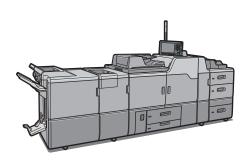


## Pro C651EX/C751EX

# Operating Instructions Copy and Document Server Reference





- 1 Placing Originals
- 2 Basic Copying
- 3 Color Copying
- 4 Advanced Copying
- 5 Document Server
- 6 Copier and Document Server Features
- 7 Appendix

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Scanner Reference	(3)
Sending scan files	<b>(3)</b>
Storing scan files	<b>(3)</b>
Changing the default settings of the scanner function, and related information	<b>(3)</b>
Network and System Settings Reference	(3)
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#### Manuals for This Machine

Read this manual carefully before you use this machine.

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

#### 

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

#### **About This Machine**

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

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

#### **Troubleshooting**

Provides a guide for resolving common usage-related problems.

#### Copy and Document Server Reference

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

#### Scanner Reference

Explains Scanner functions and operations.

#### **Network and System Settings Reference**

Explains how to connect the machine to a network and how to configure and operate the machine in a network environment. It also explains how to change System Settings, how to specify Adjustment Settings for Operators, and how to register information in the Address Book.

#### **Paper Settings Reference**

Explains how to make paper settings for each tray using the paper library, which contains optimum printing conditions. It also explains how to manually specify a paper size and type for a paper tray.

#### **Security Reference**

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

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

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

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

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

#### **Guide to Paper**

Explains paper characteristics and methods for handling paper.

#### VM Card Extended Feature Settings Device Reference

Explains how to set up the extended features settings with the machine.

#### VM Card Extended Feature Settings Web Reference

Explains how to set up the extended features settings using Web Image Monitor.



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

### Notice

#### **Important**

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

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

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

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

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

#### **Color Copying**

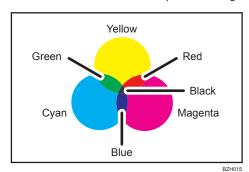
You can switch the color copy mode depending on the type of originals used and the desired finish.

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

See p.127 "Selecting a Color Mode".

#### **Primary Colors**

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



#### **Full Color**

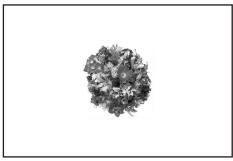
Copies using four colors: yellow, magenta, cyan, and black.



BZH016

#### Black & White

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

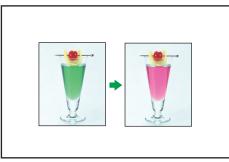


BZH017

#### **Convert Colors**

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

See p.128 "Convert Colors".

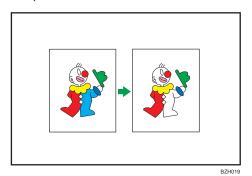


BZH018

#### **Erase Specified Color**

Copies by erasing a certain color in the original.

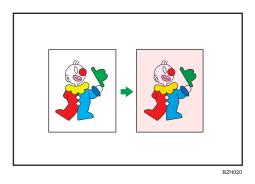
See p.129 "Erase Color".



#### Color Background

Copies by adding a color to the whole page.

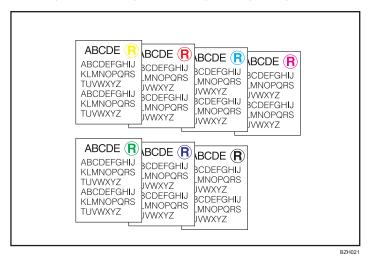
See p.131 "Color Background".



#### Stamping on Copies

Copies with the date, page numbers, etc.

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



Printed inserts types:

#### **Preset Stamp**

See p.158 "Preset Stamp".

#### **User Stamp**

See p.161 "User Stamp".

#### **Date Stamp**

See p.167 "Date Stamp".

#### Page Numbering

See p. 170 "Page Numbering".

#### **Stamp Text**

See p. 177 "Stamp Text".

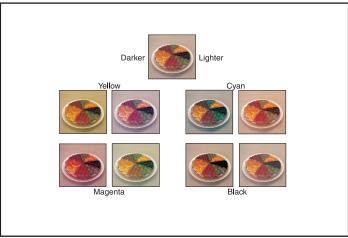
#### **Adjusting Colors**

You can adjust the color tone of copies.

#### **Color Balance**

Adjusts the overall color tone of copies.

See p.133 "Color Balance".

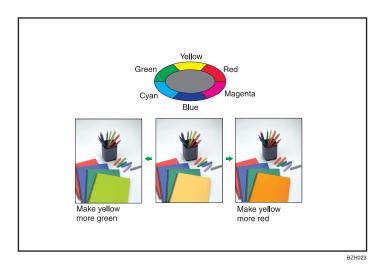


BZH022

#### **Adjust Color**

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

See p.136 "Color Adjustment".



#### **Adjusting Image Qualities**

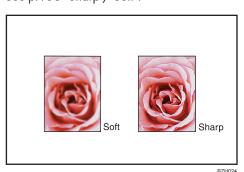
You can adjust image qualities.

See p.137 "Image Adjustment".

#### Sharp / Soft

Adjusts the outline of an image.

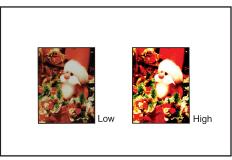
See p.138 "Sharp / Soft".



#### Contrast

Adjusts the shades of an image.

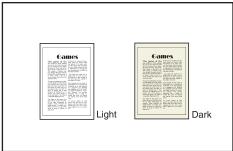
See p.138 "Contrast".



BZH02

#### **Background Density**

Adjusts the background density of an image. See p.139 "Background Density".



BZH026

## What You Can Do with This Machine

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

Functions differ depending on machine type and options.

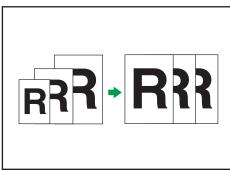
See p.27 "Functions Requiring Optional Configurations".

#### Reducing/Enlarging Originals by Specifying the Paper Size

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

#### Auto Reduce / Enlarge

See p.75 "Auto Reduce / Enlarge".



BZH0

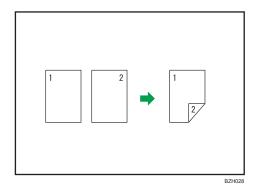
#### **Saving Paper**

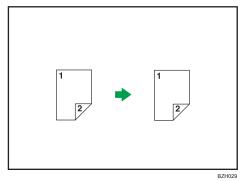
The Duplex and Combine functions allow you to save paper.

#### **Duplex**

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

See p.77 "Duplex Copying".

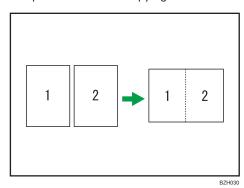


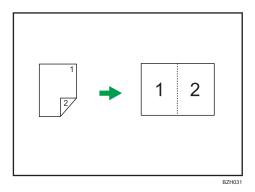


#### **One-Sided Combine**

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

See p.81 "Combined Copying".

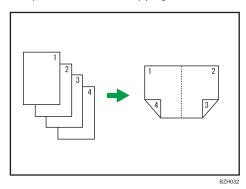


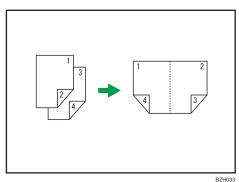


#### **Two-Sided Combine**

Combines up to 16 pages of originals onto two sides of one sheet.

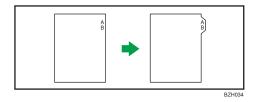
See p.81 "Combined Copying".





#### Copying onto Various Types of Paper

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



See p.54 "Copying onto Tab Stock".

See p.58 "Copying from the Multi Bypass Tray (Tray 6)".

See p.68 "Copying from the Wide Large Capacity Tray".

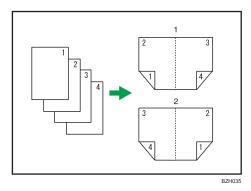
#### Creating a Booklet or Magazine

Copies two or more originals in page order.

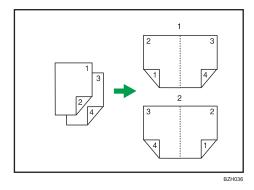
#### **Booklet**

Make copies in page order for a folded booklet.

See p.204 "Booklet/Magazine".



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



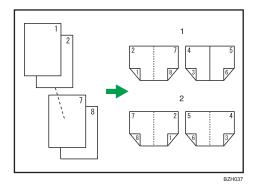
1. Open to left

#### 2. Open to right

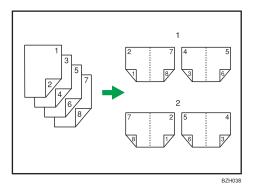
#### Magazine

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

See p.204 "Booklet/Magazine".



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



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

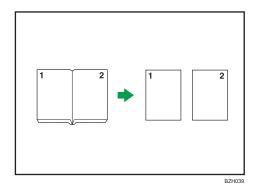
#### Copying Originals Such as Books

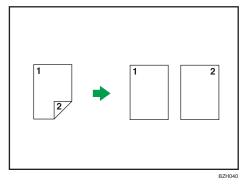
Copies bound originals onto one side or both sides of a sheet.

#### **Series Copies**

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

See p.202 "Series Copies".

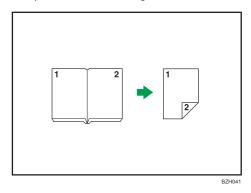




#### Book $\rightarrow$ 2 Sided

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

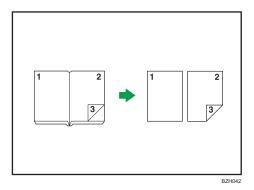
See p.204 "Booklet/Magazine".



#### Front&Back → 2 Sided

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

See p.204 "Booklet/Magazine".



#### Registering the Initial Display's Default Functions

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

For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead. For details, see p.125 "Changing the Default Functions of the Copy's Initial Display".

You can also store frequently used copy job settings in the machine memory and recall them for future use. For details, see p.122 "Registering Frequently Used Functions".

#### How to Read This Manual



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

#### Symbols

This manual uses the following symbols:



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



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

[]

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



Indicates instructions in book form.



Indicates instructions stored in a file on a provided CD-ROM.

#### Names of Major Items

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

- Auto Document Feeder → ADF
- Multi Bypass Tray BY5010 (optional) → Multi bypass tray (Tray 6)
- LCIT RT5060 (optional) → Wide Large Capacity Tray (Wide LCT)
- Multi-Folding Unit FD5010 (optional) → Multi-folding unit
- Tab Sheet Holder Type3260 (optional) → Tab sheet holder
- Punch Unit PU5020 NA (optional) → Punch unit

#### **Notes**

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

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

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

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

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

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

## Laws and Regulations

#### **Legal Prohibition**

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

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

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

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

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

## **Functions Requiring Optional Configurations**

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

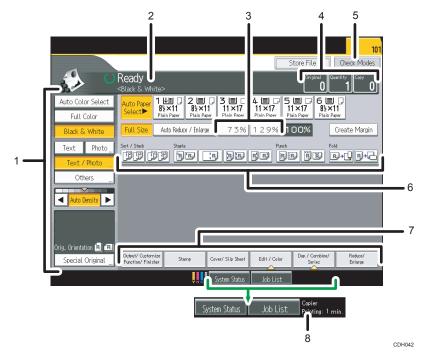
Function	Option
Shift Sort	Finisher SR5030 or Booklet Finisher SR5040
Stack	Finisher SR5030 or Booklet Finisher SR5040
Staple	Finisher SR5030 or Booklet Finisher SR5040
Staple (Center)	Booklet Finisher SR5040
Punch	Finisher SR5030 and punch unit, or Booklet Finisher SR5040 and punch unit
Fold	Finisher SR5030 with multi-folding unit, or Booklet Finisher SR5040 with multi-folding unit
Copying from the multi bypass tray (tray 6)	Multi bypass tray (tray 6) and Wide LCT

## **Display Panel**

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

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

#### Initial copy display



- 1. Use this area to specify the original type, color mode, image density level, and other settings.
- 2. Displays operational status and messages.
- 3. You can register up to two frequently used reduce/enlarge ratios other than the preset ratios under Reproduction Ratio in User Tools. For details, see p.255 "Reproduction Ratio".
- 4. Displays the numbers of originals scanned, copies set, and copies made.
- 5. Press the key to confirm the current settings.
- 6. Displays the Sort, Stack, Staple, Punch, and Fold functions.
- 7. Displays available functions. Press a function to display its menu. A clip mark indicates the currently selected functions.
- Displays the estimated time of completion for the scanning and printing of a copy job. This time
  does not change, even if the job is interrupted.



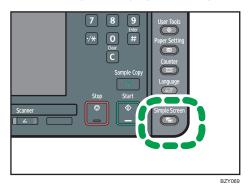
• The illustration is an example of the panel display when Booklet Finisher SR5040, punch unit, the multi-folding unit, the multi bypass tray (tray 6), and the Wide LCT are installed.

#### Simple Screen

This section explains how to switch to the simple screen.

When you press the [Simple Screen] key, the screen changes from the initial display to the simple screen.

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



#### Example of a simple screen



#### 1. [Key Color]

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



- To return to the initial display, press the [Simple Screen] key again.
- Certain keys do not appear on the simple screen.

## 1. Placing Originals

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

## **Originals**

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



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

#### Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals:

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF	One-sided originals: $11 \times 17^{-5} - 5^{1}/_{2} \times 8^{1}/_{2}$	10.7 lb. Bond <sup>-</sup> 47.1 lb. Cover
	Two-sided originals: $11 \times 17 \square - 5^1/_2 \times 8^1/_2 \square \square$	13.9 lb. Bond <sup>-</sup> 47.1 lb. Cover



• About 100 originals can be placed in the ADF.

#### Non-compatible originals for the Auto Document Feeder

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

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

- Originals other than those specified on "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals

- 1
- Originals with adhesive tape, glue or paste stuck to them
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- · Originals that are still wet with ink or correction fluid



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

#### Sizes Detectable with Auto Paper Select

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

Size Original location	A3 <b>₽</b>	A4DD	×  7□	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> DD
Exposure glass	×	×	0	0	0	×
ADF	0	0	O*1	O*2	O*3*4	0

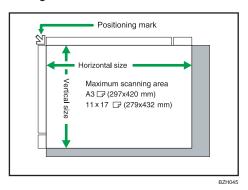
Size Original location	10×14 <b>□</b>	7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> □	
Exposure glass	×	×	
ADF	0	0	

O: Detectable size ×: Undetectable size

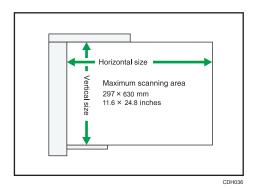
<sup>\*1</sup> If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.

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

#### **Exposure glass**



#### ADF



#### **U**Note

When you copy custom size originals, make sure you specify the size of the originals. If not, the
image may not be copied properly. For details about custom size originals, see p.44 "Custom
sizes".

#### Sizes difficult to detect

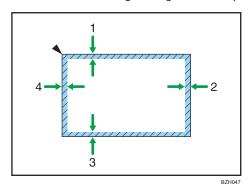
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually:

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

• Originals which have solid images at their edges

#### Missing Image Area

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



- 1. 2.0 ± 1.5 mm (0.08 ± 0.06 inches)
- 2. 4.0 ± 1.0 mm (0.16 ± 0.04 inches)
- 3.  $2.0 \pm 1.5 \text{ mm} (0.08 \pm 0.06 \text{ inches})$
- 4.  $4.0 \pm 0.5$  mm (0.16  $\pm 0.02$  inches)



• For paper that is 100.0 g/m² (26.7 lb. Bond) or lighter, specify that the missing lead image area (4) is 5.0 mm (0.2 inches). For details, consult the administrator or contact your service representative.

# **Placing Originals**

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

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

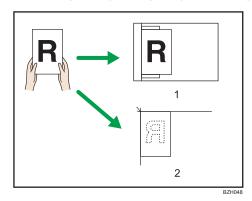


• For original sizes you can place on the exposure glass and in the ADF, see p.31 "Originals".

### **Original Orientation**

You can specify the original orientation if necessary.

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



#### 1. ADF

#### 2. Exposure glass

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

- Readable orientation [6].

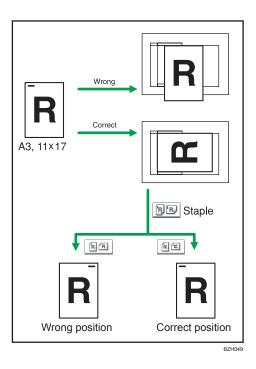
  Select this mode when the original orientation is the same as the copy paper orientation.
- Unreadable orientation [See]

  Select this mode when you want to copy A3D, B4 JISD or 11 × 17D size originals. The machine rotates the copy image by 90 degrees and you can make copies as you want.

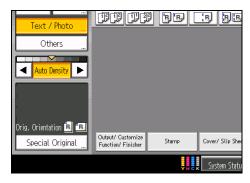
This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

For example, to copy A3D or 11 × 17D originals with the Staple function selected:

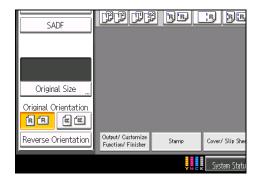
1



1. Press [Special Original].



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



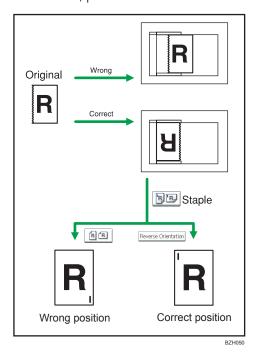


 It is recommended that you use this function together with the Auto Paper Select or Auto Reduce / Enlarge function.

#### **Reverse Orientation**

This function rotates the copy image by 180 degrees ( ( as 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.



1. Press [Special Original].



2. Press [Reverse Orientation].

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



- 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.

# Left Original Beeper

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

You can change the beeper setting under Alert Sound: Original left on Exposure Glass in User Tools. For details, see p.251 "General Features".

## Placing Originals on the Exposure Glass

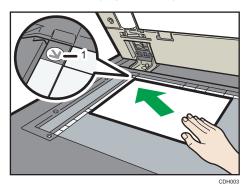
# 

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

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

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

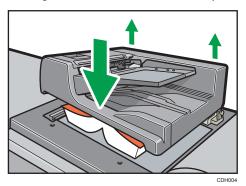
Start with the first page to be copied.



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



 When you place a thick book or three-dimensional original on the exposure glass and lower the ADF, the back side of the ADF rises up to accommodate the original. Keep your hands away from the hinges at the back of the ADF when you close it.



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

## Placing Originals in the Auto Document Feeder

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

Settings should be made in the following situations:

When placing originals consisting of more than 100 pages:

See p.40 "Batch Mode".

When placing originals one by one:

See p.41 "SADF Mode".

When copying originals of various sizes:

See p.42 "Mixed Sizes Mode".

When placing custom size originals:

See p.44 "Custom sizes".

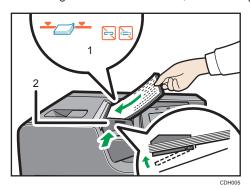
- 1. Adjust the document guide to the original size.
- 2. Set the aligned originals face up into the ADF.

Do not stack originals beyond the limit mark.

1

The first page should be on the top.

When originals are set in the ADF, the bottom plate rises automatically.



- 1. Limit mark
- 2. Document guide



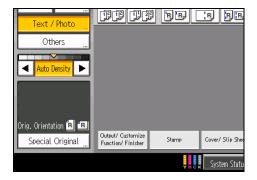
- Straighten curls in the originals before placing them on the ADF.
- To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.
- Set the original squarely.
- Do not add paper to the ADF after the bottom plate has risen automatically.

#### Batch Mode

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



- Place special originals, such as translucent paper, one by one.
- 1. Press [Special Original].



2. Select [Batch] and then press [OK].

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

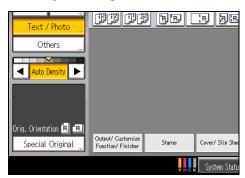


- To copy subsequent originals in this mode, repeat step 4.
- Press the [#] key after all originals have been scanned.
- You cannot switch between 1-sided and 2-sided originals during copying.

#### **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. 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.



- When the Sort, Combine, or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.
- In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time under SADF Auto Reset in User Tools. For details, see p.269 "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.



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

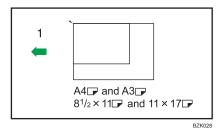
The sizes of the originals that can be placed in this mode are as follows: A3 $\square$ , A4 $\square$  $\square$ , 11 × 17 $\square$ , 8 $^1/_2$  × 11 $\square$  $\square$ , 8 $^1/_2$  × 14 $\square$ , 10 × 14 $\square$ , 7 $^1/_4$  × 10 $^1/_2$  $\square$ 

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

1. Press [Special Original].



- 2. Select [Mixed Sizes], and then press [OK].
- 3. Align the rear and left edges of the originals as shown in the illustration.



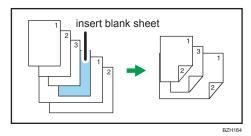
1. Place the originals into the ADF

- 4. Adjust the document guide to the widest original size.
- 5. Place originals in the ADF.
- 6. Press the [Start] key.



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

- Copying speed and scanning speed will be reduced.
- The weight ranges for originals in the Mixed Sizes mode are as follows:
  - One-sided originals: 40.0 128.0 g/m<sup>2</sup> (10.7 lb. Bond 47.1 lb. Cover)
  - Two-sided originals: 52.0 128.0 g/m<sup>2</sup> (13.9 lb. Bond 47.1 lb. Cover)
- 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.



## **Specifying Original Sizes**

Specify the size of the originals.

#### Regular sizes

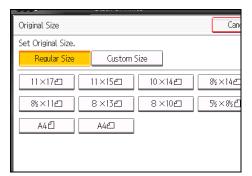
Select the size of the originals from the regular sizes.

1. Press [Special Original].



2. Press [Original Size].

#### 3. Press [Regular Size].



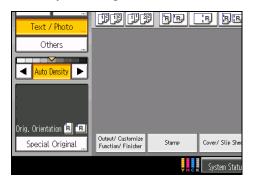
- 4. Select the size of original, and then press [OK] twice.
- 5. Place the originals, and then press the [Start] key.

#### **Custom sizes**

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

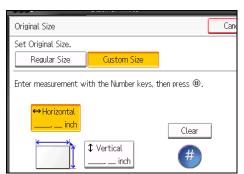


- Originals that have a vertical length of 128 <sup>-</sup> 297 mm (5.1 <sup>-</sup> 11.6 inches) and a horizontal length of 128 <sup>-</sup> 630 mm (5.1 <sup>-</sup> 24.8 inches) can be placed with this function. However, the size of the copy paper is limited to 100.0 <sup>-</sup> 330.2 mm (3.94 <sup>-</sup> 13.00 inches) vertically and 139.7 <sup>-</sup> 487.7 mm (5.50 <sup>-</sup> 19.20 inches) horizontally. For details on how to use paper that has a horizontal length of between 487.8 and 630.0 mm (19.20 and 24.80 inches), contact your service representative.
- 1. Press [Special Original].



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

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



- 5. Enter the vertical size with the number keys, and then press [#].
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



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

# 2. Basic Copying

This chapter describes the basic procedure for making copies.

# **Basic Procedure**

This section describes the basic procedure for making copies.



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

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

#### Initial copy screen



2. Make sure no previous settings remain.

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

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

The maximum copy quantity that can be set is 9999.

