Pro c901s

Operating Instructions

Copy/Document Server Reference

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

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

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2. Basic Copying

5. Document Server

6. Appendix

Manuals for This Machine

Read this manual carefully before you use this machine. Refer to the manuals that are relevant to what you want to do with the machine.

⭐ Important

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

About This Machine

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

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

Troubleshooting

Provides a guide to resolving common usage-related problems, and explains how to replace paper, toner, staples, and other consumables.

Copy/Document Server Reference

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

Scanner Reference

Explains Scanner functions and operations.

Network Guide

Explains how to configure and operate the machine in a network environment.

General Settings Guide

Explains how to connect the machine to a network. Also explains how to change User Tools settings, and how to register information in the Address Book.

Paper Settings Reference

Explains how to make paper settings.

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.

Note

- In addition to the above, manuals are also provided for the Printer function.

- The following optional software products are referred to using general names:

Product name	General name
ScanRouter EX Professional and ScanRouter EX Enterprise	the ScanRouter delivery software

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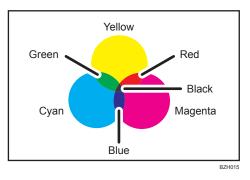
You can switch the color copy mode depending on the type of originals used and the desired finish.

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

See p.131 "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.

BZH015
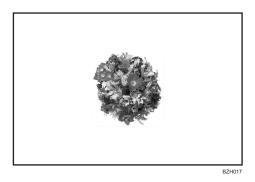
Full Color

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

BZH016

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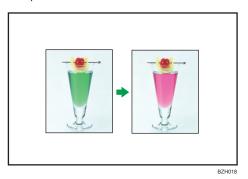
Copies in black and white even if the original is colored.

BZH017

Convert Colors

Copies by changing a certain color in the original to another color.
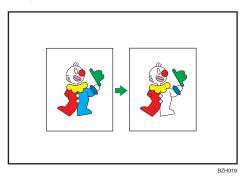
See p.132 "Convert Colors".

BZH018

Erase Specified Color
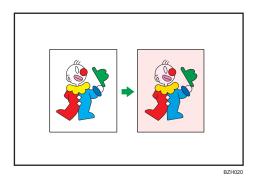
Copies by erasing a certain color in the original.

See p.133 "Erase Color".

BZH019

Color Background
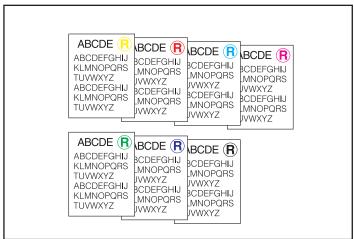
Copies by adding a color to the whole page.

See p.135 "Color Background".

BZH020

Stamping on Copies

Copies with the date, page numbers, etc.

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

BZH021

Printed inserts types:

Preset Stamp

See p.162 "Preset Stamp".

User Stamp

See p.165 "User Stamp".

Date Stamp

See p.171 "Date Stamp".

Page Numbering

See p.174 "Page Numbering".

Stamp Text

See p.179 "Stamp Text".
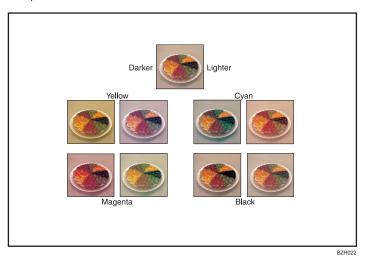
Adjusting Colors

You can adjust the color tone of copies.

Color Balance

Adjusts the overall color tone of copies.

See p.136 "Color Balance".

Darker   Lighter

Yellow   Cyan

Magenta   Black

BZH022
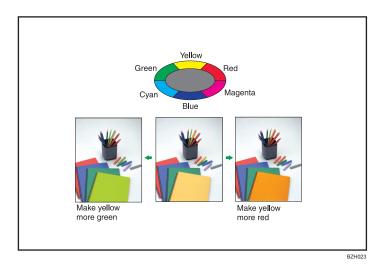
Adjust Color

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

See p.139 "Color Adjustment".

BZH023

Adjusting Image Qualities
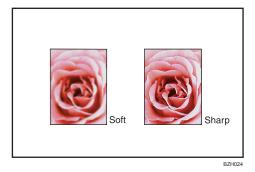
You can adjust image qualities.

See p.140 "Image Adjustment".

Sharp / Soft

Adjusts the outline of an image.
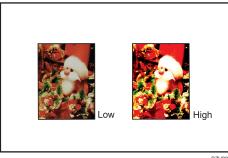
See p.141 "Sharp / Soft".

Soft   Sharp

BZH024

Contrast

Adjusts the shades of an image.

See p.142 "Contrast".

Low   High
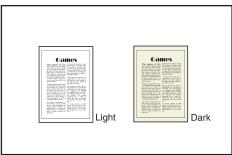
BZH025

Background Density

Adjusts the background density of an image.

See p.142 "Background Density".

Light   Dark

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.
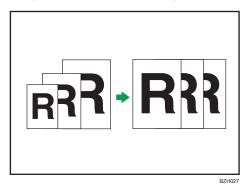
Reducing/Enlarging Originals by Specifying the Paper Size

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

Auto Reduce / Enlarge

BZH027
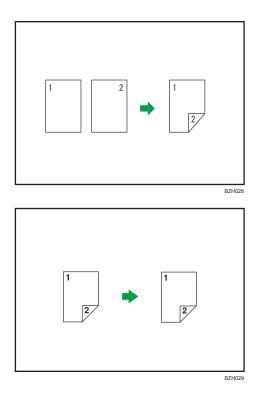
Saving Paper

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.

BZH028

BZH029
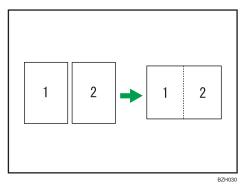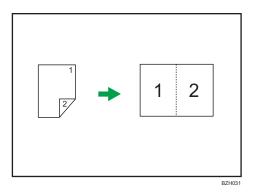
One-Sided Combine

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

See p.82 "Combined Copying".

BZH030

BZH031
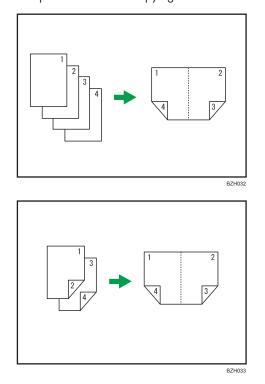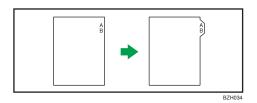
Two-Sided Combine

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

See p.82 "Combined Copying".

BZH032

BZH033

Copying onto Various Types of Paper

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

BZH034

See p.54 "Copying onto Tab Stock".

See p.58 "Copying from the Multi Bypass Tray (Tray 7)".

See p.69 "Copying from Tray 3, 4, or the Wide Large Capacity Tray".
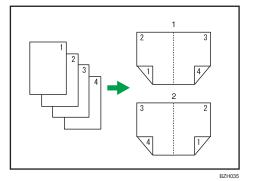
Creating a Booklet or Magazine

Copies two or more originals in page order.

Booklet
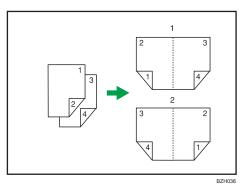
Make copies in page order for a folded booklet.

See p.206 "Booklet/Magazine".

BZH035

1. **Open to left**

2. **Open to right**

BZH036
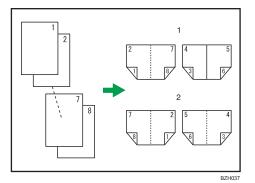
1. **Open to left**
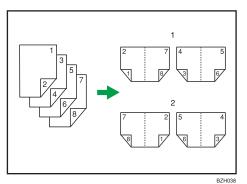
2. **Open to right**

Magazine

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

See p.206 "Booklet/Magazine".

BZH037

1. **Open to left**

2. **Open to right**

BZH038

1. **Open to left**

2. **Open to right**
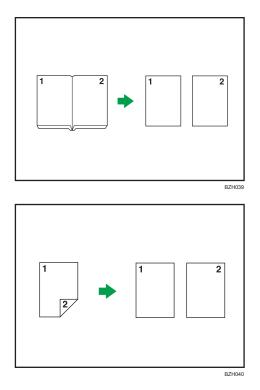
Copying Originals Such as Books

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

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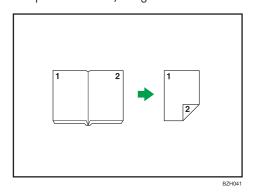
Separately copies the front and back of a 2-sided original or the two facing pages of a bound original onto two sheets.

See p.204 "Series Copies".

BZH039

BZH040

Book → 2 Sided
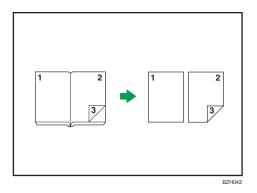
Copies a two-page spread original onto one sheet with one page per side.

See p.206 "Booklet/Magazine".

BZH041

Front&Back → 2 Sided

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

See p.206 "Booklet/Magazine".

BZH042

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 "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 "Registering Frequently Used Functions".

How to Read This Manual

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

📄 Reference

- p.255 "Supplementary Information"

Symbols

This manual uses the following symbols:

⭐ Important

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

⬇ Note

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

📄 Reference

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

[ ]

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

Names of Major Items

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

- Auto Document Feeder → ADF
- LCIT RT5050 (optional) → Wide Large Capacity Tray (Wide LCT)
- Tab Sheet Holder Type3260 (optional) → Tab sheet holder
- Multi Bypass Tray BY5000 (optional) → Multi bypass tray (Tray 7)
- Cover Interposer Tray CI5010 (optional) → Interposer
- Z-folding Unit ZF4000 (optional) → Z-folding unit
- Punch Unit PU5000 EU (optional) → Punch unit
- Punch Unit PU5000 SC (optional) → Punch unit

- Punch Unit PU5020 EU (optional) → Punch unit

- Punch Unit PU5020 SC (optional) → Punch unit

- Trimmer Unit TR5020 (optional) → Trimmer

- High Capacity Stacker SK5010 (optional) → Stacker

- Ring Binder RB5000 (optional) → Ring Binder

- Perfect Binder GB5000 (optional) → Perfect Binder

Notes

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

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

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:

Shift Sort: Finisher SR5000, Booklet Finisher SR5020, or stacker

Stack: Finisher SR5000, Booklet Finisher SR5020, or stacker

Staple: Finisher SR5000, or Booklet Finisher SR5020

Staple (Center): Booklet Finisher SR5020

Punch: Finisher SR5000 and punch unit, or Booklet Finisher SR5020 and punch unit

Z-fold: Finisher SR5000 and Z-folding unit, or Booklet Finisher SR5020 and Z-folding unit

Perfect Binding: Perfect binder

Ring Binding: Ring binder

Fore Edge Cut: Booklet Finisher SR5020 and trimmer

Copying from the multi bypass tray (tray 7): Multi bypass tray (tray 7)

⬇ Note
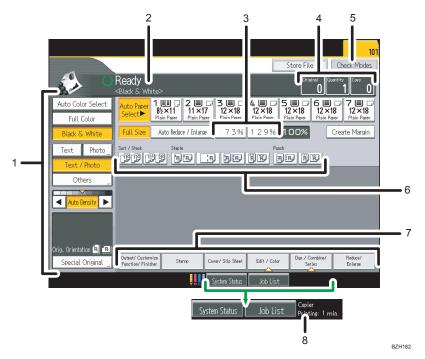
- To use the multi bypass tray (tray 7), the Wide LCT is required.

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 / Enlarge . Keys appearing as Auto Reduce / Enlarge cannot be used.

Initial copy display

BZH182

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

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

5. Press the key to confirm the current settings.

6. Displays the Sort, Stack, Staple, Punch, and Z-fold functions.

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

8. 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.
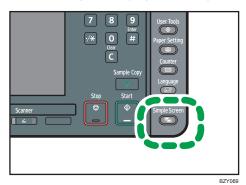
- The illustration is an example of the panel display when Booklet Finisher SR5020, the multi bypass tray (tray 7), and the Wide LCT are installed.

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.

BZY069

Example of a simple screen

BZH183

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.

↓Note

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

Sizes and Weights of Recommended Originals

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

Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3◻ - A5◻◻	52 - 128 g/m^2
	Two-sided originals: A3◻ - A5◻◻	52 - 105 g/m^2
	Thin Paper mode: A3◻ - A5◻◻	40 - 128 g/m^2

Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11 × 17	-
ADF	One-sided originals: 11 × 17◻ - $5^1/_2 \times 8^1/_2$◻◻	14 - 34 lb. Bond
	Two-sided originals: 11 × 17◻ - $5^1/_2 \times 8^1/_2$◻◻	14 - 28 lb. Bond
	Thin Paper mode: 11 × 17◻ - $5^1/_2 \times 8^1/_2$◻◻	11 - 34 lb. Bond

↓Note

- About 100 originals can be placed in the ADF.

1

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

Note

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

Sizes Detectable with Auto Paper Select

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

Metric version

Size / Original location	A3▭	B4 JIS[*1] ▭	A4 ▯▭	B5 JIS ▯▭	A5▯	A5▭	11×17▭
Exposure glass	○	○	○	○	○	×[*2]	×
ADF	○	○	○	○	○	○	○

1

Size / Original location	$8^1/_2$ ×11	$8^1/_2$ ×13	8K	16K
Exposure glass	×	○*3	×*4	×*5
ADF	○	○*3	○	○

○: Detectable size ×: Undetectable size

*1 JIS (Japanese Industrial Standard)

*2 If you want to make A5 size detectable, contact your service representative.

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

*4 If you want to switch the detectable size from A3 or B4 JIS to 8K, contact your service representative.

*5 If you want to switch the detectable size from A4 or B5 JIS to 16K, contact your service representative.

Inch version

Size / Original location	11×17	$8^1/_2$ ×14	$8^1/_2$ ×11	$5^1/_2$ ×$8^1/_2$	$5^1/_2$ ×$8^1/_2$	8×13
Exposure glass	○	○	○	○	×*1	×
ADF	○	○	○	○	○	○
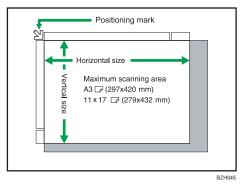
Size / Original location	11×15	10×14	8×10	A4
Exposure glass	×	×	×	×
ADF	○	○	○	○
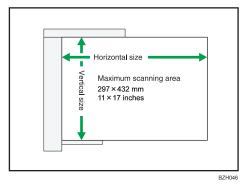
○: Detectable size ×: Undetectable size

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

Exposure glass

BZH045

ADF

BZH046

Note

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

Reference

- p.44 "Custom sizes"

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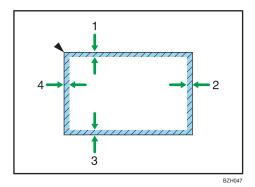
It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually:

- 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.

BZH047

1. **2.0 ± 1.5 mm (0.08 ± 0.06 inch)**

2. **4.0 ± 1.0 mm (0.16 ± 0.04 inch)**

3. **2.0 ± 1.5 mm (0.08 ± 0.06 inch)**

4. **5.0 ± 0.5 mm (0.20 ± 0.02 inch)**

● Note

• The total missing vertical image area (1+3) is less than 4.0 mm (0.16 inch).

Placing Originals

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

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

↓Note

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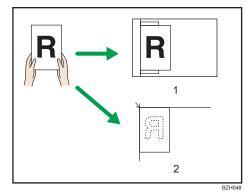
Reference

- p.29 "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.

BZH048

1. **ADF**

2. **Exposure glass**

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

- Readable orientation

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

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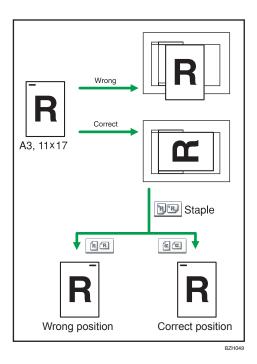
  Select this mode when you want to copy A3, B4 JIS or 11 × 17 size originals. The machine rotates the copy image by 90 degrees and you can make copies as you want.
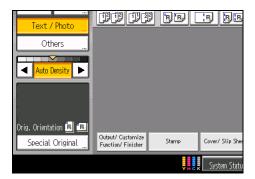
  This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

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

1

A3, 11×17

Wrong

Correct

Staple

Wrong position   Correct position

BZH049

1. Press [Special Original].

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

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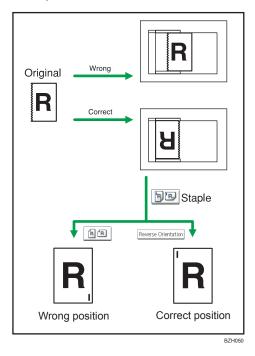
- It is recommended that you use this function together with the Auto Paper Select or Auto Reduce / Enlarge function.

Reverse Orientation

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

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

BZH050

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

2. **Press [Reverse Orientation].**

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

⬇ **Note**

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

- Copy results may differ depending on the combination of selected functions.

Left Original Beeper

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

You can change the beeper setting under Alert Sound: Original left on Exposure Glass in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Placing Originals on the Exposure Glass

Place originals on the exposure glass.
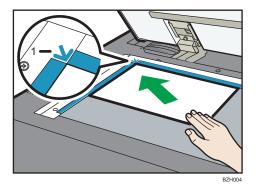
⭐ **Important**

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

1. **Lift the ADF.**

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

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

   Start with the first page to be copied.

BZH004
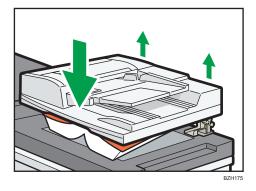
1. Positioning mark

3. **Lower the ADF.**

Note

- 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.

BZH175

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

Placing Originals in the Auto Document Feeder

Place originals in the ADF.

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

Settings should be made in the following situations:

When placing originals consisting of more than 100 pages:

See "Batch Mode".

When placing originals one by one:

See "SADF Mode".

When copying originals of various sizes:

See "Mixed Sizes Mode".

When copying thin paper originals:

See "Thin Paper Mode".

When placing custom size originals:

See "Custom sizes".
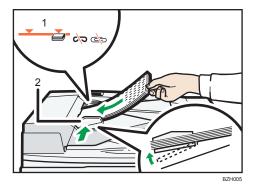
1. **Adjust the document guide to the original size.**

2. **Set the aligned originals face up into the ADF.**

   Do not stack originals beyond the limit mark.

