents with a maximum paper size of that are smaller than 914.4 × 1219.2 mm (36" × 48") can be previewed.

Using the Document Server

Following describes how to use the Document Server.

Storing Data

Following describes the procedure for storing documents on the Document Server.

⭐ **Important**

• Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.

• Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.

• Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.

• A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press the [Clear Modes] key to cancel the document selection.

• The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.

• When scanning documents by the scanner, make sure that all other operations are ended.

File Name

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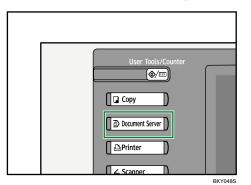
User Name

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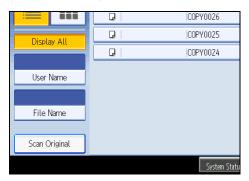
Password

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

1. **Press the [Document Server] key.**

BKY048S

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. **Specify the original scanning conditions.**

5. **Place the original.**

   The original feeds into the machine automatically.

   If [Press Start Key] is selected for [Feed Start Method], scanning starts when you press the [Start] key.

6. **Press [Finish Scanning] after all documents are scanned.**

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

Note

- Enter the password in the range of four and eight digits.

- If a password is set, the key icon appears on the left side of the file name.

- After scanning, a list of stored documents will be displayed. If the list does not appear, press [Finish Scanning].

- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto Delete File in Document Server in User Tools. See "System Settings", 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].**
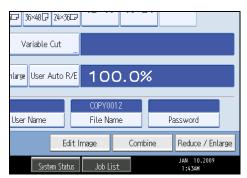
The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

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.
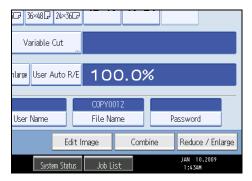
3. **Press [Delete All] to delete the document name to be automatically set.**

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.
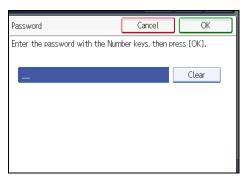
Specifying a Password

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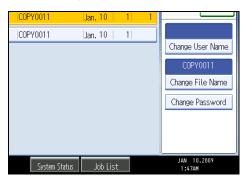
1. **Select the document whose user name you want to change.**

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

2. **Press [File Management].**

3. **Press [Change User Name].**

4. **Enter a new user name, and then press [OK].**

5. **Press [OK].**

↓Note

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

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

- For details about how to enter text, see "Entering Text", About This Machine.
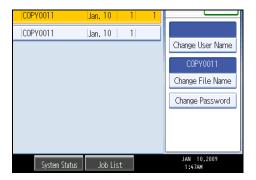
Changing the File Name of a Stored Document

You can change the file name of a stored document.

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

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

2. **Press [File Management].**

3. **Press [Change File Name].**

4. **Enter a new file name, and then press [OK].**

5. **Press [OK].**

↓Note

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

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

- For details about how to enter text, see "Entering Text", About This Machine.
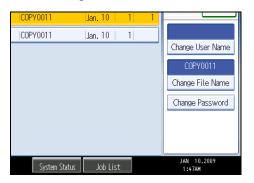
Changing the Password of a Stored Document

You can change the password of a stored document.

1. **Select the document whose password you want to change.**

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

2. **Press [File Management].**

3. **Press [Change Password].**

4. **Enter a new password, and then press [OK].**

5. **For double-check, enter the password again and then press [OK].**

6. **Press [OK].**

↓Note

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

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

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

Checking the Details of a Stored Document

You can confirm the details of a stored document.
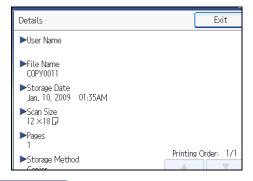
1. **Select the document whose details are to be displayed.**

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

2. **Press [Details].**

   Details of the document will be displayed.

Note

- If you have selected two or more documents, press [▲] or [▼] to view their information.

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

- Pressing [Exit] restores the document selection screen.

Searching for Stored Documents

Searches for stored documents by user name or file name.

