

Pro C7100<sub>s</sub>/C7100<sub>sX</sub>/C7110<sub>s</sub>/C7110<sub>sX</sub>

**Operating Instructions**  
**Copy/ Document Server**



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# 1. Specifying the Settings for Originals

This chapter describes how to specify the sizes and orientations of originals and how to handle originals that are large or of different sizes.

## Specifying Original Sizes

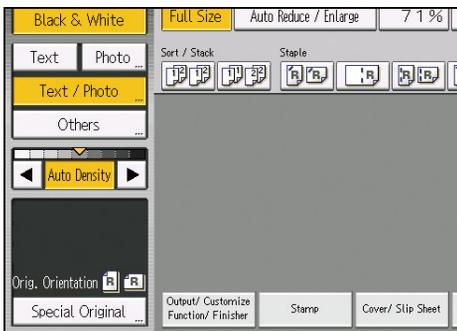
You do not need to specify the size of originals if they are regular sizes because they are detected automatically. For information about sizes that are detected automatically, see "Sizes Detectable with Auto Paper Select", Paper Specifications and Adding Paper.

You do need to specify the size of an original that is not detected automatically.

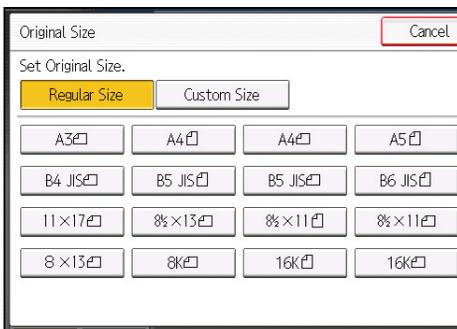
### Selecting a Regular Size for the Original

Select the size of the originals from the regular sizes.

1. Press [Special Original].



2. Press [Original Size].
3. Select the size of original.



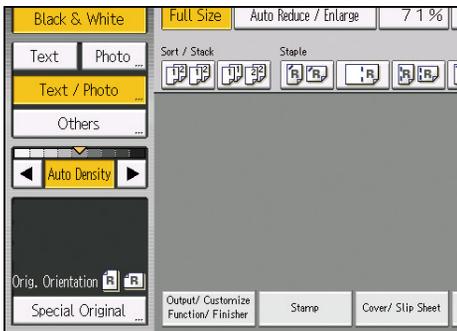
4. Press [OK] twice.

## Specifying a Custom Size for the Original

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

Originals that have a horizontal length of 128–1260 mm (5.1–49.6 inches) and a vertical length of 128–297 mm (5.1–11.6 inches) can be placed with this function. However, the size range of copy paper is limited to 139.7–700.0 mm (5.50–27.55 inches) horizontally and 100.0–330.2 mm (3.94–13.00 inches) vertically.

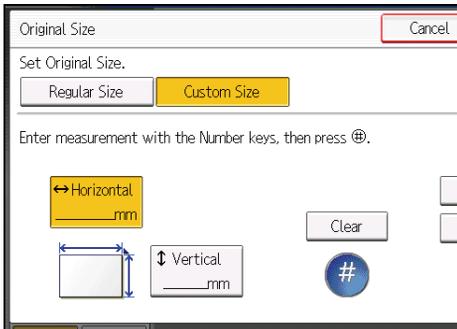
### 1. Press [Special Original].



### 2. Press [Original Size].

### 3. Press [Custom Size].

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



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

### 6. Press [OK] twice.

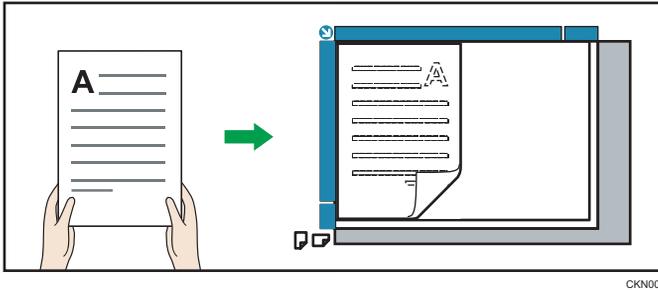
#### ↓ Note

- To register the custom size you have entered, press [Program] in Step 6, and then press [Exit] on the confirmation screen. Press [Recall] in Step 4 to specify a registered custom size.

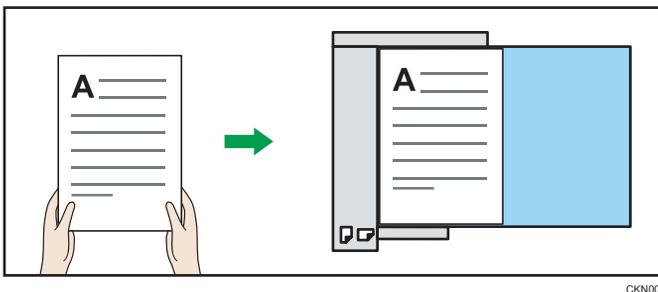
# Original Orientation

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

## Placing the original on the exposure glass



## Placing the original in the ADF



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

- Readable orientation

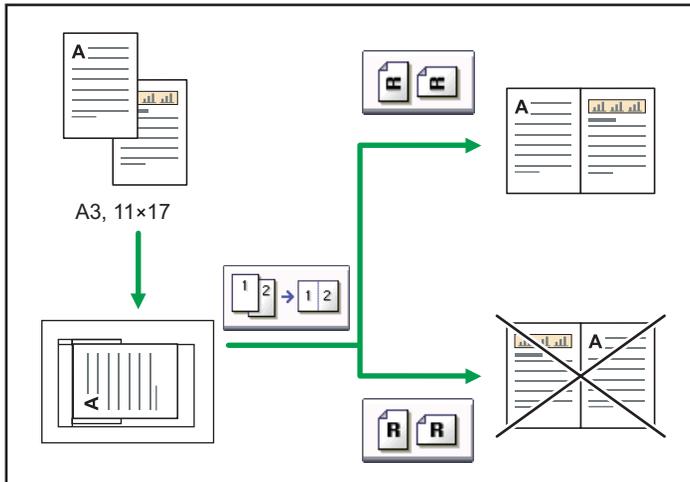
Select this mode when the original orientation is the same as the copy paper orientation.

- Unreadable orientation

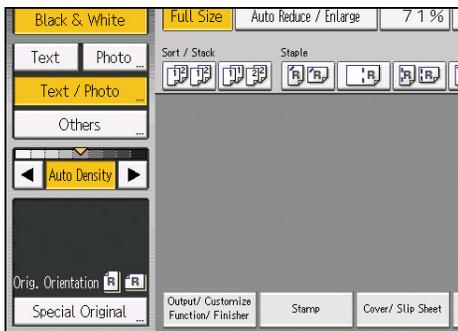
Select this mode when you want to copy A3 , B4 JIS (Japanese Industrial Standard) , or 11 × 17 size originals. The machine rotates the copy image by 90 degrees and you can make copies as you want.

This is useful for copying large originals with the Staple or Combine functions.

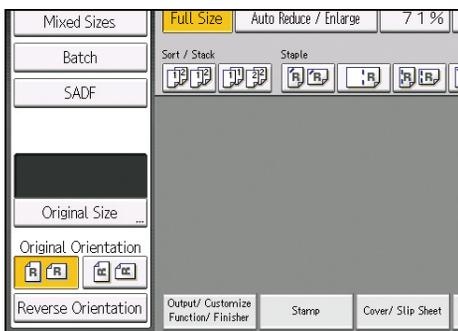
For example, to copy A3 or 11 × 17 originals with the Combine function selected:



1. Press [Special Original].



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



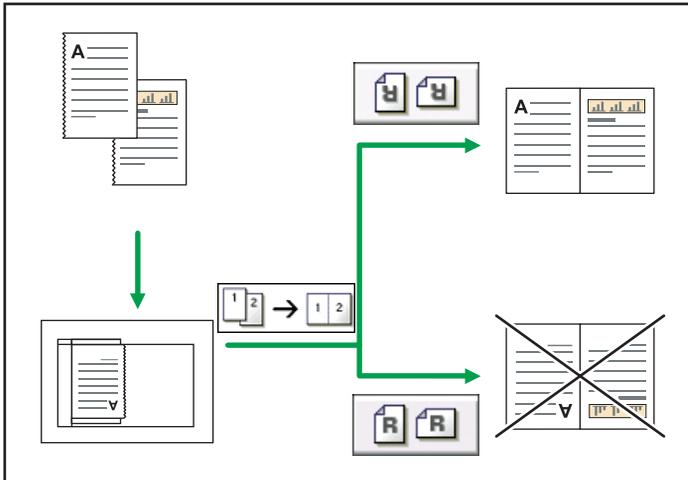
**Note**

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

# Reverse Orientation

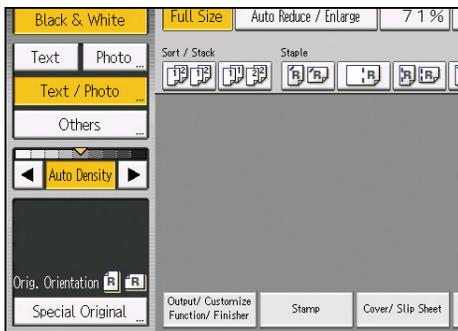
This function rotates the copy image by 180 degrees (  or  ).

This is useful for copying torn originals. For example, if the left side of the original is damaged and is difficult to set, position it as shown below.



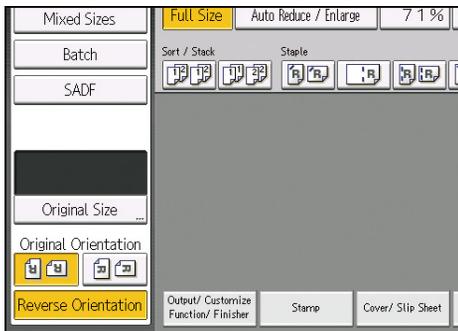
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## 1. Press [Special Original].



## 2. Press [Reverse Orientation].

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



**Note**

- It is recommended that you use this function together with the Auto Paper Select or Auto Reduce / Enlarge function.
- Copy results may differ depending on the combination of selected functions.

# Selecting the Original Type

Select an original type that is suitable for your originals.

There are eight original types available:

## **Text**

For originals that contain mainly text or printed characters.

## **Photo**

For photographs or pictures.

## **Text / Photo**

For originals that contain both text and photographs or pictures.

## **Generation Copy**

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

## **Pale**

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

## **Map**

For map originals.

## **Highlight Pen**

For originals marked with a highlighter pen.

## **Dark Background**

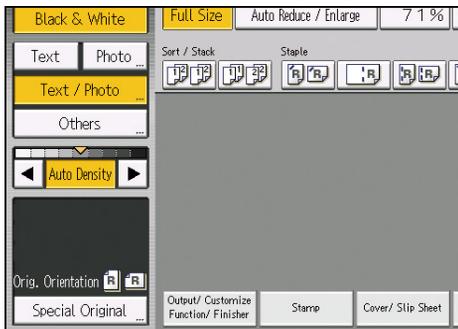
When you copy originals with dark background such as color tab stock (orange, green, or blue), you can remove the background color in three levels.

When you select [Text / Photo] or [Photo], you can specify the type of photo from the following:

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

Pressing [Original Types Guidance] on the [Others] screen displays explanations about the types of originals.

### 1. Select the original type.



#### ↓ Note

- If the shaded parts of your copies appear uneven, select [Text] or [Photo] for a smoother printout.
- To select [Generation Copy], [Pale], [Map], or [Highlight Pen], select [Others] first.
- If you select [Dark Background], the auto image density function is disabled, but the manual image density function is enabled.
- You can change the settings for original types shown on the initial screen under [General Features] in User Tools. For details, see page 217 "General Features".
- You can select whether or not to display the keys for the original on the initial screen under [Original Type Display] in User Tools. For details, see page 217 "General Features".
- To display [Dark Background], you must set [Dark Background] to [On] and [Original Type Display] to [Hide] under [General Features], and then press [Original Type]. For details, see page 217 "General Features".

# Batch Mode

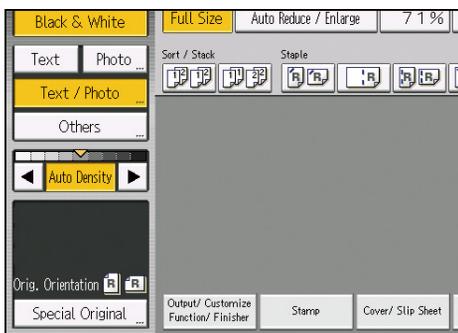
Using Batch mode, you can copy an original that is too large to place in the ADF by placing it in the ADF in sections (batches). The original will be scanned and stored as a single document.

## ★ Important

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

The maximum number of sheets you can load in the ADF is 220.

### 1. Press [Special Original].



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

To copy subsequent originals in this mode, repeat Step 4.

## ↓ Note

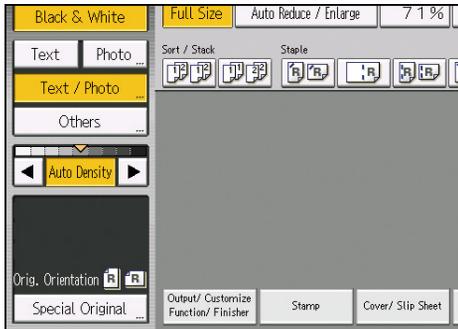
- When the Sort, Combine, or 1 Sided → 2 Sided function has been selected, press the [#] key after all originals have been scanned.
- You cannot switch between one-sided and two-sided originals during copying.

# SADF Mode

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

1

## 1. Press [Special Original].



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

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

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

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

### Note

- When the Sort, Combine, or 1 Sided → 2 Sided function has been selected, press the [#] key after all originals have been scanned.
- You cannot switch between one-sided and two-sided originals during copying.
- In SADF mode, an original must be placed within a specified time after the previous original has been fed. You can adjust this time under [SADF Auto Reset] in User Tools. For details, see page 246 "Input / Output".

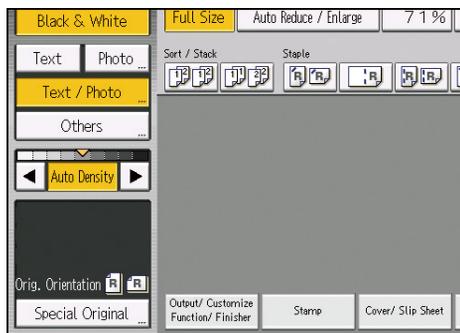
# Mixed Sizes Mode

If you apply this mode, you can place originals of different sizes together in the ADF. The machine will automatically detect the size of each original and copy it accordingly.

## ★ Important

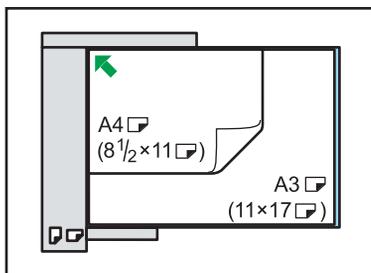
- When placing originals of different sizes in the ADF and making copies without using the Mixed Sizes mode, paper might become jammed or parts of the original image might not be copied.

### 1. Press [Special Original].



2. Press [Mixed Sizes], and then press [OK].
3. Adjust the original guide to the widest original size.
4. Place originals in the ADF.

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

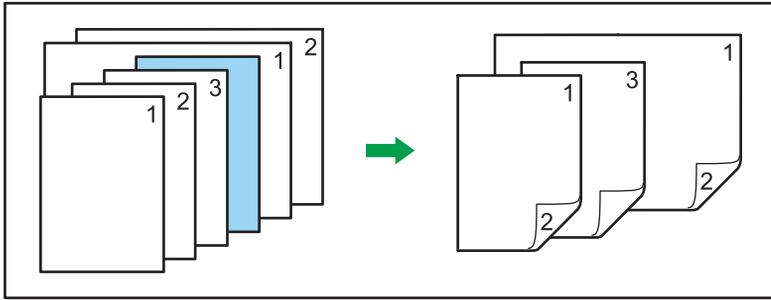


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### 5. Press the [Start] key.

## ↓ Note

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.
- Printing speed and scanning speed will be reduced.
- When using this function with 1 Sided → 2 Sided mode, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.



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- For details about the sizes and weights of paper that can be used in the Mixed Sizes mode, see "Recommended Original Sizes and Weights", Paper Specifications and Adding Paper.

## 2. Basic Copying

This chapter describes the basic procedure for making copies.

### Basic Procedure

To make copies of originals, place them on the exposure glass or in the ADF.

When placing the original on the exposure glass, start with the first page to be copied. When placing the original in the ADF, place them so that the first page is on the top.

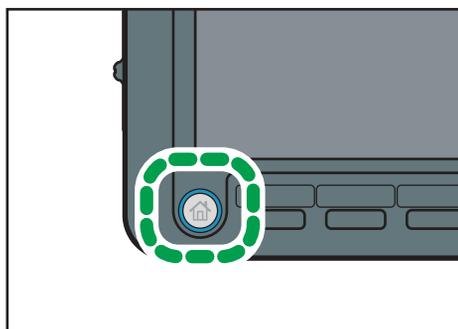
About placing the original on the exposure glass, see Paper Specifications and Adding Paper for details.

About placing the original in the ADF, see Paper Specifications and Adding Paper for details.

To copy onto paper other than plain paper, specify the paper type in [Tray Paper Settings] according to the weight of the paper you are using. For details, see "Changing Tray Paper Settings", Paper Settings.

- 1. Press the [Home] key on the control panel, and press the [Copier] icon on the screen.**

If the [Copier] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.



- 2. Make sure that no previous settings remain.**

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

- 3. Place the originals.**

- 4. Make desired settings.**

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

The maximum copy quantity that can be entered is 9999.

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

When placing the original on the exposure glass, press the [#] key after all originals are scanned. Some functions such as Batch mode may require that you press the [#] key when placing originals in the ADF. Follow the messages that appear on screen.

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

#### ↓ Note

- The login screen is displayed when the user authentication setting is specified. You need to log in to use the machine. For details about how to log in, see "Logging In the Machine", Getting Started. After logging in the machine, be sure to log out of it to prevent unauthorized usage.
- To stop the machine during a multi-copy run, press the [Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Reset] key.
- For details about the keys that appear on the initial copy screen, see "How to Use the [Copier] Screen", Getting Started.
- You can specify the way in which copies are delivered when copying an original placed on the exposure glass under [Copy Eject Face Method in Glass Mode] in User Tools. For details, see page 246 "Input / Output".
- When copying multiple originals using the exposure glass, pages are delivered in reverse order because the default is face up. If you place originals on the exposure glass and want the copies to be delivered face down, select [Face Down] for [Copy Eject Face Method in Glass Mode]. For details, see page 246 "Input / Output".
- Certain types of transparencies for color printing cannot be used. For details about types that can be used, contact your sales or service representative.
- You can change the maximum copy quantity under [Max. Copy Quantity] in User Tools. For details, see page 217 "General Features".

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## Function Compatibility

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Some functions cannot be used at the same time. The order in which these functions are selected determines which functions are valid.

For details about functions that cannot be used at the same time, see Function Compatibility.

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## Interrupt Copy

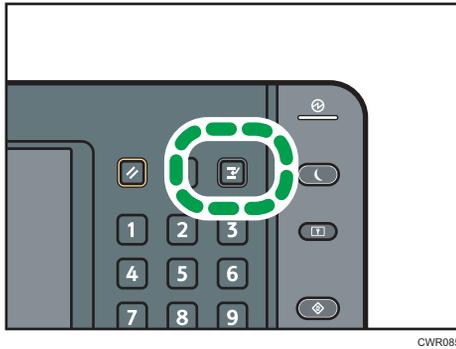
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Use this function if you want to interrupt a long copy job to make urgently needed copies.

#### ★ Important

- You cannot use the Staple function with this function if another copy job is already using the Staple function.

1. Press the [Interrupt] key.



2. Remove the originals that were being copied.
3. Place the originals you want to copy.
4. Press the [Start] key.  
The machine starts making copies.
5. When copying is complete, remove the originals and copies.
6. Press the [Interrupt] key again.
7. Replace the originals that you were copying, and then press the [Start] key.

Follow the instructions on the screen.

#### ↓ Note

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

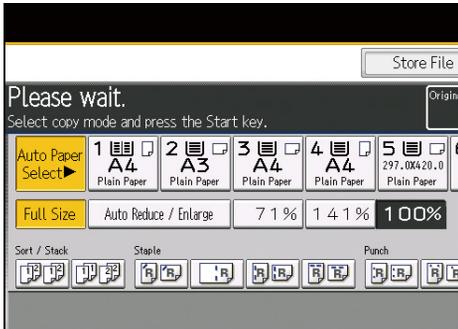
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## Auto Start

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

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



2. **Place the original.**
3. **Press the [Start] key.**

The machine scans the original.

The [Start] key flashes when scanning the originals is complete.

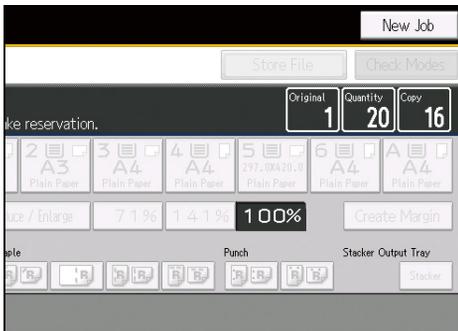
Copying starts automatically once the machine is ready.

## Job Preset

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

You can preset up to ten jobs each for the Copy function and the Document Server function. When the current copy job is finished, the next job will start automatically.

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



2. **Be sure message "Ready" appears, and then make settings for the next copy job.**
3. **Place the originals, and then press the [Start] key.**

All originals are scanned.

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

### ↓ Note

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

## Job Preset display

The preset jobs appear as shown below.



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### 1. Job being printed

Press [Printing] to return to the copying screen.

### 2. Job number

The jobs are registered as job numbers that are displayed on the job list screen.

### 3. Waiting job

Reserved jobs are displayed.

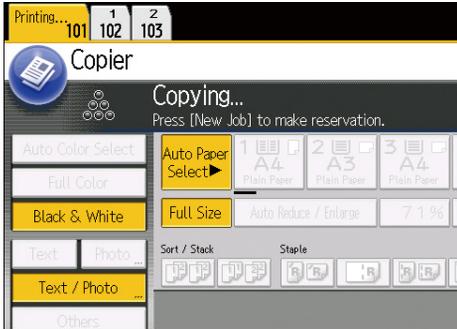
### ↓ Note

- When more than ten jobs are set up including jobs for other functions, scroll keys appear.

## Checking job contents

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1. Select the job number you want to check.

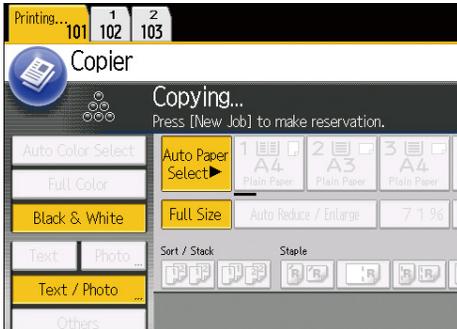


2. Press [Change Job].
3. Check job contents.
4. Press [OK].

## Changing job contents

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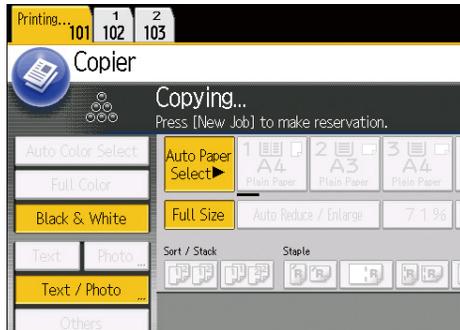
1. Select the job number you want to change.



2. Press [Change Job].
3. Change contents, and then press [OK].
4. Press [Change] in the confirmation dialog box.

## Deleting a job

1. Select the job number you want to delete.



2. Press [Delete Job].
3. Press [Delete] in the confirmation dialog box.

# Auto Paper Select

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

Original sizes and orientations that can be used with Auto Paper Select are as follows (when copied at a ratio of 100%):

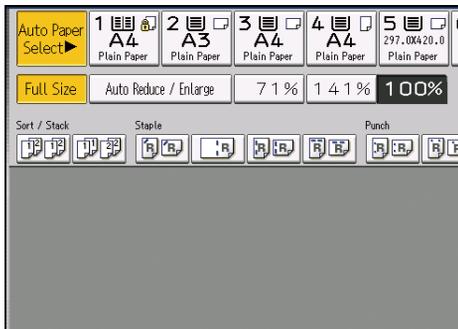
## Region A (mainly Europe and Asia)

Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, A5, 8 1/2 × 13
ADF	A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 8 1/2 × 11, 8 1/2 × 13

## Region B (mainly North America)

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

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



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

#### Note

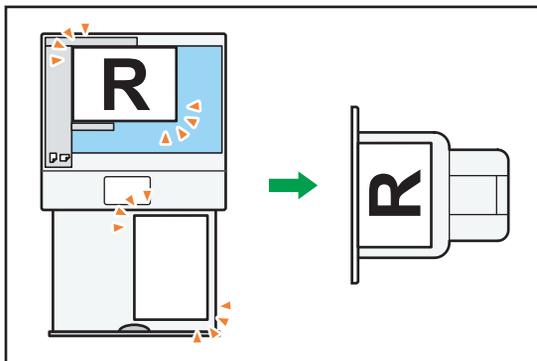
- Only the trays that satisfy all the following conditions can be selected in Auto Paper Select mode. Trays with a lock mark (🔒) will not be automatically selected. For details, see "Changing Tray Paper Settings", Paper Settings.
  - [Plain Paper] or [Recycled Paper] is selected in [Paper Type] under [Tray Paper Settings]

- [Paper Weight 2 63.1–80.0g/m<sup>2</sup>] or [Paper Weight 3 80.1–105.0g/m<sup>2</sup>] is selected in [Paper Weight] under [Tray Paper Settings]
- [Yes] is selected in [Apply Auto Paper Select] under [Tray Paper Settings]

## Rotate Copy

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

This function works when [Auto Paper Select] or [Auto Reduce / Enlarge] is selected. For details, see page 26 "Auto Paper Select" and page 44 "Auto Reduce / Enlarge".



CKN023

### Note

- The default for [Auto Tray Switching] is [With Image Rotation]. You cannot use the Rotate Copy function if this setting is changed to [Without Image Rotation] or [Off]. For details, see page 217 "General Features".
- The Rotate Copy function is not available in combination with certain finishing settings.

# Manual Paper Select

Select the paper size manually if the machine does not automatically detect the size of the paper you are using.

Select the tray containing the paper you want to copy onto: a paper tray, the multi bypass tray (Tray A) or the wide LCT.

2

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



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

# Copying from the Multi Bypass Tray (Tray A)

Use the multi bypass tray (Tray A) to copy onto transparencies, translucent paper, and paper that cannot be loaded in the paper trays.

For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.

About how to load paper in the multi bypass tray (Tray A), see Paper Specifications and Adding Paper for details.

If the paper type you want to copy onto is not shown on the [Special Paper] screen, you must specify the paper type under [Tray Paper Settings]. For details about [Tray Paper Settings], see "Tray Paper Settings", Paper Settings.

1. Load the paper face up in the multi bypass tray (Tray A).
2. Press [Tray A].
3. Make sure that [Paper Size] is selected.
4. Specify the size of the paper, and then press [OK].
5. Press [Special Paper].
6. Specify the type of the paper as necessary, and then press [OK].
7. Place the originals, and then press the [Start] key.
8. When the copy job is finished, press the [Reset] key to clear the settings.

---

## Copying onto Regular Size Paper from the Multi Bypass Tray (Tray A)

---

1. Load the paper face up in the multi bypass tray (Tray A).
2. Press [Tray A].
3. Make sure that [Paper Size] is selected.
4. Press [Select Regular Size].
5. Select the paper size.
6. Press [OK] twice.
7. Place the originals, and then press the [Start] key.

### Note

- For details about paper sizes that can be loaded in the multi bypass tray (Tray A), see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

## Copying onto Custom Size Paper from the Multi Bypass Tray (Tray A)

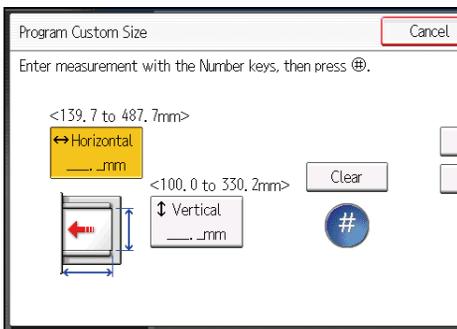
Sizes of paper that can be fed from the multi bypass tray (Tray A) are as follows:

- When the banner sheet tray of multi bypass tray (Tray A) is installed:  
Horizontal length: 139.7–700.0 mm (5.50–27.55 inches), vertical length: 210.0–330.2 mm (8.27–13.00 inches)
- When the banner sheet tray of multi bypass tray (Tray A) is not installed:  
Horizontal length: 139.7–487.7 mm (5.50–19.20 inches), vertical length: 100.0–330.2 mm (3.94–13.00 inches)

Note however that the limitation on the horizontal and vertical length range will vary depending on which options are installed.

- When prints are delivered to the upper tray of the finisher or the high capacity stacker:  
Horizontal length: 139.7–700.0 mm (5.50–27.55 inches), vertical length: 100.0–330.2 mm (3.94–13.00 inches)
- When prints are delivered to the shift tray of the finisher:  
Horizontal length: 139.7–700.0 mm (5.50–27.55 inches), vertical length: 139.7–330.2 mm (5.50–13.00 inches)
- When prints are delivered to the stacker tray:  
Horizontal length: 139.7–487.7 mm (5.50–19.20 inches), vertical length: 139.7–330.2 mm (5.50–13.00 inches)

1. Load the paper face up in the multi bypass tray (Tray A).
2. Press [Tray A].
3. Make sure that [Paper Size] is selected.
4. Press [Program Custom Size].
5. Enter the horizontal size with the number keys, and then press [#].



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

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

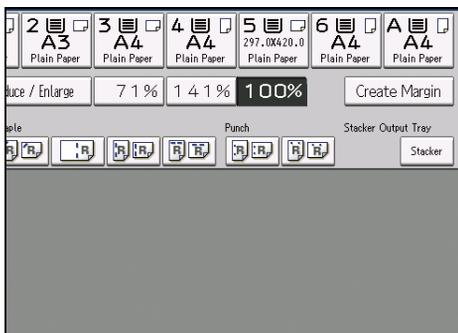
### ↓ Note

- You can register a custom paper size. For details, see page 31 "Registering a custom size". You can also recall the registered custom paper size. For details, see page 31 "Recalling the registered custom size".

## Registering a custom size

You can register one custom paper size. This allows you to recall the settings quickly, which is convenient if you often use a certain type of paper that the machine does not detect automatically.

### 1. Press [Tray A].



2. Make sure that [Paper Size] is selected.
3. Press [Program Custom Size].
4. Enter the horizontal size with the number keys, and then press [#].
5. Enter the vertical size with the number keys, and then press [#].
6. Press [Program].
7. Press [Exit].
8. Press [OK] twice.

## Recalling the registered custom size

This procedure allows you to recall the settings that have been registered for a custom size paper.

**1. Press [Tray A].**



2

- 2. Make sure that [Paper Size] is selected.**
- 3. Press [Program Custom Size].**
- 4. Press [Recall].**
- 5. Press [OK] twice.**

## Copying onto Various Types of Paper

You can copy onto various types of paper, such as envelopes, transparencies, thin paper, and thick paper. You need to specify the type of paper on which you are going to make copies.

Paper you are using	Paper type	Paper trays
Paper weight between 52.3–63.0 g/m <sup>2</sup> (14.0–16.9 lb. Bond)	Wt.1 (52.3 - 63.0g/m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Trays 1 and 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>
Paper weight between 63.1–80.0 g/m <sup>2</sup> (17.0–21.0 lb. Bond)	Wt.2 (63.1 - 80.0g/m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Trays 1 and 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>
Paper weight between 80.1–105.0 g/m <sup>2</sup> (21.1–28.0 lb. Bond)	Wt.3 (80.1 - 105.0g/m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Trays 1 and 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>
Paper weight between 105.1–163.0 g/m <sup>2</sup> (28.1 lb. Bond–60.0 lb. Cover)	Wt.4 (105.1 - 163.0g/m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Trays 1 and 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>
Paper weight between 163.1–220.0 g/m <sup>2</sup> (60.1–80.9 Cover)	Wt.5 (163.1 - 220.0g/m <sup>2</sup> )	<ul style="list-style-type: none"> <li>• Trays 1 and 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>
Tab stock	Tab Stock	<ul style="list-style-type: none"> <li>• Tray 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>
Transparencies	Transparency	<ul style="list-style-type: none"> <li>• Tray 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>
Translucent paper	Translucent Paper	<ul style="list-style-type: none"> <li>• Tray 2</li> <li>• Multi bypass tray (Tray A)</li> <li>• Wide LCT</li> </ul>

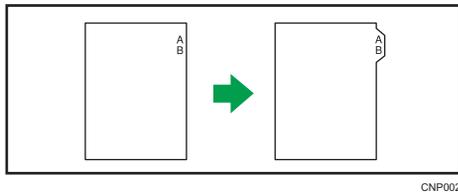
Paper you are using	Paper type	Paper trays
Envelopes	Envelope	<ul style="list-style-type: none"> <li>Multi bypass tray (Tray A)</li> <li>Wide LCT</li> </ul>

**★ Important**

- **The Duplex function cannot be used with translucent paper. If the Duplex function is specified, cancel the setting.**

You need to specify the type of paper you are using in [Tray Paper Settings] to make copies using paper from Tray 1, Tray 2, or the wide LCT. For details, see "Tray Paper Settings", Paper Settings. For details about how to load and copy paper from the bypass tray, see page 29 "Copying from the Multi Bypass Tray (Tray A)".

**Copying onto Tab Stock**



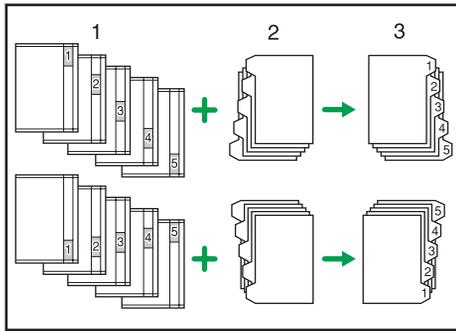
For details about the optional units required for this function, see "Functions Requiring Optional Configurations", Getting Started.

**★ Important**

- **The Duplex function cannot be used with tab stock. If the Duplex function is specified, cancel the setting.**

**Loading tab stock into Tray 2**

Load the tab stock with the side to be copied facing down. For details about how to load tab stock on paper trays, see "Loading tab stock into Tray 2", Paper Specifications and Adding Paper. Tab stock is fed starting from the top tab.

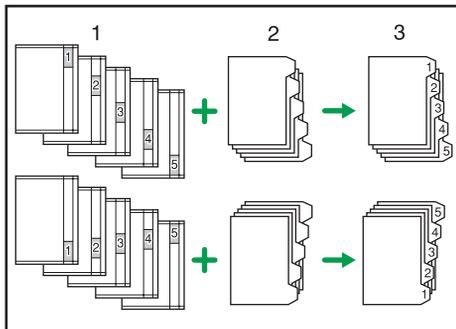


CNP003

1. Originals
2. Tab stock
3. Copies

### Loading tab stock into the multi bypass tray (Tray A) or wide LCT

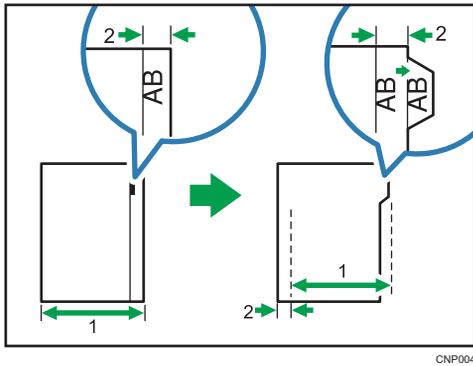
Load the tab stock with the side to be copied facing up. For details about how to load tab stock see "Loading tab stock into the multi bypass tray (Tray A)", "Attaching the tab fence in the three-tray wide Large Capacity Tray", or "Attaching the tab fence in the two-tray wide Large Capacity Tray", Paper Specifications and Adding Paper. Tab stock is fed starting from the top tab.



CVF003

1. Originals
2. Tab stock
3. Copies

When loading tab stock into Tray 2 or the wide LCT, specify the size of tab stock under [Paper Size] in [Tray Paper Settings] before using this function. Also, select [Tab Stock] and specify the position of the index tab under [Paper Type] in [Tray Paper Settings] if you are copying from Tray 2 or the wide LCT.



### 1. Original width

### 2. Index width

For details, see "Changing Tray Paper Settings", Paper Settings.

#### ↓ Note

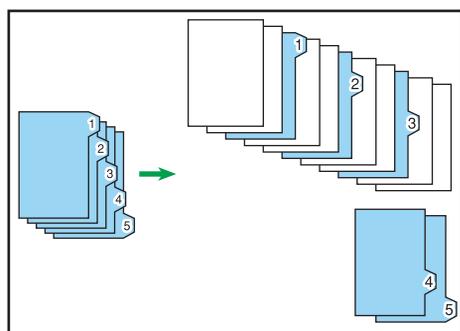
- Check the position of the index tab to avoid cropping the image. If the image extends beyond the index tab, the backs of sheets may get soiled with toner.
- When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.
- You cannot have copies delivered face up.
- For details about the sizes of tab stock that can be used, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

### Surplus tab stock auto eject

When copying onto tab stock but not using all the tab stock for each copy, remaining sheets of tab stock are automatically ejected.

Before using this function, specify the number of sheets of tab stock (Number of Tabs) in one set.

For example, if you use three of five tabs that form a set in a tray and insert slip sheets using the Designate function, the unused fourth and fifth tab sheets are automatically ejected when the first copy is complete.



BZH057

### ↓ Note

- If you set [Number of Tabs] to [Off], surplus tab stock sheets for each copy are not ejected.

## Copying onto tab stock from the multi bypass tray (Tray A)

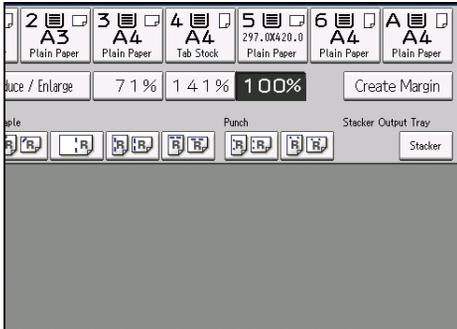
1. Load the paper face up in the multi bypass tray (Tray A).
2. Press [Tray A].
3. Make sure that [Paper Size] is selected.
4. Specify the paper size, and then press [OK].
5. Press [Special Paper].
6. Press [Tab Stock].
7. Specify the shift value using [←] or [→] under Tab Position Shift, and then press [OK].
8. Place the originals, and then press the [Start] key.

### ↓ Note

- For details about using tab stock, see page 34 "Copying onto Tab Stock".

## Copying onto tab stock from the paper tray

1. Select the paper tray where the tab stock is loaded.



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

### Note

- For details about using tab stock, see page 34 "Copying onto Tab Stock".

## Copying onto Transparencies

### Important

- Usually only one side of transparencies can be used for printing. Be sure to load them with the print side up.
1. Load the paper face up in the multi bypass tray (Tray A).
  2. Press [Tray A].
  3. Make sure that [Paper Size] is selected.
  4. Specify the paper size, and then press [OK].
  5. Press [Special Paper].
  6. Press [Transparency], and then press [OK].
  7. Place the originals, and then press the [Start] key.

### Note

- When copying onto transparencies, remove copied sheets one by one.
- For details about the sizes of transparencies that can be used, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.
- You can also load transparencies into the wide LCT and make copies on it. Be sure to specify the paper type under [Tray Paper Settings]. For details, see "Changing Tray Paper Settings", Paper Settings.

## Copying onto Envelopes

This section describes how to copy onto regular size and custom size envelopes. Place the original on the exposure glass and place the envelope in the multi bypass tray (Tray A) or wide LCT.

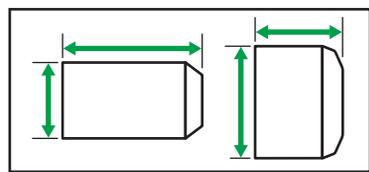
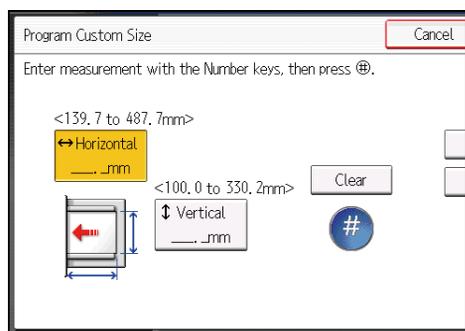
Specify the thickness of the paper according to the weight of the envelopes you are printing on. For details about the relationship between paper weight and paper thickness and the sizes of envelopes that can be used, see "Recommended Paper Sizes and Types", Paper Specifications and Adding Paper.

About handling envelopes, supported envelope types, and how to load envelopes, see Paper Specifications and Adding Paper for details.

### ★ Important

- **The Duplex function cannot be used with envelopes. If the Duplex function is specified, cancel the setting.**

To copy onto custom size envelopes, you must specify the envelope's dimensions. Specify the horizontal and vertical length of the envelope.



DFX003

↔: Horizontal

↑: Vertical

Be sure to include the fully open flap in the horizontal dimension.

## Copying onto envelopes from the multi bypass tray (Tray A)

1. Load the envelopes face up in the multi bypass tray (Tray A).
2. Press [Tray A].
3. Make sure that [Paper Size] is selected.

4. Specify the envelope size, and then press [OK].
5. Press [Special Paper].
6. Select [Envelope], and then press [OK].
7. Place the originals, and then press the [Start] key.