   The first page should be on the top.

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

BZH005

   1. **Limit mark**

   2. **Document guide**

Note

- Straighten curls in the originals before placing them on the ADF.

- To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.

- Set the original squarely.

- Do not add paper to the ADF after the bottom plate has risen automatically.

- Do not load multiple thin originals (40 ⁻ 52 g/m^2 (11 ⁻ 14 lb. Bond)) in the ADF. Doing so will result in a paper jam. Scan them from the exposure glass or feed them into the ADF one at a time.

Reference

- p.39 "Batch Mode"

- p.40 "SADF Mode"

- p.41 "Mixed Sizes Mode"

- p.42 "Thin Paper Mode"

- p.44 "Custom sizes"

Batch Mode

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

⭐**Important**

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

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

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

3. **Place the first part of the original, and then press the [Start] key.**

4. **After the first part of the original has been fed, place the next part, and then press the [Start] key.**
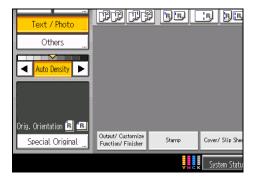
🔽**Note**

- To copy subsequent originals in this mode, repeat step 4.

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

SADF Mode

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

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

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

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

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

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

BZH006

⬇ **Note**

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

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

Mixed Sizes Mode

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

⭐ **Important**

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

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

Metric version

A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭
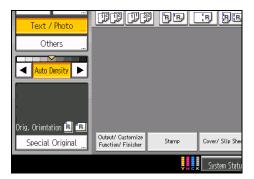
Inch version
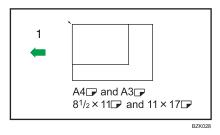
11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 11▯▭

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

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

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

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

A4▷ and A3▷
8¹/₂ × 11▷ and 11 × 17▷

BZK028

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

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

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

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

🔽 **Note**

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

📄 **Reference**
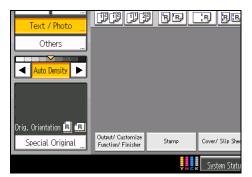
- p.255 "Supplementary Information"

Thin Paper Mode

When copying thin paper originals, select Thin Paper mode.

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

2. **Press [Thin Paper], and then press [OK].**
3. **Place the original, and then press the [Start] key.**
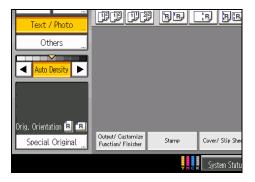
Specifying Original Sizes

Specify the size of the originals.

Regular sizes
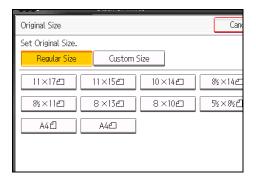
Select the size of the originals from the regular sizes.

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

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

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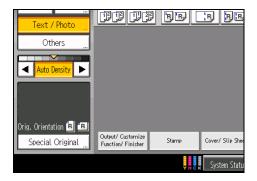
4. **Select the size of original, and then press [OK] twice.**
5. **Place the originals, and then press the [Start] key.**

Custom sizes

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

⭐ **Important**
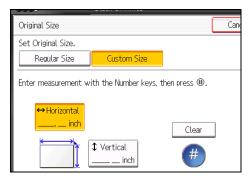
- Paper that has a vertical length of 128 ‑ 297 mm (5.1 ‑ 11.6 inches) and a horizontal length of 128 ‑ 432 mm (5.1 ‑ 17 inches) can be placed with this function.

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

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

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

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

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

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

Note

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

1

2. Basic Copying

This chapter describes the basic procedure for making copies.

Basic Procedure

This section describes the basic procedure for making copies.

⭐ **Important**

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

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.**

   The machine starts copying.

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

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

⬇**Note**
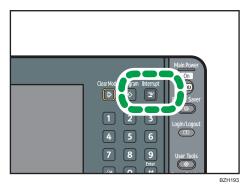
- Always log out when you have finished using the machine to prevent unauthorized users from using the machine.

- 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 or [Cancel] on the screen.

- To confirm settings, press [Check Modes].

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

Interrupt Copy

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

⭐**Important**

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

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

BZH193

The interrupt key indicator lights. The machine stops scanning.

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

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

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

   The machine starts making copies.

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

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

   The interrupt key indicator goes off.

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

   Following the instructions on the display.
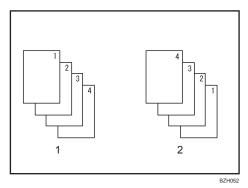
⟱Note

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

Copy Face Up
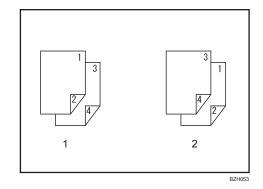
Copies are delivered in opposite order to the default order setting.

1 Sided originals
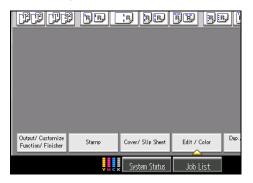
BZH052

2 Sided originals

BZH053
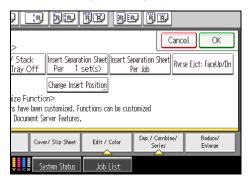
1. **Face down (same order as original)**

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.**

Note

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

Reference

- p.255 "Supplementary Information"

Auto Start

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

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

2. **Place the original.**

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

   The machine scans the original.
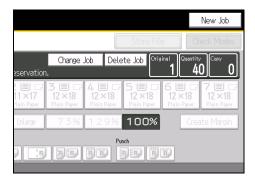
   Copying starts automatically once the machine is ready.

Job Preset

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

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

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

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

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

   All originals are scanned.

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

⬇Note

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

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

🔖Reference

- p.120 "Managing Jobs"

Job Preset display

The preset jobs appear as shown below.

BZH184

1. **Job being printed**

2. **Job number**

3. **Waiting job**

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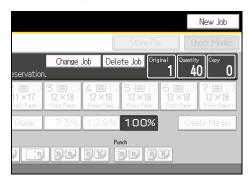
- When more than ten jobs are set up including jobs for other functions, scroll keys appear.

Checking job contents

You can check the contents of preset jobs.

1. **Select the job number you want to check.**

2. **Press [Change Job].**
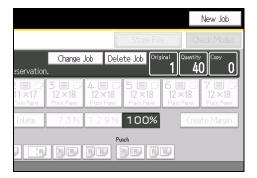
3. **Check job contents.**

4. **Press [OK].**

   The copy screen returns.

Changing job contents

You can change the contents of preset jobs.

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.**
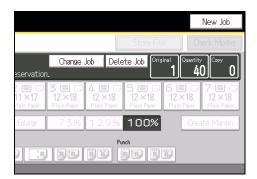
   You return to the copy screen.

Deleting a job

You can delete the contents of preset jobs.

1. **Select the job number you want to delete.**

2. Press [Delete Job].

3. Press [Delete] in the confirmation dialog box.
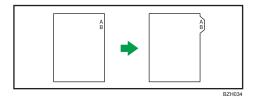
You return to the copy screen.

⬇️**Note**

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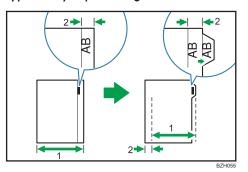
Copying onto Tab Stock

You can copy onto tab stock.

BZH034

⭐**Important**
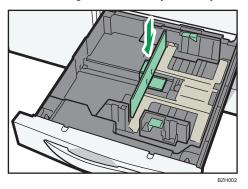
• Before using this function, set the tray for tab stock and set the position of the index tab under Paper Type in Tray Paper Settings.

BZH055
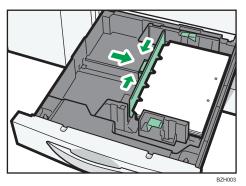
1. Original width
2. Index width

- Specify the size of tab stock under Paper Size in Tray Paper Settings. The sizes that can be used are A4, $8^1/_2 \times 11$, and $8^1/_2 \times 14$.

- Tab stock can be loaded in tray 2 to 4, the Wide LCT, and the multi bypass tray (tray 7).

- Load tab stock copy side down in tray 2.

- Load tab stock copy side up in tray 3, tray 4, the Wide LCT, or the multi bypass tray (tray 7).

- When loading tab stock in tray 2, always use the tab sheet holder.

BZH002
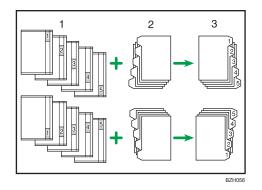
- Load tab stock so that it will be fed from the side without the tab first.

- When loading tab stock in tray 2, adjust the end fence position so that the tab sheet holder will fit the tab stock.
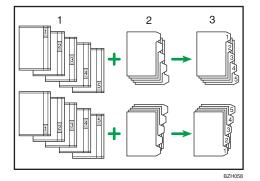
BZH003

- 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

BZH056

1. **Originals**
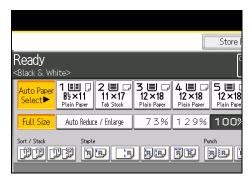
2. **Tab Stock**

3. **Copies**

- In tray 3, 4, or the Wide LCT

BZH058

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.**

Note

- 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 7), see "Copying onto Tab Stock from the Multi Bypass Tray (Tray 7)".

- When a paper jam has occurred, check the order of originals and tab stock, and then restart copying.

Reference
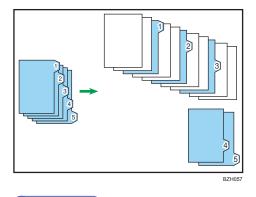
- p.65 "Copying onto Tab Stock from the Multi Bypass Tray (Tray 7)"

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.

BZH057

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 7)

The multi bypass tray (tray 7) allows you to copy non-standard paper.

Use the multi bypass tray (tray 7) to copy onto paper that cannot be loaded in the paper trays.

⭐ **Important**

- Paper that has a vertical length of 139.7 ‑ 330.2 mm (5.5 ‑ 13 inches) and a horizontal length of 182 ‑ 487.7 mm (7.17 ‑ 19.2 inches) can be copied from the multi bypass tray (tray 7).

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

        A3▽, B4 JIS▽, A4▽▽, B5 JIS▽, A5▽, 12 × 18▽, 11 × 17▽, $8^1/_2$ × 11▽, 8 × 13▽, $5^1/_2$ × $8^1/_2$▽
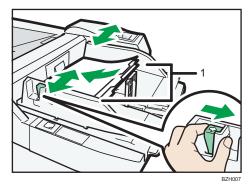
    - Inch version:

        12 × 18▽, 11 × 17▽, $8^1/_2$ × 11▽▽, $5^1/_2$ × $8^1/_2$▽, 8 × 13▽, A3▽, B4 JIS▽, A4▽, B5 JIS▽, A5▽
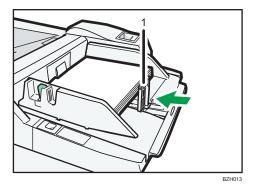
- If you want to use the size of paper other than the above, be sure to specify the size.

- To copy onto paper other than plain paper, specify the paper type under Tray Paper Settings.

- 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 7).

1. Place paper print side up on the multi bypass tray (tray 7).

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.

BZH007
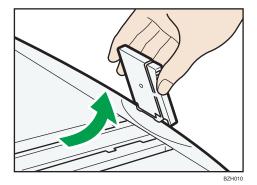
1. **Side fences**

3. Set the end fence.

BZH013

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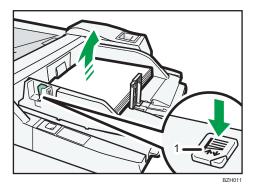
To remove the end fence, pinch it to release the stopper and slide it to the right.

BZH010

4. Press the elevator switch on the multi bypass tray (tray 7).

The green lamp of the elevator switch is blinking while the original table is going up and down, 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.

BZH011

1. Elevator switch
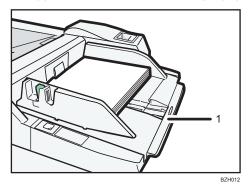
5. **Select the multi bypass tray (tray 7) on the control panel.**

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.**

⬇**Note**

- To use the multi bypass tray (tray 7), the Wide LCT is required.

- Load only as much paper as can be held between the guides on the multi bypass tray (tray 7). Overloading the multi bypass tray (tray 7) can result in misfeeds and skewed images.

- To support A4▷, $8^1/_2 \times 11$▷ or larger paper sizes, pull out the extender.

BZH012

   1. Extender

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

- When the Sort function is selected, press the [#] key after all originals have been scanned.

- When the Panel Key Sound is turned off, it will not sound if you insert paper into the multi bypass tray (tray 7). For details about Panel Key Sound, see "System Settings", General Settings Guide.

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

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

- When copying multiple originals using the multi bypass tray (tray 7), pages are delivered in reverse order because the factory default setting is face up.

- If you select Tab Stock, you cannot have copies delivered face up.

- If you use paper larger than 458 mm, 18.1 inches in size, you cannot have copies delivered face down.

- 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.

- For standard paper sizes that can be used with the multi bypass tray (tray 7), see "Supplementary Information".

Reference
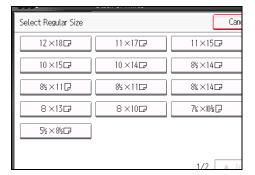
- p.255 "Supplementary Information"

Copying onto Regular Size Paper

2

Use the following procedure to copy onto regular size paper fed in from the multi bypass tray (tray 7).

1. **Place paper print side up on the multi bypass tray (tray 7).**
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 7).**
4. **Select the multi bypass tray (tray 7) on the control panel.**
5. **Press the [#] key.**
6. **Press [Select Regular Size].**
7. **Select the paper size.**

8. **Press [OK] twice.**
9. **Place the originals, and then press the [Start] key.**
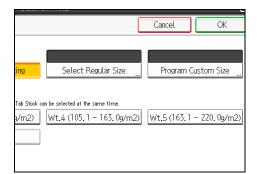
Copying onto Custom Size Paper

Use the following procedure to copy onto custom size paper fed in from the multi bypass tray (tray 7).
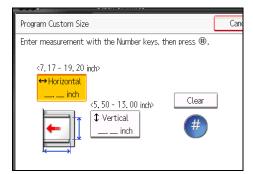
1. **Place paper print side up on the multi bypass tray (tray 7).**
2. **While pinching the release lever, adjust the side fences to the size of the paper.**
3. **Set the end fence, and then press the elevator switch on the multi bypass tray (tray 7).**
4. **Select the multi bypass tray (tray 7) on the control panel.**
5. **Press the [#] key.**

6. Press [Program Custom Size].

7. 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.

🔸Note

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

Registering a custom size

Register a custom paper size.

1. Press [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].**
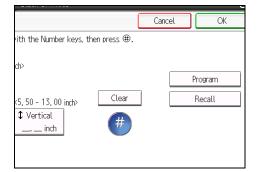
The confirmation screen appears.

5. **Press [Exit].**

6. **Press [OK].**

Recalling the registered custom size

Recalls the registered paper size.

1. **Press [Program Custom Size].**

2. **Press [Recall].**

The registered size is displayed.

3. **Press [OK].**

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 7).**

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 7).

4. Select the multi bypass tray (tray 7) on the control panel.

5. Press the [#] key.

6. Select the paper type [Wt.1 (60.0 – 63.0 g/m^2)] in Special Paper.

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

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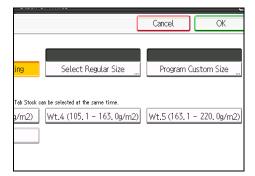
⮟ Note

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

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

Copying onto Thick Paper

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

1. Place paper print side up on the multi bypass tray (tray 7).

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 7).

4. Select the multi bypass tray (tray 7) on the control panel.

5. Press the [#] key.

6. Select the paper type [Wt.4 (105.1 – 163.0 g/m^2)] or [Wt.5 (163.1 – 220.0 g/m^2)] in Special Paper.

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

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

⮟ Note

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

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

Copying onto Tab Stock from the Multi Bypass Tray (Tray 7)
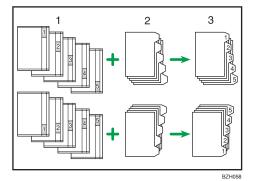
When copying onto tab stock, select the type and size of paper.
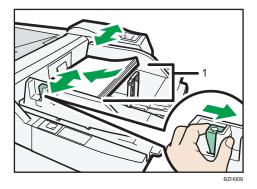
⭐**Important**

- 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.

BZH058

1. **Originals**
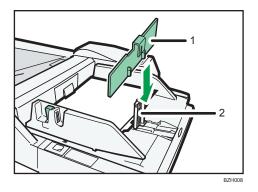
2. **Tab Stock**

3. **Copies**

1. **Place the tab stock print side up on the multi bypass tray (tray 7).**

2. **While pinching the release lever, adjust the side fences to the size of the paper.**

BZH009
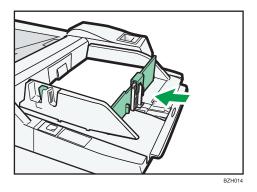
1. **Side fences**

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

BZH008

1. **Tab fence**
2. **End fence**

4. **Set the end fence.**

BZH014

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

⬇ Note

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

📑 Reference

- p.54 "Copying onto Tab Stock"
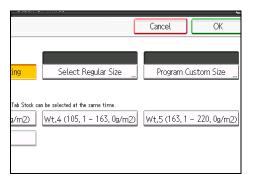
Copying onto Envelopes from the Multi Bypass Tray (Tray 7)
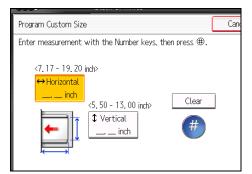
When copying onto envelopes, specify the paper type and paper size.

⭐**Important**

- Before using this function, specify the paper type and weight under Paper Type in Tray Paper Settings.

1. Place envelopes print side up on the multi bypass tray (tray 7).
2. While pinching the release lever, adjust the side fences to the size of the paper.
3. Set the end fence.
4. Press the elevator switch on the multi bypass tray (tray 7).
5. Select the multi bypass tray (tray 7) on the control panel.
6. Press the [#] key.
7. Press [Program Custom Size].

8. Specify the envelope size, and then press [OK] twice.
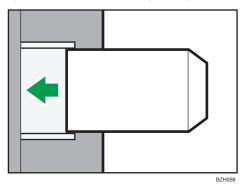
9. Place the originals, and then press the [Start] key.