You can rearrange the currently chronologically ordered documents in any desired order.

Searching by file name

Searches for stored documents by file name.

Searching by user name

Searches for stored documents by user name.
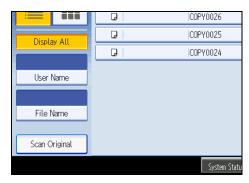
Note

- DeskTopBinder Lite enables searching and reordering of stored documents from computers.

- For details about DeskTopBinder Lite, see Instruction Manual and Help of DeskTopBinder Lite.

Searching by file name

Searches for stored documents by file name.

1. **Press [File Name].**

2. **Enter the document name to be searched, and then press [OK].**

   Document names that match completely from the starting character will be searched and displayed on the screen.

Note

- Pressing [Display All] displays all stored documents.

Searching by user name

Searches for stored documents by user name.

1. **Press [User Name].**

2. **When specifying a registered user name, select it.**

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

4. **Press [OK].**

   User names that match completely from the starting character will be searched and displayed on the screen.

   🔸**Note**

   • Pressing [Display All] displays all stored documents.

Printing Stored Documents

Prints stored documents.

Web Image Monitor allows you to print documents stored in the Document Server from your computer.

1. **Select a document to be printed.**
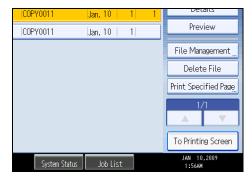
   If a password is set, enter it, and then press [OK].

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

   Up to 30 documents can be printed.

3. When specifying printing conditions, press [To Printing Screen].

The printing condition screen will appear. The user name, file name, and printing order of the document will be displayed.

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

The maximum quantity that can be set is 99.

5. Press the [Start] key.

Printing will be started.

🔻Note

- You can search the target document using [User Name] or [File Name] situated in the left side of the screen.

- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.

- Some of the selected documents may not be printed due to the difference in the size or resolution.

- When changing the printing order, cancel the highlight and then specify the order correctly.

- Pressing the [Clear Modes] key cancels every selection.

- Pressing [Order] displays the selected documents in the printing order.

- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing.

- 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".

  - Reduce/Enlarge (Zoom, Fine Magnification, Auto Reduce/Enlarge)

  - Stamp (Background Numbering, Preset Stamp, User Stamp, Date Stamp, Page Numbering)

  - Adjust Print Position

  - Finishing (Sort, Rotate Sort, Fold)

  - Variable Cut

  - Print Output Location

  - Image Density

- 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, "Displaying a Stored Document 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.**

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

5. **Press [Continue].**

   Printing will be resumed.

⬇**Note**

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

Sample Print

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

⭐**Important**

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

1. **Select the document to be printed.**

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

2. **Press 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].**

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

Printing a specified page

You can print the specified page alone of the document selected on the Select File screen.

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [Specified Page].**

4. **Specify the page to be printed with the number keys, and then press [#].**

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

Note

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

Printing a specified range

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

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [Specify Range].**

4. **Specify the printing start page with the number keys, and then press [#].**

5. **Specify the printing end page with the number keys, and then press [#].**

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

⬇️**Note**

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

Deleting a Stored Document
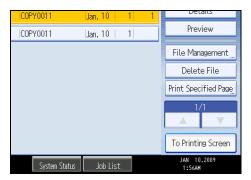
Deletes a stored document.

⭐**Important**

- **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

- 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.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros.

   For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   The top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**

   The list of documents in the Document Server will be displayed.

4. **Click 📖 of the document you want to confirm.**

   Information of the document will be displayed.

5. **Confirm contents of the document.**

⤵ Note

- You can change the format of the list. Click the 🔲 (Thumbnails), 🔳 (Icons), or ☰ (Details).
- When you want to enlarge the preview display, click [Enlarge Image].

Downloading Stored Documents with Web Image Monitor

You can download stored documents to the computer with Web Image Monitor.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros.

   For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

   Top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**

   The list of documents in the Document Server will be displayed.