6. Press the [Start] key.

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

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



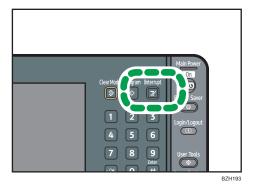
- Always log out when you have finished using the machine to prevent unauthorized users from using the machine.
- To stop the machine during a multi-copy run, press the [Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.
- To clear entered values, press the [Clear] key.
- To confirm settings, press [Check Modes].
- You can change the maximum copy quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see p.251 "General Features".

## **Interrupt Copy**

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



- You cannot use the Staple function with this function if another copy job is already using the Staple function.
- 1. Press the [Interrupt] key.



The interrupt key indicator lights.



- 2. Remove the originals that were being copied.
- 3. Place the originals you want to copy.
- 4. Press the [Start] key.
- 5. When copying is complete, remove the originals and copies.
- 6. Press the [Interrupt] key again.

The interrupt key indicator goes off.

7. Place the originals that you copied before, and then press the [Start] key.

Following the instructions on the display.

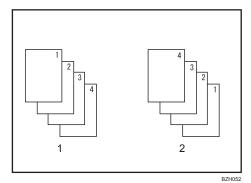


• The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

# **Reverse Ejection**

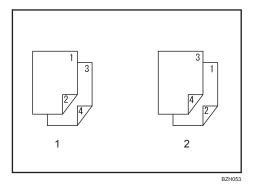
Copies are delivered in opposite order to the default order setting.

#### 1 Sided originals

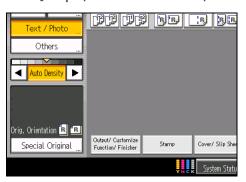


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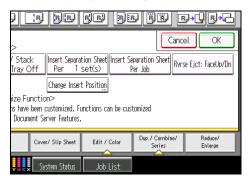
#### 2 Sided originals



- 1. Face down (same order as original)
- 2. Face up (reverse order of original)
- 1. Press [Output/ Customize Function/ Finisher].



- 2. Press [Output/ Cstmz.].
- 3. Press [Rvrse Ejct: FaceUp/Dn].



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



- The paper weight that can be used with this function is 52.3 300.0 g/m² (14.0 lb. Bond 165.0 lb. Index). However, the paper weight is 80.1 300.0 g/m² (21.1 lb. Bond 165.0 lb. Index) when using coated paper.
- You cannot use the following copy paper with this function:
  - OHP transparencies
  - Translucent paper
  - Label Paper (adhesive labels)
  - Envelope
- Tab stocks are always delivered face down.

#### **Auto Start**

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

- 1. Make your settings while "Select copy mode and press the Start key." and "Scanning originals can be started." are displayed alternately.
- 2. Place the original.
- 3. Press the [Start] key.

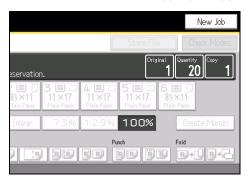
Copying starts automatically once the machine is ready.

#### Job Preset

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

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

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



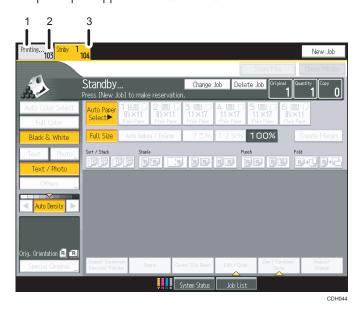
- 2. Be sure message "Ready" appears, and then make settings for the next copy job.
- Place the originals, and then press the [Start] key.After the current copy job, the next copy job starts automatically.



 You can confirm and delete preset jobs. For details about the procedures, see p.117 "Managing Jobs".

### **Job Preset display**

The preset jobs appear as shown below.



- 1. Job being printed
- 2. Job number

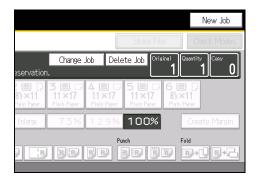
3. Waiting job



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

## Checking job contents

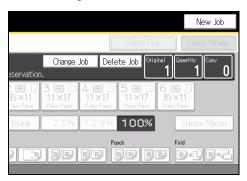
- 1. Select the job number you want to check.
- 2. Press [Change Job].



- 3. Check job contents.
- 4. Press [OK].

## Changing job contents

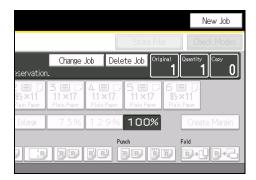
- 1. Select the job number you want to change.
- 2. Press [Change Job].



- 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].



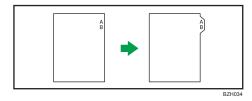
3. Press [Delete] in the confirmation dialog box.



• To interrupt copying, press [Stop Printing] at the right bottom of the display, and then press [OK].

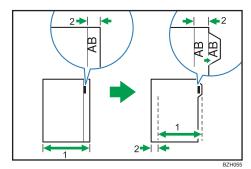
## Copying onto Tab Stock

You can copy onto tab stock.

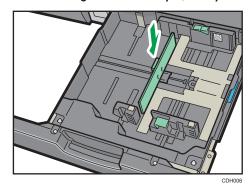


# 

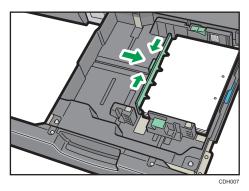
 Before using this function, set the tray for tab stock and set the position of the index tab under Paper Type in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference .



- 1. Original width
- 2. Index width
- Specify the size of tab stock under Paper Size in Tray Paper Settings. The sizes that can be used are A4, 8<sup>1</sup>/<sub>2</sub> × 11, and 8<sup>1</sup>/<sub>2</sub> × 14. For details, see "Changing Tray Paper Settings", Paper Settings Reference
- Tab stock can be loaded in tray 2, the Wide LCT, and the multi bypass tray (tray 6).
- Load tab stock copy side down in tray 2.
- Load tab stock copy side up in the Wide LCT or the multi bypass tray (tray 6).
- When loading tab stock in tray 2, always use the tab sheet holder.



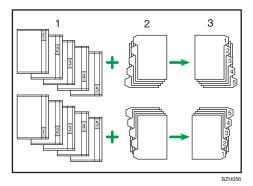
- Load tab stock so that the side with the tab faces the tab sheet holder.
- When loading tab stock in tray 2, adjust the end fence position so that the tab sheet holder will fit
  the tab stock.



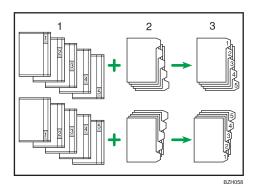
The Duplex function cannot be performed on tab stock. If [1 Sided → 2 Sided] is selected, cancel
the setting.

Tab stock is fed starting from the top tab.

• In tray 2



- 1. Originals
- 2. Tab Stock
- 3. Copies
- In the Wide LCT



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



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



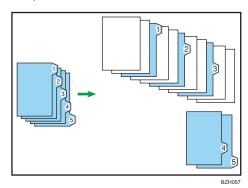
- Check the position of the index tab to avoid cropping the image.
- Align the image you want to copy by checking the position of the index tab. If the image extends beyond the index tab, the backs of sheets may get soiled with toner.
- To copy onto tab stock from the multi bypass tray (tray 6), see p.66 "Copying onto Tab Stock from the Multi Bypass Tray (Tray 6)".
- When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.
- If you select Tab Stock, you cannot have copies delivered face up.

### 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 under Tray Paper Settings.

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 4th and 5th tab sheets are automatically ejected when the first copy is complete.



Note

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

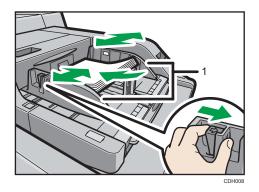
# Copying from the Multi Bypass Tray (Tray 6)

The multi bypass tray (tray 6) allows you to copy non-standard paper.

Use the multi bypass tray (tray 6) to copy onto paper that cannot be loaded in the paper trays.

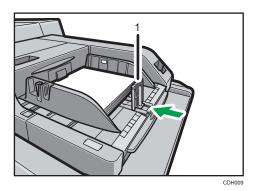


- Paper that has a vertical length of 100.0 <sup>-</sup> 330.2 mm (3.94 <sup>-</sup> 13.00 inches) and a horizontal length of 139.7 <sup>-</sup> 487.7 mm (5.50 <sup>-</sup> 19.20 inches) can be copied from the multi bypass tray (tray 6). For details on how to use paper that has a horizontal length of between 487.8 and 630.0 mm (19.20 and 24.80 inches), contact your service representative. Note however that the limitation on the horizontal and vertical length range will vary depending on trays.
  - When prints are delivered to the finisher upper tray:
     Horizontal length: 100.0 <sup>-</sup> 330.2 mm (3.94 <sup>-</sup> 13.00 inches), vertical length: 139.0 <sup>-</sup> 487.7 mm (5.48 <sup>-</sup> 19.20 inches)
  - When prints are delivered to the finisher shift tray:
     Horizontal length: 139.0 <sup>-</sup> 330.2 mm (5.48 <sup>-</sup> 13.00 inches), vertical length: 139.0 <sup>-</sup> 487.7 mm (5.48 <sup>-</sup> 19.20 inches)
- The machine can automatically detect the following sizes as regular size copy paper:
  - A3□, B4 JIS□, A4□, B5 JIS□, A5□, A6□, 12 × 18□, 11 × 17□, 8¹/<sub>2</sub> × 11□□, 8 × 13 □, 5¹/<sub>2</sub> × 8¹/<sub>2</sub>□□
- If you want to use the size of paper other than the above, be sure to specify the size.
- To copy onto paper other than plain paper, specify the paper type under Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference .
- Do not use color OHP transparencies that are coated with materials that might melt.
- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the multi bypass tray (tray 6).
- 1. Place paper print side up on the multi bypass tray (tray 6).
- 2. While pinching the release lever, adjust the side fences to the size of the paper.
  If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur.



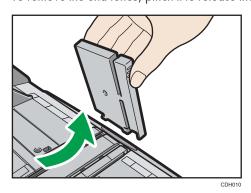
#### 1. Side fences

#### 3. Set the end fence.



#### 1. End fence

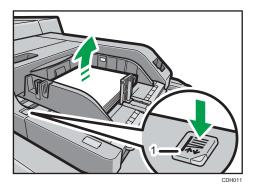
To remove the end fence, pinch it to release the stopper and slide it to the right.



### 4. Press the elevator switch on the multi bypass tray (tray 6).

The blue lamp of the elevator switch is blinking while the original table is going up, and keeps lit when it stops.

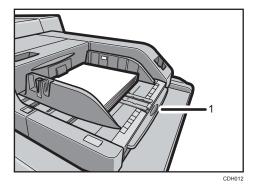
Press the elevator switch to move down the original table if you want to either add paper or remove jammed ones.



- 1. Elevator switch
- 5. Select the multi bypass tray (tray 6) on the control panel.
- 6. Press the [#] key.
- 7. Select the size and type of the paper.
- 8. Press [OK].
- 9. Place the originals, and then press the [Start] key.



- Load only as much paper as can be held between the guides on the multi bypass tray (tray 6).
   Overloading the multi bypass tray (tray 6) can result in misfeeds and skewed images.
- The following paper sizes can be selected as the standard sizes:
  - SRA3 □, SRA4 □□, A3 □, B4 JIS □, A4 □□, B5 JIS □□, A5 □□, B6 JIS □, A6 □,  $12 \times 18$  □,  $11 \times 17$  □,  $11 \times 15$  □,  $11 \times 14$  □,  $10 \times 15$  □,  $10 \times 14$  □,  $8^1/_2 \times 14$  □,  $8^1/_2 \times 13$  □,  $8^1/_2 \times 11$  □□,  $8^1/_4 \times 14$  □,  $8^1/_4 \times 13$  □,  $8 \times 13$  □,  $8 \times 10^1/_2$  □□,  $8 \times 10^1/_2$  □,  $8 \times 10$
- To support A4 $\square$ ,  $8^{1}/_{2} \times 11 \square$  or larger paper sizes, pull out the extender.



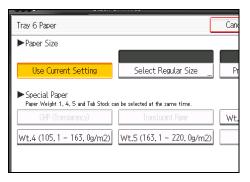
1. Extender

- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- When copying multiple originals using the exposure glass, pages are delivered in reverse order because the factory default setting 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 about Copy Eject Face Method in Glass Mode, see p.269 "Input / Output".
- If you select Tab Stock, you cannot have copies delivered face up.
- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

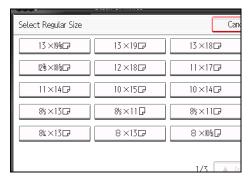
## Copying onto Regular Size Paper

Use the following procedure to copy onto regular size paper fed in from the multi bypass tray (tray 6).

- 1. Place paper print side up on the multi bypass tray (tray 6).
- 2. While pinching the release lever, adjust the side fences to the size of the paper.
- 3. Set the end fence, and then press the elevator switch on the multi bypass tray (tray 6).
- 4. Select the multi bypass tray (tray 6) on the control panel.
- 5. Press the [#] key.
- 6. Press [Select Regular Size].



7. Select the paper size.



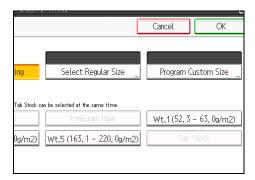
2

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

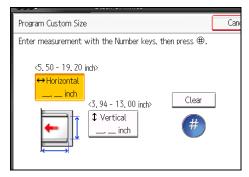
# Copying onto Custom Size Paper

Use the following procedure to copy onto custom size paper fed in from the multi bypass tray (tray 6).

- 1. Place paper print side up on the multi bypass tray (tray 6).
- 2. While pinching the release lever, adjust the side fences to the size of the paper.
- 3. Set the end fence, and then press the elevator switch on the multi bypass tray (tray 6).
- 4. Select the multi bypass tray (tray 6) on the control panel.
- 5. Press the [#] key.
- 6. Press [Program Custom Size].



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



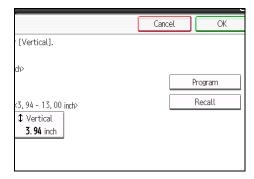
- 8. Enter the vertical size with the number keys, and then press [#].
- 9. Press [OK] twice.
- 10. Place the originals, and then press the [Start] key.



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

## Registering a custom size

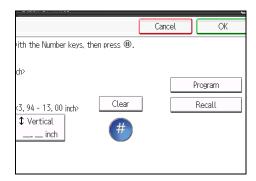
- 1. Press [Program Custom Size].
- 2. Enter the horizontal size with the number keys, and then press [#].
- 3. Enter the vertical size with the number keys, and then press [#].
- 4. Press [Program].



- 5. Press [Exit].
- 6. Press [OK].

#### Recalling the registered custom size

- 1. Press [Program Custom Size].
- 2. Press [Recall].



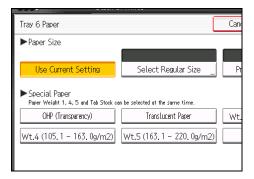
3. Press [OK].

## Copying onto OHP Transparencies or Translucent Paper

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

## Mportant (

- We recommend that you use specified OHP transparencies.
- Do not use color OHP transparencies that are coated with materials that might melt.
- OHP transparencies must be loaded face-up in the tray.
- When copying onto OHP transparencies, remove copied sheets one by one.
- The Duplex function cannot be performed on OHP transparencies and translucent paper. If [1 Sided → 2 Sided] is selected, cancel the setting.
- 1. Place paper print side up on the multi bypass tray (tray 6).
- 2. While pinching the release lever, adjust the side fences to the size of the paper.
- 3. Set the end fence, and then press the elevator switch on the multi bypass tray (tray 6).
- 4. Select the multi bypass tray (tray 6) on the control panel.
- 5. Press the [#] key.
- 6. Select the paper type ([OHP (Transparency)] or [Translucent Paper]) in Special Paper.



- 7. Specify the paper size, and then press [OK].
- 8. Place the originals, and then press the [Start] key.



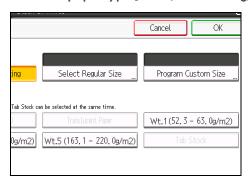
To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

# Copying onto Thin Paper

When copying onto thin paper, select the weight and size of paper.

- 1. Place paper print side up on the multi bypass tray (tray 6).
- 2. While pinching the release lever, adjust the side fences to the size of the paper.
- 3. Set the end fence, and then press the elevator switch on the multi bypass tray (tray 6).
- 4. Select the multi bypass tray (tray 6) on the control panel.

- 5. Press the [#] key.
- 6. Select the paper type [Wt.1 (52.3 63.0 g/m2)] in Special Paper.



- 7. Specify the paper size, and then press [OK].
- 8. Place the originals, and then press the [Start] key.

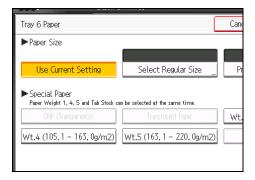


• To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

## Copying onto Thick Paper

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

- 1. Place paper print side up on the multi bypass tray (tray 6).
- 2. While pinching the release lever, adjust the side fences to the size of the paper.
- 3. Set the end fence, and then press the elevator switch on the multi bypass tray (tray 6).
- 4. Select the multi bypass tray (tray 6) on the control panel.
- 5. Press the [#] key.
- Select the paper type [Wt.4 (105.1 <sup>-</sup> 163.0 g/m2)] or [Wt.5 (163.1 <sup>-</sup> 220.0 g/m2)] in Special Paper.



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

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



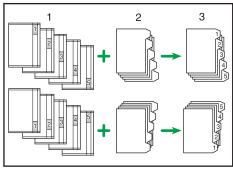
• To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

# Copying onto Tab Stock from the Multi Bypass Tray (Tray 6)

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

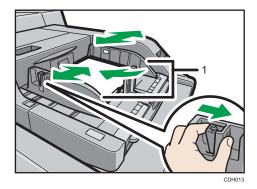
• The Duplex function cannot be performed on tab stock. If [1 Sided → 2 Sided] is selected, cancel the setting.

Tab stock is fed starting from the top tab.



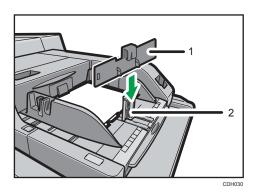
BZH0

- 1. Originals
- 2. Tab Stock
- 3. Copies
- 1. Place the tab stock print side up on the multi bypass tray (tray 6).
- 2. While pinching the release lever, adjust the side fences to the size of the paper.

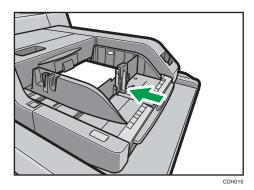


1. Side fences

#### 3. Attach the tab fence to the end fence.



- 1. Tab fence
- 2. End fence
- 4. Set the end fence.



- 5. Press the elevator switch on the multi bypass tray (tray 6).
- 6. Select the multi bypass tray (tray 6) on the control panel.
- 7. Press the [#] key.
- 8. Press [Tab Stock] under Special Paper.
- 9. Specify the shift value using  $[\leftarrow]$  or  $[\rightarrow]$  under Tab Position Shift.
- 10. Select the paper weight.
- 11. Select the paper size.
- 12. Press [OK] twice.
- 13. Place originals, and then press the [Start] key.



- For details about how to load tab stock in paper trays, see p.54 "Copying onto Tab Stock".
- Load tab stock so that it will be fed from the side without the tab first.

# Copying from the Wide Large Capacity Tray

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

Use those trays to copy onto adhesive labels, thick paper such as envelopes, and tab stock.

## Mportant (

- Special paper such as envelopes, adhesive labels, and coated paper must be loaded in the Wide LCT. Specify the paper type in Tray Paper Settings in advance. For details, see "Changing Tray Paper Settings", Paper Settings Reference .
- For the procedure for loading paper in the Wide LCT, see "Changing the Paper Size in the Wide Large Capacity Tray", About This Machine .



 If you select Paper Weight 5 to 7, Coated: Glossy, Coated: Matted, or Label Paper in Tray Paper Settings, air is blown out automatically to fan the paper loaded in the Wide LCT.

## Copying onto Tab Stock from the Wide Large Capacity Tray

When copying onto tab stock, specify the type and size of paper under Tray Paper Settings.

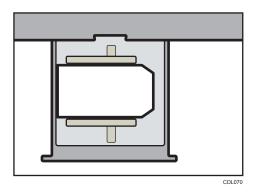
# 

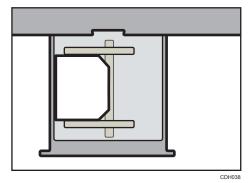
- When setting tab stock, always use the tab fence. For details about the tab fence, see "Loading Paper into the Wide Large Capacity Tray", About This Machine .
- Before using this function, set the position of the index tab before copying. For details, see p.54
   "Copying onto Tab Stock".
- 1. Select the Wide LCT.
- 2. Place the originals, and then press the [Start] key.

# Copying onto Envelopes from the Wide Large Capacity Tray

When copying onto envelopes, specify the type and size of paper under Tray Paper Settings.

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



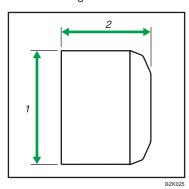


Before you can use this function, you must specify the size of your envelope in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference .

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



- When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- When placing an original in the ADF, place the original with the bottom line inserted in the ADF.
- When entering the horizontal size for envelopes, include the opened flap in the measurement.



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- 1. Vertical size
- 2. Horizontal size
- If the horizontal size of the envelope is 297 mm (11.7 inches) or less, a paper misfeed might occur. If this happens, turn off Skew Detection. For details, see "Adjustment Settings for Operators", Network and System Settings Reference.
- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6 inches) each.
- You cannot print envelopes with the Duplex function.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten leading edges (the side going into the machine) by pressing a
  pencil or ruler across them.
- Before loading envelopes, check they are rectangular in shape.
- For details about supported envelope types, see "Envelopes", About This Machine 🗊 🚳.
- Before loading envelopes, place them on a flat table or desk and press down on them to release
  excess air and flatten them out. When loading envelopes, make sure they do not go over the limit
  mark.
- Place one envelope at a time on the Wide LCT if you still get any of the following results:
  - The envelope jams
  - The envelope is not fed
  - Multiple envelopes are fed at the same time

# **Reducing or Enlarging Originals**

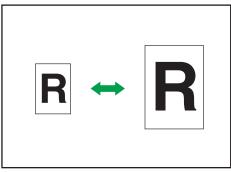
This section describes methods of reducing or enlarging images by specifying a reproduction ratio, or a paper size.

In addition to the functions described in this section, advanced reduce/enlarge copy functions are also available. For details about these functions, see p.152 "Advanced Reduce / Enlarge Copying".

## Preset Reduce / Enlarge

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

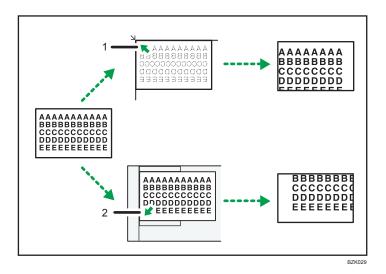
You can register up to two frequently used reproduction ratios other than the preset reduce/enlarge ratios.



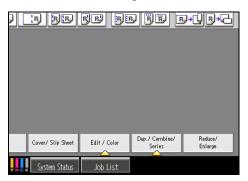
#### BZH06

#### **Base Point**

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

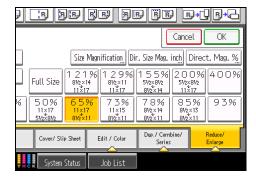


- 1. Base point when placed on the exposure glass
- 2. Base point when placed in the ADF
- 1. Press [Reduce / Enlarge].