**Note**

- For details about using envelopes, see page 39 "Copying onto Envelopes".

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### **Copying onto envelopes from the wide Large Capacity Tray**

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Before using this function, specify the paper size and type under [Tray Paper Settings]. For the paper type, select [Envelope]. For details, see "Changing Tray Paper Settings", Paper Settings.

1. Select the paper tray where the envelopes are loaded.
2. Place the originals, and then press the [Start] key.

**Note**

- For details about using envelopes, see page 39 "Copying onto Envelopes".

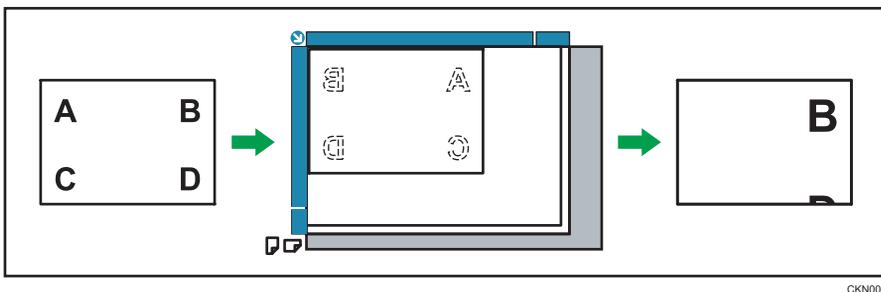
# Reducing or Enlarging Originals

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

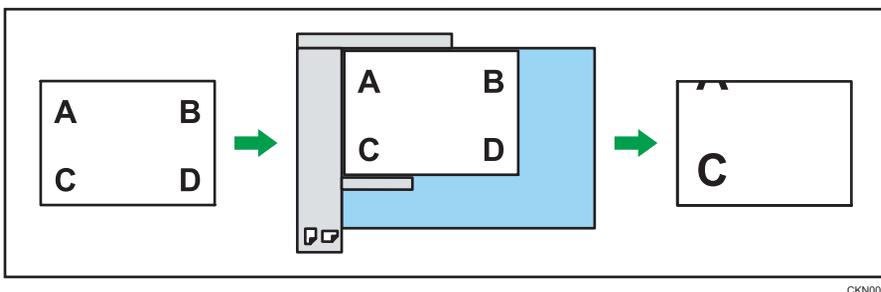
## Base Point

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

- Placing the original on the exposure glass



- Placing the original in the ADF



In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available. For details about these functions, see page 120 "Advanced Reduce/Enlarge Copying".

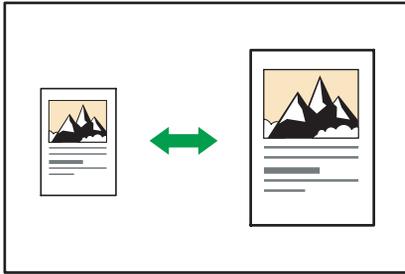
### Note

- The reproduction ratio is between 25 and 400%.

## Preset Reduce / Enlarge

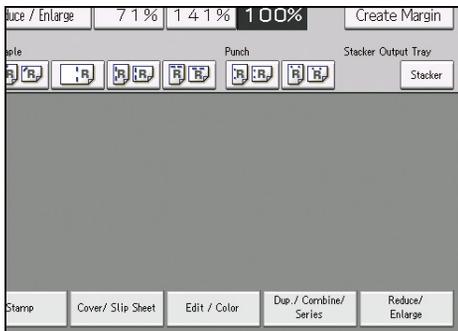
This function allows you to reduce or enlarge images by selecting a preset ratio.

You can register up to two frequently used reproduction ratios other than the preset reduce/enlarge ratios.



CKN004

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



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

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

**Note**

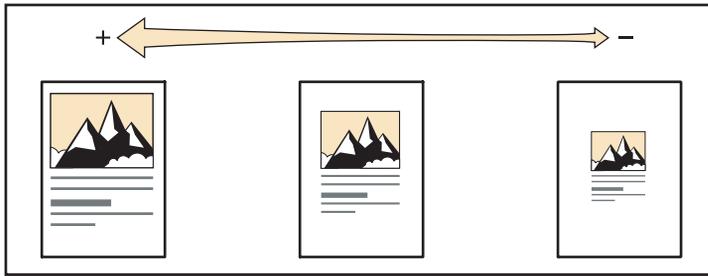
- You can also select a preset ratio on the initial screen, by pressing the shortcut key.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- For details about the base point, see page 41 "Reducing or Enlarging Originals".
- You can change reproduction ratios shown on the initial screen under [Reproduction Ratio] in User Tools. For details, see page 221 "Reproduction Ratio".

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## Zoom

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



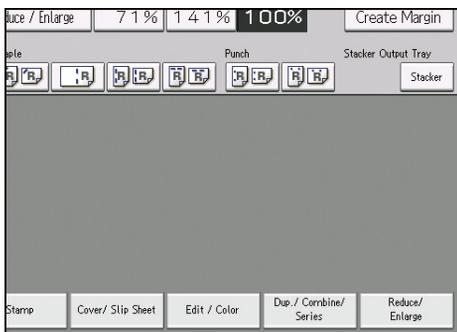
CKN007

2

To specify a reproduction ratio, enter the ratio using the number keys or specify the ratio with [**+**] or [**-**].

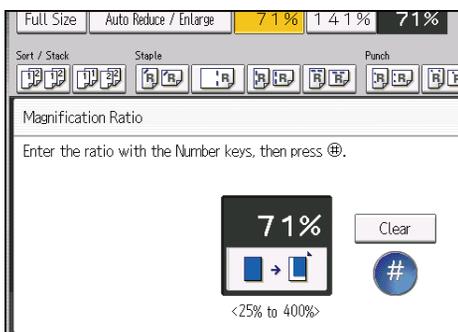
This section describes how to enter the ratio using the number keys.

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



### 2. Press [Number keys].

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



### 4. Press [OK] twice.

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

#### ↓ Note

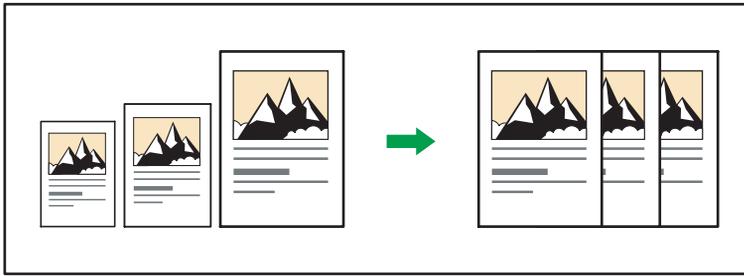
- When specifying the ratio with [**+**] or [**-**], press [Reduce/Enlarge], and then select a preset ratio which is close to the desired ratio. Pressing [**+**] or [**-**] changes the ratio in increments of 1%. Pressing and holding down [**+**] or [**-**] changes it in increments of 10%.

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- For details about the base point, see page 41 "Reducing or Enlarging Originals".

## Auto Reduce / Enlarge

2

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



CKN008

### ★ Important

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

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

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper (Rotate Copy). For example, to reduce A3 (11 × 17)☐ originals to fit onto A4 (8½ × 11)☐ paper, select a paper tray containing A4 (8½ × 11)☐ paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated. For details about Rotate Copy, see page 27 "Rotate Copy".

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

#### 🌐 Region A (mainly Europe and Asia)

Original location	Original size and orientation
Exposure glass	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 8½ × 13☐
ADF	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐☐, 11 × 17☐, 8½ × 11☐☐, 8½ × 13☐

#### 🌐 Region B (mainly North America)

Original location	Original size and orientation
Exposure glass	11 × 17☐, 8½ × 14☐, 8½ × 11☐☐, 5½ × 8½☐☐

Original location	Original size and orientation
ADF	11 × 17□, 8 <sup>1</sup> / <sub>2</sub> × 14□, 8 <sup>1</sup> / <sub>2</sub> × 11□, 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □, 10 × 14□, 7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> □, A3□, A4□

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



### 2. Select the paper size.

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

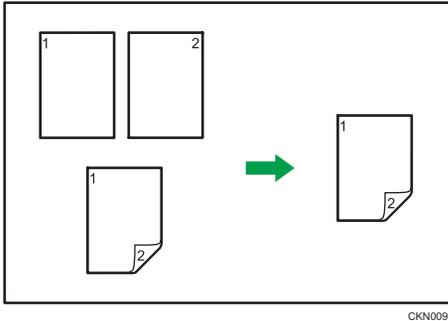
#### ↓ Note

- For details about the base point, see page 41 "Reducing or Enlarging Originals".

# Duplex Copying

Copies two 1-sided pages or one 2-sided page onto a 2-sided page. During copying, the image is shifted to allow for the binding margin.

2



CKN009

There are two types of Duplex.

### 1 Sided → 2 Sided

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

### 2 Sided → 2 Sided

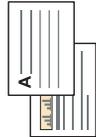
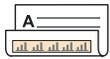
Copies one 2-sided page on one 2-sided page.

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

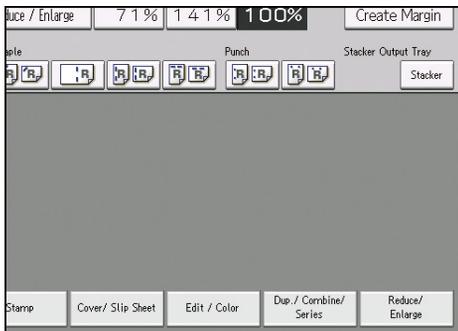
### Original orientation and completed copies

To copy on both sides of the paper, select the original and copy orientation according to how you want the printout to appear.

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	
			Top to Bottom	

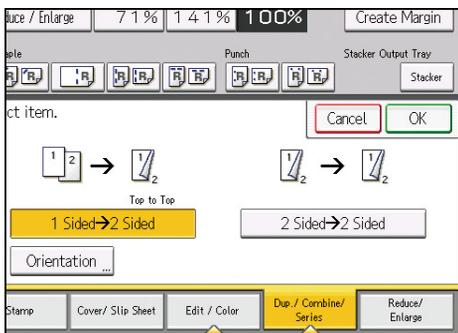
Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	
			Top to Bottom	

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



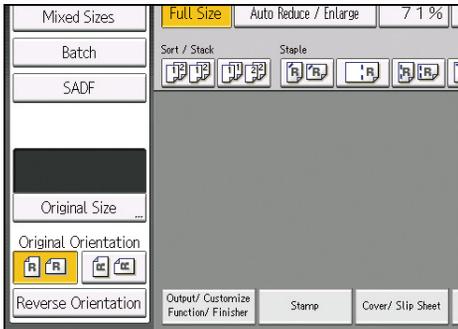
2. Make sure that [Duplex] is selected. If [Duplex] is not selected, press [Duplex].
3. Select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] according to how you want the document to be output.

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



4. Press [OK].
5. Place the originals.
6. Press [Special Original].

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



8. Press the [Start] key.

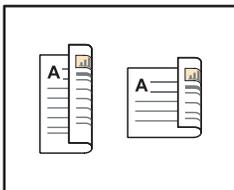
**Note**

- You cannot use the following copy paper with this function:
  - Translucent paper
  - Label paper (adhesive labels)
  - Envelopes
  - Tab stock
  - Magnet paper
  - Clear file folder
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- For details about the sizes, orientations, and weights of paper that can be used in the Duplex function, see "Specifications for the Main Unit", Maintenance and Specifications.
- You can specify the margins under [Edit] in User Tools. For details, see page 223 "Edit".

## Specifying the Original and Copy Orientation

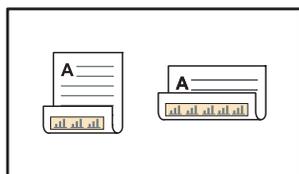
Select the orientation of the originals and copies if the original is two-sided or if you want to copy onto both sides of the paper.

- Top to Top



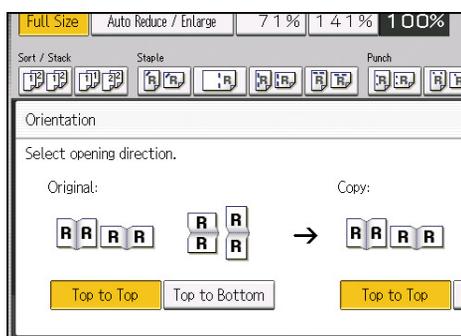
CKN011

- Top to Bottom



CKN012

1. Press [Orientation].
2. Select [Top to Top] or [Top to Bottom] for [Original:] if the original is two-sided.



3. Select [Top to Top] or [Top to Bottom] for [Copy:].
4. Press [OK].

#### ↓ Note

- The default is [Top to Top]. You can change the default orientation under [Original Orientation in Duplex Mode] and [Copy Orientation in Duplex Mode] in User Tools. For details about these settings, see page 217 "General Features".

## Combined Copying

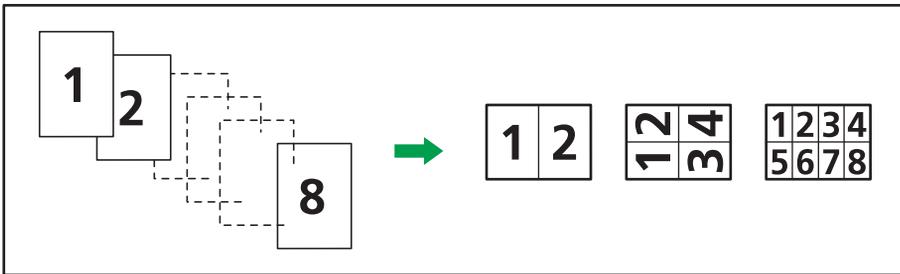
This mode can be used to select a reproduction ratio automatically and copy the originals onto a single sheet of copy paper.

The machine selects a reproduction ratio between 25 and 400%. If the orientation of the original is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.

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

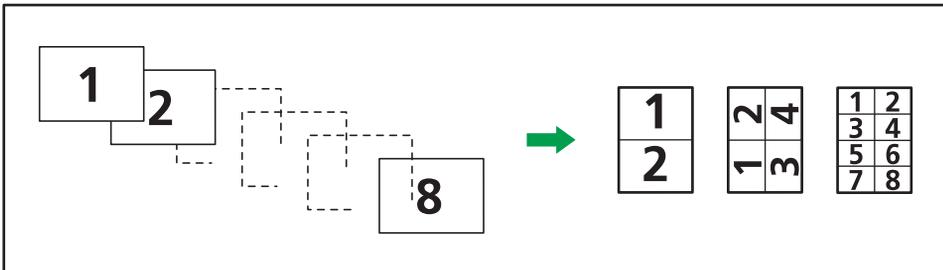
The image position of Combine differs according to original orientation and the number of originals to be combined.

- Portrait (📄) originals



CKN015

- Landscape (📄) originals

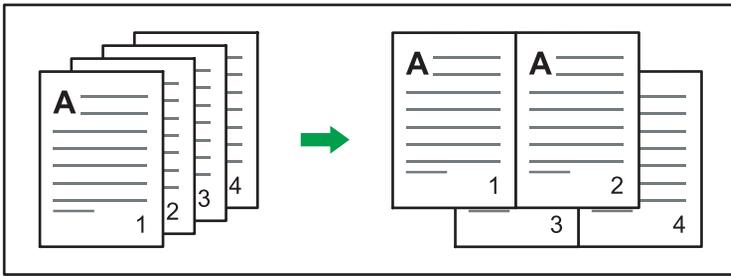


CKN016

### Placing originals (originals placed in the ADF)

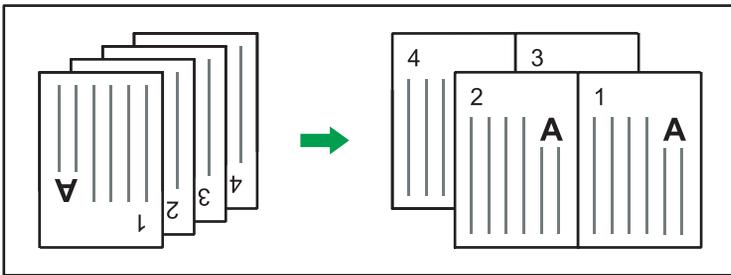
The default value for the copy order in the Combine function is [From Left to Right]. To copy originals from right to left in the ADF, place them upside down.

- Originals read from left to right



CKN010

- Originals read from right to left



CKN017

**Note**

- If you selected [2 Sided] for [Original:] or [Combine 2 Sides] for [Copy:], you can change the orientation. For details, see page 48 "Specifying the Original and Copy Orientation".
- If the calculated reproduction ratio falls below the minimum reproduction ratio, the calculated reproduction ratio will be adjusted to the minimum ratio. If this happens, with some ratios, parts of the image might not be copied.
- If the number of originals placed is less than the number specified for combining, the last page is left blank as shown.



CKN013

- You can change the order of combined images under [Copy Order in Combine] in User Tools. For details, see page 223 "Edit".
- You can change the type of separation line under [Separation Line in Combine] in User Tools. For details, see page 223 "Edit".

- You can select whether to erase a 3 mm (0.1 inches) boundary margin around four edges of each original in combined copying. This setting can be changed under [Erase Original Shadow in Combine] in User Tools. For details, see page 223 "Edit".

## One-Sided Combine

2

Combine several pages onto one side of a sheet.



CKN014

There are six types of One-Sided Combine.

### 1 Sided 2 Originals → Combine 1 Side

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

### 1 Sided 4 Originals → Combine 1 Side

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

### 1 Sided 8 Originals → Combine 1 Side

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

### 2 Sided 2 Pages → Combine 1 Side

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

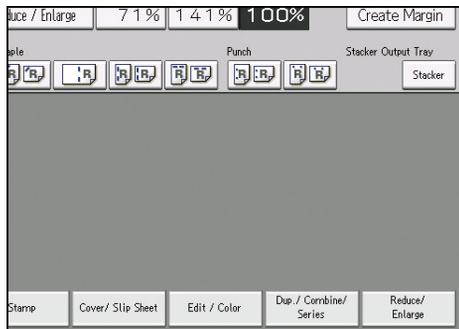
### 2 Sided 4 Pages → Combine 1 Side

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

### 2 Sided 8 Pages → Combine 1 Side

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

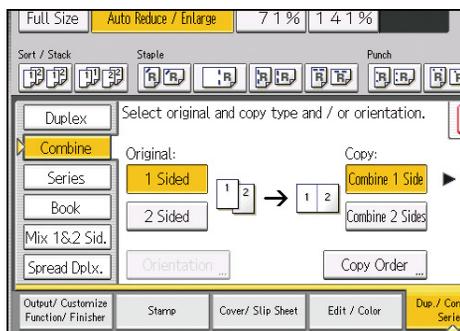
### 1. Press [Dup./ Combine/ Series].



### 2. Press [Combine].

### 3. Select [1 Sided] or [2 Sided] for [Original:].

If you selected [2 Sided], you can change the orientation.



### 4. Make sure that [Combine 1 Side] is selected.

### 5. Select the number of originals to combine.

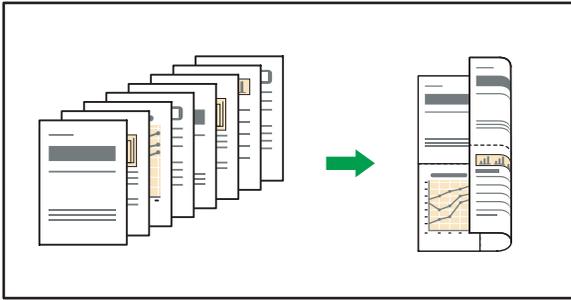
### 6. Press [OK].

### 7. Select the paper size.

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

## Two-Sided Combine

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



CKN074

There are six types of Two-Sided Combine.

**1 Sided 4 Originals → Combine 2 Sides**

Copies four 1-sided originals to one sheet with 2 pages per side.

**1 Sided 8 Originals → Combine 2 Sides**

Copies eight 1-sided originals to one sheet with 4 pages per side.

**1 Sided 16 Originals → Combine 2 Sides**

Copies 16 1-sided originals to one sheet with 8 pages per side.

**2 Sided 4 Pages → Combine 2 Sides**

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

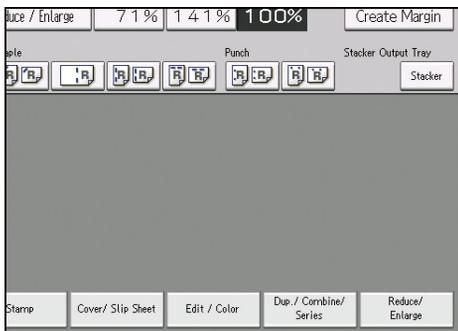
**2 Sided 8 Pages → Combine 2 Sides**

Copies four 2-sided originals to one sheet with 4 pages per side.

**2 Sided 16 Pages → Combine 2 Sides**

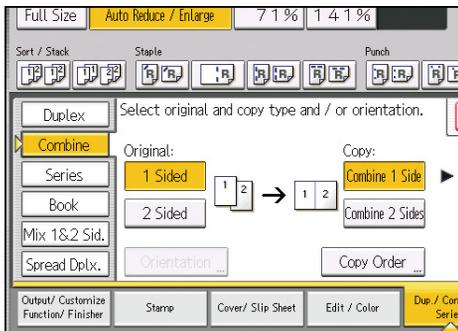
Copies eight 2-sided originals to one sheet with 8 pages per side.

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



**2. Press [Combine].**

### 3. Select [1 Sided] or [2 Sided] for [Original:].



### 4. Press [Combine 2 Sides].

### 5. Press [Orientation].

### 6. Select [Top to Top] or [Top to Bottom] for [Original:] if the original is two-sided.

### 7. Select [Top to Top] or [Top to Bottom] for [Copy:], and then press [OK].

### 8. Select the number of originals to combine.

### 9. Press [OK].

### 10. Select the paper size.

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

# Finishing

You can specify how copies are treated after they are printed.

## Note

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

## Sort

The machine assembles copies as sets in sequential order.

### Sort/Shift Sort

Copies are assembled as sets in sequential order.

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



CKN018

1. Select the Sort function (  ) under [Sort / Stack].



2. Enter the number of copy sets using the number keys.
3. Place the originals.  
To confirm the type of finishing, press the [Sample Copy] key.
4. Press the [Start] key.

### ↓ Note

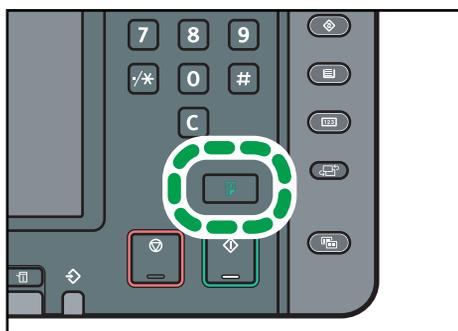
- If you are copying from the exposure glass, a single copy of each original is made first. If the first copy set is acceptable, you can make the remaining copy sets by pressing the [#] key. The time required for copy sets to be delivered varies depending on the print settings.
- When the number of copies exceeds capacity, copying stops. If this happens, remove copies from the tray to resume copying.
- For details about the number of copy sheets that the output tray can accommodate, and paper sizes and orientations that can be shifted when delivered to the shift tray, see "Specifications", Maintenance and Specifications.
- You can change the settings for the Sort function under [Input / Output] in User Tools. For details, see page 246 "Input / Output".
- To specify whether or not sets are shifted, use the [Output/ Cstm.] tab or the [Input / Output] setting in User Tools. For details, see page 59 "Shift tray off in sort/stack" or page 246 "Input / Output".

## Sample Copy

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

### ★ Important

- This function can be used only when the Sort function is selected.
1. Select Sort and any other necessary functions, and then place the originals.
  2. Enter the number of copy sets with the number keys.
  3. Press the [Sample Copy] key.



CWR086

One copy set is delivered as a sample.

4. If the sample is acceptable, press [Continue].

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

### ↓ Note

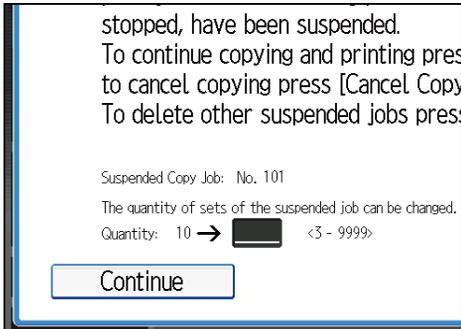
- If you press [Suspend] after checking the results, you can change the copy settings. However, depending on the combination of functions, you may not be able to change some settings.

## Changing the number of sets

You can change the number of copy sets during copying.

### ★ Important

- This function can be used only when the Sort function is selected.
1. While "Copying..." is displayed, press the [Stop] key.
  2. Enter the number of copy sets with the number keys.



3. Press [Continue].

Copying starts again.

### ↓ Note

- The number of sets you can enter in Step 2 differs depending on when the [Stop] key is pressed.

## When memory is full

If the amount of data of the scanned originals exceeds the capacity of memory, scanning is interrupted.

1. Press the [Start] key.
2. Continue copying following the instructions on the display.

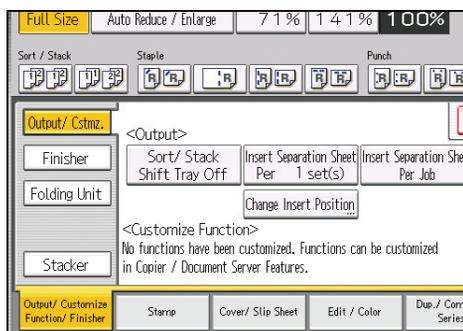
### ↓ Note

- The number of pages that can be stored in memory is about 5000 pages of A4 (8<sup>1</sup>/<sub>2</sub> × 11) size originals. It depends on the type of originals or memory settings.
- In the Sort function, you can complete scanning and copying by copying the scanned pages stored in memory until it becomes full, and then scanning and copying the remained originals.

## Shift tray off in sort/stack

You can turn off the shift function when using the Sort or Stack function.

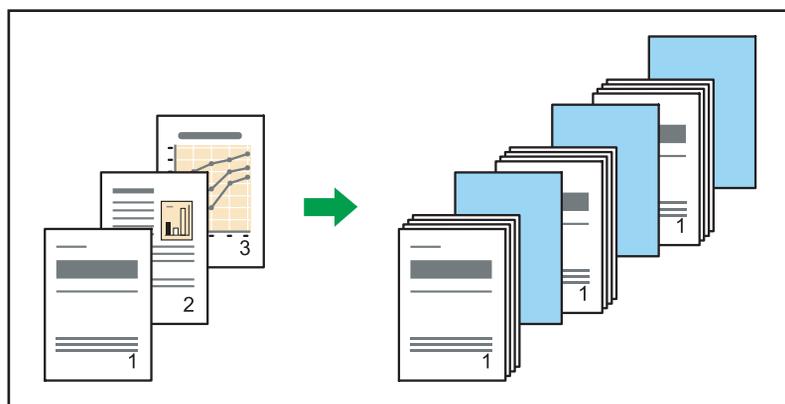
1. Press [Output/ Customize Function/ Finisher].
2. Press [Output/ Cstmz.].
3. Press [Sort/ Stack Shift Tray Off].



4. Press [OK].

## Insert Separation Sheet

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

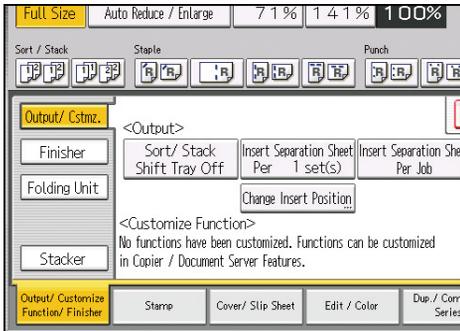


CVF002

Before using this function, select the tray for separation sheet under [Tray Paper Settings]. For details, see "Changing Tray Paper Settings", Paper Settings.

1. Press [Output/ Customize Function/ Finisher].
2. Press [Output/ Cstmz.].

**3. Press [Insert Separation Sheet Per 1 set(s)] or [Insert Separation Sheet Per Job].**



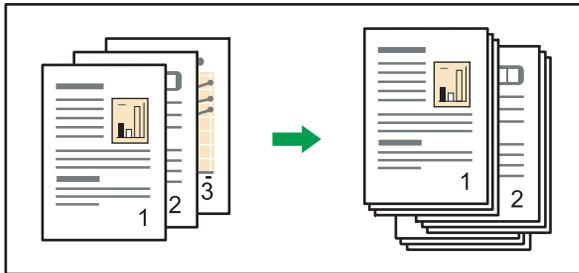
**4. Press [OK].**

**Note**

- When [Insert Separation Sheet Per 1 set(s)] is selected, you can change the number of sets inserted between the separation sheets by pressing the [Change Insert Position].

**Stack**

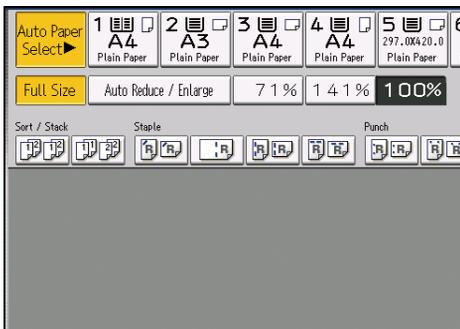
Groups together copies of each page in a multi-page original.



CKN020

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

**1. Press Select the Stack function ( ) under [Sort / Stack].**



If you want to output copies to the high capacity stacker, select the tray under Stacker Output Tray.

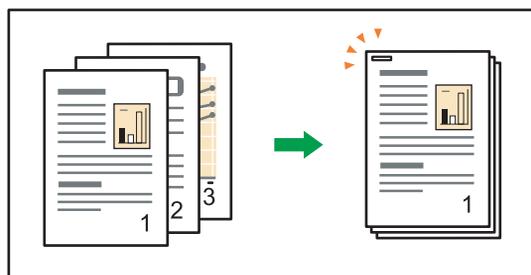
2. Enter the number of copies with the number keys.
3. Place the originals, and then press the [Start] key.

#### ↓ Note

- For details about paper sizes and orientations that can be shifted when delivered to the shift tray, see "Specifications", Maintenance and Specifications.
- To specify whether or not sets are shifted, use the [Output/ Cstmz.] tab or the [Input / Output] setting in User Tools. For details, see page 59 "Shift tray off in sort/stack" or page 246 "Input / Output".

## Staple

Each copy set can be stapled together.



CKN021

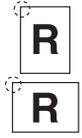
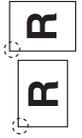
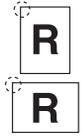
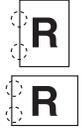
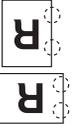
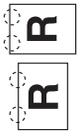
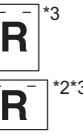
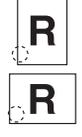
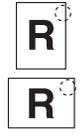
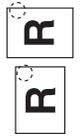
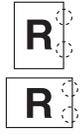
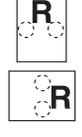
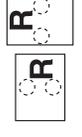
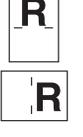
#### ★ Important

- If you select staple without having the stapler cartridge for saddle stitch set in the booklet finisher, a paper misfeed might occur. Be sure to set the stapler cartridge.

#### Original orientation and staple position

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

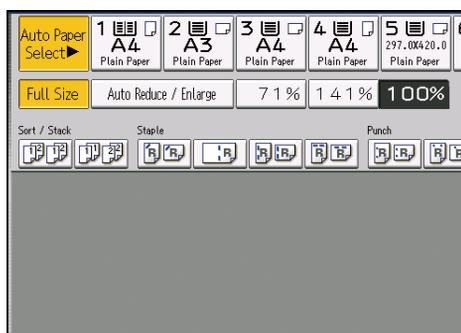
When the paper that is loaded is the same size and orientation as the original, the relationship between the orientation in which you place the original and the staple positions is as follows. However, if you cannot place the originals in the  orientation, place the originals in the  orientation and select unreadable orientation in [Original Orientation].

	Original orientation 	Original orientation 	Original orientation 	Original orientation 	Staple position <sup>*1</sup>
Top 1 					
Slant 		-		-	 <sup>*2</sup>
Left 2 		-		-	 <sup>*2</sup>
Top 2 	-		-		 <sup>*3</sup>  <sup>*2*3</sup>
Bottom 1 					
Top Right 1 					
Right 2 		-		-	 <sup>*2</sup>
Center <sup>*4</sup> 					

\*1 The above tables show staple positioning. The orientation of the paper does not indicate the orientation of delivery.

- \*2 You cannot staple at this position when copying onto B4 JIS, 8 × 13 or larger.
- \*3 If you want to staple at this position, select unreadable orientation in [Original Orientation], and then select Top 2.
- \*4 You can select this position only when Booklet Finisher SR5060 is installed.

### 1. Select one of the stapling positions.



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

2. Enter the number of copy sets with the number keys.
3. Place the originals, and then press the [Start] key.

#### ↓ Note

- The following type of paper cannot be stapled:
  - Translucent paper
  - Transparencies
  - Label paper (adhesive labels)
  - Envelopes
  - Tab stock
  - High-gloss coated paper
  - Textured paper
  - Magnet paper
  - Metallic/pearl paper
  - Clear file folder
  - Synthetic paper
  - Curled paper
  - Paper of low stiffness
- You cannot change staple positions during copying.
- When stapling B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger paper sizes, be sure to extend the paper support plate of the finisher tray.

- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand.
- If the number of the sheets to be stapled as one set exceeds the capacity of the stapler, copies that are not stapled will be delivered to the tray.
- To specify Left 2, Top 2, or Slant together with [2 Originals] or [8 Originals] of [Combine 1 Side], or [4 Originals] or [16 Originals] of [Combine 2 Sides]: specify  paper for  orientation originals and specify  paper for  orientation originals.
- To specify Left 2, Top 2, or Slant together with Double Copies: specify  paper for  orientation originals and specify  paper for  orientation originals.
- When Left 2 or Top 2 is selected, the following settings are useful to rotate images appropriately:
  - Auto Reduce / Enlarge or Auto Paper Select
  - Replace [Auto Tray Switching] with [With Image Rotation] in User Tools.
- When Top 1 or Bottom 1 is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected. The maximum original image size that can be rotated is A4 or 8<sup>1</sup>/<sub>2</sub> × 11.
- Depending on the settings for the Staple, you may not be able to use the Rotate Copy function.
- When the original image is rotated, the staple orientation changes by 90 degrees.
- If you select Staple: Center, you must specify the Magazine function. The machine staples the paper, and folds it like a book, then delivers the paper folded. For details about the Magazine function, see page 166 "Booklet/Magazine".
- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the finisher tray to resume copying.
- For details about the number of sheets that can be stapled together, the sizes, weights, and orientations of paper that can be stapled, and the number of copy sheets that the output tray can accommodate, see "Specifications", Maintenance and Specifications.
- You can change the staple positions shown on the initial screen using the [Input / Output] setting in User Tools. You can also register staple positions on the [Finisher] tab. To select a staple position not displayed on the initial screen, you need to specify one of these settings. For details about staple positions, see page 246 "Input / Output".

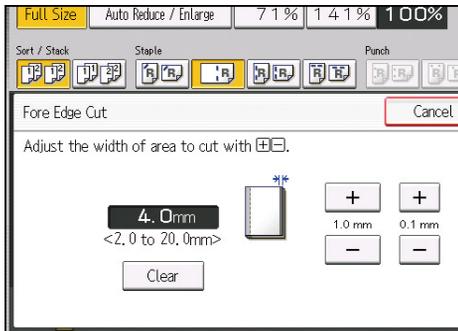
## Cutting the fore edge

Use this function to cut the fore edge of a document after it is saddle stitched or folded in half by the finisher.

### ★ Important

- This function is available only when you select Center as the stapling position or Half Fold under [Finisher].

1. Select Center as the staple position.
2. Press [Output/ Customize Function/ Finisher].
3. Press [Fore Edge Cut].
4. Specify the cut length width with [+ ] and [- ], and then press [OK].



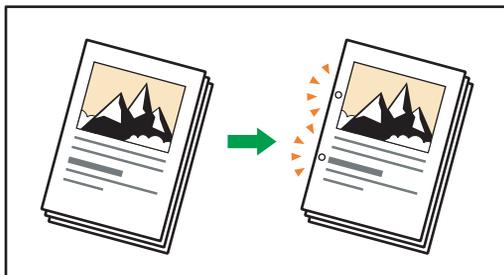
5. Press [OK].
6. Enter the number of copy sets using the number keys.
7. Place the originals, and then press the [Start] key.

#### ↓ Note

- You can adjust the position of the fore edge cut from 2.0 to 20.0 mm (0.08 to 0.79 inches) in 0.1 mm (0.01 inches) increments.
- Empty the trimmer tray if prints are ejected with waste paper stuck to them. For details, see "Removing Waste Paper", Troubleshooting.
- For details about paper sizes, weights, and the number of sheets that can be cut by the trimmer, see "Specifications for Trimmer", Maintenance and Specifications.
- For details about Half Fold, see page 72 "Half Fold".

## Punch

You can make punch holes in copies.

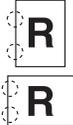
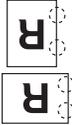
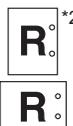
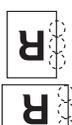
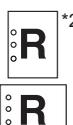


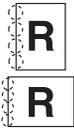
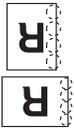
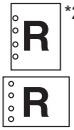
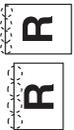
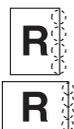
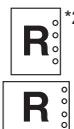
CKN022

### Original orientation and punch hole position

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

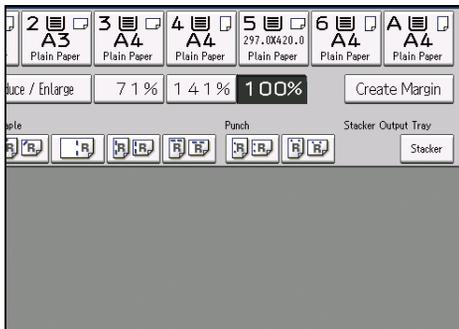
When the paper that is loaded is the same size and orientation as the original, the relationship between the orientation in which you place the original and the punch hole positions is as follows. You can confirm the punch hole positions that can be selected on the screen that appears when [Punch Type] under [Input / Output] is pressed.

	Original Orientation 	Original Orientation 	Original Orientation 	Original Orientation 	Punch hole position <sup>*1</sup>
Left 2 		-		-	 <sup>*2</sup>
Top 2 	-		-		 <sup>*3</sup>  <sup>*2*3</sup>
Right 2 		-		-	 <sup>*2</sup>
Left 3 		-		-	 <sup>*2</sup>
Top 3 	-		-		 <sup>*3</sup>  <sup>*2*3</sup>
Right 3 		-		-	 <sup>*2</sup>

	Original Orientation 	Original Orientation 	Original Orientation 	Original Orientation 	Punch hole position <sup>*1</sup>
Left 4 		-		-	 <sup>*2</sup>
Top 4 	-		-		 <sup>*3</sup>  <sup>*2*3</sup>
Right 4 		-		-	 <sup>*2</sup>

- \*1 The above table shows punch hole positioning. Punched sheets might not be delivered in the orientation shown in this table.
- \*2 You cannot punch holes in this position when copying onto B4 JIS, 8 × 13 or larger.
- \*3 If you want to punch holes in this position, select unreadable orientation in [Original Orientation], and then select the punch hole position.

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



2. Enter the number of copy sets with the number keys.
3. Place the originals, and then press the [Start] key.

**Note**

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

- Paper can be punched only if it meets the machine's size and orientation requirements. For details about the sizes, weights, and orientations of paper that can be punched, see "Specifications", Maintenance and Specifications.
- You can change the hole positions shown on the initial screen using the [Input / Output] settings in User Tools. You can also register hole positions on the [Finisher] tab. To select a punch hole position not displayed on the initial screen, you need to specify one of these settings. For details, see page 246 "Input / Output".

---

## Fold

---

Copies can be folded in the following ways: Z-fold, Half Fold, Letter Fold-out, Letter Fold-in, Double Parallel Fold, and Gate Fold.

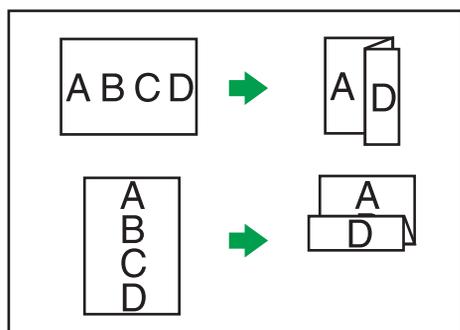
### Note

- You cannot use the following paper with this function:
  - Multi-folding unit
    - Letterhead
    - Transparencies
    - Tab stock
    - Translucent paper
    - Preprinted paper
    - High-gloss coated paper
    - Prepunched paper
    - Textured paper
    - Label paper (adhesive labels)
    - Envelopes
    - Magnet paper
    - Metallic/pearl paper
    - Clear file folder
    - Synthetic paper
  - Booklet Finisher SR5060
    - Transparencies
    - Tab stock
    - Translucent paper
    - High-gloss coated paper
    - Prepunched paper

- Textured paper
  - Label paper (adhesive labels)
  - Envelopes
  - Magnet paper
  - Metallic/pearl paper
  - Clear file folder
  - Synthetic paper
- Paper fed from the interposer can be folded.
  - Copying will stop if the number of copies exceeds tray capacity. If this happens, remove copies from the folding unit tray to resume copying. The finisher automatically ejects the maximum number of folded sheets to the finisher booklet tray.
  - The printed side of the paper may occasionally be scratched or stained with toner depending on the paper and the conditions of the machine's environment.
  - Print quality over fold lines might be reduced. This is due to cracking within the fused toner. Loss of surface along fold lines can also occur with some types of paper. To avoid possible wastage, print a single test sheet before beginning a print run.
  - The capacity of the folding unit tray or finisher tray may vary depending on the fold settings and the condition of the paper.
  - For details about which sizes and weights of paper that can be folded, see "Specifications", Maintenance and Specifications.
  - You can specify the fold-back position in [System Settings]. For details about how to adjust the fold-back position, see "General Features", Connecting the Machine/ System Settings.