4. Click ![icon] 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 ![icon] (Thumbnails), ![icon] (Icons), or ![icon] (Details).

- You cannot select [Multi-page TIFF] for a document being stored with the copy or printer.

5. Appendix

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

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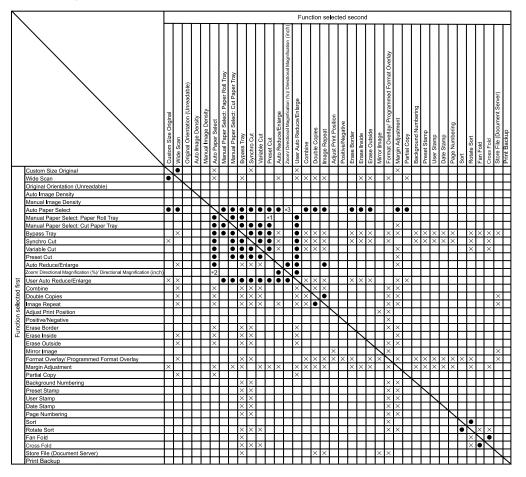
The combination chart given below shows which modes can be used together.

Blank: These modes can be used together.

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

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

The following shows the combinations of functions:

Function selected first (rows) vs. Function selected second (columns).

	Custom Size Original	Wide Scan	Original Orientation (Unreadable)	Auto Image Density	Manual Image Density	Auto Paper Select	Manual Paper Select: Paper Roll Tray	Manual Paper Select: Cut Paper Tray	Bypass Tray	Synchro Cut	Variable Cut	Preset Cut	Auto Reduce/Enlarge	Zoom/ Directional Magnification (%)/ Directional Magnification (inch)	User Auto Reduce/Enlarge	Combine	Double Copies	Image Repeat	Adjust Print Position	Positive/Negative	Erase Border	Erase Inside	Erase Outside	Mirror Image	Format Overlay/ Programmed Format Overlay	Margin Adjustment	Partial Copy	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Sort	Rotate Sort	Fan Fold	Cross Fold	Store File (Document Server)	Print Backup
Custom Size Original		●				×																																
Wide Scan	●					×				×			×		×	×	×	×							×	×		×										
Original Orientation (Unreadable)																																						
Auto Image Density																																						
Manual Image Density																																						
Auto Paper Select	●	●					●	●	●	●	●	●	●	*3		●	●	●			●	●	●						●	●								
Manual Paper Select: Paper Roll Tray								●	●		●	●	*1			●	●	●							●													
Manual Paper Select: Cut Paper Tray							●		●		●		●			●																						
Bypass Tray	×					●	●	●		●	●	●	×			×	×	×			×	×	×		×			×	×	×	×	×			×	×	×	
Synchro Cut	×					●	●		●		●	●	●		×	×	×	×			×	×	×		×			×	×	×	×	×			×	×	×	
Variable Cut						●		●	●	●		●	●		×	×	×	×							×										×		×	
Preset Cut						●	●		●	●	●		●												×													
Auto Reduce/Enlarge		×				●				×	×	×		●	●				●						×													
Zoom/ Directional Magnification (%)/ Directional Magnification (inch)						*2							●		●																							
User Auto Reduce/Enlarge	×	×				●	●	●	●	●	●	●	●	●		×	×	×							×	×	×											
Combine		×				×			×		×	×	×		×		×	×							×	×												×
Double Copies		×				×			×		×	×	×		×	×		●							×	×												×
Image Repeat		×				×			×		×	×	×	×		×	×	●							×	×												×
Adjust Print Position																									×	×												
Positive/Negative																									×													
Erase Border						×			×		×	×			×										×	×												
Erase Inside		×				×			×		×	×													×	×												
Erase Outside		×				×			×		×	×			×										×	×												
Mirror Image																									●													×
Format Overlay/ Programmed Format Overlay		×							×		×	×			×	×	×	×	×	×				×		×		×	×	×	×	×		×				×
Margin Adjustment	×					×			×		×	×	×		×	×	×	×			×	×	×		×			×	×	×	×	×		×				×
Partial Copy		×				×			×						×																							
Background Numbering									×	×															×	×												
Preset Stamp									×	×															×	×												
User Stamp									×	×															×	×												
Date Stamp									×	×															×	×												
Page Numbering									×	×															×	×												
Sort																									×									●				
Rotate Sort									×	×	×														×	×							●		×	×		
Fan Fold									×																									×		●		
Cross Fold									×	×	×																								×			
Store File (Document Server)						×										×	×								×	×												
Print Backup																																						

