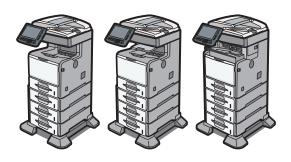


# SP 5200S/5210SF/5210SR

# Operating Instructions Copy and Document Server Reference



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

# **TABLE OF CONTENTS**

Manuals for This Machine	6
Notice	9
Important	9
How to Read This Manual	1C
Symbols	1C
Machine Types	10
Notes	11
Names of Major Items	11
List of Options	11
Laws and Regulations	12
Legal Prohibition	12
Model-Specific Information	13
Display Panel	14
Simplified Display	15
1. Placing Originals	
Originals	17
Sizes and Weights of Recommended Originals	17
Sizes Selectable as Regular Size Originals	18
Missing Image Area	19
Placing Originals	20
Original Orientation	20
Left Original Beeper	22
Placing Originals on the Exposure Glass	22
Placing Originals in the Auto Document Feeder	24
Batch Mode	25
SADF Mode	26
Specifying Original Sizes	27
2. Basic Copying	
Basic Procedure	31
Interrupt Copy	33
Auto Start	34
Job Preset	34
Copying onto Envelopes from Trays 1 - 4	35

Copying from the Bypass Tray	37
Copying onto Regular Size Paper	39
Copying onto Custom Size Paper	40
Copying onto OHP Transparencies or Thin Paper	43
Copying onto Thick Paper	44
Copying onto Envelopes from the Bypass Tray	45
Reducing or Enlarging Originals	49
Preset Reduce/Enlarge	49
Zoom	51
Auto Reduce / Enlarge	54
Duplex Copying	56
Originals and Copy Orientation	59
Combined Copying	60
One-Sided Combine	60
Two-Sided Combine	64
Finishing	68
Sort	68
Stack (Type 3 Only)	72
Staple (Type 3 Only)	73
Storing Data in the Document Server	76
Managing Jobs	78
Job List Screen	78
Checking Jobs in the Job List	79
Changing the Order of Jobs	80
Holding Jobs	80
Deleting Jobs	81
Checking the Job History	82
Registering Frequently Used Functions	83
Registering Functions in a Program	83
Changing a Stored Program	84
Recalling a Stored Program	85
Deleting a Stored Program	85
Changing the Default Functions of the Copy's Initial Display	87

# 3. Advanced Copying

Adjusting Copy Image Density	89
Auto Image Density	89
Manual Image Density	89
Combined Auto and Manual Image Density	90
Image Adjustment	91
Sharp / Soft	92
Contrast	92
Background Density	93
Text / Photo Sensitivity	93
Selecting the Original Type	94
Selecting Copy Paper	96
Advanced Reduce/Enlarge Copying	97
Size Magnification	97
Directional Magnification (%)	98
Directional Size Magnification (mm) @Region (mainly Europe and Asia)	101
Directional Size Magnification (inch) Region B (mainly North America)	103
Create Margin	104
Stamps	106
Background Numbering	106
Preset Stamp	107
User Stamp	110
Date Stamp	115
Page Numbering	118
Advanced Copier Functions	125
Margin Adjustment	125
Erase Centre / Border	126
Image Repeat	133
Centring	135
Series Copies	136
Booklet/Magazine	137
Covers	142
Designate	144

Chapters	146
Slip Sheet	147
4. Document Server	
Relationship between Document Server and Other Functions	151
Document Server Display	152
Simplified Display	153
Preview Display	154
Using the Document Server	156
Storing Data	156
Changing the User Name of a Stored Document	160
Changing the File Name of a Stored Document	161
Changing the Password of a Stored Document	162
Checking the Details of a Stored Document	162
Searching for Stored Documents	163
Printing Stored Documents	165
Deleting a Stored Document	171
Displaying Stored Documents with Web Image Monitor	172
Downloading Stored Documents with Web Image Monitor	173
Registering Frequently Used Functions for Printing Stored Documents from the Document S	Server174
Changing the Default Functions of the Document Server's Initial Display	174
5. Copier and Document Server Features	
Accessing User Tools	175
Changing Default Settings	175
Quitting User Tools	176
General Features	177
Reproduction Ratio	181
Edit	183
Stamp	188
Background Numbering	188
Preset Stamp	188
User Stamp	190
Date Stamp	191
Page Numbering	192

Input / Output	195
Administrator Tools	197
6. Appendix	
Function Compatibility	199
Trademarks	200
INDEX	201

# Manuals for This Machine

Read this manual carefully before you use this machine.

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

# 

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

#### Manuals and Safety Information for This Machine Region (mainly Europe and Asia)

Contains introductions of the manuals and information about safe usage of this machine.

Before using the machine, be sure to read the section of this manual entitled Safety Information to avoid injury and prevent damage to the machine.

#### Manuals and Safety Information for This Machine Region (mainly North America)

Contains introductions of the manuals and information about safe usage of this machine.

Before using the machine, be sure to read the section of this manual entitled Safety Information to avoid injury and prevent damage to the machine.

This manual is provided in English only.

#### **Quick Installation Guide**

Contains procedures for unpacking and installing the machine.

#### Initial Guide for Scanner and Fax

Explains how to set up the Scanner and Facsimile functions and use their basic features. Details about these functions that are not included in this manual are provided in Scanner Reference, Facsimile Reference, and Network and System Settings Reference.

#### **About This Machine**

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

#### **Troubleshooting**

Provides a guide for resolving common usage-related problems.

#### Copy and Document Server Reference

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

#### Facsimile Reference

Explains Facsimile functions and operations.

#### **Printer Reference**

Explains Printer functions and operations.

#### Scanner Reference

Explains Scanner functions and operations.

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

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

#### **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.

#### VM Card Extended Feature Settings Device Reference

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

#### VM Card Extended Feature Settings Web Reference

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

### **UNIX Supplement**

Explains how to set up and use a network printer using UNIX.

To obtain the "UNIX Supplement", visit our Web site or consult an authorized dealer.

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

This manual is provided in English only.

#### Other manuals

- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide

• App2Me Start Guide

# 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.

# How to Read This Manual

# **Symbols**

This manual uses the following symbols:

# 

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



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

Region A (mainly Europe and Asia)

Region B (mainly North America)

Differences in the functions of Region A and Region B models are indicated by two symbols. Read the information indicated by the symbol that corresponds to the region of the model you are using. For details about which symbol corresponds to the model you are using, see "Model-Specific Information".

# **Machine Types**

This machine comes in three models with different copy and print speeds, and different units installed.

Machine Type	Copy/print speed	Finisher	Internal tray 2
Туре 1	45 sheets/minute (A4 $\overline{D}$ ) 47 sheets/minute (8 $^{1}/_{2} \times 11\overline{D}$ )	Cannot be installed	Cannot be installed
Туре 2	50 sheets/minute (A4 $\overline{D}$ ) 52 sheets/minute (8 $^{1}/_{2} \times 11\overline{D}$ )	Cannot be installed	Standard
Туре 3	50 sheets/minute (A4 $\overline{D}$ ) 52 sheets/minute (8 $^{1}/_{2} \times 11\overline{D}$ )	Standard	Cannot be installed

#### **Notes**

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

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.

# Names of Major Items

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

• Auto document feeder → ADF

# **List of Options**

This section provides a list of options for this machine, and how they are referred to as in this manual.

Option list	Referred to as
File Format Converter Type E	File format converter
Paper Feed Unit TK 1090	Paper feed unit

# 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:

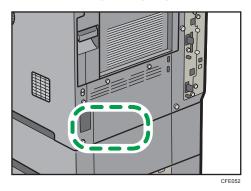
bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

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.

# **Model-Specific Information**

This section explains how you can identify the region your machine belongs to.

There is a label on the rear of the machine, located in the position shown below. The label contains details that identify the region your machine belongs to. Read the label.



The following information is region-specific. Read the information under the symbol that corresponds to the region of your machine.

Region A (mainly Europe and Asia)

If the label contains the following, your machine is a region A model:

- CODE XXXX -67, -69
- 220-240V

Region (mainly North America)

If the label contains the following, your machine is a region B model:

- CODE XXXX -57
- 120-127V



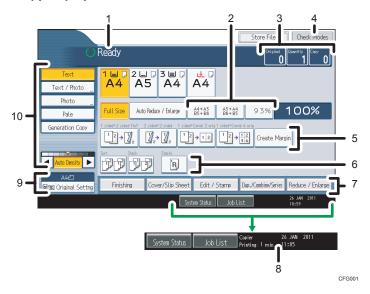
Dimensions in this manual are given in two units of measure: metric and inch. If your machine is a
Region A model, refer to the metric units. If your machine is a Region B model, refer to the inch
units.

# **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 Annibac/Foliage. Keys appearing as Annibac/Foliage cannot be used.

#### Initial copy display



- 1. Displays operational status and messages.
- 2. You can register up to three frequently used reduce/enlarge ratios other than the preset ratios under Reproduction Ratio in User Tools. For details, see "Reproduction Ratio".
- 3. Displays the numbers of originals scanned, copies set, and copies made.
- 4. Press the key to confirm the current settings.
- 5. Displays the Shortcut keys. You can register frequently used functions under General Features in User Tools. For details, see "General Features".
- 6. Displays the Sort, Stack, and Staple functions.
- Displays available functions. Press a function to display its menu. When you select a function, a clip mark is displayed under the key.
- 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.
- 9. Displays the size and orientation specified for the originals.
- 10. Use this area to specify the original type and image density level.



 The illustration is an example of the panel display when the paper feed units are installed on the type 3 machine.

## ■ Reference

- p.177 "General Features"
- p.181 "Reproduction Ratio"

# Simplified Display

This section explains how to switch to the simplified display.

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

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



#### Example of a simplified display



### 1. [Key Colour]

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



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

# 1. Placing Originals

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

# **Originals**

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

# Sizes and Weights of Recommended Originals

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

Original location	Original size	Original weight
Exposure glass	Up to A4, $8^{1}/_{2} \times 11$	-
ADF	One-sided originals: A4 $\Box$ - A5 $\Box$ $\Box$ , 8 $^{1}/_{2} \times 14\Box$ - 5 $^{1}/_{2} \times 8^{1}/_{2}\Box$	52 - 128 g/m <sup>2</sup> (14 - 34 lb. Bond)
	Two-sided originals: A4D - A5DD, $8^{1}/_{2} \times 14D - 5^{1}/_{2} \times 8^{1}/_{2}D$	60 <sup>-</sup> 105 g/m <sup>2</sup> (16 <sup>-</sup> 28 lb. Bond)



About 50 originals can be loaded in the ADF.

# Non-compatible originals for the Auto Document Feeder

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

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

- Originals other than those specified on "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- · Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with adhesive tape, glue, or paste stuck to them

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



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

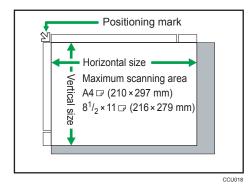
# Sizes Selectable as Regular Size Originals

You can select the following original sizes on the display:

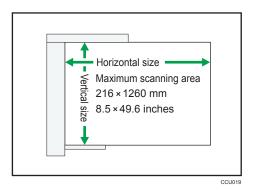
A4 $\square$ , A5 $\square$  $\square$ , B5 JIS (Japanese Industrial Standard)  $\square$ ,  $8^1/_2 \times 14 \square^*$ ,  $8^1/_2 \times 13 \square^*$ ,  $8^1/_2 \times 11 \square$ ,  $5^1/_2 \times 8^1/_2 \square$ 

\* Place these sizes of originals in the ADF. If you place them on the exposure glass, the machine will scan only within the maximum scanning size.

#### **Exposure glass**



#### **ADF**



Note

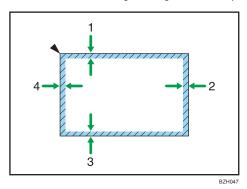
- When you copy custom size originals, make sure you specify the size of the originals. If not, the
  image may not be copied properly. For details about custom size originals, see "Custom sizes".
- When scanning two-sided originals with the ADF, the maximum horizontal length of the scanning area is 355.6 mm (14 inches).

# Reference

• p.29 "Custom sizes"

# Missing Image Area

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



- 1.  $2 \pm 1.5$  mm (0.08  $\pm 0.06$  inches)
- 2.  $2 \pm 2 \text{ mm} (0.08 \pm 0.08 \text{ inches})$
- 3.  $2 \pm 1.5$  mm (0.08  $\pm$  0.06 inches)
- 4.  $3 \pm 2 \text{ mm} (0.12 \pm 0.08 \text{ inches})$

# **Placing Originals**

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

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



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

# Reference

• p.17 "Originals"

# **Original Orientation**

You can specify the original orientation if necessary.

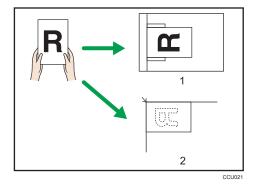
Specify a readable or unreadable orientation according to the orientation of the originals. If you do not specify the orientation of the originals correctly, some functions might not make copies how you want them

The default setting is unreadable orientation.

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

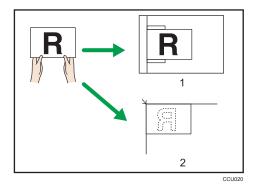
• Unreadable orientation

When originals cannot be placed in the readable orientation (e.g. A4D or  $8^{1}/_{2} \times 11D$ ), place them in unreadable orientation. You can make copies how you want.



- 1. ADF
- 2. Exposure glass
- Readable orientation

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

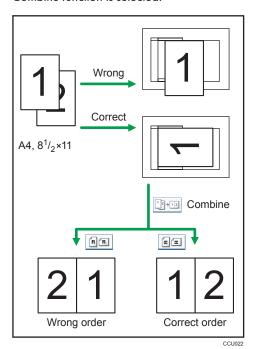


## 1. ADF

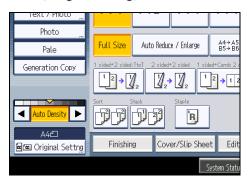
## 2. Exposure glass

When using functions such as Duplex and Combine, take care to specify the orientation of the originals correctly.

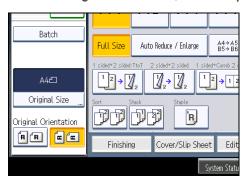
For example, the following diagram shows how to copy A4 $\square$  or  $8^1/_2 \times 11^{\square}$  originals when the Combine function is selected:



#### 1. Press [Original Setting].



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





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

# **Left Original Beeper**

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

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



• p.177 "General Features"

# Placing Originals on the Exposure Glass

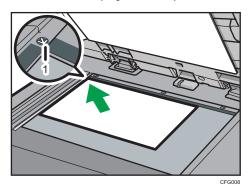
Place originals on the exposure glass.



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

- 1. Lift the ADF.
- 2. Place the original face down on the exposure glass. The original should be aligned to the rear left corner.

Start with the first page to be copied.

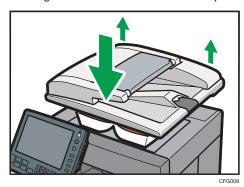


1. Positioning mark

3. Lower the ADF.



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



- The machine cannot detect the size of the original automatically. Specify the original size.
   However, if [Use Paper Tray Settg] is specified in Original Settings, you do not have to specify the size of the original. For details about how to specify the original size, see "Specifying Original Sizes". For details about [Use Paper Tray Settg], see "Using paper tray settings".
- When the Sort, Combine, or 1 Sided → 2 Sided function has been set, press the [#] key after all
  originals have been scanned.
- Make sure the original is pressed flat against the exposure glass. If you do not place the originals so that the source lights can shine on them, printouts may lack in uniformity.