## Z-fold

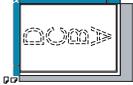
Makes two parallel folds, one of which faces in and the other facing out.



CNP005

### Original orientation and Z-fold position

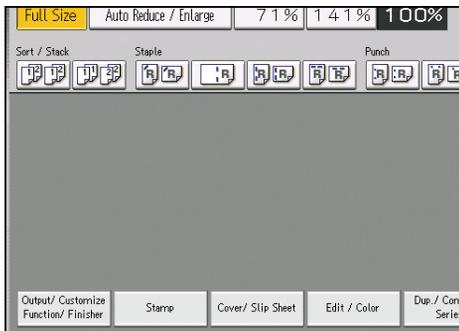
Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but place the original facing downwards.

	Original orientation	Placing the original on the exposure glass	Placing the original in the ADF	Direction of fold*1
Right fold 				
Bottom fold 				

\*1 The above table shows Z-fold positions. The orientation of the paper does not indicate the orientation of delivery.

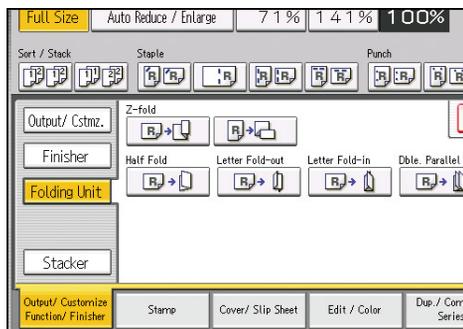
To use the Z-fold function, you must attach the Z-fold support tray. For details about how to set the Z-fold support tray, see "When using the Z-fold function", Getting Started.

**1. Press [Output/ Customize Function/ Finisher].**



**2. Press [Folding Unit].**

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



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

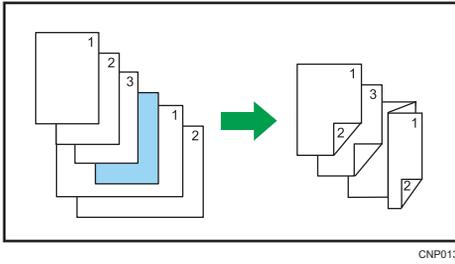
#### ↓ Note

- Folded copies that are delivered to the folding unit tray might be stacked with their folds open. If this happens, the position of the folds is unaffected and the copies will still be output in order. Stacked copies can be easily separated in the order they are delivered. To prevent their folded sections overlapping, configure the machine to deliver folded copies to the finisher upper tray or finisher shift tray.
- Remove the Z-fold support tray when delivering copies to the finisher shift tray or the folding unit tray without using the Z-fold function. If you leave the Z-fold support tray in place, prints are not stacked properly.
- You can staple Z-folded copies. For details about the number and the paper sizes of Z-folded copies that can be stapled, see "Specifications", Maintenance and Specifications.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and Z-folded using the Mixed Sizes mode and Auto Paper Select function.
- When you copy different size originals, such as A3 and A4 ( $11 \times 17$  and  $8\frac{1}{2} \times 11$ ), use this function with Mixed Sizes mode. Copies of the large size original are Z-folded and will be the same size as the copy of the small size original. For details about the paper sizes you can use together, see "Specifications", Maintenance and Specifications.



CNP012

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

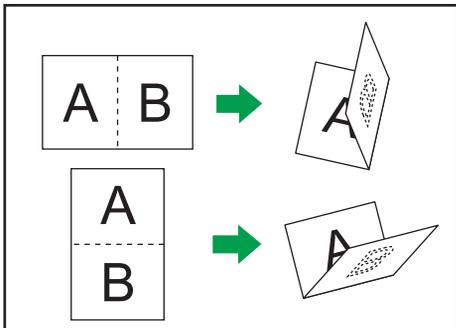


CNP013

- Depending on the Z-fold settings, you may not be able to use Rotate Copy.
- For details about the number of Z-folded copies that can be stacked on the finisher trays, see "Specifications", Maintenance and Specifications.
- The capacity of the tray may vary depending on the condition of the paper.
- Even if you have selected [Face Up] for [Copy Eject Face Method in Glass Mode] in User Tools, the copies will be delivered face down. For details, see page 246 "Input / Output".

## Half Fold

Applies a single, central fold to create two equal panels.

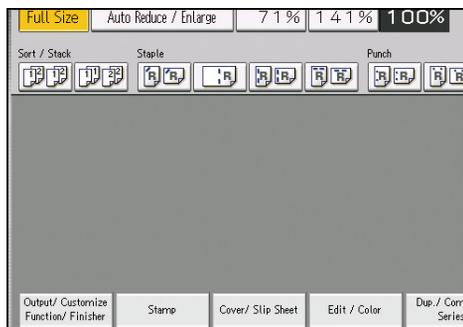


CNP014

The key displayed in Step 2 differs depending on the options that are installed.

- When the multi-folding unit is installed: [Folding Unit]
- When the booklet finisher is installed: [Finisher]

1. Press [Output/ Customize Function/ Finisher].

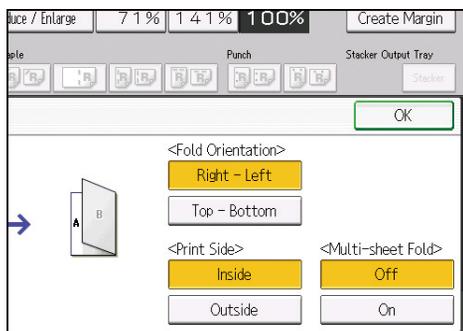


2. Select [Folding Unit] or [Finisher].

3. Press [Half Fold].

4. Press [Change] if you select [Folding Unit] in Step 2.

5. Select the items you need from those displayed on the screen.



6. Press [OK] twice.

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

↓ Note

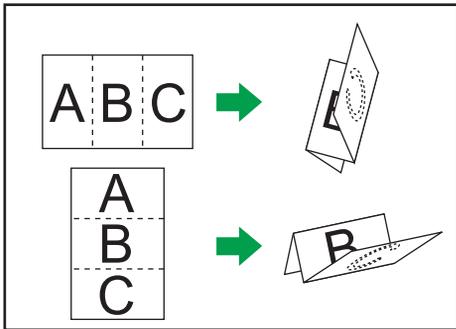
- The tray where folded copies are delivered differs depending on the options that are installed.
  - When using the multi-folding unit: to the folding unit tray
  - When using the booklet finisher: to the finisher booklet tray
- The maximum number of sheets folded by the Multi-sheet Fold function differs depending on the options that are installed.
  - When using the multi-folding unit: up to three sheets
  - When using the booklet finisher: up to six sheets
- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically applied also.
- The Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.

- If the Booklet or Magazine function is selected, the settings for those functions have priority.
- You can use Fore Edge Cut if you select Half Fold under [Finisher]. For details about Fore Edge Cut, see page 64 "Cutting the fore edge".

## Letter Fold-out

2

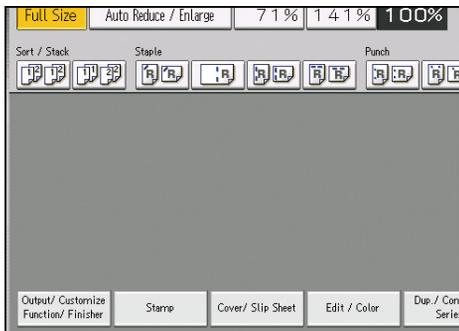
Applies two folds to create three equal panels (the first panel folding inward, the last panel folding outward).



CNP015

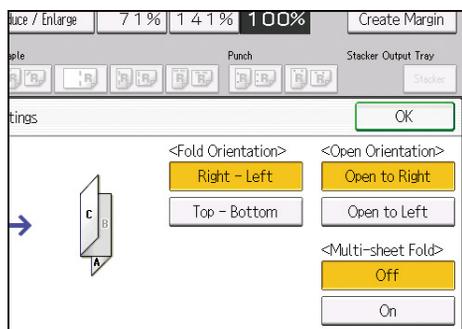
To use the Letter Fold-out function and the Multi-sheet Fold function at the same time, install the Z-fold support tray for multi-folding unit and the output holding unit for letter fold-out. For details about how to configure these settings, see "When using the Letter Fold-out function", Getting Started.

### 1. Press [Output/ Customize Function/ Finisher].



2. Press [Folding Unit].
3. Press [Letter Fold-out].
4. Press [Change].

## 5. Select the items you need from those displayed on the screen.



## 6. Press [OK] twice.

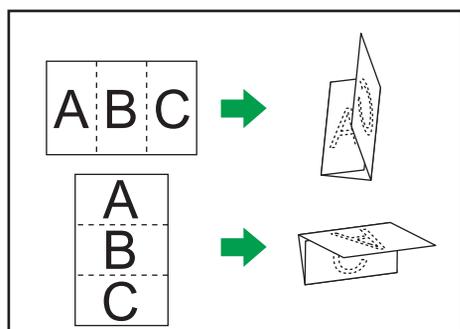
## 7. Place the originals, and then press the [Start] key.

### Note

- Folded copies are delivered to the multi-folding unit only.
- The Multi-sheet Fold function can fold a maximum of three sheets at a time.
- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically applied also.
- The Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.
- Wrinkling can occur when applying letter fold-out to B4 JIS,  $8\frac{1}{2} \times 14$ , or larger sheets. In some cases, you may have to use A4 sheets or smaller when applying folds in combination with the reduction function.
- If the Booklet or Magazine function is selected, the settings for those functions have priority.

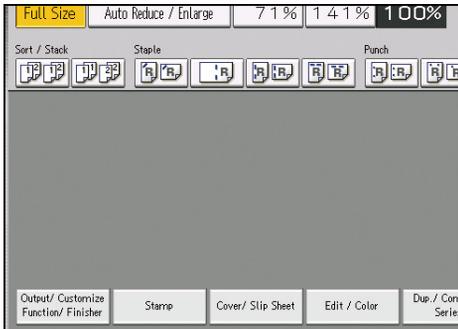
## Letter Fold-in

Applies two folds to create three equal panels (outer panels folding inward).



CNP016

1. Press [Output/ Customize Function/ Finisher].

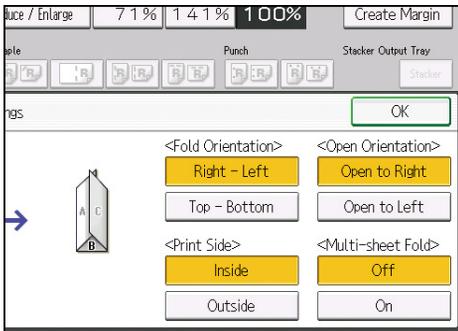


2. Press [Folding Unit].

3. Press [Letter Fold-in].

4. Press [Change].

5. Select the items you need from those displayed on the screen.



6. Press [OK] twice.

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

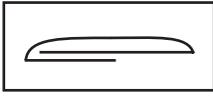
**Note**

- Folded copies are delivered to the multi-folding unit only.
- The Multi-sheet Fold function can fold a maximum of three sheets at a time.
- When you enable the Multi-sheet Fold function (by setting it to [On]), the Sort function is automatically applied also.
- The Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.
- If you apply the Multi-sheet Fold function with letter fold-in to B5 JIS size paper, the folded sheets will be different in size to sheets folded without the Multi-sheet Fold function.
  - Multi-sheet Fold not applied



CNP017

- Multi-sheet Fold applied

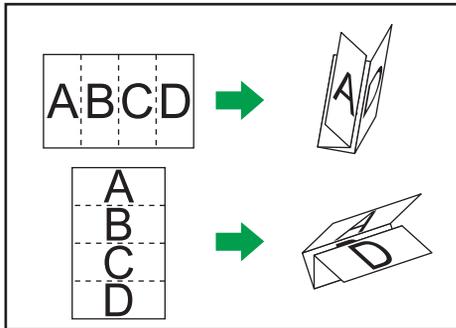


CNP018

- Wrinkling can occur when applying letter fold-in to B4 JIS $\square$ , 8 $\frac{1}{2}$  × 14 $\square$ , or larger sheets. In some cases, you may have to use A4 $\square$  sheets or smaller when applying folds in combination with the reduction function.
- If the Booklet or Magazine function is selected, the settings for those functions have priority.

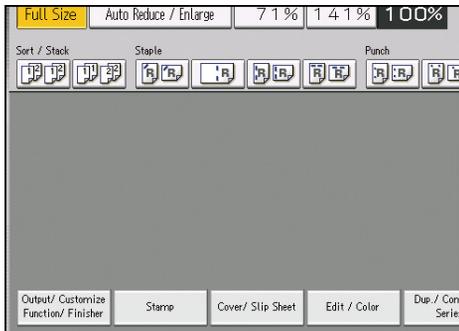
## Double Parallel Fold

Applies two parallel folds to create four panels (center line main fold, double panel fold).



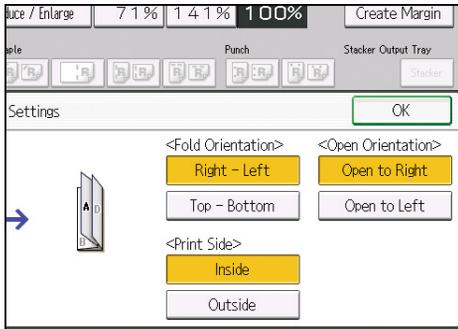
CNP019

1. Press [Output/ Customize Function/ Finisher].



2. Press [Folding Unit].
3. Press [Dble. Parallel Fold].
4. Press [Change].

5. Select the items you need from those displayed on the screen.



6. Press [OK] twice.

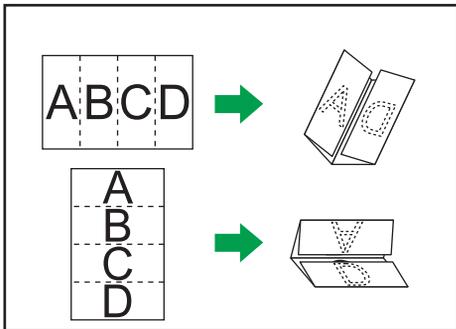
7. Place the originals, and then press the [Start] key.

**Note**

- Folded copies are delivered to the multi-folding unit only.
- If the Booklet or Magazine function is selected, the settings for those functions have priority.

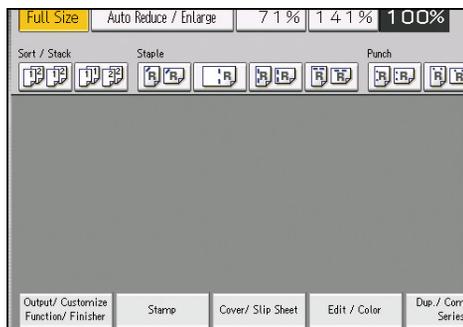
**Gate Fold**

Applies three folds to create four equal panels (center line main fold, outer panels folding inward without overlap).



CNP020

### 1. Press [Output/ Customize Function/ Finisher].

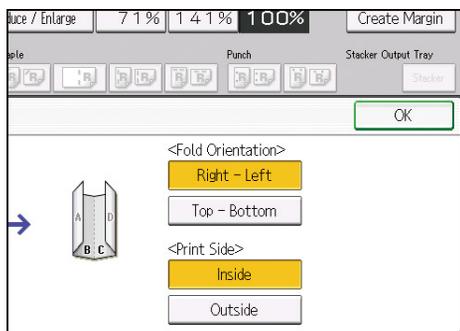


### 2. Press [Folding Unit].

### 3. Press [Gate Fold].

### 4. Press [Change].

### 5. Select the items you need from those displayed on the screen.



### 6. Press [OK] twice.

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

#### ↓ Note

- Folded copies are delivered to the multi-folding unit only.
- Wrinkling can occur when applying gate fold to B4 JIS $\square$ ,  $8\frac{1}{2} \times 14\mathbb{Q}$ , or larger sheets. In some cases, you may have to use A4 $\square$  sheets or smaller when applying folds in combination with the reduction function.
- If the Booklet or Magazine function is selected, the settings for those functions have priority.

## Ring Binding

You can punch holes into copies and bound them by ring comb.

Before using this function, select the binding and punch hole positions shown on the [Finisher] tab under [Finisher: Ring Binding Type] in [Input / Output]. For details, see page 246 "Input / Output".

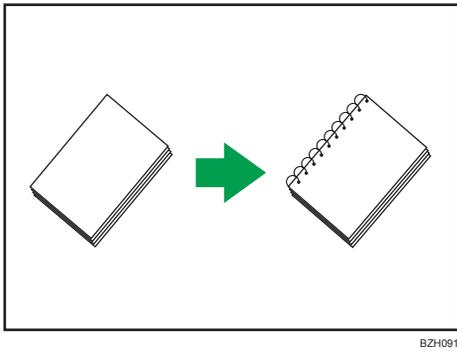
**Note**

- For details about paper sizes, weights, and the number of sheets that can be bound or punched, and the volume that can be output to the ring binder tray, see "Specifications for Ring Binder", Maintenance and Specifications.

**2**

**Binding copies by ring comb**

Copies are punched, and then bound by ring comb.



BZH091

**Original orientation and binding position**

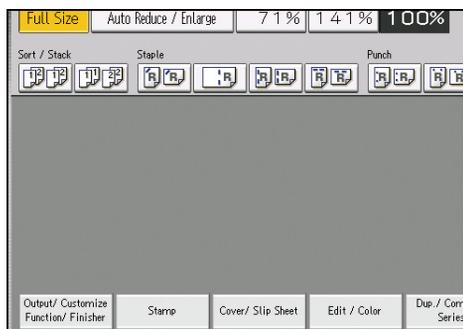
Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

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

	Placing the original on the exposure glass	Placing the original in the ADF	Binding position *1
Left 			
Top 			
Right 			

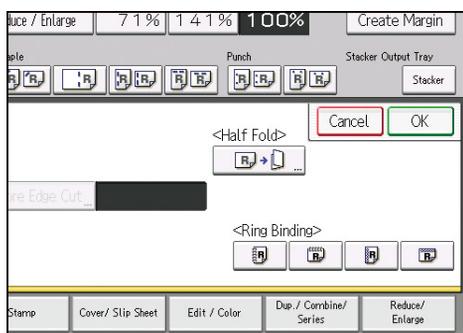
\*1 The above table shows binding positioning. The orientation of the paper does not indicate direction of delivery.

### 1. Press [Output/ Customize Function/ Finisher].



### 2. Press [Finisher].

### 3. Select one of the binding positions.



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

### 4. Press [OK].

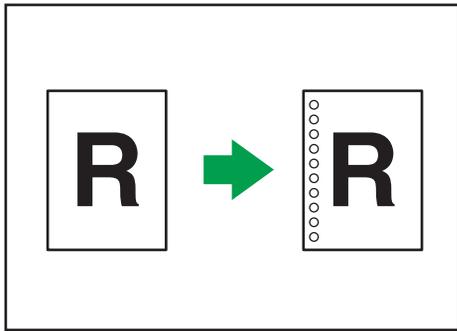
### 5. Enter the number of copy sets using the number keys.

### 6. Specify any other copier functions that you require.

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

## Punching copies for ring binding

Use this function to punch holes into copies so that those copies can be inserted into a ring bound booklet.

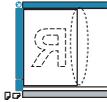
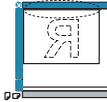
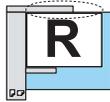
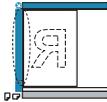
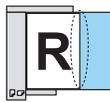


CWR068

**Original orientation and punch hole position**

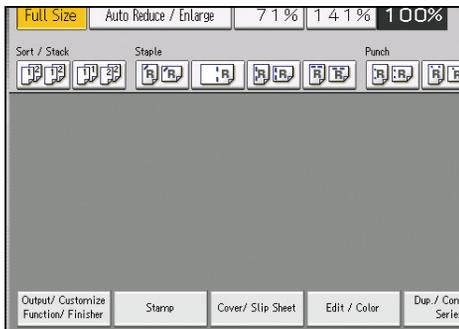
Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

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

	Placing the original on the exposure glass	Placing the original in the ADF	Punching position *1
Left 			
Top 			
Right 			

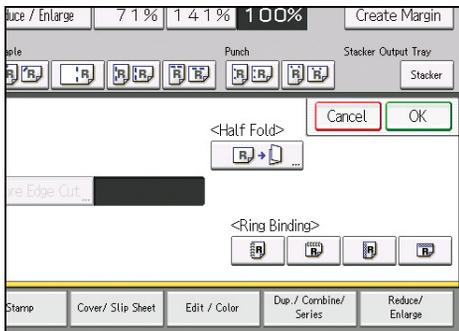
\*1 The above table shows punching positioning. The orientation of the paper does not indicate direction of delivery.

**1. Press [Output/ Customize Function/ Finisher].**



**2. Press [Finisher].**

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



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

**4. Press [OK].**

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

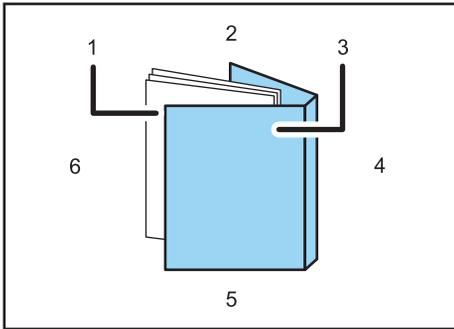
**6. Specify other copier functions, if necessary.**

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

## Perfect Binding

This section explains how to perfect bind originals scanned from the ADF. You can specify the binding position, cut position, and the finishing size.

## Guide to perfect bound booklets



BZH095

1. Book block  
The bulk of the booklet, enclosed by the cover sheet.
2. Head edge  
The edge that forms the booklet's top end.
3. Cover  
The sheet enclosing the book block.
4. Spine  
The booklet's bound edge.
5. Tail edge  
The edge that forms the bottom end of the booklet.
6. Fore edge  
The edge that forms the booklet's opening side.

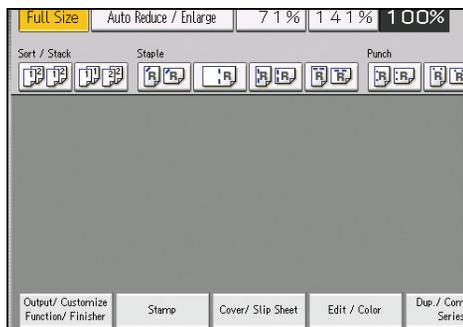
The length/size of a cover sheet depends on the thickness of the book block's spine. For details about how to calculate approximate spine thickness and cover sheet length/size, see "Loading Cover Sheets into the Interposer of the Perfect Binder", Paper Specifications and Adding Paper.

- 1. Place the originals for the book block in the ADF.**
- 2. Load cover sheets into the interposer of the perfect binder.**

For details, see "Loading Cover Sheets into the Interposer of the Perfect Binder", Paper Specifications and Adding Paper.

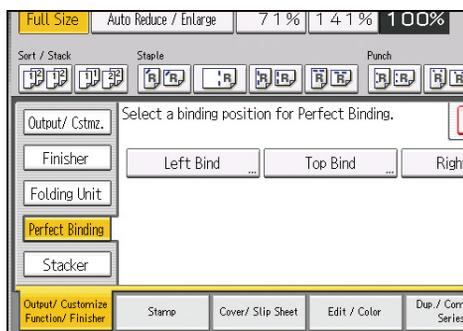
- 3. Select the paper tray for the book block sheets.**

**4. Press [Output/ Customize Function/ Finisher].**



**5. Press [Perfect Binding].**

**6. Select one of the binding positions.**



When you select perfect binding position, Sort is automatically selected.

**7. Specify a binding position and a cut size if necessary.**

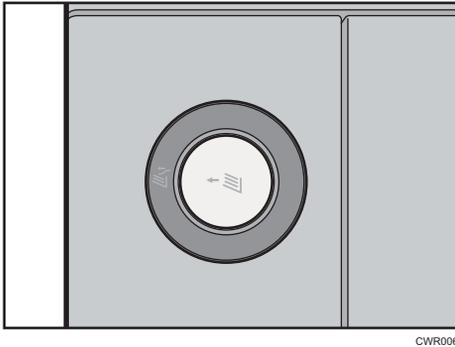
**8. After making all settings, press [OK].**

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

Glue heating begins.

When the glue is hot enough, binding starts.

10. Press the delivery key when the status indicator goes off and the delivery key indicator lights up.



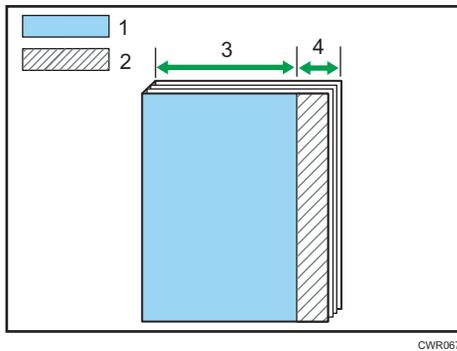
11. Remove bound booklets and close the lower left tray.

**Note**

- For details about paper sizes, weights, and the number of sheets that can be used, and the volume that can be output to the perfect binder tray, see "Specifications for Perfect Binder", Maintenance and Specifications.

### Specifying the fore edge cut

Use the following procedure to specify the fore edge cut when perfect binding is applied.



1. Finishing size
2. Cut size
3. 139.7–216.0 mm (5.50–8.50 inches)
4. 6.0–50.0 mm (0.24–1.96 inches)

There are two ways of specifying the fore edge:

#### Specify Cut Size

Specify the distance of the cut from the fore edge.

## Specify Finishing Size

Specify the size of the finished bound booklets to determine the position where you want to cut the fore edge.

### ↓ Note

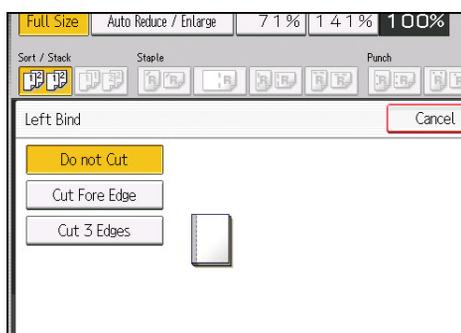
- When specifying the fore edge cut, be sure that the cut is at least 6 mm (0.24 inches) from the fore edge.

2

## Specifying the distance of the cut from the fore edge

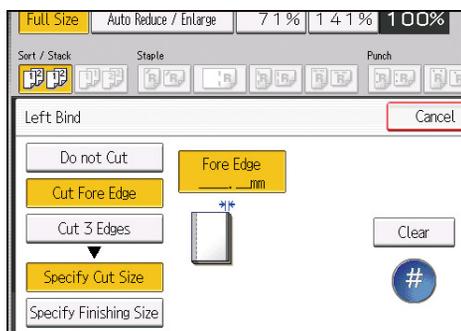
Specify the distance of the cut from the fore edge.

### 1. Press [Cut Fore Edge].



### 2. Make sure that [Specify Cut Size] is selected.

### 3. Enter the cut length using the number keys, and then press [#].



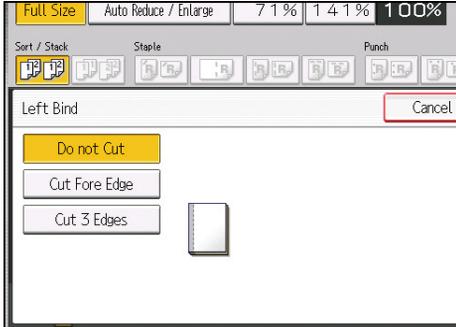
### ↓ Note

- You can adjust the position of the fore edge cut from 6.0 to 50.0 mm (0.24 to 1.96 inches) in 0.1 mm (0.01 inches) increments.
- For details about how to perfect bind, see page 83 "Perfect Binding".

## Specifying the finishing size

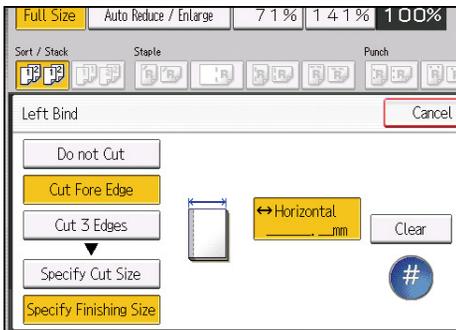
Specify the size of the finished bound booklets to determine the position where you want to cut the fore edge.

### 1. Press [Cut Fore Edge].



### 2. Press [Specify Finishing Size].

### 3. Enter the required finishing size using the number keys, and then press [#].

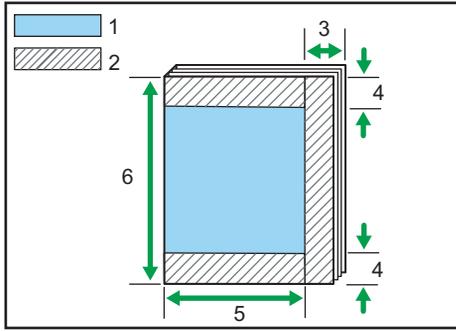


#### Note

- You can adjust the finishing size from 139.7 to 216.0 mm (5.50 to 8.50 inches) in 0.1 mm (0.01 inches) increments.
- For details about how to perfect bind, see page 83 "Perfect Binding".

## Specifying the three edge cut

Use the following procedure to specify the three edge cut when perfect binding is applied.



1. Finishing size
2. Cut size
3. 6.0–50.0 mm (0.24–1.96 inches)
4. 6.0–28.0 mm (0.24–1.10 inches)
5. 139.7–216.0 mm (5.50–8.50 inches)
6. 201.0–297.0 mm (7.92–11.69 inches)

There are three ways of specifying the size of a booklet by cutting the edges:

### Specify Cut Size

Specify the distance of the cut from each edge.

### Specify Finishing Size (regular size)

Specify the size of the finished bound booklets and cut three edges to a regular size.

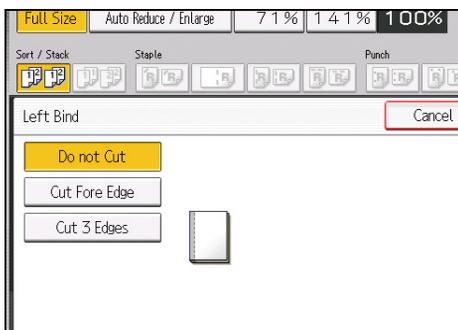
### Specify Finishing Size (custom size)

Specify the size of the finished bound booklets and cut three edges to a custom size.

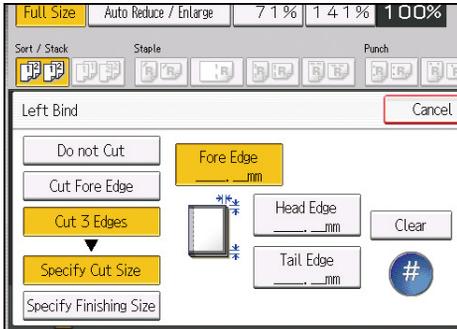
## Specifying the distance of the cut from each edge

Specify the distance of the cut from each edge.

1. Press [Cut 3 Edges].



2. Make sure that [Specify Cut Size] is selected.
3. Enter the position of the cut for each edge using the number keys, and then press [#].



Press [Head Edge], and then enter the cut position for the head edge using the number keys.  
 Press [Tail Edge], and then enter the cut position for the tail edge using the number keys.

**Note**

- You can adjust the position of the fore edge cut from 6.0 to 50.0 mm (0.24 to 1.96 inches) in 0.1 mm (0.01 inches) increments.
- You can shift the position of the head and tail edge cuts from 6.0 to 28.0 mm (0.24 to 1.10 inches) in 0.1 mm (0.01 inches) increments.
- For details about how to perfect bind, see page 83 "Perfect Binding".

**Finishing to a regular size**

Specify the size of the finished bound booklets and cut three edges to a regular size.

**Book block paper and cover sheet compatibility**

If you specify finishing to a regular size, you can select one of the following sizes: A4, B5 JIS, A5, 8 1/2 × 11, 5 1/2 × 8 1/2

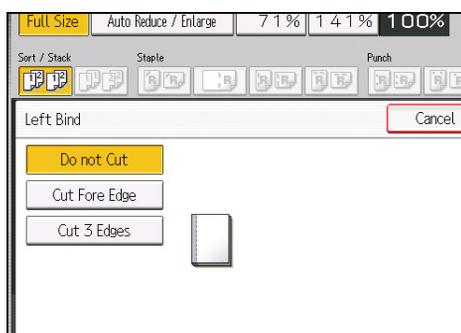
We recommend that you use the cover sheet size with the book block paper sizes as shown in the following table.

Required finished size	Book block	Cover
A4	SRA4 226 × 310 mm *1	13 × 19 1/5 13 × 19 13 × 18 SRA3
B5 JIS	A4	A3

Required finished size	Book block	Cover
A5	B5 JIS	B4 JIS
$8\frac{1}{2} \times 11$	$9 \times 12^{*1}$	$13 \times 19\frac{1}{5}$ $13 \times 19$
$5\frac{1}{2} \times 8\frac{1}{2}$	$7\frac{1}{4} \times 10\frac{1}{2}$	$10.5 \times 14.5^{*1}$

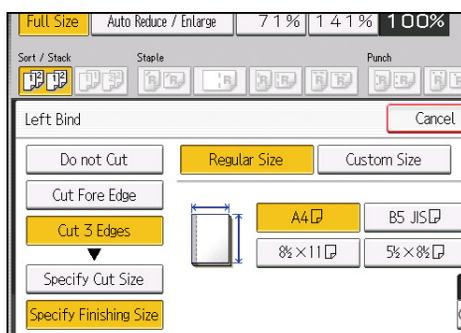
\*1 Specify the custom size in [Tray Paper Settings].

### 1. Press [Cut 3 Edges].



### 2. Press [Specify Finishing Size].

### 3. Select the finished size under [Regular Size].



### 4. To adjust the cut position, press [Cut Position Fine Adj.].

### 5. Press [↑] and [↓] to set the top or bottom cut position, and then press [OK].

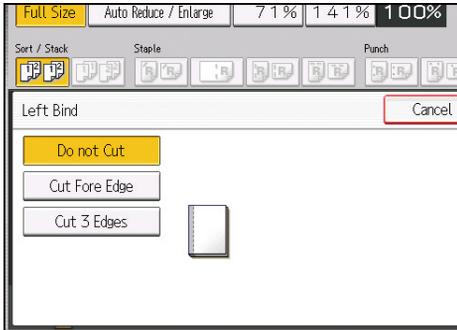
#### ↓ Note

- You can shift the cut position from -22.0 to 22.0 mm (-0.86 to 0.86 inches) in 0.1 mm (0.01 inches) increments.
- For details about how to perfect bind, see page 83 "Perfect Binding".

## Finishing to a custom size

Specify the size of the finished bound booklets and cut three edges to a custom size.

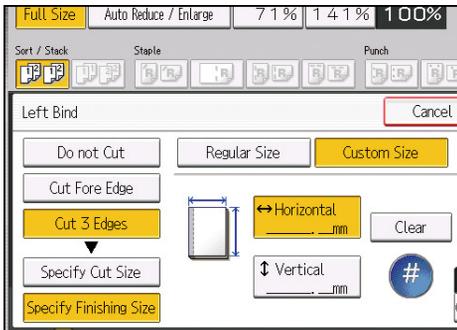
### 1. Press [Cut 3 Edges].



### 2. Press [Specify Finishing Size].

### 3. Press [Custom Size].

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



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

### 6. To adjust the cut position, press [Cut Position Fine Adj.].

### 7. Press [↑] and [↓] to set the top or bottom cut position, and then press [OK].

#### ↓ Note

- You can shift the horizontal cut position from 139.7 to 216.0 mm (5.50 to 8.50 inches) in 0.1 mm (0.01 inches) increments.
- You can shift the vertical cut position from 201.0 to 297.0 mm (7.92 to 11.69 inches) in 0.1 mm (0.01 inches) increments.
- You can shift the cut position from -22.0 to 22.0 mm (-0.86 to 0.86 inches) in 0.1 mm (0.01 inches) increments.
- For details about how to perfect bind, see page 83 "Perfect Binding".

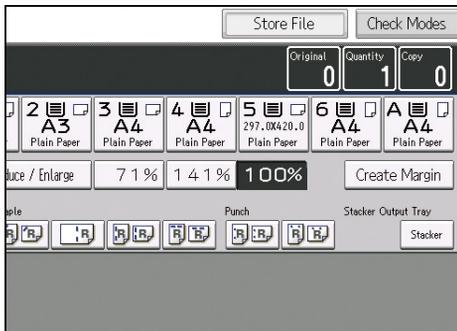
# Storing Data in the Document Server

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.

You can check the stored documents on the Document Server screen. For details about the Document Server, see page 186 "Storing Data".

2

## 1. Press [Store File].



2. Enter a user name, file name, or password if necessary.
3. Specify a folder in which to store the document if necessary.
4. Press [OK].
5. Place the originals.
6. Make the scanning settings for the original.
7. Press the [Start] key.

Stores scanned originals in memory and makes one set of copies. If you want to store another document, do so after copying is complete.

### ↓ Note

- To stop scanning, press the [Stop] key. To resume a paused scanning job, press [Continue] in the confirmation screen. To delete scanned images and cancel the job, press [Cancel Copying]. The originals placed in the ADF will be ejected. Press [Job List] to display the [Job List] screen. For details, see "Types of Screens to Manage Jobs", Convenient Functions.
- When placing the original on the exposure glass, press the [#] key after all the originals have been scanned.
- For details about printing stored documents, see page 195 "Printing Stored Documents".
- For details about setting user name, file name, and password, see page 189 "Changing Stored Document Information".
- For details about how to specify a folder, see page 205 "Arranging Stored Documents Using Folders".



# 3. Color Copying

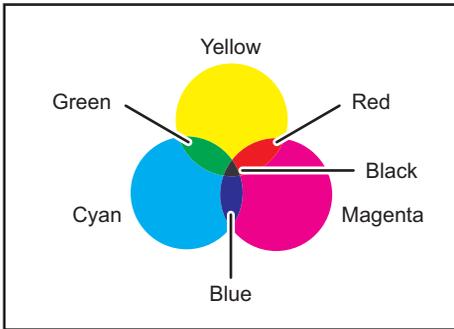
This chapter describes how to make color copies.

## Copying in Color

You can switch the color copy mode depending on the type of originals used and the desired finish. You can also erase or convert a certain color in the original, or add a background color to the whole page.

### Primary Colors

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



### Note

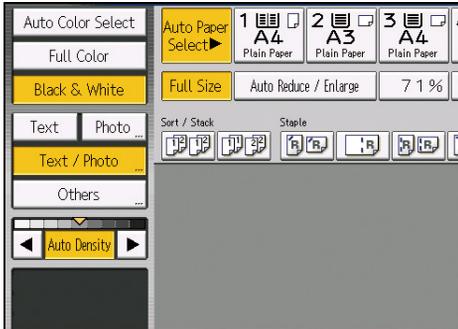
- As the color of markers or highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.

## Automatically Selecting a Color Mode

In the Auto Color Select mode, the color of the original is detected automatically, and the original will be copied either in full color or black and white.

If this mode is enabled, the machine detects whether the original is full color or black and white by scanning the center of the original. If an original is as small as a business card, color detection may be wrong, so that the original in full color may be detected as the one in black and white. Select the Full Color mode when copying color originals that are small.

**1. Press [Auto Color Select].**



3

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

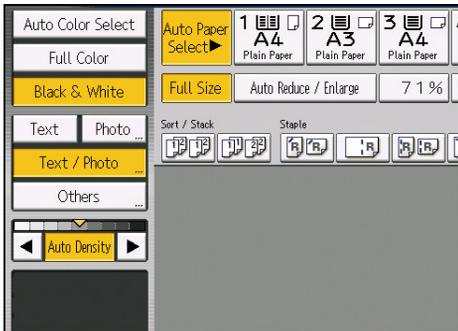
---

## Copying in Full Color

---

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

**1. Press [Full Color].**



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

**Note**

- The full color counter values will increase.

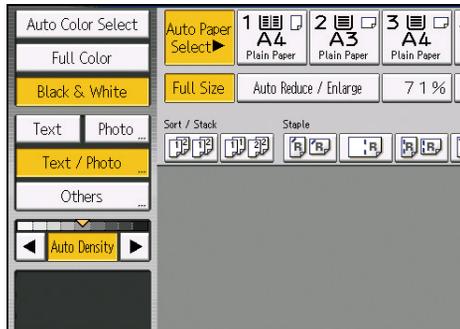
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## Copying in Black and White

---

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

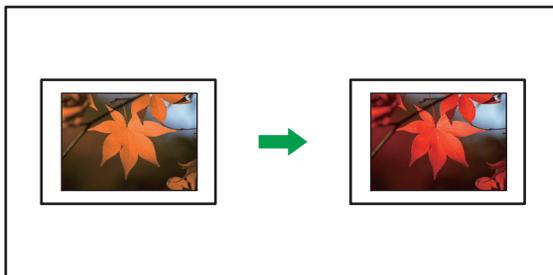
1. Make sure that [Black & White] is selected.



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

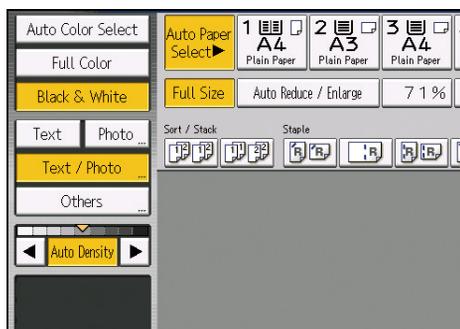
## Converting Colors

Copies by changing a certain color in the original to another color. Up to four colors can be converted at the same time.



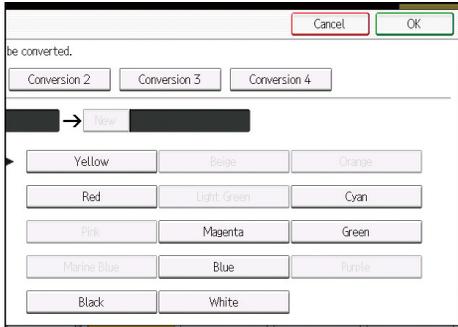
CKN106

1. Press [Full Color].



2. Press [Edit / Color].
3. Press [Color].
4. Press [Convert Color].
5. Select any one item from [Conversion 1] to [Conversion 4].