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

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



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



- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see p.255 "Reproduction Ratio".
- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

#### Zoom

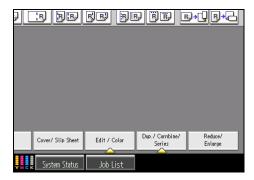
You can specify the reproduction ratio in increments of 1%.



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

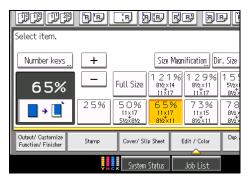
# Specifying the ratio with [-] and [+]

1. Press [Reduce / Enlarge].



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

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



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

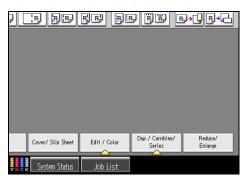
- 4. Press [OK].
- 5. Place the originals, and then press the [Start] key.



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

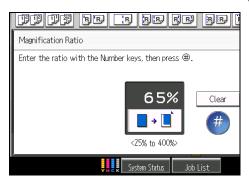
### Entering the ratio with the number keys

1. Press [Reduce / Enlarge].



2. Press [Number keys].

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



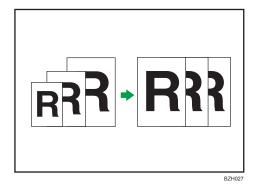
- 4. Press [OK] twice.
- 5. Place the originals, and then press the [Start] key.



• To change the value you entered, press [Change], and then enter a new value.

### Auto Reduce / Enlarge

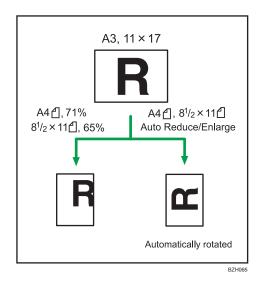
The machine automatically detects the original size, and then selects an appropriate reproduction ratio based on the paper size you select.



• 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) $\Box$  originals to fit onto A4 (8 $^1/_2$  × 11) $\Box$  paper, select a paper tray containing A4 (8 $^1/_2$  × 11) $\Box$  paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated.

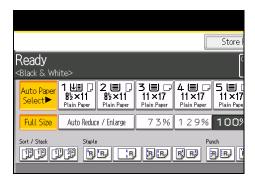


For details about Rotate Copy, see p. 150 "Rotate Copy".

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

Original location	Original size and orientation		
Exposure glass	$11 \times 17^{\Box}$ , $8^{1}/_{2} \times 14^{\Box}$ , $8^{1}/_{2} \times 11^{\Box}$		
ADF	A3 $\Box$ , A4 $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 $^{1}/_{2}$ × 14 $\Box$ , 8 $^{1}/_{2}$ × 11 $\Box$ $\Box$ , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ $\Box$ $\Box$ , 10 × 14 $\Box$ , 7 $^{1}/_{4}$ × 10 $^{1}/_{2}$ $\Box$		

1. Press [Auto Reduce / Enlarge].



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



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

# 2

# **Duplex Copying**

This section describes how to make duplex copies.

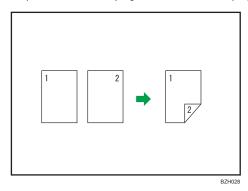
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.



• The paper weight that can be used with this function is  $60.0^{-256.0}$  g/m<sup>2</sup> (16.0 lb. Bond  $^{-141.0}$  lb. Index).

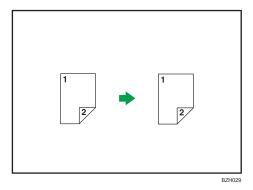
#### 1 Sided → 2 Sided

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



### 2 Sided → 2 Sided

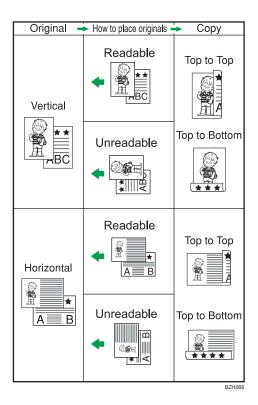
Copies one 2-sided page on one 2-sided page.



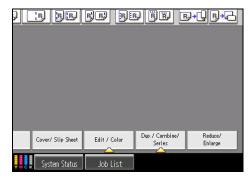
### Original orientation and completed copies

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

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

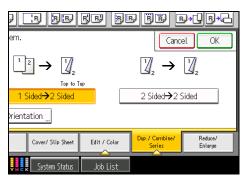


1. Press [Dup./ Combine/ Series].



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

3. Select [1 Sided  $\rightarrow$  2 Sided] or [2 Sided  $\rightarrow$  2 Sided].



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

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

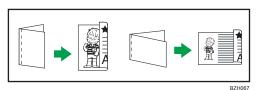


- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can specify the margins under Edit in User Tools. For details about Edit, see p.257 "Edit".
- You cannot use the following copy paper with this function:
  - Label paper (adhesive labels)
  - OHP transparencies
  - Translucent paper
  - Tab stock
  - Envelope
- You can use the following copy paper with this function:
  - SRA3  $\square$ , SRA4  $\square$   $\square$ , A3  $\square$ , B4 JIS  $\square$ , A4  $\square$   $\square$ , B5 JIS  $\square$ , A5  $\square$ , 12 × 18  $\square$ , 11 × 17  $\square$ , 11 × 15  $\square$ , 11 × 15  $\square$ , 10 × 15  $\square$ , 10 × 14  $\square$ , 8  $^{1}$ /<sub>4</sub> × 14  $\square$ , 8 × 10  $^{1}$ /<sub>2</sub>  $\square$ , 8 × 10  $\square$ , 8  $^{1}$ /<sub>2</sub> × 14  $\square$ , 8  $^{1}$ /<sub>2</sub> × 11  $\square$   $\square$ , 5  $^{1}$ /<sub>2</sub> × 8  $^{1}$ /<sub>2</sub>  $\square$ , 8  $^{1}$ /<sub>2</sub> × 13  $\square$ , 8  $^{1}$ /<sub>4</sub> × 13  $\square$ , 8 × 13  $\square$ , 7  $^{1}$ /<sub>4</sub> × 10  $^{1}$ /<sub>2</sub>  $\square$ , 182 × 210 mm  $\square$ , 170 × 210 mm  $\square$ , 210 × 340 mm  $\square$ , 8 K  $\square$ , 16 K  $\square$ , 13 × 19  $^{1}$ /<sub>5</sub>  $\square$ , 13 × 19  $\square$ , 12  $^{3}$ /<sub>5</sub> × 19  $^{1}$ /<sub>5</sub>  $\square$ , 12  $^{3}$ /<sub>5</sub> × 18  $^{1}$ /<sub>2</sub>  $\square$ , 13 × 18  $\square$
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.

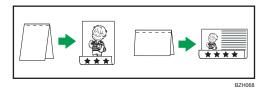
## **Originals and Copy Orientation**

You can select the orientation of originals and copies.

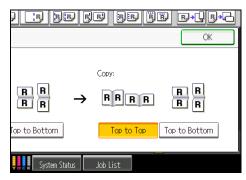
• Top to Top



• Top to Bottom



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





The default setting is [Top to Top]. You can change the default orientation under Original
Orientation in Duplex Mode and Copy Orientation in Duplex Mode in User Tools. For details, see
p.251 "General Features".

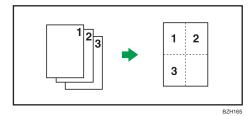
# 2

# **Combined Copying**

This section describes how to make combined copies.



- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- If you selected [2 Sided] for Original or [Combine 2 Sides] for Copy, you can change the orientation. See p.80 "Originals and Copy Orientation".
- You can change the initial settings for Combine under Edit in User Tools. For details, see p.257
   "Edit".
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The machine selects reproduction ratios of between 25 400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



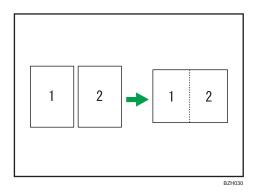
#### One-Sided Combine

Combine several pages onto one side of a sheet.

There are six types of One-Sided Combine.

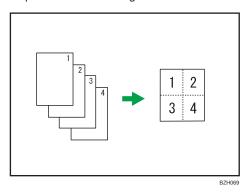
#### 1 Sided 2 Pages → Combine 1 Side

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



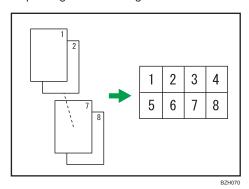
## 1 Sided 4 Pages → Combine 1 Side

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



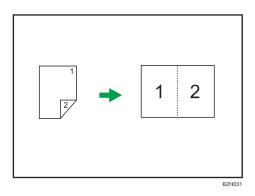
## 1 Sided 8 Pages → Combine 1 Side

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



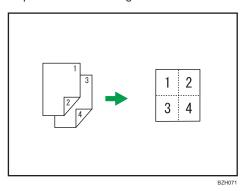
# 2 Sided 1 Page → Combine 1 Side

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



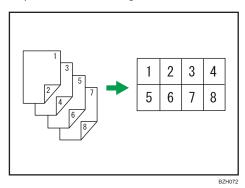
## 2 Sided 2 Pages → Combine 1 Side

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



## 2 Sided 4 Pages → Combine 1 Side

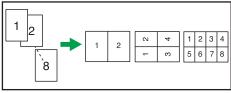
Copies four 2-sided originals to one side of a sheet.



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

Portrait ( $\Box$ ) originals

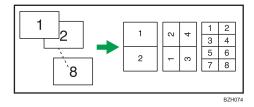
When From Left to Right is selected in Copy Order



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Landscape (□) originals

When From Left to Right is selected in Copy Order

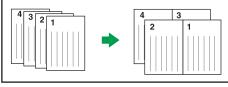


Placing originals (originals placed in the ADF)

Originals read from left to right
 When From Left to Right is selected in Copy Order

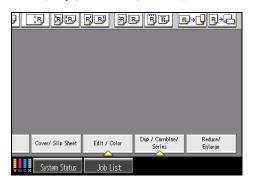


Originals read from top to bottom
 When From Right to Left is selected in Copy Order

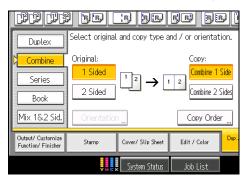


CDH03

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



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



You can change the copy order by pressing [Copy Order].

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

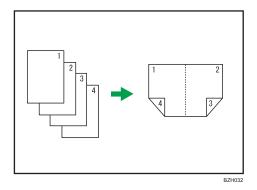
### **Two-Sided Combine**

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

There are six types of Two-Sided Combine.

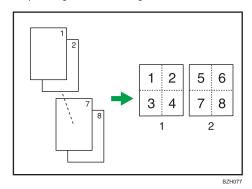
### 1 Sided 4 Pages → Combine 2 Sides

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



## 1 Sided 8 Pages → Combine 2 Sides

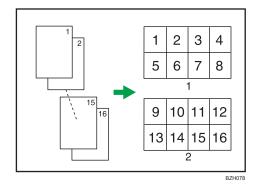
Copies eight 1-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

# 1 Sided 16 Pages → Combine 2 Sides

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

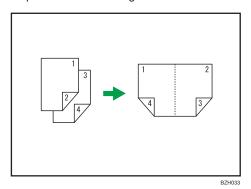


- 1. Front
- 2. Back

### 7

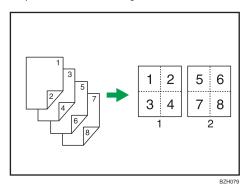
### 2 Sided 2 Pages → Combine 2 Sides

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



## 2 Sided 4 Pages → Combine 2 Sides

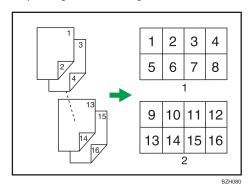
Copies four 2-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

### 2 Sided 8 Pages → Combine 2 Sides

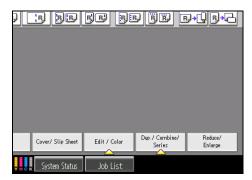
Copies eight 2-sided originals to one sheet with eight pages per side.



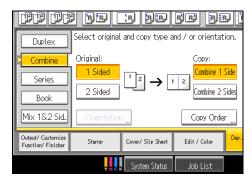
1. Front

#### 2. Back

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



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



You can change the copy order by pressing [Copy Order].

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

# **Finishing**

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



 Depending on your model and which options are installed on it, some of these functions might not be available. For details, see p.27 "Functions Requiring Optional Configurations".

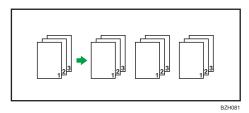
#### Sort

The machine assembles copies as sets in sequential order.

#### Sort/Shift Sort

Copies are assembled as sets in sequential order.

To use Shift Sort, Finisher SR5030 or Booklet Finisher SR5040 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.



1. Select the Sort function ( under Sort / Stack.



- 2. Enter the number of copies with the number keys.
- 3. Place the originals.

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

4. Press the [Start] key.



- When the number of copies exceeds tray 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, see "Specifications for Finisher SR5030 (Optional)" or "Specifications for Booklet Finisher SR5040 (Optional)", About This Machine
- 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 placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can change the settings for Sort under Input / Output in User Tools. For details, see p.269
   "Input / Output".
- Paper sizes and orientations that can be shifted when delivered to the shift tray are as follows:
  - SRA3D, SRA4DD, A3D, B4 JISD, A4DD, B5 JISDD, A5DD, 12 × 18D, 11 × 17D, 11 × 15D, 11 × 14D, 10 × 15D, 10 × 14D, 8\frac{1}{4} × 14D, 8 × 10\frac{1}{2}DD, 8\frac{1}{2} × 14D, 8\frac{1}{2} × 11DD, 5\frac{1}{2} × 8\frac{1}{2}DD, 8\frac{1}{2} × 13D, 8\frac{1}{4} × 13D, 8 × 13D, 7\frac{1}{4} × 10\frac{1}{2}DD, 182 × 210mmDD, 170 × 210mmDD, 210 × 340mmD, 8KD, 16KDD,

# $13 \times 19^{1}/_{5}$ , $13 \times 19$ , $12^{3}/_{5} \times 19^{1}/_{5}$ , $12^{3}/_{5} \times 18^{1}/_{2}$ , $13 \times 18$

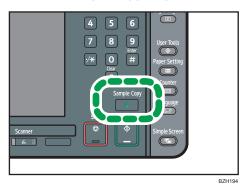
### Sample Copy

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

# Important

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

2. Press the [Sample Copy] key.



One copy set is delivered as a sample.

If the sample is acceptable, press [Continue].
 The number of copies made is the number specified, minus one for the proof copy.



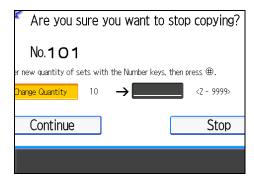
• If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary. You can change the settings. However, depending on the combination of functions, you may not be able to change some settings.

### Changing the number of sets

You can change the number of copy sets during copying.



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



4. Press [Continue].



• The number of sets you can enter in step 3 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.

All scanned pages are copied, and data stored in memory are cleared.

2. Remove the copies, and then continue copying following the instructions on the display.

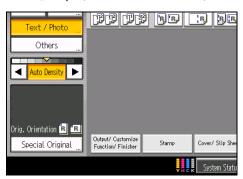


- The number of pages that can be stored in memory is about 5000 pages of A4 ( $8^{1}/_{2} \times 11$ ) size originals. It depends on the type of originals or memory settings.
- In Sort mode, you can complete scanning and copying by copying the scanned pages stored in memory until it becomes full, and 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.

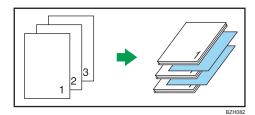
1. Press [Output/ Customize Function/ Finisher].



- 2. Press [Output/ Cstmz.], and then press [Sort/ Stack Shift Tray Off].
- 3. Press [OK].

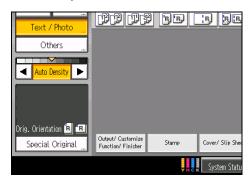
#### **Insert Separation Sheet**

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

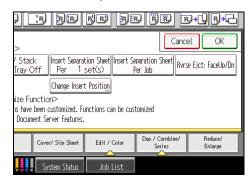




- 1. Press [Output/ Customize Function/ Finisher].



- 2. Press [Output/ Cstmz.].
- 3. Press [Insert Separation Sheet Per 1 set(s)] or [Insert Separation Sheet Per Job].



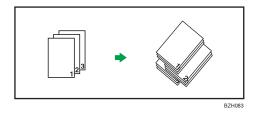
4. Press [OK].



• When [Insert Separation Sheet Per 1 set(s)] is selected, you can enter the number of sets between which separation sheets are inserted with the number keys by pressing [Change Insert Position].

#### Stack

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



If Finisher SR5030 or Booklet Finisher SR5040 is installed, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.

1. Select the Stack function (DD) under Sort / Stack.



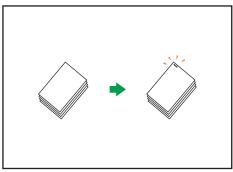
- 2. Enter the number of copies with the number keys.
- 3. Place the originals, and then press the [Start] key.



- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using the Batch mode, press the [#] key after all the originals have been scanned.
- For details about paper sizes and orientations that can be shifted when delivered to the shift tray, see p.89 "Sort".

# Staple

Each copy set can be stapled together.



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# 

• 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 stapling position

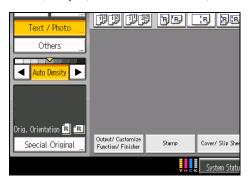
Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

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

	0	Stapling			
	RR		Severae Cristration +	Severse Cristration +	position *1
Top 1	R	R	<b>J</b>	R	R
'B 'B	R	æ	A	R	R
Slant	R		R		<b>R</b> *2
R R	R		A		Ŕ
Left 2	(R		₽¢		<b>R</b> *2
BB	₿ <b>R</b>		Ŗ		R
Top 2		<b>E</b>		Ř	<b>R</b> *3
R R		, B		Ř	<b>R</b> *2 *3
Bottom 1	R	٣	R	R	Ŗ
R R	,R	<b>H</b>	A	$\mathbf{R}$	R
Top Right 1	R	R	J	R	R
R' R'	R	R	B	R	R
Right 2	R		R		<b>R</b>   *2
RJ RJ	R¢		R		R
Center*4	, <b>R</b> ;	<b></b>	<b>E</b>	Ŗ,	R
¦R	R	<b>,</b>	<b>H</b> ;	( <b>R</b>	;R

- \* 1 The above table shows staple positioning. The orientation of the paper does not indicate orientation of delivery.
- \*2 You cannot staple at this position when copying onto the following paper sizes: A3, B4 JIS, 11 × 17,  $8^{1}/_{2} \times 14$ ,  $8 \times 13$ ,  $8^{1}/_{2} \times 13$ ,  $8^{1}/_{4} \times 13$
- \*3 If you want to staple at this position, select unreadable orientation in Original Orientation and then select Top 2.
- \*4 If Booklet Finisher SR5040 is installed, you can select Center as the staple position.

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



- 2. Press [Finisher].
- Select the staple position.When you select a stapling position, Sort is automatically selected.
- 4. Press [OK].
- 5. Enter the number of copies with the number keys.
- 6. Place the originals, and then press the [Start] key.



- You can change the staple positions shown on the initial display under Input / Output in User
  Tools. You can also register staple positions on the [Finisher] tab. To select a staple position not
  displayed on the initial display, you need to specify one of these settings. For details, see p.269
  "Input / Output".
- For details about which sizes and weights of paper that can be stapled, see "Specifications for Finisher SR5030 (Optional)" or "Specifications for Booklet Finisher SR5040 (Optional)", About This Machine .
- When the number of copies exceeds tray 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, see "Specifications for Finisher SR5030 (Optional)" or "Specifications for Booklet Finisher SR5040 (Optional)", About This Machine
- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- If you specify Staple: Center, you must specify the Magazine function. For details about Magazine, see p.204 "Booklet/Magazine".
- The following type of paper cannot be stapled:
  - Envelope
  - OHP transparencies

- Translucent paper
- Tab stock
- Label paper (adhesive labels)
- · Curled paper
- Paper of low stiffness
- You can specify how the machine responds if its memory becomes full during copying, or if the number of copies exceeds the capacity of the stapler:
  - Divides the copies into the number of sheets that can be stapled
  - · Cancels the stapling job
- To specify Left 2, Top 2, or Slant together with 2 Originals or 8 Originals of Combine 1 Side, or 4
  Originals or 16 Originals of Combine 2 Sides: specify 
   □ paper for □ orientation originals and
  specify □ paper for □ orientation originals.
- To specify Left 2, Top 2, or Slant together with Double Copies: specify  $\square$  paper for  $\square$  orientation originals and specify  $\square$  paper for  $\square$  orientation originals.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be
  automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function.
  Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled
  when using the Mixed Sizes mode are as follows:
  - A3□ and A4□
  - B4 JIS□ and B5 JIS□
  - $11 \times 17 \square$  and  $8^{1}/_{2} \times 11 \square$
- When stapling B4 JIS $\square$ ,  $8^1/_2 \times 14\square$  or larger paper sizes, be sure to extend the paper support plate of the finisher tray.
- You cannot change stapling positions during copying.
- When the original image is rotated, the staple orientation changes by 90 degrees.
- The maximum original image size that can be rotated is  $8^{1}/_{2} \times 11$ .
- When using Slant, Left 2, or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge
  function, "Orig. and paper orientation mismatched for Staple mode. Cancel Staple mode or
  change paper orientation in tray." message may appear depending on the orientation of originals
  and paper you placed. In this case, change the paper orientation.
- When Top or Bottom is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.
- When Left 2, or Top 2 is selected, the following settings are useful to rotate images appropriately:
  - Auto Reduce / Enlarge or Auto Paper Select
  - "With Image Rotation" under "Auto Tray Switching" in User Tools.

• If you select Center for the Magazine function, the machine staples the paper, and folds it like a book, then delivers the paper folded.

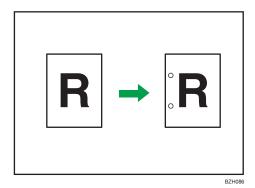
### Punch

You can make punch holes in copies.

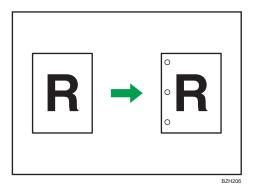


• You cannot specify Punch with Z-fold.

#### 2 holes



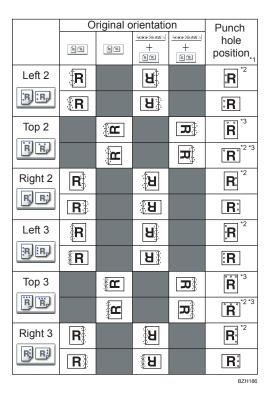
#### 3 holes



### Original orientation and punch hole position

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

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



- \*1 The above table shows punch hole positioning. Punched sheets might not be delivered in the orientation shown in this table.
- \*2 You cannot make punch holes at this position when copying onto the following paper sizes: A3, B4 JIS,  $11 \times 17$ ,  $8^{1}/_{2} \times 14$ ,  $8 \times 13$ ,  $8^{1}/_{2} \times 13$ ,  $8^{1}/_{4} \times 13$
- \*3 If you want to make punch holes at this position, select unreadable orientation in Original Orientation and then select Top 2 or Top 3.
- 1. Press [Output/ Customize Function/ Finisher].