## **■** Reference

- p.27 "Specifying Original Sizes"
- p.28 "Using paper tray settings"

# Placing Originals in the Auto Document Feeder

Place originals in the ADF.



- When inserting originals in the ADF, push them in once and without force.
- After turning on the power, do not place originals in the ADF until the "Ready" message appears.

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:

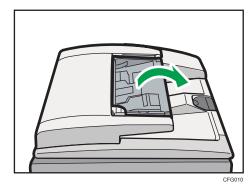
When the number of originals placed in the ADF exceeds the limit:

See "Batch Mode".

When placing originals one by one:

See "SADF Mode".

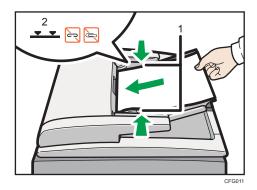
1. Open the cover of the ADF.



2. Place the aligned original face up into the ADF, and then adjust the document guides to the original size.

Do not stack originals beyond the limit mark.

The first page should be on the top.



- 1. Document guides
- 2. Limit mark



- The machine cannot detect the size of the original automatically. Specify the original size.
   However, if [Use Paper Tray Settg] is specified in Original Settings, you do not have to specify the size of the original. For details about how to specify the original size, see "Specifying Original Sizes". For details about [Use Paper Tray Settg], see "Using paper tray settings".
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the original before placing it in the ADF.
- Set the original squarely.

# Reference

- p.25 "Batch Mode"
- p.26 "SADF Mode"
- p.27 "Specifying Original Sizes"
- p.28 "Using paper tray settings"

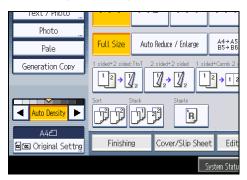
#### **Batch Mode**

Using Batch mode, you can copy an original that is too large to place in the ADF by placing it in the ADF in sections (batches). The original will be scanned and stored as a single document. The maximum number of sheets you can load in the ADF is 50.

# **Important**

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

## 1. Press [Original Setting].



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



- When [SADF] is displayed instead of [Batch], specify the Batch mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Input / Output".
- To copy subsequent originals in this mode, repeat step 4.
- When the Sort, Combine or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.
- You cannot switch between 1-sided and 2-sided originals during copying.

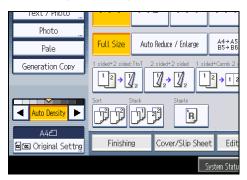
# Reference

• p.195 "Input / Output"

## **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 [Original Setting].



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

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



- When [Batch] is displayed instead of [SADF], specify the SADF mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Input / Output".
- 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 "Input / Output".
- You cannot switch between 1-sided and 2-sided originals during copying.

# Reference

p.195 "Input / Output"

# **Specifying Original Sizes**

Specify the size of the originals.

The size of originals can be specified by the following three methods:

- Using the paper tray settings
  - When [Use Paper Tray Settg] is selected, the machine scans the originals based on the size of the paper loaded in the selected tray.
- Selecting regular sizes
  - The user selects the size of the originals from the regular sizes.
- Specifying custom sizes

1

The user specifies both the horizontal and vertical size of the originals.



• If you do not specify the size of the originals, the machine determines that the size of the original is the same as that of the paper loaded in the currently selected tray.

### Using paper tray settings

When [Use Paper Tray Settg] is selected, the machine scans the originals based on the size of the paper loaded in the selected tray. With this method, you do not have to specify the size of the originals.

The orientation of the original must be 90 degrees different from the orientation of the copy paper in the tray that you selected. You can use the display to confirm which orientation you need to use to place the originals.

- 1. Press [Original Setting].
- 2. Press [Original Size].
- 3. Press [Use Paper Tray Settg].
- 4. Press [OK] twice.
- 5. Select the paper tray containing the paper that is the same size as the originals.

The size and orientation of the original that corresponds to the size and orientation of the selected tray are displayed at the bottom left of the screen.

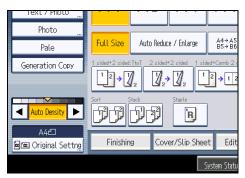


6. Place the originals in the orientation displayed in "Original Setting", and then press the [Start] key.

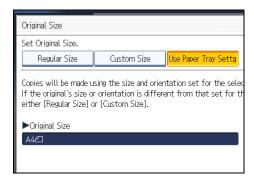
#### Regular sizes

Select the size of the originals from the regular sizes.





- 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**

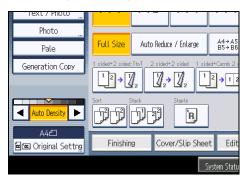
When copying custom size originals, specify the size of the originals.



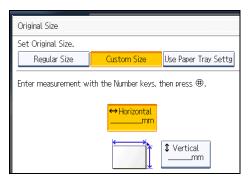
Originals that have a horizontal length of 140 <sup>-</sup> 1260 mm (5.5 <sup>-</sup> 49.6 inches) and a vertical length of 128 <sup>-</sup> 216 mm (5.1 <sup>-</sup> 8.5 inches) can be placed with this function. However, the size range of copy paper is limited to 64.0 <sup>-</sup> 216.0 mm (2.52 <sup>-</sup> 8.50 inches) horizontally and 140.0 <sup>-</sup> 900.0 mm (5.52 <sup>-</sup> 35.43 inches) vertically. In duplex mode, it is limited to 98.0 <sup>-</sup> 216.0 mm (3.86 <sup>-</sup> 8.50 inches) horizontally and 160.0 <sup>-</sup> 356.0 mm (6.30 <sup>-</sup> 14.01 inches) vertically.

٦

1. Press [Original Setting].



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



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



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

# 2. Basic Copying

This chapter describes the basic procedure for making copies.

# **Basic Procedure**

This section describes the basic procedure for making copies.



- When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. For details, see "When the Authentication Screen is Displayed", About This Machine.
- 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 in User Tools. For details, see "System Settings", Network and System Settings Reference.
- When removing copies from the internal tray, do so carefully to avoid scuffing the printed side. If you are making many copies, remove them in small batches.

The following steps explain the procedure you need to take when [Use Paper Tray Settg] is selected. To confirm the setting, press [Original Settng] and then [Original Size]. For details about how to use [Use Paper Tray Settg], see "Using paper tray settings".

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

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

#### Initial copy screen



2. Make sure no previous settings remain.

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

- 3. Select the paper tray containing the paper that is the same size as the originals.
- 4. Specify the copy settings you require.

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

The maximum copy quantity that can be set is 999.

- 6. Place the originals in the orientation displayed at Original Setting.
- 7. Press the [Start] key.

The machine starts copying.

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

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

## **U** Note

- After logging in the machine, be sure to log out of it to prevent unauthorized usage.
- To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.
- To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.
- To confirm settings, press [Check Modes].
- You can change the maximum copy quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".
- The machine cannot detect the size of the original automatically. Specify the original size.
   However, if [Use Paper Tray Settg] is specified in Original Settings, you do not have to specify the size of the original. For details about how to specify the original size, see "Specifying Original Sizes". For details about [Use Paper Tray Settg], see "Using paper tray settings".
- You can specify a regular size or a custom size for the originals. For details about the regular sizes you can select, see "Regular sizes". For details about the custom sizes, see "Custom sizes".
- To copy □ originals onto □ paper, or □ originals onto □ paper, specify the original size in
  "Original Setting", and then press [Auto Reduce / Enlarge]. For details, see "Auto Reduce /
  Enlarge".
- Certain functions require you to specify the size of the originals. For details, see the procedures of the function that you want to use.

# Reference

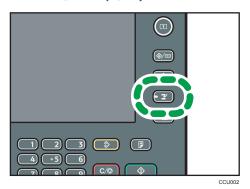
- p.27 "Specifying Original Sizes"
- p.28 "Using paper tray settings"
- p.28 "Regular sizes"
- p.29 "Custom sizes"
- p.54 "Auto Reduce / Enlarge"
- p.177 "General Features"

## **Interrupt Copy**

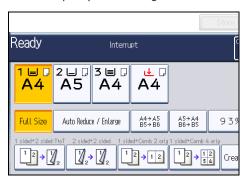
Use this function if you want to interrupt a long copy job to make urgently needed copies.



- You cannot use the Interrupt Copy function when fax originals are being scanned or the scanner function is being used.
- You cannot use the Staple function with this function if another copy job is already using the Staple function.
- 1. Press the [Interrupt] key.



The interrupt key indicator lights. 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.

Replace the originals that you were copying, and then press the [Start] key.Following the instructions on the display.



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

#### **Auto Start**

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

- 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.

When the preset job is complete, a job preset confirmation dialog box appears.

#### 4. Press [Exit].

The initial copy display appears.

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



- You can switch the display to the current copy job by pressing [To Copying Screen]. You can switch the display to the preset job by pressing [To Reserv. Screen].
- Preset copy jobs are registered under job numbers in the Reserv. Screen.
- You can confirm and delete preset jobs. For details about the procedures, see "Managing Jobs".

## Reference

• p.78 "Managing Jobs"

## Copying onto Envelopes from Trays 1 - 4

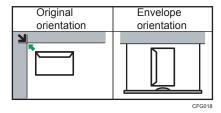
This section describes how to copy onto envelopes from the paper trays.

## 

- Specify the paper size and thickness under Tray Paper Settings in User Tools in advance. Specify
  the paper thickness depending on the thickness of the envelopes. For details, see "System Settings",
  Network and System Settings Reference.
- For the procedure for loading envelopes in the paper trays, see "Changing the Paper Size in Trays 1 - 4", About This Machine.
- For details about supported envelope types, see "Envelopes", About This Machine.
- The Duplex function cannot be used with envelopes. If [1 Sided → 2 Sided] is selected, cancel the setting.

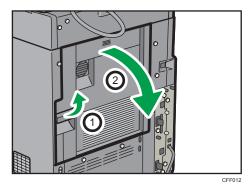
#### **Envelope orientation**

Load envelopes in the portrait (D) orientation and print side down with their flaps closed and facing the left side of the machine.

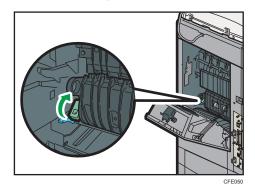


The illustration shows the orientation of copy envelopes loaded in the paper trays.

1. Pull up on the lever to open the rear cover.



2. Raise the envelope lever.



- 3. Close the rear cover.
- 4. Select the paper tray that contains envelopes.
- 5. Place the originals, and then press the [Start] key.
- 6. When the copy job is finished, be sure to return the envelope lever to its original position.



• Envelopes can also be loaded in the bypass tray. For the procedure for copying onto envelopes from the bypass tray, see "Copying onto Envelopes from the Bypass Tray".

## Reference

• p.45 "Copying onto Envelopes from the Bypass Tray"

# 2

# Copying from the Bypass Tray

The bypass tray allows you to copy onto non-standard paper.

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in the paper trays.



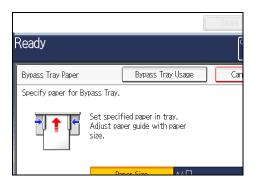
- Paper that has a horizontal length of 64.0 <sup>-</sup> 216.0 mm (2.52 <sup>-</sup> 8.50 inches) and a vertical length of 140.0 <sup>-</sup> 900.0 mm (5.52 <sup>-</sup> 35.43 inches) can be copied from the bypass tray. However, when you use the type 3 machine to copy onto paper that has a horizontal length of 64.0 <sup>-</sup> 70.0 mm (2.52 <sup>-</sup> 2.76 inches), the output paper may not be properly aligned.
- In duplex mode, available size is 98.0 <sup>-</sup> 216.0 mm (3.86 <sup>-</sup> 8.50 inches) horizontally and 160.0 <sup>-</sup> 356.0 mm (6.30 <sup>-</sup> 14.01 inches) vertically.
- The default paper size for the bypass tray is as follows:
  - Region A (mainly Europe and Asia)

**A4**D

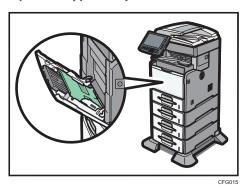
- When loading paper onto the bypass tray that is a different size than the above sizes, be sure
  to specify the correct paper size.
- If the paper you want to copy onto is not shown on the Paper Type screen or its paper weight is between 91 g/m² (24 lb. Bond) and 105 g/m² (28 lb. Bond), you must specify the paper type under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", Network and System Settings Reference.
- During copying, do not open or close the bypass tray.
- Do not use OHP transparencies for color copying.
- 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 guides on the bypass tray. Overloading the bypass
  tray can result in misfeeds and skewed images.

#### [Bypass Tray Usage]

Press [Bypass Tray Usage] to display a description on using the bypass tray.

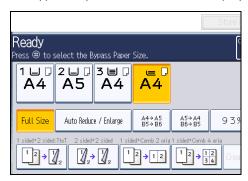


1. Open the bypass tray.

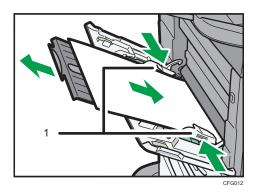


2. Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.

The bypass tray (■) is selected on the display.



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



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

## **U** Note

- If the bypass tray (≡) is not selected on the display in step 2, press ≡, and then proceed to step3.
- If the display indicates that there is no paper on the bypass tray even though there is paper on it, remove the paper and then place it on the bypass tray again.
- The following paper sizes can be selected as the standard sizes:
  - A4D, A5DD, A6D, B5 JISD, B6 JISD, C5 EnvD, C6 EnvD, DL EnvD,  $8^{1}/_{2} \times 14D$ ,  $8^{1}/_{2} \times 13D$ ,  $8^{1}/_{2} \times 11D$ ,  $8^{1}/_{4} \times 13D$ ,  $8 \times 13D$ ,  $7^{1}/_{4} \times 10^{1}/_{2}D$ ,  $5^{1}/_{2} \times 8^{1}/_{2}DD$ ,  $4^{1}/_{8} \times 9^{1}/_{2}D$ ,  $3^{7}/_{8} \times 7^{1}/_{2}D$ , 16KD
- To support A4D,  $8^{1}/_{2} \times 11D$  or larger paper sizes, pull out the extender.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray.
   For details about Panel Key Sound, see "System Settings", Network and System Settings
   Reference.
- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

## Copying onto Regular Size Paper

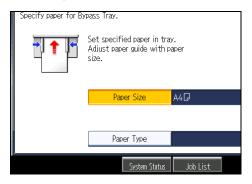
Makes copies onto regular size paper from the bypass tray.

1. Open the bypass tray.

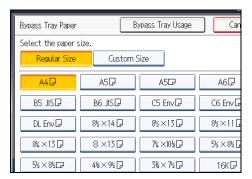
2. Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.

The bypass tray (**■**) is selected on the display.

- 3. Press the [#] key.
- 4. Press [Paper Size].



5. Select the paper size.



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

# Copying onto Custom Size Paper

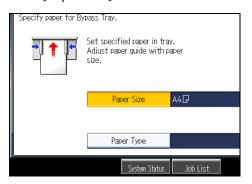
Makes copies onto custom size paper from the bypass tray.

- 1. Open the bypass tray.
- 2. Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.

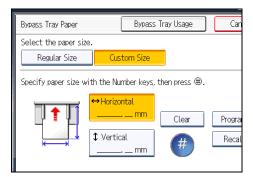
The bypass tray (≡) is selected on the display.

3. Press the [#] key.

4. Press [Paper Size].



- 5. Press [Custom Size].
- 6. Enter the horizontal size with the number keys, and then press [#].



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



- To change the value you entered, press the item you want to change, and then enter a new value.
- You can register a custom paper size. For details, see "Registering a custom size". You can also recall the registered custom paper size. For details, see "Recalling the registered custom size".