🔽**Note**
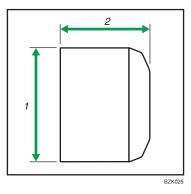
- When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale.
- When placing an original in the ADF, place the original with the bottom line inserted in the ADF.

- To load envelopes in the multi bypass tray (tray 7), 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.

BZH059

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

BZK025

  1. Vertical size

  2. Horizontal size

- You can load up to 10 envelopes (80⁻95 g/m², 20⁻24 lb. Bond) in the multi bypass tray (tray 7) at the same time, without compressing them. Check the envelopes are not damp. Load only as much envelopes as can be held between the paper guides on the multi bypass tray (tray 7).

- Check there is no air in the envelopes before loading.

- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6 inch) each.

- You cannot print envelopes with the Duplex function.

- Load only one size and type of envelope at a time.

- Before loading envelopes, flatten leading edges (the side going into the machine) by pressing a pencil or ruler across them.

- Before loading envelopes, check they are rectangular in shape.

- For details about supported envelope types, see "Envelopes", About This Machine.

Copying from Tray 3, 4, or the Wide Large Capacity Tray

Tray 3, 4, and 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.

⭐ **Important**

- For the procedure for loading paper in tray 3, 4, or the Wide LCT, see "Changing the Paper Size in Tray 3, Tray 4 or the Wide Large Capacity Tray", Troubleshooting.

⬇ **Note**

- To use the Wide LCT, a bridge unit is required.

- If you select Paper Weight 5 to 7, Coated Paper: Glossy, Coated Paper: Matted, or Label Paper in Tray Paper Settings, air is blown out automatically to fan the paper loaded in tray 3, 4, or the Wide LCT.

Copying onto Tab Stock from Tray 3, 4, or the Wide Large Capacity Tray

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

⭐ **Important**

- When setting tab stock, always use the tab fence.

- Before using this function, set the position of the index tab before copying. For details, see "Copying onto Tab Stock".

1. **Select tray 3, 4, or the Wide LCT.**

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

⬇ **Note**

- For the procedure to load tab stock in tray 3, 4, or the Wide LCT, see "Changing the Paper Size in Tray 3, Tray 4 or the Wide Large Capacity Tray", Troubleshooting.

🔖 **Reference**

- p.54 "Copying onto Tab Stock"
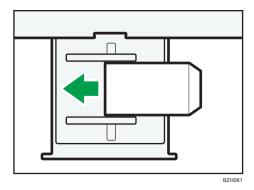
Copying onto Envelopes from Tray 3, 4, or the Wide Large Capacity Tray

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

To load envelopes in tray 3, 4, or 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.

BZH061

Before you can use this function, you must specify the size of your envelope in Tray Paper Settings.

1. **Select tray 3, 4, or the Wide LCT.**

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

↓Note

- For the procedure to load envelopes in tray 3, 4, or the Wide LCT, see "Changing the Paper Size in Tray 3, Tray 4 or the Wide Large Capacity Tray", Troubleshooting.

- For details about supported envelope types, see "Envelopes", About This Machine.

Reducing or Enlarging Originals

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

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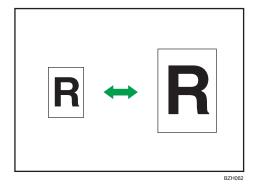
Reference

- p.156 "Advanced Reduce / Enlarge Copying"

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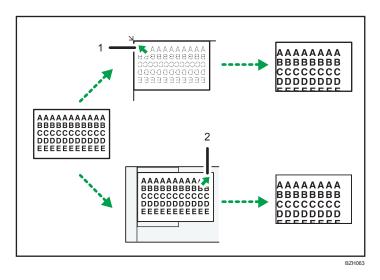
This function allows you to reduce or enlarge images by selecting a preset ratio.

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

BZH062

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 upper right corner will be the base point.

BZH063

1. Base point when placed on the exposure glass

2. Base point when placed in the ADF

1. Press [Reduce / Enlarge].

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

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

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

⬇ Note

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

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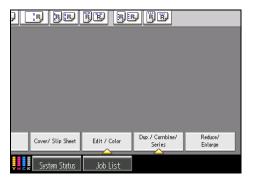
You can specify the reproduction ratio in increments of 1%.

BZH064

Specifying the ratio with [−] and [+]

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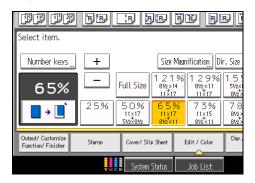
1. **Press [Reduce / Enlarge].**

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

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

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

4. **Press [OK].**

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

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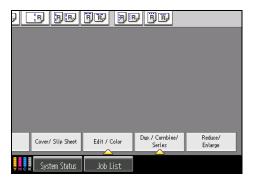
- To change the value you specified, readjust it with [ー] and [＋].

Entering the ratio with the number keys

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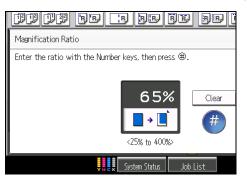
1. **Press [Reduce / Enlarge].**

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

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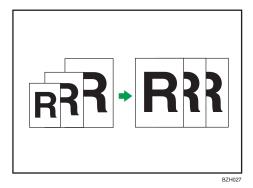
4. **Press [OK] twice.**

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

↓Note

- To change the value you entered, press [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.

BZH027
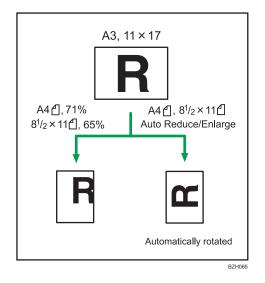
★Important

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

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

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

BZH065

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

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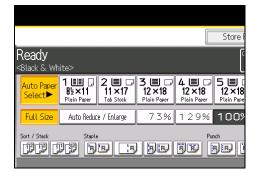
Metric version

Original location	Original size and orientation
Exposure glass	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▭, $8^1/_2$ × 13▭
ADF	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, 11 × 17▭, $8^1/_2$ × 11▯▭, $8^1/_2$ × 13▭, 8K▭, 16K▯▭

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 11▯▭, $5^1/_2$ × $8^1/_2$▯
ADF	11 × 17▭, $8^1/_2$ × 14▭, $8^1/_2$ × 11▯▭, $5^1/_2$ × $8^1/_2$▯▭, 8 × 13▭, 11 × 15▭, 10 × 14▭, 8 × 10▭, A4▯▭

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

2. **Select the paper size.**

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

Reference

- p.154 "Rotate Copy"

Duplex Copying

This section describes how to make duplex copies.
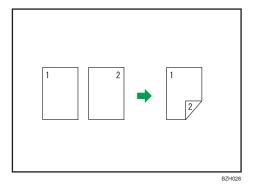
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.

⭐ **Important**

- **The paper weight that can be used with this function is 60 ‐ 300 g/m^2 (16 lb. Bond ‐ 110 lb. Cover).**
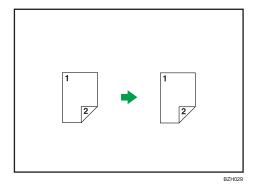
1 Sided → 2 Sided

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

BZH028

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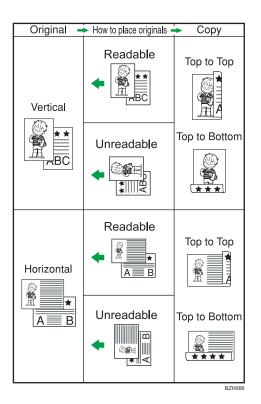
Copies one 2-sided page on one 2-sided page.

BZH029
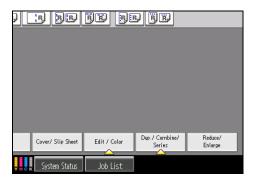
Original orientation and completed copies

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

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

BZH066
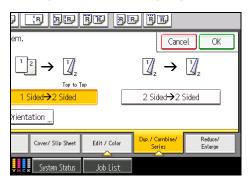
1. **Press [Dup./ Combine/ Series].**

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

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

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

4. **Press [OK].**

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

🔸**Note**

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

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

- You can specify the margins under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

- For standard paper sizes that can be used with the Duplex function, see "Supplementary Information".

🔹**Reference**
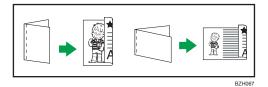
- p.255 "Supplementary Information"
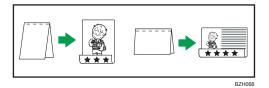
Originals and Copy Orientation

You can select the orientation of originals and copies.

- Top to Top

BZH067

- Top to Bottom

BZH068

1. **Press [Orientation].**

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

🗴 **Note**

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

Combined Copying

This section describes how to make combined copies.

📥**Note**

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

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

- If you selected [2 Sided] for Original or [Combine 2 Sides] for Copy, you can change the orientation. See "Originals and Copy Orientation".

- You can change the initial settings for Combine under Edit in User Tools. For details, see "Copier/ Document Server Feature", General Settings Guide.

🔲**Reference**

- p.80 "Originals and Copy Orientation"
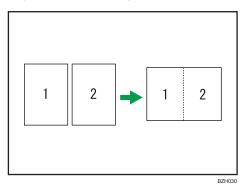
One-Sided Combine

Combine several pages onto one side of a sheet.

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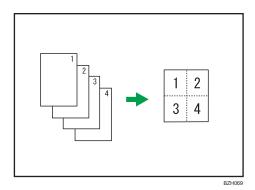
1 Sided 2 Pages → Combine 1 Side

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

BZH030
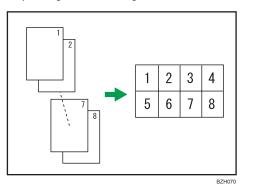
1 Sided 4 Pages → Combine 1 Side

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

BZH069
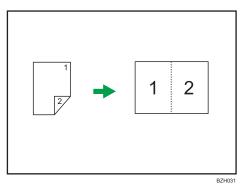
1 Sided 8 Pages → Combine 1 Side

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

BZH070
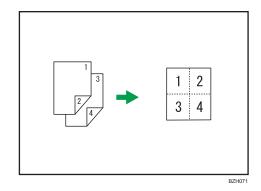
2 Sided 1 Page → Combine 1 Side

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

BZH031
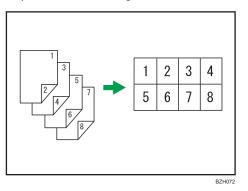
2 Sided 2 Pages → Combine 1 Side

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

BZH071

2 Sided 4 Pages → Combine 1 Side

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

BZH072
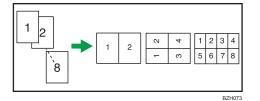
Orientation of the original and image position of combine

Portrait (⊡) originals

When From Left to Right is selected in Copy Order

BZH073
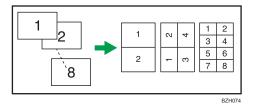
Landscape (⊡) originals

When From Left to Right is selected in Copy Order

BZH074
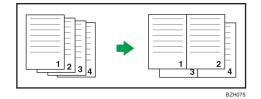
Placing originals (originals placed in the ADF)
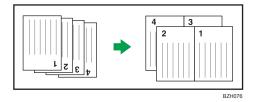
- Originals read from left to right

  When From Left to Right is selected in Copy Order

BZH075
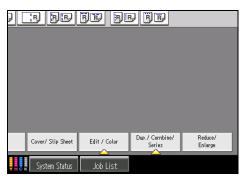
- Originals read from top to bottom
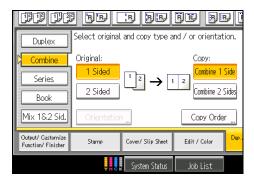
  When From Right to Left is selected in Copy Order

BZH076

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. **Select the paper size.**

6. **Press [OK].**

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

2 Two-Sided Combine
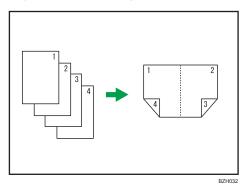
Combines various pages of originals onto two sides of one sheet.

There are six types of Two-Sided Combine.
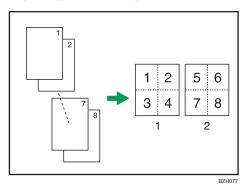
1 Sided 4 Pages → Combine 2 Sides

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

BZH032

1 Sided 8 Pages → Combine 2 Sides

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

BZH077
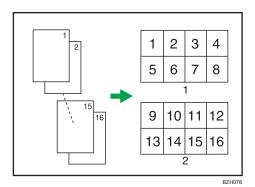
1. **Front**

2. **Back**

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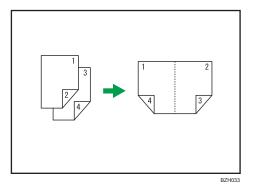
Copies 16 1-sided originals to one sheet with eight pages per side.

BZH078

1. **Front**

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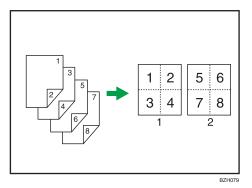
2 Sided 2 Pages → Combine 2 Sides

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

BZH033

2 Sided 4 Pages → Combine 2 Sides

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

BZH079

1. **Front**

2. **Back**

2
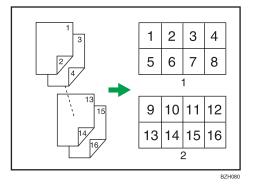
2 Sided 8 Pages → Combine 2 Sides
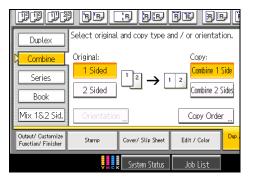
Copies eight 2-sided originals to one sheet with eight pages per side.

BZH080

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. **Select the paper size.**

8. **Press [OK].**

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

Finishing

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

Note

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

Reference

- p.25 "Functions Requiring Optional Configurations"
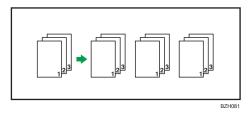
Sort

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 SR5000, Booklet Finisher SR5020, or the stacker is required. Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job.

BZH081

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.**
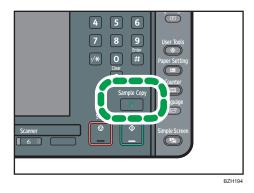
🔥Note

- 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 SR5000", "Specifications for Booklet Finisher SR5020", or "Specifications for Stacker", 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 "Copier/ Document Server Features", General Settings Guide.

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.**

BZH194

One copy set is delivered as a sample.

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

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

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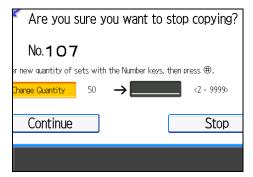
- If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary. You can change the settings. However, depending on the combination of functions, you may not be able to change some settings.

Changing the number of sets

You can change the number of copy sets during copying.

★Important

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

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

Are you sure you want to stop copying?

No.**107**

er new quantity of sets with the Number keys, then press ⊕.

Change Quantity   50   →   ⬛⬛⬛⬛⬛   <2 - 9999>

Continue   Stop

4. Press [Continue].

    Copying starts again.

↓Note

- 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.

↓Note

- The number of pages that can be stored in memory is about 2000 pages of A4 ($8^1/_2$ × 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.
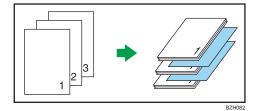
1. **Press [Output/ Customize Function/ Finisher].**

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

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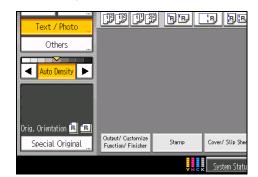
Use this function to have separation sheets inserted between sets or jobs.

BZH082

⭐**Important**
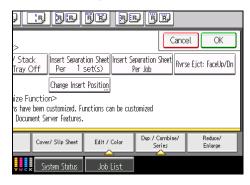
- Before using this function, select the tray for separation sheet under Separation Sheet in Tray Paper Settings.

2

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

2. **Press [Output/ Cstmz.].**

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

4. **Press [OK].**
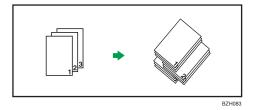
⬇ **Note**

- When [Insert Separation Sheet Per 1 set(s)] is selected, you can 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.

BZH083

If Finisher SR5000, Booklet Finisher SR5020, or the stacker 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 ( ) under Sort / Stack.**

If you want to output copies to the stacker, select the tray under Stacker Output Tray.
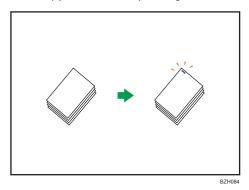
2. **Enter the number of copies with the number keys.**

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

🔸**Note**

• 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.

• To output copies to the stacker, you must first specify Stacker Output Tray under Input / Output in User Tools. For details, see "Copier/Document Server Features", General Settings Guide.

Staple

Each copy set can be stapled together.

BZH084

⭐**Important**

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

Original orientation and 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:

BZH185

*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, $8^1/_2$ × 14, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 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 SR5020 is installed, you can select Center as the staple position.

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

2. **Press [Finisher].**

3. **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.**

Note

- For details about which sizes and weights of paper that can be stapled, see "Specifications for Finisher SR5000" or "Specifications for Booklet Finisher SR5020", 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 SR5000" or "Specifications for Booklet Finisher SR5020", 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 "Booklet/Magazine".

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

Reference

- p.206 "Booklet/Magazine"

Using the trimmer to cut the fore edge
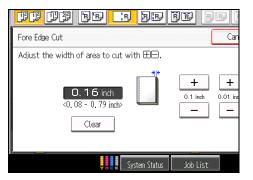
Use this function to cut the fore edge of a document after it is saddle stitched.

⭐ **Important**

- This function is available only when you select Center as the stapling position.

1. **Select Center as the staple position.**
2. **Press [Output/ Customize Function/ Finisher].**

3. **Press [Fore Edge Cut].**
4. **Specify the cut length width with [＋] and [－], and then press [OK].**

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

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

⬇ **Note**

- You can adjust the position of the fore edge cut from 2.0 to 20.0 mm (0.08 to 0.79 inches) in 0.1 mm (0.01 inch) increments.
- Empty the trimmer tray if prints are ejected with waste paper stuck to them. For details, see "Removing Waste Paper", Troubleshooting.

- For details about paper sizes, weights, and the number of sheets that can be cut by the trimmer, see "Specifications for Trimmer", About This Machine.
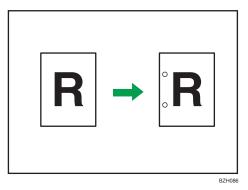
Punch

You can make punch holes in copies.