*1 When there is no appropriate preset cut size paper in the selected tray, the function selected first has priority.

*2 When Directional Magnification (%) or Directional Magnification (inch) is selected, the function selected first has priority.

*3   When Directional Magnification (%) or Directional Magnification (inch) is selected, the function selected second has priority.

Supplementary Information

Following describes the detailed specifications of the respective functions.

Job Preset

- When the paper size specified in Job Preset is as the same as that of the copy job in progress, the number of sheets that can be set is as follows:

  A0 (E): 100 sheets

  A1 (D): 100 sheets

  A2 (C): 200 sheets

  A3 (B): 400 sheets

  A4 (A): 400 sheets

- The maximum number of jobs that can be preset is eight.
- You might not be able to specify eight preset jobs if your originals are large.

Selecting Copy Paper

- If you change the paper type, copying may take longer to start.
- When Auto Paper Select is selected, copying may take slightly longer since the machine selects the copy paper after scanning the original.

Preset Reduce/Enlarge

- The reproduction ratios you can specify are 25.0-400.0%.
- You can select one of eight preset ratios (four enlargement ratios, four reduction ratios).
- Following shows the relation between the original size and paper size at respective scaling factors.
  - Metric version

    400.0% (Area ratio 16 times): A4→A0

    282.8% (Area ratio 8 times): A3→A0, A4→A1, B4 JIS→B1 JIS

    200.0% (Area ratio 4 times): A2→A0, A3→A1, A4→A2, B3 JIS→B1 JIS, B4 JIS→B2 JIS

    141.4% (Area ratio 2 times): A1→A0, A2→A1, A3→A2, A4→A3, B2 JIS→B1 JIS, B3 JIS→B2 JIS, B4 JIS→B3 JIS

    70.7% (Area ratio $1/2$ times): A0→A1, A1→A2, A2→A3, A3→A4, B1 JIS→B2 JIS, B2 JIS→B3 JIS, B3 JIS→B4 JIS

    50.0% (Area ratio $1/4$ times): A0→A2, A1→A3, A2→A4, B1 JIS→B3 JIS, B2 JIS→B4 JIS

    35.4%: A0→A3, A1→A4, B1 JIS→B4 JIS

    25.0%: A0→A4

- Inch version (Engineering)

  400.0% (Area ratio 16 times): A → E

  258.8%: A → D, B → E

  200.0% (Area ratio 4 times): A → C, B → D, C → E

  129.4%: A → B, B → C, C → D, D → E

  64.7%: B → A, C → B, D → C, E → D

  50.0% (Area ratio $^1/_4$ times): C → A, D → B, E → C

  32.4%: D → A, E → B

  25.0%: E → A

- Inch version (Architecture)

  400.0% (Area ratio 16 times): A → E

  266.7%: A → D, B → E

  200.0% (Area ratio 4 times): A → C, B → D, C → E

  133.3%: A → B, B → C, C → D, D → E

  66.7%: B → A, C → B, D → C, E → D

  50.0% (Area ratio $^1/_4$ times): C → A, D → B, E → C

  33.3%: D → A, E → B

  25.0%: E → A

- You can select a ratio regardless of original or paper size, or paper roll cut method. With certain ratios, parts of the image might not be copied or margins will appear.

Zoom

- The reproduction ratios you can specify are 25.0-400.0%.

- You can select a ratio regardless of original or paper size, or paper roll cut method. With certain ratios, parts of the image might not be copied or margins will appear.

Size Magnification

- The reproduction ratios you can specify are 25.0-400.0%.