# Reference

- p.41 "Registering a custom size"
- p.42 "Recalling the registered custom size"

### Registering a custom size

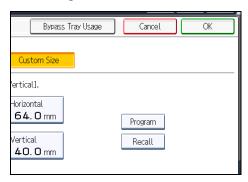
Register a custom paper size.

1. Open the bypass tray.

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

The bypass tray (■) is selected on the display.

- 3. Press the [#] key.
- 4. Press [Paper Size].
- 5. Press [Custom Size].
- 6. Enter the horizontal size with the number keys, and then press [#].
- 7. Enter the vertical size with the number keys, and then press [#].
- 8. Press [Program].



The confirmation screen appears.

- 9. Press [Exit].
- 10. Press [OK] twice.



- To change the value you entered, press the item you want to change, and then enter a new value.
- You can specify only one custom size.

### Recalling the registered custom size

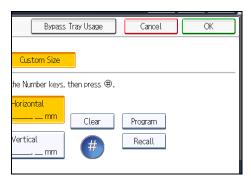
Recalls the registered paper size.

- 1. Open the bypass tray.
- 2. Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.

The bypass tray (**■**) is selected on the display.

- 3. Press the [#] key.
- 4. Press [Paper Size].
- 5. Press [Custom Size].

### 6. Press [Recall].



The registered size is displayed.

7. Press [OK] twice.

# Copying onto OHP Transparencies or Thin Paper

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

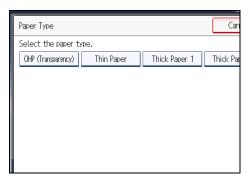
## 

- We recommend that you use specified OHP transparencies.
- Do not use OHP transparencies for color copying.
- OHP transparencies must be loaded face up in the tray.
- When copying onto OHP transparencies, remove copied sheets one by one.
- The Duplex function cannot be used with OHP transparencies or thin paper. If [1 Sided → 2 Sided] is selected, cancel the setting.
- 1. Open the bypass tray.
- 2. Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.

The bypass tray (**■**) is selected on the display.

- 3. Press the [#] key.
- 4. Press [Paper Type].

5. Select [OHP (Transparency)] or [Thin Paper], and then press [OK].



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



- Printing on OHP transparencies 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.
- Load OHP transparencies one by one if multiple sheet feeding occurs.

# **Copying onto Thick Paper**

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

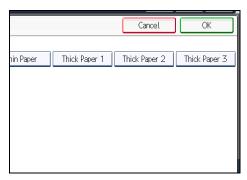
## **☆ Important**

- The Duplex function cannot be used with paper that is classifiable as Thick Paper 3. If [1 Sided → 2 Sided] is selected, cancel the setting.
- 1. Open the bypass tray.
- 2. Insert the paper face up until you hear the beep, and then align the paper guides to the paper size.

The bypass tray (≡) is selected on the display.

- 3. Press the [#] key.
- 4. Press [Paper Type].





Select [Thick Paper 1] when paper weight is between 106 g/m $^2$  (28 lb. Bond) and 130 g/m $^2$  (35 lb. Bond).

Select [Thick Paper 2] when paper weight is between  $131 \text{ g/m}^2$  (35 lb. Bond) and  $163 \text{ g/m}^2$  (90 lb. Index).

Select [Thick Paper 3] when paper weight is between 164 g/m $^2$  (90 lb. Index) and 220 g/m $^2$  (80 lb. Cover).

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



- Printing on thick paper may be slower than printing on plain paper.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

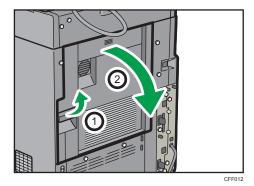
## Copying onto Envelopes from the Bypass Tray

When copying onto envelopes, specify the paper type and paper size.

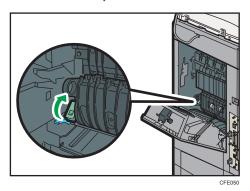


- Before using this function, select [Envelope] under Paper Type: Bypass Tray in User Tools. For details, see "System Settings", Network and System Settings Reference.
- The Duplex function cannot be used with envelopes. If [1 Sided → 2 Sided] is selected, cancel the setting.

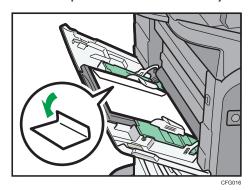
1. Pull up on the lever to open the rear cover.



2. Raise the envelope lever.



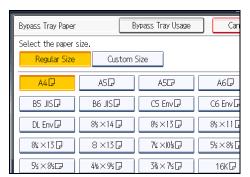
- 3. Close the rear cover.
- 4. Open the bypass tray.
- 5. Load the envelopes print side up, flaps closed and facing the left side of the machine. Push the envelopes into the machine until you hear a beep.



The bypass tray (■) is selected on the display.

- 6. Align the paper guides to the envelope size.
- 7. Press the [#] key.

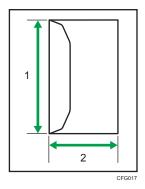
- 8. Press [Paper Size].
- 9. Select the envelope size, and then press [OK].



- 10. Press [Paper Type].
- 11. Select the paper weight for the envelope, and then press [OK] twice.
- 12. Place the originals, and then press the [Start] key.
- 13. When the copy job is finished, be sure to return the envelope lever to its original position.



- When placing an original on the exposure glass, align the right edge of the original against the left scale
- When placing an original in the ADF, insert the left edge of the original in the ADF.
- To copy onto custom size envelopes, you must specify the envelope's dimensions. Measure the horizontal dimension of the envelope with the flap closed.



- 1. Vertical size
- 2. Horizontal size
- Check the envelopes are not damp.
- Load only as much envelopes as can be held between the paper guides on the bypass tray. For the
  number of envelopes that you can set on the bypass tray, see "Recommended Paper Sizes and
  Types", About This Machine.
- Check there is no air in the envelopes before loading.

- 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.
- To get better print quality, it is recommended that you set the leading-edge print margin to at least 15 mm (0.6 inches) and the other margins to at least 10 mm (0.4 inches) each.
- Load only one size and type of envelope at a time.
- For details about supported envelope types, see "Envelopes", About This Machine.
- You can also copy onto envelopes from the paper trays. For details, see "Copying onto Envelopes from Trays 1 - 4".

## ■ Reference

• p.35 "Copying onto Envelopes from Trays 1 - 4"

# **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".

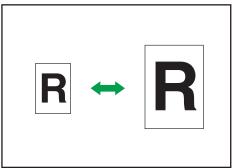


• p.97 "Advanced Reduce/Enlarge Copying"

# Preset Reduce/Enlarge

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

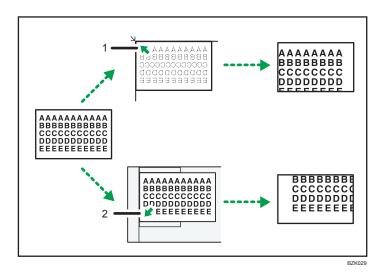
You can register up to three frequently used reproduction ratios other than the preset reduce/enlarge ratios.



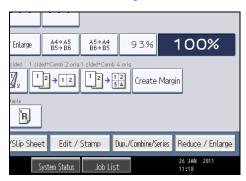
BZH062

#### **Base Point**

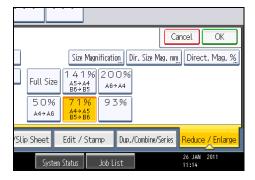
The base point of reduce/enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the base point will be the upper left corner of the exposure glass. When it is placed in the ADF, the bottom left corner will be the base point.



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



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



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



- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Reproduction Ratio".
- You can also select a preset ratio on the initial display by pressing the shortcut reduce/enlarge key. In the case, proceed to step 3.
- You can select one of 5 preset ratios (2 enlargement ratios, 3 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

## ■ Reference

• p.181 "Reproduction Ratio"

#### Zoom

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



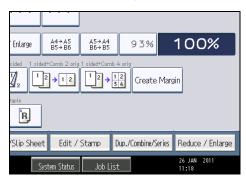


- The reproduction ratios you can specify are 25 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at a reproduction ratio above 200%, you must place them on the exposure glass.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

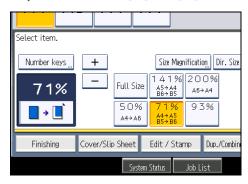
# Specifying the ratio with [-] and [+]

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

1. Press [Reduce / Enlarge].



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



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

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

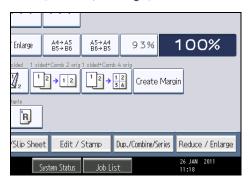


• To change the value you specified, readjust it with [-] and [+].

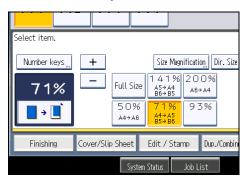
## Entering the ratio with the number keys

Enter a ratio using the number keys.

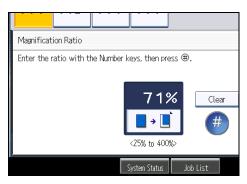
1. Press [Reduce / Enlarge].



2. Press [Number keys].



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



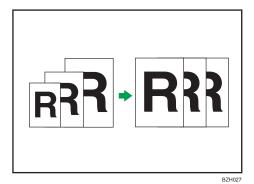
- 4. Press [OK] twice.
- 5. Select the paper tray.
- 6. Place the originals, and then press the [Start] key.



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

## Auto Reduce / Enlarge

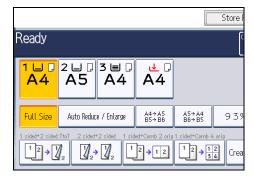
With the Auto Reduce / Enlarge function, the machine automatically calculates the reproduction ratio based on the sizes of the originals and the paper you have specified. The machine will rotate, enlarge, or reduce the image of the originals to fit them to the paper.



If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge]
is canceled.

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

- 1. Press [Original Setting].
- 2. Press [Original Size].
- 3. Specify the original size, and then press [OK].
- 4. Select original orientation.
- 5. Press [OK].
- 6. Press [Auto Reduce / Enlarge].



- 7. Select the paper tray.
- 8. Place the originals, and then press the [Start] key.

## UNote

- The machine selects reproduction ratios of between 25 and 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at a reproduction ratio above 200%, you must place them on the exposure glass.
- To copy □ originals onto □ paper, or □ originals onto □ paper, specify the original size in "Original Setting", and then press [Auto Reduce / Enlarge].
- For details about the original size you can select as the regular size, see "Sizes Selectable as Regular Size Originals".
- Depending on the size and orientation of the original and copy paper, the image may not be rotated properly.

## Reference

• p.18 "Sizes Selectable as Regular Size Originals"

# **Duplex Copying**

This section describes how to make duplex copies.

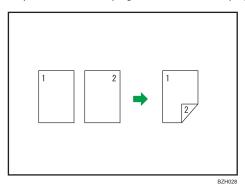
Copies two 1-sided pages or one 2-sided page onto a 2-sided page.



• The paper weight that can be used with this function is  $60^-$  163 g/m<sup>2</sup> (16 lb. Bond  $^-$  90 lb. Index).

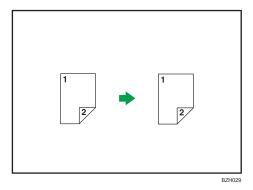
### 1 Sided → 2 Sided

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



## 2 Sided → 2 Sided

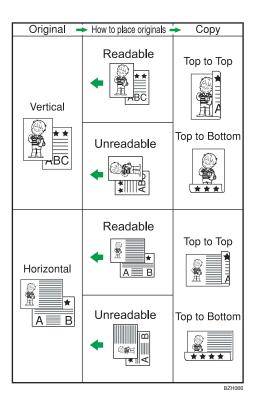
Copies one 2-sided page on one 2-sided page.



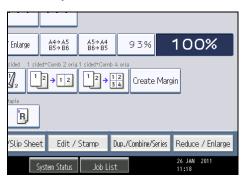
## Original orientation and completed copies

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

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

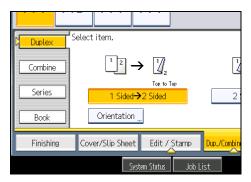


1. Press [Dup./Combine/Series].



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

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



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

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



- When placing originals 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 also select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] directly by pressing the copy function key. In that case, proceed to step 5.
- You can specify the margins under Edit in User Tools. For details about Edit, see "Edit".
- For details about the paper sizes and orientations that you can use with this function, see "Specifications for the Main Unit", About This Machine.
- You cannot use the following copy paper with this function:
  - Translucent paper
  - OHP transparencies
  - Postcards
  - Envelopes
- 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.
- By default, a binding margin is made on the back side.

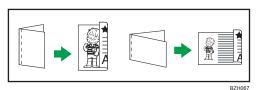
## Reference

• p.183 "Edit"

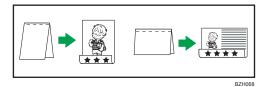
## **Originals and Copy Orientation**

You can select the orientation of originals and copies.

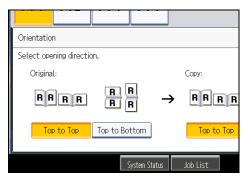
• Top to Top



• Top to Bottom



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





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

# Reference

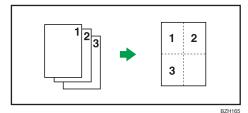
• p.177 "General Features"

# **Combined Copying**

This section describes how to make combined copies.



- When placing originals on the exposure glass, start with the first page to be copied. When placing
  originals in the ADF, set the first page on top.
- When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- If you selected [2 Sided] for Original or [Combine 2 Sides] for Copy, you can change the orientation. See "Originals and Copy Orientation".
- You can change the initial settings for 1-Sided Combine or 2-Sided Combine under Edit in User Tools. For details, see "Edit".
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The machine selects reproduction ratios of between 25 and 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at reproduction ratio above 200%, you must place them on the exposure glass.
- 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.
- Depending on the orientation of the original and 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.



Reference

- p.59 "Originals and Copy Orientation"
- p.183 "Edit"

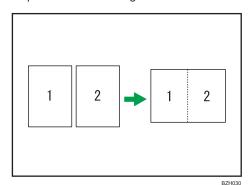
### **One-Sided Combine**

Combine several pages onto one side of a sheet.

There are six types of One-Sided Combine.

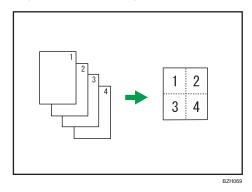
# 1 Sided 2 Pages → Combine 1 Side

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



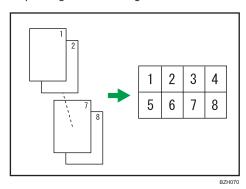
## 1 Sided 4 Pages → Combine 1 Side

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



## 1 Sided 8 Pages → Combine 1 Side

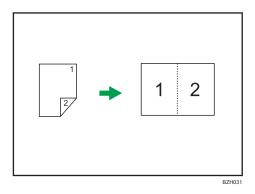
Copies eight 1-sided originals to one side of a sheet.



## 2 Sided 1 Page → Combine 1 Side

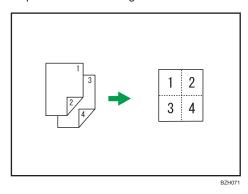
Copies one 2-sided original to one side of a sheet.