⭐**Important**
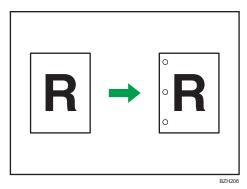
- **You cannot specify Punch with Z-fold.**

2 holes
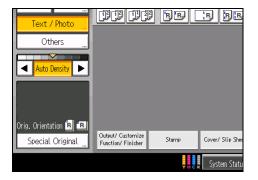
BZH086

3 holes

BZH206

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:

	Original orientation				Punch hole position[1]
	⊞	⊞	Reverse Orientation $+$ ⊞	Reverse Orientation $+$ ⊞	
Left 2	R		R		R [2]
	R		R		R
Top 2		R		R	R [3]
		R		R	R [2][3]
Right 2	R		R		R [2]
	R		R		R
Left 3	R		R		R [2]
	R		R		R
Top 3		R		R	R [3]
		R		R	R [2][3]
Right 3	R		R		R [2]
	R		R		R

BZH186

*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 × 17, $8^1/_2$ × 14, 8 × 13, $8^1/_2$ × 13, $8^1/_4$ × 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].**
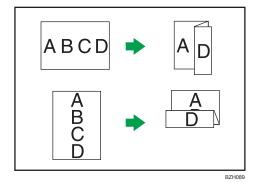
5. **Enter the number of copies with the number keys.**

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

⬇**Note**

- For details about which sizes and weights of paper that can be punched, see "Specifications for Punch Unit (Finisher SR5000)" or "Specifications for Punch Unit (Booklet Finisher SR5020)", 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.

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

Z-fold

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

BZH089

⭐**Important**

- **You cannot use Punch with this function.**
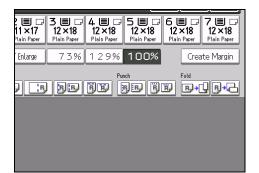
Original orientation and Z-fold position

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:

BZH090

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

1. **Select the folding direction.**

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

👆 **Note**

- You can specify the fold-back position in 1 mm (0.1 inch) increments under Z-fold Position in User Tools.

- For details about which sizes and weights of paper that can be Z- folded, and the number of Z-folded copies that can be stacked on the finisher trays, see "Specifications for Finisher SR5000" or "Specifications for Booklet Finisher SR5020", About This Machine.
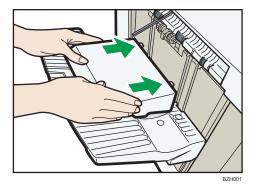
Using the Z-fold support tray

When using the Z-fold function together with the Staple, Sort, or Stack function, attach the Z-fold support tray to the upper tray or the shift tray of the finisher.

Finisher Shift Tray

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

BZH001

Note

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

Ring Binding

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

Important
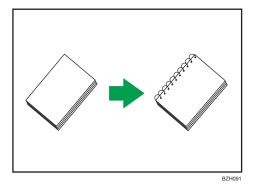
- Before using this function, select the binding and punch hole positions shown on the [Finisher] tab under Finisher: Ring Binding Type in Input / Output. For details, see "Copier/Document Server Features", General Settings Guide.

- The following copier functions are not available when ring binding output:
    - Booklet/Magazine
    - Stack
    - Shift tray off in sort/stack
    - Slip Sheet
    - Separation Sheet
    - Z-fold
    - Copy Face Up
    - Staple/Staple (Center)
    - Punch
    - Eject copies to the stacker
    - Perfect Binding

Note

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

2

Binding copies by ring comb

Copies are punched, and then bound by ring comb.

BZH091

Original orientation and binding position

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

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

		Original location		Binding position *1
		Exposure glass	ADF	
	Left			
	Top			
	Right			

BZH092

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

1. **Place the originals.**

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

3. **Press [Finisher].**

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

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

5. **Press [OK].**

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

7. **Specify any other copier functions that you require.**

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

⬇ **Note**

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

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

Punching copies for ring binding

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

BZH093

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:

BZH094

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

1. **Place the originals.**

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

3. **Press [Finisher].**

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

5. **Press [OK].**

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

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

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

Note

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

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

- For details about how to insert pages into a ring bound booklet, see "Inserting Pages into an Existing Ring Bound Booklet", Troubleshooting.

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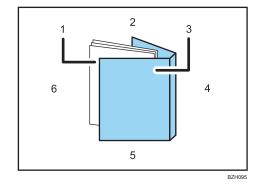
This section explains how to perfect bind originals scanned from the ADF. You can specify the binding position, cut position, and the finishing size.

Important

- The following copier functions are not available when perfect binding output:
  - Image Repeat
  - Punch
  - Book → 2 Sided
  - Mix 1 & 2 Sided
  - Shift tray off in sort/stack
  - Interposer
  - Series Copies
  - Ring Binding

- Booklet/Magazine
- Stack
- Slip Sheet
- Separation Sheet
- Z-fold
- Copy Face Up
- Staple/Staple (Center)
- Auto Paper Select
- Covers
- Designate
- Eject copies to the stacker

Guide to perfect bound booklets

BZH095

1. **Book block**

   The bulk of the booklet, enclosed by the cover sheet.

2. **Head edge**

   The edge that forms the booklet's top end.

3. **Cover**

   The sheet enclosing the book block.

4. **Spine**

   The booklet's bound edge.

5. **Tail edge**

   The edge that forms the bottom end of the booklet.

6. **Fore edge**
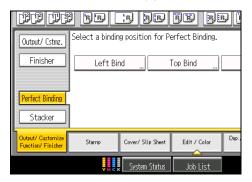
   The edge that forms the booklet's opening side.

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

1. **Place the originals for the book block in the ADF.**

2. **Load cover sheets into the perfect binder interposer.**

   For details, see "Loading cover sheets", Troubleshooting.

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

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

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

6. **Select one of the binding positions.**
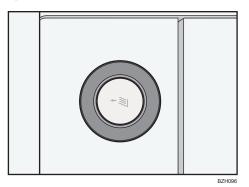
   You can also specify the binding position and cut position.

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

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

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

   Glue heating begins.

   When the glue is hot enough, binding starts.

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

BZH096

The lower left tray opens.
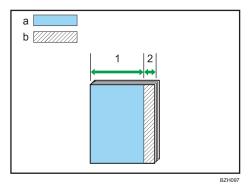
11. **Remove bound booklets and close the lower left tray.**

Note

- When you select perfect binding mode, Sort is automatically selected.

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

- For details about the paper weight that can be used as cover sheets, see "Specifications for Perfect Binder", About This Machine.

Specifying the fore edge cut

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

BZH097

1. **139.7 ⁻ 216 mm (5.50 ⁻ 8.50 inches)**

2. **6 ⁻ 50 mm (0.24 ⁻ 1.96 inches)**

a: Finishing size

b: Cut size

There are two ways of specifying the fore edge:

Specify Cut Size

Specify the distance of the cut from the fore edge.

Specify Finishing Size

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

Note

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

Specifying the distance of the cut from the fore edge

Specify the distance of the cut from the fore edge.

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

2. **Make sure that [Specify Cut Size] is selected.**
3. **Enter the cut length using the number keys, and then press [#].**

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

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

Note

- You can adjust the position of the fore edge cut from 6 to 50 mm (0.24 to 1.96 inches) in 0.1 mm (0.01 inch) increments.

Specifying the finishing size

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

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

2. **Press [Specify Finishing Size].**
3. **Enter the required finishing size using the number keys, and then press [#].**

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

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

Note
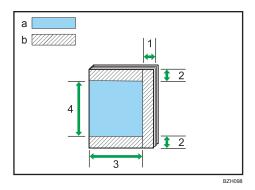
- You can adjust the finishing size from 139.7 to 216 mm (5.50 to 8.50 inches) in 0.1 mm (0.01 inch) increments.

Specifying the three edge cut

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

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1. **6 ‐ 50 mm (0.24 ‐ 1.96 inches)**

2. **6 ‐ 28 mm (0.24 ‐ 1.10 inches)**

3. **139.7 ‐ 216 mm (5.50 ‐ 8.50 inches)**

4. **201 ‐ 297 mm (7.92 ‐ 11.69 inches)**

a: Finishing size

b: Cut size

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

Specify Cut Size

Specify the distance of the cut from each edge.

Specify Finishing Size (regular size)

Specify the size of the finished bound booklets and cut three edges to a regular size.
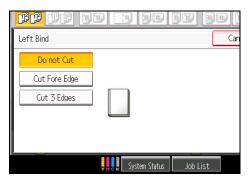
Specify Finishing Size (custom size)

Specify the size of the finished bound booklets and cut three edges to a custom size.
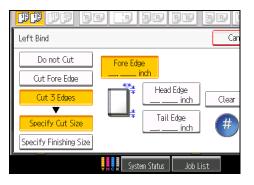
Specifying the distance of the cut from each edge

Specify the distance of the cut from each edge.

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

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

3. **Enter the position of the cut for each edge using the number keys, and then press [#].**

> Press [Head Edge], and then enter the cut position for the head edge using the number keys.
>
> Press [Tail Edge], and then enter the cut position for the tail edge using the number keys.
>
> To change the value you entered, press [Clear] and then enter a new value.

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

⬇️**Note**

- You can adjust the position of the fore edge cut from 6 to 50 mm (0.24 to 1.96 inches) in 0.1 mm (0.01 inch) increments.

- You can shift the position of the head and tail edge cuts from 6 to 28 mm (0.24 to 1.10 inches) in 0.1 mm (0.01 inch) increments.

Finishing to a regular size

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

Book block paper and cover sheet compatibility

> If you specify finishing to a regular size, you can select one of the following sizes: A4⬚, B5 JIS⬚, A5 ⬚, 8^1/$_2$ × 11⬚, 5^1/$_2$ × 8^1/$_2$⬚
>
> We recommend that you use the cover sheet size with the book block paper sizes as shown in the following table.

Required finished size	Book block	Cover
A4	225 × 320 mm [*1] 226 × 310 mm [*1]	13 × 19.2 [*1] 13 × 19 [*1] 13 × 18 320 × 450 mm [*1]
B5 JIS	A4	A3
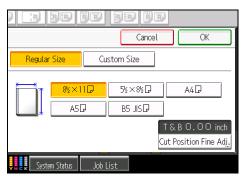
Required finished size	Book block	Cover
A5	B5 JIS	B4 JIS
$8^1/_2 \times 11$	9×12 [*1]	13×19.2 [*1] 13×19 [*1]
$5^1/_2 \times 8^1/_2$	$7^1/_4 \times 10^1/_2$	10.5×14.5 [*1]

*1   Specify the paper size using [Custom Size] in Tray Paper Settings.

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

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

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

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

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

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

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

⬇Note

- You can shift the cut position from -22.0 to 22.0 mm (-0.86 to 0.86 inch) in 0.1 mm (0.01 inch) increments.
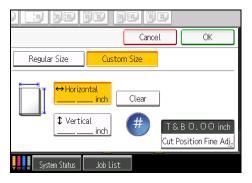
Finishing to a custom size

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

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

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

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

4. **Enter the horizontal and vertical length using the number keys, and then press [#].**

   Press [Vertical] to enter the vertical length using the number keys.

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

5. **To adjust the cut position, press [Cut Position Fine Adj.].**

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

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

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

⬇️**Note**

- You can shift the horizontal cut position from 139.7 to 216 mm (5.50 to 8.50 inches) in 0.1 mm (0.01 inch) increments.

- You can shift the vertical cut position from 201 to 297 mm (7.92 to 11.69 inches) in 0.1 mm (0.01 inch) increments.
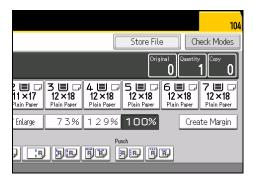
- You can shift the cut position from -22.0 to 22.0 mm (-0.86 to 0.86 inch) in 0.1 mm (0.01 inch) increments.

2

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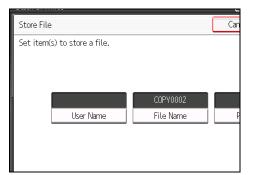
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

⭐ **Important**

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

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

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

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

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

⬇ **Note**

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

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

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

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

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

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

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

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

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

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

🗐 Reference

Managing Jobs

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

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

🔸Note

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

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

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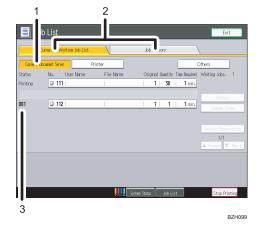
Job List Screen

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

The Job List screen varies depending on whether Job Order is selected with Print Priority for the System Settings. For details about the setting procedure, see "System Settings", General Settings Guide.
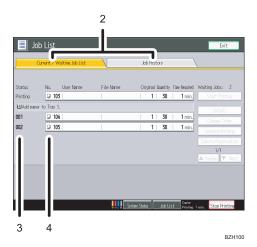
When [Job Order] is not selected:

The job list is displayed for each of the functions.

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When [Job Order] is selected:

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

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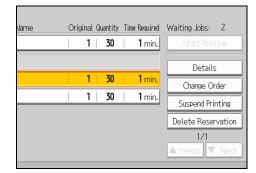
1. **Switches between job lists for each function.**

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

3. **Displays reserved job numbers.**

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

    : Job printed using copy function

    : Job printed using printer function

    : Job printed using Document Server function

    : Job printed using Web Image Monitor

Checking Jobs in the Job List

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

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

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

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

4. **Press [Exit].**

2
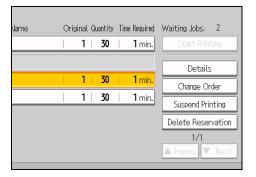
Changing the Order of Jobs

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

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

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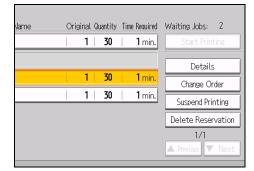
5. **Press [OK].**

Holding Jobs

You can hold jobs that are queued or currently printing.

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

3. Press [Suspend Printing].

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

Note

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

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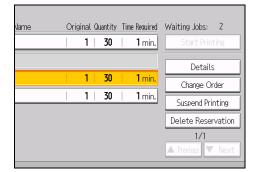
Deleting Jobs

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

1. Press [Job List].

2. Select the job you want to delete.

To delete two or more print jobs, select them.

3. Press [Delete Reservation].

4. Press [OK].

Checking the Job History

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

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

   A list of completed print jobs appears.
3. **Select the job whose contents you want to check.**
4. **Press [Details], and then check the contents.**
5. **Press [Exit].**

Registering Frequently Used Functions

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

You can store up to 25 programs.

⤵**Note**

- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the [Program] key, when modes are cleared or reset, and after the operation switch is turned on. See "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 Tray Paper Settings will be selected first.

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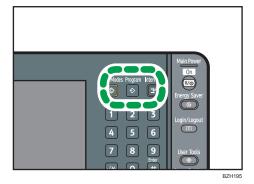
🔖**Reference**

- p.129 "Changing the Default Functions of the Copy's Initial Display"

Registering Functions in a Program

You can register functions in a program.

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

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

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3. **Press [Program].**

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

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

   You can enter up to 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.

🔸**Note**

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

Changing a Stored Program

Changes program settings.

1. **Check the program settings.**

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

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

4. **Press [Program].**

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

6. **Press [Yes].**

7. **Enter the program name.**

   You can enter up to 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.

🔽**Note**

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

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

Recalling a Stored Program

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

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

2. **Make sure that [Recall] is selected.**

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

   The stored settings are displayed.

🔽**Note**

- Only programs with ⬦ against them contain a program.

Deleting a Stored Program

Erases the contents of a program.

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

2. Basic Copying

2. Press [Delete].

3. Press the program number you want to delete.

4. Press [Yes].

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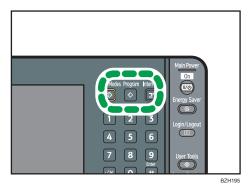
Changing the Default Functions of the Copy's Initial Display

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, and the number of copies.
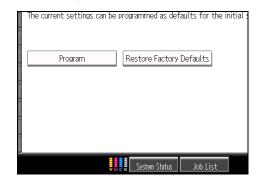
1. **Specify scan settings and any other settings you require on the initial display.**

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

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

4. **Press [Program].**

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

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

Note

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

- The default settings can be programmed separately for the normal 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 "What You Can Do with This Machine <Color Functions/Color Adjustments>".

The following three color modes are available:

Auto Color Select

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

Full Color

Copies by overlaying yellow, magenta, cyan and black.

Black & White

Copies in black regardless of the color of the original.

1. **Select a color mode.**

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

🔽**Note**

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

📃**Reference**

* p.9 "What You Can Do with This Machine <Color Functions/Color Adjustments>"
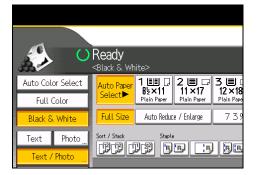
• p.143 "User Color"

Convert Colors

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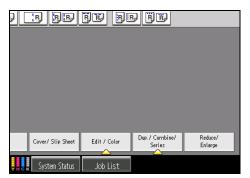
⭐**Important**

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

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

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

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

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 more than two colors, repeat steps 4 to 6.

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

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

⬇ Note

- The width of the color to be converted can be adjusted in five levels. When the width of the color is set to [Wider] under Color Sensitivity in User Tools and red has been specified, colors close to orange and purple will be converted. You can change the setting. For details about Color Sensitivity, see "Copier/Document Server Features", General Settings Guide.

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

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

- For examples of what you can do with the color functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

🅱 Reference
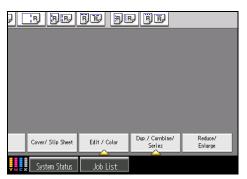
- p.9 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

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.**

⬇️**Note**

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

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

🔖**Reference**

- p.9 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Color Background

Copies by adding a color in the whole page.

⭐ Important

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

1. **Select a color mode.**

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

3. **Press [Color], and then press [Color Background].**

4. **Select the background color, and then press [OK] twice.**

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

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

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

↓ Note

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

- When the Full Color is selected, the full color counter will advance by "1". When the Black & White is selected, the mono-color counter will advance by "1".

- 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.**

Note

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

- For explanations about and examples of what you can do with the color adjustment function, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

Reference

- p.9 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Color Balance Program

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

You can store up to three programs.
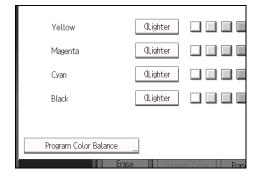
Note

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

Registering the adjusted color balance

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

1. **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).**

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

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

Note

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

⧉ Reference

- p.136 "Color Balance"

Changing the color balance

Changes the settings stored in color balance programs.