- 2. Press [Finisher].
- 3. Select one of the punch hole positions.
- 4. Press [OK].

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



- You can change the punch hole positions shown on the initial display under Input / Output in User
  Tools. You can also register hole positions on the [Finisher] tab. To select a punch hole position not
  displayed on the initial display, you need to specify one of these settings. For details, see p.269
  "Input / Output".
- For details about which sizes and weights of paper that can be punched, see "Specifications for Punch Unit (Finisher SR5030, Booklet Finisher SR5040) (Optional)", About This Machine ...
- When placing an original on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When using Punch and Combine, Double Copies, or Auto Reduce / Enlarge, the message "Orig.
  and paper orientation mismatched for Punch mode. Cancel Punch mode or change paper
  orientation in tray." may appear because of the orientation of the original and the copy paper. If
  this occurs, change the orientation of the copy paper.
- Since punch holes are made in each copy, the punch hole positions vary slightly.

#### 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.

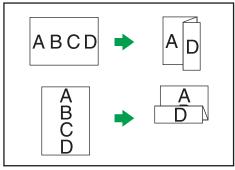


- You cannot use the following paper with this function:
  - OHP transparencies
  - Thick paper
  - Thin paper
  - Tab stock
  - Translucent paper
  - Label paper (adhesive labels)
  - Envelope
- For details about which sizes and weights of paper that can be folded, see "Specifications for Multi-Folding Unit (Optional)", About This Machine .
- 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.
- 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 capacity of the folding unit tray may vary depending on the fold settings and the condition of the paper.
- You can change the fold types shown on the initial display under Input / Output in User Tools. For details, see p.269 "Input / Output".

#### Z-fold

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



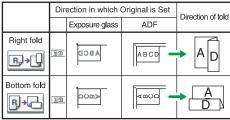
BZH0

• You cannot use Punch with this function.

### Original orientation and Z-fold position

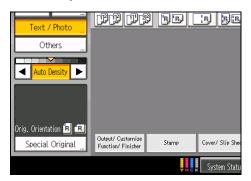
Place all the originals in the ADF in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards.

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

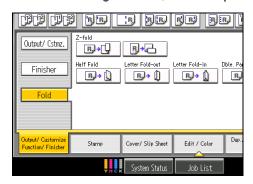


BZH09

- \*1 The above table shows Z-fold positions. The orientation of the paper does not indicate orientation of delivery.
- 1. Press [Output/ Customize Function/ Finisher].



- 2. Press [Fold].
- 3. Select the folding direction, and then press [OK].



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



- You can specify the fold-back position in 1 mm (0.04 inches) increments under Z-fold Position in User Tools. For details about Z-fold Position, see "System Settings", Network and System Settings Reference.
- For details about the number of Z-folded copies that can be stacked on the finisher trays, see "Specifications for Finisher SR5030 (Optional)" or "Specifications for Booklet Finisher SR5040 (Optional)", About This Machine
- Depending on the Z-fold settings, you may not be able to use Rotate Copy.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and Z-folded using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand.
  - Paper sizes that can be Z-folded when using the Mixed Sizes mode are as follows (the larger size paper is Z-folded):

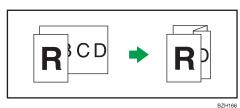
A3 □ and A4 □

B4 JIS□ and B5 JIS□

A4□ and A5□

11 × 17□ and 8¹/2 × 11□

 $8^{1}/_{2} \times 11^{\square}$  and  $5^{1}/_{2} \times 8^{1}/_{2}^{\square}$ 



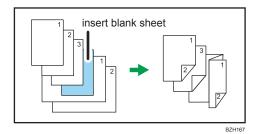
 When Mixed Sizes mode is enabled, paper of the following sizes can be stapled after being Z-folded:

A3□ and A4□

B4 JIS□ and B5 JIS□

 $11 \times 17^{\square}$  and  $8^{1}/_{2} \times 11^{\square}$ 

- The paper sizes that can be stapled after being Z-folded are A3D, B4 JISD, and 11 × 17D.
- The number of Z-folded copies that can be stapled is as follows (paper weight: 80.0 g/m², 20.0 lb. Bond)
  - 10 Z-folded sheets, 9 Z-folded sheets and 0 to 10 unfolded sheets, 8 Z-folded sheets and 0 to 20 unfolded sheets, 7 Z-folded sheets and 0 to 30 unfolded sheets, 6 Z-folded sheets and 0 to 40 unfolded sheets, 5 Z-folded sheets and 0 to 50 unfolded sheets, 4 Z-folded sheets and 0 to 60 unfolded sheets, 3 Z-folded sheets and 0 to 70 unfolded sheets, 2 Z-folded sheets and 0 to 80 unfolded sheets, 1 Z-folded sheet and 1 to 90 unfolded sheets
- When using this function with 1 Sided → 2 Sided and Mixed Sizes modes, always ensure that the
  originals of each size are in even numbers. If you have an odd number of originals, insert blank
  sheets to adjust the total.

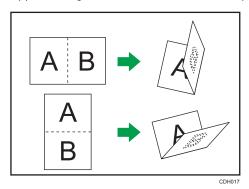


- Even if you have selected Face Up for Copy Eject Face Method in Glass Mode in User Tools, the copies will be delivered face down. For details, see p.269 "Input / Output".
- To use the Z-fold function, you must set the Z-fold support tray. For details about how to set the Z-fold support tray, see "When the Output Z-folded Paper Is Less than the Stack Capacity", Troubleshooting .

- Folded copies that are delivered to the multi-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 multi-folding
  unit tray without using the Z-fold function. If you leave the Z-fold support tray in place, prints are
  not stacked properly.

#### Half Fold

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

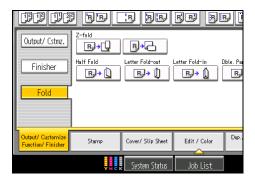


1. Press [Output/ Customize Function/ Finisher].

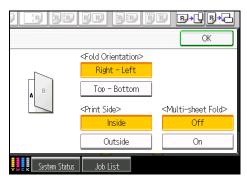


2. Press [Fold].

#### 3. Press [Half Fold].



- 4. Press [Change].
- 5. Select Fold Orientation, Print Side, and Multi-sheet Fold.



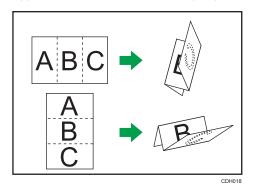
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



- Folded documents are delivered to the multi-folding unit only.
- You can specify the fold-back position in 1 mm (0.04 inches) increments under Half Fold Position in User Tools. For details about Half Fold Position, see "System Settings", Network and System Settings Reference.
- 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. However, the Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Half Fold function is enabled:
  - Punch
  - Staple

#### **Letter Fold-out**

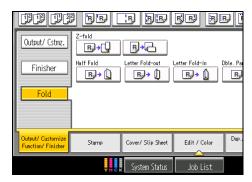
Applies two folds to create three equal panels (first panel folding inward, last panel folding outward).



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

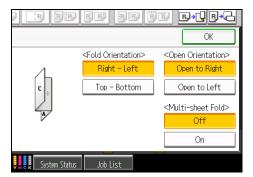


- 2. Press [Fold].
- 3. Press [Letter Fold-out].



4. Press [Change].

5. Select Fold Orientation, Open Orientation, and Multi-sheet Fold.



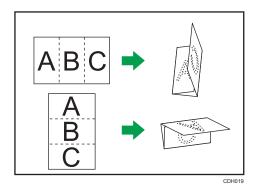
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



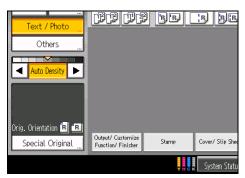
- Folded documents are delivered to the multi-folding unit only.
- You can specify the fold-back position in 1 mm (0.04 inches) increments under Letter Fold-out Position in User Tools. For details about Letter Fold-out Position, see "System Settings", Network and System Settings Reference.
- The Multi-sheet 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. However, the Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Letter Fold-out function is enabled:
  - Punch
  - Staple
- Wrinkling can occur when applying letter fold-out to B4 JIS□, A3□, 8¹/2 × 14□, 11 × 17□, 12 × 18□, 8K□, or larger sheets. In some cases, you may have to use A4□ sheets or smaller when applying folds in combination with the reduction function.
- To fold multiple sheets with the Letter Fold-out function, you must install the Z-fold support tray for
  the multi-folding unit and the output holding unit for letter fold-out. For details about how to
  configure these settings, see "When the Output Letter Fold-out Paper Is Less than the Stack
  Capacity", Troubleshooting .

#### Letter Fold-in

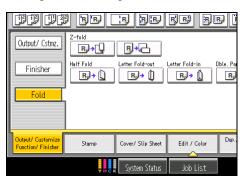
Applies two folds to create three equal panels (outer panels folding inward).



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

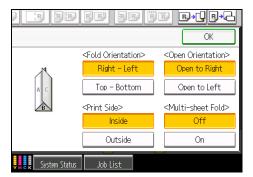


- 2. Press [Fold].
- 3. Press [Letter Fold-in].



4. Press [Change].

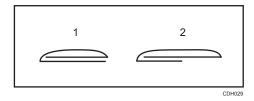
5. Select Fold Orientation, Open Orientation, Print Side, and Multi-sheet Fold.



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



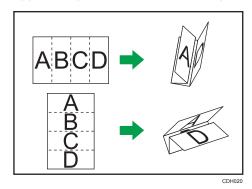
- Folded documents are delivered to the multi-folding unit only.
- You can specify the fold-back position in 1 mm (0.04 inches) increments under Letter Fold-in
  Position in User Tools. For details about Letter Fold-in Position, see "System Settings", Network and
  System Settings Reference.
- The Multi-sheet 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. However, the Mixed Sizes function is not available while the Multi-sheet Fold function is enabled.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Letter Fold-in function is enabled:
  - Punch
  - Staple
- 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.



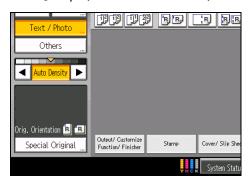
- 1. Multi-sheet Fold not applied
- 2. Multi-sheet Fold applied
- Wrinkling can occur when applying letter fold-in to B4 JISD, A3D, 8<sup>1</sup>/<sub>2</sub> × 14D, 11 × 17D, 12 × 18D, 8KD, or larger sheets. In some cases, you may have to use A4D sheets or smaller when applying folds in combination with the reduction function.

#### **Double Parallel Fold**

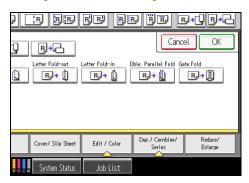
Applies two parallel folds to create four panels (center line main fold, double panel fold).



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

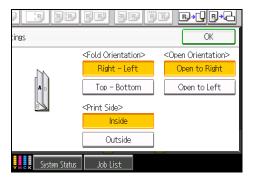


- 2. Press [Fold].
- 3. Press [Dble. Parallel Fold].



4. Press [Change].

5. Select Fold Orientation, Open Orientation, and Print Side.



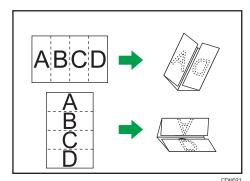
- 6. Press [OK] twice.
- 7. Place the originals, and then press the [Start] key.



- Folded documents are delivered to the multi-folding unit only.
- You can specify the fold-back position in 1 mm (0.04 inches) increments under Double Parallel Fold Position in User Tools. For details about Double Parallel Fold Position, see "System Settings", Network and System Settings Reference.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Double Parallel Fold function is enabled:
  - Punch
  - Staple
  - Multi-sheet Fold

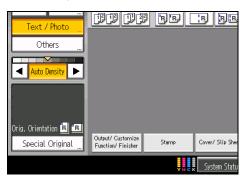
#### **Gate Fold**

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

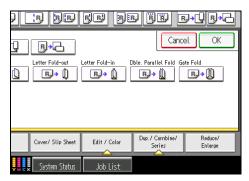


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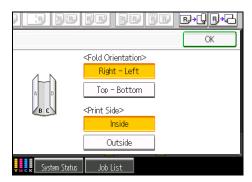
1. Press [Output/ Customize Function/ Finisher].



- 2. Press [Fold].
- 3. Press [Gate Fold].



- 4. Press [Change].
- 5. Select Fold Orientation and Print Side.



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



• Folded documents are delivered to the multi-folding unit only.

- You can specify the fold-back position in 1 mm (0.04 inches) increments under Gate Fold Position in User Tools. For details about Gate Fold Position, see "System Settings", Network and System Settings Reference.
- If the Booklet or Magazine function is set, the settings for those functions have priority.
- The following copier functions are not available when the Gate Fold function is enabled:
  - Punch
  - Staple
  - Multi-sheet Fold
- Wrinkling can occur when applying gate fold to B4 JIS□, A3□, 8¹/<sub>2</sub> × 14□, 11 × 17□, 12 × 18□, 8K□, or larger sheets. In some cases, you may have to use A4□ sheets or smaller when applying folds in combination with the reduction function.

# Storing Data in the Document Server

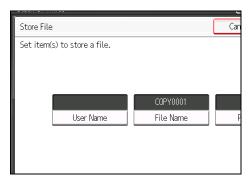
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.



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



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



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



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

- When placing an original on the exposure glass, press the [#] key after all the originals have been scanned.
- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory
  default. You can specify the period after which the stored data is deleted automatically under Auto
  Delete File in Document Server in User Tools. For details about changing settings, see "System
  Settings", Network and System Settings Reference.
- To check if the document has been stored, press the [Document Server] key.
- If you want to store another document, do so after copying is complete.
- For details about the Document Server, see p.228 "Using the Document Server".
- For details about printing stored documents, see p.237 "Printing Stored Documents".
- For details about setting user name, file name, and password, see p.228 "Storing Data".
- Depending on the security setting, Access Privileges may appear instead of User Name. For details about Access Privileges, consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine 🗊 🚳.

# **Managing Jobs**

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

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



- You cannot use the Job List function when Interrupt Copy is active.
- Documents printed using the scanner function are not displayed in the job list.
- You can specify the time interval between print jobs under Time Interval between Printing Jobs in
  User Tools. For details about this setting, see "System Settings", Network and System Settings
  Reference. To print jobs continuously without intervals, press [Start Printing] in the right side of
  the control screen. [Start Printing] appears only when [Job Order] is selected.

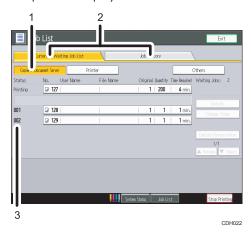
#### Job List Screen

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

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

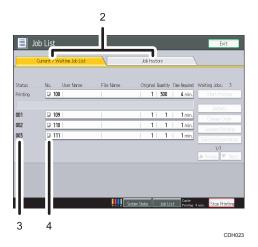
#### When [Job Order] is not selected:

The job list is displayed for each of the functions.



#### When [Job Order] is selected:

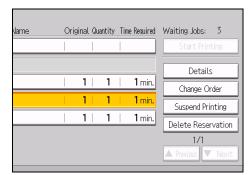
The job list is displayed for all functions in the order of print jobs.



- 1. Switches between job lists for each function.
- 2. Switches between [Current / Waiting Job List] and [Job History].
- 3. Displays reserved job numbers.
- 4. Displays the function used to print jobs.
  - D: Job printed using copy function
  - a: Job printed using printer function
  - D: Job printed using Document Server function
  - Job printed using Web Image Monitor

# **Checking Jobs in the Job List**

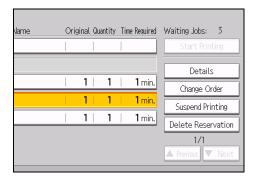
- 1. Press [Job List].
- 2. Select the job whose contents you want to check.
- 3. Press [Details], and then check the contents.



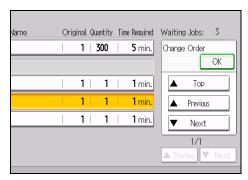
4. Press [Exit].

# Changing the Order of Jobs

- 1. Press [Job List].
- 2. Select the job whose order you want to change.
- 3. Press [Change Order].



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

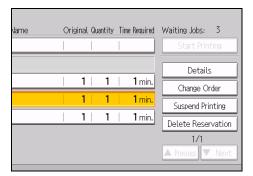


5. Press [OK].

# **Holding Jobs**

- 1. Press [Job List].
- 2. Select the job you want to hold.

#### 3. Press [Suspend Printing].



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



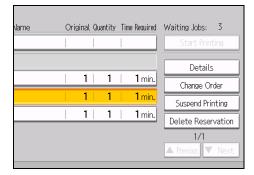
- To resume the suspended jobs, press [Resume Printing].
- This function is available only if [Job Order] is specified.

## **Deleting Jobs**

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

To delete two or more print jobs, select them.

3. Press [Delete Reservation].



4. Press [OK].

# **Checking the Job History**

- 1. Press [Job List].
- 2. Press [Job History].

- 3. Select the job whose contents you want to check.
- 4. Press [Details], and then check the contents.
- 5. Press [Exit].

# Registering Frequently Used Functions

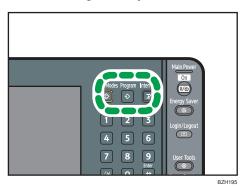
You can store frequently used copy job settings in the machine memory and recall them for future use. You can store up to 25 programs.



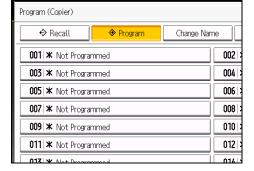
- When a specified program is registered as the default, its values become the default settings, which
  are displayed without pressing the [Program] key, when modes are cleared or reset, and after the
  operation switch is turned on. See p.125 "Changing the Default Functions of the Copy's Initial
  Display".
- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized under System Settings will be selected first. For details, see "System Settings", Network and System Settings Guide.
- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

#### Registering Functions in a Program

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



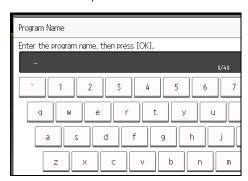
3. Press [Program].



9

- 4. Press the program number you want to store.
- 5. Enter the program name with the letter keys on the display panel.

You can enter up to 40 characters.



6. Press [OK].

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



• Program numbers with *against them already have settings made for them.* 

# **Changing a Stored Program**

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

You can enter up to 40 characters.

8. Press [OK].

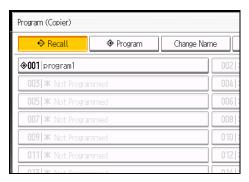
The screen returns to the program screen, showing the program number followed by the program name. The screen returns to the initial copy display after a short time.



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

## **Recalling a Stored Program**

- 1. Press the [Program] key.
- 2. Make sure that [Recall] is selected.



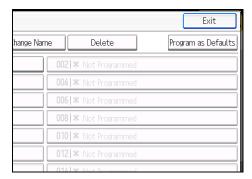
3. Press the program number you want to recall.



• Only programs with ♦ against them contain a program.

# **Deleting a Stored Program**

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



- 3. Press the program number you want to delete.
- 4. Press [Yes].

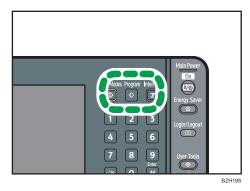
# Changing the Default Functions of the Copy's Initial Display

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

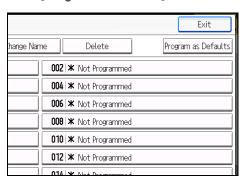
For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead.

The settings you can program as defaults are Color Mode, Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit / Color, Dup./ Combine/Series, Reduce / Enlarge, Output/Customize Function/Finisher, Stamp, Auto Reduce / Enlarge, Create Margin, Sort / Stack, Store File, and the number of copies.

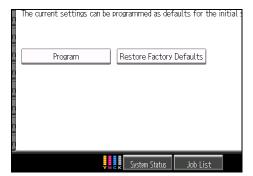
- 1. Specify scan settings and any other settings you require on the initial display.
- 2. Press the [Program] key.



3. Press [Program as Defaults].



#### 4. Press [Program].



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

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



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

# 3. Color Copying

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

# **Color Functions**

This section describes functions that are used for color copying.

## Selecting a Color Mode

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

For color images, see p.11 "What You Can Do with This Machine < Color Functions/Color Adjustments>".

The following three color modes are available:

#### **Auto Color Select**

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

#### **Full Color**

Copies by overlaying yellow, magenta, cyan and black.

#### Black & White

Copies in black regardless of the color of the original.

1. Select a color mode.



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



- To use a user color, you need to register it beforehand. For details, see p.140 "User Color".
- For examples of what you can do with the color functions, see p.11 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

# **Convert Colors**

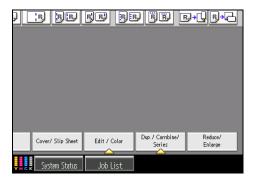
Copies by changing a certain color in the original to another color.



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



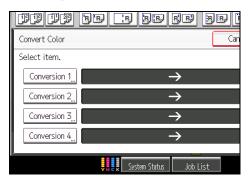
2. Press [Edit / Color].



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

0

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



- 5. Select the color to be converted.
- 6. 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 or more colors, repeat steps 4 to 6.

- 7. After selecting all colors to be converted, press [OK] three times.
- 8. Place the originals, and then press the [Start] key.



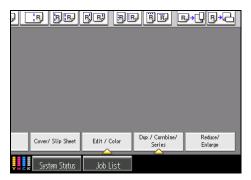
- The width of the color to be converted can be adjusted in five levels. When the width of the color is set to [Wider] under Color Sensitivity in User Tools and red has been specified, colors close to orange and purple will be converted. You can change the setting. For details about Color Sensitivity, see p.273 "Adjust Color Image".
- To change the converted color, press from [Conversion 1] to [Conversion 4], and then make the selection again.
- The full color counter will advance by "1".
- For examples of what you can do with the color functions, see p.11 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

#### **Erase Color**

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

1. Select a color mode.

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



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



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

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



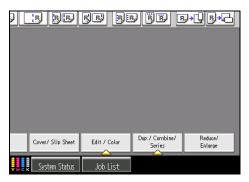
- The width of the color to be erased can be adjusted in five levels. When the width of the color is set
  to [Wider] under Color Sensitivity in User Tools and red has been specified, colors close to orange
  and purple will be erased. You can change the setting. For details about Color Sensitivity, see p.
  273 "Adjust Color Image".
- To cancel the selection, press the selected (highlighted) key.
- When the Full Color is selected, the full color counter will advance by "1". When the Black & White is selected, the mono-color counter will advance by "1".
- For examples of what you can do with the color functions, see p.11 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

#### Color Background

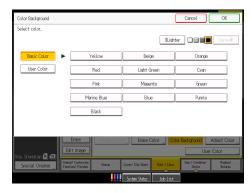
Copies by adding a color in the whole page.



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



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



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

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

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



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

• When copied using the registered color, the original will be copied lighter than the registered color.