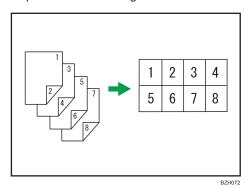
## 2 Sided 2 Pages → Combine 1 Side

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



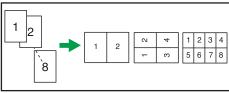
# 2 Sided 4 Pages → Combine 1 Side

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



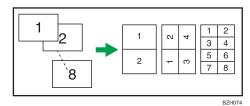
Orientation of the original and image position of combine

Portrait (D) originals



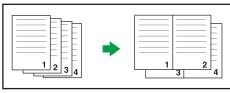
BZH073

## Landscape (□) originals

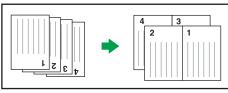


Placing originals (originals placed in the ADF)

• Originals read from left to right

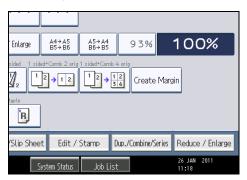


• Originals read from top to bottom

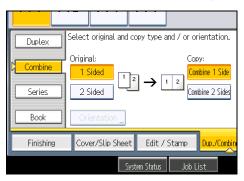


- 1. Press [Original Settng].
- 2. Press [Original Size].
- 3. Specify the original size, and then press [OK].
- 4. Select original orientation.
- 5. Press [OK].

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



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



- 9. Select the number of originals to combine.
- 10. Press [OK].
- 11. Select the paper tray.
- 12. Place the originals, and then press the [Start] key.



 You can also select [1 sided → Comb 2 orig] or [1 sided → Comb 4 orig] directly by pressing the copy function key.

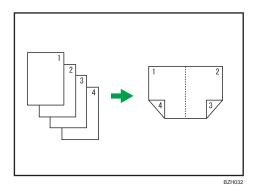
### Two-Sided Combine

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

There are six types of Two-Sided Combine.

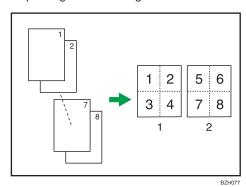
## 1 Sided 4 Pages → Combine 2 Sides

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



## 1 Sided 8 Pages → Combine 2 Sides

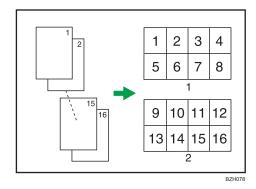
Copies eight 1-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

# 1 Sided 16 Pages → Combine 2 Sides

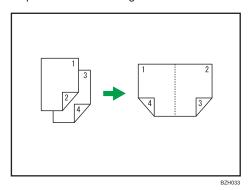
Copies 16 1-sided originals to one sheet with eight pages per side.



- 1. Front
- 2. Back

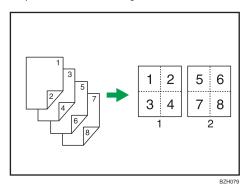
## 2 Sided 2 Pages → Combine 2 Sides

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



## 2 Sided 4 Pages → Combine 2 Sides

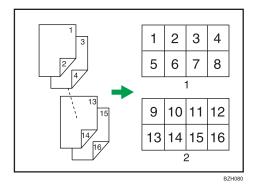
Copies four 2-sided originals to one sheet with four pages per side.



- 1. Front
- 2. Back

## 2 Sided 8 Pages → Combine 2 Sides

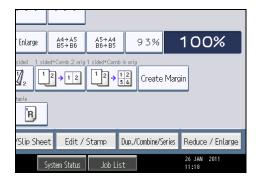
Copies eight 2-sided originals to one sheet with eight pages per side.



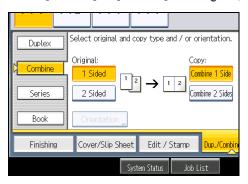
1. Front

#### 2. Back

- 1. Press [Original Setting].
- 2. Press [Original Size].
- 3. Specify the original size, and then press [OK].
- 4. Select original orientation.
- 5. Press [OK].
- 6. Press [Dup./Combine/Series].



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



- 9. Press [Orientation].
- 10. Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].
- 11. Select the number of originals to combine.
- 12. Press [OK].
- 13. Select the paper tray.
- 14. Place the originals, and then press the [Start] key.



• For details about the paper sizes and orientations that you can use with this function, see "Specifications for the Main Unit", About This Machine.

# **Finishing**

You can sort and staple your copies.



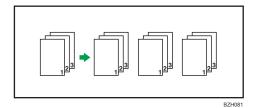
- The following functions are available if the finisher is installed:
  - Shift sort
  - Stack
  - Staple
- The finisher is installed as standard on type 3 model.

### Sort

The machine assembles copies as sets in sequential order.

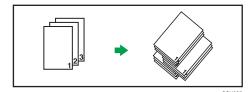
#### Sort

Copies are assembled as sets in sequential order.

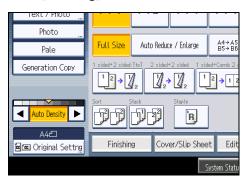


## Shift Sort (Type 3 only)

Sets of copies are stacked offset from one another. This function allows you to easily distinguish each set of copies.

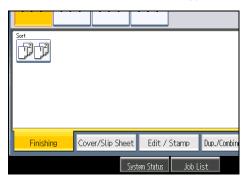


### 1. Press [Finishing].

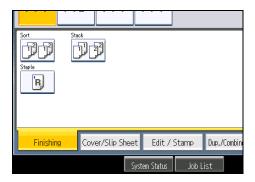


## 2. Select [Sort].

When the finisher is not attached (Types 1 and 2):



When the finisher is attached (Type 3):



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

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

7. Press the [Start] key.



- 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 originals 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 the Sort function under Input / Output in User Tools. For details, see "Input / Output".
- Paper sizes and orientations that can be shifted when delivered to the finisher shift tray are as follows:
  - Standard size

    A4D, A5DD, A6D, B5 JISD, B6 JISD, 8<sup>1</sup>/<sub>2</sub> × 14D, 8<sup>1</sup>/<sub>2</sub> × 13D, 8<sup>1</sup>/<sub>2</sub> × 11D, 8<sup>1</sup>/<sub>4</sub> × 13D, 8 × 13D, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>D, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>DD, 4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>D, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>D, C5 EnvD, C6 EnvD, DL EnvD, 16KD
  - Custom size
     Horizontal size: 148.0 <sup>-</sup> 216.0 mm (5.83 <sup>-</sup> 8.50 inches), Vertical size: 140.0 <sup>-</sup> 356.0 mm (5.52 <sup>-</sup> 14.01 inches)
- When the number of copies exceeds capacity, copying stops. If this happens, remove copies from
  the tray to resume copying. For details about the number of copy sheets that the output tray can
  accommodate, see "Appendix", About This Machine.

## Reference

• p.195 "Input / Output"

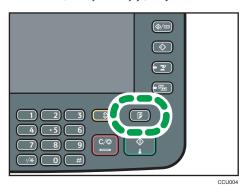
### Sample Copy

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

## Mportant !

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

3. Press the [Sample Copy] key.



One copy set is delivered as a sample.

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



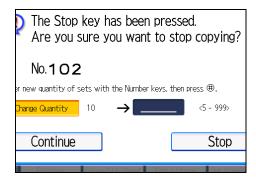
• If you press [Suspend] after checking the results, return to step 1 to adjust the copy settings as necessary. You can change the settings. However, depending on the combination of functions, you may not be able to change some settings.

## Changing the number of sets

You can change the number of copy sets during copying.



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



#### 4. Press [Continue].

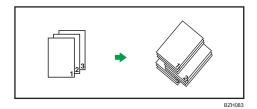
Copying starts again.



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

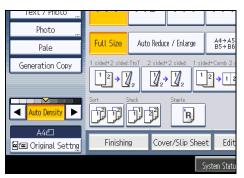
# Stack (Type 3 Only)

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

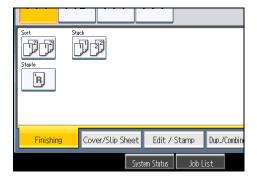


With the type 3 machine, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.

#### 1. Press [Finishing].



#### 2. Press [Stack].



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



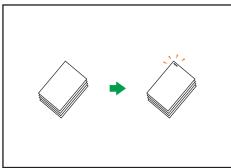
- When placing originals on the exposure glass, start with the first page to be copied. When placing
  originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using the Batch mode, press the [#] key after all the originals have been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

# Reference

• p.68 "Sort"

### Staple (Type 3 Only)

Each copy set can be stapled together.



BZH084

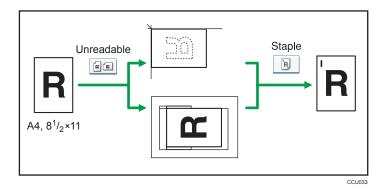
# 

You cannot use the bypass tray with this function.

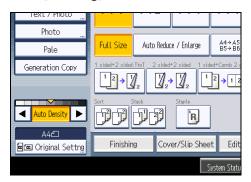
#### Original orientation and stapling position

To staple copy sets, place them in the unreadable orientation. When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set them so that the first page is on the top. For details about the orientation of originals, see "Original Orientation".

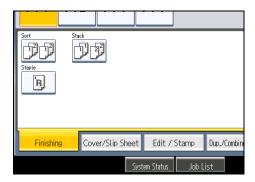
For example, to copy A4 $^{\square}$  or 8 $^{1}/_{2}$  × 11 $^{\square}$  originals with the Staple function selected, specify the original orientation as unreadable:



1. Press [Finishing].



2. Press [Staple].



When you select Staple, Sort is automatically selected.

- 3. Press [OK].
- 4. Enter the number of copy sets with the number keys.
- 5. Select the paper tray.
- 6. Place the originals, and then press the [Start] key.



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

- The following type of paper cannot be stapled:
  - OHP transparencies
  - Label paper (adhesive labels)
  - Postcards
  - Envelopes
  - Thick paper
  - · 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
- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the finisher shift tray to resume copying.
- For details about the number of sheets that can be stapled together, the paper weight that can be stapled, and the number of stapled copies that can be stacked on the finisher shift tray, see "Specifications for the Main Unit", About This Machine.
- To copy originals placed in the readable orientation to be stapled, select Auto Reduce / Enlarge.

### **■** Reference

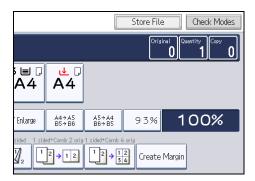
• p.20 "Original Orientation"

# Storing Data in the Document Server

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



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



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



- 3. Press [OK].
- 4. Select the paper tray.
- 5. Place the originals.
- 6. Press the [Start] key.

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



• The machine stores the documents with the size specified for the tray you selected, regardless of the actual size of the original.

- To stop scanning, press the [Clear/Stop] key. To resume a paused scanning job, press [Continue] in the confirmation display. To delete scanned images and cancel the job, press [Stop]. The originals placed in the ADF will be ejected.
- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.
- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory
  default. You can specify the period after which the stored data is deleted automatically under Auto
  Delete File in Document Server in User Tools. For details about changing settings, see "System
  Settings", Network and System Settings Reference.
- To check if the document has been stored, press the [Document Server] key.
- If you want to store another document, do so after copying is complete.
- For details about the Document Server, see "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 "Using the Document Server".
- Depending on the security setting, Access Privileges may appear instead of User Name. For details about Access Privileges, consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine.

#### Reference

- p.156 "Using the Document Server"
- p.165 "Printing Stored Documents"

# **Managing Jobs**

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

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



- You cannot use the Job List function when Interrupt Copy is active.
- Documents printed using the scanner function and facsimile function are not displayed in the job list.

#### Job List Screen

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

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

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

The job list is displayed for each of the functions.



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

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

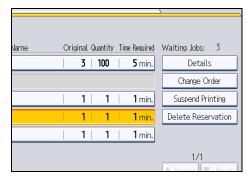


- 1. Switches between job lists for each function.
- 2. Switches between [Current / Waiting Job List] and [Job History].
- 3. Displays reserved job numbers.
- 4. Displays the function used to print jobs.
  - D: Job printed using copy function
  - 3: Job printed using printer function
  - D: Job printed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

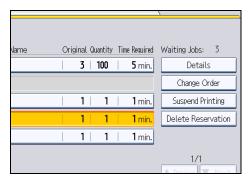


4. Press [Exit] twice.

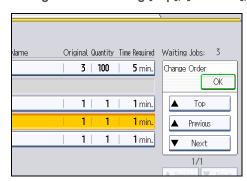
# Changing the Order of Jobs

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].



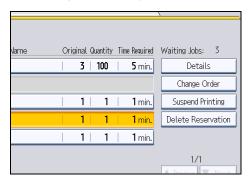
- 5. Press [OK].
- 6. Press [Exit].

# **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.

4. Press [Exit].



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

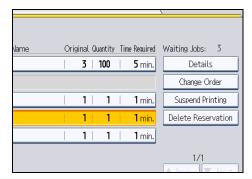
# **Deleting Jobs**

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].
- 5. Press [Exit].

# **Checking the Job History**

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

- 1. Press [Job List].
- 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] twice.

# **Registering Frequently Used Functions**

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

You can store up to 10 programs.

The settings you can register are Paper Tray, Original Type, Density, Original Setting, Finishing, Cover/Slip Sheet, Edit / Stamp, Dup./Combine/Series, Reduce / Enlarge, Store File, the bypass tray's paper size and type, and number of copies.



- 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 System Settings in User Tools will be selected first. For details, see "System Settings", Network and System Settings Reference.
- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

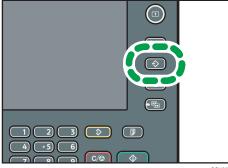


• p.87 "Changing the Default Functions of the Copy's Initial Display"

### Registering Functions in a Program

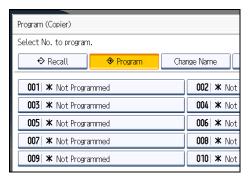
You can register functions in a program.

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



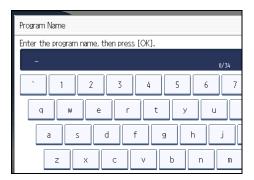
CCU003

#### 3. Press [Program].



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

You can enter up to 34 characters.



#### 6. Press [OK].

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



- Program numbers with → against them already have settings made for them.
- For details about how to enter text, see "Entering Text", About This Machine.

# **Changing a Stored Program**

Changes program settings.

- 1. Check the program settings.
- 2. Specify the contents of a program.
- 3. Press the [Program] key.
- 4. Press [Program].

- 5. Press the program number you want to change.
- 6. Press [Yes].
- 7. Enter the program name.

You can enter up to 34 characters.

8. Press [OK].

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

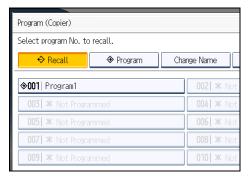


- To check the contents of a program, recall the program.
- When it is overwritten, the previous program is deleted.

# **Recalling a Stored Program**

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

- 1. Press the [Program] key.
- 2. Press [Recall].
- 3. Press the program number you want to recall.



The stored settings are displayed.



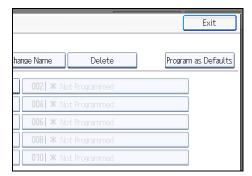
• Only programs with ♦ against them contain a program.

# **Deleting a Stored Program**

Erases the contents of a program.

1. Press the [Program] key.

### 2. Press [Delete].



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

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

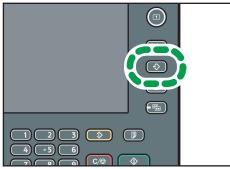
# Changing the Default Functions of the Copy's Initial Display

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 register as defaults are Paper Tray, Original Type, Density, Original Setting, Cover/Slip Sheet, Edit / Stamp, Dup./Combine/Series, Reduce / Enlarge, Finishing, Store File, the bypass tray's paper size and type, and number of copies.