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

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

   The programmed color balance appears.

5. **Change the registered settings.**
6. **Press [Program Color Balance].**
7. **Press [Program], and then press the program number to be overwritten.**
8. **Press [Yes].**

   The program is overwritten.

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

Recalling the color balance

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

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

Note

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

Deleting the color balance

Deletes the settings stored in color balance programs.

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

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

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

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

5. **Press [Yes].**

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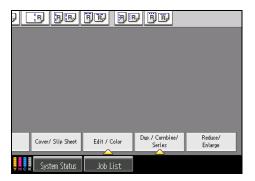
Color Adjustment

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

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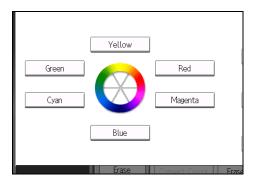
Important

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

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

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

3. **Press [Adjust Color].**

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

   You can select up to three colors.

3

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

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

↓ Note

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

- For explanations about and examples of what you can do with the color adjustment function, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

▤ Reference

- p.9 "What You Can Do with This Machine <Color Functions/Color Adjustments>"

Image Adjustment

Adjusts image qualities.

The following five types of image adjustments are available:

Sharp / Soft

Adjusts the outline of an image.

Contrast

Adjusts the shades of an image.

Background Density

Adjusts the background density of an image.

Adjust U.C.R.

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

Text / Photo Sensitivity

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

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

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

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

4. **Adjust the settings.**

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

🔽Note

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

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

- For types and examples of the image adjustment functions, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

🔵Reference

Sharp / Soft

Adjusts the outline of an image.

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

2. **Press [OK].**

Contrast

Adjusts the shades of an image.

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

2. **Press [OK].**

Background Density

Adjusts the background density of an image.

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

2. **Press [OK].**

🔽Note

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

Note

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

User 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.

↓Note

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

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

- Up to 15 colors can be registered.

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

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

- For explanations about and examples of what you can do with the color adjustment function, see "What You Can Do with This Machine <Color Functions/Color Adjustments>".

🔲Reference
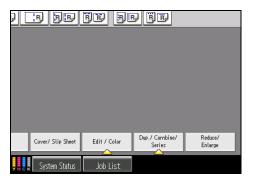
- p.9 "What You Can Do with This Machine <Color Functions/Color Adjustments>"
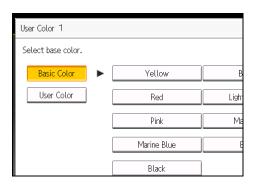
Adjusting colors based on the selected color

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

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

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

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

4. **Select the color to be used as base color from the basic and user colors.**

   The density of primary colors for the selected color is displayed.

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.**

Note

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

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

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

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

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

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

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

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

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

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

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

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

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

⬇ **Note**

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

Changing the user color name

Changes the user color.

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

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

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

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

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

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

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

Deleting user colors

Deletes user colors.
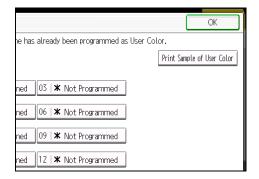
⭐ **Important**

- You 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

Prints a list of user colors.

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

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

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

The list of user colors is output.

🔽 **Note**

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

3

4. Advanced Copying

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

Adjusting Copy Image Density

There are three types of adjustment available.

Auto image density

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

Manual image density

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

Combined auto and manual image density

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

Auto Image Density

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

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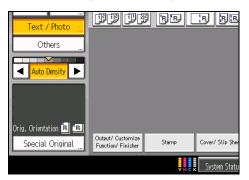
   If [Auto Density] is not selected, press [Auto Density].

Manual Image Density

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

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

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

Combined Auto and Manual Image Density

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

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

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

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

Selecting the Original Type

Select an original type that is suitable for your originals.

There are eight original types available:

Text

> For originals that contain mainly text or printed characters.

Photo

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

Text / Photo

> For originals that contain both text and photographs or pictures.

Generation Copy

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

Pale

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

Map

> For map originals.
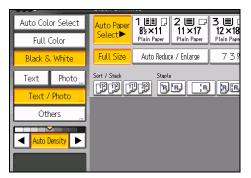
Highlight Pen

> For originals marked with a highlighter pen.

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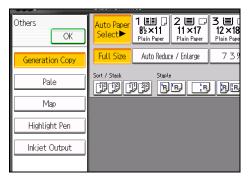
> For originals that are printed by inkjet. Specify the color balance that is closest to that of the original. There are three settings available.

1. **Select the original type.**

Note

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

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

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

Selecting Copy Paper

Select paper you want to copy onto.

There are two ways to select copy paper:

Auto Paper Select

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

Manual Paper Select

> Select the tray containing the paper you want to copy onto: a paper tray, the multi bypass tray (tray 7) 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%):

Metric version

Original location	Original size and orientation
Exposure glass	A3▭, B4 JIS▭, A4▭▯, B5 JIS▯▭, A5▯, 8¹/₂ × 13▭
ADF	A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▯▭, 11 × 17▭, 8¹/₂ × 11▯▭, 8¹/₂ × 13▭, 8K▭, 16K▯▭

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17▭, 8¹/₂ × 14▭, 8¹/₂ × 11▯▭, 5¹/₂ × 8¹/₂▯
ADF	11 × 17▭, 8¹/₂ × 14▭, 8¹/₂ × 11▯▭, 5¹/₂ × 8¹/₂▯▭, 8 × 13▭, 11 × 15▭, 10 × 14▭, 8 × 10▭, A4▯▭

⬇ **Note**
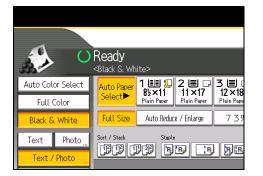
- Only the paper trays set to [Plain Paper] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select under Tray Paper Settings can be selected in Auto Paper Select mode.

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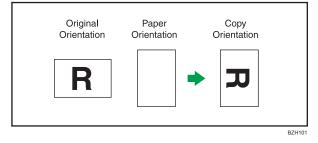
1. **Make sure that [Auto Paper Select] is selected.**

   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.

BZH101

🔻**Note**

- This function works when Auto Paper Select or Auto Reduce / Enlarge is selected. See "Auto Paper Select" and "Auto Reduce / Enlarge".

- The default setting for Auto Tray Switching is [On]. You cannot use the Rotate Copy if this setting is changed to [Off]. For details about Auto Tray Switching, see "Copier/Document Server Features", General Settings Guide.

- Depending on the settings for the Punch, Staple or Z-fold functions, you may not be able to use the Rotated Copy function.

📖**Reference**

- p.75 "Auto Reduce / Enlarge"

- p.153 "Auto Paper Select"

Manual Paper Select

Select the tray containing the paper you want to copy onto: a paper tray, the multi bypass tray (tray 7) 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.
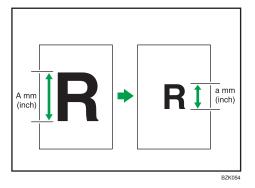
For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Originals".

 Reference

• p.71 "Reducing or Enlarging Originals"
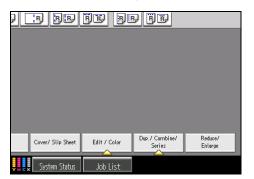
Size Magnification

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

BZK054
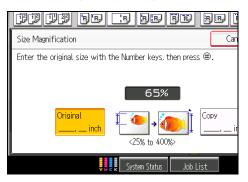
Measure and specify the lengths of the original and copy by comparing "A" with "a".

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

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

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

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

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

5. **Press [OK] twice.**
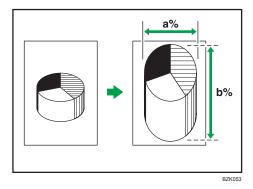
◆Note

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

Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

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

a: Horizontal ratio
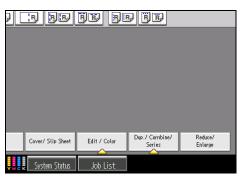
b: Vertical ratio

Specifying the ratio with [−] and [+]

Specify a ratio using [−] and [+].

1. **Press [Reduce / Enlarge].**
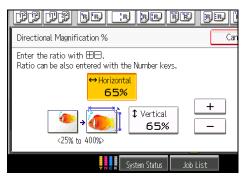
2. **Press [Direct. Mag. %].**

3. **Press [[**+**] [**−**] keys].**

4. **Press [Horizontal].**

5. **Adjust the ratio using [**−**] and [**+**].**

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

6. **Press [Vertical].**

7. **Adjust the ratio with [**−**] and [**+**].**

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

⬇ Note

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

Entering the ratio with the number keys

Enter a ratio using the number keys.

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

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

3. **Press [Horizontal].**

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

5. **Press [Vertical].**

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

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

🔽**Note**

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

Directional Size Magnification (inch)

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

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

BZK064
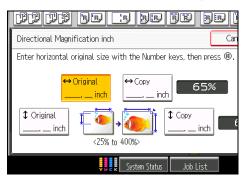
1. **Horizontal original size: A mm (inch)**

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

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

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

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

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

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

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

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

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

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

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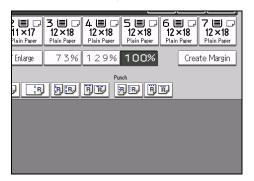
7. **Press [OK] twice.**

Note

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

Create Margin

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

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

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

Note

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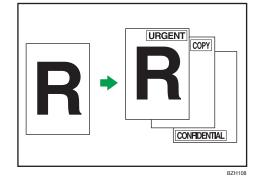
Stamps

Copies with the date, page numbers, etc.

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

Preset Stamp

Messages are stamped on copies.

BZH108

⭐ **Important**
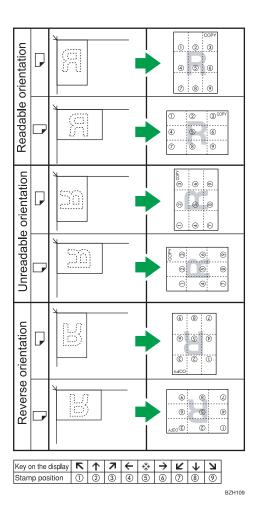
- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

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

Stamp position and original orientation

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

BZH109
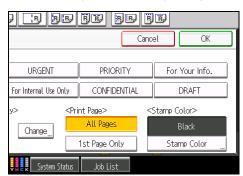
1. **Press [Stamp].**

2. **Press [Preset Stamp].**

3. **Select the desired message.**

   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].**

↓Note

- When the Full Color is selected, the full color counter will advance by "1".

- The default stamp color is black.

- You can change the settings for Preset Stamp under Stamp in User Tools. Depending on the setting, density may change. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

Changing the stamp color

Changes the stamp color.

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

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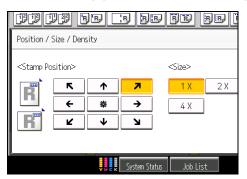
Changing the stamp position, size, and density

Changes the stamp position, size, and density.

1. **Press [Change] under Position / Size / Density.**
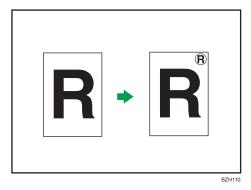
2. **Select the stamp position, size, and density, and then press [OK].**

User Stamp

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.

BZH110
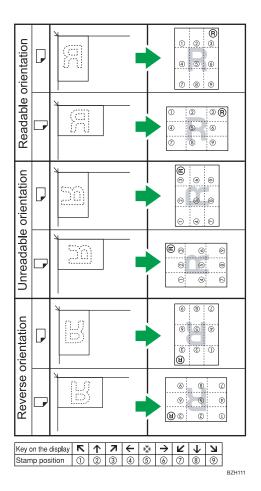
⭐ **Important**
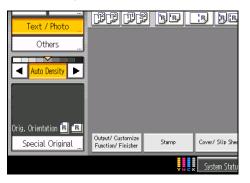
- You have to register a user stamp before using this function. For details, see "Registering a user stamp".

- 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.

BZH111
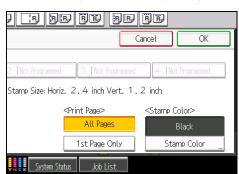
1. **Press [Stamp].**

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].**

Changing the user stamp color

Changes the stamp color.

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

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

Changing the user stamp position

Changes the stamp position.

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

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

Registering a user stamp
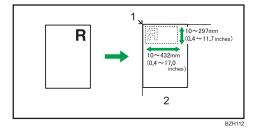
Scans an image that is used as a user stamp.

The size range for stamp images is 10 ‑ 297 mm (0.4 ‑ 11.7 inches) high and 10 ‑ 432 mm (0.4 ‑ 17.0 inches) wide. However, if the stamp's size exceeds the maximum value of the area (5,000 mm^2, 7.75 inch^2), it will be automatically corrected to a size that is within the range of the area.

⭐ **Important**

- User stamps will be one color even if the originals were full color.
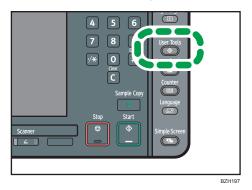
Up to five frequently used images can be stored in memory.
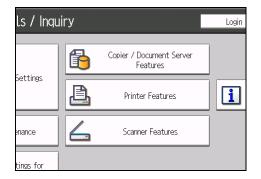
1. Base point
2. Exposure glass

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

BZH197

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].**

    Exits settings and gets ready to copy.

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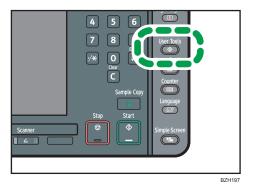
- Stamp numbers with ⬦ already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".

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

- You cannot restore the overwritten stamp.

- Originals cannot be scanned from the ADF when programming the user stamp.

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

Deleting the user stamp
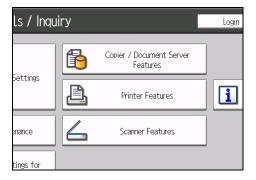
Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

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

BZH197

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].**
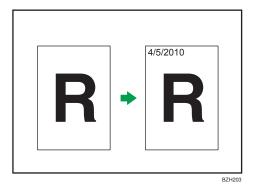
   The display returns to the User Tools / Inquiry screen.

9. **Press [Exit].**

   Exits settings and gets ready to copy.

Date Stamp

Use this function to print dates on your copies.

BZH203
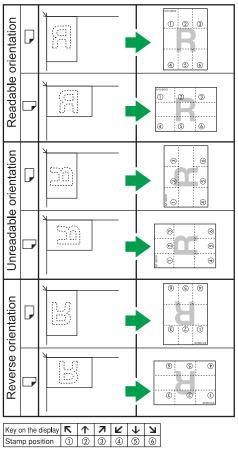
You can select from the following styles:

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD
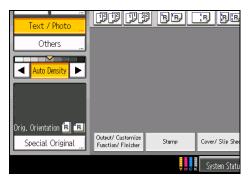
Stamp position and original orientation

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

BZH207

1. **Press [Stamp].**

2. **Press [Date Stamp].**

3. **Select the stamp format.**

   You can change the color, style 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].**

⬇Note

- The default color is black.

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

Changing the date stamp color

Changes the stamp color.

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

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

Changing the format of date

Changes the format of date.

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

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

Changing the date stamp position

Changes the 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.

BZH115
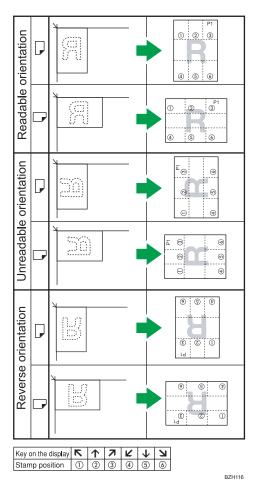
There are six types of page numbering.
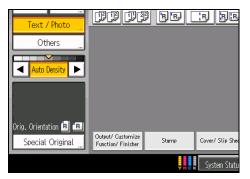
- P1,P2...

- 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.

BZH116
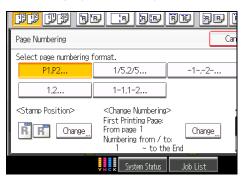
1. **Press [Stamp].**

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].**

Note

- The default color is black.

- You can change the settings for Page Numbering under Stamp in User Tools. For details about Stamp, see "Copier/Document Server Features", General Settings Guide.

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

Changing the stamp color

Changes the stamp color.

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

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

Changing the stamp position

Changes the stamp position.

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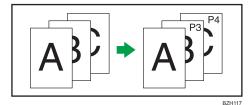
2. **Select the stamp position, and then press [OK].**

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

Specify the first printing page and start number.

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

BZH117

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

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

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

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

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

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

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

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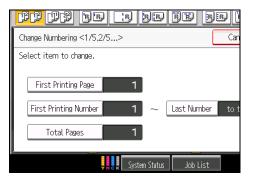
6. **Press [OK] twice.**

↓Note

- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

- You can set a value from 1 to 9999 for First Printing Page, First Printing Number, and Last Number.

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

Specify the first printing page and start number.

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

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

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

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

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

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

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

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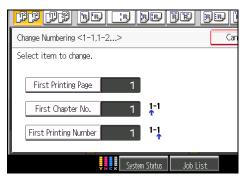
7. **Press [OK] twice.**

Note

- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

- You can set a value from 1 to 9999 for First Printing Page, First Printing Number, Last Number, and Total Pages.

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

Specify the first printing page and start number.

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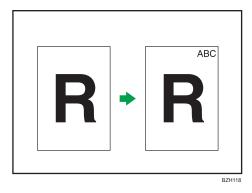
3. Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].
4. Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].
5. When page designation is complete, press [OK].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

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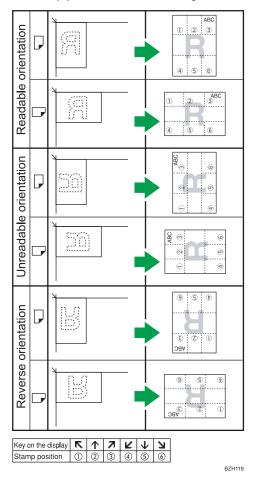
- You can set a value from 1 to 9999 for First Printing Page, First Printing Number, and First Chapter No..

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

Stamp Text

You can stamp text on copies up to 64 letters.

BZH118

Stamp position and original orientation

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

Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

BZH119

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].**

Note

- The default color is black.

- When the Full Color is selected, the full color counter will advance by "1".