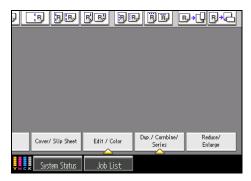
# **Adjusting Color and Image Quality**

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

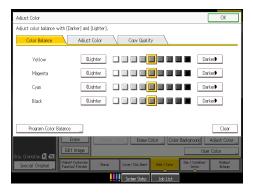
#### Color Balance

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

1. Press [Edit / Color].



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



5. Press [OK] twice.



- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been
  performed, when the [Clear Modes] key has been pressed or when the power has been turned off.
- For explanations about and examples of what you can do with the color adjustment function, see p.11 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

### **Color Balance Program**

You can store the color balance setting as a color balance program and recall it when you want to use it.

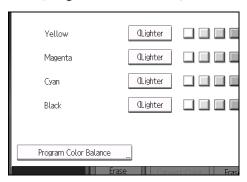
You can store up to three programs.



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

#### Registering the adjusted color balance

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



- 5. Press [Program].
- 6. Select a program number (1 3).
- 7. Press [OK] twice.

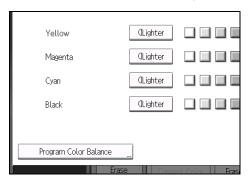


- If you select the program number key where  $\circ$  is displayed, the previously registered settings will be overwritten.
- For details about how to adjust the color balance, see p.133 "Color Balance".

#### Changing the color balance

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

3. Press [Color Balance], and then press [Program Color Balance].



- 4. Select the program number (1 3) to be changed.
- 5. Change the registered settings.
- 6. Press [Program Color Balance].
- 7. Press [Program], and then press the program number to be overwritten.
- 8. Press [Yes].

The program is overwritten.

9. Press [OK] twice.

#### Recalling the color balance

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



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

#### Deleting the color balance

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

- 5. Press [Yes].
- 6. Press [OK] twice.

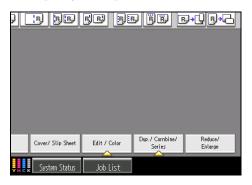
## **Color Adjustment**

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

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

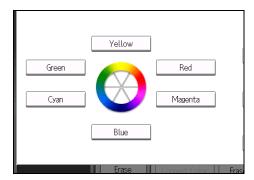


- This function is not available if Black & White is selected.
- 1. Press [Edit / Color].



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

You can select up to three colors.



- 5. Adjust the color tastes using  $[\leftarrow]$  or  $[\rightarrow]$ .
- 6. Press [OK] twice.





- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the [Clear Modes] key has been pressed or when the power has been turned off.
- For explanations about and examples of what you can do with the color adjustment function, see p.11 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

# Image Adjustment

The following five types of image adjustments are available:

#### Sharp / Soft

Adjusts the outline of an image.

#### Contrast

Adjusts the shades of an image.

#### **Background Density**

Adjusts the background density of an image.

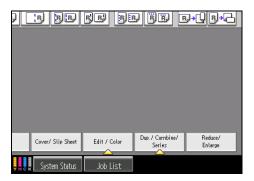
#### Adjust U.C.R.

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

#### Text / Photo Sensitivity

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

1. Press [Edit / Color].



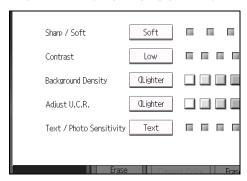
- 2. Press [Color], and then press [Adjust Color].
- 3. Press [Copy Quality].
- 4. Adjust the settings.
- 5. Press [OK] twice.

- [Sharp / Soft], [Contrast], and [Background Density] can each be adjusted, however, their adjustments can affect the level of other adjustment functions.
- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been
  performed, when the [Clear Modes] key has been pressed or when the power has been turned off.
- For types and examples of the image adjustment functions, see p.11 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

#### Sharp / Soft

Adjusts the outline of an image.

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

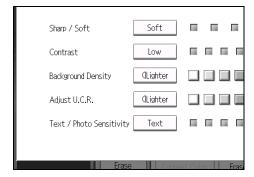


2. Press [OK].

#### Contrast

Adjusts the shades of an image.

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

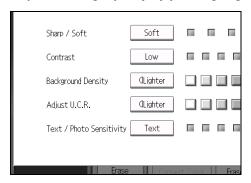


2. Press [OK].

#### **Background Density**

Adjusts the background density of an image.

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



2. Press [OK].

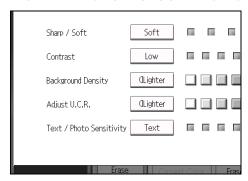


- Adjustments should be made lighter when copying dark textured originals, such as newspaper or recycled paper.
- Adjustments should be made darker when darkening the color of markers or highlighters. However,
  as the color of highlighters is difficult to reproduce, the copy might not come out depending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

#### Adjust U.C.R.

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

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

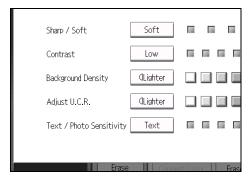


2. Press [OK].

#### Text / Photo Sensitivity

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

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



2. Press [OK].



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

#### **User Color**

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

You can create colors by:

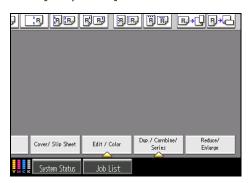
- Adjusting the density of primary colors based on a chosen basic color.
- Directly specifying the density of primary colors using the number keys.



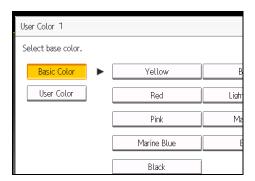
- When copying using user colors, the fine shades might vary depending on the condition of the machine.
- In order to correctly reproduce originals, the values, which have been input, are corrected inside
  the machine, and copies are made using the best suitable values. Therefore, there might be slight
  color differences when copying using Text and when using Photo.
- Up to 15 colors can be registered.
- Sample prints of user colors can be made on an A4 $\mathbb{D}$ ,  $8^1/_2 \times 11\mathbb{D}$ , A3 $\mathbb{D}$ , or  $11 \times 17\mathbb{D}$  size paper.
- When printing a list of user colors, the full color counter will advance by "1".
- For explanations about and examples of what you can do with the color adjustment function, see p.11 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

#### Adjusting colors based on the selected color

1. Press [Edit / Color].

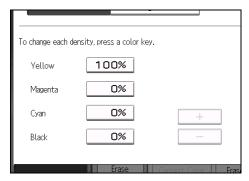


- 2. Press [Color], and then press [User Color].
- 3. Press [Program], and then select the number (01  $^{-}$  15) for the color you want to register.
- 4. Select the color to be used as base color from the basic and user colors.



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

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



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

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

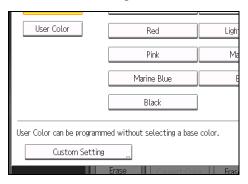
7. Press [OK] twice.



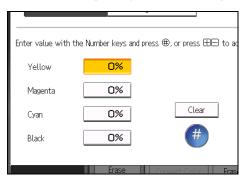
 Selecting a user color key that is indicated by a solid line will change (overwrite) the contents of that color.

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

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



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



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

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

- 7. Check the settings, and then press [OK].
- 8. Press [OK] twice.





 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].
- 2. Press [Color], and then press [User Color].
- 3. Press [Program], and then select the number (01 <sup>-</sup> 15) for the color you want to rename.
- 4. Select the color you want to rename.
- 5. Press [Change Name].
- 6. Enter the name of the color (up to 16 characters), and then press [OK].
- 7. Press [OK] three times.

#### Deleting user colors

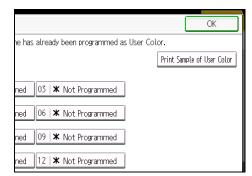
# 

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

#### Printing a list of user colors

- 1. Press [Edit / Color].
- 2. Press [Color], and then press [User Color].

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



The list of user colors is output.



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

# 4. Advanced Copying

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

# **Adjusting Copy Image Density**

There are three types of adjustment available.

### Auto image density

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

#### Manual image density

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

## Combined auto and manual image density

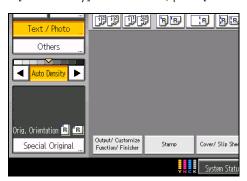
Adjusts the density of an image only for dark texture originals.

## **Auto Image Density**

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

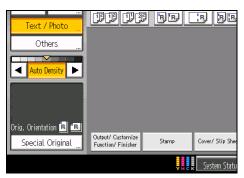
#### 1. Make sure that [Auto Density] is selected.

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



## Manual Image Density

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

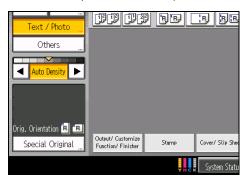


2. Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.

# **Combined Auto and Manual Image Density**

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

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



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

#### 4

# **Selecting the Original Type**

Select an original type that is suitable for your originals.

There are nine original types available:

#### Text

For originals that contain mainly text or printed characters.

#### **Photo**

For Photographs or pictures.

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

### Text / Photo

For originals that contain both text and photographs or pictures.

#### **Generation Copy**

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

#### **Pale**

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

#### Map

For map originals.

#### **Highlight Pen**

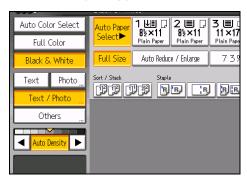
For originals marked with a highlighter pen.

#### Inkjet Output

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

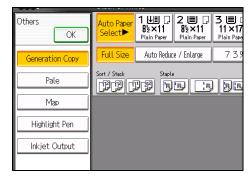
#### Dark Background

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.





To select [Generation Copy], [Pale], [Map], [Highlight Pen], or [Inkjet Output], select [Others] first.



- You can change the settings for original types shown on the initial display under General Features in User Tools. For details, see p.251 "General Features".
- You can select whether or not to display the keys for the original on the initial display under
  Original Type Display in User Tools. For details about Original Type Display, see p.251 "General
  Features".
- To display [Dark Background], you must set [Dark Background] to [On] and [Original Type Display] to [Hide] under General Features. On the copy function's initial screen, press [Original Type], and then select [Dark Background]. For details, see p.251 "General Features".
- If you select [Dark Background], the auto image density function is disabled, but the manual image density function is enabled.

# **Selecting Copy Paper**

Select paper you want to copy onto.

There are two ways to select copy paper:

#### **Auto Paper Select**

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

#### **Manual Paper Select**

Select the tray containing the paper you want to copy onto: a paper tray, the multi bypass tray (tray 6) or the Wide LCT.

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

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



- Only the trays that satisfy all the following conditions can be selected in Auto Paper Select mode. For details, see "Changing Tray Paper Settings", Paper Settings Reference .
  - [Plain Paper] or [Recycled Paper] is selected in Paper Type under Tray Paper Settings
  - Paper Weight 2 or Paper Weight 3 is selected in Paper Weight under Tray Paper Settings
  - [Yes] is selected in Apply Auto Paper Select under Tray Paper Settings

## **Auto Paper Select**

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

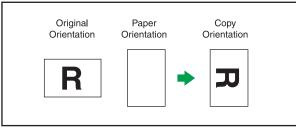
1. Make sure that [Auto Paper Select] is selected.

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



## **Rotate Copy**

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



BZH10

# **U** Note

- This function works when Auto Paper Select or Auto Reduce / Enlarge is selected. See p.149 "Auto Paper Select" and p.75 "Auto Reduce / Enlarge".
- The default setting for Auto Tray Switching is [With Image Rotation]. You cannot use the Rotate
  Copy if this setting is changed to [Without Image Rotation] or [Off]. For details about Auto Tray
  Switching, see p.251 "General Features".
- The Rotate Copy function is not available in combination with certain finishing settings.

# **Manual Paper Select**

Select the tray containing the paper you want to copy onto: a paper tray, the multi bypass tray (tray 6) or the Wide LCT.

1. Select the tray you want to use.

The indicator corresponding to the selected paper tray is highlighted.



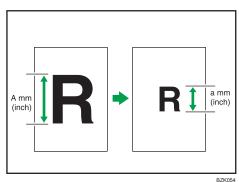
# **Advanced Reduce / Enlarge Copying**

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

For details about the basic reduce/enlarge copy functions, see p.71 "Reducing or Enlarging Originals".

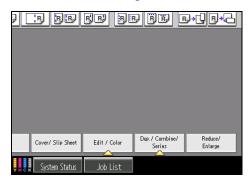
# Size Magnification

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



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

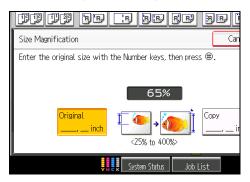
1. Press [Reduce / Enlarge].



2. Press [Size Magnification].



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



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

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

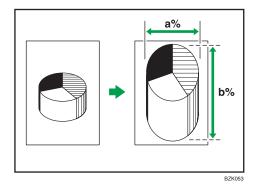


- To change the value you entered, press the key you want to change, and then enter a new value.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted
  to within available range. However, with some ratios, parts of the image might not be copied or
  margins will appear on copies.
- The machine selects reproduction ratios of between 25 400%.

# Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

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



a: Horizontal ratio

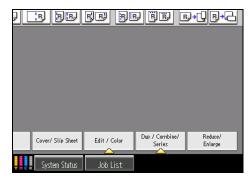
b: Vertical ratio



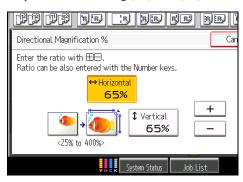
- The reproduction ratios you can specify are 25 400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of
  original or copy paper size. However, depending on settings and other conditions, part of the
  image may not be copied, or margins will appear on copies.

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

1. Press [Reduce / Enlarge].



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



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

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

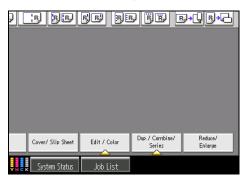




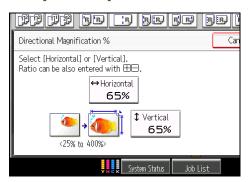
• To change the value you entered, readjust it with [-] and [+].

## Entering the ratio with 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.

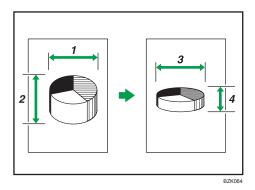


• To change the value you entered, press the key you want to change, and then enter a new value.

# **Directional Size Magnification (inch)**

Specify the horizontal and vertical lengths of the original and copy image.

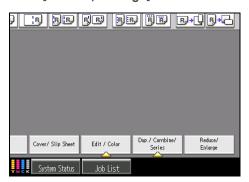
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



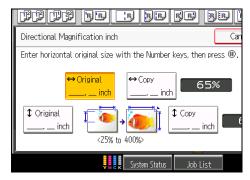
- 1. Horizontal original size: A mm (inch)
- 2. Vertical original size: B mm (inch)
- 3. Horizontal copy size: a mm (inch)
- 4. Vertical copy size: b mm (inch)

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

1. Press [Reduce / Enlarge].



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



- 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 [#].

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

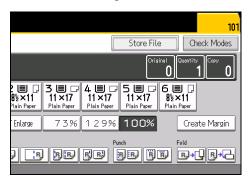


- The horizontal and vertical length of an original can be entered in steps of 1 mm (0.1 inches). The horizontal length of an original can be 1 to 9999 mm (0.1 to 99.9 inches); the vertical length of an original can be 1 to 999 mm (0.1 to 99.9 inches). The horizontal and vertical length of copies can also be entered in steps of 1 mm (0.1 inches). Both the horizontal and vertical length of copies can be 1 to 999 mm (0.1 to 99.9 inches).
- To change the value you entered, press the key you want to change, and then enter a new value.
- The machine selects reproduction ratios of between 25 400%.
- When entering a size in mm (inch), if the calculated ratio is over the maximum or under the
  minimum ratio, it is automatically adjusted to within available range. However, with some ratios,
  parts of the image might not be copied or margins will appear on copies.

## **Create Margin**

Reduces the image to 93% of its original size and places the reduced image at the 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.



 You can change the ratio for Create Margin under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see p.255 "Reproduction Ratio".

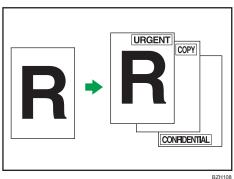
# Stamps

Copies with the date, page numbers, etc.

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

## **Preset Stamp**

Messages are stamped on copies.





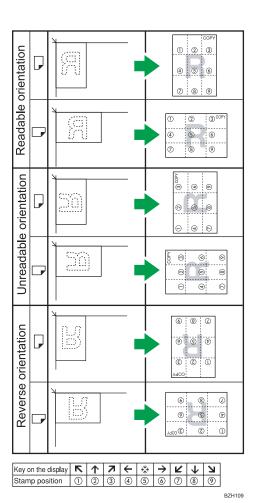
• Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

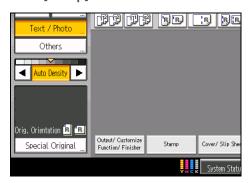
"COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT"

### Stamp position and original orientation

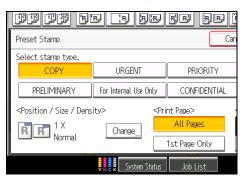
The stamp positions differ according to the orientation in which you place the originals.



1. Press [Stamp].



2. Press [Preset Stamp].



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

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



- When the Full Color is selected, the full color counter will advance by "1".
- The default stamp color is black.
- You can change the settings for Preset Stamp under Stamp in User Tools. Depending on the setting, density may change. For details about Stamp, see p.262 "Stamp".
- · Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.

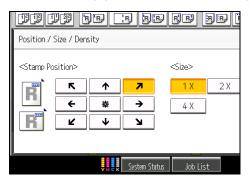
## Changing the stamp color

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

## Changing the stamp position, size, and density

1. Press [Change] under Position / Size / Density.

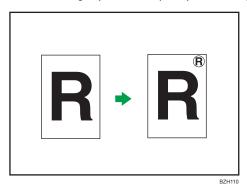
2. Select the stamp position, size, and density, and then press [OK].



# **User Stamp**

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.

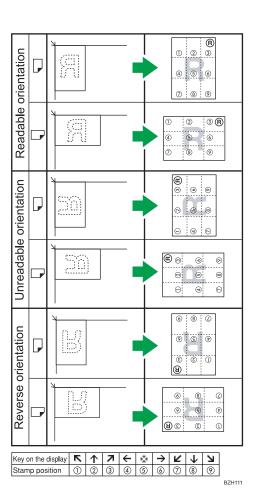


# 

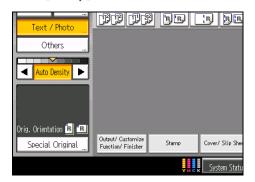
- You have to register a user stamp before using this function. For details, see p.164 "Registering a user stamp".
- Only one message can be stamped each time.

## Stamp position and original orientation

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

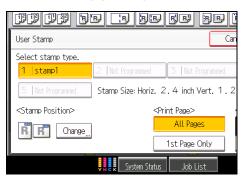


1. Press [Stamp].



2. Press [User Stamp].

3. Select the stamp you require.



You can change the stamp color and position.

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



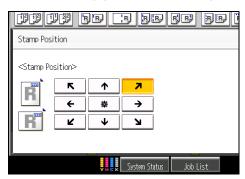
- When the Full Color is selected, the full color counter will advance by "1".
- The default user stamp color is black.
- You can change the settings for User Stamp under Stamp in User Tools. For details about Stamp, see p.262 "Stamp".

## Changing the user stamp color

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

## Changing the user stamp position

1. Press [Change] under Stamp Position.



## Registering a user stamp

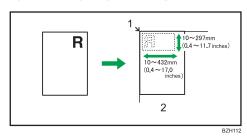
Scans an image that is used as a user stamp.

The size range for stamp images is 10 <sup>-</sup> 297 mm (0.4 <sup>-</sup> 11.7 inches) high and 10 <sup>-</sup> 432 mm (0.4 <sup>-</sup> 17.0 inches) wide. However, if the stamp's size exceeds the maximum value of the area (5,000 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.



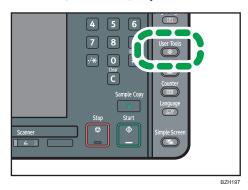
• User stamps will be one color even if the originals were full color.

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

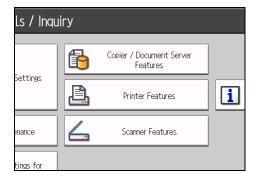


- 1. Base point
- 2. Exposure glass

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



2. Press [Copier / Document Server Features].



- 3. Press [Stamp].
- 4. Press [User Stamp].
- 5. Press [Program / Delete Stamp].
- 6. Press [Program], and then press the stamp number you want to program.
- 7. Enter the user stamp name (up to 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. Enter the vertical size of the stamp with the number keys, and then press [#].
- 10. Place the original for user stamp on the exposure glass, and then press [Start Scanning]. The original will be scanned, and the stamp will be registered.
- 11. Press [Exit].
- 12. Press [Exit].

The display returns to the User Tools / Inquiry screen.

13. Press [Exit].



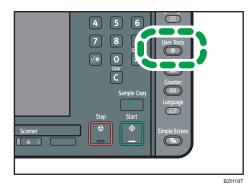
• Stamp numbers with ❖ already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".

- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].
- You cannot restore the overwritten stamp.
- Originals cannot be scanned from the ADF when programming the user stamp.
- For details about how to enter text, see "Entering Text", About This Machine 🗊 🚳.

#### Deleting the user stamp

You cannot restore a deleted stamp.

1. Press the [User Tools] key.



2. Press [Copier / Document Server Features].



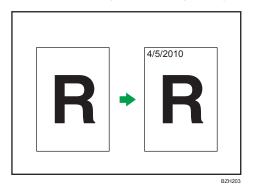
- 3. Press [Stamp].
- 4. Press [User Stamp].
- 5. Press [Program / Delete Stamp].
- 6. Press [Delete], and then press the stamp number you want to delete.
- 7. Select [Yes], and then press [Exit].
- 8. Press [Exit].

The display returns to the User Tools / Inquiry screen.

#### 9. Press [Exit].

# **Date Stamp**

Use this function to print dates on your copies.

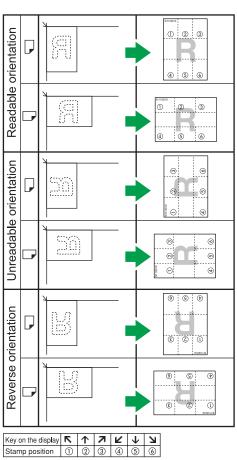


You can select from the following styles:

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

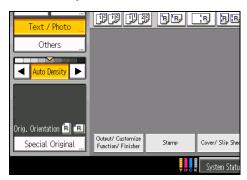
## Stamp position and original orientation

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



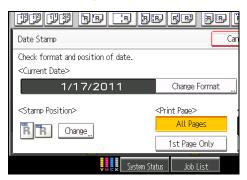
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## 1. Press [Stamp].



## 2. Press [Date Stamp].

## 3. Select the stamp format.

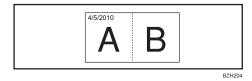


You can change the color and position of the date.

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



- The default color is black.
- You can change the settings for Date Stamp under Stamp in User Tools. For details about Stamp, see p.262 "Stamp".
- When Date Stamp is used with the Combine, Magazine, or Booklet function, the date stamp is printed as follows:
  - With the Combine function



• With the Magazine or Booklet function

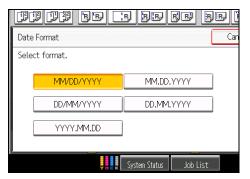


#### Changing the date stamp color

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

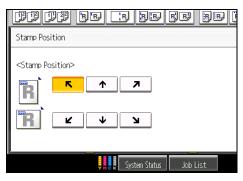
## Changing the format of date

- 1. Press [Change Format] under Current Date.
- 2. Select the date format, and then press [OK].