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

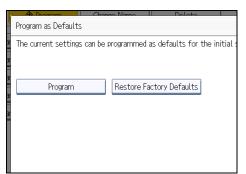


CCU003

3. Press [Program as Defaults].

		,	Exit
ihange Name	Delete	Progra	am as Defaults
002 × No	ot Programmed		
004 * Not Programmed			
006 × Not Programmed			
008 × No	ot Programmed		
010 × No	ot Programmed		

### 4. Press [Program].



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

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



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

# 3. 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

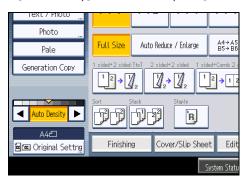
Adjusts the density of an image only for dark texture originals.

#### **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.

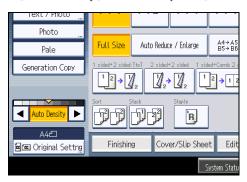
If [Auto Density] is not selected, press [Auto Density].



#### 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.

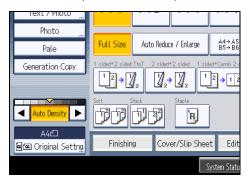


2. Press [◀] or [▶] to adjust the image density. The density indicator "▽" moves.

# **Combined Auto and Manual Image Density**

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

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.

# **Image Adjustment**

Adjusts image qualities.

The following four types of image adjustments are available:

#### Sharp / Soft

Adjusts the outline of an image.

#### Contrast

Adjusts the shades of an image.

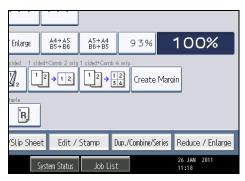
#### **Background Density**

Adjusts the background density of an image.

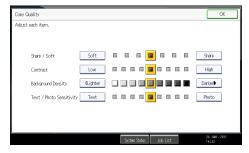
#### Text / Photo Sensitivity

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

1. Press [Edit / Stamp].



- 2. Press [Copy Quality].
- 3. Press [Copy Quality].
- 4. Adjust the settings.



5. Press [OK] twice.

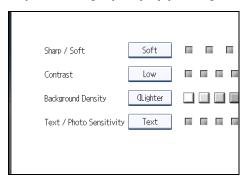


- [Sharp / Soft], [Contrast], and [Background Density] can each be adjusted, however, their adjustments can affect the level of other adjustment functions.
- The adjusted settings will be deleted and the initial values will be reset, when Auto Clear has been performed, when the [Clear Modes] key has been pressed or when the power has been turned off.

# Sharp / Soft

Adjusts the outline of an image.

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

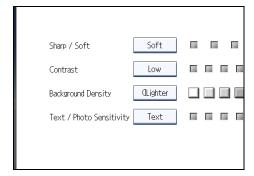


2. Press [OK].

#### **Contrast**

Adjusts the shades of an image.

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

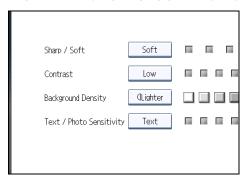


2. Press [OK].

#### **Background Density**

Adjusts the background density of an image.

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



2. Press [OK].

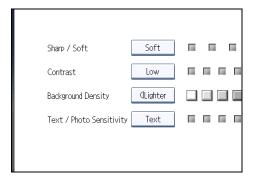


 Adjustments should be made lighter when copying dark textured originals, such as newspaper or recycled paper.

# Text / Photo Sensitivity

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

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



2. Press [OK].



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

# **Selecting the Original Type**

Select an original type that is suitable for your originals.

There are five original types available:

#### Text

For originals that contain mainly text or printed characters.

#### Text / Photo

For originals that contain both text and photographs or pictures.

#### **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

#### Pale

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

#### **Generation Copy**

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

1. Select the original type.





- You can change the settings for original types shown on the initial display under General Features in User Tools. For details, see "General Features".
- You can select whether or not to display the keys for the original on the initial display under Original Type Display in User Tools. For details about Original Type Display, see "General Features".

3



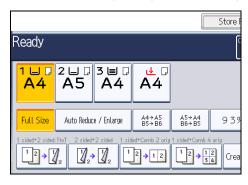
• p.177 "General Features"

# **Selecting Copy Paper**

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

1. Select the tray you want to use.

The indicator corresponding to the selected paper tray is highlighted.



3

# Advanced Reduce/Enlarge Copying

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

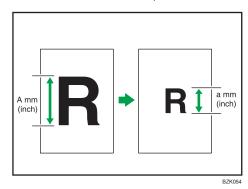
For details about the basic reduce/enlarge copy functions, see "Reducing or Enlarging Originals".



• p.49 "Reducing or Enlarging Originals"

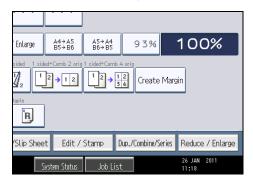
# Size Magnification

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



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

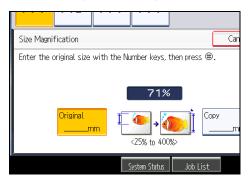
1. Press [Reduce / Enlarge].



2. Press [Size Magnification].

3

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



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

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

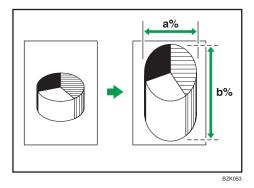


- To change the value you entered, press the key you want to change, and then enter a new value.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted
  to within available range. However, with some ratios, parts of the image might not be copied or
  margins will appear on copies.
- The machine selects reproduction ratios of between 25 and 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at a reproduction ratio above 200%, you must place them on the exposure glass.

# **Directional Magnification (%)**

Specify the horizontal and vertical reproduction ratios, individually.

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



a: Horizontal ratio

b: Vertical ratio



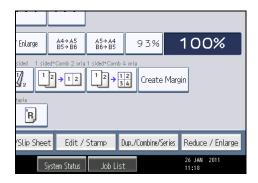


- The reproduction ratios you can specify are 25 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at a reproduction ratio above 200%, you must place them on the exposure glass.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of
  original or copy paper size. However, depending on settings and other conditions, part of the
  image may not be copied, or margins will appear on copies.

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

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

1. Press [Reduce / Enlarge].

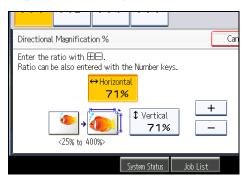


- 2. Press [Direct. Mag. %].
- 3. Press [[+] [-] keys].



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.

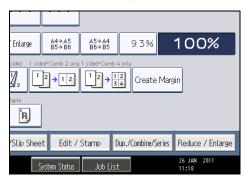


• To change the value you entered, readjust it with [-] and [+].

### Entering the ratio with the number keys

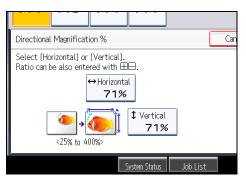
Enter a ratio using the number keys.

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.

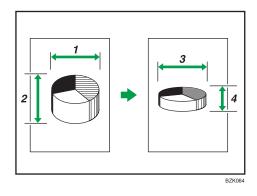


• To change the value you entered, press the key you want to change, and then enter a new value.

## Directional Size Magnification (mm) Region (mainly Europe and Asia)

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

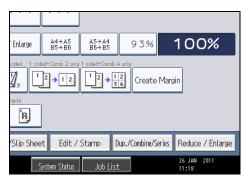
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



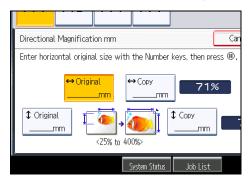
- 1. Horizontal original size: A mm
- 2. Vertical original size: B mm
- 3. Horizontal copy size: a mm
- 4. Vertical copy size: b mm

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

1. Press [Reduce / Enlarge].



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



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

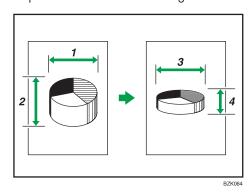


- The horizontal and vertical length of an original can be entered in steps of 1 mm. The horizontal
  length of an original can be 1 to 9999 mm; the vertical length of an original can be 1 to 999 mm.
  The horizontal and vertical length of copies can also be entered in steps of 1 mm. Both the
  horizontal and vertical length of copies can be 1 to 999 mm.
- To change the value you entered, press the key you want to change, and then enter a new value.
- The machine selects reproduction ratios of between 25 and 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at a reproduction ratio above 200%, you must place them on the exposure glass.
- When entering a size in mm, if the calculated ratio is over the maximum or under the minimum
  ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the
  image might not be copied or margins will appear on copies.

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

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

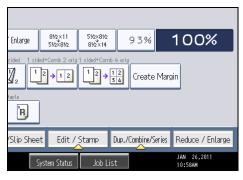
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



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

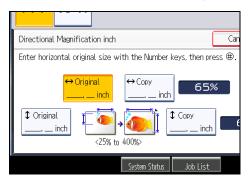
Measure and specify the lengths of the original and copy by comparing "A" with "a" and "B" with "b".

1. Press [Reduce / Enlarge].



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





- 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.



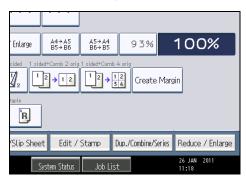
- You can enter sizes between 0.1 to 99.9 inches in increments of 0.1 inches.
- To change the value you entered, press the key you want to change, and then enter a new value.
- The machine selects reproduction ratios of between 25 and 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at a reproduction ratio above 200%, you must place them on the exposure glass.
- When entering a size in inch, if the calculated ratio is over the maximum or under the minimum
  ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the
  image might not be copied or margins will appear on copies.

# Create Margin

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

- 1. Press [Original Setting].
- 2. Press [Original Size].
- 3. Specify the original size, and then press [OK].
- 4. Select original orientation.
- 5. Press [OK].

#### 6. Press [Create Margin].



7. Select the reproduction ratio, if necessary.



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

## **■** Reference

• p.181 "Reproduction Ratio"

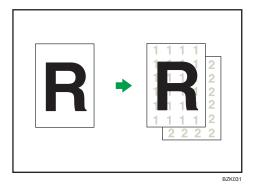
# Stamps

Copies with the date, page numbers, etc.

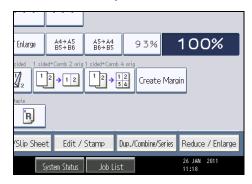
# **Background Numbering**

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

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



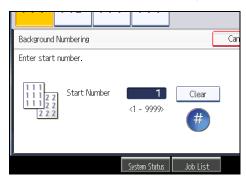
Press [Edit / Stamp].



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

3

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



5. Press [OK] twice.



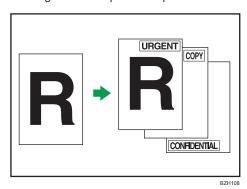
- To change the value you entered, press [Clear], and then enter a new value.
- You can enter a number between 1 and 9999.
- You can change the settings for Background Numbering under Stamp in User Tools. For details about Stamp, see "Stamp".
- The numbers appear to overlap the copied image in some cases.

# ■ Reference

• p.188 "Stamp"

#### **Preset Stamp**

Messages are stamped on copies.



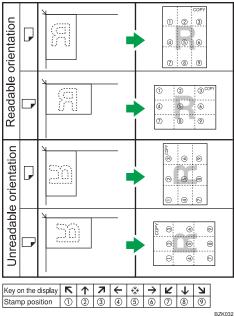
- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

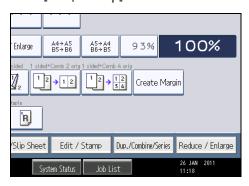
The following eight messages are available for Preset Stamp:

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

#### Stamp position and original orientation

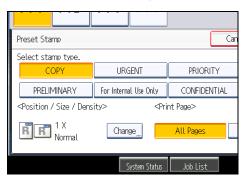
The stamp positions differ according to the orientation in which you place the originals.





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

4. Select the desired message.



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

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



- 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 "Stamp".
- · Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.

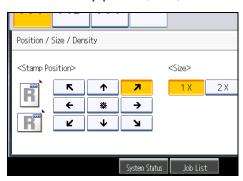
# **■** Reference

• p.188 "Stamp"

## Changing the stamp position, size, and density

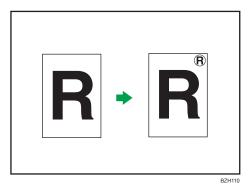
Changes the stamp position, size, and density.

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



Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.

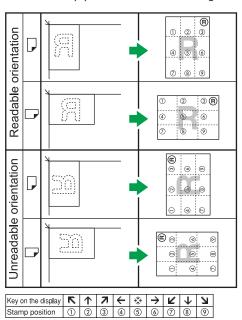




- You have to register a user stamp before using this function. For details, see "Registering a user stamp".
- You cannot use the bypass tray with this function.
- Only one message can be stamped each time.

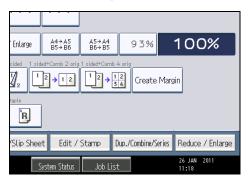
#### Stamp position and original orientation

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

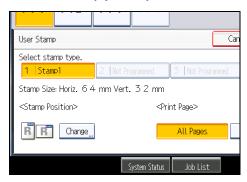


BZK033

1. Press [Edit / Stamp].



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



You can change the stamp position.

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



 You can change the settings for User Stamp under Stamp in User Tools. For details about Stamp, see "Stamp".

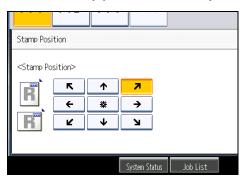
# ■ Reference

- p.112 "Registering a user stamp"
- p.188 "Stamp"

#### Changing the stamp position

Changes the stamp position.

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

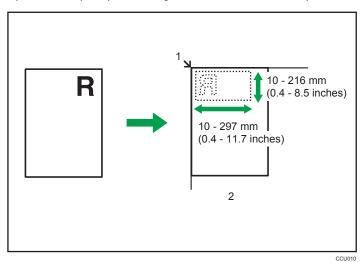


#### Registering a user stamp

Scans an image that is used as a user stamp.

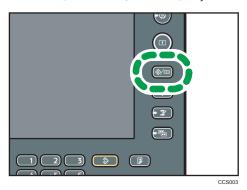
The size range for stamp images is  $10^{-2}16$  mm (0.4  $^{-8.5}$  inches) high and  $10^{-297}$  mm (0.4  $^{-11.7}$  inches) wide. However, if the stamp's size exceeds the maximum value of the area (5,000 mm<sup>2</sup>, 7.75 inch<sup>2</sup>), it will be automatically corrected to a size that is within the range of the area.

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

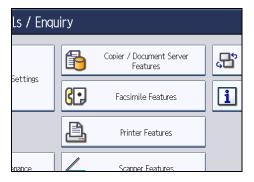


- 1. Base point
- 2. Exposure glass

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



2. Press [Copier / Document Server Features].



- 3. Press [Stamp].
- 4. Press [User Stamp].
- 5. Press [Program / Delete Stamp].
- 6. Press [Program], and then press the stamp number you want to program.
- 7. Enter the user stamp name (up to 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 / Enquiry screen.

13. Press [Exit].

Exits settings and gets ready to copy.



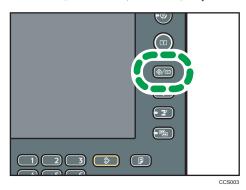
- Stamp numbers with  $\circ$  already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".
- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].
- You cannot restore the overwritten stamp.
- 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

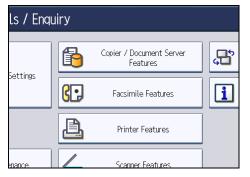
Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

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



2. Press [Copier / Document Server Features].



- 3. Press [Stamp].
- 4. Press [User Stamp].
- 5. Press [Program / Delete Stamp].