- 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.

Directional Magnification (%)

- The reproduction ratios you can specify are 25.0-400.0%.

- You can enter a ratio regardless of original or paper size, or paper roll cut method. With certain ratios, parts of the image might not copy or margins will appear.

- You cannot use Directional Magnification (%) if Auto Paper Select is selected.
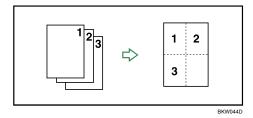
Directional Magnification (inch)

- The reproduction ratios automatically selected by the machine are 25.0 - 400.0%.

- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted within the available range. With certain ratios, parts of the image might not copy or margins will appear.

- You cannot use Directional Magnification (inch) if Auto Paper Select is selected.

Fine Magnification

- Depending on the image patterns of the originals, moiré patterns may be noticeable, or the image quality may deteriorate.

Combine

- The machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.

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

- You cannot use custom size paper.

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.

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

BKW044D

Erase Border

- You can specify the width of the erased border margins from 2 to 99 mm (0.1" to 3.9") in increments of 1 mm (0.1").

Erase Inside

- By combining "Erase Inside 1"-"Erase Inside 5", you can erase up to 5 areas at the same time.

Margin Adjustment

- You can specify margins from 0 to 200 mm (0 to 7.9") in increments of 1 mm (0.1").

- If you set the margin too long for the original, parts of the image might not be copied.

Background Numbering

- A pattern-like image may appear in the area where an original's image overlaps the background number.

Preset Stamp

- You can stamp onto paper sizes up to A0 (E).

- You can change the default settings of the stamp with User Tools. Depending on settings, image density may change.

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

- When you set the stamp position to "Bottom Left", "Bottom Center", or "Bottom Right", and then use Rotate Sort or Rotate Copy, the stamp position may shift.

User Stamp

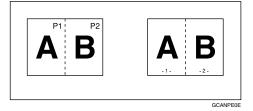- You can stamp onto paper sizes up to A0 (E).

Date Stamp

- You can stamp onto paper sizes up to A0 (E).

- When using Combine mode, the date stamp is printed as follows:

BKY039S

Page Numbering

- You can stamp onto paper sizes up to A0 (E).

- When using Combine mode, page numbers are printed as follows:

[Per Original] is selected in User Tools:

GCANPE0E

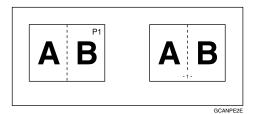[Per Copy] is selected in User Tools:

GCANPE2E

Image Repeat

- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

- You can use Image Repeat for paper sizes up to A0 (E).

- When using Image Repeat with Adjust Print Position together, the repeated images will be shifted as a whole.

Double Copies

- You can copy an image up to A1 (D) with Double Copies. You can use paper sizes up to A0 (E) ▭.

Format Overlay

- When the sizes of the format (background original) and original to be overlaid on the format are different, the image is created at the size of the overlaid original.

- You can use Format Overlay for paper sizes up to A0 (E).

- When scanning a format (background original), the output image may be blurred. If this happens, copy the format, and then use it as the background original.

- When using Format Overlay, image quality may deteriorate.

- You cannot change the image density of a format (background original). To achieve a desired image density, scan an original with the image density changed beforehand.

Adjust Print Position

- You can shift the image from 0 to 200 mm in 1 mm increments (0 to 7.9" in 0.1" increments).

- When using Stamp and Adjust Print Position together, the stamp position does not move.

- You can use Adjust Print Position for paper sizes up to A0 (E).

- If you set the margin too long for the original, parts of the image might not be copied.

Sort, Rotate Sort

- You can use Sort for copy sizes up to A0 (E).

- You can use Rotate Sort for copy sizes up to A1 (D).