- If the main power is turned off, the text is cleared. To save the typed text, you can register them in a program. For details about Program, see "Registering Frequently Used Functions".

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

Reference

- p.125 "Registering Frequently Used Functions"

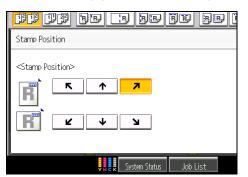### Changing the stamp color

Changes the stamp color.

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

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

Changing the stamp position

Changes the stamp position, size and density.

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

2. **Select the stamp position, and then press [OK].**
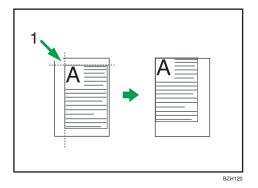
Advanced Copier Functions

This section describes the machine's advanced copy functions.
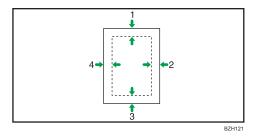
Scan Position

You can move the scanning position of originals.

BZH120

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

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

BZH121

1. **Top: 0 ⁻ 30 mm, 0 ⁻ 1.2 inches**

2. **Right: 0 ⁻ 30 mm, 0 ⁻ 1.2 inches**

3. **Bottom: 0 ⁻ 30 mm, 0 ⁻ 1.2 inches**

4. **Left: 0 ⁻ 30 mm, 0 ⁻ 1.2 inches**

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

2. **Press [Scan Position].**

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

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

   If you do not need to set the scanned position of the back side of the original, proceed to step 5.
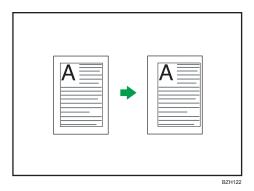
5. **Press [OK].**
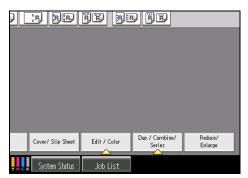
Note

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

- Press [↓] and [↑] to set the top or bottom position. Press [←] and [→] to set the left or right position.

- 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.
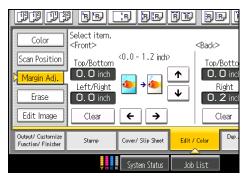
Margin Adjustment

Copies originals leaving a binding margin.

BZH122

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].**

⬇Note

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

- Press [↓] and [↑] to set the top or bottom position. Press [←] and [→] to set the left or right position.

- You can set the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments.

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

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

Erase Center / Border

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

This function has the following three types:
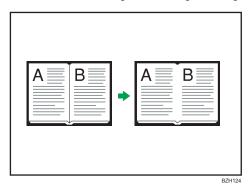
Erase Border

Erases the edge margin of the original image.

BZH123

Erase Center

Erases the center margin of the original image.

BZH124
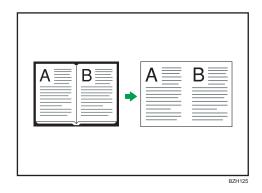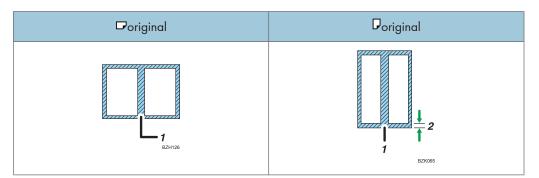
Erase Center / Border

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

BZH125

⬇Note

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

▭original	▭original
1 BZH126	2 1 BZK065
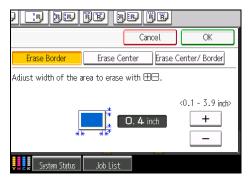
1. Erased part
2. 2 ‐ 99 mm (0.1 ‐ 3.9 inches)

- To erase the image on the back side of the original, press [2 Sided Setting] and then [Back]. Erasing the image on the back side is valid when you copy 2-Sided originals.

- The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting under Edit in User Tools. For details about Edit, see "Copier/Document Server Features", General Settings Guide.

Erase Border (same width)

Erases the edge margin of the original image.

4

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

2. **Press [Erase].**

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

4. **Press [Erase Border].**

5. **Press [Same Width].**

6. **Specify an erase border width with [+] and [−].**

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

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

Note

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

Erase Border (different width)

Erases the edge margins of the original image.

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.**

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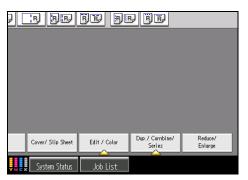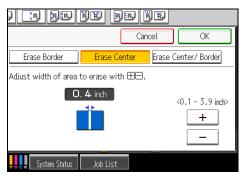
- To change the value you entered, press [+] and [−], and then specify a new value.

Erase Center

Erases the center margin of the original image.

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

2. **Press [Erase].**

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

4. **Press [Erase Center].**

5. **Specify the erase width with [+] and [−].**

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

Note

- To change the value you entered, press [+] and [−], and then specify a new value.
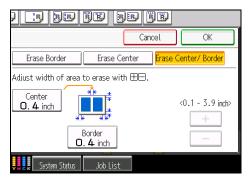
Erase Center / Border (same width)

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.**

⬇ **Note**

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

Erase Center / Border (different width)

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

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

2. **Press [Erase].**

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

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

5. **Press [Different Width].**

6. **Press the key you want to change and specify an erase width with [+] and [−].**

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

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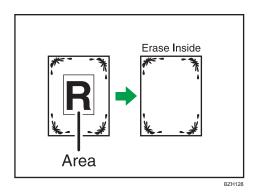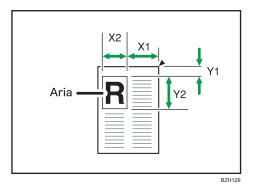
- To change the value you entered, press [+] and [−], and then specify a new value.

Erase Inside

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

BZH128

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.

BZH129

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].**

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

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

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

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

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

   Erasing the image on the back side is valid when you copy 2-Sided originals.
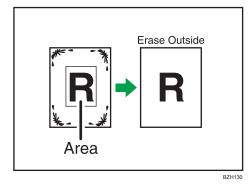
8. **Press [OK].**

9. **To specify multiple areas, select areas 1 to 5, and then repeat steps 4 to 8.**

10. **Press [OK].**

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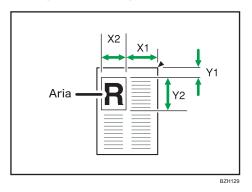
- To change the value you entered, press the key you want to change, and then enter a new value.

- You can specify up to five areas.

Erase Outside

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

To specify the area you want to erase, you 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.

BZH129

X1, X2: 0 ‐ 432 mm (0 ‐ 17 inches)

Y1, Y2: 0 ‐ 432 mm (0 ‐ 17 inches)

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

2. **Press [Erase].**

3. **Press [Erase Outside].**

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

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

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

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

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

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

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

⬇ Note

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

Image Repeat

The original image is copied repeatedly.

BZH131

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

Whole Area Repeat

   Repeatedly copies the entire image.

Specified Area Repeat

   Repeatedly copies a specified area of the image.

⬇ Note

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

Whole Area Repeat

Repeatedly copies the entire image.

The number of repeated images depends on the original size, paper size, and reproduction ratio. For example, see the following table:
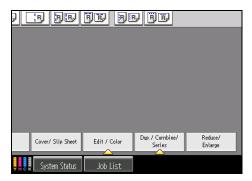
Original: A5⊔/Copy paper: A4⊔, Original: A5⊡/Copy paper A4⊡, Original: $5^1/_2 \times 8^1/_2$⊔/ Copy paper: $8^1/_2 \times 11$⊔, or Original: $5^1/_2 \times 8^1/_2$⊡/Copy paper: $8^1/_2 \times 11$⊡

4 repeats (71%)	16 repeats (35%)
BAT096S	BAT095S

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

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
BAT086S	BAT087S	BAT088S

1. **Select the size of copy paper and the reproduction ratio.**
2. **Press [Edit / 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
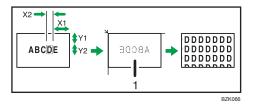
Repeatedly copies a specified portion of the image.
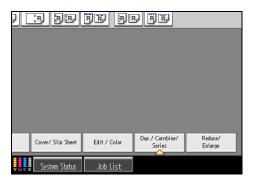
⭐**Important**

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

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

BZK066
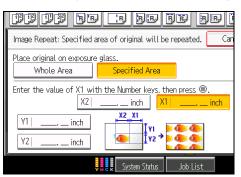
1. Set the original on the exposure glass

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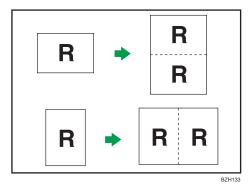
6. **Enter the length of [X1] with number keys, and then press [#].**

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.

BZH133

⭐ **Important**

- Originals with a size of A5▽ and $5^1/_2 \times 8^1/_2$▽ cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

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

Metric version

Original size and Orientation	Copy paper size and Orientation
A5 ▭	A4 ▭
A4 ▭	A3 ▭
A5 ▭	A4 ▭
B5 JIS ▭	B4 JIS ▭
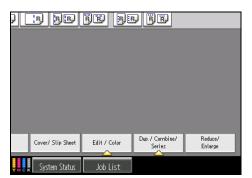
BZH134

Inch version

Original size and Orientation	Copy paper size and Orientation
$5^1/_2 \times 8^1/_2$ ▭	$8^1/_2 \times 11$ ▭
$5^1/_2 \times 8^1/_2$ ▭	$8^1/_2 \times 11$ ▭
$8^1/_2 \times 11$ ▭	11×17 ▭

BZH135

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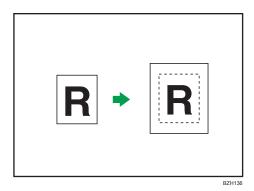
2. **Press [Edit Image].**

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

4. **Press [OK].**

5. **Select the paper size.**

↓Note

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

Centering

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

BZH136

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

Metric version

Original location	Original size and orientation
Exposure glass	A3⬠, B4 JIS⬠, A4⬠⬠, B5 JIS⬠⬠, A5⬠, $8^1/_2 \times 13$⬠
ADF	A3⬠, B4 JIS⬠, A4⬠⬠, B5 JIS⬠⬠, A5⬠⬠, 11 × 17⬠, $8^1/_2 \times 11$⬠⬠, $8^1/_2 \times 13$⬠, 8K⬠, 16K⬠⬠

Inch version

Original location	Original size and orientation
Exposure glass	11 × 17⬠, $8^1/_2 \times 14$⬠, $8^1/_2 \times 11$⬠⬠, $5^1/_2 \times 8^1/_2$⬠
ADF	11 × 17⬠, $8^1/_2 \times 14$⬠, $8^1/_2 \times 11$⬠⬠, $5^1/_2 \times 8^1/_2$⬠⬠, 8 × 13⬠, 11 × 15⬠, 10 × 14⬠, 8 × 10⬠, A4⬠⬠

1. **Select the paper size.**

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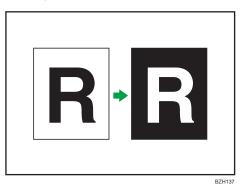
3. **Press [Edit Image].**

4. **Press [Centering].**

201

5. **Press [OK].**
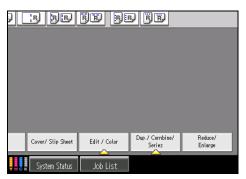
Positive/Negative

Copies an image inverted.

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

BZH137

1. **Press [Edit / Color].**
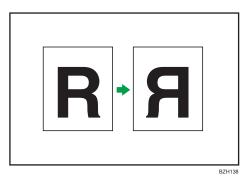
2. **Press [Edit Image].**
3. **Press [Positive/Negative].**
4. **Press [OK].**
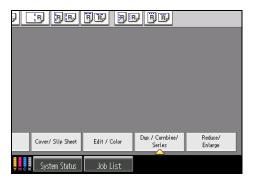
Mirror Image

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

BZH138

⭐ **Important**

- **If Margin Adjustment is selected, cancel the setting.**

1. **Press [Edit / Color].**
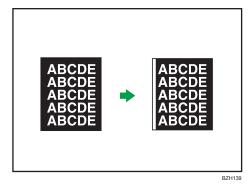
2. **Press [Edit Image].**
3. **Press [Mirror Image].**
4. **Press [OK].**

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.

BZH139

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

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

3. **Press [3 Edges Full Bleed].**

4. **Press [OK].**

⬇️ **Note**

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

Series Copies

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

⭐ **Important**

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

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

Metric version

Original	Paper for 1-sided copy
A3 ⊡	A4 ⊡ × 2 sheets
B4 JIS ⊡	B5 JIS ⊡ × 2 sheets
A4 ⊡	A5 ⊡ × 2 sheets

BZH140

Inch version
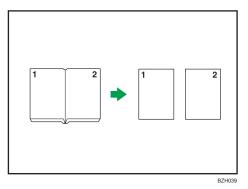
Original	Paper for 1-sided copy
11 × 17 ⊡	$8^1/_2$ ×11 ⊡ × 2 sheets
$8^1/_2$ × 11 ⊡	$5^1/_2$ ×$8^1/_2$ ⊡ × 2 sheets

BZH141

There are two types of Series Copies.
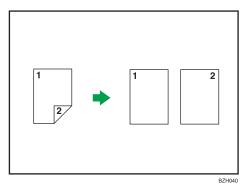
Book → 1 Sided

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

BZH039

2 Sided → 1 Sided

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

BZH040

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

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

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

⬇Note

- 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 "Originals and Copy Orientation".

🄴 Reference

- 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 → 2 Sided when the reproduction ratio is 100%:

Metric version

Original	Paper
A3	A4 (2-sided)
B4 JIS	B5 JIS (2-sided)
A4	A5 (2-sided)

BZH142
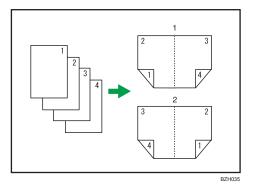
Inch version

Original	Paper
11 × 17	$8^1/_2 \times 11$ (2-sided)
$8^1/_2 \times 11$	$5^1/_2 \times 8^1/_2$ (2-sided)

BZH143

There are six types of Booklet/Magazine.

1 Sided → Booklet

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

BZH035

1. **Open to left**
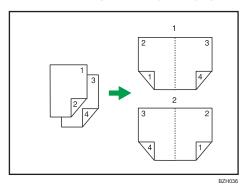
2. **Open to right**

2 Sided → Booklet

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

BZH036
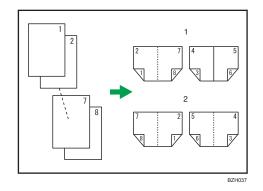
1. **Open to left**

2. **Open to right**

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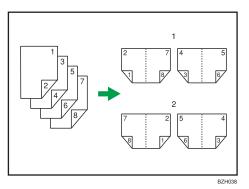
Copies two or more originals to make copies in page order when they are folded and stacked.

BZH037

1. **Open to left**

2. **Open to right**

2 Sided → Magazine
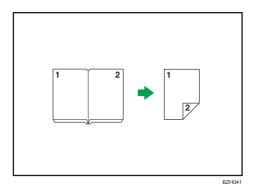
Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.
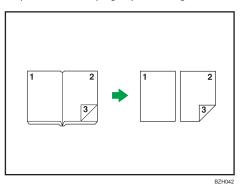
BZH038

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.
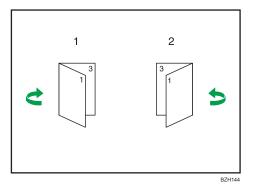
BZH041

Front&Back → 2 Sided

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

BZH042

How to fold and unfold copies to make a booklet
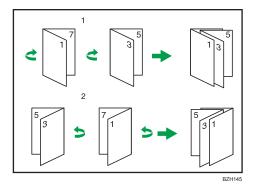
Fold a copy along the centerline, and open.

BZH144

1. **Open to left**

2. **Open to right**

How to fold and unfold copies to make a magazine
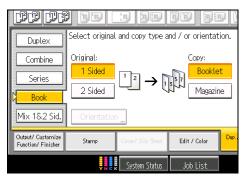
Fold and stack copies to make a magazine, and open.

BZH145

1. **Open to left**

2. **Open to right**

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

2. **Press [Book].**

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

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

4. **Select the paper size.**

5. **Press [OK].**

⬇**Note**

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

- 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 "Copier/Document Server Features", General Settings Guide.
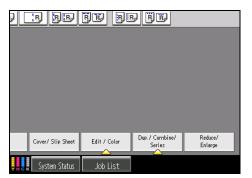
Creep Adjustment

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

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

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

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

2. **Press [Book].**
3. **Select [1 Sided] or [2 Sided] for the original.**
4. **Press [Magazine].**
5. **Press [Creep Adjust.].**

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

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

Note
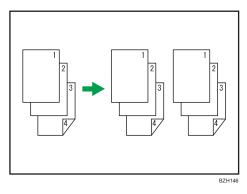
- You can adjust the creep value between 0 to 99 mm (0 to 3.9 inches) in 1 mm (0.1 inch) steps.

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

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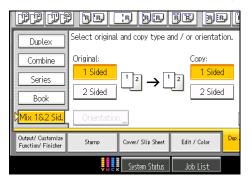
You can copy two types of originals, 1-sided and 2-sided, onto one or both sides of a sheet in one copy job.

BZH146

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

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

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

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

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

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

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

⬇ **Note**

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

- When making two or more copies with the ADF, specify Batch mode. For details about Batch mode, see "Batch Mode".

- If you specified [2 Sided] for the originals or copies, you can specify the orientation.

- You cannot select [Change Setting] if you are using the ADF in Batch mode to copy 2-sided originals to 2-sided prints or from 1-sided originals to 1-sided prints.

📄 **Reference**

Covers

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

⭐**Important**
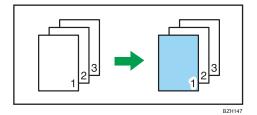
- Before using this function, select the trays for covers under Front Cover Sheet and Back Cover Sheet in Tray Paper Settings.

- If you have selected Interposer for Front Cover Sheet or Back Cover Sheet in Tray Paper Settings, you cannot copy onto the cover sheets.

- You cannot specify the interposer as the Main Sheet Tray.

- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

The Covers function includes Front Cover and Back Cover.
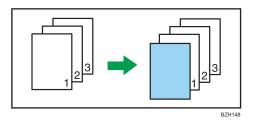
Front Cover

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

- Copy

BZH147

- Blank

BZH148
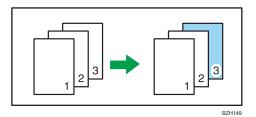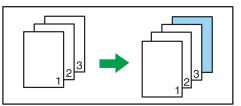
Back Cover

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

BZH149

- Blank

BZH150

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.**

Note

- The back cover sheet should be the same size and orientation as the main sheets.
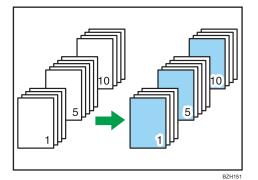
- You can use paper of different size and orientation than the main sheets as the front cover sheet.

- When stapling copies with the front cover whose size and orientation is different from the main sheets, the front cover sheet should be the same width in paper feed direction as the main sheets. For example, when the main sheet is A5⊡, you can staple the copies with the front cover sheet of A4⊡, but you cannot staple them with that of A4⊡.

- When you specify both front and back covers, the first and last pages of your original are copied on paper specified for use as a cover, or cover sheets are inserted before the first copy and after the last copy.

- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Copier/Document Server Features", General Settings Guide.

- For details about the interposer, see "Loading Paper into the Interposer", Troubleshooting.
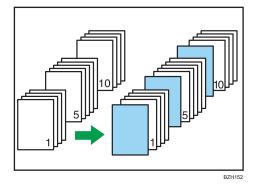
Designate

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

- Copy

BZH151

- Blank

BZH152

⭐ **Important**

- Before using this function, select the tray for designation sheets under Designation Sheet 1 ‾ 9 in Tray Paper Settings.

- You cannot specify the interposer as the Main Sheet Tray.

- If you have selected Interposer for Designation Sheet 1 ‾ 9 in Tray Paper Settings, you cannot copy onto the designation sheets.

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

2. **Press [Designate / Chapter].**

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

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

   To select pages 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.**
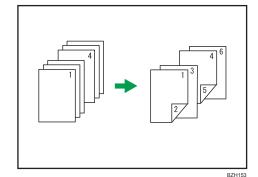
4. Advanced Copying

Note

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

- For details about the interposer, see "Loading Paper into the Interposer", Troubleshooting.

- When placing the designation sheets in the multi bypass tray (tray 7), it should be the same size and orientation as the main sheets.
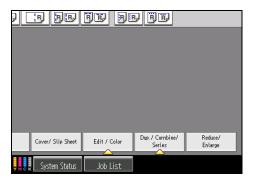
Chapters

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

BZH153

Important

- Before selecting this function, press [Dup./ Combine/ Series] and then select [1 Sided → 2 Sided] or [Combine].

- This function can be used only when you use the Duplex (1 Sided → 2 Sided) or Combine function.

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

2. **Press [Designate / Chapter].**
3. **Press [Chapter].**

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

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

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

Up to 100 locations can be specified.
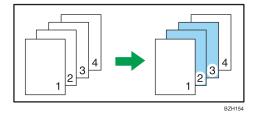
6. **To specify another page location, repeat steps 4 to 5.**

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

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

⬇ **Note**

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

Designation Sheet Copy

You can copy designated pages onto designation sheets.

⭐ **Important**

• Before using this function, select the tray for designation sheets under Designation Sheet 1⁻9 in Tray Paper Settings.

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

2. **Press [Designate / Chapter].**

3. **Press [Designation Sheet Copy].**

4. **Enter the sheet number of the first original with the number keys.**

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.
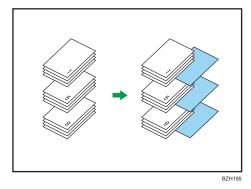
9. **Select the main sheet tray that contains the sheet to copy the originals.**

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

⬇️**Note**

- When this function is combined with Duplex, the first page of the designated pages is copied on the front side of a designation sheet.

- The designation sheets should be the same size and orientation as the main sheet.

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

Insert Sheet

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

BZH155

⭐**Important**

- Before using this function, select the tray for slip sheets under Designation Sheet 1 ‐ 9 in Tray Paper Settings.

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.**

7. **Press [Number of Sheets], and enter the number of sheets you want to insert with the number keys, and the press the [#] key.**
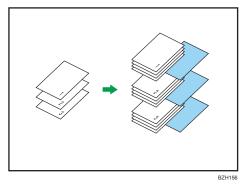
8. **To specify another location where to insert sheets, repeat steps 4 to 7.**

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

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

⬇ Note

- The designation sheets should be the same size and orientation as the main sheets.

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

Slip Sheet
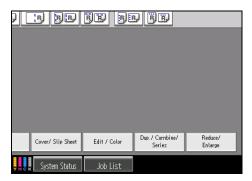
Every time an original page changes, a slip sheet is inserted. You can also print on the inserted slip sheet.

Since a slip sheet is inserted for every page, you can protect printed surfaces.

BZH156

⭐ 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.

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.**

Note

- The slip sheets should be the same size and orientation as the copy paper.

4

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

BZH187

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		

Color icons	Full color	Black and white
Icons		

Thumbnail screen

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

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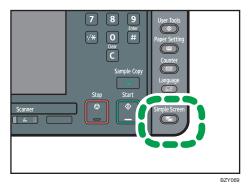
- All the stored documents may not be displayed depending on the security function specified.

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.

BZY069

Example of a simple screen

BZH188

1. **[Key Color]**

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

   This is available only for the simple screen.

⬇️**Note**
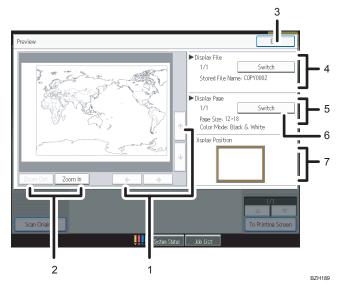
- To return to the initial display, press the [Simple Screen] key again.

- 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.

Preview Display

BZH189

1. **[←][→][↑][↓]**

   Moves the display area in the direction indicated by the arrow.

2. **[Zoom Out], [Zoom In]**

   Scales the displayed page down or up.

3. **[Exit]**

   Closes the preview display.

4. **Display File**

   Displays the file name.

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

5. **Display Page**

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

6. **[Switch]**

   Flips the page of the selected file.

7. **Display Position**

   Indicates the location of the displayed preview image when the image is enlarged.

Note

- When the preview is already selected from another function, the preview 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.

⭐ **Important**

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

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

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

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

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

- When scanning 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.
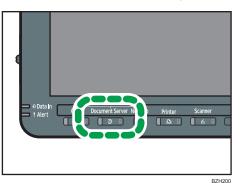
User Name

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.**

BZH200

2. **Press [Scan Original].**

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

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

4. **Set the original.**

5. **Specify the original scanning conditions.**

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

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

Note

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

- To stop scanning, press the [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", General Settings Guide.
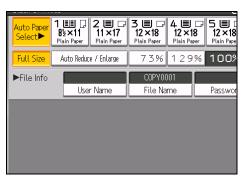
- If you do not want stored documents to be automatically deleted, select [Off] in Auto Delete File in Document Server before storing a document. If you select [On] later, data stored after will be automatically deleted.

- When storing another document in the Document Server after storing a document from the copy feature, be sure that its copy is completed.

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

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

Specifying a user name

You can specify a user name for the stored file.

1. **Press [Scan Original].**
2. **Press [User Name].**

   A list of user names appears.

3. **Select a user name, and then press [OK].**
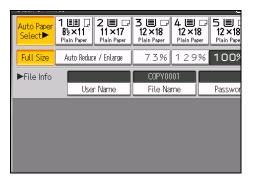
   The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

Specifying a file name

You can change the name of a stored document.

1. **Press [Scan Original].**

2. **Press [File Name].**

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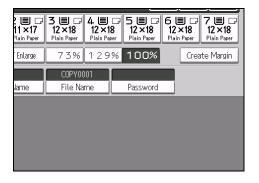
3. **Press [Delete All] to delete the document name to be automatically set.**

   Pressing [Backspace] allows you to delete up to any desired position.

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

⬇**Note**

• You can enter up to 20 characters for a document name. In the list, however, up to 16 characters are displayed as the document name. If above limits are exceeded, the list will display up to 15 characters for the document name.
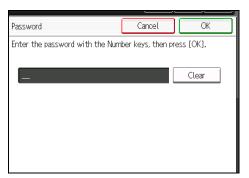
Specifying a password

You can specify a password for the stored document.

1. **Press [Scan Original].**

2. **Press [Password].**

3. **Enter a password with the number keys, and then press [OK].**

You can use four to eight digits for the password.

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

Changing the User Name of a Stored Document

You can change the user name for a stored document.

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

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

2. **Press [Edit File].**

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

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

5. **Press [OK].**

⟳Note

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

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

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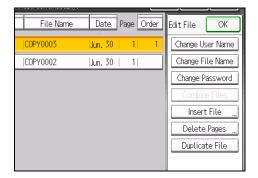
Changing the File Name of a Stored Document

You can change the file name of a stored document.

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

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

2. **Press [Edit File].**

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

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

5. **Press [OK].**

Note

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

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

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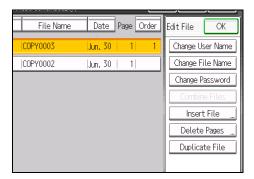
Changing the Password of a Stored Document

You can change the password of a stored document.

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

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

2. **Press [Edit File].**

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

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

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

6. **Press [OK].**

Note

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

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

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

Checking the Details of a Stored Document

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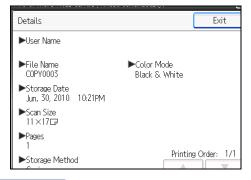
1. **Select the document whose details are to be displayed.**

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

2. **Press [Details].**

Details of the document will be displayed.

Note

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

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

- Pressing [Exit] restores the document selection screen.

Searching for Stored Documents

Searches for stored documents by user name or file name.

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

Searching by file name

Searches for stored documents by file name.

Searching by user name
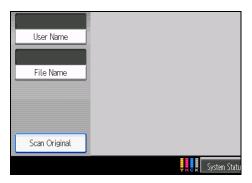
Searches for stored documents by user name.

Searching by file name

Searches for stored documents by file name.

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

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

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

   ⬇Note

   - Pressing [Display All] displays all stored documents.

Searching by user name

Searches for stored documents by user name.

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

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

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

4. **Press [OK].**

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

⬇Note

- Pressing [Display All] displays all stored documents.

Printing Stored Documents

Prints stored documents.

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

1. **Select a document to be printed.**

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

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

   Up to 30 documents can be printed.

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

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

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

   The maximum quantity that can be set is 9999.

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

   Printing will be started.

↓Note

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

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

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

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

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

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

- The copy 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
  - Edit
  - Cover/ Slip Sheet
  - Sort / Stack, Staple, Punch, Z-fold, Ring Binding, Perfect Binding
  - Output/ Finisher
  - Stamp

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

- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see "Displaying Stored Documents with Web Image Monitor".

- Using the Cornering function, you can move the print image to the corner or center of the copy paper.

🗐 Reference

- p.247 "Displaying Stored Documents with Web Image Monitor"

Interrupting a print job

Interrupts a print job.

1. Press the [Stop] key.
2. Press [Stop].

Changing the number of sets

You can change the number of sets during printing.

⭐ Important

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

1. Press the [Stop] key.
2. Press [Change Quantity].
3. Enter the number of sets anew with the number keys.

4. Press the [#] key.

5. Press [Continue].

Printing will be resumed.

Note

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

Sample Print

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

Important

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

1. Select the document to be printed.

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

2. Press [To Printing Screen].

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

4. Select [Sort].

5. Press the [Sample Copy] key.

Only one set will be printed.

6. Press [Continue].

Printing will be resumed.

Note

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

Printing the first page

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

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

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [1st Page].**

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

Printing a specified page

You can print the specified page alone of the document selected on the Select File screen.

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [Specified Page].**

4. **Specify the page to be printed with the number keys, and then press [#].**

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

Note

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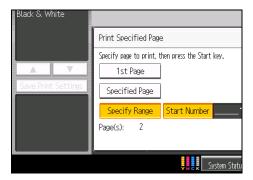
Printing a specified range

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

1. **Select the document to be printed.**

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

2. **Press [Print Specified Page].**

3. **Press [Specify Range].**

4. **Specify the printing start page with the number keys, and then press [#].**

5. **Specify the printing end page with the number keys, and then press [#].**

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

⬇️**Note**

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

Editing a Stored Document

Edits a stored document.

Combining stored documents

You can combine two or more documents stored in the Document Server.

⭐**Important**

- You cannot recover the original documents from the combined document.

- 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].**

⬇ Note

- 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.

⭐ Important

- 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.

1. **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.**

⬇️**Note**

- 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.

⭐**Important**

- You cannot duplicate a selected document that is currently being used by another function.

1. **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.**

⬇️**Note**

- 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
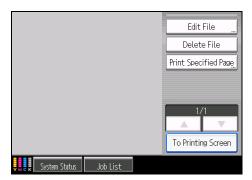
Deletes a stored document.

⭐**Important**

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

1. **Select the document to be deleted.**

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

2. **Press [Delete File].**

3. **Press [Yes].**

Note

- You can delete all documents stored in the Document Server under Delete All Files in Document Server in User Tools. For details about Delete All Files in Document Server, see "System Settings", General Settings Guide.

- Web Image Monitor allows you to delete a document stored in the Document Server from your computer. For details about how to start Web Image Monitor, see "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.

Reference

- p.247 "Displaying Stored Documents with Web Image Monitor"

Displaying Stored Documents with Web Image Monitor

You can display stored documents in the Document Server on the computer screen with Web Image Monitor.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

   When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**

The list of documents in the Document Server will be displayed.

4. **Click ▦ of the document you want to confirm.**

Information of the document will be displayed.

5. **Confirm contents of the document.**

⬇ Note

- You can change the format of the list. Click the ▦ (Thumbnails), ▦ (Icons), or ▤ (Details).
- When you want to enlarge the preview display, click [Enlarge Image].

Downloading Stored Documents with Web Image Monitor

You can download stored documents to the computer with Web Image Monitor.

Documents saved under the scanner function can be downloaded as PDF or JPEG files.

★ Important

- Documents saved under the copy or printer function cannot be downloaded with Web Image Monitor.

1. **Start a Web browser.**

2. **Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor will be displayed.

3. **Click [Document Server].**

The list of documents in the Document Server will be displayed.

4. **Click ▦ of the document you want to download.**

5. **Select either [PDF] or [JPEG] as the file format, and then click [Download].**

The data will be downloaded.

6. **Click [OK].**

⬇ Note

- You can change the format of the list. Click the ▦ (Thumbnails), ▦ (Icons), or ▤ (Details).

- 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.

5

6. 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:

6

Function selected second

Function selected first \ Function selected second	ADF	SADF	Batch	Mixed Sizes	Standard Size Originals	Custom Size Originals	Original Orientation (Unreadable)	Reverse Orientation	Dark Background	Auto Image Density	Manual Image Density	Full Color	Black & White	Auto Color Select	Auto Paper Select	Manual Paper Select	Auto Reduce / Enlarge	Reduce / Enlarge	Create Margin	2 Sided → 1 Sided	Book → 1 Sided / Book → 2 Sided	Mix 1 & 2 Sided	1 Sided→2 Sided / 2 Sided→2 Sided	Combine	Book → 2 Sided	Front & Back → 2 Sided	Booklet	Magazine	Specify Pages to Print in Duplex	Double Copies	Image Repeat
ADF																															
SADF			●																												
Batch		●																													
Mixed Sizes					✕	✕																									
Standard Size Originals				✕		●									✕																
Custom Size Originals				✕	●										✕																
Original Orientation (Unreadable)																					✕				✕	✕					
Reverse Orientation																															
Dark Background								✕		●				●																	
Auto Image Density									●																						
Manual Image Density																															
Full Color								✕					●	●																	
Black & White												●		●																	
Auto Color Select								✕				●	●																		✕
Auto Paper Select					●	●										●	●														●
Manual Paper Select															●																
Auto Reduce / Enlarge															●			●													●
Reduce / Enlarge																	●														
Create Margin																															
2 Sided → 1 Sided																					●	●	●	●	●	●	●	●			
Book → 1 Sided / Book → 2 Sided						✕														●		●	●	●	●	●	●	●			
Mix 1 & 2 Sided																				●	●		●	●	●	●	●	●			
1 Sided→2 Sided / 2 Sided→2 Sided																				●	●	●		●	●	●	●	●	●		
Combine																				●	●	●	●		●	●	●	●		✕	✕
Book → 2 Sided						✕														●	●	●	●	●		●	●	●			
Front & Back → 2 Sided						✕														●	●	●	●	●	●		●	●			
Booklet																				●	●	●	●	●	●	●		●		✕	✕
Magazine																				●	●	●	●	●	●	●	●			✕	✕
Specify Pages to Print in Duplex																							●				●	●			
Double Copies																								✕			✕	✕			●
Image Repeat																								✕			✕	✕		●	
Specified Area Repeat													✕	✕		✕		✕			✕			✕	✕	✕	✕	✕		●	●
Margin Adjustment																															
Creep Adjustment																							●	●	●	●	●	●		●	
Scan Position																															
Positive / Negative																															
Cornering																															
Centering																		✕													
Erase Center																															
Erase Border																															
Erase Inside																															
Erase Outside																															
Mirror Image																															
Erase Color								✕						✕																	
Convert Color													✕	✕																	
Color Background														✕																	
Stamps [*6]																															
Front Cover / Back Cover															✕[*2]					✕[*3]	✕		✕[*1]		✕	✕	✕				✕
Slip Sheet															✕[*2]							✕	✕	✕	✕	✕	✕	✕	✕	✕	✕
Designate															✕[*2]					✕[*3]	✕		✕	✕[*4]	✕	✕	✕	✕			✕
Copy Face Up																															
3 Edges Full Bleed																															
Insert Separation Sheet																															
Shift Tray Off																															
Sort																															
Stack																												✕	✕[*5]			
Staple																											✕	✕[*5]			
Punch																											✕	✕			
Z-fold																											✕	✕			
Ring Binding																											✕	✕			
Perfect Binding															✕					✕[*10]	✕		✕[*10]				✕	✕			✕
Stacker																															
Document Server																							✕[*4]		✕	✕				✕	✕