6. Select the color to be converted.



7. Select the new color.

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

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

To change two colors or more, repeat Steps 5 to 7.

8. Press [OK] three times.

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

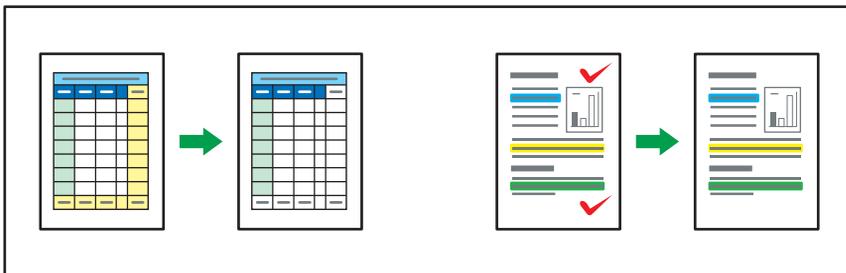
**Note**

- The full color counter values will increase.
- The width of the color to be converted can be adjusted in five levels. When the width of the color is set to [Wider] under [Color Sensitivity] in User Tools and red has been specified, colors close to orange and purple will be converted. You can change the setting. For details, see page 251 "Adjust Color Image".
- User colors should be registered in advance. For details about how to register a user color, see page 107 "Registering User Colors".

## Erasing Colors

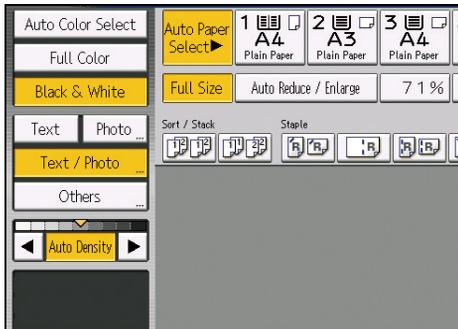
Copies by erasing a certain color in the image of the original.

This function can be used when [Full Color] or [Black & White] is selected in the color mode.



CKN107

### 1. Select a color mode.

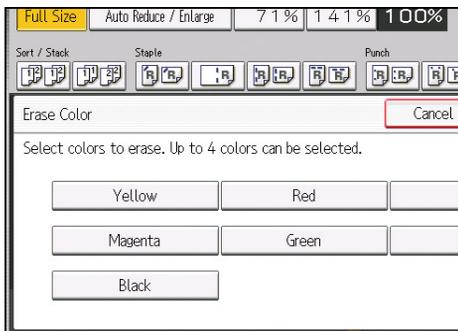


### 2. Press [Edit / Color].

### 3. Press [Color].

### 4. Press [Erase Color].

### 5. Select the color to be erased.



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

### 6. Press [OK] twice.

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

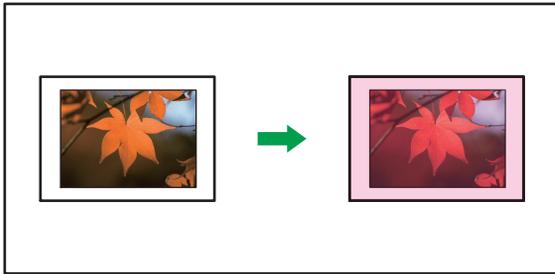
#### ↓ Note

- To cancel the selection, press the selected (highlighted) key.
- When [Full Color] is selected, the full color counter values will increase.
- The width of the color to be erased can be adjusted in five levels. When the width of the color is set to [Wider] under [Color Sensitivity] in User Tools and red has been specified, colors close to orange and purple will be erased. You can change the setting. For details, see page 251 "Adjust Color Image".

## Overlaying Copies with a Color

Copies by adding a color in the whole page.

This function can be used when [Full Color] or [Black & White] is selected in the color mode.

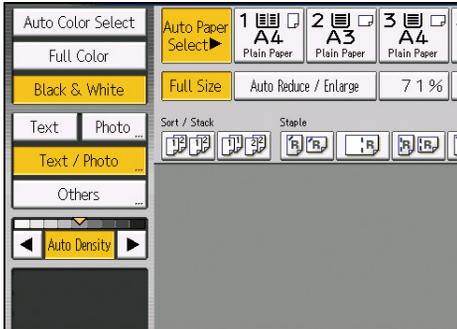


CKN108

**★ Important**

- Since the Color Overlay function overprints the entire original, the color of the image may change.

**1. Select a color mode.**

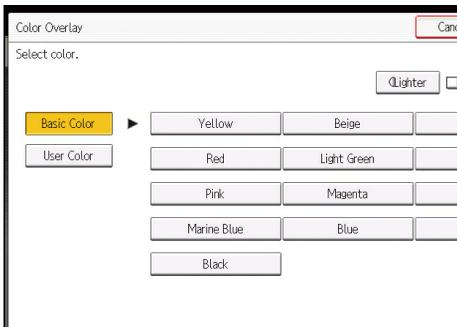


**2. Press [Edit / Color].**

**3. Press [Color].**

**4. Press [Color Overlay].**

**5. Select the color to overlay the copy.**



You can adjust the color density in four steps.

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

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

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

### ↓ Note

- When copied using the registered color, the original will be copied lighter than the registered color.
- User colors should be registered in advance. For details about how to register a user color, see page 107 "Registering User Colors".
- To cancel the selection, press the selected (highlighted) key.
- When [Full Color] is selected, the full color counter values will increase.

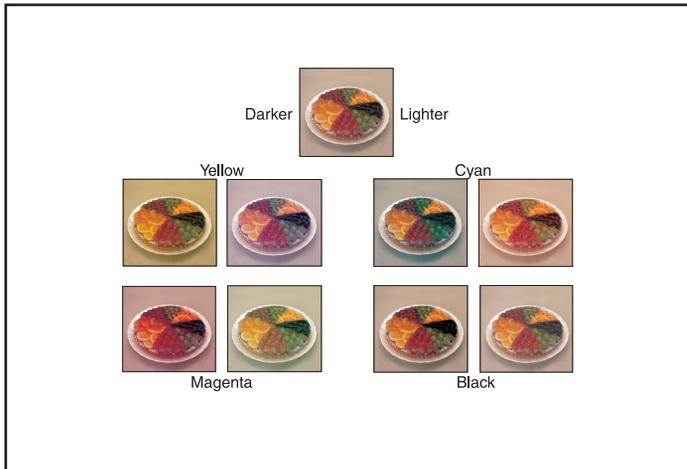
# Adjusting Color

This section describes how to adjust color balance.

## Color Balance

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

3

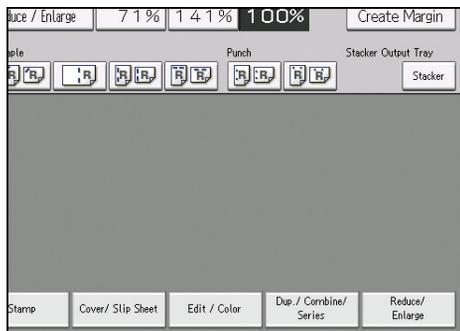


BZH022

### Color balance program

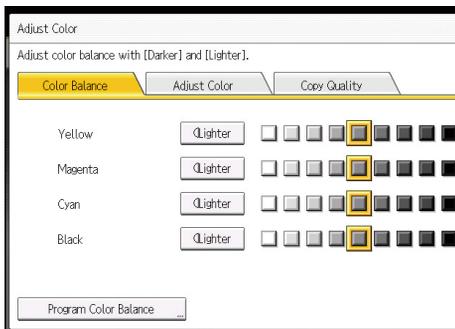
You can store the color balance setting as a color balance program and recall it when you want to use it. For details, see page 103 "Registering the adjusted color balance".

1. Press [Edit / Color].



2. Press [Color].
3. Press [Adjust Color].

#### 4. Adjust the color balance by pressing [Lighter] or [Darker].



#### 5. Press [OK] twice.

##### ↓ Note

- When Auto Clear is done, the [Reset] key is pressed, or the power is turned off, the adjusted settings will be deleted and the initial values will be reset.

### Registering the adjusted color balance

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

You can store up to three programs.

1. Press [Edit / Color].
2. Press [Color].
3. Press [Adjust Color].
4. Adjust the color balance.
5. Press [Program Color Balance].
6. Press [Program].
7. Select a program number.
8. Press [OK] twice.

##### ↓ Note

- If you want to change the registered settings, register them one more time. In this case, the previously registered settings will be overwritten.
- If you select the program number key where  is displayed, the previously registered settings will be overwritten.
- For details about how to adjust the color balance, see page 102 "Color Balance".

## Changing the color balance

---

Changes the settings stored in color balance programs.

1. Press [Edit / Color].
2. Press [Color].
3. Press [Adjust Color].
4. Press [Program Color Balance].
5. Select the program number to be changed.
6. Change the registered settings.
7. Press [Program Color Balance].
8. Press [Program], and then press the program number to be overwritten.
9. Press [Yes].
10. Press [OK] twice.

## Recalling the color balance

---

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

1. Press [Edit / Color].
2. Press [Color].
3. Press [Adjust Color].
4. Press [Program Color Balance].
5. Select the program number you want to use.
6. Press [OK] twice.

### Note

- When Auto Clear is done, the [Reset] key is pressed, or the power is turned off, the adjusted settings will be deleted and the initial values will be reset.

## Deleting the color balance

---

Deletes the settings stored in color balance programs.

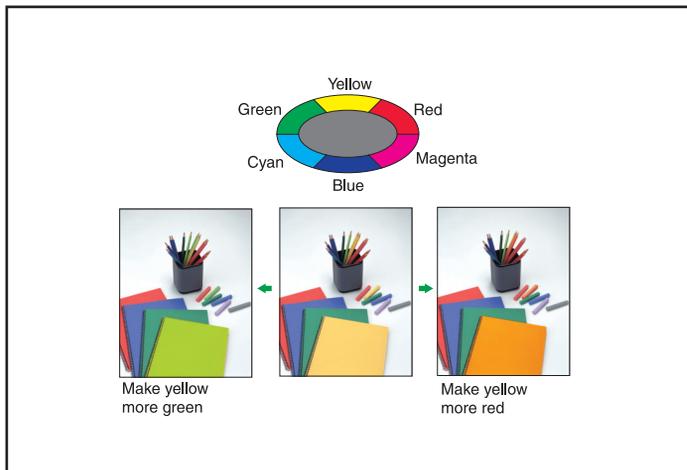
1. Press [Edit / Color].
2. Press [Color].
3. Press [Adjust Color].
4. Press [Program Color Balance].
5. Press [Delete], and then select the program number you want to delete.

6. Press [Yes].
7. Press [OK] twice.

## Color Adjustment

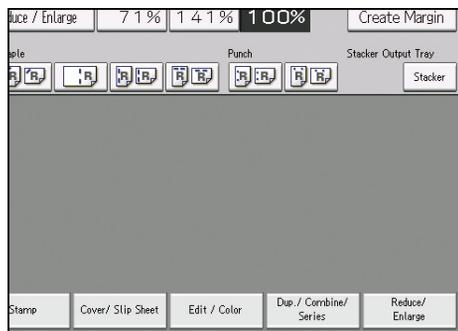
Adjusts the specific colors (yellow, red, magenta, blue, cyan, and green) by mixing them with adjacent colors in the color circle.

You can adjust up to three colors.



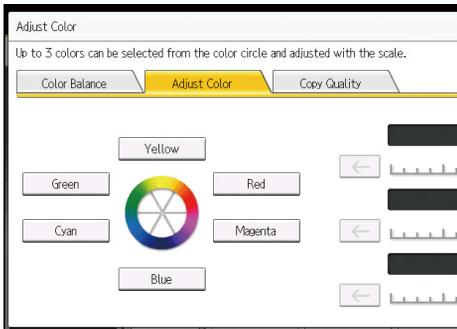
BZH023

1. Press [Edit / Color].



2. Press [Color].
3. Press [Adjust Color].
4. Press [Adjust Color].

**5. Select the colors you want to adjust.**



3

**6. Adjust the color tastes using [←] or [→].**

To adjust two colors or more, repeat Steps 5 to 6.

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

**Note**

- This function cannot be used if [Black & White] is selected. If [Black & White] is selected, select another color mode.
- When Auto Clear is done, the [Reset] key is pressed, or the power is turned off, the adjusted settings will be deleted and the initial values will be reset.

# Registering User Colors

You can register up to 15 user colors made by adjusting the density of yellow, magenta, cyan, and black. You can also name the colors you register, and print out a list of user colors.

You can create colors by:

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

## ↓ Note

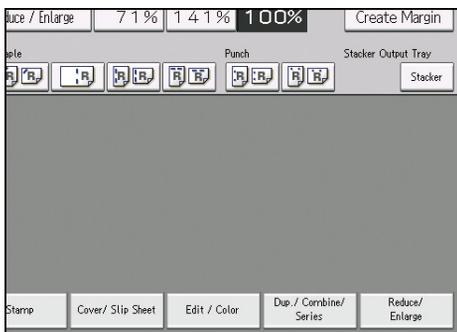
- When copying using user colors, the fine shades might vary depending on the condition of the machine.
- In order to correctly reproduce originals, the values, which have been input, are corrected inside the machine, and copies are made using the best suitable values. This means that the Text setting and the Photo setting may produce slight differences in the color of the printouts.

3

## Adjusting Colors Based on the Selected Color

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

### 1. Press [Edit / Color].

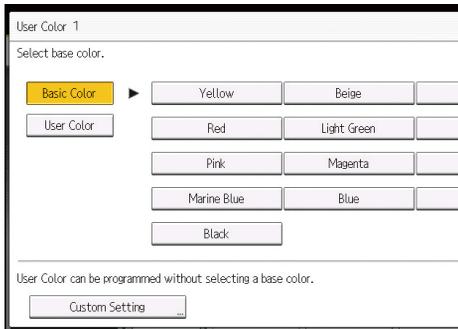


### 2. Press [Color].

### 3. Press [User Color].

### 4. Select the number for the color you want to register.

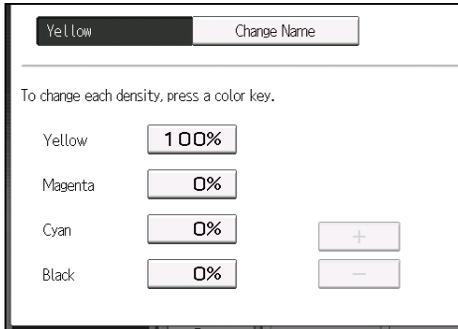
5. Select the color to be used as base color.



3

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

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



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

7. Press [OK] three times.

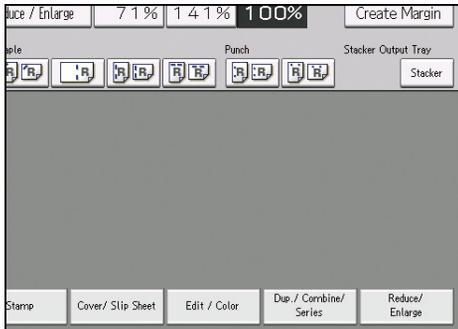
**Note**

- Selecting a user color key that is indicated by a solid line will change (overwrite) the contents of that color.
- User colors should be registered in advance. For details about how to register a user color, see page 107 "Registering User Colors".

## Creating Colors by Specifying the Density of Primary Colors with Number Keys

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

## 1. Press [Edit / Color].



## 2. Press [Color].

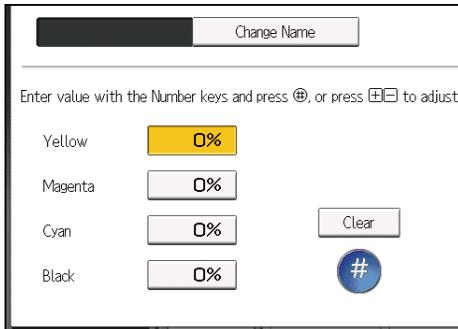
## 3. Press [User Color].

## 4. Select the number for the color you want to register.

## 5. Press [Custom Setting].

## 6. Select the color whose density is to be specified.

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



Repeat Steps 6 to 7 if you want to specify the density of multiple colors.

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

## 8. Press [OK] three times.

### ↓ Note

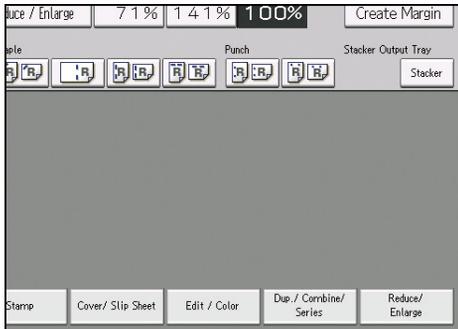
- Selecting a user color key that is indicated by a solid line will change (overwrite) the contents of that color.

---

## Changing the User Color Name

---

1. Press [Edit / Color].



3

2. Press [Color].
3. Press [User Color].
4. Select the number for the color you want to rename.
5. Select the color you want to rename.
6. Press [Change Name].
7. Enter the name of the color, and then press [OK].  
You can enter up to 16 characters.
8. Press [OK] three times.

---

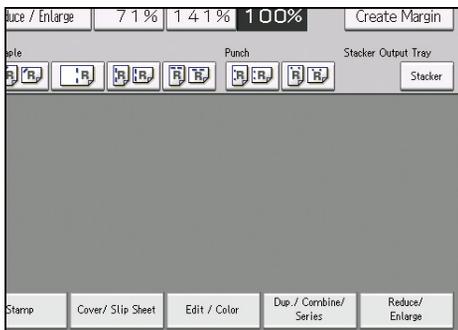
## Deleting User Colors

---

**★ Important**

- You cannot delete colors registered in the program or user colors that are currently being used.

1. Press [Edit / Color].



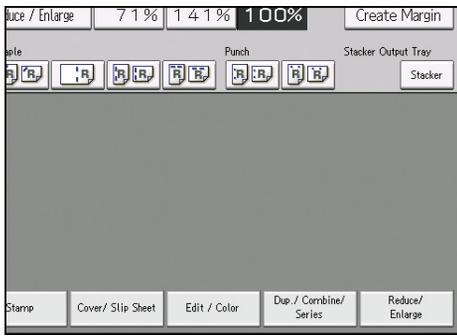
2. Press [Color].

3. Press [User Color].
4. Press [Delete].
5. Select the number of the user color you want to delete.
6. Press [Yes].
7. Press [OK] twice.

## Printing a List of User Colors

3

1. Press [Edit / Color].



2. Press [Color].
3. Press [User Color].
4. Check the copy paper, and then press [Print Sample of User Color].
5. Press [OK] twice.

### ↓ Note

- The list will be copied on an A4 $\square$ , 8<sup>1</sup>/<sub>2</sub> × 11 $\square$ , A3 $\square$ , or 11 × 17 $\square$  sheet.
- The full color counter values will increase.



# 4. Advanced Copying

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

## Adjusting Copy Image Density

There are three types of adjustment available.

### Auto image density

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.

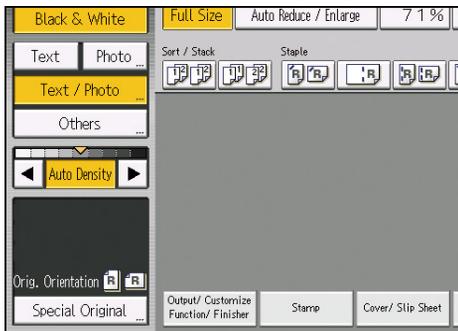
---

## Auto Image Density

---

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.



### Note

- If you want to copy the original so that its background appears, press [Auto Density] to cancel the selection.
- Images that are within 10 mm (0.4 inches) of the edge of the document may appear faded.
- The density of the images in a printout may vary when you copy photos or images pasted to the original.

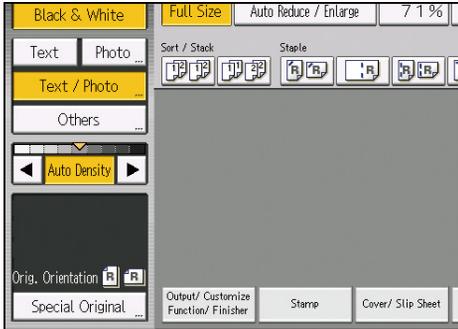
---

## Manual Image Density

---

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

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



2. Press [◀] or [▶] to adjust the image density.

The density indicator "▽" moves.

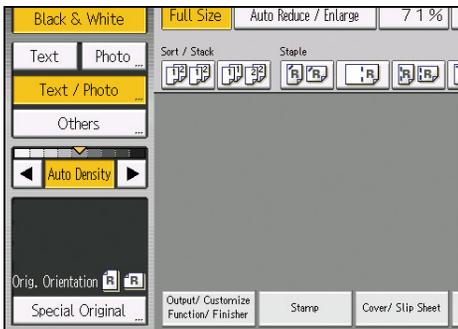
---

## Combined Auto and Manual Image Density

---

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

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



2. Press [◀] or [▶] to adjust the density.

The density indicator "▽" moves.

# Image Adjustment

You can adjust the image of the original according to how you want the printout to appear.

The following five types of image adjustments are available:

## Sharp / Soft

Adjusts the outline of an image.

## Contrast

Adjusts the shades of an image.

## Background Density

Adjusts the background density of an image.

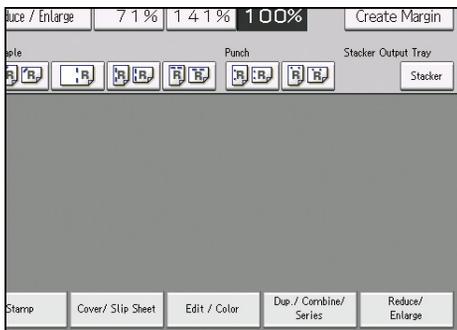
## Adjust U.C.R.

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

## Text / Photo Sensitivity

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

### 1. Press [Edit / Color].

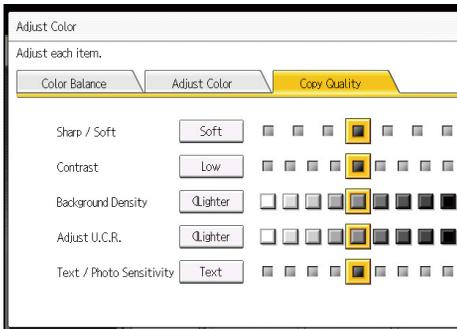


### 2. Press [Color].

### 3. Press [Adjust Color].

### 4. Press [Copy Quality].

5. Adjust the settings.



6. Press [OK] twice.

4

↓ Note

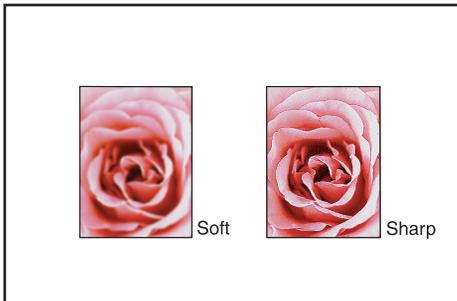
- [Sharp / Soft], [Contrast], and [Background Density] can each be adjusted; however, their adjustments can affect the level of other adjustment functions.
- When Auto Clear is done, the [Reset] key is pressed, or the power is turned off, the adjusted settings will be deleted and the initial values will be reset.

---

## Sharp / Soft

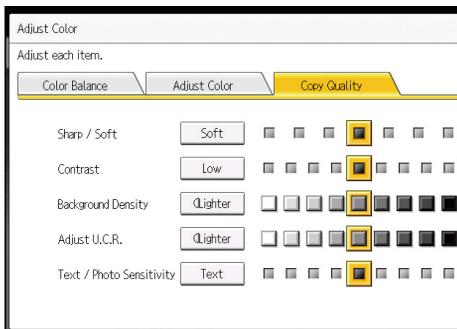
---

Adjusts the outline of an image.



BZH024

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



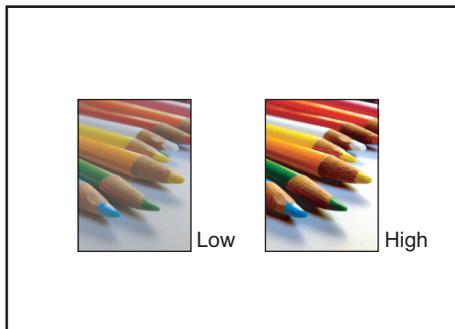
### ↓ Note

- For details about how to adjust the copy quality, see page 115 "Image Adjustment".

4

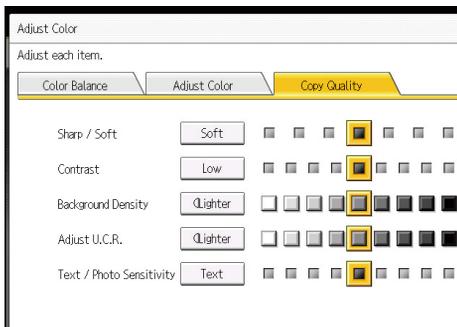
## Contrast

Adjusts the shades of an image.



CKK002

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



### ↓ Note

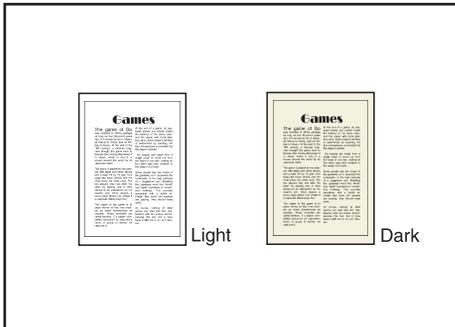
- For details about how to adjust the copy quality, see page 115 "Image Adjustment".

---

## Background Density

---

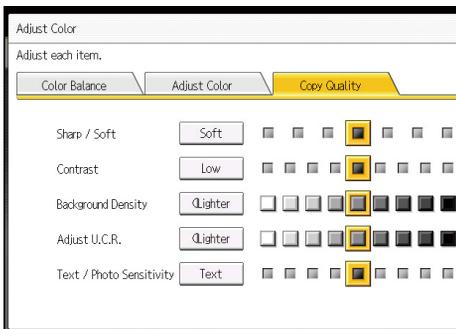
Adjusts the background density of an image.



CKK004

4

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



#### ↓ Note

- Adjustments should be made lighter when copying the following kinds of originals:
  - Dark textured originals such as newspaper or recycled paper
  - Pasted originals
  - Originals with folds
  - Originals with a lot of wrinkles
- Adjustments should be made darker when darkening the color of markers or highlighters. However, as the color of highlighters is difficult to reproduce, the copy might not come out depending on the color or a different color might be copied.
- For details about how to adjust the copy quality, see page 115 "Image Adjustment".

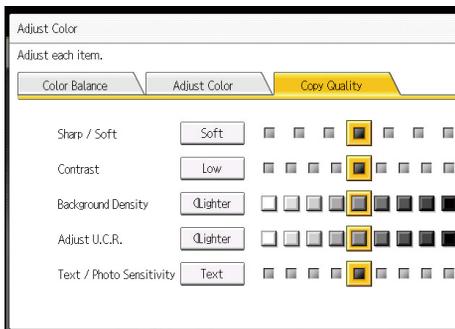
---

## Adjust U.C.R.

---

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

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



#### ↓ Note

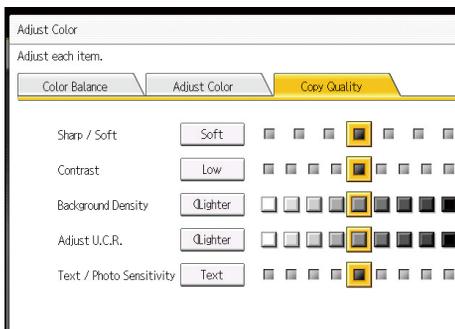
- For details about how to adjust the copy quality, see page 115 "Image Adjustment".

4

## Text / Photo Sensitivity

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

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



#### ↓ Note

- Specify the original type to [Text] when parts of the text are faded or are not clear. Select [Photo] when the outline of photos becomes dark.
- For details about how to adjust the copy quality, see page 115 "Image Adjustment".

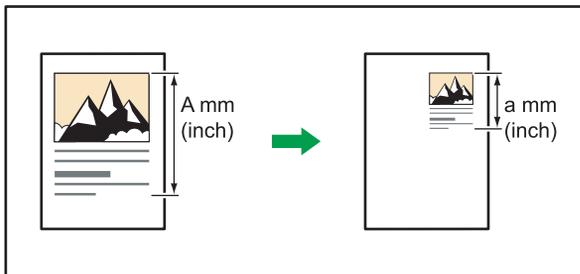
# Advanced Reduce/Enlarge Copying

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

For details about the basic reduce/enlarge copy functions, see page 41 "Reducing or Enlarging Originals".

## Size Magnification

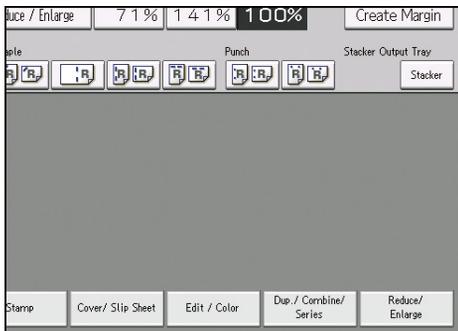
Use this function to calculate a reproduction ratio based on the lengths of the original and copy.



CKN075

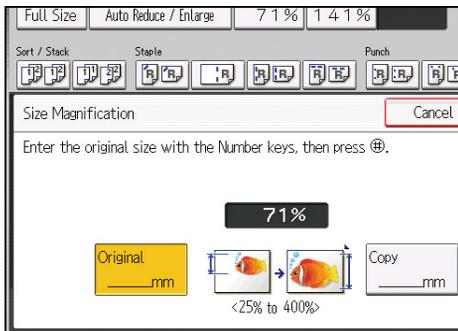
Specify the lengths of the original and copy. The machine selects an enlargement or reduction ratio so that manual calculation is not required.

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



### 2. Press [Size Magnification].

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



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

5. Press [OK] twice.

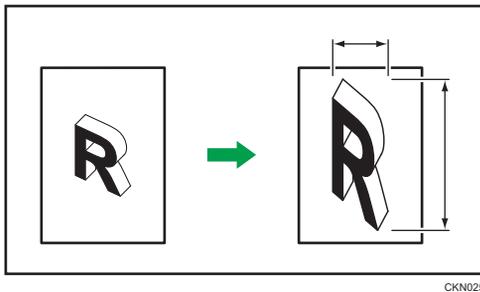
**Note**

- You can enter sizes between 1 to 999 mm (0.1 to 99.9 inches) in increments of 1 mm (0.1 inches).
- The reproduction ratio is between 25 and 400%.
- If the calculated reproduction ratio falls below the minimum reproduction ratio, the calculated reproduction ratio will be adjusted to the minimum ratio. If the reproduction ratio is over the maximum reproduction ratio, it will be adjusted to the maximum ratio. If this happens, with some ratios, parts of the image might not be copied or margins will appear on copies.

## Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

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



CKN025

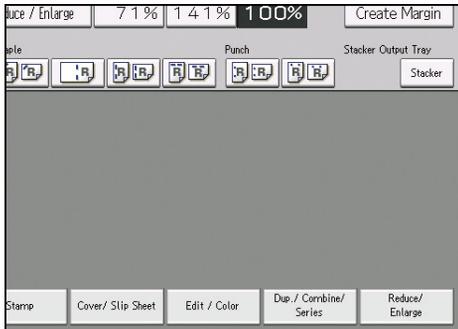
↔: Horizontal

↓: Vertical

To specify a reproduction ratio, enter the ratio using the number keys or specify the ratio with [+ ] or [- ].

This section describes how to enter the ratio using the number keys.

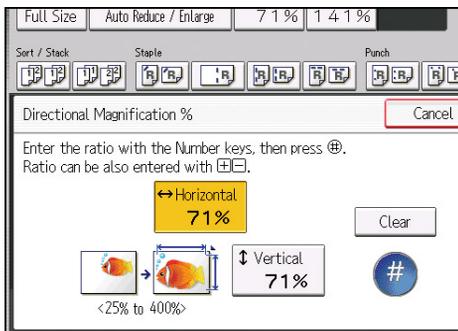
1. Press [Reduce/Enlarge].



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.

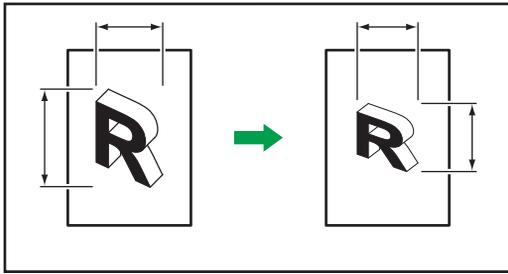
**Note**

- The reproduction ratio is between 25 and 400%.
- When specifying the ratio with [+ ] or [- ], press [Direct. Mag. %], and then press [[+ ][- ] keys]. Pressing [+ ] or [- ] after selecting [Horizontal] or [Vertical] changes the ratio in increments of 1%. Pressing and holding down [+ ] or [- ] changes it in increments of 10%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.

**Directional Size Magnification (mm)  Region A (mainly Europe and Asia)**

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.



CKN026

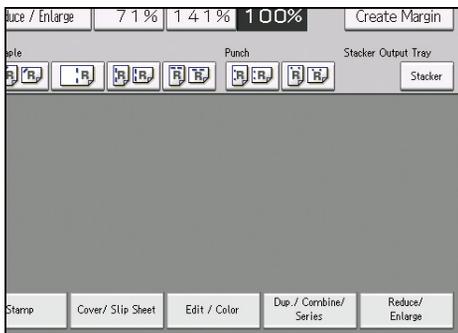
↔: Horizontal length

↓: Vertical length

Specify length and width of the originals and the copies.

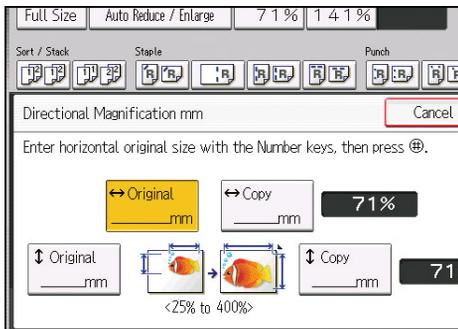
4

### 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

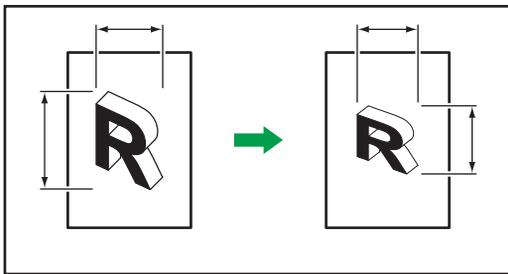
- The reproduction ratio is between 25 and 400%.
- The horizontal and vertical length of an original can be entered in steps of 1 mm. The horizontal length of an original can be 1 to 9999 mm; the vertical length of an original can be 1 to 999 mm. The horizontal and vertical length of copies can also be entered in steps of 1 mm. Both the horizontal and vertical length of copies can be 1 to 999 mm.
- If the calculated reproduction ratio falls below the minimum reproduction ratio, the calculated reproduction ratio will be adjusted to the minimum ratio. If the reproduction ratio is over the maximum reproduction ratio, it will be adjusted to the maximum ratio. If this happens, with some ratios, parts of the image might not be copied or margins will appear on copies.

## 4

## Directional Size Magnification (inch) Region B (mainly North America)

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.



CKN026

↔: Horizontal length

↑↓: Vertical length

Specify length and width of the originals and the copies.

1. Press [Reduce/Enlarge].
2. Press [Dir. Size Mag. inch].
3. Enter the horizontal size of the original with the number keys, and then press [#].
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

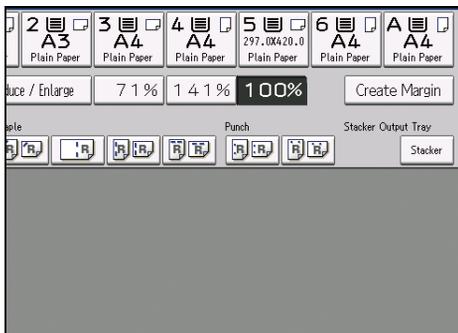
- The reproduction ratio is between 25 and 400%.
- You can enter sizes between 0.1 and 99.9 inches in increments of 0.1 inches.

- If the calculated reproduction ratio falls below the minimum reproduction ratio, the calculated reproduction ratio will be adjusted to the minimum ratio. If the reproduction ratio is over the maximum reproduction ratio, it will be adjusted to the maximum ratio. If this happens, with some ratios, parts of the image might not be copied or margins will appear on copies.

## Create Margin

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

### 1. Press [Create Margin].



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

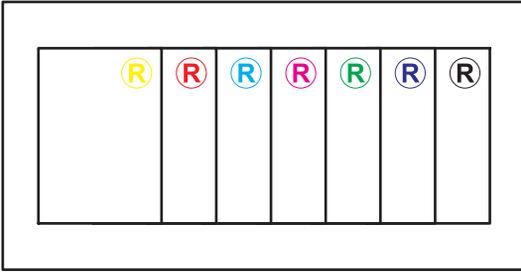
#### ↓ Note

- You can change the ratio for Create Margin under [Reproduction Ratio] in User Tools. For details, see page 221 "Reproduction Ratio".

# Stamps

You can print on each page the printer stamp a preset message, scanned image, date, page number, or alphanumeric characters.

You can select a stamp color from yellow, red, cyan, magenta, green, blue, or black.

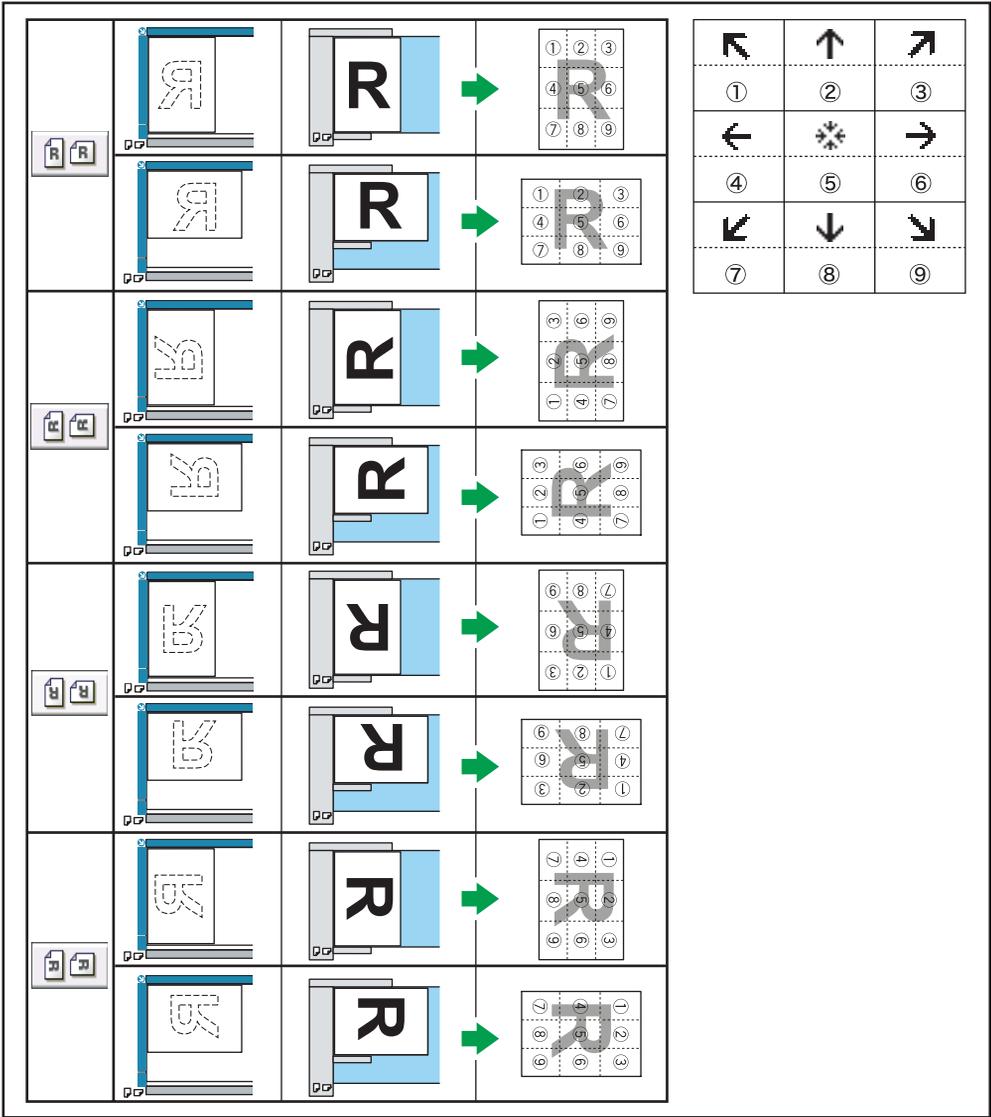


CKN102

4

## Stamp position

Press a key on the screen to select the position in which to stamp the page number or date.



CWR066

In the above table, arrows mean the keys on the screen, and numbers on the illustration mean the positions to be stamped.

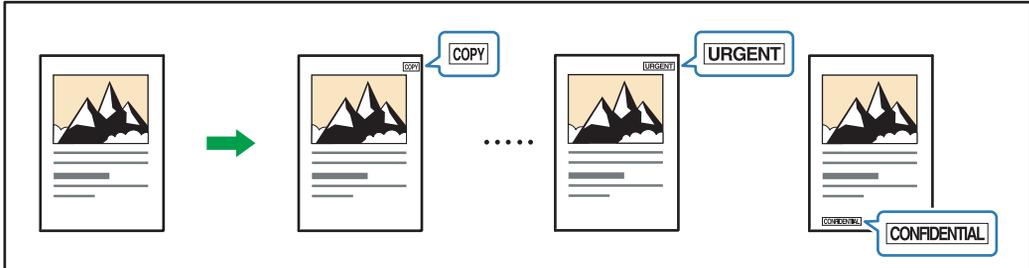
You cannot stamp on positions 4, 5, and 6 in the Date Stamp, Page Numbering, and Stamp Text modes. Also, the default stamp positions differ according to the types of stamps. For details, see page 229 "Stamp".