- The number of originals that can be scanned for Sort and Rotate Sort is as follows:

  A0 (E): 100 sheets

  A1 (D): 150 sheets

  A2 (C): 200 sheets

A3 (B): 400 sheets

- You can use the following paper sizes with Rotate Sort:
    - Metric version

        420 mm × 297 mm (A3)

        594 mm × 420 mm (A2)

        841 mm × 594 mm (A1)

        515 mm × 364 mm (B3 JIS)

        728 mm × 515 mm (B2 JIS)
    - Inch version (Engineering)

        11" × 17" (B)

        17" × 22" (C)

        22" × 34" (D)
    - Inch version (Architecture)

        12" × 18" (B)

        18" × 24" (C)

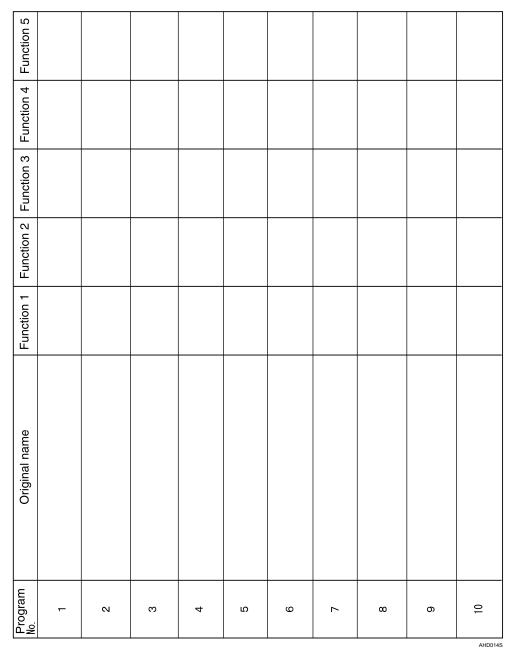   24" × 36" (D)

Scan Size Limitations, by Function

The following chart shows scan size limitations for the Adjust Print Position, Margin Adjustment, Edit, and Stamp functions.

Function		Scan size limitation
Adjust Print Position		A0 (E) or smaller
Margin Adjustment		15 m or smaller
Format Overlay		A0 (E) or smaller
Erase	Erase Inside	A0 (E) or smaller, 5 locations
Erase	Erase Outside	A0 (E) or smaller
Erase	Erase Border	A0 (E) or smaller
Erase	Erase Inside, Erase Border, and Format Overlay Combinations	A0 (E) or smaller

Function		Scan size limitation
Erase	Erase Outside and Format Overlay Combinations	A0 (E) or smaller
Positive/Negative		15 m or smaller
Mirror Image		15 m or smaller
Double Copies		A1 (D) (when A0 (E) paper is selected)
Image Repeat	with no other modes	A0 (E) or smaller
Image Repeat	with Erase Border	A0 (E) or smaller
Image Repeat	with Format Overlay	A0 (E) or smaller
Stamp		A0 (E) or smaller

Settings Record Sheet

Program Record Sheet

Program No.	Original name	Function 1	Function 2	Function 3	Function 4	Function 5
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

AHD014S

Print this sheet to keep a record of your program settings.

Stored Format Record Sheet

Format No.	Original name	Note	Date	User
1				
2				
3				
4				

AHD015S

Print this sheet to keep a record of your format settings.

User Stamp Record Sheet

Record No.	Corporation/section/project...etc	Stamp image	Date	User

BKY041S

Print this sheet to keep a record of your user stamps.

Magnification Ratio Chart

Metric version (A series)

	%	Copy size				
		A0	A1	A2	A3	A4
Original size	A0	100.0	70.7	50.0	35.4	25.0
	A1	141.4	100.0	70.7	50.0	35.4
	A2	200.0	141.4	100.0	70.7	50.0
	A3	282.8	200.0	141.4	100.0	70.7
	A4	400.0	282.8	200.0	141.4	100.0

Metric version (B series)

	%	Copy size			
		B1 JIS	B2 JIS	B3 JIS	B4 JIS
Original size	B1 JIS	100.0	70.7	50.0	35.4
	B2 JIS	141.4	100.0	70.7	50.0
	B3 JIS	200.0	141.4	100.0	70.7
	B4 JIS	282.8	200.0	141.4	100.0