- 6. Press [Delete], and then press the stamp number you want to delete.
- 7. Select [Yes], and then press [Exit].
- 8. Press [Exit].

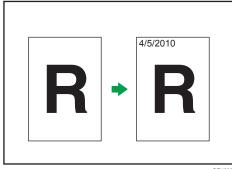
The display returns to the User Tools / Enquiry screen.

9. Press [Exit].

Exits settings and gets ready to copy.

## **Date Stamp**

Use this function to print dates on your copies.



# Mportant !

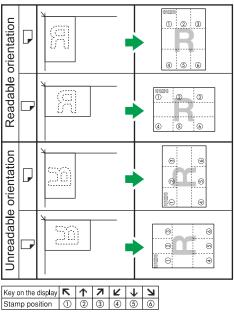
• You cannot use the bypass tray with this function.

You can select from the following styles:

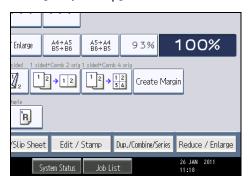
- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD

#### Stamp position and original orientation

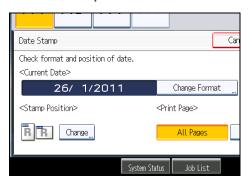
The date stamp positions differ according to the orientation in which you place the originals.



BZK034



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



3

You can change the style and position of the date.

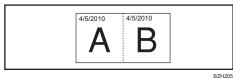
- 5. Press [All Pages] or [1st Page Only] to select the print page.
- 6. After making all settings, press [OK].
- 7. Press [OK].



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



• With the Magazine or Booklet function



BZH20

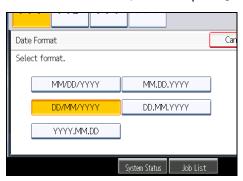
# **■** Reference

• p.188 "Stamp"

#### Changing the format of date

Changes the format of date.

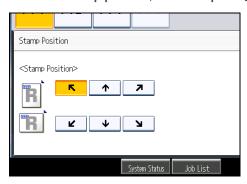
- 1. Press [Change Format] under Current Date.
- 2. Select the date format, and then press [OK].



# Changing the stamp position

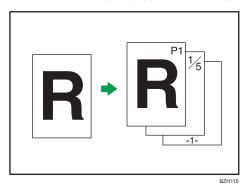
Changes the stamp position.

- 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.



Mportant (

• You cannot use the bypass tray with this function.

#### Page number formats

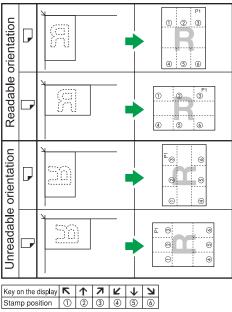
There are six formats available for page numbering.

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

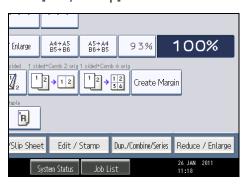
• 1-1,1-2...

#### Stamp position and original orientation

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

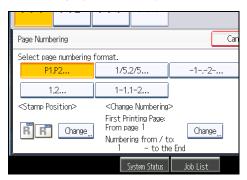


BZK024



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

4. Select the page numbering format.

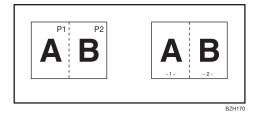


You can change the stamp position, pages to be stamped, and numbering.

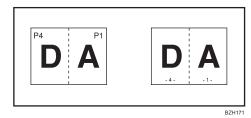
- 5. After making all settings, press [OK].
- 6. Press [OK].



- You can change the settings for Page Numbering under Stamp in User Tools. For details about Stamp, see "Stamp".
- You can change the stamp position if Combine or Duplex is specified for use with this function under Duplex Back Page Stamping Position or Page Numbering in Combine in User Tools. For details about these settings, see "Stamp".
- When Page Numbering is used with Combine, Magazine, or Booklet function, page numbers are printed as follows:
  - Per Original is selected in Page Numbering in Combine:
     With 1 Sided/2 Sided using the Combine function

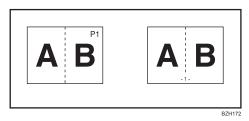


With the Magazine or Booklet function

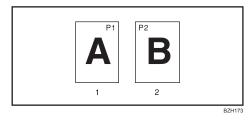


• Per Copy is selected in Page Numbering in Combine:

With 1 Sided/2 Sided using the Combine function



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



- 1. Front
- 2. Back

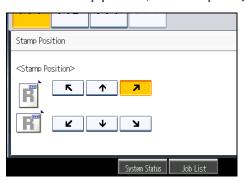


• p.188 "Stamp"

# Changing the stamp position

Changes the stamp position.

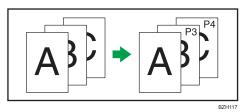
- 1. Press [Change] under Stamp Position.
- 2. Select the stamp position, and then press [OK].



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

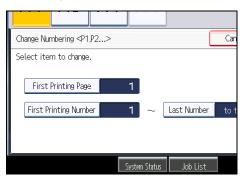
Specify the first printing page and start number.

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



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

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



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

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

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

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

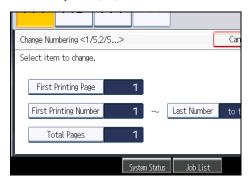


- The last number is the last page number to print. For example, if Total Pages is ten, when you want
  to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number.
  Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing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

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

Specify the first printing page and start number.

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



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

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

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

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

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



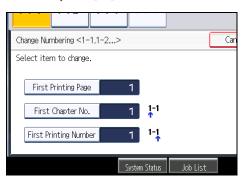
- The last number is the last page number to print. For example, if Total Pages is ten, when you want
  to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number.
  Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing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



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

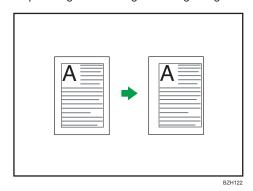
## 3

# **Advanced Copier Functions**

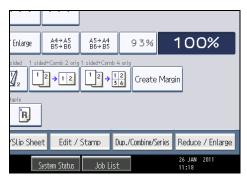
This section describes the machine's advanced copy functions.

# Margin Adjustment

Copies originals leaving a binding margin.

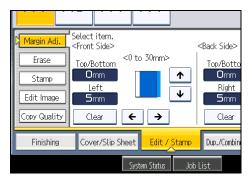


1. Press [Edit / Stamp].



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

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



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

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



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



• p.183 "Edit"

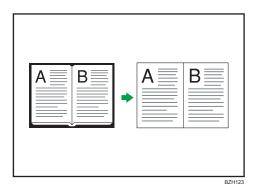
## **Erase Centre / Border**

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

This function has the following three types:

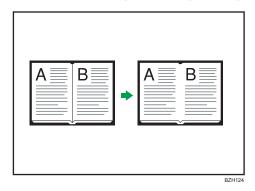
#### **Erase Border**

Erases the edge margin of the original image.



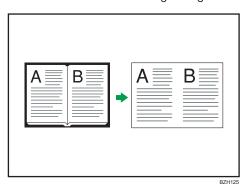
#### **Erase Centre**

Erases the center margin of the original image.



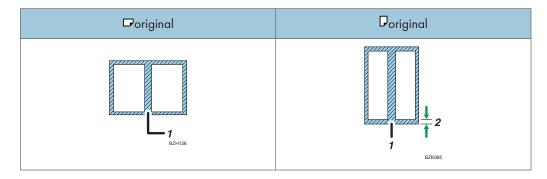
# Erase Centre / Border

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



UNote

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



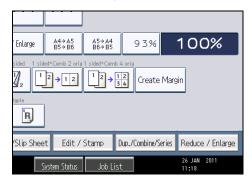
- 1. Erased part
- 2. 2 99 mm (0.1 3.9 inches)
- The erase width is set to 10 mm (0.4 inches) as a default. You can change this setting under Edit in User Tools. For details about Edit, see "Edit".
- The width of the erased margin varies depending on the reproduction ratio.

# Reference

• p.183 "Edit"

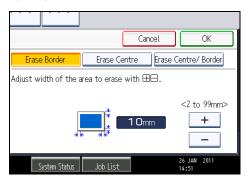
#### Erase Border (same width)

Erases the edge margin of the original image.



- 2. Press [Erase].
- 3. Press [Erase Centre / Border].
- 4. Press [Erase Border].
- 5. Press [Same Width].

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



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

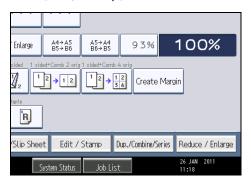
7. Press [OK] twice.



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

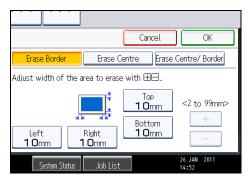
#### Erase Border (different width)

Erases the edge margins of the original image.



- 2. Press [Erase].
- 3. Press [Erase Centre / Border].
- 4. Press [Erase Border].
- 5. Press [Different Width].

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



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

To specify another erase width, repeat step 6.

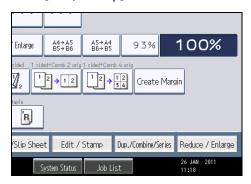
7. Press [OK] twice.



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

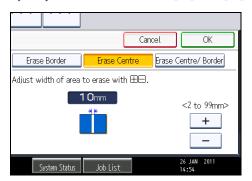
#### **Erase Centre**

Erases the center margin of the original image.



- 2. Press [Erase].
- 3. Press [Erase Centre / Border].
- 4. Press [Erase Centre].

5. Specify the erase width with [+] and [-].



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

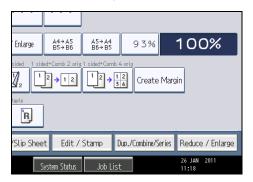
6. Press [OK] twice.



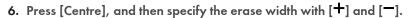
• To change the value you entered, press [+] and [-], and then specify a new value.

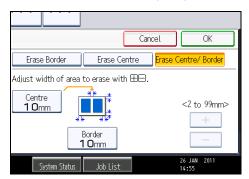
#### Erase Centre / Border (same width)

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



- 2. Press [Erase].
- 3. Press [Erase Centre / Border].
- 4. Press [Erase Centre/ Border].
- 5. Press [Same Width].





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

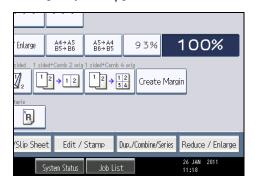
- 7. Press [Border], and then specify the erase width with [+] and [-].
- 8. Press [OK] twice.



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

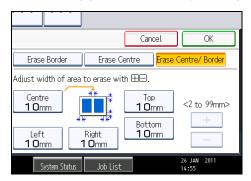
# Erase Centre / Border (different width)

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



- 2. Press [Erase].
- 3. Press [Erase Centre / Border].
- 4. Press [Erase Centre/ Border].
- 5. Press [Different Width].

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



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

To specify another erase width, repeat step 6.

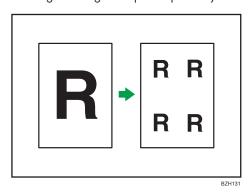
7. Press [OK] twice.



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

# **Image Repeat**

The original image is copied repeatedly.



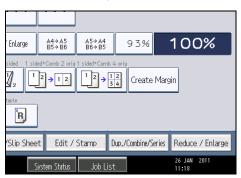
Original: A5 $\square$ /Copy paper: A4 $\square$  or Original:  $5^1/_2 \times 8^1/_2 \square$ /Copy paper:  $8^1/_2 \times 11^\square$ 

4 repeats (71 %)	16 repeats (35 %)
BATO96S	BATO9SS

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

2 repeats (100 %)	8 repeats (50 %)	32 repeats (25 %)
BATOBSS	BAT067S	BATOBAS

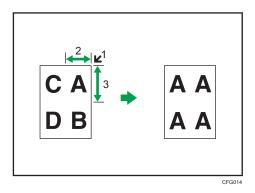
- 1. Press [Original Setting].
- 2. Press [Original Size].
- 3. Specify the original size, and then press [OK].
- 4. Select original orientation.
- 5. Press [OK].
- 6. Select the paper tray and the reproduction ratio.
- 7. Press [Edit / Stamp].



- 8. Press [Edit Image].
- 9. Press [Image Repeat].
- 10. Press [OK].



- You can change the settings for Image Repeat under Edit in User Tools. For details about Edit, see "Edit".
- · Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.
- You can repeatedly copy the image of the specified area. Measure the vertical and horizontal lengths of the area you want to copy from the base point, and then enter each length in Custom Size in Original Settings. Place the original on the exposure glass to copy.



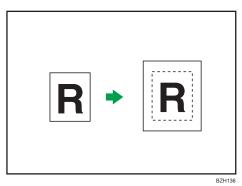
- 1. Base point
- 2. Horizontal length
- 3. Vertical length

# Reference

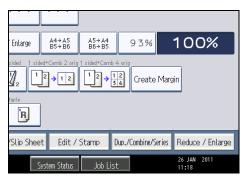
• p.183 "Edit"

# Centring

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



- You cannot use the bypass tray with this function.
- 1. Press [Original Setting].
- 2. Press [Original Size].
- 3. Specify the original size, and then press [OK].
- 4. Select original orientation.
- 5. Press [OK].
- 6. Select the paper tray.



- 8. Press [Edit Image].
- 9. Press [Centring].
- 10. Press [OK].



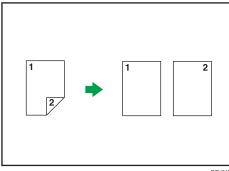
- Depending on the orientation of the originals and copy paper, the output may be different from what you want. If this happens, change the orientation of the originals or copy paper by 90 degrees.
- For details about the original size you can select as the regular size, see "Sizes Selectable as Regular Size Originals".

# Reference

• p.18 "Sizes Selectable as Regular Size Originals"

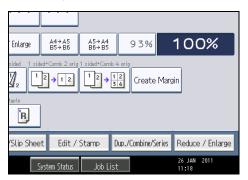
# **Series Copies**

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

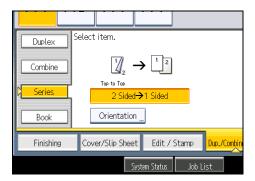


3ZH040

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



- 2. Press [Series].
- 3. Make sure that [2 Sided  $\rightarrow$  1 Sided] is selected, and then press [OK].



You can specify the orientation. For details, see "Originals and Copy Orientation".



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

# Reference

• p.59 "Originals and Copy Orientation"

# Booklet/Magazine

Copies two or more originals in page order.

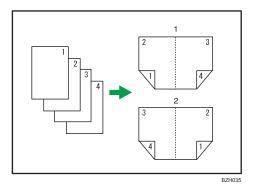


• You cannot use the bypass tray with this function.

There are four types of Booklet/Magazine.

#### 1 Sided → Booklet

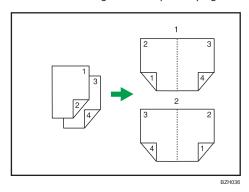
Make copies in page order for a folded booklet as shown.



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

# 2 Sided → Booklet

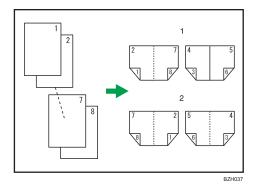
Make 2-sided originals to copies in page order for a folded booklet as shown.



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

# 1 Sided → Magazine

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

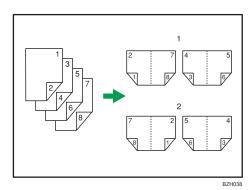


1. Open to left

# 2. Open to right

## 2 Sided → Magazine

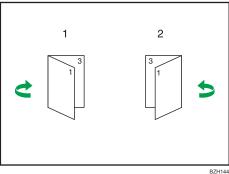
Copies two or more originals of 2-sided to make copies in page order when they are folded and stacked.