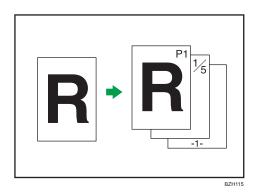
# Changing the date stamp position

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



# Page Numbering

Use this function to print page numbers on your copies.

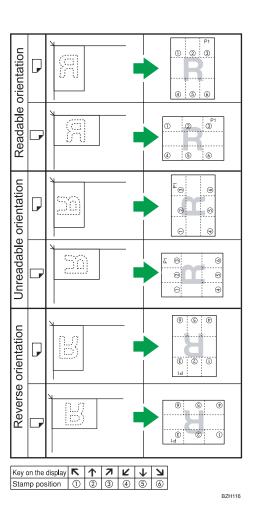


There are six types of page numbering.

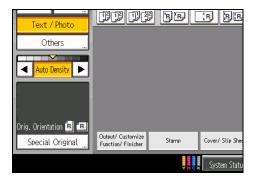
- P1,P2...
- 1/5,2/5...
- -1-,-2-...
- P.1,P.2...
- 1,2...
- 1-1,1-2...

# Stamp position and original orientation

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

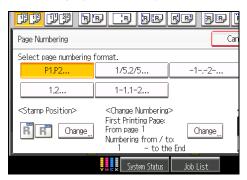


1. Press [Stamp].



2. Press [Page Numbering].

3. Select the page numbering format.



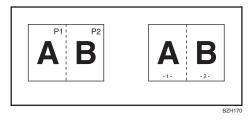
You can change the stamp color, position, pages to be stamped, and numbering.

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

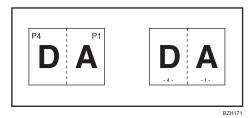


- The default color is black.
- You can change the settings for Page Numbering under Stamp in User Tools. For details about Stamp, see p.262 "Stamp".
- You can change the stamp position if Combine or Duplex is specified for use with this function under Duplex Back Page Stamping Position or Page Numbering in Combine in User Tools. For details about these settings, see p.262 "Stamp".
- When Page Numbering is used with Combine, Magazine, or Booklet function, page numbers are printed as follows:

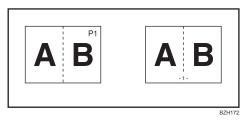
With 1 Sided/2 Sided using the Combine function



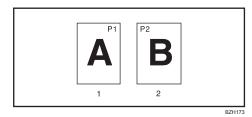
With the Magazine or Booklet function



Per Copy is selected in Page Numbering in Combine:
 With 1 Sided/2 Sided using the Combine function



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



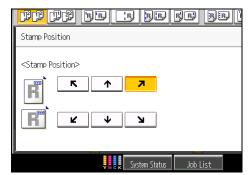
- 1. Front
- 2. Back

## Changing the stamp color

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

## Changing the stamp position

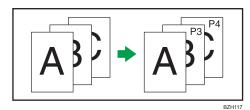
- 1. Press [Change] under Stamp Position.
- 2. Select the stamp position, and then press [OK].



## 4

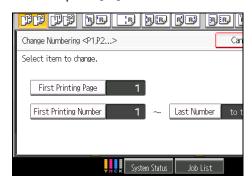
# Specifying the first printing page and start number ("P1,P2...", "-1-,-2-...", "P.1,P. 2...", "1,2...")

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



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

- 1. Press [Change] under Change Numbering.
- 2. Press [First Printing Page], enter the original sheet number from which to start printing, and then press [#].



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

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

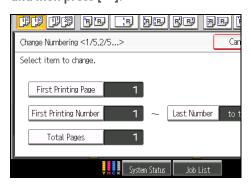
To change the number entered, press [Clear] and then enter a new number.

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



- The last number is the last page number to print. For example, if Total Pages is ten, when you want
  to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number.
  Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for First Printing Page, First Printing Number, and Last Number.

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



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

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

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

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

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

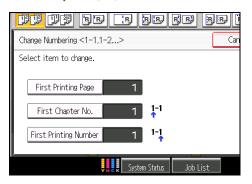


- The last number is the last page number to print. For example, if Total Pages is ten, when you want
  to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number.
  Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for First Printing Page, First Printing Number, Last Number, and Total Pages.

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

1. Press [Change] under Change Numbering.

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



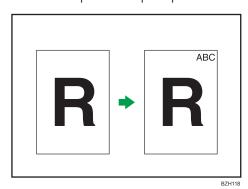
- 3. Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].
- 4. Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].
- 5. When page designation is complete, press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



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

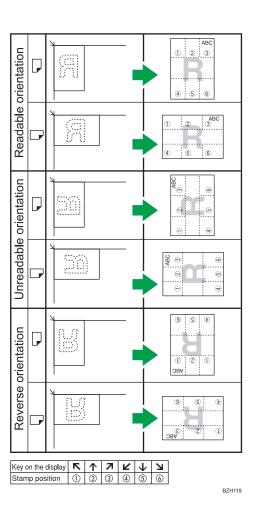
## Stamp Text

You can stamp text on copies up to 64 letters.



#### Stamp position and original orientation

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

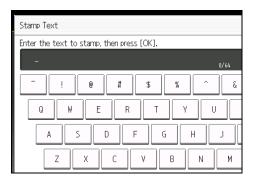


1. Press [Stamp].



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

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



You can change the stamp color and position.

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



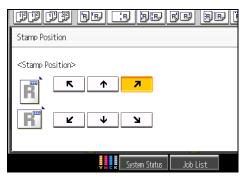
- The default color is black.
- When the Full Color is selected, the full color counter will advance by "1".
- If the main power is turned off, the text is cleared. To save the typed text, you can register them in a program. For details about Program, see p.122 "Registering Frequently Used Functions".
- You can change the settings for Stamp Text under Stamp in User Tools. For details about Stamp, see p.262 "Stamp".
- Depending on the stamp position, parts of the text might not be copied.

### Changing the stamp color

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

#### Changing the stamp position

1. Press [Change] under Stamp Position.



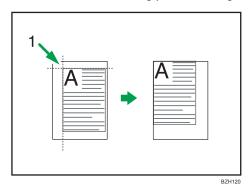
### 4

# **Advanced Copier Functions**

This section describes the machine's advanced copy functions.

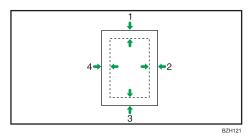
### **Scan Position**

You can move the scanning position of originals.

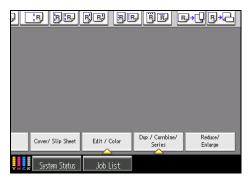


#### 1. Point from which the machine begins scanning

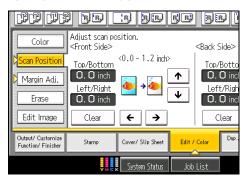
You can move the scanning position up to 30 mm (1.2 inches) in 1 mm (0.1 inches) increments upward, downward, to left and to right.



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



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



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

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

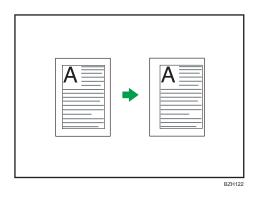
5. Press [OK].



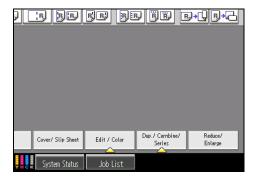
- To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value.
- Press  $[\, \, \, \, \, ]$  and  $[\, \, \, \, \, ]$  to set the top or bottom position. Press  $[\, \, \, \, \, ]$  and  $[\, \, \, \, \, ]$  to set the left or right position.
- The scanning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

# Margin Adjustment

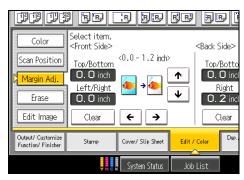
Copies originals leaving a binding margin.



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.

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

5. Press [OK].



To change the value you entered, press [←], [→], [↓] or [↑], or press [Clear], and then specify a new value.

- Press  $[\, \boldsymbol{\downarrow} \,]$  and  $[\, \boldsymbol{\uparrow} \,]$  to set the top or bottom position. Press  $[\, \boldsymbol{\leftarrow} \,]$  and  $[\, \boldsymbol{\rightarrow} \,]$  to set the left or right position.
- You can set the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inches) increments.
- Margin on the back side of the page is valid when 1 Sided → 2 Sided or Combine 2 Sides is selected.
- You can change the settings for Margin Adjustment under Edit in User Tools. For details about Edit, see p.257 "Edit".
- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

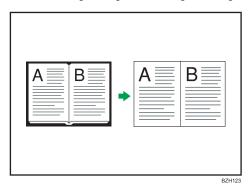
### **Erase Center / Border**

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

This function has the following three types:

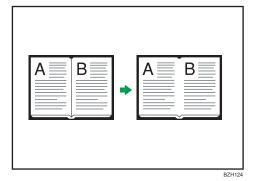
#### **Erase Border**

Erases the edge margin of the original image.



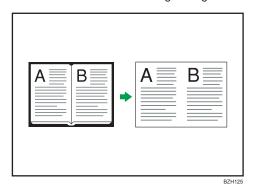
#### **Erase Center**

Erases the center margin of the original image.



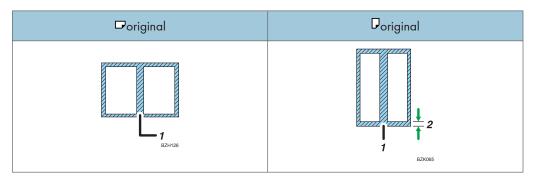
#### Erase Center / Border

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





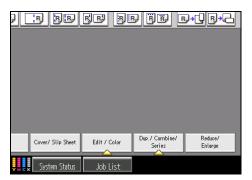
• The relationship between the original orientation and the erased part is as follows:



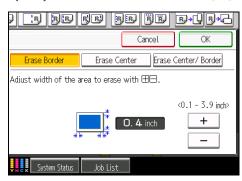
- 1. Erased part
- 2. 2 99 mm (0.1 3.9 inches)
- To erase the image on the back side of the original, press [2 Sided Setting] and then [Back Side]. Erasing the image on the back side is valid when you copy 2-Sided originals.
- The erase width is set to 10 mm (0.4 inches) as a default. You can change this setting under Edit in User Tools. For details about Edit, see p.257 "Edit".
- The width of the erased margin varies depending on the reproduction ratio.

### Erase Border (same width)

Erases the edge margin of the original image.



- 2. Press [Erase].
- 3. Press [Erase Center / Border].
- 4. Press [Erase Border].
- 5. Press [Same Width].
- 6. Specify an erase border width with [+] and [-].



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

7. Press [OK] twice.

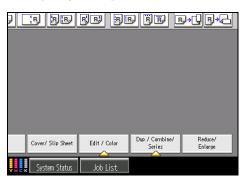


• To change the value you entered, press [+] and [-], and then specify a new value.

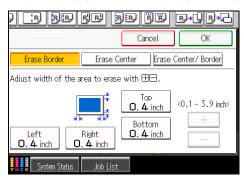
# Erase Border (different width)

Erases the edge margins of the original image.

1. Press [Edit / Color].



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



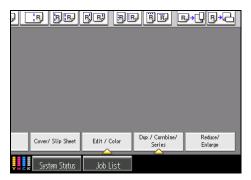
7. Press [OK] twice.



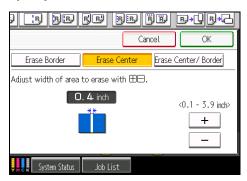
• To change the value you entered, press the key you want to change, and then enter a new value.

#### **Erase Center**

Erases the center margin of the original image.



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



6. Press [OK] twice.

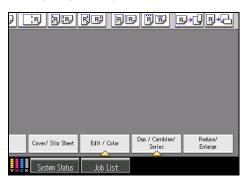


• To change the value you entered, press [+] and [-], and then specify a new value.

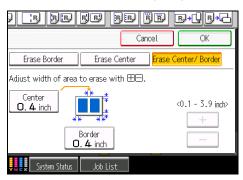
### Erase Center / Border (same width)

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

1. Press [Edit / Color].



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



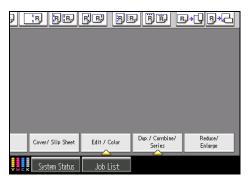
- 7. Press [Border], and then specify the erase width with [+] and [-].
- 8. Press [OK] twice.



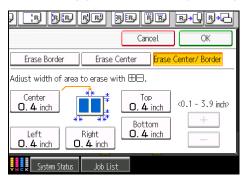
• To change the value you entered, press the key you want to change, and then enter a new value.

### Erase Center / Border (different width)

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



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



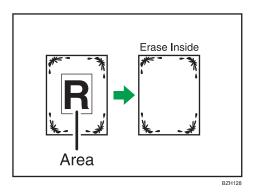
7. Press [OK] twice.



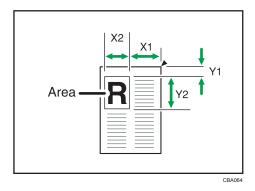
• To change the value you entered, press the key you want to change, and then enter a new value.

### Erase Inside

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



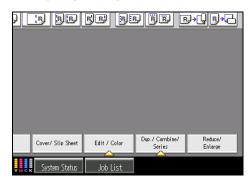
To specify the area you want to erase, you must define the positions where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2) on the original. Measure the area you want to specify before entering the area settings.



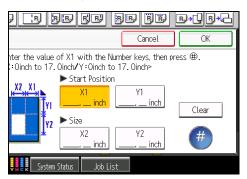
X1, X2: 0 - 432 mm (0 - 17 inches)

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

1. Press [Edit / Color].



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



- 5. Enter the length of [Y1] with the number keys, and then press [#].
- 6. Enter the length of [X2] with the number keys, and then press [#].
- 7. Enter the length of [Y2] with the number keys, and then press [#]. If you want to erase the image on the back side of the original, press [2 Sided Setting] and then [Back Side].

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

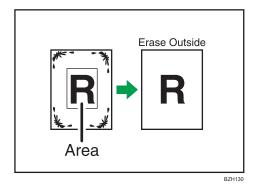
- 8. Press [OK].
- 9. To specify multiple areas, select areas 1 to 5, and then repeat steps 4 to 8.
- 10. Press [OK].



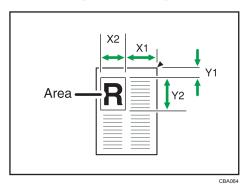
- To change the value you entered, press the key you want to change, and then enter a new value.
- You can specify up to five areas.

#### **Erase Outside**

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



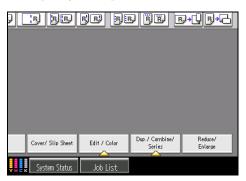
To specify the area you want to erase, you must define the positions where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2) on the original. Measure the area you want to specify before entering the area settings.



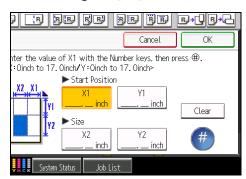
X1, X2: 0 - 432 mm (0 - 17 inches)

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

1. Press [Edit / Color].



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



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

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

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

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

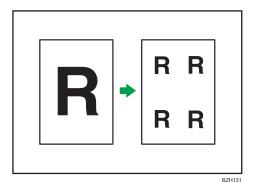
8. Press [OK] twice.



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

### **Image Repeat**

The original image is copied repeatedly.



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

#### Whole Area Repeat

Repeatedly copies the entire image.

#### **Specified Area Repeat**

Repeatedly copies a specified area of the image.



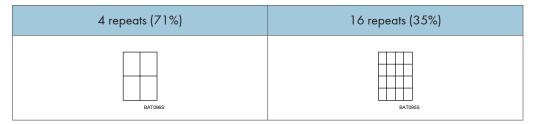
- You can change the settings for Image Repeat under Edit in User Tools. For details about Edit, see p.257 "Edit".
- · Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

### **Whole Area Repeat**

Repeatedly copies the entire image.

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

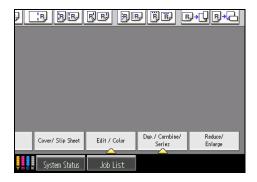
Original: A5 $\square$ /Copy paper: A4 $\square$ , Original: A5 $\square$ /Copy paper A4 $\square$ , Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11^\square$ , or Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11^\square$ 



Original: A5 $\square$ /Copy paper: A4 $\square$ , Original: A5 $\square$ /Copy paper A4 $\square$ , Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11 \square$ , or Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11 \square$ 

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
BATO86S	BAT087S	BATORES

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



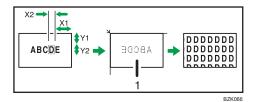
- 3. Press [Edit Image].
- 4. Press [Image Repeat].
- 5. Make sure that [Whole Area] is selected, and then press [OK].
- 6. Press [OK].

#### **Specified Area Repeat**

Repeatedly copies a specified portion of the image.

- You cannot use this function from the ADF.
- If Margin Adjustment is selected, cancel the setting.

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



1. Set the original on the exposure glass

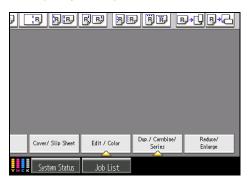
X1: 0 - 412 mm (0 - 16.2 inches)

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

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

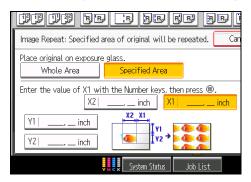
Y2: 20 - 297 mm (0.8 - 11.6 inches)

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



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

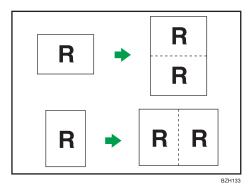
6. Enter the length of [X1] with number keys, and then press [#].



- 7. Enter the length of [Y1] with the number keys, and then press [#].
- 8. Enter the length of [X2] with the number keys, and then press [#].
- 9. Enter the length of [Y2] with the number keys, and then press [#].
- 10. Press [OK] twice.

### **Double Copies**

One original image is copied twice on one sheet.

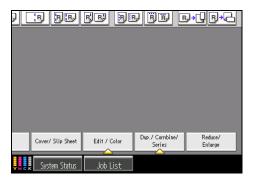


• Originals with a size of A5DD, B6 JISDD, 11 × 17D and  $8^{1}/_{2}$  × 11DD cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

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

Original size and Orientation	Copy paper size and Orientation
5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> □	8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b>
5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b>
8 <sup>1</sup> / <sub>2</sub> × 11	11 × 17 □

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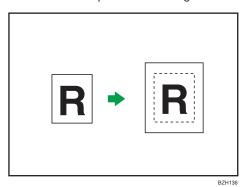
- 2. Press [Edit Image].
- 3. Press [Double Copies].
- 4. Press [OK].
- 5. Select the paper size.



 You can change the settings for Double Copies under Edit in User Tools. For details about Edit, see p.257 "Edit".

### Centering

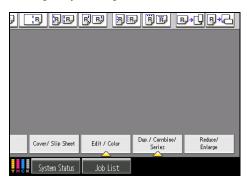
You can make copies with the image moved to the center of the copy paper.



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

Original location	Original size and orientation
Exposure glass	$11 \times 17^{\Box}$ , $8^{1}/_{2} \times 14^{\Box}$ , $8^{1}/_{2} \times 11^{\Box}$
ADF	A3 $\Box$ , A4 $\Box$ $\Box$ , 11 × 17 $\Box$ , 8 $^{1}/_{2}$ × 14 $\Box$ , 8 $^{1}/_{2}$ × 11 $\Box$ $\Box$ , 5 $^{1}/_{2}$ × 8 $^{1}/_{2}$ $\Box$ $\Box$ , 10 × 14 $\Box$ , 7 $^{1}/_{4}$ × 10 $^{1}/_{2}$ $\Box$

- 1. Select the paper size.
- 2. Press [Edit / Color].



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

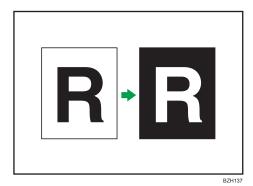


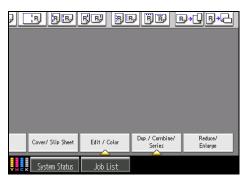
 Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90 degrees (Rotate copy).

# 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.

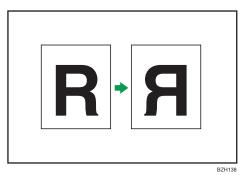




- 2. Press [Edit Image].
- 3. Press [Positive/Negative].
- 4. Press [OK].

## Mirror Image

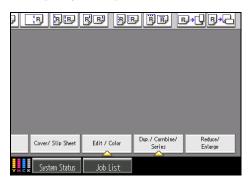
Copies by reversing the image from left to right, as reflected in a mirror.



**Important** 

• If Margin Adjustment is selected, cancel the setting.

1. Press [Edit / Color].

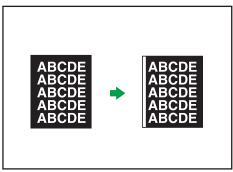


- 2. Press [Edit Image].
- 3. Press [Mirror Image].
- 4. Press [OK].

# 3 Edges Full Bleed

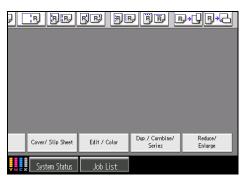
You can make full image copy by cutting down the margin of top, bottom, and right sides.

This function is useful for originals full of image.



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• If [1 Sided  $\Rightarrow$  2 Sided] is set, cancel the setting.



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



• 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 two facing pages of a bound original onto two sheets.



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

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

Original	Paper for 1-sided copy
11 × 17 □	$8^{1}/_{2} \times 11 \square \times 2$ sheets
8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b>	$5^{1}/_{2} \times 8^{1}/_{2}$ $\square$ × 2 sheets

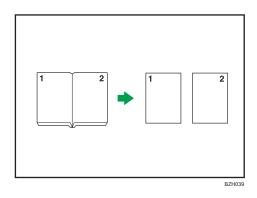
BZH141

There are two types of Series Copies.

#### Book → 1 Sided

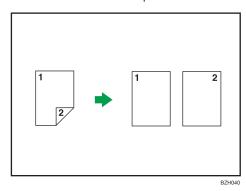
You can make 1-sided copies from two facing pages of a bound original (book).



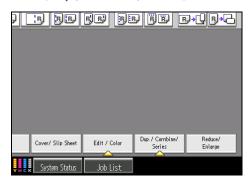


### 2 Sided → 1 Sided

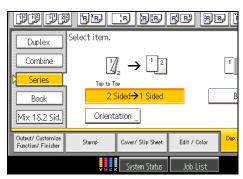
You can make 1-sided copies from 2-sided originals.



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



2. Press [Series].



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



- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can select the orientation of originals and copies. For details, see p.80 "Originals and Copy Orientation".

# **Booklet/Magazine**

Copies two or more originals in page order.

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

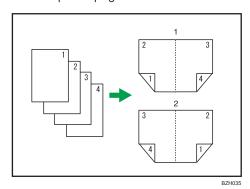
Original	Paper
11 × 17 □	8 <sup>1</sup> / <sub>2</sub> ×11 <b>(</b> 2-sided)
8 <sup>1</sup> / <sub>2</sub> × 11 <b>□</b>	$5^{1/2} \times 8^{1/2} \square$ (2-sided)

D7U145

There are six types of Booklet/Magazine.