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Inch version (Engineering)

	%	Copy size				
		E	D	C	B	A
Original size — E		100.0	64.7	50.0	32.4	25.0
D		129.4	100.0	64.7	50.0	32.4
C		200.0	129.4	100.0	64.7	50.0
B		258.8	200.0	129.4	100.0	64.7
A		400.0	258.8	200.0	129.4	100.0

Inch version (Architecture)

	%	Copy size				
		E	D	C	B	A
Original size — E		100.0	66.7	50.0	33.3	25.0
D		133.3	100.0	66.7	50.0	33.3
C		200.0	133.3	100.0	66.7	50.0
B		266.7	200.0	133.3	100.0	66.7
A		400.0	266.7	200.0	133.3	100.0

Measure Chart

Metric version

	Width × Length (mm)
A0	841 × 1189
A1	594 × 841
A2	420 × 594
A3	297 × 420
A4	210 × 297
B1 JIS	728 × 1030
B2 JIS	515 × 728
B3 JIS	364 × 515
B4 JIS	257 × 364
B1 ISO	707 × 1000

Inch version (Engineering)

	Width × Length (inch)
E	34 × 44
D	22 × 34
C	17 × 22
B	11 × 17
A	81/2 × 11

Inch version (Architecture)

	Width × Length (inch)
E	36 × 48
D	24 × 36

	Width × Length (inch)
C	18 × 24
B	12 × 18
A	9 × 12

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

Item	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 Photo Type Priority	When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 99.
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.
Job End Call	Choose whether or not the beeper sounds when copying is complete.

Reproduction Ratio

Item	Description
User Reduce/Enlarge Ratio	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.

Item	Description
User Auto Reduce / Enlarge:A0-A4, B1 JIS-B4 JIS	Define a user auto reduce/enlarge ratio for each document size when copying with the User Auto Reduce / Enlarge feature.

Edit

Item	Description
Adjust Position	Specify the default setting for Print Position Adjustment.
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.
Image Repeat Separation Line	You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
Double Copies Separation Line	You can select a separation line 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 using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.
Copy Order in Combine	You can set the copy order in Combine mode to Left to Right or Top to Bottom.
Program / Delete Format	Store a format (background) image for use with Format Overlay. You can store up to four formats.
Margin Adjustment Priority	Specify the default setting for the margin size.
Partial Copy Size	Specify the default settings of the start position (Y1) and the copy size (Y2).

Stamp

Item	Description
Background Numbering	
Size	You can set the size of the numbers.

Item	Description
Density	You can set the density 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.
User Stamp	
Program / Delete Stamp	You can register, change, or delete user stamps.
Stamp Format: 1 to 40	Specify how each of registered User Stamps 1 to 40 is printed.
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 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.
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.
Page Numbering in Combine	You can set page numbering when using the Combine function and the Page Numbering function together.
Stamp Position: P1,P2...	Specify how each of stamp is printed.
Stamp Position: 1/5,2/5...	Specify how each of stamp is printed.
Stamp Position: -1-,-2-...	Specify how each of stamp is printed.

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Item	Description
Stamp Position: P.1,P.2...	Specify how each of stamp is printed.
Stamp Position: 1,2...	Specify how each of stamp is printed.
Stamp Position: 1-1,1-2...	Specify how each of stamp is printed.
Superimpose	You can have page numbers printed in white when it overlaps black parts of the image.

Input / Output

Item	Description
Rotate Sort: Auto Paper Continue	Specify to continue copying when paper of the required orientation has run out during rotate sort.
Simplified Display: fold function/ related option	You can specify which fold types and fold options appear on the initial copier screen when the user selects the simplified display. This setting is available only if a folding finisher is installed.
Simplified Screen: Fold Type/Fold Option	You can select which key is displayed with higher priority for "Fold Type/Fold Option" on the Simplified Screen.

Administrator Tools

Item	Description
Menu Protect	You can prevent unauthenticated users from changing the user tools.

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Operating Instructions   Copy/Document Server Reference