**Note**

- Specify the orientation of the original according to how you want the printout to appear. For details, see page 9 "Original Orientation".
- When [Full Color] is selected, the full color counter values will increase.

## Preset Stamp

Messages registered in advance, such as "COPY", are stamped on copies.



CKN076

4

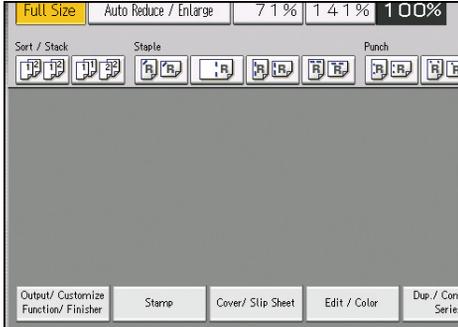
### ★ Important

- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

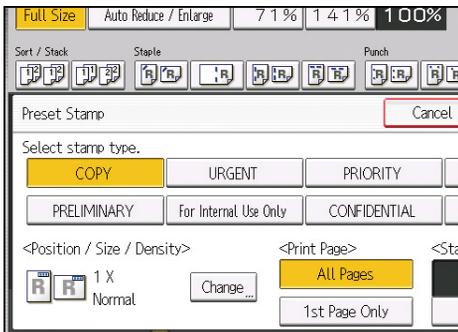
"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

#### 1. Press [Stamp].

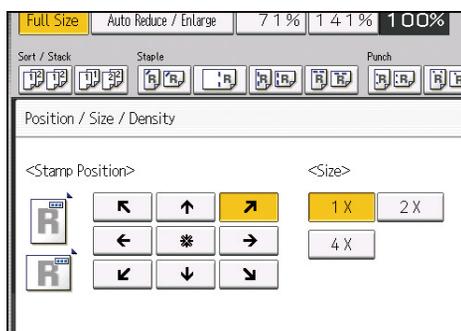


#### 2. Press [Preset Stamp].

#### 3. Select the desired message.



4. Press [Change].
5. Select the stamp position, size, and density, and then press [OK].



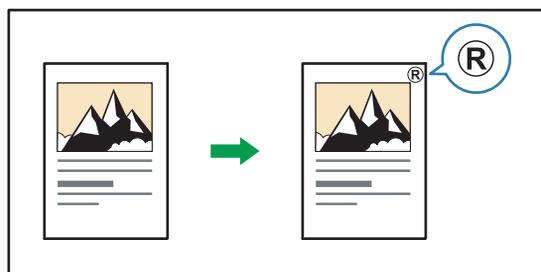
6. Press [All Pages] or [1st Page Only] to select the print page.
7. Press [Stamp Color].
8. Select the stamp color, and then press [OK].
9. Press [OK] twice.

#### ↓ Note

- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.
- You can change the size and pattern of stamps. Depending on the setting, stamp density may change.
- For details about stamp positions, see page 126 "Stamps".
- You can change the settings for Preset Stamp under [Preset Stamp] in User Tools. For details, see page 229 "Preset Stamp".

## User Stamp

Copies a scanned image as a stamp.



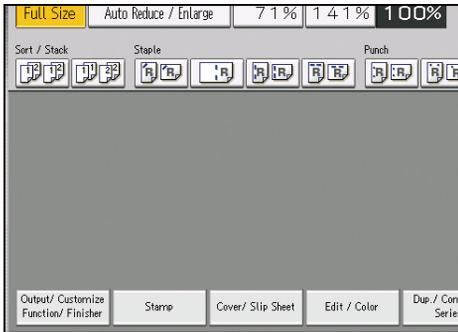
CKN029

Letters or images you use frequently can be registered as a user stamp. For details about how to register a user stamp, see page 131 "Registering a user stamp".

**★ Important**

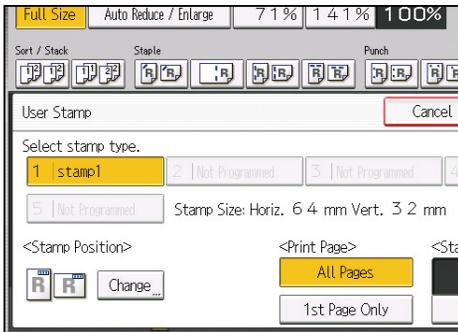
- Only one message can be stamped each time.

**1. Press [Stamp].**



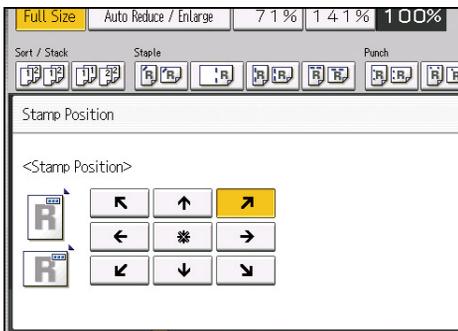
**2. Press [User Stamp].**

**3. Select the stamp you require.**



**4. Press [Change].**

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



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

**7. Press [Stamp Color].**

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

## 9. Press [OK] twice.

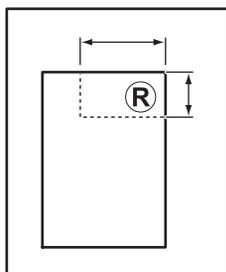
### ↓ Note

- For details about stamp positions, see page 126 "Stamps".
- You can change the settings for User Stamp under [User Stamp] in User Tools. For details, see page 233 "User Stamp".

## Registering a user stamp

User Stamp is used to register an image that is used as a user stamp. Place the original of the image that you want to register as a user stamp on the exposure glass.

The size range for 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 stamp's size exceeds the maximum value of the area (5000 mm<sup>2</sup>, 7.75 inch<sup>2</sup>), it will be automatically corrected to a size that is within the range of the area.



CKN030

↔: Horizontal size

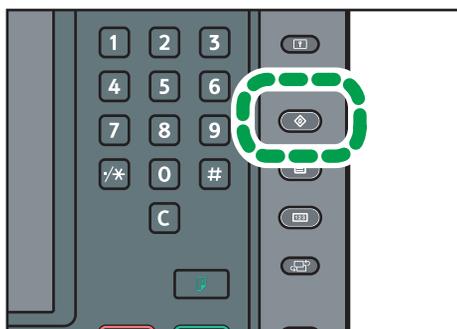
↑↓: Vertical size

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

### ★ Important

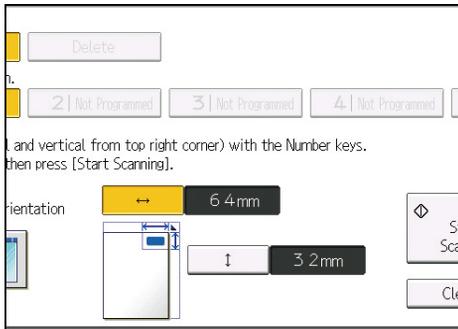
- User stamps will be one color even if the originals were full color.

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



CWW222

2. Press [Copier / Document Server Features].
3. Press [Stamp].
4. Press [User Stamp].
5. Press [Program / Delete Stamp].
6. Press the stamp number you want to program.
7. Enter the user stamp name (up to 10 characters) with the letter keys, and then press [OK].
8. Enter the horizontal size of the stamp with the number keys, and then press [#].



9. Press [↓] (Vertical).
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].
12. Press the [User Tools] key.

**Note**

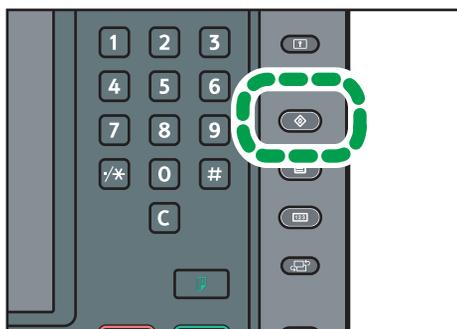
- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].
- You cannot restore the overwritten stamp.
- Stamp numbers with ↺ already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".
- For details about how to enter text, see "Entering Text", Getting Started.

### Deleting the user stamp

Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

1. Press the [User Tools] key.



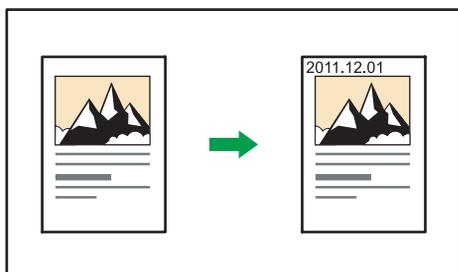
CWW222

2. Press [Copier / Document Server Features].
3. Press [Stamp].
4. Press [User Stamp].
5. Press [Program / Delete Stamp].
6. Press [Delete], and then press the stamp number you want to delete.
7. Select [Yes].
8. Press the [User Tools] key.

4

## Date Stamp

Use this function to print dates on your copies.



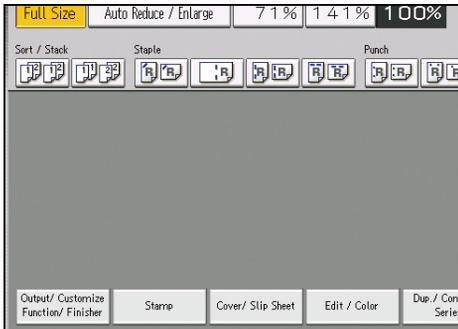
CKN031

### Date stamp formats

You can select from the following styles:

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

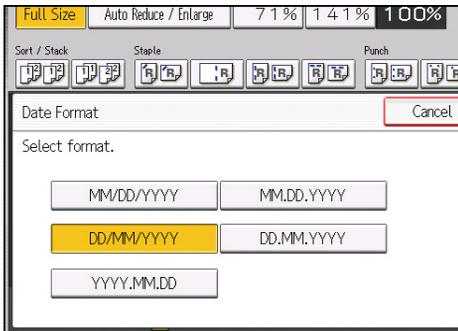
1. Press [Stamp].



2. Press [Date Stamp].

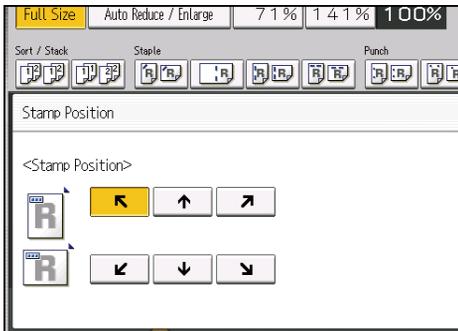
3. Press [Change Format].

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



5. Press [Change].

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



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

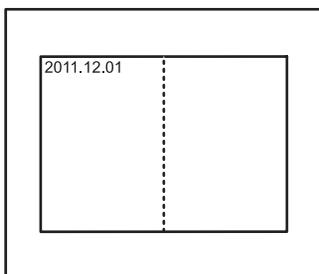
8. Press [Stamp Color].

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

10. Press [OK] twice.

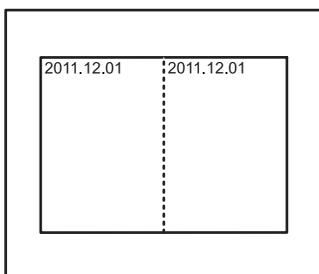
**Note**

- When Date Stamp is used with the Combine function or a bookbinding function such as Booklet, the date stamp is printed as follows:
  - With the Combine function



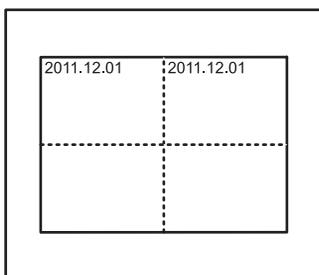
CKN032

- With the Magazine or Booklet function



CKN033

- With Magazine & Combine or Booklet & Combine function

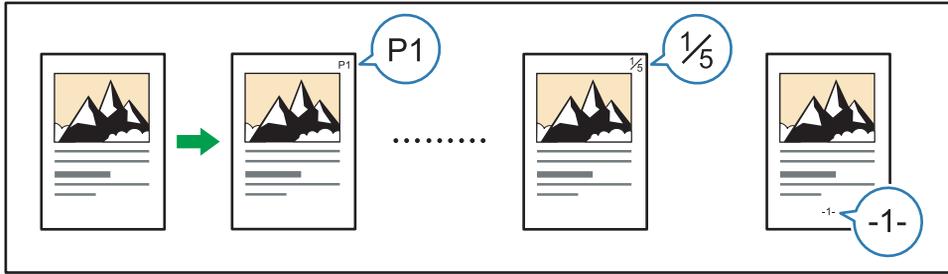


CKN088

- For details about stamp positions, see page 126 "Stamps".
- You can change the settings for Date Stamp under [Date Stamp] in User Tools. For details, see page 236 "Date Stamp".

## Page Numbering

Use this function to print page numbers on your copies.



### Page number formats

There are six formats available for page numbering.

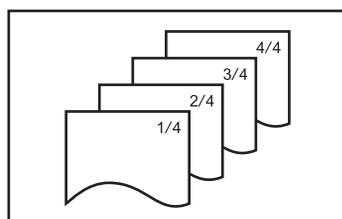
- P1,P2...
- 1/5,2/5...
- -1-,-2-...
- P.1,P.2...
- 1,2...
- 1-1,1-2...

### Items

In the Page Numbering function, specify the following items. Items to specify differ according to the format you select.

- First Printing Page  
Enter the number of the page from which printing starts.
- First Printing Number  
Enter the number of the page from which page numbering starts.
- Last Number  
Enter the number of the page at which page numbering ends. For example, if you want to print 7 pages only, enter "7" for [Last Number]. Normally, you do not need to enter the number.
- Total Pages  
Enter the total number of the pages of the original. Specify this item when selecting [1/5,2/5...] as the format.
- First Chapter No.  
Enter the number of the chapter from which chapter numbering starts. Specify this item when selecting [1-1,1-2...] as the format.

For example, when you select [1/5,2/5...] as the page numbering format and specify "1" in [First Printing Number] and "4" in [Total Pages], it is printed in the order of  $\frac{1}{4}$ ,  $\frac{2}{4}$ ,  $\frac{3}{4}$ , and  $\frac{4}{4}$ .

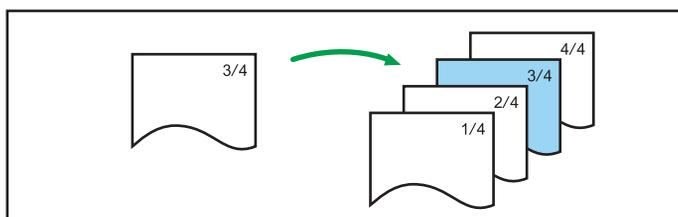


CJF007

Refer to the following examples when entering items.

### Replacing a copy with a printed page number with new one

If you select [1/5,2/5...] as a format and want to replace the third page of 4 pages, enter "3" in [First Printing Number] and "4" in [Total Pages].



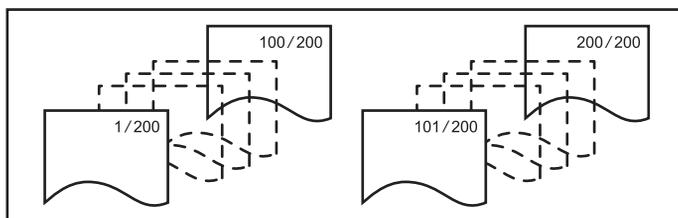
CJF008

4

### Copying a large number of originals by dividing them into parts

If you select [1/5,2/5...] as a format and copy 200 pages of originals but only 100 pages can be loaded in the ADF, copy them by dividing in half. To make page numbers of copies stay in serial order by performing the following procedure.

1. Place the first 100 pages of the original in the ADF.
2. Enter "200" in [Total Pages], and then copy them.
3. Place the other 100 pages in the ADF.
4. Enter "101" in [First Printing Number] and "200" in [Total Pages], and then copy them.



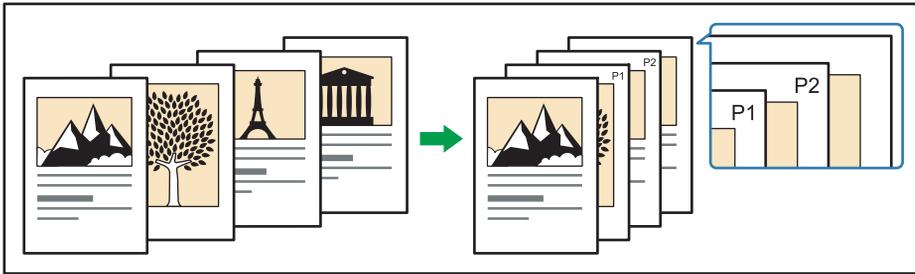
CJF009

### Printing page numbers except first and last pages (printing "1" on the second page)

If you do not want the page numbers printed on the first and last pages of copies, specify the following three items.

- In [First Printing Page], enter "2".
- In [First Printing Number], enter "1".

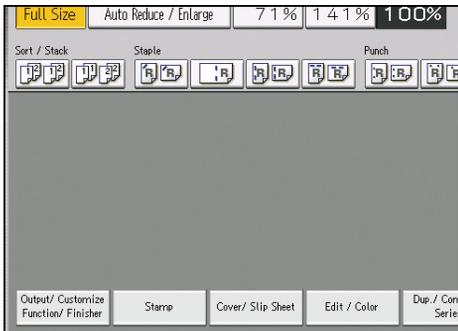
- In [Last Number], enter a number that is two less than the total original pages.



CKN039A

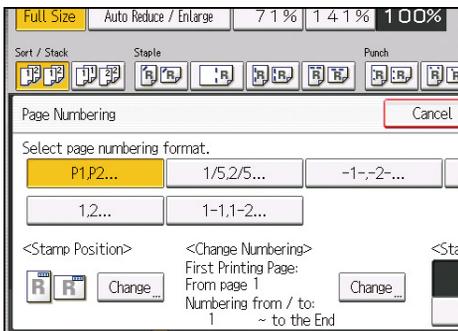
### 1. Press [Stamp].

4



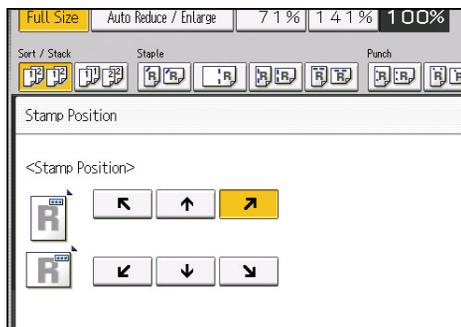
### 2. Press [Page Numbering].

### 3. Select the page numbering format.



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

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



6. Press [Change] under [Change Numbering].

7. Specify the items displayed on the screen as necessary, and then press [OK].

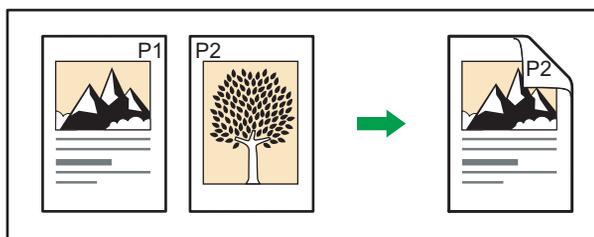
8. Press [Stamp Color].

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

10. Press [OK] twice.

**Note**

- If you combine this function with the Duplex (Top to Top) function and select [P1,P2...] or [1/5,2/5...], page numbers on the back are printed as follows:

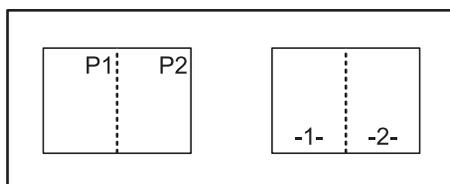


CKN038

- When Page Numbering is used with the Combine function or bookbinding function such as Booklet, page numbers are printed as follows:

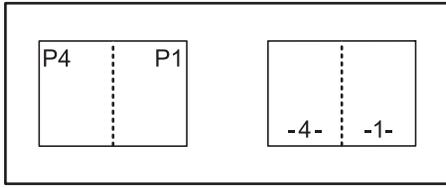
- [Per Original] is selected in [Page Numbering in Combine]:

With the One-sided Combine or Two-sided Combine function



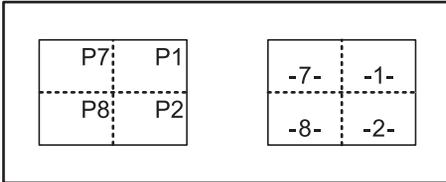
CKN035

With the Magazine or Booklet function



CKN036

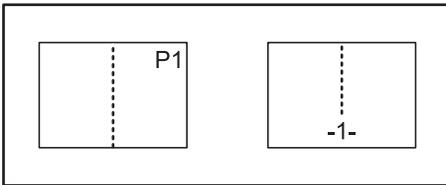
With Magazine & Combine or Booklet & Combine function



CKN089

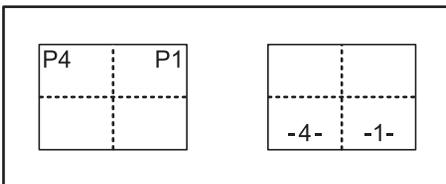
- [Per Copy] is selected in [Page Numbering in Combine]:

With the One-sided Combine or Two-sided Combine function



CKN037

With Magazine & Combine or Booklet & Combine function

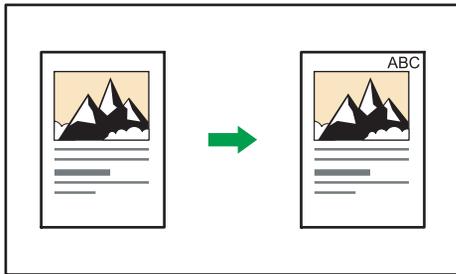


CKN090

- For details about stamp positions, see page 126 "Stamps".
- You can change the settings for Page Numbering under [Page Numbering] in User Tools. For details, see page 239 "Page Numbering".
- You can change the stamp position if Combine or Duplex is specified for use with this function under [Duplex Back Page Stamping Position] or [Page Numbering in Combine] in User Tools. For details about these settings, see page 239 "Page Numbering".

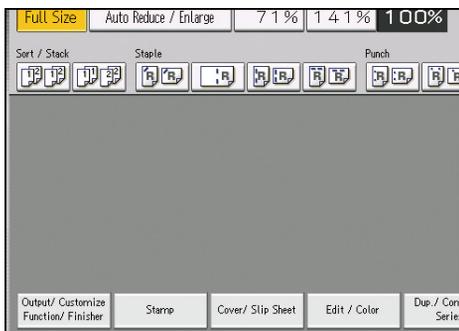
## Stamp Text

You can enter text to use as a stamp.



CKN077

### 1. Press [Stamp].



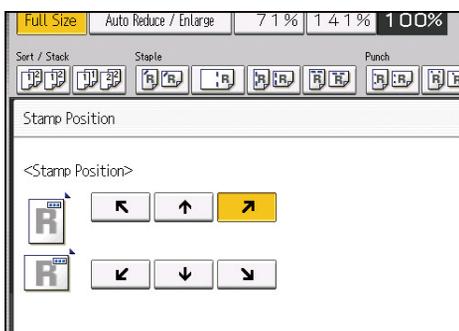
### 2. Press [Stamp Text].

### 3. Press [Change Text].

### 4. Enter stamp text, and then press [OK].

### 5. Press [Change].

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



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

### 8. Press [Stamp Color].

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

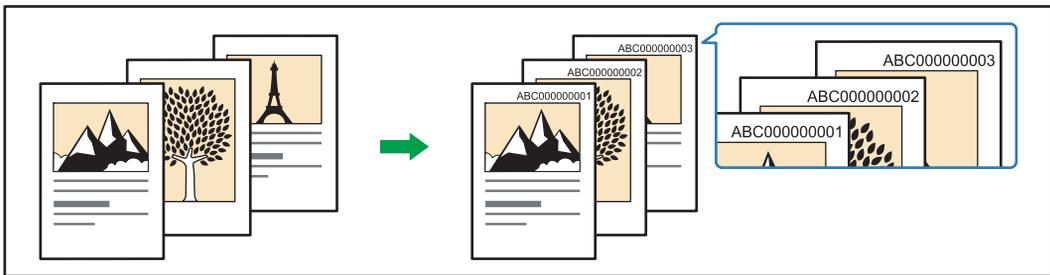
### 10. Press [OK] twice.

### ↓ Note

- You can enter up to 64 characters.
- When Auto Clear is done, the [Reset] key is pressed, or the power is turned off, the text is cleared. To save the typed text, you can register them in a program. For details about programs, see "Registering Frequently Used Functions", Convenient Functions.
- Depending on the stamp position, parts of the text might not be copied.
- For details about stamp positions, see page 126 "Stamps".
- For details about how to enter text, see "Entering Text", Getting Started.
- You can change the settings for Stamp Text under [Stamp Text] in User Tools. For details, see page 242 "Stamp Text".

## 4

## Printing text and serial numbers

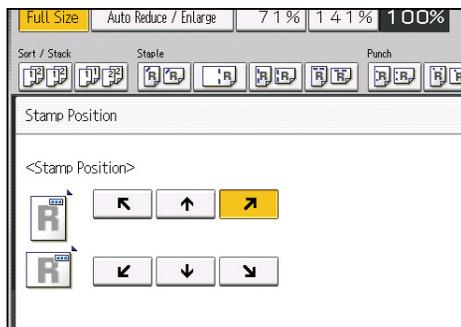


CKN091

Before using this function, select [On] under [Change Job Serial No. for First Job] in User Tools. For details, see page 242 "Stamp Text".

1. Press [Stamp].
2. Press [Stamp Text].
3. Press [Change Text].
4. Enter stamp text, and then press [OK].
5. Press [Change Start No.].
6. Enter a number from which to start numbering, and then press [#].
7. Press [OK].
8. Press [Change].

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



10. Press [Stamp Color].

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

12. Press [OK] twice.

**Note**

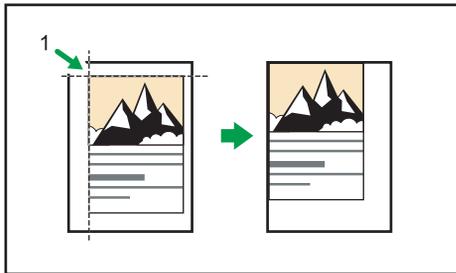
- Stamps may consist of up to 55 alphanumeric characters and symbols, and a numeric series of up to 9 digits for a total of 64 characters.
- The number is displayed in nine digits. If you enter "1", the number is printed as "000000001".
- When Auto Clear is done, the [Reset] key is pressed, or the power is turned off, the text is cleared and the next number in the sequence is displayed.
- This function cannot be used for the Job Preset or Interrupt Copy function. Also, this function cannot be used to print stored documents.
- If this function is used with the Combine function, a print image may differ according to the [Page Numbering in Combine] settings under [Page Numbering]. For details, see page 135 "Page Numbering".
- For details about Stamp Text, see page 140 "Stamp Text".

# Advanced Copier Functions

This section describes the machine's advanced copy functions.

## Scan Position

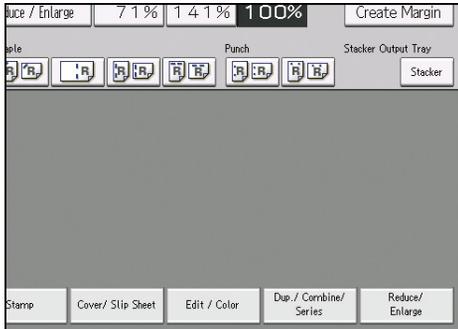
You can move the scanning position of originals.



CNP021

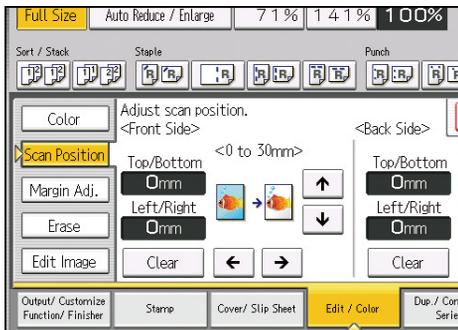
1. Point from which the machine begins scanning

1. Press [Edit / Color].



2. Press [Scan Position].

3. Specify the scanning position for the front side of the original.



#### 4. Specify the scanning position for the back side of the original.

This value is valid only when you are copying two-sided originals.

If you do not need to specify the scanned position of the back side of the original, proceed to Step 5.

#### 5. Press [OK].

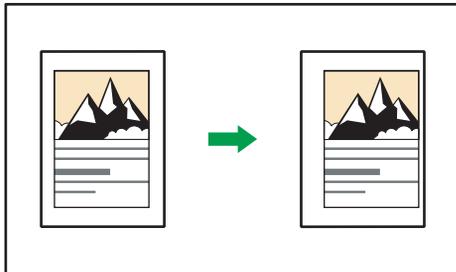
##### ↓ Note

- You can move the scanning position up to 30 mm (1.2 inches) in 1 mm (0.1 inches) increments upward, downward, to left and to right.
- Press [↓] and [↑] to specify the top or bottom position. Press [←] and [→] to specify the left or right position.
- If you are copying one-sided originals with duplex printing enabled, odd pages will be printed using the scanning position specified for the front sides of originals, and even pages will be printed using the scanning position specified for the back sides of originals.

4

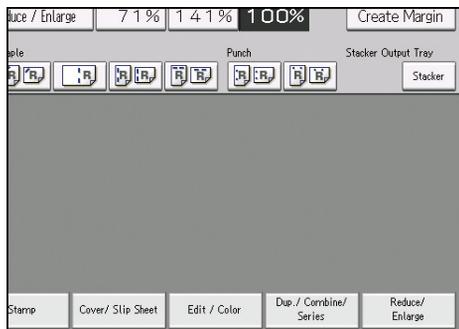
## Margin Adjustment

Copies an original so that a binding margin is created.



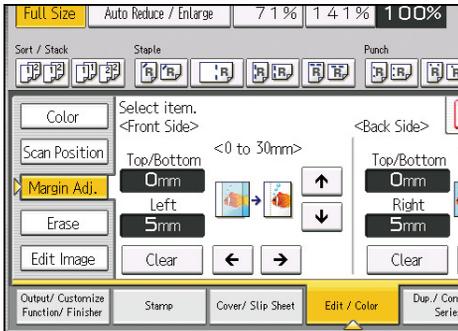
CKN040

#### 1. Press [Edit / Color].



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

**3. Specify a binding margin for the front side pages.**



**4. Specify a binding margin for the back side pages.**

Margin on the back side of the page is valid when [1 Sided → 2 Sided] or [Combine 2 Sides] is selected.

If you do not need to specify the margins for the back side pages, proceed to Step 5.

**5. Press [OK].**

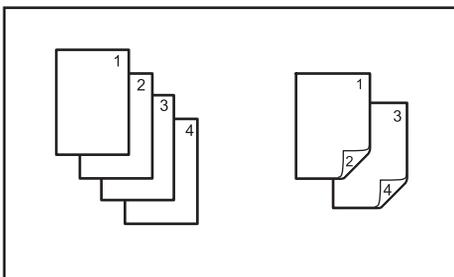
**Note**

- You can specify the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inches) increments.
- Press [↓] and [↑] to specify the top or bottom position. Press [←] and [→] to specify the left or right position.
- If you specify a binding margin that is too wide, part of the image may not be copied.
- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.
- You can change the settings for Margin Adjustment under [Edit] in User Tools. For details, see page 223 "Edit".

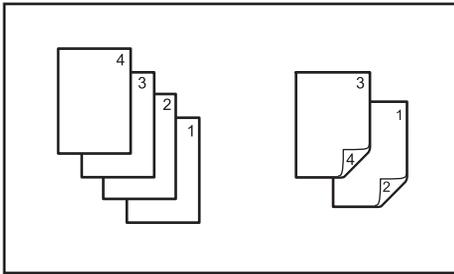
**Reverse Ejection**

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

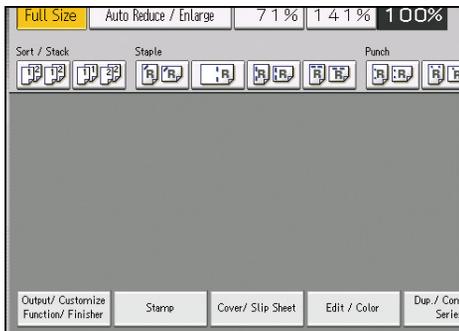
**Face down (same order as original)**



CNP022

**Face up (reverse order of original)**

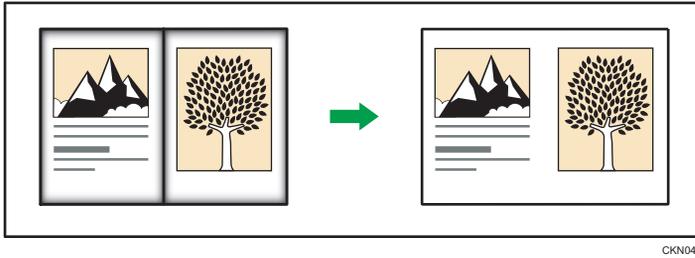
CNP023

**1. Press [Output/ Customize Function/ Finisher].****2. Press [Output/ Cstmz.].****3. Press [Rvrse Eject: FaceUp/Dn].****4. Press [OK].****Note**

- The paper weight that can be used with this function is 52.3–360.0 g/m<sup>2</sup> (14.0 lb. Bond–198.0 lb. Index).
- You cannot use the following copy paper with this function:
  - Translucent paper
  - Label Paper (adhesive labels)
  - Envelope
  - Magnet paper
  - Clear file folder
- Tab stock is delivered face down regardless of its paper weight.

**Erase Center / Border**

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



This function has the following three types:

### Erase Border

Erases the edge margin of the original image.

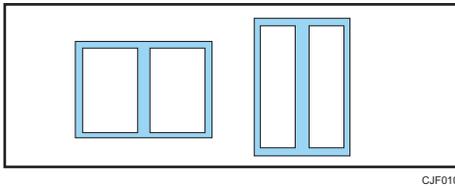
### Erase Center

Erases the center margin of the original image.

### Erase Center/ Border

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

Erases the edge margins and center part of originals regardless of original orientation.



You can change the width of the erased part in a range from 2 to 99 mm (0.1 to 3.9 inches).

### Note

- To erase the image on the back side of the original, press [2 Sided Setting], and then [Back Side]. Erasing the image on the back side is valid when you copy two-sided originals.
- The width of the erased margin varies depending on the reproduction ratio.
- You can change the settings for the erase width under [Edit] in User Tools. For details, see page 223 "Edit".

### Erase Border

Erases the edge margin of the original image.

There are two types in the Erase Border mode.

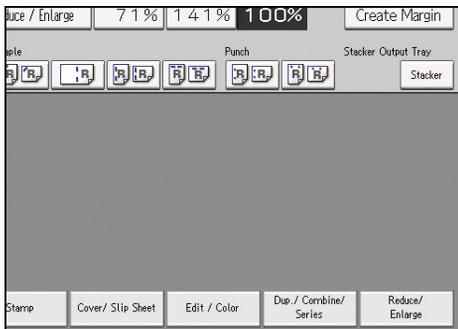
#### Same Width

Erase the same width of edge margins of the original image.

#### Different Width

Erase the edge margins of the original image at different widths.

## 1. Press [Edit / Color].



## 2. Press [Erase].

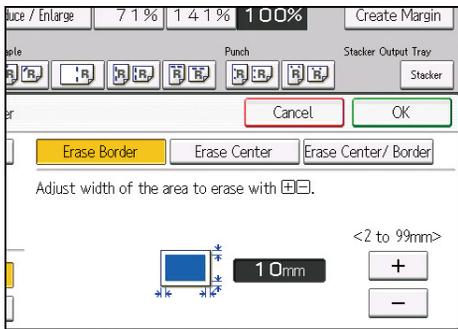
## 3. Press [Erase Center / Border].

## 4. Make sure that [Erase Border] is selected.

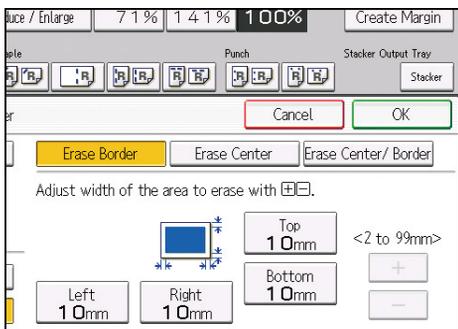
## 5. Select [Same Width] or [Different Width].

## 6. Specify an erase border width with [+ ] and [ - ].

If [Same Width] is selected in Step 5:



If [Different Width] is selected in Step 5:



Press the key that you want to change, and then specify a new value.

## 7. Press [OK] twice.

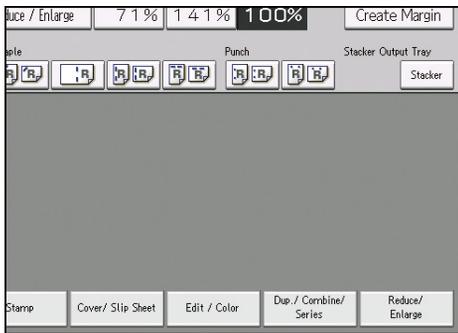
**Note**

- Pressing **[+]** or **[-]** changes the width in increments of 1 mm (0.1 inches). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

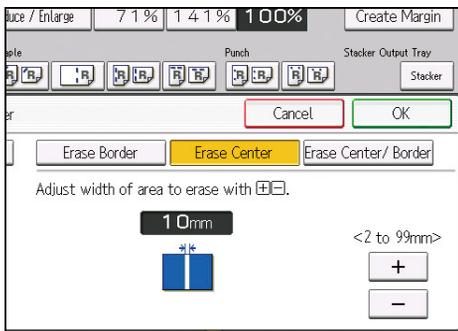
### Erase Center

Erases the center margin of the original image.

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



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



Pressing **[+]** or **[-]** changes the width in increments of 1 mm (0.1 inches). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

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

### Erase Center/ Border

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

There are two types in the Erase Center/ Border mode.

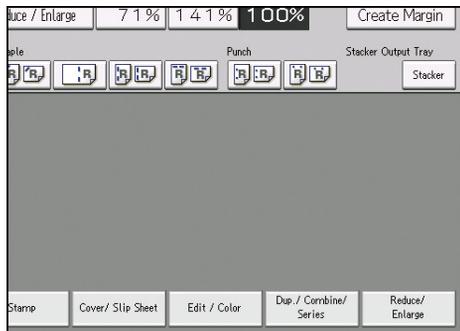
### Same Width

Erase the same width of edge margins of the original image. However, only the center part of originals can be erased at a different width from the edge.

### Different Width

Erase the edge margins and center part of the original image at different widths.

#### 1. Press [Edit / Color].



#### 2. Press [Erase].

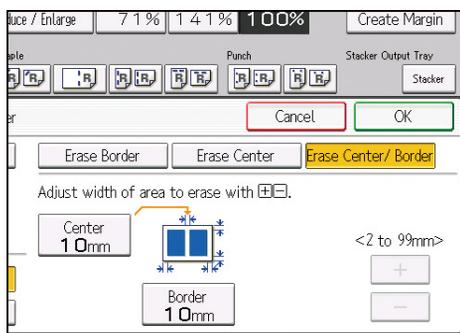
#### 3. Press [Erase Center / Border].

#### 4. Press [Erase Center/ Border].

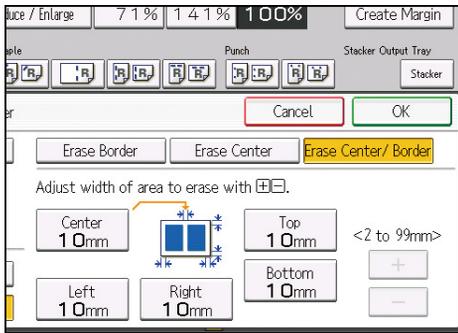
#### 5. Select [Same Width] or [Different Width].

#### 6. Press the key you want to change, and then specify an erase width with [+ ] and [ - ].

If [Same Width] is selected in Step 5:



If [Different Width] is selected in Step 5:



Press the key that you want to change, and then specify a new value.

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

**Note**

- Pressing [**+**] or [**-**] changes the width in increments of 1 mm (0.1 inches). Pressing and holding down the relevant key changes the width in increments of 10 mm (1 inch).

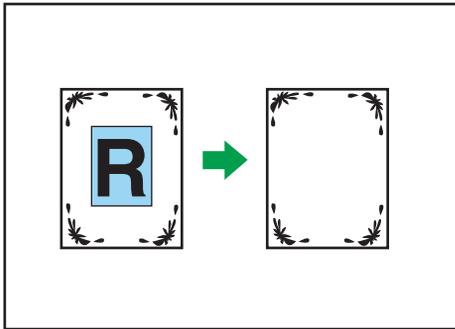
---

## Erase Inside

---

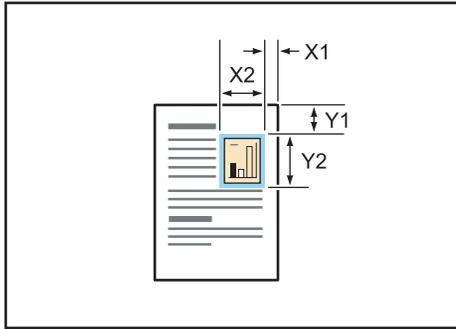
Use this function to copy the original while erasing a specified area.

You can specify the area to erase according to the original you are copying.