### 1 Sided → Booklet

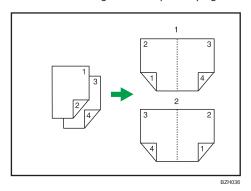
Make copies in page order for a folded booklet as shown.



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

### 2 Sided → Booklet

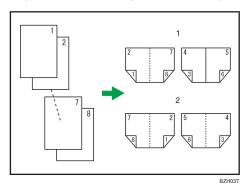
Make 2-sided originals to copies in page order for a folded booklet as shown.



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

### 1 Sided → Magazine

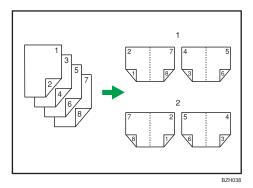
Copies two or more originals to make copies in page order when they are folded and stacked.



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

### 2 Sided → Magazine

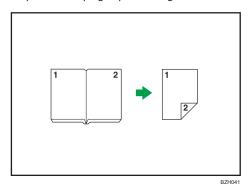
Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.



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

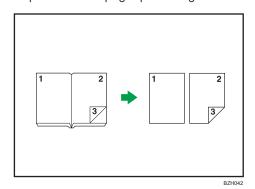
### Book → 2 Sided

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



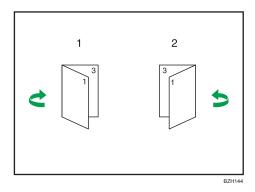
### Front&Back → 2 Sided

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



### How to fold and unfold copies to make a booklet

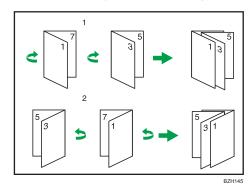
Fold a copy along the centerline, and open.



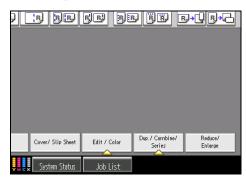
- 1. Open to left
- 2. Open to right

### How to fold and unfold copies to make a magazine

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

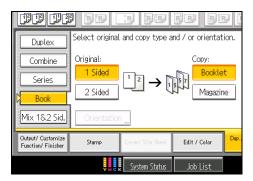


- 1. Open to left
- 2. Open to right
- 1. Press [Dup./ Combine/ Series].



2. Press [Book].

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



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

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



- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- In the Booklet or Magazine mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The default setting for the orientation of Booklet and Magazine is [Open to Left]. You can change the default under Orientation: Booklet, Magazine in User Tools. For details, see p.257 "Edit".
- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine selects reproduction ratios of between 25 400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.
- You cannot copy with originals different in size and orientation.
- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- In Magazine mode, the copying may take some time after scanning originals.
- When the Booklet Finisher SR5040 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.

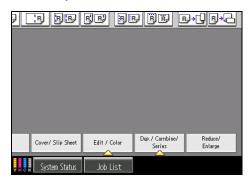
### **Creep Adjustment**

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

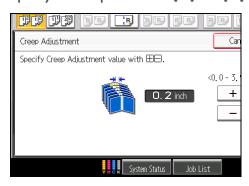
When folding stacked paper, the thickness of the paper causes creep (progressive image loss) between the most inner and most outer pages. The machine compensates for creep by progressively shifting the copy image.

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 the original.
- 4. Press [Magazine].
- 5. Press [Creep Adjust.].
- 6. Specify the creep value with [+] and [-].

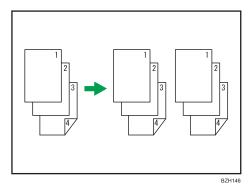


7. Press [OK] twice.

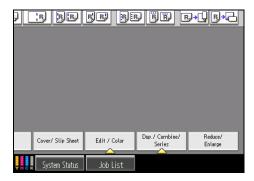


- You can adjust the creep value between 0 to 99 mm (0 to 3.9 inches) in 1 mm (0.1 inches) steps.
- To change the value you entered, press [+] and [-], and then specify a new value.

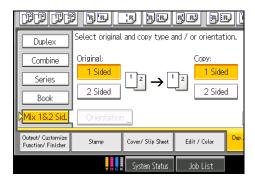
You can copy two types of originals, 1-sided and 2-sided, onto one or both sides of a sheet in one copy job.



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



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



- 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.



- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- When making two or more copies with the ADF, specify Batch mode. For details about Batch mode, see p.40 "Batch Mode".
- If you specified [2 Sided] for the originals or copies, you can specify the orientation. For details, see p.80 "Originals and Copy Orientation".
- You cannot select [Change Setting] if you are using the ADF in Batch mode to copy 2-sided originals to 2-sided prints or 1-sided originals to 1-sided prints.

#### Covers

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



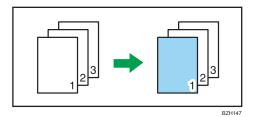
- Before using this function, select the trays for covers under Front Cover Sheet and Back Cover Sheet in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference .
- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

The Covers function includes Front Cover and Back Cover.

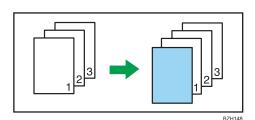
#### **Front Cover**

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

Copy



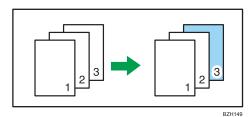
Blank



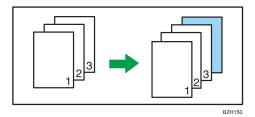
### **Back Cover**

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

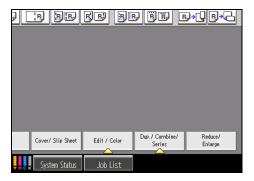
Copy



• Blank



1. Press [Cover/ Slip Sheet].





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



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



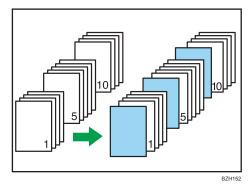
- The back cover sheet should be the same size and orientation as the main sheets.
- You can use paper of different size and orientation than the main sheets as the front cover sheet.
- When stapling copies with the front cover whose size and orientation is different from the main sheets, the front cover sheet should be the same width in paper feed direction as the main sheets.
   For example, when the main sheet is A5D, you can staple the copies with the front cover sheet of A4D, but you cannot staple them with that of A4D.
- When you specify both front and back covers, the first and last pages of your original are copied
  on paper specified for use as a cover, or cover sheets are inserted before the first copy and after
  the last copy.
- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see p.257 "Edit".
- If Blank mode is selected, the cover will not be counted as a copy.
- The settings made under Front Cover Sheet and Back Cover Sheet in Tray Paper Settings determine whether or not the front and back covers are duplex printed.
  - At Mode Selected... Settings made in Front Cover Sheet and Back Cover Sheet will take priority.
  - Full Time... Settings made in Paper Type will take priority.

### **Designate**

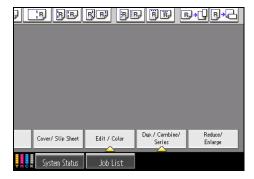
Use this function to have certain pages of your original copied onto designation sheets or to insert a designation sheet for each page specified.

Copy

• Blank

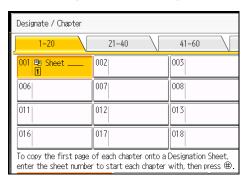


- Before using this function, select the tray for designation sheets under Designation Sheet 1 8 in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference
- 1. Press [Cover/ Slip Sheet].



- 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].

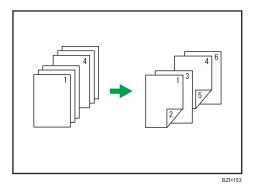
- 5. Select the designation sheet tray that contains the paper for the designation sheets.
- 6. Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.
- 7. To specify another page location, repeat steps 3 to 6.
  Up to 100 locations can be specified.
- 8. Select the main sheet tray that contains the paper to copy the originals.
- 9. After making all settings, press [OK] twice.



- To change the value you entered, press the key you want to change, and then enter a new value.
- When placing the designation sheets in the multi bypass tray (tray 6), it should be the same size and orientation as the main sheets.
- When Duplex (1 Sided → 2 Sided) has been selected, specified pages will always be copied on the front of copies in the same way as in Chapters mode.
- If you select [Designate: Blank], the specified pages will be excluded from the copy count.

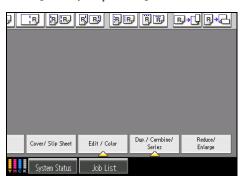
### Chapters

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

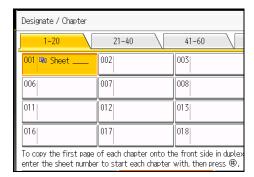


### **☆ Important**

- Before selecting this function, press [Dup./ Combine/ Series] and then select [1 Sided → 2 Sided] or [Combine].
- This function can be used only when you use the Duplex (1 Sided  $\rightarrow$  2 Sided) or Combine function.
- 1. Press [Cover/ Slip Sheet].



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



To select chapters 21 to 40, press [21-40].

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

Up to 100 locations can be specified.

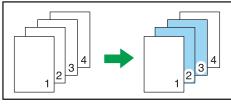
- 6. To specify another page location, repeat steps 4 to 5.
- 7. Select the main sheet tray that contains the paper to copy the originals.
- 8. After making all settings, press [OK] twice.



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

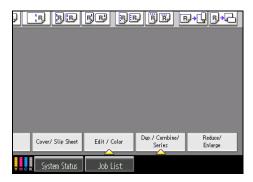
### **Designation Sheet Copy**

You can copy designated pages onto designation sheets.



BZH1

- Before using this function, select the tray for designation sheets under Designation Sheet 1 8 in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference
- 1. Press [Cover/ Slip Sheet].



- 2. Press [Designate / Chapter].
- 3. Press [Designation Sheet Copy].

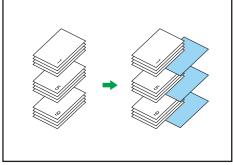
- 5. Press [Page to Page].
- 6. Enter the sheet number of the last original with the number keys.
- 7. Select the designation sheet tray that contains the paper for the designation sheets, and then press the [#] key.
- 8. To specify another page location, repeat steps 4 to 7.
  Up to 100 locations can be specified.
- 9. Select the main sheet tray that contains the sheet to copy the originals.
- 10. After making all settings, press [OK] twice.



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

### **Insert Sheet**

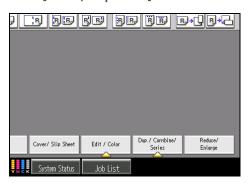
You can insert a blank designation sheet before or after a specified page.



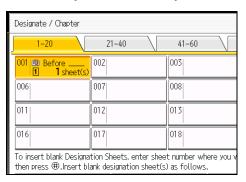
BZH155



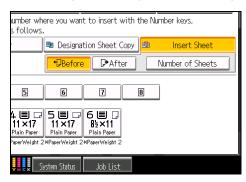
- Before using this function, select the tray for slip sheets under Designation Sheet 1 8 in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference .
- 1. Press [Cover/ Slip Sheet].



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



- 5. Select the designation sheet tray that contains the paper for the designation sheets.
- 6. Select [Before] to insert slip sheets before the desired page. Select [After] to insert slip sheets after the desired page. Enter the page number with the number keys.



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

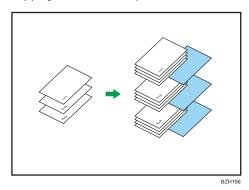


- The designation sheets should be the same size and orientation as the main sheets.
- To change the value you entered, press the key you want to change, and then enter a new value.

### 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 OHP transparencies.

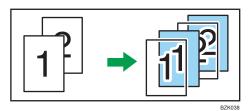


**Important** 

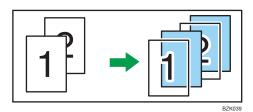
- If [1 Sided → 2 Sided] is set, cancel the setting.
- Before using this function, select the tray for slip sheets under Slip Sheet in Tray Paper Settings. For details, see "Changing Tray Paper Settings", Paper Settings Reference .

### When copying onto OHP transparencies

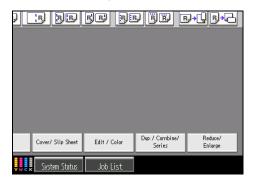
Copy



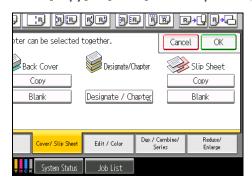
• Blank



1. Press [Cover/ Slip Sheet].



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



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



• The slip sheets should be the same size and orientation as the copy paper.

- If you do not copy onto slip sheets, they are excluded from the number of copies counted.
- When setting OHP transparencies on the multi bypass tray (tray 6), press the [#] key and select [OHP (Transparency)] in Special Paper. For details, see p.63 "Copying onto OHP Transparencies or Translucent Paper".

## 5. Document Server

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

# Relationship between Document Server and Other Functions

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

### **Copier functions**

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

#### **Printer functions**

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

#### Scanner functions

- Storing method: Scanner
- List display: Unavailable

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

- Printing: Unavailable
- Transmission: Available

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

# **Document Server Display**

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

### **Document Server initial display**



- 1. Displays operational status and messages.
- 2. Displays the title of the current screen.
- 3. Displays the numbers of originals stored into the memory, copies set, and copies made.
- 4. Displays keys for the operation.
- 5. Displays an icon that indicates the function and color mode used to stored the document.
- 6. Displays keys for switching the display between list and thumbnails.

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

Function	Copier	Printer
Icons	D-	<u> </u>
Color icons	Full color	Black and white
lcons	<b>&amp;</b>	A

#### Thumbnail screen

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





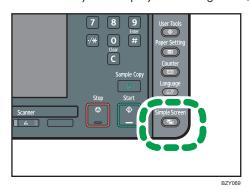
• All the stored documents may not be displayed depending on the security function specified.

### Simple Screen

This section explains how to switch to the simple screen.

When you press the [Simple Screen] key, the screen changes from the initial display to the simple screen.

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



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Example of a simple screen

#### OQty. <Select File> Page 1 Print Select a file to print. Туре User Name File Name Date Page COPY0003 *:*...| |Jan. 17 | COPY0002 *.*... |Jan. 17 | \* COPY0001 |Jan. 17 | 3

### 1. [Key Color]

Key Color

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



- To return to the initial display, press the [Simple Screen] key again.
- Certain keys do not appear on the simple screen.

### **Preview Display**

This section explains the items that appear on the preview display and how to preview stored documents.

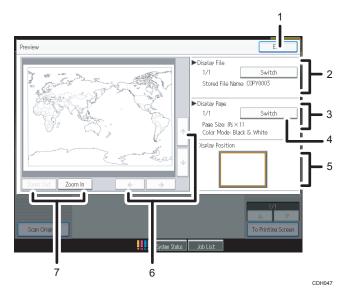
To preview stored documents, select the documents you want to preview on the Document Server initial display, and then press [Preview]. The preview display denotes the screen that allows confirming contents of the scanned documents.

1/1

▲ Previous

CDH046

### **Preview Display**



#### 1. Exit

Closes the preview display.

#### 2. Display File

Displays the file name.

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

#### 3. Display Page

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

#### 4. Switch

Flips the page of the selected file.

#### 5. Display Position

Indicates the location of the displayed preview image when the image is enlarged.

### 6. [←][→][↑][↓]

Moves the display area in the direction indicated by the arrow.

#### 7. [Zoom Out], [Zoom In]

Scales the displayed page down or up.



- When the preview is already selected from another function, the preview display function may become unusable.
- The preview display is also not available when the paper size is larger than A3. If the image file is corrupt, store it again.

# **Using the Document Server**

The following describes how to use the Document Server.

### **Storing Data**

The following describes the procedure for storing documents on the Document Server.



- Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.
- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.
- Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.
- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press the [Clear Modes] key to cancel the document selection.
- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- When scanning by the scanner, make sure that all other operations are ended.

#### File Name

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

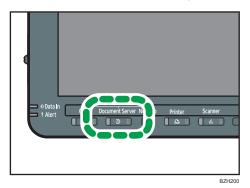
#### **User Name**

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

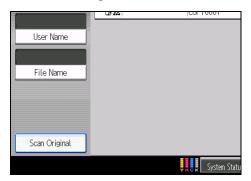
#### **Password**

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

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



### 2. Press [Scan Original].



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

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

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

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



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

Delete File in Document Server in User Tools. See "System Settings", Network and System Settings Reference.

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

### Specifying a user name

- 1. Press [Scan Original].
- 2. Press [User Name].



Select a user name, and then press [OK].

The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

### Specifying a file name

1. Press [Scan Original].

### 2. Press [File Name].



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

Pressing [Backspace] allows you to delete up to any desired position.

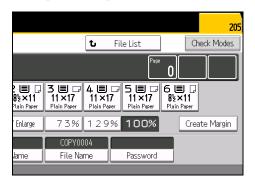
4. Enter a document name, and then press [OK].

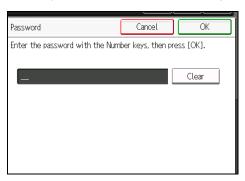


You can enter up to 20 characters for a document name. In the list, however, up to 16 characters
are displayed as the document name. If above limits are exceeded, the list will display up to 15
characters for the document name.

### Specifying a password

- 1. Press [Scan Original].
- 2. Press [Password].



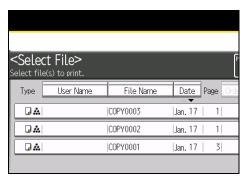


You can use four to eight digits for the password.

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

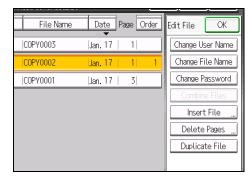
### Changing the User Name of a Stored Document

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



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

- 2. Press [Edit File].
- 3. Press [Change User Name].



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

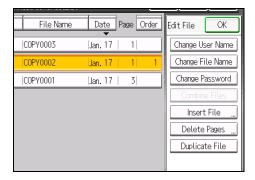
5. Press [OK].



- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, Access Privileges may appear instead of User Name. For details about specifying Access Privileges, consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine 🗊 🚳.

### Changing the File Name of a Stored Document

- Select the document whose name you want to change.
   If a password is set, enter it, and then press [OK].
- 2. Press [Edit File].
- 3. Press [Change File Name].



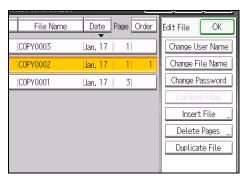
- 4. Enter a new file name, and then press [OK].
- 5. Press [OK].



- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, Access Privileges may appear instead of User Name. For details about specifying Access Privileges, consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine 🗓 🚳.

### Changing the Password of a Stored Document

- Select the document whose password you want to change.
   If a password is set, enter it, and then press [OK].
- 2. Press [Edit File].



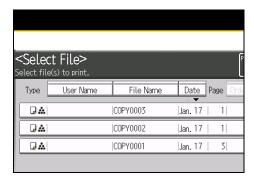
- 4. Enter a new password, and then press [OK].
- 5. For double-check, enter the password again and then press [OK].
- 6. Press [OK].



- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, Access Privileges may appear instead of User Name. For details about specifying Access Privileges, consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine 🗊 🚳.

### Checking the Details of a Stored Document

1. Select the document whose details are to be displayed.



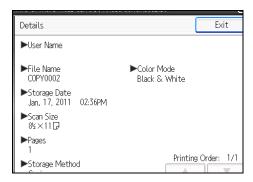
If a password is set, enter it, and then press [OK].

2. Press [Details].

Details of the document will be displayed.

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- If you have selected two or more documents, press  $[^{\blacktriangle}]$  or  $[^{\blacktriangledown}]$  to view their information.
- To cancel the selection, press the selected (highlighted) key.
- Pressing [Exit] restores the document selection screen.

### **Searching for Stored Documents**

Searches for stored documents by user name or file name.

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

### Searching by file name

Searches for stored documents by file name.

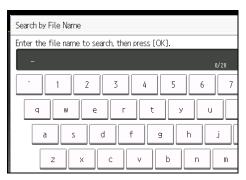
### Searching by user name

Searches for stored documents by user name.

### Searching by file name

1. Press [File Name].





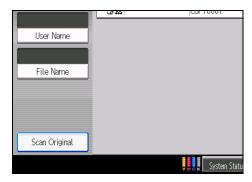
Document names that match completely from the starting character will be searched and displayed on the screen.



• Pressing [Display All] displays all stored documents.

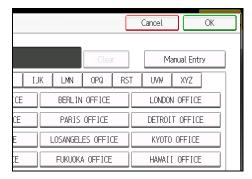
### Searching by user name

1. Press [User Name].



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

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



4. Press [OK].

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

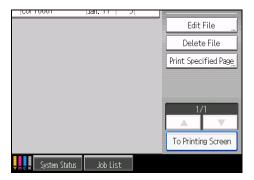


• Pressing [Display All] displays all stored documents.

### **Printing Stored Documents**

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

- Select a document to be printed.
  - If a password is set, enter it, and then press [OK].
- 2. When printing two or more documents at a time, repeat step 1.
  - Up to 30 documents can be printed.
- 3. When specifying printing conditions, press [To Printing Screen].



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

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

The maximum quantity that can be set is 9999.

5. Press the [Start] key.



- You can search the target document using [User Name] or [File Name] situated in the left side of the screen.
- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.
- Some of the selected documents may not be printed due to the difference in the size or resolution.
- When changing the printing order, cancel the highlight and then specify the order correctly.
- Pressing the [Clear Modes] key cancels every selection.
- Pressing [Order] displays the selected documents in the printing order.
- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing.
- When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.
- Following settings are available for the printing conditions. For respective printing results, see "Basic Copying" and "Advanced Copying".
  - Paper tray
  - The number of prints
  - 2 Sided / Book (1-sided printing, 2-sided printing, Specify Duplex Pages, Booklet, Magazine)
  - Edit (Margin Adj., 3 Edges Full Bleed, Double Copies, Centering/ Cornering)
  - Cover/ Slip Sheet (Front Cover, Back Cover, Designate / Chapter, Slip Sheet)
  - Sort / Stack
  - Output/ Finisher (Output, Finisher, Fold)
  - Stamp (Preset Stamp, User Stamp, Date Stamp, Page Numbering, Stamp Text)
- Using the Cornering function, you can move the print image to the corner or center of the copy paper.
- When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy.
- When printing two or more documents at a time, you can print them as a single continuous document by specifying the order of their printing.
- When printing two or more documents at a time, the printing conditions set for the first document are applied to all the remaining documents.

- When two or more documents are selected, press [▲] [▼] to confirm the user name, document name and printing order of the document.
- Pressing [File List] restores the document selection screen.
- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see p.251 "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 p.245 "Displaying Stored Documents with Web Image Monitor".

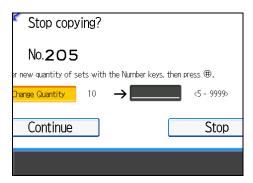
### Interrupting a print job

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

### Changing the number of sets



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



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



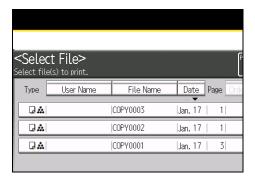
• The number of sets you can enter in step 3 differs depending on when the [Stop] key is pressed.

### 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.



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



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

- 2. Press [To Printing Screen].
- 3. Enter the number of print copies with the number keys.
- 4. Select [Sort].
- Press the [Sample Copy] key.Only one set will be printed.
- 6. Press [Continue].



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

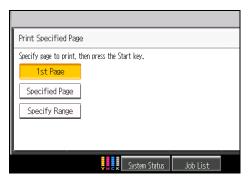
### Printing the first page

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

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

- Select the document to be printed.
   If a password is set, enter it, and then press [OK].
- 2. Press [Print Specified Page].