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

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

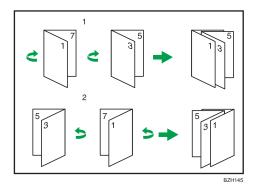
Fold a copy along the centerline, and open.



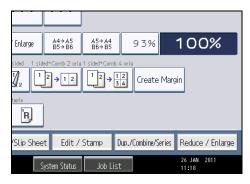
- 1. Open to left
- 2. Open to right

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

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

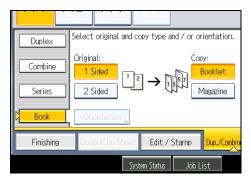


- 1. Open to left
- 2. Open to right
- 1. Press [Original Setting].
- 2. Press [Original Size].
- 3. Specify the original size, and then press [OK].
- 4. Select original orientation.
- 5. Press [OK].
- 6. Press [Dup./Combine/Series].



7. Press [Book].

Select a book type separately for the original ([1 Sided] or [2 Sided]) and copy ([Booklet] or [Magazine]).



If you specified [2 Sided] for the original, you can specify the orientation of originals or copies. For details, see "Originals and Copy Orientation".

- 9. Press [OK].
- 10. Select the paper tray.



- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- The 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 "Edit".
- 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 machine selects reproduction ratios of between 25 and 400%. However, if the originals are placed in the ADF, the maximum reproduction ratio is 200%. To copy originals at a reproduction ratio above 200%, you must place them on the exposure glass.
- 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.
- Depending on the orientation of the original and 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.

#### Reference

- p.59 "Originals and Copy Orientation"
- p.183 "Edit"

**Important** 

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

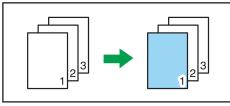
- Before using this function, select the trays for covers under Cover Sheet Tray in Tray Paper Settings. For details, see "System Settings", Network and System Settings Reference.
- You cannot specify the bypass tray as the Main Sheet Tray.
- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided.

The Covers function includes Front Cover and Front/Back Cover.

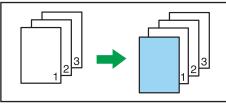
#### Front Cover

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

Copy



Blank

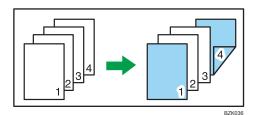


BZH148

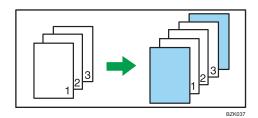
#### Front/Back Cover

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

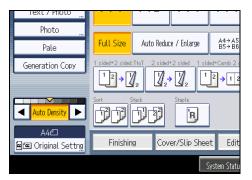
Copy



• Blank



1. Press [Cover/Slip Sheet].



2. Select [Copy] or [Blank] for the cover sheet, and then press [OK].



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



- You cannot specify both Front Cover and Front/Back Cover at the same time.
- The cover sheets should be the same size as the main sheets.

- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Edit".
- If Blank mode is selected, the cover will not be counted as a copy.
- The settings made under Cover Sheet Tray in User Tools determine whether or not the front and back covers are duplex printed.
  - At Mode Selected... Settings made in Cover Sheet Tray will take priority.
  - Full Time... Settings made in Paper Type will take priority.
     For details, see "System Settings", Network and System Settings Reference.

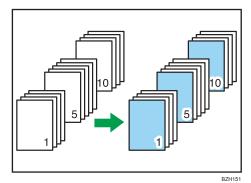
# Reference

• p.183 "Edit"

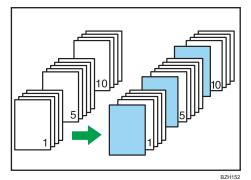
# Designate

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

Copy

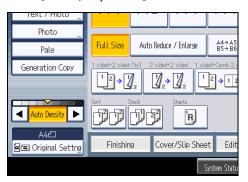


• Blank

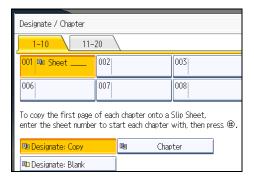




- You cannot specify the bypass tray as the Main Sheet Tray.
- Before using this function, select the tray for designation sheets under Slip Sheet Tray in User Tools.
   For details, see "System Settings", Network and System Settings Reference.
- 1. Press [Cover/Slip Sheet].



- 2. Press [Designate / Chapter].
- 3. Select [Designate: Copy] or [Designate: Blank].
- 4. Press the key to select the chapter number.



To select pages 11 to 20 (chapter), press [11-20].

- Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.
- 6. To specify another page location, repeat steps 3 to 5.
  Up to 20 locations can be specified.
- 7. Select the main sheet tray that contains the paper to copy the originals.
- 8. Press [OK] twice.

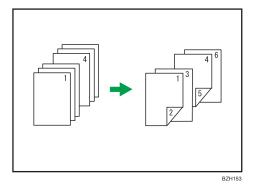


- To change the value you entered, press the key you want to change, and then enter a new value.
- The designation sheets should be the same size as the main sheets.

- If you select [Designate: Blank], the specified pages will be excluded from the copy count.
- 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.

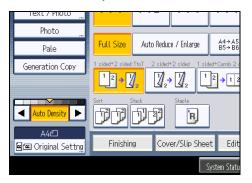
# Chapters

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



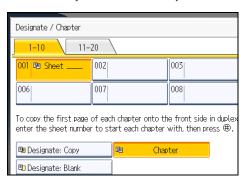
# 

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



- 2. Press [Designate / Chapter].
- 3. Press [Chapter].

4. Press the key to select the chapter number.



To select chapters 11 to 20, press [11-20].

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

Up to 20 locations can be specified.

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

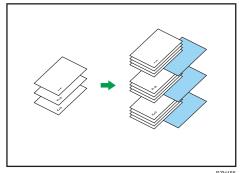


• To change the value you entered, press the key you want to change, and then enter a new value.

# Slip Sheet

Every time an original page changes, a slip sheet is inserted. You can also print on the inserted slip sheet.

Since a slip sheet is inserted for every page, you can protect printed surfaces. This function is useful in copying onto OHP transparencies.

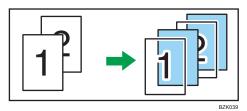


BZH 130

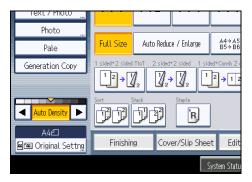


- If [1 Sided → 2 Sided] is set, cancel the setting.
- Before using this function, select the tray for slip sheets under Slip Sheet Tray in Tray Paper Settings. For details, see "System Settings", Network and System Settings Reference.

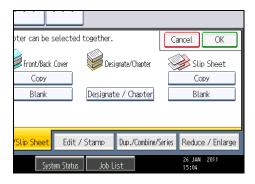
#### When copying onto OHP transparencies



1. Press [Cover/Slip Sheet].



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



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

When copying onto OHP transparencies, use the bypass tray.



- When setting OHP transparencies on the bypass tray, press the [#] key and select [OHP (Transparency)] in Paper Type. For details, see "Copying onto OHP Transparencies or Thin Paper".
- The slip sheets should be the same size as the copy paper or the OHP transparency.

• If you do not copy onto slip sheets, they are excluded from the number of copies counted.

# **■** Reference

• p.43 "Copying onto OHP Transparencies or Thin Paper"

# 4. Document Server

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

# Relationship between Document Server and Other Functions

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

## **Copier functions**

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

#### **Printer functions**

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

#### Facsimile functions

- · Storing method: Fax
- List display: Available
- Printing: Available
- Transmission: Available

The data can be transferred by the facsimile feature. For details, see "Sending Stored Documents", Facsimile Reference.

# **Scanner functions**

- Storing method: Scanner
- List display: Unavailable

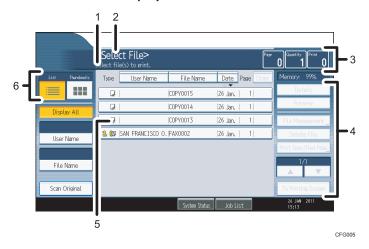
When documents are stored with the scanner feature, you can confirm them from the scanner feature screen. For details, see "Displaying the List of Stored Files", Scanner Reference.

- Printing: Unavailable
- Transmission: Available

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

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

# **Document Server initial display**



- 1. Displays operational status and messages.
- 2. Displays the title of the current screen.
- 3. Displays the numbers of originals stored into the memory, copies set, and copies made.
- 4. Displays keys for the operation.
- 5. Displays an icon that indicates the function used to store the document.
- 6. Displays keys for switching the display between list and thumbnails.

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

Function	Copier	Facsimile	Printer
Icons	G.	<b>①</b>	<u>D</u>

#### Thumbnail screen

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







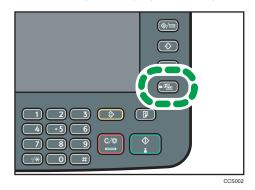
• All the stored documents may not be displayed depending on the security function specified.

# **Simplified Display**

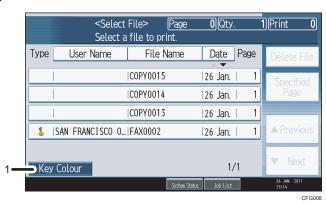
This section explains how to switch to the simplified display.

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

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



Simplified Document Server Screen



Press to increase screen contrast by changing the color of the keys.

This is available only for the simplified display.



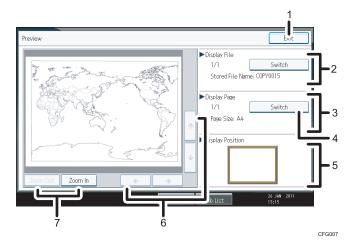
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

# **Preview Display**

This section explains the items that appear on the preview display and how to preview stored documents.

To preview stored documents, select the documents you want to preview on the Document Server initial display, and then press [Preview]. The preview display denotes the screen that allows confirming contents of the scanned documents.

#### **Preview Display**



#### 1. [Exit]

Closes the preview display.

#### 2. Display File

Displays the file name.

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

#### 3. Display Page

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

#### 4. [Switch]

Flips the page of the selected file.

#### 5. Display Position

Indicates the location of the displayed preview image when the image is enlarged.

# 6. [←][→][↑][↓]

Moves the display area in the direction indicated by the arrow.

# 7. [Zoom Out], [Zoom In]

Scales the displayed page down or up.



- When the preview is already selected from another function, the preview screen function may become unusable.
- The preview display is also not available when the paper size is larger than A4 or  $8^{1}/_{2} \times 14$ . If the image file is corrupt, store it again.

# **Using the Document Server**

The following describes how to use the Document Server.

# Storing Data

The following describes the procedure for storing documents on the Document Server.



- Data stored in the machine might be lost if some kind of failure occurs. The manufacturer shall not be responsible for any damage resulting from loss of data.
- Be careful not to let anyone know your password, especially when entering a password or recording it. Keep any record of your password in a secure place.
- Avoid using a single number or consecutive numbers for a password such as "0000" or "1234", since the numbers like this are easy to guess, so using them will not provide a worthwhile level of security.
- A document accessed with a correct password remains selected even after operations are complete, and it can be accessed by other users. After the operation, be sure to press the [Clear Modes] key to cancel the document selection.
- The user name registered to a stored document in the Document Server is to identify the document creator and type. It is not to protect confidential documents from others.
- When turning on the fax transmission or scanning by the scanner, make sure that all other operations are ended.

#### File Name

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

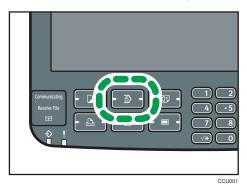
#### **User Name**

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

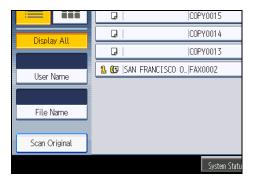
#### **Password**

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

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



2. Press [Scan Original].



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

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

- 4. Select the paper tray.
- 5. Place the original.
- 6. Specify the original scanning conditions.
- 7. Press the [Start] key.

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



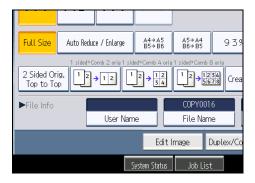
- The machine stores the documents with the size specified for the tray you selected, regardless of the actual size of the original.
- Enter the password in the range of four and eight digits.
- To stop scanning, press the [Clear/Stop] key. To restart a paused scanning job, press [Continue] in the confirmation display. To delete saved images and cancel the job, press [Stop]. The original placed in the ADF will be ejected.
- If a password is set, the key icon appears on the left side of the file name.

- After scanning, a list of stored documents will be displayed. If the list does not appear, press [Finish Scanning].
- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory
  default. You can specify the period after which the stored data is deleted automatically under Auto
  Delete File in Document Server in User Tools. See "System Settings", Network and System Settings
  Reference.
- If you do not want stored documents to be automatically deleted, select [Off] in Auto Delete File in Document Server before storing a document. If you select [On] later, data stored after will be automatically deleted.
- When storing another document in the Document Server after storing a document from the copy feature, be sure that its copy is completed.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine.

## Specifying a user name

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].

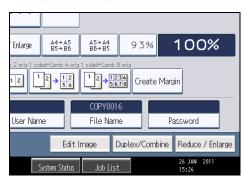
The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

## 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 automatically generated document name.

Pressing [Backspace] allows you to delete up to any desired position.

4. Enter a document name, and then press [OK].

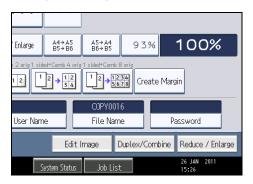


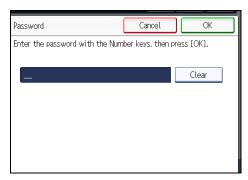
You can enter up to 20 characters for a document name. In the list, however, up to 16 characters
are displayed as the document name. If above limits are exceeded, the list will display up to 15
characters for the document name.

# Specifying a password

You can specify a password for the stored document.

- 1. Press [Scan Original].
- 2. Press [Password].





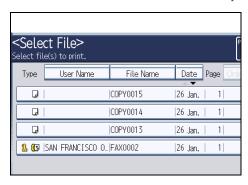
You can use four to eight digits for the password.

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

# Changing the User Name of a Stored Document

You can change the user name for a stored document.

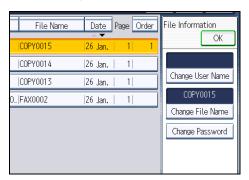
1. Select the document whose user name you want to change.



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

2. Press [File Management].

3. Press [Change User Name].



- 4. Enter a new user name, and then press [OK].
- 5. Press [OK].

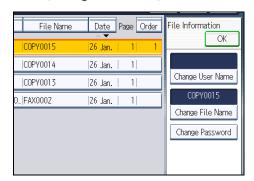


- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine.

# Changing the File Name of a Stored Document

You can change the file name of a stored document.

- Select the document whose name you want to change.
   If a password is set, enter it, and then press [OK].
- 2. Press [File Management].
- 3. Press [Change File Name].



- 4. Enter a new file name, and then press [OK].
- 5. Press [OK].

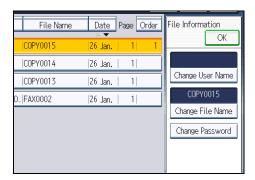


- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For
  details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine.

# Changing the Password of a Stored Document

You can change the password of a stored document.

- Select the document whose password you want to change.
   If a password is set, enter it, and then press [OK].
- 2. Press [File Management].
- 3. Press [Change Password].



- 4. Enter a new password, and then press [OK].
- 5. For double-check, enter the password again and then press [OK].
- 6. Press [OK].