Function selected first

BZH190

Function selected first \ Function selected second	Specified Area Repeat	Margin Adjustment	Creep Adjustment	Scan Position	Positive / Negative	Cornering	Centering	Erase Center	Erase Border	Erase Inside	Erase Outside	Mirror Image	Erase Color	Convert Color	Color Background	Stamps *6	Front Cover / Back Cover	Slip Sheet	Designate	Copy Face Up	3 Edges Full Bleed	Insert Separation Sheet	Shift Tray Off	Sort	Stack	Staple	Punch	Z-fold	Ring Binding	Perfect Binding	Stacker	Document Server
ADF																																
SADF																																
Batch																																
Mixed Sizes																																
Standard Size Originals																																
Custom Size Originals																																
Original Orientation (Unreadable)																																
Reverse Orientation																																
Dark Background																																
Auto Image Density														●																		
Manual Image Density																																
Full Color																																
Black & White														×																		
Auto Color Select	×												×	×	×																	
Auto Paper Select	●																●*2	●*2	●*2											●		
Manual Paper Select																																
Auto Reduce / Enlarge	●																															
Reduce / Enlarge																																
Create Margin	×						×					×																				
2 Sided → 1 Sided																	×*3		×*3											×*10		
Book →1 Sided / Book →2 Sided	×																×		×											×		
Mix 1 & 2 Sided			×														×*1	×	×											×*10		
1 Sided →2 Sided/2 Sided →2 Sided			×																×													
Combine	×		×																×	×*4												×*4
Book →2 Sided	×		×														×	×	×													
Front & Back →2 Sided	×		×														×	×	×													×
Booklet	×		×														×	×	×							×*5	×	×	×	×		×
Magazine	×																	×	×							×	×	×	×	×		
Specify Pages to Print in Duplex			×														×		×													
Double Copies	●																	×														×
Image Repeat	●																×	×	×											×		×
Specified Area Repeat		×			×	×	×	×	×								×	×	×											×		×
Margin Adjustment	×											×																				
Creep Adjustment																																
Scan Position																																
Positive / Negative	×																															
Cornering																																
Centering	×											×																				
Erase Center	×																															
Erase Border	×																															
Erase Inside																																
Erase Outside																																
Mirror Image		×					×																									
Erase Color																																
Convert Color																																
Color Background																																
Stamps *6																																
Front Cover / Back Cover	×																		●											×		
Slip Sheet	×																●		●			×		×		×				×		
Designate	×																×		●											×		×*4
Copy Face Up																										×	×	×	×	×		
3 Edges Full Bleed																																
Insert Separation Sheet																		×								×			×	×		
Shift Tray Off																													●	●	●	
Sort																			×						●							
Stack																								●		●			×	×		
Staple																	×		×			×		×	●	●	×*7	×*8	●	×	×	×
Punch																			×							×*7		×*9	●	×	×	×
Z-fold																			×							×*8	×*9		×	×	×	×
Ring Binding																		×						×	×	●	●	×		×	×	×
Perfect Binding	×																×	×	×	×				×	×	×	×	×	×		×	
Stacker																										×	×	×	×	×		
Document Server	×											×							×*4													

BZH191

The following combinations are not possible.

*1 Covers with 2 Sided → 1 Sided

*2 Back covers when copying with Auto Paper Select. Possible when printing a stored document.

*3 2 Sided → 1 Sided with Covers or Designate

*4 Combine, Designate and Document Server

*5 Top 1/Slant/Left 2/Top 2/Bottom 1/ Top Right 1/Right 2 of Staple with Magazine

*6 Stamps include Preset Stamp, User Stamp, Date Stamp, Stamp Text, and Page Numbering.

*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

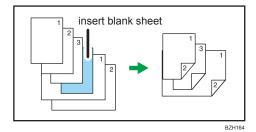*10 Perfect Binding with 2 Sided → 1 Sided

Supplementary Information

Describes the detailed specifications of the respective functions.

Batch mode

- You cannot switch between 1-sided and 2-sided originals during copying.

Mixed Sizes mode

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

- Copying speed and scanning speed will be reduced.

- The weight range for originals in the Mixed Sizes mode is 52 ⁻ 81 g/m^2 (14 ⁻ 20 lb. Bond).

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

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Copy Face Up

- The paper weight that can be used with this function is 60 ⁻ 300 g/m^2 (16 lb. Bond ⁻ 110 lb. Cover).

- You cannot use the following copy paper with this function:

  - Label Paper (adhesive labels)

  - Envelope

Copying from the multi bypass tray (tray 7)

- The following paper sizes can be selected as the standard sizes:

  SRA3▭, A3▭, B4 JIS▭, A4▯▭, B5 JIS▯▭, A5▭, 12 × 18▭,

  11 × 17▭, 11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, $8^1/_2$ × 14▭,

  $8^1/_2$ × 13▭, $8^1/_2$ × 11▯▭, $8^1/_4$ × 14▭, $8^1/_4$ × 13▭, 8 × 13▭, 8 × 10▭,

  $7^1/_4$ × $10^1/_2$▯▭, $5^1/_2$ × $8^1/_2$▭

Preset Reduce / Enlarge

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

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

  - Metric version

    400% (Area ratio 16 times): –

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

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

    122%: 8 × 13 → A3, A4 → B4 JIS

    115%: B4 JIS → A3

    93%: –

    82%: 8 × 13 → A4, B4 JIS → A4

    75%: B4 JIS → 8 × 13

    71% (Area ratio $^1/_2$ times): A3 → A4, A4 → A5

    65%: A3 → 8 × 13

    50% (Area ratio $^1/_4$ times): A3 → A5, 8 × 13 → A5

    25%: –

  - Inch version

    400% (Area ratio 16 times): –

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

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

    129%: $8^1/_2 × 11$ → 11 × 17

    121%: $8^1/_2 × 14$ → 11 × 17

    93%: –

    85%: $8^1/_2 × 13$ → $8^1/_2 × 11$

    78%: $8^1/_2 × 14$ → $8^1/_2 × 11$

    73%: 11 × 15 → $8^1/_2 × 11$

    65%: 11 × 17 → $8^1/_2 × 11$

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

    25%: –

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

Zoom

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

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

Auto Reduce / Enlarge

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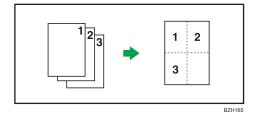
Duplex

- You cannot use the following copy paper with this function:

    - Paper smaller than A5, $5^1/_2 \times 8^1/_2$

    - Label paper (adhesive labels)

    - Cardstock

    - Tab stock

    - Envelope

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

    SRA3▭, A3▭, B4▭, A4▭▭, B5▭▭, A5▭, 12 × 18▭, 11 × 17▭,

    11 × 15▭, 11 × 14▭, 10 × 15▭, 10 × 14▭, $8^1/_4 \times 14$▭, 8 × 10▭,

    $8^1/_2 \times 14$▭, $8^1/_2 \times 11$▭▭, $5^1/_2 \times 8^1/_2$▭, $8^1/_2 \times 13$▭, $8^1/_4 \times 13$▭,

    8 × 13▭, $7^1/_4 \times 10^1/_2$▭▭

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

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

Combine

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

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

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

- You cannot use custom size paper.

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

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Sort

- When using the Staple functions, the capacity may be reduced.

Stack

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

  SRA3▽, A3▽, B4▽, A4▽▽, B5▽▽, A5▽, 12 × 18▽, 11 × 17▽,

  11 × 15▽, 11 × 14▽, 10 × 15▽, 10 × 14▽, $8^1/_4$ × 14▽, 8 × 10▽,

  $8^1/_2$ × 14▽, $8^1/_2$ × 11▽▽, $5^1/_2$ × $8^1/_2$▽, $8^1/_2$ × 13▽, $8^1/_4$ × 13▽,

  8 × 13▽, $7^1/_4$ × $10^1/_2$▽▽.

Staple

- The following type of paper cannot be stapled:

  - Envelope

  - Label paper (adhesive labels)

  - Curled paper

  - Paper of low stiffness

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

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

  - Cancels the stapling job

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

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

- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:

  - A3▽ and A4▯

  - B4 JIS▽ and B5 JIS▯

  - 11 × 17▽ and $8^1/_2$ × 11▯

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

- 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 as follows: Metric version: A4, Inch version: $8^1/_2 \times 11$

- When using Slant, Left 2, or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge function, "Blank part will appear. Check orientation." message may appear depending on the orientation of originals and paper you placed. In this case, change the paper orientation.

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

- When Left 2, or Top 2 is selected, the following settings are useful to rotate images appropriately:

  - Auto Reduce / Enlarge or Auto Paper Select

  - Replace Auto Tray Switching with With Image Rotation in User Tools.

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

Punch
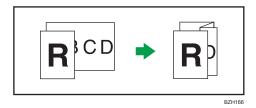
- When using Punch and Combine, Double Copies, or Auto Reduce / Enlarge, the message "Blank part will appear. Check orientation." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.

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

Z-fold

- You cannot use the following paper with this function:

  - Special paper

  - Letterhead

  - Thick paper

  - Thin paper

  - Tab stock

  - Label paper (adhesive labels)

  - Cardstock

  - Envelope

- 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▯

  11×17▭ and $8^1/_2 \times 11$▯

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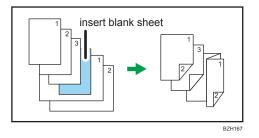
- The paper sizes that can be stapled after being Z-folded are A3▷, B4 JIS▷, and 11 × 17▷.

- The number of Z-folded copies that can be stapled is as follows (paper weight: 80 g/m^2, 20 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 sheets and 0 to 90 unfolded sheets

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

BZH167

- Depending on the Z-fold settings, you may not be able to use Rotate Copy.

- Even if you have selected Face Up for Copy Eject Face Method in Glass Mode in User Tools, the copies will be delivered face down.

- You cannot specify Punch with Z-fold.

- 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.

Size Magnification

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

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

Directional Size Magnification

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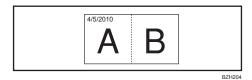
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.

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

Preset Stamp

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

Date Stamp

- When Date Stamp is used with the Combine, Magazine, or Booklet function, the date stamp is printed as follows:

  - With the Combine function

BZH204

  - With the Magazine or Booklet function

BZH205
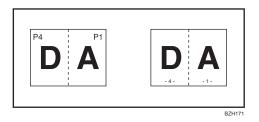
Page Numbering

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

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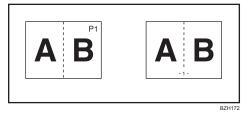
    With 1 Sided/2 Sided using the Combine function

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    With the Magazine or Booklet function

BZH171
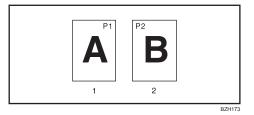
- Per Copy is selected in Page Numbering in Combine:

  With 1 Sided/2 Sided using the Combine function

BZH172

- 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:

BZH173

    1. **Front**

    2. **Back**

Stamp Text

- Depending on the stamp position, parts of the text might not be copied.

Margin Adjustment

- If you set a binding margin that is too wide, part of the image may not be copied.

- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

Erase

- The width of the erased margin varies depending on the reproduction ratio.

Image Repeat
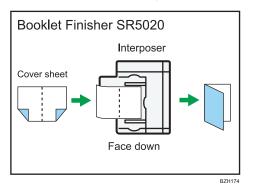
- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

Centering

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

Booklet/Magazine

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

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

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

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 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 SR5020 is installed, if you select Staple: Center in Magazine mode, the machine staples and folds the paper in the center, then delivers the paper folded.

- If you are using this function with the interposer and have specified Staple: Center, load cover sheets face down in the interposer.

Covers

- 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

- 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.

Slip Sheet

- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

User Tools Menu (Copier / Document Server Features)

This section describes items that can be specified on the Copier/Document Server Features screen. The Copier/Document Server Features screen can be displayed by pressing the [User Tools] key. For details about how to set up these items, see General Settings Guide.

General Features

Item	Description
Auto Image Density Priority	You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.
Original Type Priority	You can select the original type effective when the power is turned on, or modes cleared.
Original Photo Type Priority	When you select "Text / Photo" or "Photo" in "Original Type Priority", you can change the settings of the selected original type.
Original Orientation in Duplex Mode	Set the original orientation when making two-sided copies.
Copy Orientation in Duplex Mode	Set the copy orientation when making two-sided copies.
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.
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.
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 9999.
Manual Original Counter Reset	You can set whether to enable the document counter reset key.
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.
Dark Background	You can set whether "Dark Background" can be selected as an original type.

Item	Description
Panel Features Default	You can set which items will appear as the function buttons on the basic display.
Image Adjustment Priority	You can set the items, to be preferentially displayed, to the function buttons on the basic display.
Paper Display	Choose to have the available paper trays and sizes shown on the initial display.
Original Type Display	You can have the original types shown on the initial display.
Alert Sound: Original left on Exposure Glass	The beeper (key tone) sounds if you forget to remove originals after copying.
Job End Call	Choose whether or not the beeper sounds when copying is complete.
Switch Original Counter Display	Specify the original counter display.
Customize Function: Copier	You can assign up to four frequently-used functions to Copy Function keys.
Customize Function: Document Server Storage	You can assign up to four frequently-used functions for scanning documents on the Document Server Storage keys.

Reproduction Ratio

Item	Description
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.
Reproduction Ratio	Specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.
Reduce/Enlarge Ratio Priority	You can set the ratio that has priority when [Reduce / Enlarge] is pressed.
Ratio for Create Margin	You can set a Reduce / Enlarge ratio when registering Create Margin in a shortcut key.

Edit

Item	Description
Front Margin: Left / Right	Specify left and right margins on the front side of copies in Margin Adjustment mode.
Back Margin: Left / Right	Specify left and right margins on the back side of copies in Margin Adjustment mode.
Front Margin: Top / Bottom	Specify top and bottom margins on the front side of copies in Margin Adjustment mode.
Back Margin: Top / Bottom	Specify top and bottom margins on the back side of copies in Margin Adjustment mode.
1 Sided → 2 Sided Auto Margin: TtoT	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
1 Sided → 2 Sided Auto Margin: TtoB	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side.
Creep Setting for Magazine	Specify the creep binding margin width.
Erase Border Width	Specify the width for erasing border.
Erase Original Shadow in Combine	In Combine mode, you can specify whether to erase a 3 mm, 0.1 inch boundary margin around all four edges of each original.
Erase Center Width	Specify the width of the erased center margins with this function.
Front Cover Copy in Combine	You can make a combined copy on the front cover sheet when you select Front Cover mode.
Copy Order in Combine	You can set the copy order in Combine mode.
Orientation: Booklet, Magazine	Select the opening orientation of copies made using Booklet or Magazine mode.
Image Repeat Separation Line	You can select a separation line and color using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
Double Copies Separation Line	You can select a separation line and color using the Double Copies function from: None, Solid, Broken A, Broken B, or Crop Marks.
Separation Line in Combine	You can select a separation line and color using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.

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Item	Description
Copy on Designating Page in Combine	Specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.
Copy Back Cover	When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).
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.

Stamp

Item	Description
Preset Stamp	
Stamp Language	You can select the language of the message printed in Stamp mode.
Stamp Priority	You can select the stamp type given priority when [Preset Stamp] is pressed.
Stamp Format	Specify how each stamp is printed.
Stamp Color	Sets the stamp print color.
User Stamp	
Program / Delete Stamp	You can register, change, or delete user stamps.
Stamp Format: 1 ‾ 5	Specify how each of registered User Stamps 1 to 5 is printed.
Stamp Color: 1 ‾ 5	Sets the color registered in User Stamp color (1 to 5).
Date Stamp	
Format	You can select the date format for Date Stamp mode.
Font	You can select the Date Stamp font.
Size	You can set the Date Stamp size.
Superimpose	You can have the date stamp printed in white when it overlaps black parts of the image.
Stamp Color	Set the selected priority color when printing the date.
Stamp Setting	Specify how Date Stamp is printed.

Item	Description
Page Numbering	
Stamp Format	You can select the page number format given priority when [Page Numbering] is pressed.
Font	You can select the page number printed in Page Numbering mode.
Size	You can set the size of the stamp printed in Page Numbering mode.
Duplex Back Page Stamping Position	You can set the position of the duplex back page number printed in Duplex mode.
Page Numbering in Combine	You can set page numbering when using the Combine function and the Page Numbering function together.
Stamp on Designating Slip Sheet	You can select to print the page number onto slip sheets when using the Designate function set to "Copy" and the Page Numbering function together.
Stamp Position	Specify how each stamp is printed.
Superimpose	You can have page numbers printed in white when they overlap black parts of the image.
Stamp Color	Sets the selected priority color when printing the page number.
Page Numbering Initial Letter	You can select the page numbering initial letter between "P1,P2.../P.1,P.2..." and "S1,S2.../S.1,S.2...".
Stamp Text	
Font	You can select the font in stamp text mode.
Size	You can set the stamp text size.
Superimpose	You can have the stamp text printed in white when it overlaps black parts of the image.
Stamp Color	Sets the selected priority color when printing the text.
Stamp Setting	Specify how stamp text is printed.

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Input / Output

Item	Description
SADF Auto Reset	In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time from 3 to 99 seconds in increments of 1 second.
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.
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.
Sort / Stack Shift Tray Setting	You can specify whether to shift the Shift Tray in sort mode or stack mode.
Insert Separation Sheet	You can specify the number of copy pages for inserting the separation sheet from 1 to 999 pages in increments of 1 page.
Letterhead Setting	If you select [Yes] in this function, the machine rotates the image correctly.
Fore Edge Cut Setting	Specify the length of the fore edge cut.
Staple Position	Specify which staple type has priority to be shown on the initial display.
Punch Type	Specify which punch type has priority to be shown on the initial display.
Ring Binding/Fold Type/ Stacker Output Tray	You can specify which ring binding types, fold types and stacker tray have priority on the initial display.
Finisher: Staple Position	Specify the stapling position.
Finisher: Punch Type	Specify the punch type.
Finisher: Ring Binding Type	You can specify which ring binding types have priority.
Simplified Screen: Finishing Types	You can select which key is displayed with higher priority for "Finishing Types" on the Simple Screen.

Adjust Color Image

Item	Description
Background Density of ADS (Full Color/Two-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.
Color Sensitivity	You can adjust the color specified to convert in "Convert Color" and the color specified for "Erase Color", in five levels.
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.
A.C.S. Priority	This setting determines the copy priority between "Black & White" and "Full Color" when "Auto Color Select" is selected.
Inkjet Output Type	When copying inkjet paper documents, specify the final image quality appropriate to the color of the document.

Administrator Tools

Item	Description
Menu Protect	You can prevent unauthenticated users from changing the user tools.

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