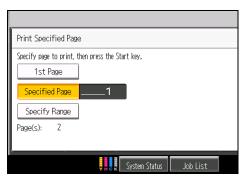
3. Press [1st Page].



4. Press the [Start] key.

### Printing a specified page

- Select the document to be printed.
   If a password is set, enter it, and then press [OK].
- 2. Press [Print Specified Page].
- 3. Press [Specified Page].
- 4. Specify the page to be printed with the number keys, and then press [#].



5. Press the [Start] key.

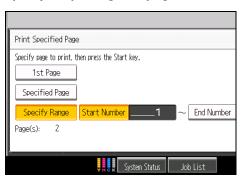


• To change the value you entered, press the key you want to change, and then enter a new value.

### Printing a specified range

- Select the document to be printed.
   If a password is set, enter it, and then press [OK].
- 2. Press [Print Specified Page].

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



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



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

### **Editing a Stored Document**

Edits a stored document.

### Combining stored documents

You can combine two or more documents stored in the Document Server.



- You cannot recover the original documents from the combined document.
- You cannot combine files if they are currently being used by another function.
- 1. Select the documents you want to combine.

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

The documents are combined in the order of being selected.

- 2. Press [Edit File].
- 3. Press [Combine Files].
- 4. Enter the new document name.
- 5. Press [OK].



• 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 4, the name of the document selected first will be the name of the combined document.

### Inserting a stored document

You can insert a document into another document already stored in the Document Server.

### Mportant !

- You cannot recover the original document from the new document.
- You cannot insert documents into a document that is currently being used by another function.
- Select the documents to be inserted in.
   If a password is set, enter it, and then press [OK].
- 2. Press [Edit File].
- 3. Press [Insert File].
- 4. Select the document you want to insert into.
- 5. Enter the page number to insert the document using the number keys.
- 6. Press [Before Specify Page] or [After Specify Page].
- 7. Press [OK].

#### **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 the document containing the pages you want to delete.

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

- 2. Press [Edit File].
- 3. Press [Delete Pages].
- 4. Enter the number of the page you want to delete using the number keys.
- 5. 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.



- If you want to delete only one page in step 4, proceed to step 6.
- If you enter every page in step 5, the whole document is deleted.

### **Duplicating documents**

You can duplicate documents that are store in the Document Server.



- You cannot duplicate a selected document that is currently being used by another function.
- Select the document you want to duplicate.
   If a password is set, enter it, and then press [OK].
- 2. Press [Edit File].
- 3. Press [Duplicate File].
- 4. Press [Yes] in the confirmation dialog box.



- If you select [No] in step 4, the selected document is not duplicated.
- 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.

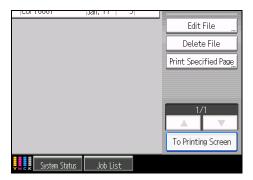
### **Deleting a Stored Document**



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

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

#### 2. Press [Delete File].



#### 3. Press [Yes].



- You can delete all documents stored in the Document Server under Delete All Files in Document Server in User Tools. For details about Delete All Files in Document Server, see "System Settings", Network and System Settings Reference.
- 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 p.245 "Displaying Stored Documents with Web Image Monitor".
- It is also possible to select two or more documents and delete them.
- You can search the target document using [File Name] or [User Name] situated in the left side of the screen.
- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.
- When you cannot identify the target document from the document name, print the first page alone
  of the document in order to confirm the print results.
- To cancel the selection, press the selected (highlighted) key.

### Displaying Stored Documents with Web Image Monitor

You can display stored documents in the Document Server on the computer screen with Web Image Monitor.

- 1. Start a Web browser.
- Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.

When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor will be displayed.

- 3. Click [Document Server].
- 4. Click 🗐 of the document you want to confirm.
- 5. Confirm contents of the document.



- You can change the format of the list. Click the 🖽 (Thumbnails), 🔳 (Icons), or 🔳 (Details).
- When you want to enlarge the preview display, click [Enlarge Image].

### Downloading Stored Documents with Web Image Monitor

You can download stored documents to the computer with Web Image Monitor.

Documents saved under the scanner function can be downloaded as PDF, JPEG, or Multi-page TIFF files.



- 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.

When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor will be displayed.

- 3. Click [Document Server].
- 4. Click 🗐 of the document you want to download.
- 5. Select the format for the file you want to download, and then click [Download].
- 6. Click [OK].



- 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.
- 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.

# Registering Frequently Used Functions for Printing Stored Documents from the Document Server

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

The settings you can store are as follows: Output/Finisher, Stamp, Cover/Slip Sheet, Edit, 2 Sided / Book, Sort / Stack, and number of copies

For details about how to store these settings, see p.122 "Registering Frequently Used Functions".

### Changing the Default Functions of the Document Server's Initial Display

You can configure the settings of the initial document print screen or the initial scan original screen.

The initial document print screen appears when [To Printing Screen] on the document selection screen is pressed. The initial scan original screen appears when [Scan Original] on the document selection screen is pressed.

The functions you can specify as the default functions of the initial screens are as follows:

- Initial document print screen
   Output/ Finisher, Stamp, Cover/ Slip Sheet, Edit, 2 Sided / Book, Sort / Stack, and number of copies
- Initial scan original screen

Color Mode, Paper Tray, Original Type, Density, Special Original, Original Orientation, Auto Reduce / Enlarge, Create Margin, Customize Function, Edit / Color, Dup./ Combine/ Series, Reduce / Enlarge

For details about how to configure the default functions displayed on the initial document print screen, see p.125 "Changing the Default Functions of the Copy's Initial Display".

To configure the default functions displayed on the initial scan original screen, press the [Program] key and then press [Program].

# Copier and Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu.

# **Accessing User Tools**

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.



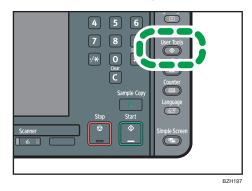
- Operations for system settings differ from normal operations. Always quit User Tools when you
  have finished. For details about how to end User Tools, see p.250 "Quitting User Tools".
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

### **Changing Default Settings**

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



- If the Administrator Authentications Management is specified, contact your administrator.
- 1. Press the [User Tools] key.



- 2. Press [Copier / Document Server Features].
- 3. Select the user tool you want to change.
- 4. Change settings by following instructions on the display, and then press [OK].

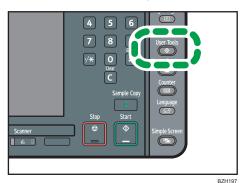
**U** Note

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

### **Quitting User Tools**

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

1. Press the [User Tools] key.



**U** Note

• You can also quit User Tools by pressing [Exit].

## 6

## **General Features**

This section describes the user tools in the General Features menu under Copier / Document Server Features.

#### **Auto Image Density Priority**

You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.

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 set the orientation of the originals when copying two-sided originals.

Default: [Top to Top]

## Copy Orientation in Duplex Mode

You can set 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: [Yes], [15 second(s)]

## 6

## Max. Copy Quantity

The maximum copy quantity can be set 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 is displayed.

Off

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

#### **Dark Background**

You can set whether "Dark Background" can be selected as an original type.

Default: [Off]

#### **Panel Features Default**

You can set which items will appear as the function buttons on the initial display.

Default: [Off]

#### **Image Adjustment Priority**

You can set the items, to be preferentially displayed, to the function buttons on the initial display.

Default: [Off]

## **Paper Display**

Choose to have the available paper trays and sizes shown on the initial display.

Default: [Display]

If you select "Hide", the display is shown as below.



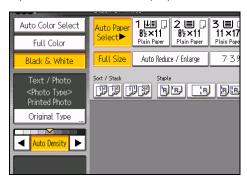
Press [Auto Paper Select] to display paper sizes.

#### **Original Type Display**

You can have the original types shown on the initial display.

Default: [Display]

If you select "Hide", the display is as below.



## Alert Sound: Original left on Exposure Glass

You can set 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 set to "Off", this function is invalidated even if it is set to "On".

#### Job End Call

You can set whether to generate a buzzer sound ("pi") when a copy is completed.

If Panel Key Sound of General Features (System Settings) is "Lowest", "Low", "Medium", or "High", 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**

Specify the original counter display.

Default: [Original Sheet Counter]

## **Customize Function: Copier**

You can assign up to three frequently-used functions to Copy Function 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 three frequently-used functions for scanning documents on the Document Server Storage 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]

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# **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 display.

You can also change registered Reduce/Enlarge ratios.

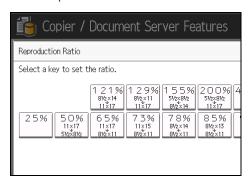
When you select [User Reduce/Enlarge Ratio], the ratio can be set from 25 to 400%, using the number keys.

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.



- 25%
- $11 \times 17 \rightarrow 5^{1}/_{2} \times 8^{1}/_{2}$  (50%)
- $11 \times 17 \rightarrow 8^{1}/_{2} \times 11 (65\%)$
- $11 \times 15 \rightarrow 8^{1}/_{2} \times 11 (73\%)$
- $8^{1}/_{2} \times 14 \rightarrow 8^{1}/_{2} \times 11 (78\%)$
- $8^{1}/_{2} \times 13 \rightarrow 8^{1}/_{2} \times 11 (85\%)$
- 93%
- $8^{1}/_{2} \times 14 \rightarrow 11 \times 17 (121\%)$
- $8^{1}/_{2} \times 11 \rightarrow 11 \times 17 (129\%)$
- $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 8^{1}/_{2} \times 14 (155\%)$
- $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 11 \times 17 (200\%)$
- 400%

• User Reduce/Enlarge Ratio (25 - 400%)

## Reduce/Enlarge Ratio Priority

You can set the ratio with priority when [Reduce / Enlarge] is pressed.

Default: **[65%]** 

## **Ratio for Create Margin**

You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

Enter a ratio using number keys (in the range of 90 to 99%).

Default: **[93%]** 

## **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:

• 0 - 1.2 inches (in increments of 0.1 inches)

Enter the width of the erased margin with the number keys as follows:

• 0.1 - 3.9 inches (in increments of 0.1 inches)

An image of approximately 1.5 mm (0.06 inches) will not be displayed as the width of the separation line, when specifying solid or broken lines.

## Front Margin: Left / Right

Specify left and right margins on the front side of copies in Margin Adjustment mode.

Default: [Left: 0.2 inch]

## Back Margin: Left / Right

Specify left and right margins on the back side of copies in Margin Adjustment mode.

Default: [Right: 0.2 inch]

#### Front Margin: Top / Bottom

Specify top and bottom margins on the front side of copies in Margin Adjustment mode.

Default: [T / B: 0.0 inch]

#### Back Margin: Top / Bottom

Specify top and bottom margins on the back side of copies in Margin Adjustment mode.

Default: [T / B: 0.0 inch]

## 1 Sided → 2 Sided Auto Margin: TtoT

In 1 sided  $\rightarrow$  2 sided Duplex mode, you can specify the margins on the back side.

The margin is set to the same value of "Back Margin: Left / Right".

Default: [Right: 0.2 inch]

## 1 Sided → 2 Sided Auto Margin: TtoB

In 1 sided  $\rightarrow$  2 sided Duplex mode, you can specify the margins on the back side.

The value set for "Back Margin: Top / Bottom" is used.

Default: [T / B: 0.0 inch]

#### **Creep Setting for Magazine**

Specify the creep binding margin width.

Default: [0.2 inch]

## **Erase Border Width**

Specify the width for erasing border.

Default: [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: [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	Do not Combine		oine
1 2 5 6	1	2 3	6 7
3 4 7 8		4 5	8

BZK04

Default: [Combine]

#### Copy Order in Combine

You can set the copy order in Combine mode.

From Left to Right	Top to Bottom from Left	From Right to Left	Top to Bttm from Right
1 2 3 4	1 3 2 4	2 1 4 3	3 1 4 2
1 2 3 4 5 6 7 8	1 3 5 7 2 4 6 8	4 3 2 1 8 7 6 5	7 5 3 1 8 6 4 2

CDH033

Default: [From Left to Right]

## Orientation: Booklet, Magazine

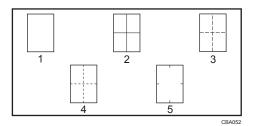
Select the opening orientation of copies made using Booklet or Magazine mode.

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.

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- 1. None
- 2. Solid
- 3. Broken A
- 4. Broken B
- 5. 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]

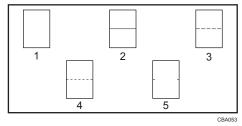
Separation line color cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 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.



- 1. None
- Solid
- 3. Broken A
- 4. Broken B
- 5. Crop Marks

Default for "Type of Separation Line": [None]

In "Full Color", you can also select the color of the separation line.

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Default for "Color of Separation Line in Full Color": [Black]

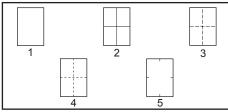
Separation line color cannot be specified when selecting [None].

In "Black & White", printing will be done in black.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 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.



CBA05

- 1. None
- 2. Solid
- 3. Broken A
- 4. Broken B
- 5. 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].

In "Black & White", printing will be done in black.

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 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 or Chapter mode.

Default: [Combine]

#### **Copy Back Cover**

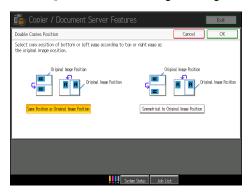
When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

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]



# 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 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

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.

Default: [Top Right]

• Adjust Stamp Position

You can adjust the print position of the stamp within the available ranges shown below.

```
"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
```

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1  $^{-}$  5.7 inches, L/R: 0.1  $^{-}$  5.7 inches

"Center Left" T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

"Center" T/B: 2.8 - 2.8 inches, L/R: 2.8 - 2.8 inches

"Center Right" T/B: 2.8 <sup>-</sup> 2.8 inches, L/R: 0.1 <sup>-</sup> 5.7 inches

"Bottom Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

• Size

You can set the size of the stamp.

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Default: [1 X]

Density

You can set 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.

• Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

Top-Bottom: Top 17.0 inches - Bottom 17.0 inches

Left-Right: Left 17.0 inches - Right 17.0 inches

Page to Stamp

You can have the stamp printed on the first page or all pages.

Default: [All Pages]

#### Stamp Color

Sets the stamp print color.

Default: [Black]

## **User Stamp**

This section describes the user tools in the User Stamp menu under Stamp.

#### Program / Delete Stamp

You can register, change, or delete user stamps.

You can register up to five custom stamps with your favorite designs.

For details about how to program the user stamp, see p.161 "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.

Default: [Top Right]

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• Adjust Stamp Position

You can adjust the position of the user stamp within the available ranges shown below.

"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Center Left" T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

"Center" T/B: 2.8 - 2.8 inches, L/R: 2.8 - 2.8 inches

"Center Right" T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

• Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

Top-Bottom: Top 17.0 inches - Bottom 17.0 inches

Left-Right: Left 17.0 inches - Right 17.0 inches

Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

Default: [All Pages]

Stamp Color: 1-5

Sets the priority of the colors selected for user stamp (1 to 5).

Default: [Black]

## **Date Stamp**

This section describes the user tools in the Date Stamp menu under Stamp.

#### **Format**

You can select the date format for Date Stamp mode.

Default: [MM / DD / YYYY]

#### Font

You can select the date stamp font.

Default: [Font 1]

#### Size

You can set 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**

Sets the selected 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.

Default: [Top Left]

• Adjust Stamp Position

You can adjust the position of the date stamp within the available ranges shown below.

"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1 <sup>-</sup> 5.7 inches, L/R: 0.1 <sup>-</sup> 5.7 inches

"Bottom Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

• Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

Top-Bottom: Top 17.0 inches - Bottom 17.0 inches

Left-Right: Left 17.0 inches - Right 17.0 inches

• Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

Default: [All Pages]

## Page Numbering

This section describes the user tools in the Page Numbering menu under Stamp.

#### **Stamp Format**

You can select the page number format given priority when [Page Numbering] is pressed.

You can select the font in Page Numbering mode.

Default: [Font 1]

Default: [P1,P2...]

Size

You can set the size of the stamp printed in Page Numbering mode.

Default: [Auto]

#### **Duplex Back Page Stamping Position**

You can set the position of the duplex back page number printed in Duplex mode.

Default: [Opposite Position]

## Page Numbering in Combine

You can set 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.

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 of the stamp within the available ranges shown below.

"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

• Adj. Back Side Stamp Position

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You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

Top-Bottom: Top 17.0 inches <sup>-</sup> Bottom 17.0 inches Left-Right: Left 17.0 inches <sup>-</sup> Right 17.0 inches

#### Superimpose

You can have page numbers printed in white when they overlap black parts of the image.

Default: [Off]

## **Stamp Color**

Sets the priority of the colors selected 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...]

## **Stamp Text**

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 set 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**

Sets the selected 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.

## Default: [Top Right]

• Adjust Stamp Position

You can adjust the print position of the Stamp Text within the available ranges as shown below.

```
"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches
```

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" T/B: 0.1  $^-$  5.7 inches, L/R: 0.1  $^-$  5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

• Adj. Back Side Stamp Position

You can adjust the stamp position for back side in duplex mode, within the available range as shown below.

Top-Bottom: Top 17.0 inches - Bottom 17.0 inches

Left-Right: Left 17.0 inches - Right 17.0 inches

• Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

Default: [All Pages]

## 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 set within a specified time after the previous original has been fed.

Default: [5 seconds]

You can adjust this time from 3 to 99 seconds in increments of 1 second.

## Copy Eject Face Method in Glass Mode

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

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.

## Staple Position

Specify which staple type has priority to be shown on the initial display.

• When Finisher SR5030 is installed:

Default for "Staple Position 1": [Staple: Top 1]

Default for "Staple Position 2": [Staple: Slant]

Default for "Staple Position 3": [Staple: Left 2]

Default for "Staple Position 4": [Staple: Top 2]

• When Booklet Finisher SR5040 is installed:

Default for "Staple Position 1": [Staple: Top 1]

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 display.

Default for "Punch Type 1": [Punch: Left 3]

Default for "Punch Type 2": [Punch: Top 3]

## Fold Type

You can specify which fold types have priority on the initial display.

Default for "Fold Type 1": [Z-fold (Right Fold)]

Default for "Fold Type 2": [Z-fold (Bottom Fold)]

#### Finisher: Staple Position

Specify which staple type has display priority on the [Finisher] tab in [Output/ Customize Function/Finisher] on the initial display.

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 which punch type has display priority on the [Finisher] tab in [Output/ Customize Function/ Finisher] on the initial display.

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]

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## **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]

## **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] (Open to Top)

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.

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Fold Orientation

Specify the fold orientation of prints.

Default: [Right - Left]

• Open Orientation

Specify the opening orientation of prints.

Default: [Open to Right] (Open to Top)

• 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] (Open to Top)

• 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]

# **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 setting 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 setting 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 & white originals and full color originals when "Auto Color Select" is selected.

The default setting 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]

#### Inkjet Output Type

When copying inkjet paper documents, specify the final image quality appropriate to the color of the document.

This setting is effective after you select [Inkjet Output] under [Others] (copier function screen).

## Default: [Inkjet Output 1]

When copying paper documents printed on a regular color inkjet printer, select [Inkjet Output 1].

Increase image redness, select [Inkjet Output 2].

Increase image blueness, select [Inkjet Output 3].

# **Administrator Tools**

This section describes the User Tools in the Administrator Tools menu under Copier / Document Server Features.

## **Menu Protect**

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

For details, consult the administrator.

4

# 7. Appendix

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

# **Function Compatibility**

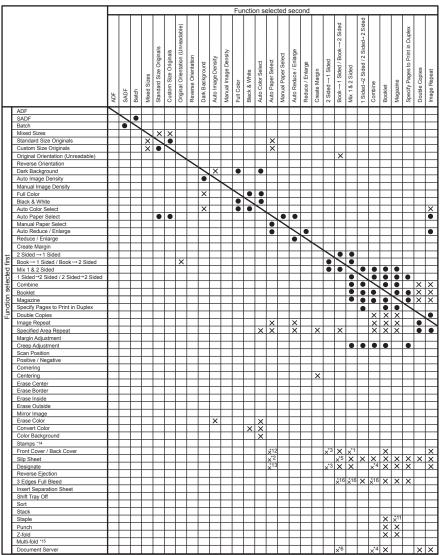
The combination chart given below shows which modes can be used together.

Blank: These modes can be used together.

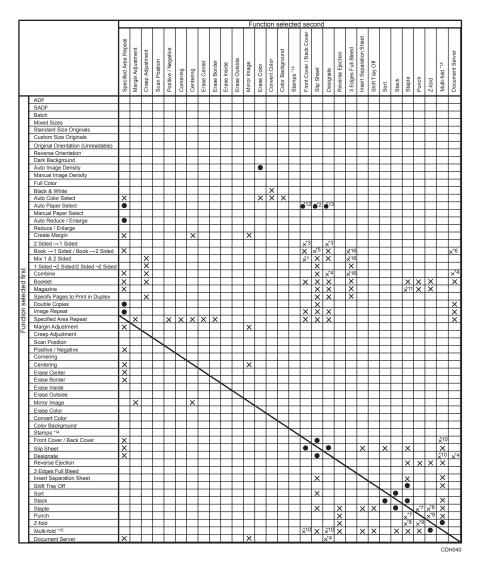
×: These modes cannot be used together. The first mode selected will be the mode you are working in.

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

The following shows the combinations of functions:



CDH039



The following combinations are not possible.

- \*1 2 Sided → 1 Sided with Front Cover or Back Cover
- \*2 Back Cover when copying with Auto Paper Select. Possible when printing a stored document.
- \*3 2 Sided → 1 Sided with Front Cover, Back Cover, or Designate
- \*4 Combine, Designate, and Document Server
- \*5 Book → 2 Sided with Slip Sheet
- \*6 Book → 2 Sided (Front&Back → 2 Sided) with Document Server
- \*7 Left of Punch with Top Right 1/Right 2/Top 2/Center of Staple, Top of Punch with Bottom 1/Slant/Left 2/Right 2/Center of Staple, Right of Punch with Top 1/Bottom 1/Slant/Left 2/Top 2/Center of Staple
- \*8 Right Fold with Top Right 1/Right 2/Top 2/Center of Staple, Bottom Fold with Bottom 1/Slant/Left 2/Right 2/Center of Staple

- \*9 Right Fold with Right 2/Right 3/Top 2/Top 3 of Punch, Bottom Fold with Right 2/Right 3/Left 2/Left 3 of Punch
- \*10 Copy of Front Cover, Back Cover, or Designate with Print Side: Outside
- \*11 Top 1/Slant/Left 2/Top 2/Bottom 1/Top Right 1/Right 2 of Staple with Magazine
- \*12 Auto Paper Select with Front Cover or Back Cover if Back Cover and 1 Sided → 2 Sided, Combine, Magazine, Mix 1 & 2 Sided, or Double Copies are selected
- \*13 Auto Paper Select with Designate if Combine or Double Copies is selected
- \*14 Stamps include Preset Stamp, User Stamp, Date Stamp, Stamp Text, and Page Numbering.
- \*15 Multi-fold includes Half Fold, Letter Fold-in, Letter Fold-out, Double Parallel Fold, and Gate Fold.
- \*16 3 Edges Full Bleed with 1 Sided  $\Rightarrow$  2 Sided or 2 Sided  $\Rightarrow$  2 Sided

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