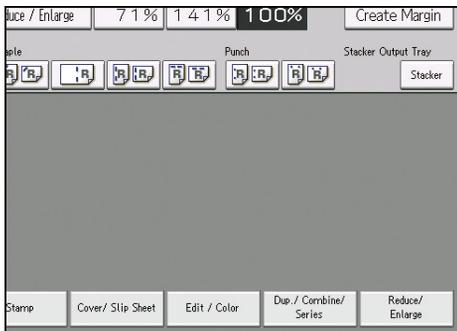
CNP025

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.

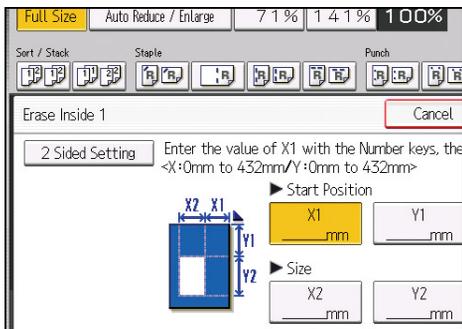


CNP024

1. Specify the base point of the area (X1, Y1) and the size of the area (X2, Y2).  
Each value can be specified in a range from 0 to 432 mm (0.0 to 17.0 inches).
2. Press [Edit / Color].



3. Press [Erase].
4. Select one of the areas from [Erase Inside 1] to [Erase Inside 5].
5. Enter the length of [X1] with the number keys, and then press [#].



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

**8. Enter the length of [Y2] with the number keys, and then press [#].**

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

Erasing the image on the back side is valid when you copy two-sided originals.

**9. Press [OK].**

To specify multiple areas, repeat Steps 4 to 9.

**10. Press [OK].****Note**

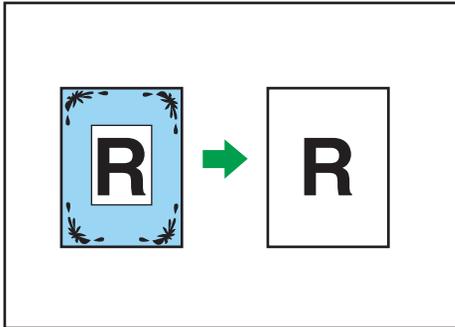
- By combining [Erase Inside 1]–[Erase Inside 5], you can erase up to five areas at the same time.

## 4

**Erase Outside**

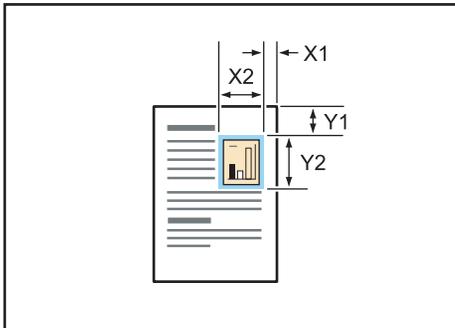
Use this function to copy the original while erasing outside of a specified area.

You can specify the area to erase according to the original you are copying.



CNP026

To specify the area you do not 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.

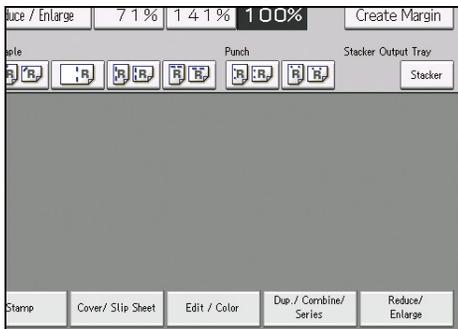


CNP024

**1. Specify the base point of the area (X1, Y1) and the size of the area (X2, Y2).**

Each value can be specified in a range from 0 to 432 mm (0.0 to 17.0 inches).

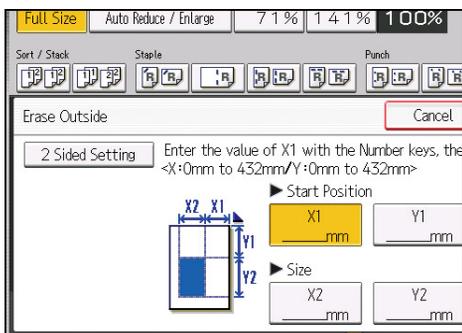
## 2. Press [Edit / Color].



## 3. Press [Erase].

## 4. Press [Erase Outside].

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



## 6. Enter the length of [Y1] with the number keys, and then press [#].

## 7. Enter the length of [X2] with the number keys, and then press [#].

## 8. Enter the length of [Y2] with the number keys, and then press [#].

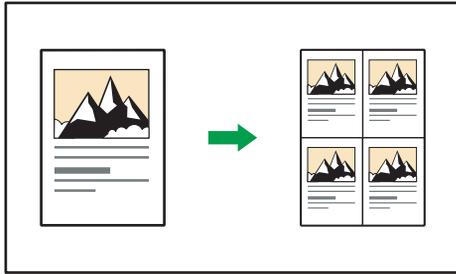
If you want to erase the image on the back side of the original, press [2 Sided Setting], and then press [Back Side].

Erasing the image on the back side is valid when you copy two-sided originals.

## 9. Press [OK] twice.

## Image Repeat

The original image is copied repeatedly.



CKN042

There are two ways to specify an image to be repeated.

### Whole Area Repeat

Repeatedly copies the entire image.

### Specified Area Repeat

Repeatedly copies a specified area of the image.

#### ↓ Note

- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.
- You can change the settings for Image Repeat under [Edit] in User Tools. For details, see page 223 "Edit".

### Whole Area Repeat

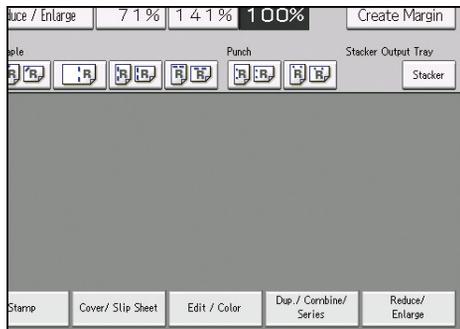
Repeatedly copies the entire image.

The number of repeated images depends on the original size, paper size, and reproduction ratio. For example, see the following tables:

Original sizes → paper sizes	4 repeats (71%)	16 repeats (35%)
A5 → A4		
A5 → A4		
5 1/2 × 8 1/2 → 8 1/2 × 11		
5 1/2 × 8 1/2 → 8 1/2 × 11		

Original sizes → paper sizes	2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
A5 → A4			
A5 → A4			
5 1/2 × 8 1/2 → 8 1/2 × 11			
5 1/2 × 8 1/2 → 8 1/2 × 11			

## 1. Press [Edit / Color].



## 2. Press [Edit Image].

## 3. Press [Image Repeat].

## 4. Make sure that [Whole Area] is selected, and then press [OK].

## 5. Press [OK].

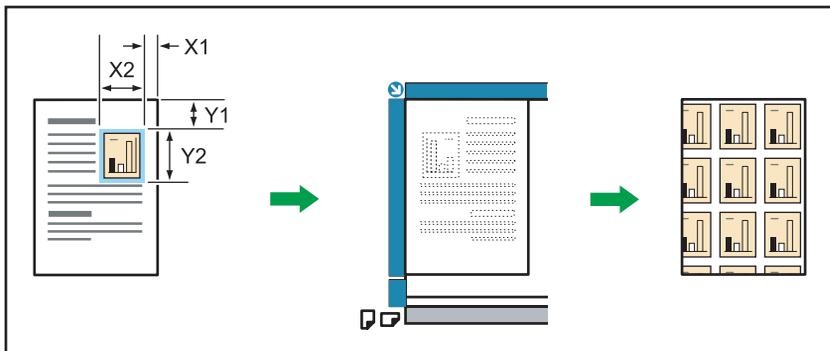
## 6. Select the size of copy paper and the reproduction ratio.

4

## Specified Area Repeat

Repeatedly copies a specified portion of the image.

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



CKN043

The values are entered as follows:

X1: 0–412 mm (0.0–16.2 inches)

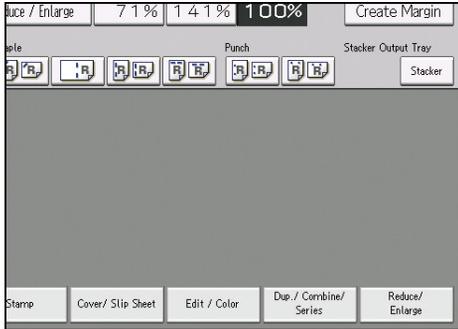
X2: 20–432 mm (0.8–17.0 inches)

Y1: 0–277 mm (0.0–10.8 inches)

Y2: 20–297 mm (0.8–11.6 inches)

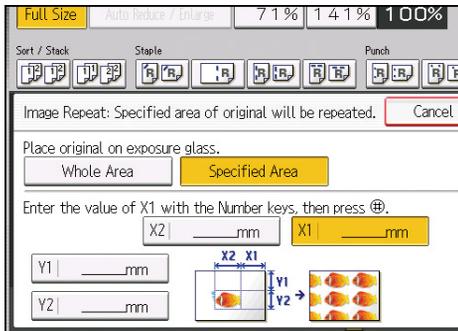
**★ Important**

- You cannot use this function from the ADF.
1. Measure the length from the base point to the area that you want to copy repeatedly (X1, Y1) and the length and width of the area (X2, Y2).
  2. Press [Edit / Color].



4

3. If [Margin Adj.] is selected, press [Margin Adj.] to cancel it.
4. Press [Edit Image].
5. Press [Image Repeat].
6. Press [Specified Area].
7. Enter the length of [X1] with number keys, and then press [#].



8. Enter the length of [Y1] with the number keys, and then press [#].
9. Enter the length of [X2] with the number keys, and then press [#].
10. Enter the length of [Y2] with the number keys, and then press [#].
11. Press [OK] twice.
12. Select the size of copy paper and the reproduction ratio.

## Double Copies

One original image is copied twice on one sheet.



CKN044

The following original size cannot be detected properly on the exposure glass:

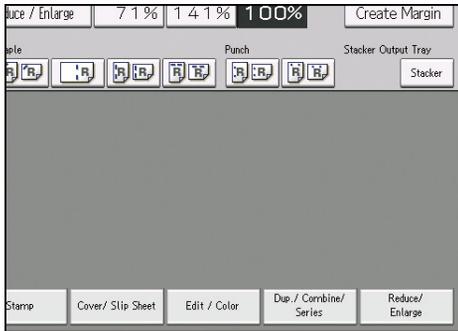
-  **Region A** (mainly Europe and Asia)  
 A5☐, B6 JIS☐, 11 × 17☐, 8<sup>1</sup>/<sub>2</sub> × 11☐☐
-  **Region B** (mainly North America)  
 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐, 10 × 14☐, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, A3☐, A4☐☐

If your originals are one of the above sizes, be sure to manually select the copy paper or place the originals in the ADF.

See the following table for original and copy paper sizes when using a 100% ratio:

Original size and orientation	Copy paper size and orientation
A5☐	A4☐
B6 JIS☐	B5 JIS☐
A4☐	A3☐
A5☐	A4☐
B5 JIS☐	B4 JIS☐
B6 JIS☐	B5 JIS☐
5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	8 <sup>1</sup> / <sub>2</sub> × 11☐
5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	8 <sup>1</sup> / <sub>2</sub> × 11☐
8 <sup>1</sup> / <sub>2</sub> × 11☐	11 × 17☐

1. Press [Edit / Color].



2. Press [Edit Image].

3. Press [Double Copies].

4. Press [OK].

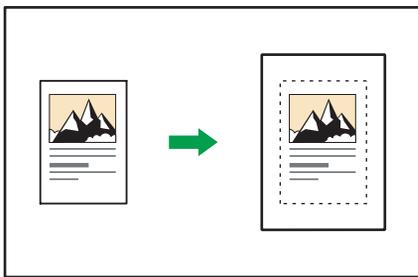
5. Select the paper size.

**Note**

- You can change the settings for Double Copies under [Edit] in User Tools. For details, see page 223 "Edit".

## Centering

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



CKN045

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

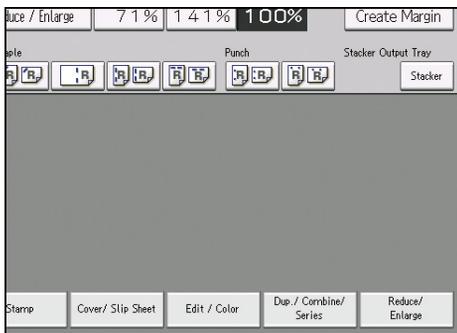
**Region A (mainly Europe and Asia)**

Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, A5, 8 1/2 × 13
ADF	A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 11 × 17, 8 1/2 × 11, 8 1/2 × 13

 Region **B** (mainly North America)

Original location	Original size and orientation
Exposure glass	11 × 17 $\square$ , 8 $\frac{1}{2}$ × 14 $\square$ , 8 $\frac{1}{2}$ × 11 $\square$ , 5 $\frac{1}{2}$ × 8 $\frac{1}{2}$ $\square$
ADF	11 × 17 $\square$ , 8 $\frac{1}{2}$ × 14 $\square$ , 8 $\frac{1}{2}$ × 11 $\square$ , 5 $\frac{1}{2}$ × 8 $\frac{1}{2}$ $\square$ , 10 × 14 $\square$ , 7 $\frac{1}{4}$ × 10 $\frac{1}{2}$ $\square$ , A3 $\square$ , A4 $\square$

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



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

**3. Press [Centering].**

**4. Press [OK].**

**5. Select the paper size.**

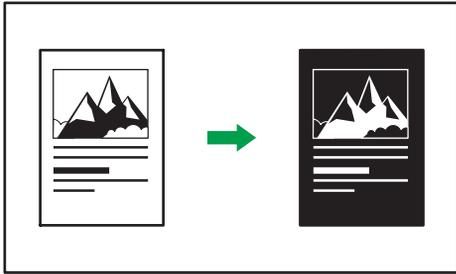
 **Note**

- Though the original is placed to a different orientation from the paper loaded, the machine will not rotate the image by 90 degrees (Rotate Copy).

## Positive/Negative

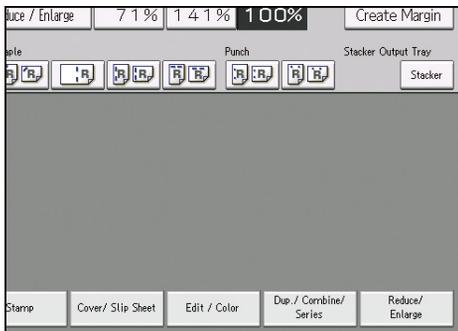
Copies an image inverted.

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



CKN046

1. Press [Edit / Color].



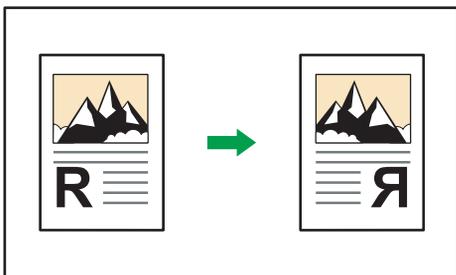
2. Press [Edit Image].

3. Press [Positive/Negative].

4. Press [OK].

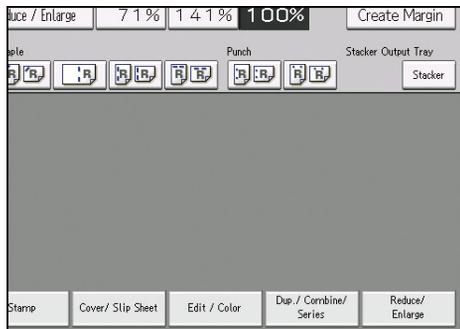
## Mirror Image

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



CKN047

### 1. Press [Edit / Color].



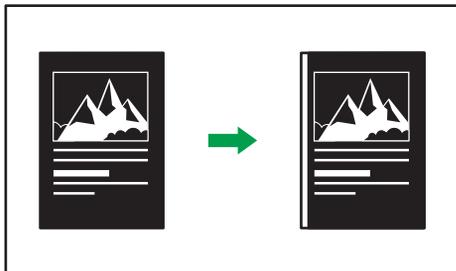
2. If [Margin Adj.] is selected, press [Margin Adj.] to cancel it.
3. Press [Edit Image].
4. Press [Mirror Image].
5. Press [OK].

4

## 3 Edges Full Bleed

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

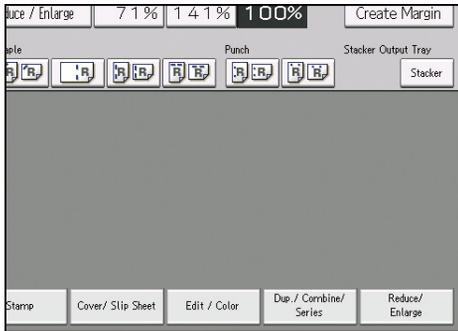
When copying an original that is completely an image, the missing image area of copies is smaller than usual by using this function.



CNP027

1. If the Duplex function is selected, cancel the setting.

2. Press [Edit / Color].



3. Press [Edit Image].

4. Press [3 Edges Full Bleed].

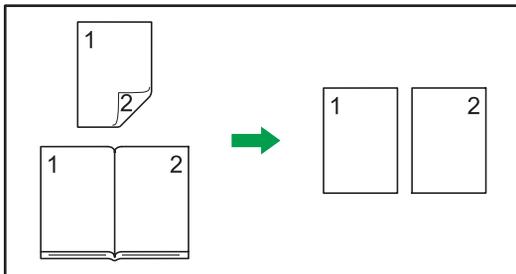
5. Press [OK].

**Note**

- If the printed image is skewed, adjust the original image position. For details, consult the administrator or contact your service representative.

## Series Copies

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



CKN048

**Important**

- You cannot use the Spread → 1 Sided function from the ADF.

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

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

Original	Paper for 1-sided copy
A4	A5 × 2 sheets
11 × 17	8 1/2 × 11 × 2 sheets
8 1/2 × 11	5 1/2 × 8 1/2 × 2 sheets

There are two types of Series Copies.

## 2 Sided → 1 Sided

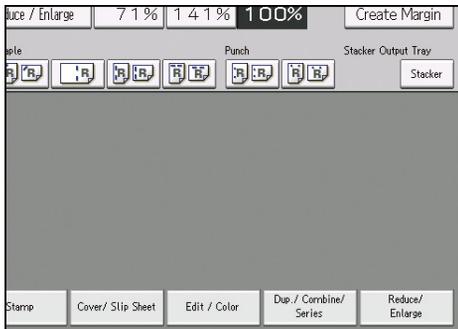
You can make one-sided copies from two-sided originals.

## Spread → 1 Sided

You can make one-sided copies from 2 facing pages of a bound original (book).

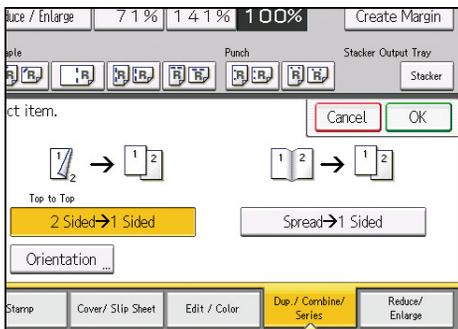
4

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



### 2. Press [Series].

### 3. Select [2 Sided → 1 Sided] or [Spread → 1 Sided], and then press [OK].



### Note

- If you specified [2 Sided → 1 Sided], you can specify the orientation. For details, see page 48 "Specifying the Original and Copy Orientation".

## Booklet/Magazine

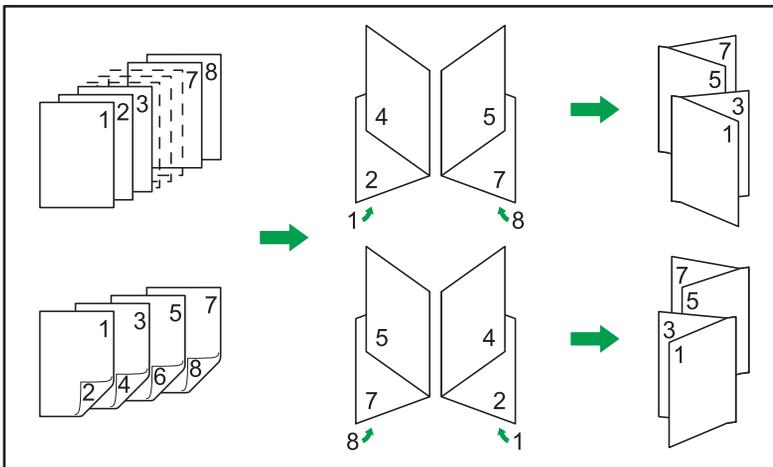
Copies two or more originals in page order.

There are two types of Booklet/Magazine.

### Booklet

Copies four 1-sided originals or two 2-sided original in page order for a folded booklet. The machine selects reproduction ratios of between 25 and 400% according to the size of the original and the 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. To make booklets that are in page order, fold each sheet in half, and then stack the folded sheets.

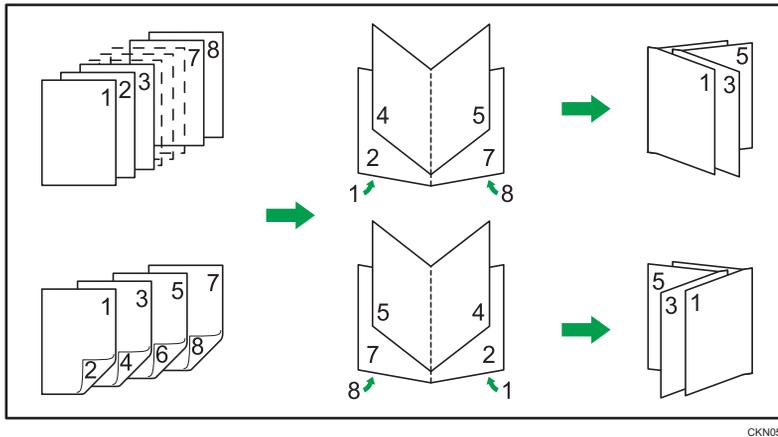
4



CKN049

### Magazine

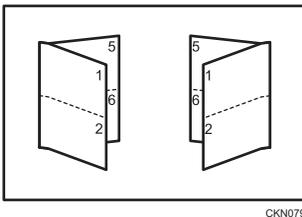
Copies two or more one-sided originals or two-sided originals to make copies in page order when they are folded and stacked. The machine selects reproduction ratios of between 25 and 400% according to the size of the original and the paper. If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly. To make magazines that are in page order, fold sheets in half.



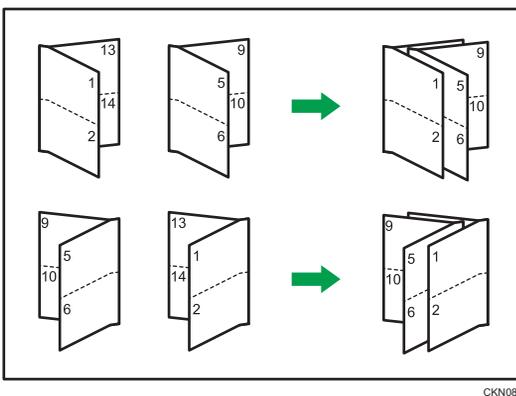
### Using both the combine and bookbinding functions

By using the Combine function with the Booklet or Magazine functions, you can make a booklet with two or more pages of the originals combined on one page. You can print up to 32 pages on one sheet of paper.

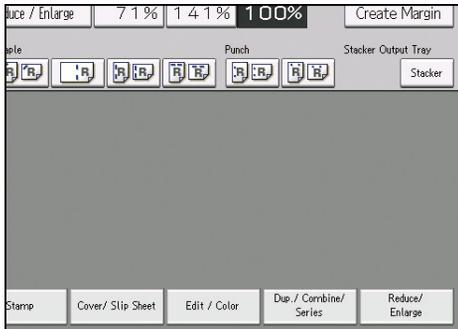
- When combining two-page originals on one page of a booklet



- When combining two-page originals on one page of a magazine

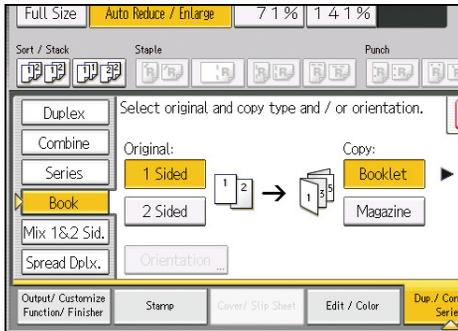


**1. Press [Dup./ Combine/ Series].**



**2. Press [Book].**

**3. Select [1 Sided] or [2 Sided] for [Original:].**



**4. Select [Booklet] or [Magazine].**

**5. Select the number of originals to combine on a page.**

**6. Press [OK].**

**7. Select the paper size.**

**Note**

- If the calculated reproduction ratio falls below the minimum reproduction ratio, the calculated reproduction ratio will be adjusted to the minimum ratio. If this happens, with some ratios, parts of the image might not be copied.
- Originals whose sizes and orientations are different cannot be copied.
- If the number of originals is less than the number specified for combining, the pages for the nonexistent originals will be blank.
- The copying may take some time after scanning originals.
- When the booklet finisher is installed, if you select Staple: Center in Magazine mode, the machine staples and folds the paper in the center, then delivers the paper folded.
- If you are using this function with the interposer and have specified Staple: Center, load cover sheets face down in the interposer.

- If you selected [2 Sided] for originals, you can change the orientation. For details, see page 48 "Specifying the Original and Copy Orientation".
- You can change the default under [Orientation: Booklet, Magazine] in User Tools. For details, see page 223 "Edit".

## Spread Duplex

You can copy a two-page spread original onto both sides of the paper.

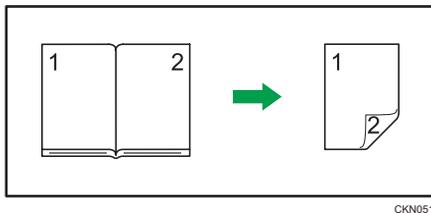
### ★ Important

- You cannot use the ADF with this function.

There are two types of Spread Duplex.

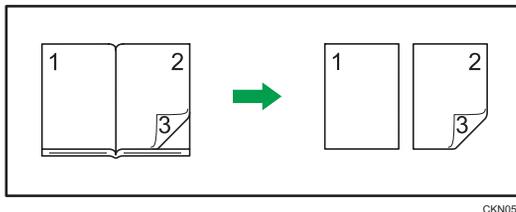
#### Spread → 2 Sided

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



#### Spread → 2 Sided (Spread)

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

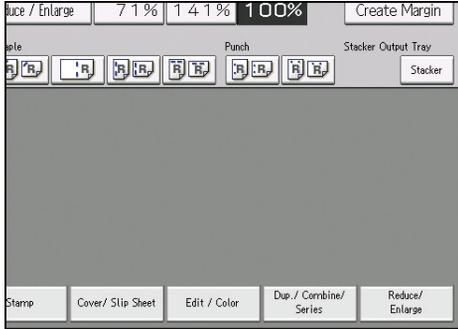


The following table shows the paper sizes for Spread → 2 Sided when the reproduction ratio is 100%:

Original	Paper
A3	A4 (2-sided)
B4 JIS	B5 JIS (2-sided)
A4	A5 (2-sided)
11 × 17	8 <sup>1</sup> / <sub>2</sub> × 11 (2-sided)

Original	Paper
8 1/2 × 11 □	5 1/2 × 8 1/2 □ (2-sided)

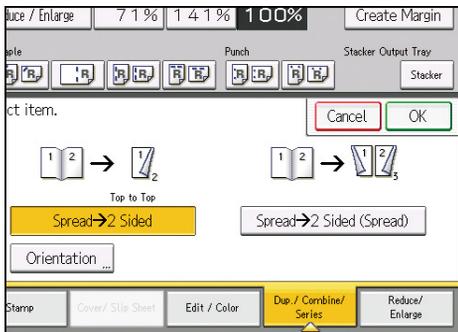
**1. Press [Dup./ Combine/ Series].**



4

**2. Press [Spread Dplx.].**

**3. Select [Spread → 2 Sided] or [Spread → 2 Sided (Spread)].**



**4. Press [OK].**

**5. Select the paper size.**

**Note**

- Originals whose sizes and orientations are different cannot be copied.
- You can change the orientation for copy. For details, see page 48 "Specifying the Original and Copy Orientation".

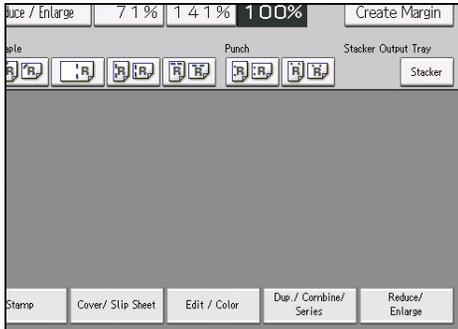
**Creep Adjustment**

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

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

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

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



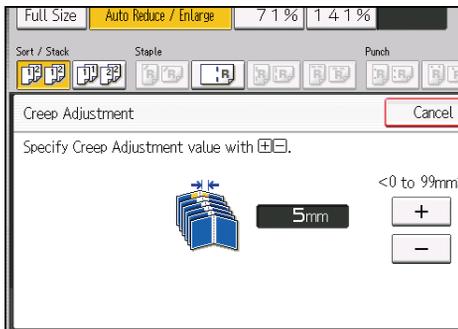
**2. Press [Book].**

**3. Select [1 Sided] or [2 Sided] for [Original:].**

**4. Press [Magazine].**

**5. Press [Creep Adjust.].**

**6. Specify the creep adjustment value with [+] and [-].**



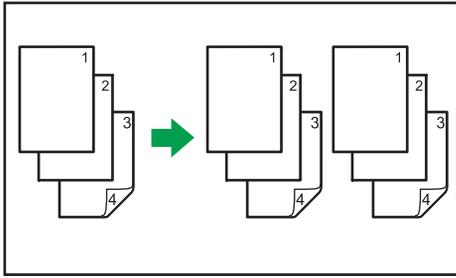
**7. Press [OK] twice.**

**Note**

- You can specify the creep adjustment value between 0 to 99 mm (0.0 to 3.9 inches) in 1 mm (0.1 inches) steps.

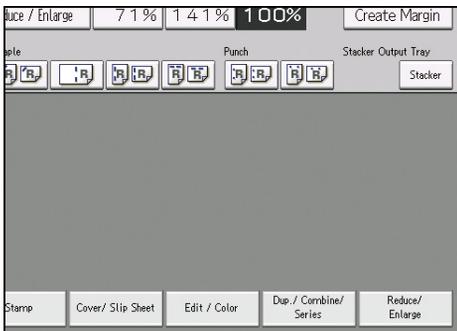
## Mix 1 & 2 Sided

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



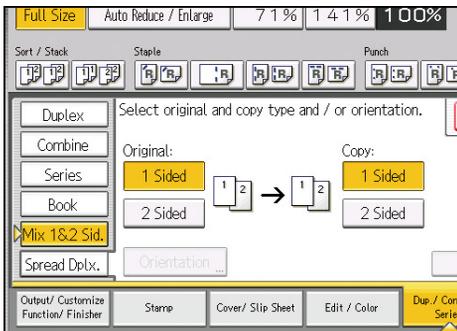
CNP028

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



**2. Press [Mix 1&2 Sid.].**

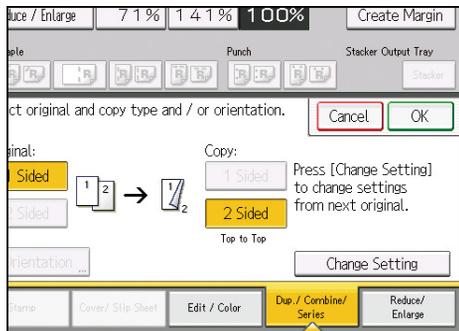
**3. Select [1 Sided] or [2 Sided] for the original.**



**4. Select [1 Sided] or [2 Sided] for the copy.**

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

6. If you specify [2 Sided] for either the originals or copies, press [Change Setting] if the number of originals that you want to scan is odd, or if you want to change the settings for the next originals.



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

#### Note

- When making two or more copies with the ADF, specify Batch mode. For details about Batch mode, see page 15 "Batch Mode".
- You cannot press [Change Setting] if you are using the ADF to copy two-sided originals to two-sided prints or from one-sided originals to one-sided prints.
- If you specified [2 Sided] for the originals or copies, you can specify the orientation. For details, see page 48 "Specifying the Original and Copy Orientation".

## Covers

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

Before using this function, select the tray for covers under [Tray Paper Settings]. For details, see "Changing Tray Paper Settings", Paper Settings.

#### Important

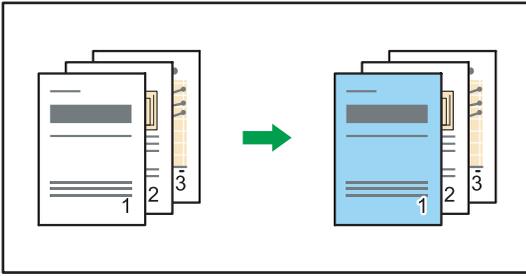
- You cannot specify the interposer as the main sheet tray.

The Covers function includes Front Cover and Back Cover.

#### Front Cover

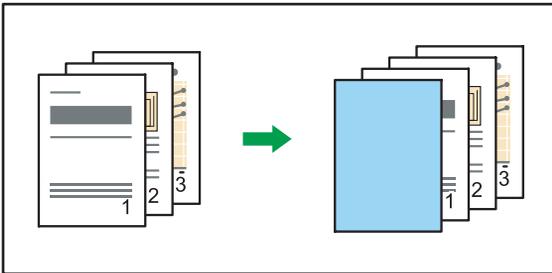
This function copies the first page of an original onto paper that has been specified for covers, or places a cover sheet before the first copy page.

- Copy



CKN057

- Blank

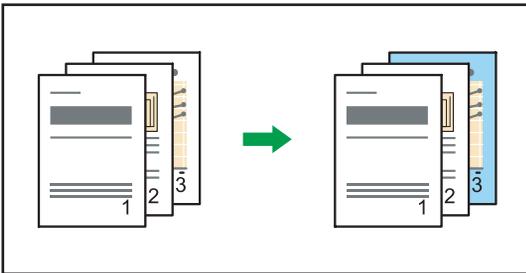


CKN058

### Back Cover

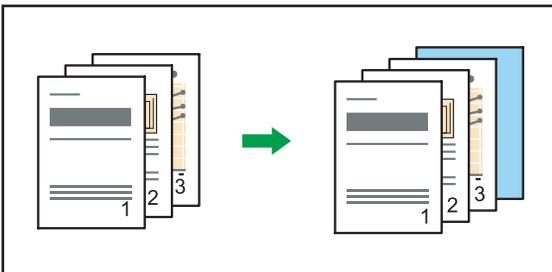
This function copies the last page of an original onto paper that has been specified for covers, or places a cover sheet after the last copy page.

- Copy



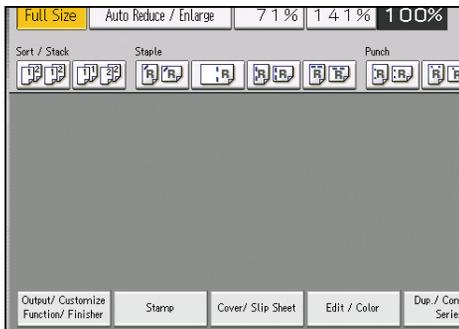
CNP029

- Blank

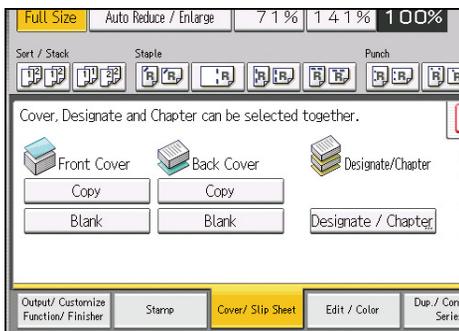


CNP030

## 1. Press [Cover/ Slip Sheet].



## 2. Select [Copy] or [Blank] for the cover sheet.



## 3. Press [OK].

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

### ↓ Note

- When you specify both front and back covers, the first and last pages of your original are copied on paper specified for use as a cover. When selecting [Blank] for the front cover and the back cover, cover sheets are inserted before the first copy and after the last copy.
- You can use paper of different size and orientation than the main sheets as the front cover sheet.
- The back cover sheet should be the same size and orientation as the main sheets.
- When stapling copies with the front cover whose size and orientation is different from the main sheets, the front cover sheet should be the same width in paper feed direction as the main sheets.
- If you have selected the interposer for trays for covers under [Tray Paper Settings], you cannot copy onto the cover sheets.
- When selecting [Copy], select whether the front and back covers are copied one-sided or two-sided.
- If [Blank] is selected, the cover will not be counted as a copy.
- You can make a combined copy on the front cover sheet. For details about [Front Cover Copy in Combine], see page 223 "Edit".

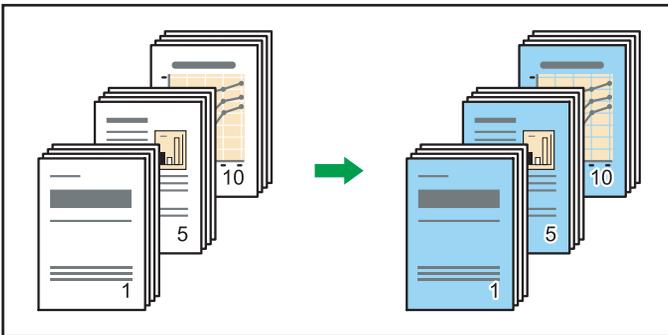
- The settings made under [Tray Paper Settings] determine whether or not the front and back covers are duplex printed.
    - [At Mode Selected]... Settings made in the tray for covers will take priority.
    - [Full Time]... Settings made in [Paper Type] will take priority.
- For details, see "Tray Paper Settings", Paper Settings.

## Designate

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

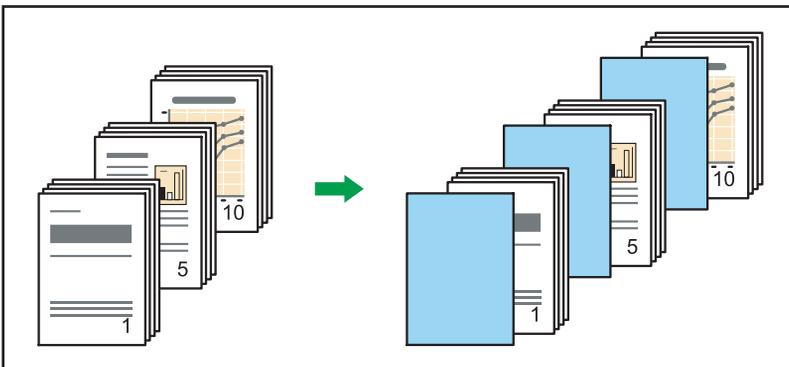
4

- Copy



CKN061

- Blank



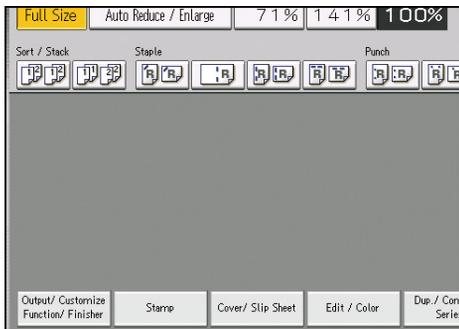
CKN062

Before using this function, select the tray for designation sheets under [Tray Paper Settings]. For details, see "Changing Tray Paper Settings", Paper Settings.

### ★ Important

- You cannot specify the interposer as the main sheet tray.

## 1. Press [Cover/ Slip Sheet].



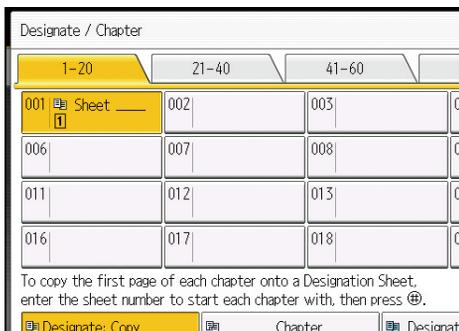
## 2. Press [Designate / Chapter].

### 3. Select [Designate: Copy] or [Designate: Blank].

### 4. Press the key to select the chapter number.

To select pages 21 to 40 (chapter), press [21–40].

When more than eight trays are installed, pages 21 to 40 are divided into [21–30] and [31–40].



## 5. Select the designation sheet tray that contains the paper for the designation sheets.

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

## 7. To specify another page location, repeat Steps 3 to 6.

Up to 100 locations can be specified.

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

## 9. Press [OK] twice.

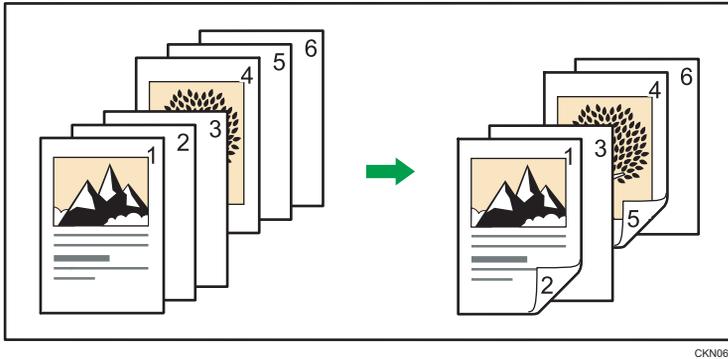
### ↓ Note

- The designation sheets should be the same size and orientation as the main sheets.
- If you select [Designate: Blank], the specified pages will be excluded from the copy count.
- If you have selected the interposer for the tray for designation sheets, you cannot copy onto the designation sheets.

- When [1 Sided → 2 Sided] has been selected, specified pages will always be copied on the front of copies.

## Chapters

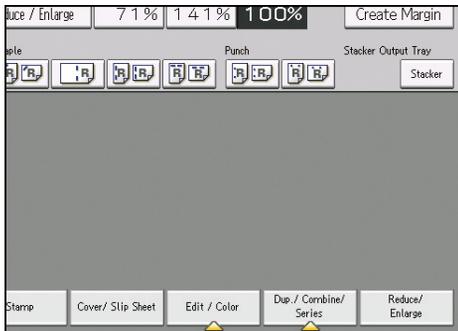
The page locations you specify with this function will appear on the front of copy sheets.



CKN063

This function can be used only when you use the 1 Sided → 2 Sided or Combine function. Press [Dup./Combine/Series] and then select [1 Sided → 2 Sided] or [Combine].

### 1. Press [Cover/ Slip Sheet].



### 2. Press [Designate / Chapter].

### 3. Press [Chapter].

### 4. Press the key to select the chapter number.

To select chapters 21 to 40, press [21-40].

When more than eight trays are installed, pages 21 to 40 are divided into [21-30] and [31-40].

Designate / Chapter			
1-20	21-40	41-60	61-80
001 Sheet ____	002	003	004
006	007	008	009
011	012	013	014
016	017	018	019

To copy the first page of each chapter onto the front side in duplex mode, enter the sheet number to start each chapter with, then press [OK].

Designate: Copy    Chapter    Designate

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

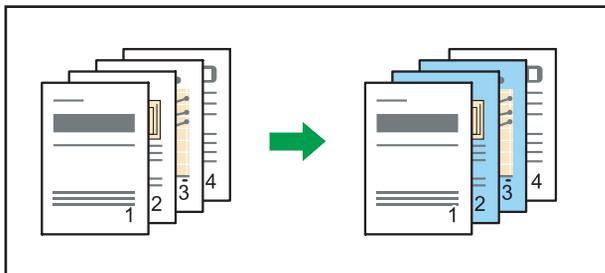
Up to 100 locations can be specified.

6. To specify another page location, repeat Steps 4 to 5.
7. Select the main sheet tray that contains the paper to copy the originals.
8. Press [OK] twice.

4

## Designation Sheet Copy

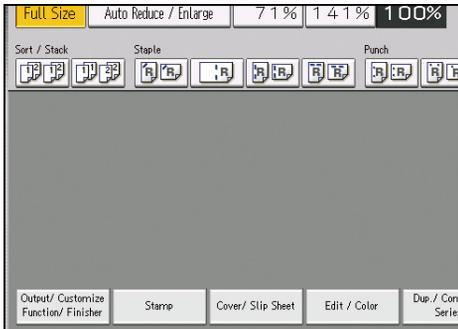
You can copy designated pages onto designation sheets.



CVF011

Before using this function, select the tray for designation sheets under [Tray Paper Settings]. For details, see "Changing Tray Paper Settings", Paper Settings.

**1. Press [Cover/ Slip Sheet].**



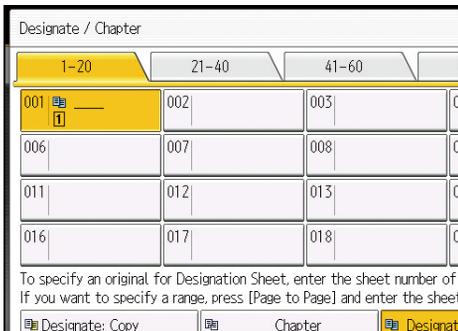
**2. Press [Designate / Chapter].**

**3. Press [Designation Sheet Copy].**

**4. Enter the sheet number of the first original with the number keys.**

To select chapters 21 to 40, press [21-40].

When more than eight trays are installed, pages 21 to 40 are divided into [21-30] and [31-40].



**5. Press [Page to Page].**

**6. Enter the sheet number of the last original with the number keys.**

**7. Select the designation sheet tray that contains the paper for the designation sheets, and then press the [#] key.**

**8. To specify another page location, repeat Steps 4 to 7.**

Up to 100 locations can be specified.

**9. Select the main sheet tray that contains the sheet to copy the originals.**

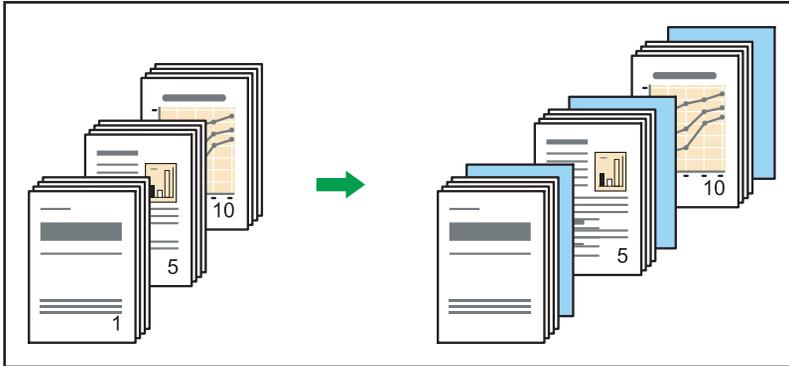
**10. Press [OK] twice.**

**Note**

- When this function is combined with Duplex, the first page of the designated pages is copied on the front side of a designation sheet.
- The designation sheets should be the same size and orientation as the main sheet.

## Insert Sheet

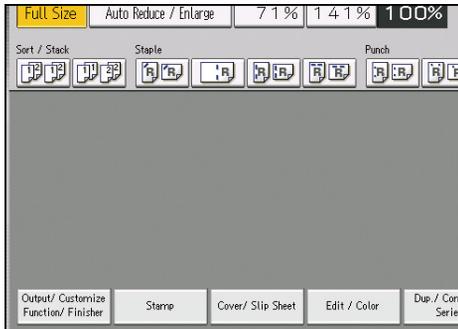
You can insert a blank designation sheet before or after a specified page.



CNP031

Before using this function, select the tray for designation sheets under [Tray Paper Settings]. For details, see "Changing Tray Paper Settings", Paper Settings.

### 1. Press [Cover/ Slip Sheet].



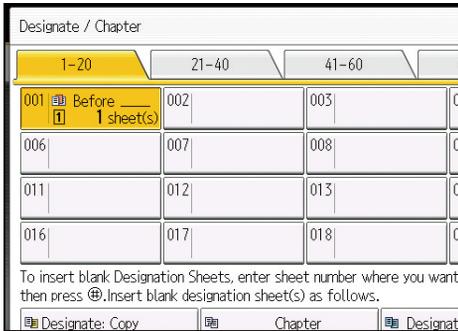
### 2. Press [Designate / Chapter].

### 3. Press [Insert Sheet].

### 4. Press the key to select the chapter number.

To select chapters 21 to 40, press [21–40].

When more than eight trays are installed, pages 21 to 40 are divided into [21–30] and [31–40].

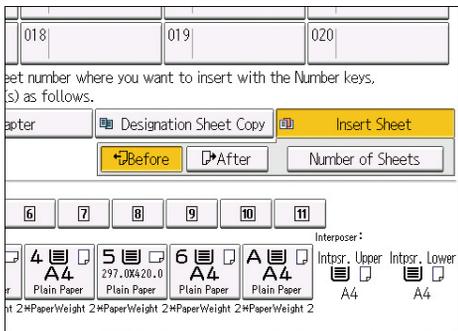


5. Select the designation sheet tray that contains the paper for the designation sheets.
6. Select [Before] or [After], and then enter the page number with the number keys.

4

Press [Before] to insert sheets before the desired page.

Press [After] to insert sheets after the desired page.



7. Press [Number of Sheets].
8. Enter the number of sheets you want to insert with the number keys, and then press the [#] key.
9. To specify another location where to insert sheets, repeat Steps 4 to 8.
  - Up to 100 locations can be specified.
10. Select the main sheet tray that contains the paper to copy the originals.
11. Press [OK] twice.

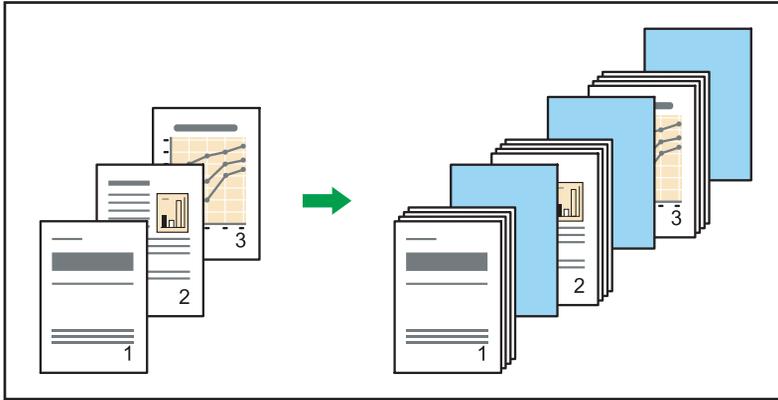
**Note**

- The designation sheets should be the same size and orientation as the main sheets.

## Slip Sheet

Every time an original page changes, a slip sheet is inserted. You can also print on the inserted slip sheet.

Since a slip sheet is inserted for every page, you can protect printed surfaces. This function is useful in copying onto transparencies.

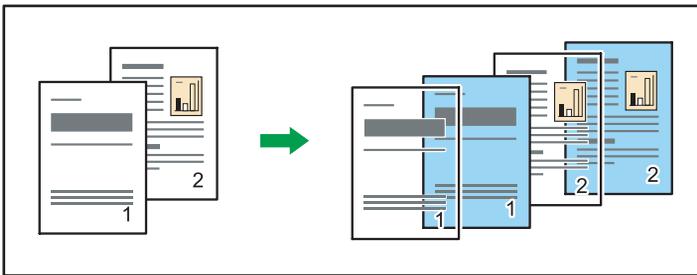


CKN064

Before using this function, select the tray for slip sheets under [Tray Paper Settings]. For details, see "Changing Tray Paper Settings", Paper Settings.

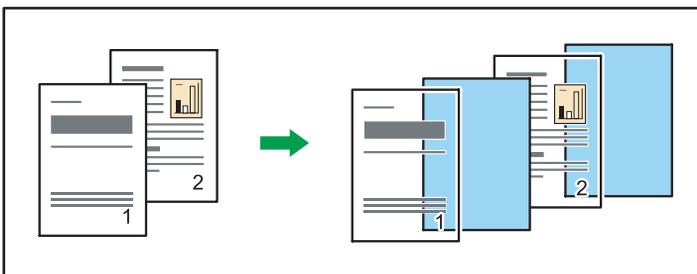
### When copying onto transparencies

- Copy



CKN065

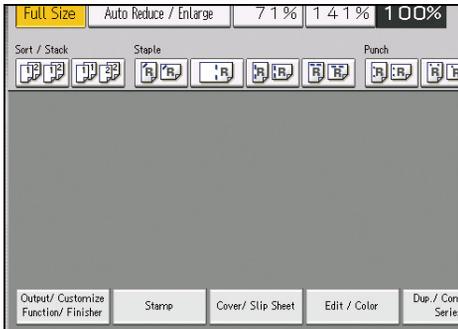
- Blank



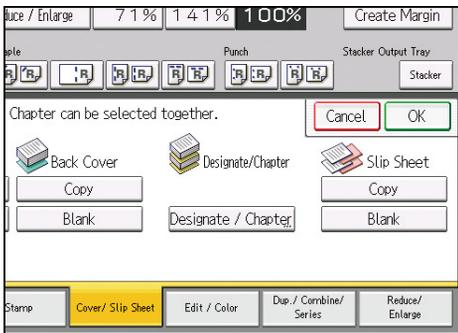
CKN066

1. If the Duplex function is selected, cancel the setting.

**2. Press [Cover/ Slip Sheet].**



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



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

When copying onto transparencies, use the multi bypass tray (Tray A).

**Note**

- The slip sheets should be the same size and orientation as the copy paper or the transparencies.
- When loading transparencies on the multi bypass tray (Tray A), press [Tray A] and select [Transparency] in [Special Paper]. For details, see page 38 "Copying onto Transparencies".
- If the type of paper is different between main sheets and slip sheets, copy paper is output in the tray that can stack both sheets.
- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

# 5. Document Server

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

## Relationship between Document Server and Other Functions

You can use the machine's functions to access documents on the Document Server. The documents can be viewed and printed. You can also use the scanner function to transmit documents.

The functions available for a stored document depend on how the document was stored. The functions available and the storing method are explained in the table below:

Storing method	List display	Printing
Storing documents with the copy function of the machine	Available	Available
Storing documents with the Document Server function of the machine	Available	Available
Storing documents with the scanner function of the machine	Unavailable <sup>*1</sup>	Unavailable
Storing documents on the machine from a computer	Available	Available

\*1 When documents are stored with the scanner function, you can confirm them from the scanner function screen. For details, see "Checking a Stored File Selected from the List", Scan.

### ↓ Note

- You can transfer documents that are stored with the scanner function. For details, see "Sending a Stored File", Scan.

## Storing Data

This section describes the procedure for storing documents on the Document Server.

### ★ Important

- 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 [Reset] 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 by the scanner, make sure that all other operations are ended.

### File Name

A file name such as "COPY0001" and "COPY0002" is automatically attached to the scanned document. You can change the file 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. Depending on the security setting, [Access Privileges] may appear instead of [User Name].

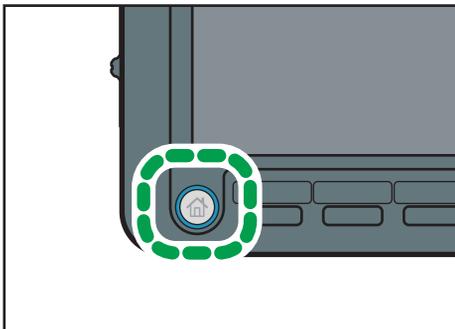
For details about the Address Book, see "Registering Addresses and Users", Connecting the Machine/ System Settings.

### Password

To prevent unauthorized printing, you can specify a password for any stored document. A protected document can only be accessed if its password is entered. If a password is specified for the documents, the lock icon appears on the left side of the file name.

1. Press the [Home] key on the control panel, and press the [Document Server] icon on the screen.

If the [Document Server] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.



CWW220

2. Press [To Scanning Screen].
3. Press [Target Folder to Store].
4. Specify a folder in which to store the document, and then press [OK].
5. Press [User Name].
6. Specify 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 screen, press [Manual Entry], and then enter a user name.

7. Press [File Name].
8. Enter a file name, and then press [OK].
9. Press [Password].
10. Enter a password with the number keys, and then press [OK].  
You can use four to eight digits for the password.
11. For double-check, enter the password again, and then press [OK].
12. Place the original.
13. Specify the original scanning conditions.
14. Press the [Start] key.

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

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

#### Note

- For details about the keys that appear on the Document Server screen, see "How to Use the [Document Server] Screen", Getting Started.
- When more than eight trays are installed, press [Other Settings], and then specify a folder to store the document and password.
- To stop scanning, press the [Stop] key. To restart a paused scanning job, press [Continue] in the confirmation screen. To delete saved images and cancel the job, press [Cancel Scanning]. The original placed in the ADF will be ejected. Press [Job List] to display the [Job List] screen. For details, see "Types of Screens to Manage Jobs", Convenient Functions.
- You can omit the user name, file name, password, and folder in which to store the document. A file name is specified automatically and the document is stored in the shared folder if you do not specify a folder to store it in.
- You can enter up to 20 characters for a file name. In the list; however, up to 16 characters are displayed as the file name. If above limits are exceeded, the list will display up to 15 characters for the file name.
- For details about how to specify a folder, see page 205 "Arranging Stored Documents Using Folders".

- If the ADF cannot detect the size of an original automatically, the scan will be made at the closest available size.
- Data stored in the Document Server is specified to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under [Auto Delete File in Document Server] in User Tools. For details, see "Administrator Tools", Connecting the Machine/ System Settings.
- 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. For details, see "Administrator Tools", Connecting the Machine/ System Settings.
- You can protect documents by limiting access. For details, see page 212 "Specifying Access Permission for Stored Documents".
- For details about how to enter text, see "Entering Text", Getting Started.

# Changing Stored Document Information

You can change the user name, file name, and password for a stored document.

## ↓ Note

- If a password is specified, enter it, and then press [OK].
- To cancel the selection, press the selected (highlighted) key.
- For details about how to enter text, see "Entering Text", Getting Started.

## Changing the User Name

You can change the user name for a stored document.

### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

2. Select the document whose user name you want to change.
3. Press [Edit File].
4. Press [Change User Name].
5. Specify a new user name, and then press [OK].
6. Press [OK].
7. Press [Up One Level].

## Changing the File Name

You can change the file name of a stored document.

### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

### 2. Select the document whose name you want to change.

### 3. Press [Edit File].

### 4. Press [Change File Name].

### 5. Enter a new file name, and then press [OK].

### 6. Press [OK].

### 7. Press [Up One Level].

5

## Changing the Password

You can change the password of a stored document.

### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

### 2. Select the document whose password you want to change.

### 3. Press [Edit File].

### 4. Press [Change Password].

### 5. Enter a new password, and then press [OK].

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

### 7. Press [OK].

**8. Press [Up One Level].**

## Checking the Details of a Stored Document

You can confirm the details of a stored document.

### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

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### 2. Select the document whose details are to be displayed.

### 3. Press [Details].

Pressing [Exit] and then [Up One Level] re-opens the folder selection screen.

#### ↓ Note

- If a password is specified for the document, enter it, and then press [OK].
- If you have selected two or more documents, press [▲] or [▼] to view their information.
- To cancel the selection, press the selected (highlighted) key.
- You can preview documents in the preview screen. Select a document and press [Preview]. For details about the preview screen, see "[Preview] screen under the Document Server function", Getting Started.

# Searching for Stored Documents

Searches for stored documents by user name or file name.

## Searching by file name

Searches for stored documents by file name.

## Searching by user name

Searches for stored documents by user name.

### Note

- Web Image Monitor enables searching and reordering of stored documents from computers. For details about Web Image Monitor, see Help of Web Image Monitor.
- For details about how to enter text, see "Entering Text", Getting Started.

## Searching by File Name

Searches for stored documents by file name. File names that match completely from the starting character will be searched and displayed on the screen.

### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

### 2. Press [File Name] situated in the left side of the screen.

### 3. Enter the file name to be searched, and then press [OK].

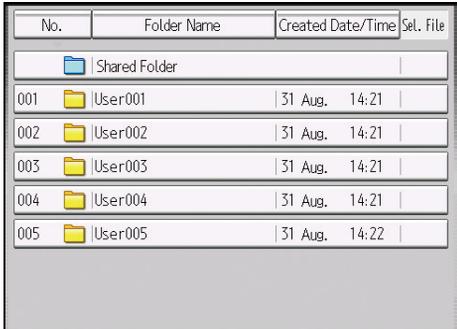
### Note

- Pressing [Display All] displays all stored documents.

## Searching by User Name

Searches for stored documents by user name. User names that match completely from the starting character will be searched and displayed on the screen.

**1. Select a folder.**



No.	Folder Name	Created Date/Time	Sel. file
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

**2. Press [User Name] situated in the left side of the screen.**

**3. Select a registered user name.**

Proceed to Step 6.

**4. If the user name is not registered, press [Manual Entry], and then enter it from the input screen that is displayed.**

**5. Press [OK].**

**6. Press [OK].**

**Note**

- Pressing [Display All] displays all stored documents.

# Printing Stored Documents

Prints stored documents on the Document Server.

The items you can specify on the printing screen are as follows:

- Paper tray
- The number of prints
- [Output/ Finisher] ([Output], [Finisher], [Folding Unit], [Perfect Binding], [Stacker])
- [Stamp] ([Preset Stamp], [User Stamp], [Date Stamp], [Page Numbering], [Stamp Text])
- [Cover/ Slip Sheet] ([Front Cover], [Back Cover], [Designate / Chapter], [Slip Sheet])
- [Edit] ([Margin Adj.], [Edit Image])
- [2 Sided / Book] ([1 Sided Print], [2 Sided Top to Top], [2 Sided Top to Bottom], [Specify Duplex Pages], [Booklet], [Magazine])

For details about each function, see the each section.

5

## 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel.	File
	Shared Folder			
001	User001	31 Aug. 14:21		
002	User002	31 Aug. 14:21		
003	User003	31 Aug. 14:21		
004	User004	31 Aug. 14:21		
005	User005	31 Aug. 14:22		

## 2. Select a document to be printed.

## 3. When printing two or more documents at a time, repeat Step 2.

Up to 30 documents can be printed.

## 4. When specifying printing conditions, press [To Printing Screen], and then configure print settings.

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

The maximum quantity that can be entered is 9999.

## 6. Press the [Start] key.

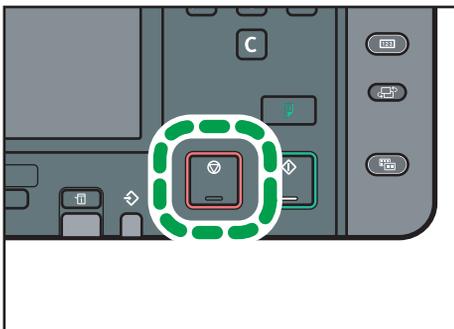
### ↓ Note

- If a password is specified for the document, enter it, and then press [OK].
- To cancel the selection, press the selected (highlighted) key.
- Pressing the [Reset] key cancels every selection.

- Pressing [Order] displays the selected documents in the printing order.
- Pressing [Keep 2 /1 Sided Settings] while more than one document is selected prints each document according to the print settings when it was stored.
- Pressing [Back to File List] restores the document selection screen.
- You can search the target document using [User Name] or [File Name] situated in the left side of the screen. For details about searching the target document, see page 193 "Searching for Stored Documents".
- When two or more documents are selected, press [▲] or [▼] to confirm the user name, file name and printing order of the document.
- 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 selected, the printing conditions are stored on the first document but not on the succeeding documents.
- When printing two or more documents at a time, the printing conditions specified for the first document are applied to all the remaining documents.
- Some of the selected documents may not be printed due to the difference in the size or resolution.
- When printing two or more documents while selecting the Sort function, you can confirm the finish by printing only one copy. For details about sample print function, see page 197 "Sample Print".
- You can change the maximum print quantity under [Max. Copy Quantity] in User Tools. For details, see page 217 "General Features".
- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see page 210 "Displaying Stored Documents with Web Image Monitor".

## Interrupting a Print Job

1. Press the [Stop] key.



CWR087

2. Press [Cancel Printing].

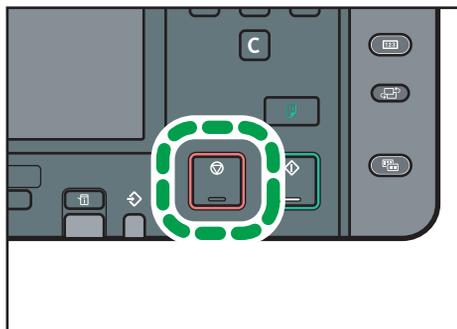
## Changing the Number of Print Copies while Printing Is in Progress

You can change the number of sets during printing.

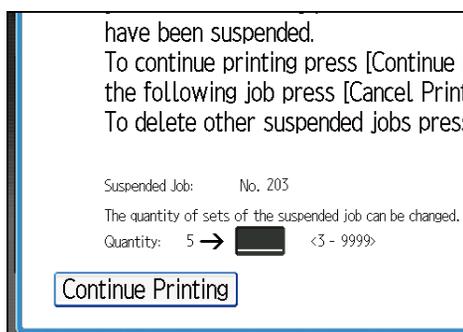
### ★ Important

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

#### 1. Press the [Stop] key.



#### 2. Enter the number of sets anew with the number keys.



#### 3. Press [Continue Printing].

Printing will be resumed.

### ↓ Note

- The number of sets you can enter in Step 2 differs depending on when the [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 a folder.

No.	Folder Name	Created Date/Time	Sel. file
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

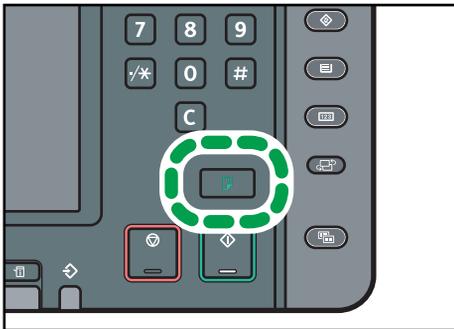
### 2. Select the documents to be printed.

### 3. Press [To Printing Screen].

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

### 5. Select the Sort function (📄📄) under [Sort / Stack].

### 6. Press the [Sample Copy] key.



CWR086

Only one set will be printed.

### 7. If the sample is acceptable, press [Continue].

Printing will be resumed.

#### ↓ Note

- To cancel the printing, press [Suspend] in Step 7. The print screen will appear, enabling to select another item.

## Printing a Specified Page

You can print the specified page of the document selected on the document selection screen.

There are three ways to specify how to print a document.

### 1st Page

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

### Specified Page

Print a single page in a document. Enter the page number in [Specified Page].

### Specify Range

Print a range of pages in a document. Enter the number of the first page in [Start Number] and the number of the last page in [End Number].

#### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

#### 2. Select the document to be printed.

#### 3. Press [Print Specified Page].

#### 4. Specify the page to print.

Print Specified Page

Specify page(s) to print, then press the Start key.

#### 5. Enter the page or range to be printed with number keys as necessary.

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

# Editing a Stored Document

You can duplicate or combine documents stored in the Document Server.

## ↓ Note

- If a password is specified for the document, enter it, and then press [OK].

## Combining Stored Documents

You can combine two or more documents stored in the Document Server.

## ★ Important

- You cannot recover the original documents from the combined document.

### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel.	File
	Shared Folder			
001	User001	31 Aug. 14:21		
002	User002	31 Aug. 14:21		
003	User003	31 Aug. 14:21		
004	User004	31 Aug. 14:21		
005	User005	31 Aug. 14:22		

### 2. Select the documents you want to combine in the order you want to combine them.

### 3. Press [Edit File].

### 4. Press [Combine Files].

### 5. Enter the new document name.

### 6. Press [OK] twice.

### 7. Press [Up One Level].

## ↓ Note

- You can only combine documents if the documents have been assigned with access permissions to [Edit / Delete] or [Full Control] if you are assigned with access permissions to the documents. For details about the access permission, see page 212 "Specifying Access Permission for Stored Documents".
- After a document is combined, it is assigned with the same access permissions as the first document that was selected.
- You can combine up to 30 documents.

- The print settings for the document selected first are stored.
- If you do not set the document name in Step 5, the name of the document selected first will be the name of the combined document.
- You cannot combine files if they are currently being used by another function.

## Inserting a Stored Document

You can insert a document into another document already stored in the Document Server.

### ★ Important

- You cannot recover the original document from the new document.

#### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

2. Select the documents to be inserted in.
3. Press [Edit File].
4. Press [Insert File].
5. Select the document you want to insert into.
6. Enter the page number to insert the document using the number keys.
7. Press [Before Specify Page] or [After Specify Page].
8. Press [OK] twice.
9. Press [Up One Level].

### ↓ Note

- You can only insert documents if the documents have been assigned with access permissions to [Edit / Delete] or [Full Control] if you are assigned with access permissions to the documents. For details about the access permission, see page 212 "Specifying Access Permission for Stored Documents".
- After a document is inserted, it is assigned with the same access permissions as the first document that was selected.
- You cannot insert documents into a document that is currently being used by another function.

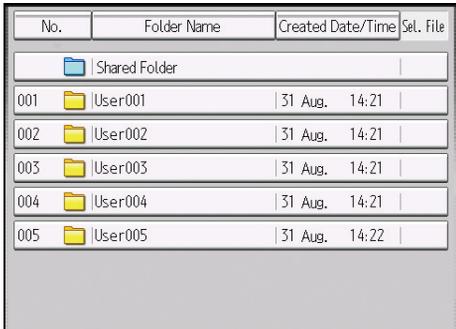
## Deleting Pages

You can delete pages from a document store in the Document Server.

### ★ Important

- To check the page numbers, print the file.

#### 1. Select a folder.



No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

#### 2. Select the document containing the pages you want to delete.

#### 3. Press [Edit File].

#### 4. Press [Delete Pages].

#### 5. Enter the number of the page you want to delete using the number keys.

If you want to delete a series of pages, press [Page to Page], and then enter the number of the last page you want to delete.

#### 6. Press [OK].

#### 7. Press [Yes] in the confirmation dialog box.

#### 8. Press [OK].

#### 9. Press [Up One Level].

### ↓ Note

- If you enter every page in Step 5, the whole document is deleted.

## Duplicating Stored Documents

You can duplicate documents that are store in the Document Server.

## 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

## 2. Select the document you want to duplicate.

## 3. Press [Edit File].

## 4. Press [Duplicate File].

## 5. Press [Yes] in the confirmation dialog box.

## 6. Press [OK].

## 7. Press [Up One Level].

### ↓ Note

- If you press [Stop Duplicating] while duplicating, the selected document is not duplicated. However, if you select multiple documents, some of them might be duplicated.
- The "~" mark is added to the beginning of the duplicated document's name.
- You cannot duplicate a selected document that is currently being used by another function.

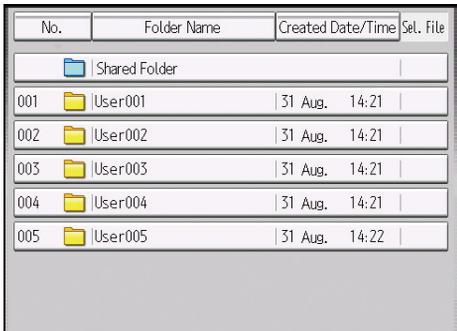
# Deleting Stored Documents

Deletes a stored document on the Document Server.

## ★ Important

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

### 1. Select a folder.



No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

### 2. Select the document to be deleted.

It is possible to select two or more documents and delete them.

### 3. Press [Delete File].

### 4. Press [Yes].

## ↓ Note

- If a password is specified for the document, enter it, and then press [OK].
- To cancel the selection, press the selected (highlighted) key.
- You can search the target document using [File Name] or [User Name] situated in the left side of the screen.
- You can preview documents in the preview screen. Select a document and press [Preview]. For details about the preview screen, see "[Preview] screen under the Document Server function", Getting Started.
- 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 "Administrator Tools", Connecting the Machine/ System Settings.
- Web Image Monitor allows you to delete a document stored in the Document Server from your computer. For details about how to start Web Image Monitor, see page 210 "Displaying Stored Documents with Web Image Monitor".

# Arranging Stored Documents Using Folders

There are two types of folders: the shared folder and a user folder.

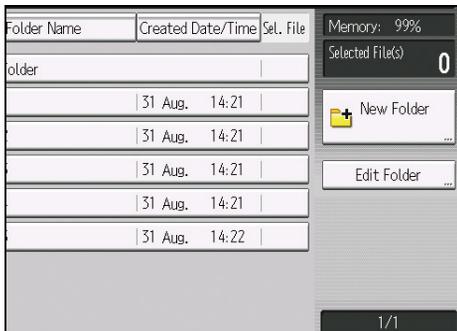
The shared folder is created by default. If you do not specify a folder in which to store a document, the document is stored in the shared folder. You cannot change or delete the shared folder.

You can create up to 200 user folders. User folders can be changed or deleted, which makes them useful for organizing documents.

## Creating a Folder

You can create a folder in the Document Server in which to arrange stored documents.

### 1. Press [New Folder].



### 2. Press [Folder Number].

### 3. Enter a folder number with the number keys, and then press [#].

### 4. Press [OK].

### 5. Press [Folder Name].

### 6. Enter a folder name, and then press [OK].

### 7. Press [Folder Password].

### 8. Enter a password with the number keys, and then press [OK].

You can use four to eight digits for the password.

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

### 10. Press [OK].

### 11. Press [Exit].

#### ↓ Note

- You can enter up to 64 characters for a folder name.
- The folder name cannot start with an empty space.

- You can enter a number from 1 to 200 as a folder number.
- If a password is specified for a folder, the lock icon appears on the left side of the folder name.
- For details about how to enter text, see "Entering Text", Getting Started.

## Changing Folder Information

You can change the name and password of a folder.

### ↓ Note

- You cannot change the shared folder.
- If a password is specified for the folder, enter it, and then press [OK].
- To cancel the selection, press the selected (highlighted) key.
- For details about how to enter text, see "Entering Text", Getting Started.

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## Changing the folder name

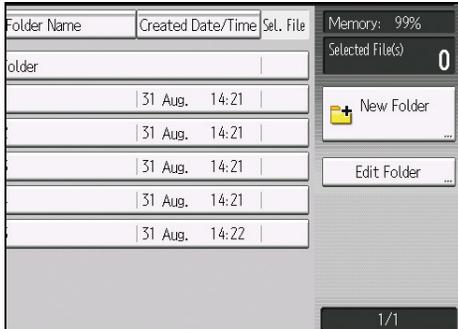
### 1. Press [Edit Folder].



2. Select the folder whose name you want to change.
3. Press [Change Folder Name].
4. Specify a new folder name, and then press [OK].
5. Press [Exit].

## Changing the password of a folder

### 1. Press [Edit Folder].



2. Select the folder whose password you want to change.
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 [Exit].

5

## Searching for Folders

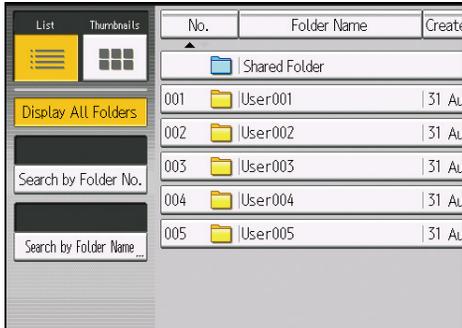
You can search for folders by the folder number or folder name.

### ↓ Note

- Web Image Monitor enables searching and reordering of folders from computers. For details about Web Image Monitor, see Help of Web Image Monitor.
- For details about how to enter text, see "Entering Text", Getting Started.

## Searching by folder number

### 1. Press [Search by Folder No.].



### 2. Enter the folder number to be searched, and then press [#].

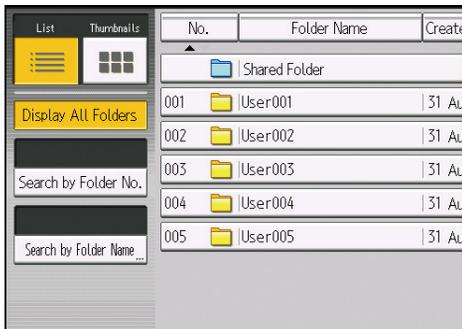
### 3. Press [OK].

#### ↓ Note

- Pressing [Display All Folders] displays all the folders.

## Searching by folder name

### 1. Press [Search by Folder Name].



### 2. Enter the folder name to be searched, and then press [OK].

#### ↓ Note

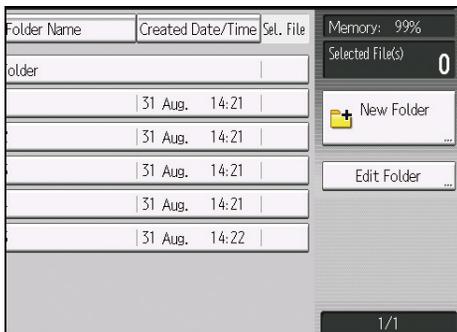
- Pressing [Display All Folders] displays all the folders.

## Deleting Folders

### ★ Important

- When you delete a folder, all the documents in the folder are deleted. Once documents are deleted, they cannot be recovered. Before deleting a folder, check that it does not matter if the folder is deleted.

#### 1. Press [Edit Folder].



#### 2. Select the folder to be deleted.

#### 3. Press [Delete] twice.

#### 4. Press [Exit].

### ↓ Note

- You cannot delete the shared folder.
- If a password is specified for the folder, enter it, and then press [OK].
- To cancel the selection, press the selected (highlighted) key.
- You can search the target folder using [Search by Folder No.] or [Search by Folder Name] situated in the left side of the screen.
- If a document protected by a password is in a folder, you cannot delete the folder.
- Web Image Monitor allows you to delete a folder in the Document Server from your computer. For details about how to start Web Image Monitor, see page 210 "Displaying Stored Documents with Web Image Monitor".

# Displaying Stored Documents with Web Image Monitor

You can display stored documents in the Document Server on the computer screen with Web Image Monitor.

1. **Start a Web browser.**
2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar, and then press the [Enter] key.**

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. **Point to [Print Job/Stored File], and then click [Document Server].**
4. **Click the folder with the document that you want to display.**
5. **Click  of the document you want to confirm.**
6. **Confirm contents of the document.**

When you want to enlarge the preview screen, click [Enlarge Image].

## Note

- You can change the format of the list. Click the  (Thumbnails),  (Icons), or  (Details).

# Downloading Stored Documents with Web Image Monitor

You can download stored documents to the computer with Web Image Monitor.

## ★ Important

- Documents saved under the copy or printer function cannot be downloaded 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, and then press the [Enter] key.

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. Point to [Print Job/Stored File], and then click [Document Server].
4. Click the folder with the document that you want to download.
5. Click  of the document you want to download.
6. Select the format for the file you want to download, and then click [Download].
7. Click [OK].

## ↓ Note

- You can change the format of the list. Click the  (Thumbnails),  (Icons), or  (Details).
- You can select [JPEG] only for files that are full color or gray scale and compressed using the scanner function.
- You can select high compression PDF and OCR as a download format only for documents stored using the scanner function.
- You cannot download high compression PDFs if the machine's [PDF File Type: PDF/A Fixed] setting is set to [On]. To download a high compression PDF, set this setting to [Off].
- If you are using Internet Explorer 8, downloading will be slower than with other browsers. To download faster with Internet Explorer 8, open the browser's [Internet Options] menu and register the machine's URL as a trusted site. Then disable SmartScreen filter for trusted sites. For details about these settings, see the Internet Explorer 8 Help files.

# Specifying Access Permission for Stored Documents

The access permission for each document stored in the machine can be specified by the user who stores the document.

Such a user is called file creator (owner).

The owner can specify who is allowed to access his/her stored documents.

For other users, only the documents they are allowed to access are displayed. The access permission can be changed by the owner and administrator only.

## Access permission

There are four types of access permission with different levels of privilege.

Access permission	What is permitted
Read-only	In addition to checking the content of and information about stored documents, you can also print and send the documents.
Edit	You can change the print settings for stored documents. This includes permission to view documents.
Edit / Delete	You can delete stored documents. This includes permission to view and edit documents.
Full Control	You can specify the user and access permission. This includes permission to view, edit, and edit/delete documents.

## Password for stored documents

- Passwords for stored documents can be specified by the owner. You can obtain greater protection against the unauthorized use of documents.
- Even if user authentication is not specified, passwords for stored documents can be specified.
- For details about how to specify a password for an existing document, see page 190 "Changing the Password".

### Note

- Access permission to stored print documents sent from the printer driver and stored on the machine can only be specified in Web Image Monitor. For details, see "Specifying Access Privileges for Stored Print Files", Print.
- The default access permission for the owner is [Read-only]. You can also specify the access permission.

## Assigning Users and Access Permission for Stored Documents

This can be specified by the owner.

Specify the users and their access permissions for each stored document. By making this setting, only users granted access permission can access stored documents.

### ★ Important

- If documents become inaccessible, reset their access permission as the owner. This can also be done by the file administrator. If you want to access a document but do not have access permission, ask the owner.
- To change the access privileges of a document's owner or another user with [Full Control] privileges for a document, use the [Change Access Priv.] setting of the document.

#### 1. Select a folder.

No.	Folder Name	Created Date/Time	Sel. File
	Shared Folder		
001	User001	31 Aug. 14:21	
002	User002	31 Aug. 14:21	
003	User003	31 Aug. 14:21	
004	User004	31 Aug. 14:21	
005	User005	31 Aug. 14:22	

2. Select the document.
3. Press [Edit File].
4. Press [Change Access Priv.].
5. Press [Program/Change/Delete].
6. Press [New Program].
7. Select the users you want to assign permission to.

Select user / group key to program or enter No. with the Number keys.

Registration No.

Search

All Users

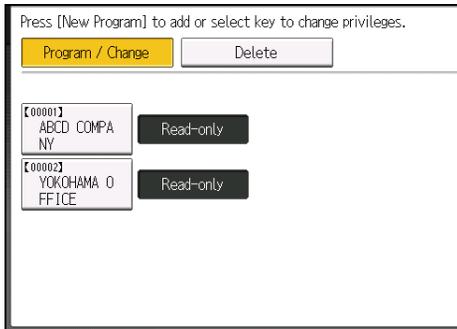
Frequent	AB	CD	EF	GH	IJK	LMN	OPQ	RST
[00001] ABCD COMPANY	[00002] YOKOHAMA OFFICE	[00003] BERLIN OFFICE	[00004] LONDON OFFICE	[00005] NEW YORK OFFICE				
[00007] KYOTO OFFICE	[00008] BEIJING OFFICE	[00010] SHANGHAI OFFICE	[00011] HONG KONG OFFICE	[00012] Branch_01				

You can select one user or more.

By pressing [All Users], you can select all the users.

**8. Press [Exit].**

**9. Select the user who you want to assign access permission to, and then select the permission.**



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Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].

**10. Press [Exit].**

**11. Press [OK] twice.**

**12. Press [Up One Level].**

**Note**

- To ensure machine security, do not grant [Edit], [Edit / Delete], or [Full Control] permission to general users.
- For details about the access permission, see page 212 "Specifying Access Permission for Stored Documents".

## Assigning Access Permission in Advance for Specified Users of Stored Documents

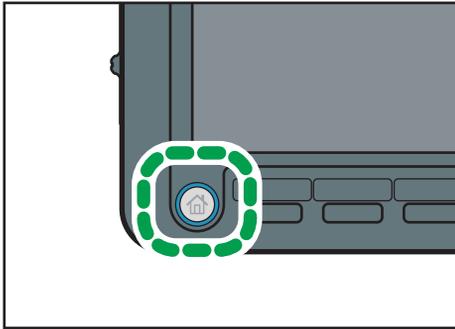
This can be specified by the owner.

Specify the users and their access permission to documents stored by a particular user.

Only those users granted access permission can access stored documents. This makes managing access permission easier than specifying and managing access permissions for each stored document.

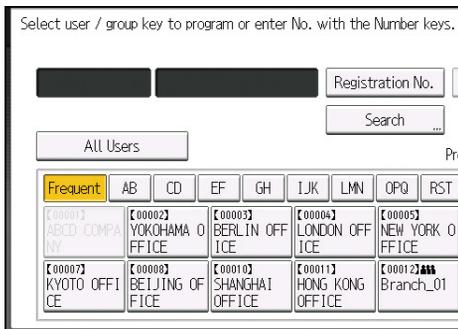
**1. Press the [Home] key on the control panel, and press the [Address Book Management] icon on the screen.**

If the [Address Book Management] icon does not appear, press the  icon at the upper right corner of the screen to switch to the menu screen.



C1W220

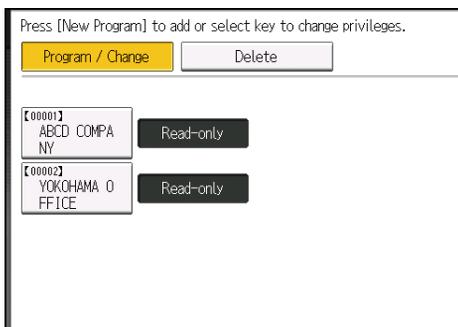
2. Select the user.
3. Press [Protection].
4. Under [Protect File(s)], press [Program/Change/Delete] for [Permissions for Users / Groups].
5. Press [New Program].
6. Select the users to register.



You can select one user or more.

By pressing [All Users], you can select all the users.

7. Press [Exit].
8. Select the user who you want to assign access permission to, and then select the permission.



Select the access permission from [Read-only], [Edit], [Edit / Delete], or [Full Control].

**9. Press [Exit].**

**10. Press [OK].**

**11. Press the [User Tools] key.**

**↓ Note**

- For details about the access permission, see page 212 "Specifying Access Permission for Stored Documents".

# 6. Copier / Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu.

## General Features

This section describes the user tools in the General Features menu under [Copier / Document Server Features].

### Auto Image Density Priority

You can select whether Auto Image Density is "on" or "off" when the machine is turned off, reset, or modes are cleared.

Default for [Full Color: Photo]: [Off]

Default for [Full Color: Non-photo]: [Off]

Default for [B & W: Photo]: [Off]

Default for [B & W: Non-photo]: [On]

### Original Type Priority

You can select the original type effective when the power is turned on, or modes cleared.

Default for [Full Color]: [Text / Photo]

Default for [B & W]: [Text / Photo]

### Original Photo Type Priority

You can specify which original photo type has priority when you select [Text / Photo] or [Photo].

Default for [Text / Photo]: [Printed Photo]

Default for [Photo]: [Printed Photo]

### Original Orientation in Duplex Mode

You can select the orientation of the originals when copying two-sided originals.

Default: [Top to Top]

### Copy Orientation in Duplex Mode

You can select the orientation of the copies when making two-sided copies.

Default: [Top to Top]

### Reserve Job Mode

You can set whether to reset the mode to the initial state or return to the mode in use before the reserved operation was started, when you return to the initial screen after reserved copying finishes.

Default: [Reset]

### Reservation Screen Auto-off Timer

You can set the time required until the display is switched to the reserved first job display after reservation is set. If you select [Yes], use the numbers keys to enter the time (10–99 seconds).

Default: [15 second(s)]

### Max. Copy Quantity

The maximum copy quantity can be entered between 1 and 9999.

Default: [9999 sheet(s)]

### Manual Original Counter Reset

You can set whether to enable the document counter reset key.

Default: [Off]

### 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.

Default: [With Image Rotation]

- With Image Rotation  
Use to copy when using the Auto Tray Switching function.
- Without Image Rotation  
Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size and in the same orientation, copying is interrupted and the message that prompts you to add paper to the tray will be displayed.
- Off  
When a paper tray runs out of paper, copying is interrupted and the message that prompts you to add paper to the tray will be displayed.

### Dark Background

You can set whether Dark Background can be selected as an original type.

Default: [Off]

### Panel Features Default

You can set the items to be preferentially selected as the function keys on the initial screen.

Default: [Off]

### Image Adjustment Priority

You can set the items to be preferentially selected as the function keys after you press [Edit / Color].

Default: [Off]

## Paper Display

You can choose to have the available paper trays and sizes shown on the initial screen.

Default: **[Display]**

If you select **[Hide]**, the screen is shown as below.



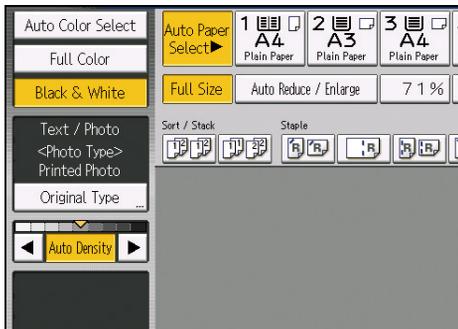
When you cancel **[Auto Paper Select]**, the sizes of paper loaded in the trays are displayed.

## Original Type Display

You can have the original types shown on the initial screen.

Default: **[Display]**

If you select **[Hide]**, the screen is as below.



## Alert Sound: Original left on Exposure Glass

You can select whether to use a buzzer to alert you when you forget to remove an original.

Default: **[On]**

If **[Panel Key Sound]** of **[General Features]** (**[System Settings]**) is turned off, this function is invalidated even if it is turned on.

## Job End Call

You can select whether or not to sound a buzzer when a copy is completed.

If **[Panel Key Sound]** of **[General Features]** (**[System Settings]**) is turned on, the machine beeps to notify you that it did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper, or a paper jam occurred.

Default: **[On]**

### Switch Original Counter Display

You can select whether to count the two-sided originals by the number of sheets or pages.

Default: **[Original Sheet Counter]**

### Paper Settings Screen for Tray A

You can specify whether or not to display the setting screen for paper sizes or types whenever you press [Tray A].

If you select [Display Automatically], the paper setting screen is displayed whenever you press [Tray A]. If you select [Do not Display], the paper setting screen is displayed when you press [Tray A] and the [#] key.

Default: **[Display Automatically]**

### Customize Function: Copier

You can assign up to 3 frequently-used functions to the shortcut keys.

Default for "Customize Function: Copier 1": **[Off]**

Default for "Customize Function: Copier 2": **[Off]**

Default for "Customize Function: Copier 3": **[Off]**

### Customize Function: Document Server Storage

You can assign up to 3 frequently-used functions for scanning documents on the shortcut keys.

Default for "Customize Function: Document Server Storage 1": **[Off]**

Default for "Customize Function: Document Server Storage 2": **[Off]**

Default for "Customize Function: Document Server Storage 3": **[Off]**

#### **Note**

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

# Reproduction Ratio

This section describes the user tools in the Reproduction Ratio menu under [Copier / Document Server Features].

## Shortcut Reduce/Enlarge

You can register up to two frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratio and have them shown on the initial screen.

When you select [User Reduce/Enlarge Ratio], the ratio can be entered from 25 to 400%, using the number keys.

 **Region A** (mainly Europe and Asia)

Default for "F1": [71%]

Default for "F2": [141%]

 **Region B** (mainly North America)

Default for "F1": [73%]

Default for "F2": [129%]

## Reproduction Ratio

You can specify the enlargement and reduction ratios that appear if [Reduce/ Enlarge] is pressed on the copier screen.

 **Region A** (mainly Europe and Asia)

- 25%
- 50% (A3 → A5, 8 × 13 → A5)
- 65% (A3 → 8 × 13)
- 71% (A3 → A4, A4 → A5)
- 75% (B4 JIS → 8 × 13)
- 82% (8 × 13 → A4, B4 JIS → A4)
- 93%
- 115% (B4 JIS → A3)
- 122% (8 × 13 → A3, A4 → B4 JIS)
- 141% (A4 → A3, A5 → A4)
- 200% (A5 → A3)
- 400%
- User Reduce/Enlarge Ratio (25–400%)

 **Region B** (mainly North America)

- 25%

- 50% ( $11 \times 17 \rightarrow 5\frac{1}{2} \times 8\frac{1}{2}$ )
- 65% ( $11 \times 17 \rightarrow 8\frac{1}{2} \times 11$ )
- 73% ( $11 \times 15 \rightarrow 8\frac{1}{2} \times 11$ )
- 78% ( $8\frac{1}{2} \times 14 \rightarrow 8\frac{1}{2} \times 11$ )
- 85% ( $8\frac{1}{2} \times 13 \rightarrow 8\frac{1}{2} \times 11$ )
- 93%
- 121% ( $8\frac{1}{2} \times 14 \rightarrow 11 \times 17$ )
- 129% ( $8\frac{1}{2} \times 11 \rightarrow 11 \times 17$ )
- 155% ( $5\frac{1}{2} \times 8\frac{1}{2} \rightarrow 8\frac{1}{2} \times 14$ )
- 200% ( $5\frac{1}{2} \times 8\frac{1}{2} \rightarrow 11 \times 17$ )
- 400%
- User Reduce/Enlarge Ratio (25–400%)

### Reduce/Enlarge Ratio Priority

You can select the ratio with priority when [Reduce/ Enlarge] is pressed.

Default:

 **Region A** (mainly Europe and Asia)

[71%]

 **Region B** (mainly North America)

[65%]

### Ratio for Create Margin

You can select a reduce/enlarge ratio of [Create Margin].

Default: [93%]

#### Note

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

# Edit

This section describes the user tools in the Edit menu under [Copier / Document Server Features].

Enter the width of the binding margin with the number keys as follows:

-  **Region A** (mainly Europe and Asia)  
0–30 mm (in increments of 1 mm)
-  **Region B** (mainly North America)  
0.0–1.2 inches (in increments of 0.1 inches)

Enter the width of the erased margin with the number keys as follows:

-  **Region A** (mainly Europe and Asia)  
2–99 mm (in increments of 1 mm)
-  **Region B** (mainly North America)  
0.1–3.9 inches (in increments of 0.1 inches)

## Front Margin: Left / Right

Specify left and right margins on the front side of copies in Margin Adjustment mode.

Default:

 **Region A** (mainly Europe and Asia)

**[Left: 5 mm]**

 **Region B** (mainly North America)

**[Left: 0.2 inch]**

## Back Margin: Left / Right

Specify left and right margins on the back side of copies in Margin Adjustment mode.

Default:

 **Region A** (mainly Europe and Asia)

**[Right: 5 mm]**

 **Region B** (mainly North America)

**[Right: 0.2 inch]**

## Front Margin: Top / Bottom

Specify top and bottom margins on the front side of copies in Margin Adjustment mode.

Default:

 **Region A** (mainly Europe and Asia)

**[Top: 0 mm]**

 **Region B** (mainly North America)

[Top: 0.0 inch]

### Back Margin: Top / Bottom

Specify top and bottom margins on the back side of copies in Margin Adjustment mode.

Default:

 **Region A** (mainly Europe and Asia)

[Top: 0 mm]

 **Region B** (mainly North America)

[Top: 0.0 inch]

### 1 Sided → 2 Sided Auto Margin: TtoT

In 1 Sided → 2 Sided mode, you can specify the margins on the back side.

Default:

 **Region A** (mainly Europe and Asia)

[Right: 5 mm]

 **Region B** (mainly North America)

[Right: 0.2 inch]

### 1 Sided → 2 Sided Auto Margin: TtoB

In 1 Sided → 2 Sided mode, you can specify the margins on the back side.

Default:

 **Region A** (mainly Europe and Asia)

[Top: 0 mm]

 **Region B** (mainly North America)

[Top: 0.0 inch]

### Creep Setting for Magazine

Specify the creep binding margin width from 0 to 99 mm (0.0 to 3.9 inches) in increments of 1 mm (0.1 inches).

Default:

 **Region A** (mainly Europe and Asia)

[5 mm]

 **Region B** (mainly North America)

[0.2 inch]

### Erase Border Width

Specify the width for erasing border.

Default:

 **Region A** (mainly Europe and Asia)

[10 mm]

 **Region B** (mainly North America)

[0.4 inch]

### Erase Original Shadow in Combine

In Combine mode, you can specify whether to erase a 3 mm, 0.1 inches boundary margin around all four edges of each original.

Default: [On]

### Erase Center Width

Specify the width of the erased center margins with this function.

Default:

 **Region A** (mainly Europe and Asia)

[10 mm]

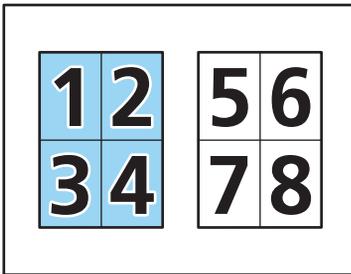
 **Region B** (mainly North America)

[0.4 inch]

### Front Cover Copy in Combine

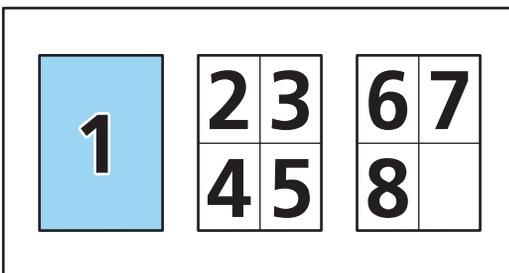
You can make a combined copy on the front cover sheet when you select Front Cover mode.

- Combine



CKN067

- Do not Combine



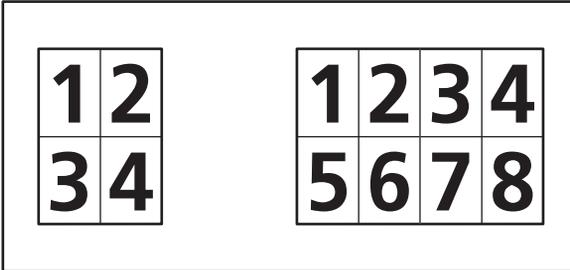
CKN068

Default: [Combine]

### Copy Order in Combine

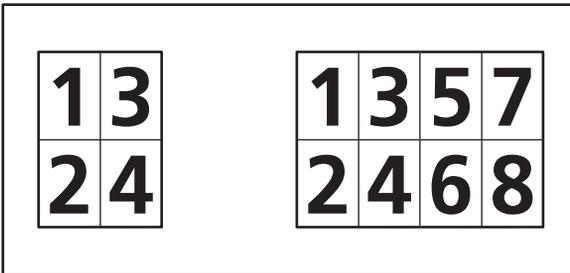
You can select the copy order in Combine mode from the four options shown below.

- From Left to Right



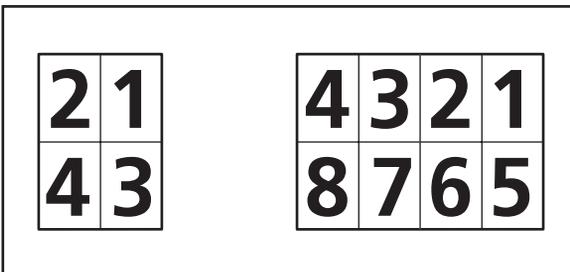
CKN069

- Top to Bottom from Left



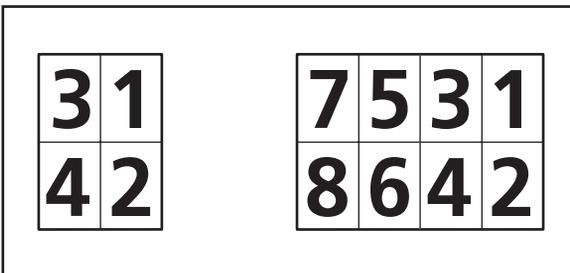
CKN070

- From Right to Left



CWR070

- Top to Btm from Right



CWR071

Default: **[From Left to Right]**

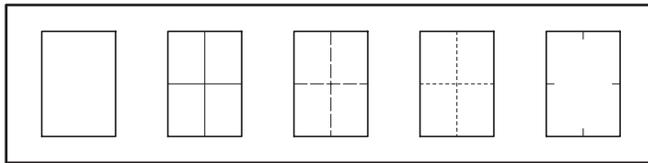
### Orientation: Booklet, Magazine

Select the opening orientation of copies made using Booklet or Magazine mode.

Default: **[Open to Left]**

### 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]**.



CKN071

Default for [Type of Separation Line]: **[None]**

In full color, you can also select the color of the separation line.

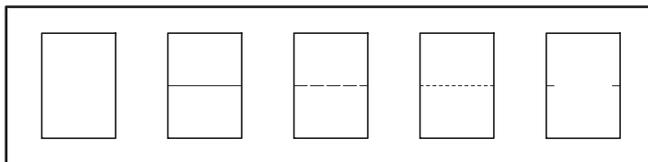
Default for [Color of Separation Line in Full Color]: **[Black]**

Separation line color cannot be specified when selecting **[None]**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inches) in width along the separation line.

### 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]**.



CKN072

Default for [Type of Separation Line]: **[None]**

In full color, you can also select the color of the separation line.

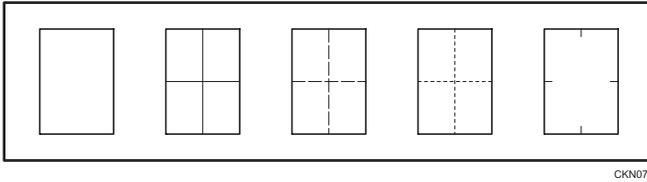
Default for [Color of Separation Line in Full Color]: **[Black]**

Separation line color cannot be specified when selecting **[None]**.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inches) in width along the separation line.

### Separation Line in Combine

You can select a separation line using the Combine function from: **[None]**, **[Solid]**, **[Broken A]**, **[Broken B]**, or **[Crop Marks]**.



Default for [Type of Separation Line]: **[None]**

In full color, you can also select the color of the separation line.

Default for [Color of Separation Line in Full Color]: **[Black]**

Separation line color cannot be specified when selecting [None].

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inches) in width along the separation line.

### Copy on Designating Page in Combine

Specify whether to make a combined copy on the inserted slip sheets in Designate / Chapter mode.

Default: **[Combine]**

### Copy Back Cover

When one-sided copying, you can specify whether to have the back cover outside (outside page) or inside (inside page).

Default: **[Outside]**

### Double Copies Position

You can select the copy position of bottom or left page according to top or right page as the original image position.

Default: **[Same Position as Original Image Position]**

### ↓ Note

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

# Stamp

This section describes the user tools in the Stamp menu under [Copier / Document Server Features].

## Preset Stamp

This section describes the user tools in the Preset Stamp menu under [Stamp].

### Stamp Language

You can select the language of the message printed in Preset Stamp mode.

- English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Russian, Japanese, Simplified Chinese, Traditional Chinese, Hangul, Catalan, Turkish, Greek, Brazilian Portuguese

Default: **[English]**

### Stamp Priority

You can select the stamp type given priority when [Preset Stamp] is pressed.

Default: **[COPY]**

### Stamp Format

Specify how each of stamps is printed.

- Stamp Position

Specify where to print the stamp. For details about the stamp position, see page 126 "Stamps".

Default: **[Top Right]**

- Adjust Stamp Position

You can adjust the position in which the stamp is printed.

The position where the stamp is printed and the range within which that position can be adjusted are shown in the following table. The values for defaults and possible ranges given in the table are the distance from each side of the paper.

 **Region A** (mainly Europe and Asia)

Stamp positions	Default	Possible range
Top Left	24 mm from the left edge 24 mm from the top edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the top edge
Top Center	Center 24 mm from the top edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the top edge

Stamp positions	Default	Possible range
Top Right	24 mm from the right edge 24 mm from the top edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the top edge
Center Left	24 mm from the left edge Center	From 5 to 144 mm from the left edge From 0 to 72 mm to the toward the top or bottom of the center
Center	Center	From 0 to 72 mm to the right or left of the center From 0 to 72 mm to the toward the top or bottom of the center
Center Right	24 mm from the right edge Center	From 5 to 144 mm from the right edge From 0 to 72 mm to the toward the top or bottom of the center
Bottom Left	24 mm from the left edge 24 mm from the bottom edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the bottom edge
Bottom Center	Center 24 mm from the bottom edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the bottom edge
Bottom Right	24 mm from the right edge 24 mm from the bottom edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the bottom edge

 **Region B** (mainly North America)

Stamp positions	Default	Possible range
Top Left	1.0 inch from the left edge 1.0 inch from the top edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the top edge

Stamp positions	Default	Possible range
Top Center	Center 1.0 inch from the top edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the top edge
Top Right	1.0 inch from the right edge 1.0 inch from the top edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the top edge
Center Left	1.0 inch from the left edge Center	From 0.2 to 5.7 inches from the left edge From 0 to 2.8 inches to the toward the top or bottom of the center
Center	Center	From 0 to 2.8 inches to the right or left of the center From 0 to 2.8 inches to the toward the top or bottom of the center
Center Right	1.0 inch from the right edge Center	From 0.2 to 5.7 inches from the right edge From 0 to 2.8 inches to the toward the top or bottom of the center
Bottom Left	1.0 inch from the left edge 1.0 inch from the bottom edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the bottom edge
Bottom Center	Center 1.0 inch from the bottom edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the bottom edge
Bottom Right	1.0 inch from the right edge 1.0 inch from the bottom edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the bottom edge

- Size

You can select the size of the stamp.

Default: **[1 X]**

- Density

You can select the pattern used to print the stamp.

Default: **[Normal]**

- Normal

The stamp is printed on the image. You cannot check which parts will overlap.

- Lighter

The image can be seen through the stamp.

- Lightest

The image appears even clearer than in the Lighter setting.

- Page to Stamp

You can have the stamp printed on the first page or all pages.

Default: **[All Pages]**

- Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

-  **Region A** (mainly Europe and Asia)

Left-Right: Left 432 mm–Right 432 mm

Top-Bottom: Top 432 mm–Bottom 432 mm

Default: **[0 mm]**

-  **Region B** (mainly North America)

Left-Right: Left 17.0 inches–Right 17.0 inches

Top-Bottom: Top 17.0 inches–Bottom 17.0 inches

Default: **[0.0 inch]**

### Stamp Color

You can select the stamp print color.

Default: **[Black]**

#### Note

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

## User Stamp

This section describes the user tools in the User Stamp menu under [Stamp].

### Program / Delete Stamp

You can register, change, or delete user stamps.

You can register up to five custom stamps with your favorite designs.

For details about how to register, change, or delete the user stamp, see page 131 "Registering a user stamp" or page 132 "Deleting the user stamp".

### Stamp Format:1–5

Specify how each of registered user stamps 1 to 5 is printed.

- Stamp Position

Specify where to print the user stamp. For details about the stamp position, see page 126 "Stamps".

Default: **[Top Right]**

- Adjust Stamp Position

You can adjust the position in which the stamp is printed.

The position where the stamp is printed and the range within which that position can be adjusted are shown in the following table. The values for defaults and possible ranges given in the table are the distance from each side of the paper.

 **Region A** (mainly Europe and Asia)

Stamp positions	Default	Possible range
Top Left	24 mm from the left edge 24 mm from the top edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the top edge
Top Center	Center 24 mm from the top edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the top edge
Top Right	24 mm from the right edge 24 mm from the top edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the top edge
Center Left	24 mm from the left edge Center	From 5 to 144 mm from the left edge From 0 to 72 mm to the toward the top or bottom of the center

Stamp positions	Default	Possible range
Center	Center	From 0 to 72 mm to the right or left of the center From 0 to 72 mm to the toward the top or bottom of the center
Center Right	24 mm from the right edge Center	From 5 to 144 mm from the right edge From 0 to 72 mm to the toward the top or bottom of the center
Bottom Left	24 mm from the left edge 24 mm from the bottom edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the bottom edge
Bottom Center	Center 24 mm from the bottom edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the bottom edge
Bottom Right	24 mm from the right edge 24 mm from the bottom edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the bottom edge

 **Region B** (mainly North America)

Stamp positions	Default	Possible range
Top Left	1.0 inch from the left edge 1.0 inch from the top edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the top edge
Top Center	Center 1.0 inch from the top edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the top edge
Top Right	1.0 inch from the right edge 1.0 inch from the top edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the top edge

Stamp positions	Default	Possible range
Center Left	1.0 inch from the left edge Center	From 0.2 to 5.7 inches from the left edge From 0 to 2.8 inches to the toward the top or bottom of the center
Center	Center	From 0 to 2.8 inches to the right or left of the center From 0 to 2.8 inches to the toward the top or bottom of the center
Center Right	1.0 inch from the right edge Center	From 0.2 to 5.7 inches from the right edge From 0 to 2.8 inches to the toward the top or bottom of the center
Bottom Left	1.0 inch from the left edge 1.0 inch from the bottom edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the bottom edge
Bottom Center	Center 1.0 inch from the bottom edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the bottom edge
Bottom Right	1.0 inch from the right edge 1.0 inch from the bottom edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the bottom edge

- Page to Stamp

You can have the stamp printed on the first page or all pages.

Default: **[All Pages]**

- Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

-  **Region A** (mainly Europe and Asia)

Left-Right: Left 432 mm–Right 432 mm

Top-Bottom: Top 432 mm–Bottom 432 mm

Default: **[0 mm]**

-  **Region B** (mainly North America)

Left-Right: Left 17.0 inches–Right 17.0 inches

Top-Bottom: Top 17.0 inches–Bottom 17.0 inches

Default: **[0.0 inch]**

### Stamp Color: 1–5

You can select the priority of the colors for user stamp (1 to 5).

Default: **[Black]**

#### **Note**

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

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## Date Stamp

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This section describes the user tools in the Date Stamp menu under [Stamp].

### Format

You can select the date format for Date Stamp mode.

Default:

 **Region A** (mainly Europe and Asia)

**[DD / MM / YYYY]**

 **Region B** (mainly North America)

**[MM / DD / YYYY]**

### Font

You can select the date stamp font.

Default: **[Font 1]**

### Size

You can select the date stamp size.

Default: **[Auto]**

### Superimpose

You can have the date stamp printed in white when it overlaps black parts of the image.

Default: **[Off]**

### Stamp Color

You can select the priority color when printing the date.

Default: **[Black]**

## Stamp Setting

Specify how the date stamp is printed.

- Stamp Position

Specify where to print the date stamp. For details about the stamp position, see page 126 "Stamps".

Default: **[Top Left]**

- Adjust Stamp Position

You can adjust the position in which the stamp is printed.

The position where the stamp is printed and the range within which that position can be adjusted are shown in the following table. The values for defaults and possible ranges given in the table are the distance from each side of the paper.

 **Region A** (mainly Europe and Asia)

Stamp positions	Default	Possible range
Top Left	32 mm from the left edge 8 mm from the top edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the top edge
Top Center	Center 8 mm from the top edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the top edge
Top Right	12 mm from the right edge 8 mm from the top edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the top edge
Bottom Left	32 mm from the left edge 8 mm from the bottom edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the bottom edge
Bottom Center	Center 8 mm from the bottom edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the bottom edge
Bottom Right	12 mm from the right edge 8 mm from the bottom edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the bottom edge

 **Region B** (mainly North America)

Stamp positions	Default	Possible range
Top Left	1.3 inches from the left edge 0.3 inches from the top edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the top edge
Top Center	Center 0.3 inches from the top edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the top edge
Top Right	0.5 inches from the right edge 0.3 inches from the top edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the top edge
Bottom Left	1.3 inches from the left edge 0.3 inches from the bottom edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the bottom edge
Bottom Center	Center 0.3 inches from the bottom edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the bottom edge
Bottom Right	0.5 inches from the right edge 0.3 inches from the bottom edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the bottom edge

- Page to Stamp

You can have the stamp printed on the first page or all pages.

Default: **[All Pages]**

- Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

-  Region **A** (mainly Europe and Asia)

Left-Right: Left 432 mm–Right 432 mm

Top-Bottom: Top 432 mm–Bottom 432 mm

Default: **[0 mm]**

-  **Region B** (mainly North America)

Left-Right: Left 17.0 inches–Right 17.0 inches

Top-Bottom: Top 17.0 inches–Bottom 17.0 inches

Default: **[0.0 inch]**

#### **Note**

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

## Page Numbering

This section describes the user tools in the Page Numbering menu under [Stamp].

### Stamp Format

You can select the page number format given priority when [Page Numbering] is pressed.

Default: **[P1,P2...]**

### Font

You can select the font in Page Numbering mode.

Default: **[Font 1]**

### Size

You can select the size of the stamp printed in Page Numbering mode.

Default: **[Auto]**

### Duplex Back Page Stamping Position

You can select the position of the duplex back page number printed in Duplex mode.

Default: **[Opposite Position]**

### Page Numbering in Combine

You can select page numbering when using the Combine function and the Page Numbering function together.

Default: **[Per Original]**

### Stamp on Designating Slip Sheet

You can select whether or not to print the page number onto slip sheets when using the Designate function set to "Copy" and the Page Numbering function together.

Default: **[Off]**

### Stamp Position

Specify how each of stamps is printed.

- Stamp Position

Specify where to print the stamp. For details about the stamp position, see page 126 "Stamps".

Default for the patterns of [P1,P2...], [1/5,2/5...], [P.1,P.2...], and [1,2...]: **[Top Right]**

Default for the patterns of [-1,-2-...] and [1-1,1-2...]: **[Bottom Center]**

- Adjust Stamp Position

You can adjust the position in which the stamp is printed.

The position where the stamp is printed and the range within which that position can be adjusted are shown in the following table. The values for defaults and possible ranges given in the table are the distance from each side of the paper.

 **Region A** (mainly Europe and Asia)

Stamp positions	Default	Possible range
Top Left	12 mm from the left edge 12 mm from the top edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the top edge
Top Center	Center 12 mm from the top edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the top edge
Top Right	12 mm from the right edge 12 mm from the top edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the top edge
Bottom Left	12 mm from the left edge 8 mm from the bottom edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the bottom edge
Bottom Center	Center 8 mm from the bottom edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the bottom edge
Bottom Right	12 mm from the right edge 8 mm from the bottom edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the bottom edge

 **Region B** (mainly North America)

Stamp positions	Default	Possible range
Top Left	0.5 inches from the left edge 0.5 inches from the top edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the top edge
Top Center	Center 0.5 inches from the top edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the top edge
Top Right	0.5 inches from the right edge 0.5 inches from the top edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the top edge
Bottom Left	0.5 inches from the left edge 0.3 inches from the bottom edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the bottom edge
Bottom Center	Center 0.3 inches from the bottom edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the bottom edge
Bottom Right	0.5 inches from the right edge 0.3 inches from the bottom edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the bottom edge

- Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

-  **Region A** (mainly Europe and Asia)  
 Left-Right: Left 432 mm–Right 432 mm  
 Top-Bottom: Top 432 mm–Bottom 432 mm  
 Default: **[0 mm]**
-  **Region B** (mainly North America)  
 Left-Right: Left 17.0 inches–Right 17.0 inches

Top-Bottom: Top 17.0 inches–Bottom 17.0 inches

Default: **[0.0 inch]**

### **Superimpose**

You can have page numbers printed in white when they overlap black parts of the image.

Default: **[Off]**

### **Stamp Color**

You can select the priority of the colors for the page numbers.

Default: **[Black]**

### **Page Numbering Initial Letter**

You can select the page numbering initial letter between [P1,P2.../P.1,P.2...] and [S1,S2.../S.1,S.2...].

Default: **[P1,P2.../P.1,P.2...]**

### **Note**

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

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## **Stamp Text**

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This section describes the user tools in the Stamp Text menu under [Stamp].

### **Font**

You can select the font in Stamp Text mode.

Default: **[Font 1]**

### **Size**

You can select the stamp text size.

Default: **[Auto]**

### **Superimpose**

You can have the stamp text printed in white when it overlaps black parts of the image.

Default: **[Off]**

### **Stamp Color**

Select the priority color when printing the text.

Default: **[Black]**

### **Stamp Setting**

Specify how stamp text is printed.

- Stamp Position

Specify where to print the Stamp Text. For details about the stamp position, see page 126 "Stamps".

Default: **[Top Right]**

- Adjust Stamp Position

You can adjust the position in which the stamp is printed.

The position where the stamp is printed and the range within which that position can be adjusted are shown in the following table. The values for defaults and possible ranges given in the table are the distance from each side of the paper.

 **Region A** (mainly Europe and Asia)

Stamp positions	Default	Possible range
Top Left	32 mm from the left edge 8 mm from the top edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the top edge
Top Center	Center 8 mm from the top edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the top edge
Top Right	12 mm from the right edge 8 mm from the top edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the top edge
Bottom Left	32 mm from the left edge 8 mm from the bottom edge	From 5 to 144 mm from the left edge From 5 to 144 mm from the bottom edge
Bottom Center	Center 8 mm from the bottom edge	From 0 to 72 mm to the right or left of the center From 5 to 144 mm from the bottom edge
Bottom Right	12 mm from the right edge 8 mm from the bottom edge	From 5 to 144 mm from the right edge From 5 to 144 mm from the bottom edge

 **Region B** (mainly North America)

Stamp positions	Default	Possible range
Top Left	1.3 inches from the left edge 0.3 inches from the top edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the top edge
Top Center	Center 0.3 inches from the top edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the top edge
Top Right	0.5 inches from the right edge 0.3 inches from the top edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the top edge
Bottom Left	1.3 inches from the left edge 0.3 inches from the bottom edge	From 0.2 to 5.7 inches from the left edge From 0.2 to 5.7 inches from the bottom edge
Bottom Center	Center 0.3 inches from the bottom edge	From 0 to 2.8 inches to the right or left of the center From 0.2 to 5.7 inches from the bottom edge
Bottom Right	0.5 inches from the right edge 0.3 inches from the bottom edge	From 0.2 to 5.7 inches from the right edge From 0.2 to 5.7 inches from the bottom edge

- Page to Stamp

You can have the stamp printed on the first page or all pages.

Default: **[All Pages]**

- Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

-  Region **A** (mainly Europe and Asia)

Left-Right: Left 432 mm–Right 432 mm

Top-Bottom: Top 432 mm–Bottom 432 mm

Default: **[0 mm]**

-  **Region B** (mainly North America)

Left-Right: Left 17.0 inches–Right 17.0 inches

Top-Bottom: Top 17.0 inches–Bottom 17.0 inches

Default: **[0.0 inch]**

### **Change Job Serial No. for First Job**

You can select whether or not to print the serial number after the stamped text. For details about how to specify the setting, see page 142 "Printing text and serial numbers".

Default: **[Off]**

#### **Note**

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

# Input / Output

This section describes the user tools in the Input / Output menu under [Copier / Document Server Features].

## SADF Auto Reset

In SADF mode, an original must be placed within a specified time after the previous original has been fed.

Default: **[5 second(s)]**

You can adjust this time from 3 to 99 seconds in increments of 1 second.

## Copy Eject Face Method in Glass Mode

You can select the way in which copies are delivered when copying an original placed on the exposure glass.

Default: **[Face Up]**

## Memory Full Auto Scan Restart

When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.

Default: **[Off]**

- On

You can leave the machine unattended to make copies, but sorted pages will not be sequential.

- Off

When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

## Sort / Stack Shift Tray Setting

You can specify whether to shift the shift tray in Sort mode or Stack mode.

Default: **[On]**

## Insert Separation Sheet

You can specify the number of copy pages for inserting the separation sheet from 1 to 999 pages in increments of 1 page.

Default: **[1 set(s)]**

## Letterhead Setting

If you select [Yes] in this function, the machine rotates the image correctly.

Default: **[No]**

Orientation-fixed (top to bottom) or two-sided paper might not be printed correctly depending on how the originals and paper are placed. For details, see "Loading Orientation-fixed Paper or Two-sided Paper", Paper Specifications and Adding Paper.

### Fore Edge Cut Setting

Specify the length of the fore edge cut.

Specify the cut length from 2.0 to 20.0 mm (0.08 to 0.79 inches) in increments of 1 mm (0.01 inches). In case of B5 JIS size paper, the cut length is between 2.0 to 10.0 mm.

Default:

 **Region A** (mainly Europe and Asia)

**[4.0 mm]**

 **Region B** (mainly North America)

**[0.16 inch]**

### Staple Position

Specify which staple type has priority to be shown on the initial screen.

- When Finisher SR5050 is installed:
  - Default for "Staple Position 1": **[Staple: Slant]**
  - Default for "Staple Position 2": **[Staple: Bottom 1]**
  - Default for "Staple Position 3": **[Staple: Left 2]**
  - Default for "Staple Position 4": **[Staple: Top 2]**
- When Booklet Finisher SR5060 is installed:
  - Default for "Staple Position 1": **[Staple: Slant]**
  - Default for "Staple Position 2": **[Staple: Center]**
  - Default for "Staple Position 3": **[Staple: Left 2]**
  - Default for "Staple Position 4": **[Staple: Top 2]**

### Punch Type

Specify which punch type has priority to be shown on the initial screen.

- When 2 & 4 hole punch unit is installed:
  - Default for "Punch Type 1": **[Punch: Left 2]**
  - Default for "Punch Type 2": **[Punch: Top 2]**
- When 2 & 3 hole punch unit is installed:
  - Default for "Punch Type 1": **[Punch: Left 3]**
  - Default for "Punch Type 2": **[Punch: Top 3]**

### Ring Binding/Fold Type/Stacker Output Tray

You can specify which ring binding types, fold types, and stacker tray have priority on the initial screen.

Item names, displayed items, and defaults differ depending on which options are installed.

#### Finisher: Staple Position

Specify the stapling position.

Default for "Finisher: Staple Position 1": **[Off]**

Default for "Finisher: Staple Position 2": **[Off]**

Default for "Finisher: Staple Position 3": **[Off]**

Default for "Finisher: Staple Position 4": **[Off]**

#### Finisher: Punch Type

Specify the punch type.

Default for "Finisher: Punch Type 1": **[Off]**

Default for "Finisher: Punch Type 2": **[Off]**

Default for "Finisher: Punch Type 3": **[Off]**

Default for "Finisher: Punch Type 4": **[Off]**

#### Finisher: Ring Binding Type

You can specify which ring binding types have priority.

Default for "Finisher: Ring Binding Type 1": **[Off]**

Default for "Finisher: Ring Binding Type 2": **[Off]**

Default for "Finisher: Ring Binding Type 3": **[Off]**

Default for "Finisher: Ring Binding Type 4": **[Off]**

#### Simplified Screen: Finishing Types

You can select which key is displayed with higher priority for "Finishing Types" on the simple screen.

Default for "Simplified Screen: Finishing Types 1": **[Do not Display]**

Default for "Simplified Screen: Finishing Types 2": **[Do not Display]**

Default for "Simplified Screen: Finishing Types 3": **[Do not Display]**

#### Half Fold Settings (Finisher: Booklet Tray)

Specify each settings of half fold.

- Print Side

Specify which side of sheets is printed on.

Default: **[Inside]**

- Multi-sheet Fold

Specify whether or not to fold multiple sheets together.

Default: **[Off]**

### **Z-fold Output Tray**

Specify the tray where Z-fold prints are output to.

Default: **[Folding Unit Tray]**

### **Half Fold Settings**

Specify each settings of half fold.

- Fold Orientation

Specify the fold orientation of prints.

Default: **[Right - Left]**

- Print Side

Specify which side of sheets is printed on.

Default: **[Inside]**

- Multi-sheet Fold

Specify whether or not to fold multiple sheets together.

Default: **[Off]**

### **Letter Fold-out Settings**

Specify each settings of letter fold-out.

- Fold Orientation

Specify the fold orientation of prints.

Default: **[Right - Left]**

- Open Orientation

Specify the opening orientation of prints.

Default: **[Open to Right]**

- Multi-sheet Fold

Specify whether or not to fold multiple sheets together.

Default: **[Off]**

### **Letter Fold-in Settings**

Specify each settings of letter fold-in.

- Fold Orientation

Specify the fold orientation of prints.

Default: **[Right - Left]**

- Open Orientation

Specify the opening orientation of prints.

Default: **[Open to Right]**

- Print Side

Specify which side of sheets is printed on.

Default: **[Inside]**

- Multi-sheet Fold

Specify whether or not to fold multiple sheets together.

Default: **[Off]**

### Double Parallel Fold Settings

Specify each settings of double parallel fold.

- Fold Orientation

Specify the fold orientation of prints.

Default: **[Right - Left]**

- Open Orientation

Specify the opening orientation of prints.

Default: **[Open to Right]**

- Print Side

Specify which side of sheets is printed on.

Default: **[Inside]**

### Gate Fold Settings

Specify each settings of gate fold.

- Fold Orientation

Specify the fold orientation of prints.

Default: **[Right - Left]**

- Print Side

Specify which side of sheets is printed on.

Default: **[Inside]**

#### Note

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

# Adjust Color Image

This section describes the user tools in the Adjust Color Image menu under [Copier / Document Server Features].

## Background Density of ADS (Full Color)

The background density is adjusted to skip the texture and copy. You can adjust the background density up to five levels when in full color.

The default is the middle of five adjustment levels.

## Color Sensitivity

You can adjust the color specified to convert in Convert Color and the color specified for Erase Color, in five levels.

The default is the middle of five adjustment levels.

When the color width has been set to [Wider], and the color to be deleted, for example is red, all the colors that are close to magenta and orange are deleted. If it's set to [Narrower] the color red will be deleted.

## A.C.S. Sensitivity

This five-step setting determines the level of the standard used for discriminating between black and white originals and full color originals when [Auto Color Select] is selected.

The default is the middle of five adjustment levels.

## A.C.S. Priority

This setting determines the copy priority between [Black & White] and [Full Color] when [Auto Color Select] is selected.

Default: [Full Color]

### ↓ Note

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.

# Administrator Tools

This section describes the user tools in the Administrator Tools menu under [Copier / Document Server Features].

The administrator can configure Administrator Tools. To change the settings, see Security Guide. We recommend setting the administrator authentication setting.

## Menu Protect

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

### ↓ Note

- For details about how to change the Copier / Document Server Features, see "Accessing User Tools", Connecting the Machine/ System Settings.