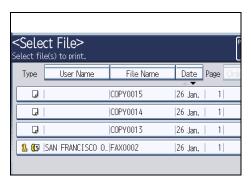


- To cancel the selection, press the selected (highlighted) key.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see "Entering Text", About This Machine.

# Checking the Details of a Stored Document

You can confirm the details of a stored document.

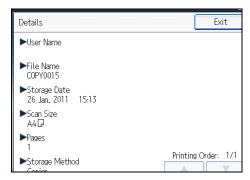
1. Select the document whose details are to be displayed.



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

## 2. Press [Details].

Details of the document will be displayed.





- 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

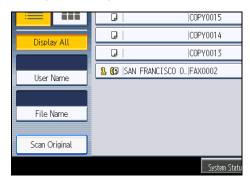
Searches for stored documents by user name.

- Web Image Monitor enables searching and reordering of stored documents from computers.
- For details about Web Image Monitor, see Help of Web Image Monitor.
- For details about how to enter text, see "Entering Text", About This Machine.

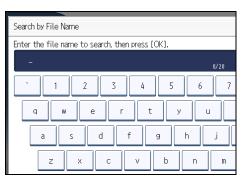
# Searching by file name

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.

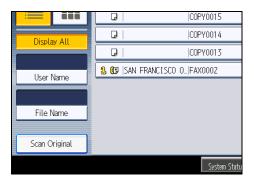
**U** Note

• Pressing [Display All] displays all stored documents.

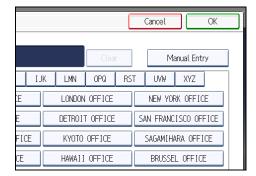
# Searching by user name

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.



• 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.

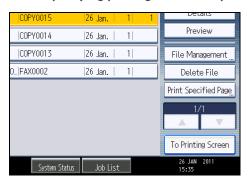
1. Select a document to be printed.

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

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

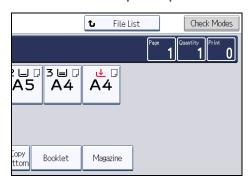
Up to 30 documents can be printed.

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 999.

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

Printing will be started.



- You can search the target document using [User Name] or [File Name] situated in the left side of
  the screen. For details about searching the target document, see "Searching for Stored
  Documents".
- 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.
- To cancel the selection, press the selected (highlighted) key.
- 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.

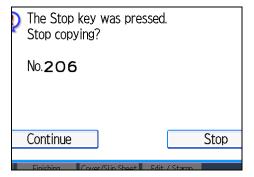
- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing. The facsimile features do not have the function of storing the printing conditions.
- When two or more documents are specified, the printing conditions are stored on 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 Copy (Top to Top, Top to Bottom), Booklet, Magazine
  - Finishing (Sort / Stack / Staple)
  - Cover/Slip Sheet (Front Cover, Front/Back Cover, Designate/Chapter, Slip Sheet)
  - Edit / Stamp (Margin Adj., Stamp)
- When printing two or more copies while selecting the Sort function, you can confirm the finish by printing only one copy. For details about sample print function, see "Sample print".
- 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.
- The Stamp function is not specifiable to the documents being stored from the facsimile features.
- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".
- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see "Displaying Stored Documents with Web Image Monitor".

#### Reference

- p.163 "Searching for Stored Documents"
- p.169 "Sample print"
- p.172 "Displaying Stored Documents with Web Image Monitor"
- p.177 "General Features"

Interrupts a print job.

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

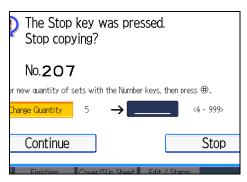


# Changing the number of print copies while printing is in progress

You can change the number of sets during printing.



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



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

Printing will be resumed.



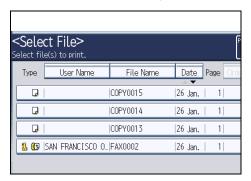
 The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.

# Sample print

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



- 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.



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

# Printing the first page

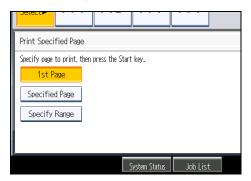
In order to confirm the print results, you can print the first page alone of the document selected on the Select File screen.

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.

- Select the document to be printed.
   If a password is set, enter it, and then press [OK].
- 2. Press [Print Specified Page].
- 3. Press [Specified Page].
- 4. Specify the page to be printed with the number keys, and then press [#].



5. Press the [Start] key.

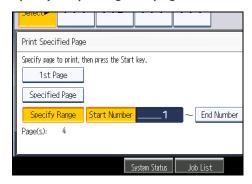


• To change the value you entered, press the key you want to change, and then enter a new value.

# Printing a specified range

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.



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

# **Deleting a Stored Document**

Deletes a stored document.



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

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

3. Press [Yes].



- You can delete all documents stored in the Document Server under Delete All Files in Document Server in User Tools. For details about Delete All Files in Document Server, see "System Settings", Network and System Settings Reference.
- It is also possible to select two or more documents and delete them.
- You can search the target document using [File Name] or [User Name] situated in the left side of the screen.
- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.
- When you could not identify the target document from the document name, print the first page alone of the document in order to confirm the print results.
- To cancel the selection, press the selected (highlighted) key.
- 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".

# Reference

p. 172 "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.

The top page of Web Image Monitor will be displayed.

4

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.



- 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.

# 

- The file format converter is required if you want to download documents saved under the copy or printer function.
- 1. Start a Web browser.
- 2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.

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.
- Select the format for the file you want to download, and then click [Download].

The data will be downloaded.

6. Click [OK].



- You can change the format of the list. Click the 🖽 (Thumbnails), 🍱 (Icons), or 🔳 (Details).
- You can select [JPEG] only for files that are full color or gray scale and compressed using the scanner function.
- If you are using Internet Explorer 8, downloading will be slower than with other browsers. To
  download faster with Internet Explorer 8, open the browser's [Internet Options] menu and register
  the machine's URL as a trusted site. Then disable SmartScreen filter for trusted sites. For details
  about these settings, see the Internet Explorer 8 Help files.

# Registering Frequently Used Functions for Printing Stored Documents from the Document Server

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

The settings you can store are as follows:

- The number of prints
- 2 Sided Copy, Booklet, Magazine
- Finishing (Sort, Stack, Staple)
- Cover/Slip Sheet (Front Cover, Front/Back Cover, Designate/Chapter, Slip Sheet)
- Edit / Stamp (Margin Adj., Stamp)

For details about how to store these settings, see "Registering Frequently Used Functions".

# Reference

p.83 "Registering Frequently Used Functions"

# Changing the Default Functions of the Document Server's Initial Display

You can configure the settings of the initial document print screen or the initial scan original screen.

The initial document print screen appears when [To Printing Screen] on the document selection screen is pressed. The initial scan original screen appears when [Scan Original] on the document selection screen is pressed.

The functions you can specify as the default functions of the initial screens are as follows:

- Initial document print screen
   Finishing, Cover/Slip Sheet, Edit / Stamp, 2 Sided Copy, Booklet, Magazine, number of prints
- Initial scan original screen

Paper Tray, Original Type, Density, Original Settng, Edit Image, Duplex/Combine, Reduce / Enlarge

For details about how to configure the default functions displayed on the initial document print screen, see "Changing the Default Functions of the Copy's Initial Display".

To configure the default functions displayed on the initial scan original screen, press the [Program] key and then press [Program].

# Reference

• p.87 "Changing the Default Functions of the Copy's Initial Display"

# 5. Copier and Document Server Features

This chapter describes user tools in the Copier / Document Server Features menu.

# **Accessing User Tools**

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.



- Operations for system settings differ from normal operations. Always quit User Tools when you
  have finished. For details about how to end User Tools, see "Quitting User Tools".
- Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the [Energy Saver] or [Clear Modes] key is pressed.

# Reference

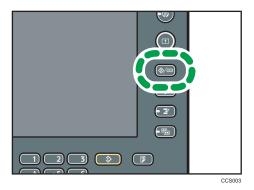
• p.176 "Quitting User Tools"

# **Changing Default Settings**

This section describes how to change the settings of User Tools.

# Mportant (

- If the Administrator Authentications Management is specified, contact your administrator.
- 1. Press the [User Tools/Counter] key.



- 2. Press [Copier / Document Server Features].
- 3. Select the user tool you want to change.
- 4. Change settings by following instructions on the display, and then press [OK].

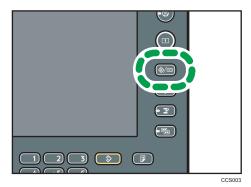


• To cancel changes made to settings and return to the initial display, press the [User Tools/Counter] key.

# **Quitting User Tools**

This section describes how to quit the settings of User Tools.

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



Note

• You can also quit User Tools by pressing [Exit].

# 5

# **General Features**

This section describes the user tools in the General Features menu under Copier / Document Server Features.

#### **Auto Image Density Priority**

You can set whether Auto Image Density is "On" or "Off" when the machine is turned on, reset, or modes are cleared.

Default for "Photo": [Off]

Default for "Non-photo": [On]

#### **Original Photo Type Priority**

You can specify which original photo type has priority when you select "Text / Photo" or "Photo".

Default for "Text / Photo": [Printed Photo]

Default for "Photo": [Printed Photo]

## **Original Type Display**

You can have the original types shown on the initial display.

Default: [Display]

If you select "Hide", the display is as below.

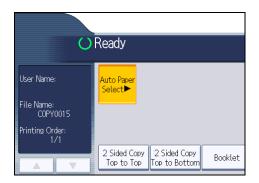


#### Paper Display (Stored File Print)

You can choose to have the available paper trays and sizes shown on the initial document print screen of the document server.

Default: [Display]

If you select "Hide", the display is shown as below.



When you cancel [Auto Paper Select], the sizes of paper loaded in the trays are displayed.

#### Original Orientation in Duplex Mode

You can set the orientation of the originals when copying two-sided originals.

Default: [Top to Top]

#### Copy Orientation in Duplex Mode

You can set the orientation of the copies when making two-sided copies.

Default: [Top to Top]

#### Max. Copy Quantity

The maximum copy quantity can be set between 1 and 999.

Default: [999 sheet(s)]

#### **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. This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

#### Default: [With Image Rotation]

• With Image Rotation

If the size of the paper in a tray is the same as that of the first tray, the machine switches to it even though the orientation is different. If this happens, the images are rotated by 90 degrees.

• Without Image Rotation

The machine switches the trays only when both the size and orientation of the paper in different trays are the same. If the paper is not the same size and in the same orientation, copying is interrupted and the message "Load paper." is displayed.

Off

When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

#### Alert Sound: Original left on Exposure Glass

You can set whether to use a buzzer to alert you when you forget to remove an original.

Default: [On]

If Panel Key Sound of General Features (System Settings) during system settings is set to "Off", this function is invalidated even if it is set to "On".

#### Job End Call

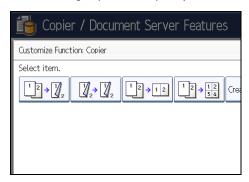
You can set whether to generate a buzzer sound ("pi") when a copy is completed.

If Panel Key Sound of General Features (System Settings) is "Lowest", "Low", "Medium", or "High", the machine beeps to notify you that it did not complete a job for reasons such as copying was interrupted, the paper tray ran out of paper, or a paper jam occurred.

Default: [On]

#### **Customize Function: Copier**

You can assign up to six frequently-used functions to Copy Function keys.



Default for "Customize Function: Copier 1": [1 sided → 2 sided: TtoT]

Default for "Customize Function: Copier 2": [2 sided  $\rightarrow$  2 sided]

Default for "Customize Function: Copier 3": [1 sided → Comb 2 orig]

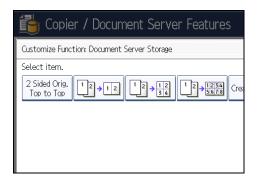
Default for "Customize Function: Copier 4": [1 sided → Comb 4 orig]

Default for "Customize Function: Copier 5": [Create Margin]

Default for "Customize Function: Copier 6": [Off]

#### **Customize Function: Document Server Storage**

You can assign up to six frequently-used functions for scanning documents on the Document Server Storage keys.



Default for "Customize Function: Document Server Storage 1": [2 Sided Orig. Top to Top]

Default for "Customize Function: Document Server Storage 2": [1 sided → Comb 2 orig]

Default for "Customize Function: Document Server Storage 3": [1 sided → Comb 4 orig]

Default for "Customize Function: Document Server Storage 4": [1 sided → Comb 8 orig]

Default for "Customize Function: Document Server Storage 5": [Create Margin]

Default for "Customize Function: Document Server Storage 6": [Off]

#### **Bypass Tray Paper Misfeed Prevention**

You can specify how the machine responds when the paper size selected on the control panel differs from that loaded on the bypass tray.

If you select [On], the machine displays a message after copying the first page of the originals. Load the correct size of paper on the bypass tray, and then press the [Start] key to copy from the first page of the originals.

Default: [Off]

## **Reproduction Ratio**

This section describes the user tools in the Reproduction Ratio menu under Copier / Document Server Features.

#### Shortcut Reduce/Enlarge

You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display.

You can also change registered Reduce/Enlarge ratios.

When you select [User Reduce/Enlarge Ratio], the ratio can be set from 25 to 400%, using the number keys.

Region (mainly Europe and Asia)

Default for "F1": [71%]

Default for "F2": [141%]

Default for "F3": [93%]

Region (mainly North America)

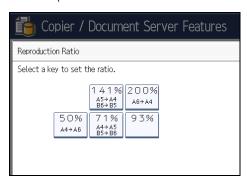
Default for "F1": [65%]

Default for "F2": [155%]

Default for "F3": [93%]

### **Reproduction Ratio**

You can specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.



## Region A (mainly Europe and Asia)

- A4 → A6 (50%)
- A4 → A5, B5 JIS → B6 JIS (71%)
- 93%
- A5 → A4, B6 JIS → B5 JIS (141%)
- A6 → A4 (200%)

• User Reduce/Enlarge Ratio (25 - 400%)

Region B (mainly North America)

- $8^{1}/_{2} \times 11 \rightarrow 5^{1}/_{2} \times 8^{1}/_{2}$  (65%)
- $8^{1}/_{2} \times 14 \rightarrow 8^{1}/_{2} \times 11 (78\%)$
- 93%
- $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 8^{1}/_{2} \times 11 (129\%)$
- $5^{1}/_{2} \times 8^{1}/_{2} \rightarrow 8^{1}/_{2} \times 14 (155\%)$
- User Reduce/Enlarge Ratio (25 400%)

## Reduce/Enlarge Ratio Priority

You can set the ratio with priority when [Reduce / Enlarge] is pressed.

Default:

Region A (mainly Europe and Asia)

[71%]

Region B (mainly North America)

[65%]

#### **Ratio for Create Margin**

You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

Enter a ratio using number keys (in the range of 90 to 99%).

Default: [93%]

E

## **Edit**

This section describes the user tools in the Edit menu under Copier / Document Server Features.

Enter the width of the binding margin with the number keys as follows:

- Region A (mainly Europe and Asia)
  - 0 30 mm (in increments of 1 mm)
- Region B (mainly North America)
  - 0.0 1.2 inches (in increments of 0.1 inches)

Enter the width of the erased margin with the number keys as follows:

- Region A (mainly Europe and Asia)
  - 2 99 mm (in increments of 1 mm)
- Region (mainly North America)
  - 0.1 3.9 inches (in increments of 0.1 inches)

An image of approximately 1.5 mm (0.06 inches) will not be displayed as the width of the separation line, when specifying solid or broken lines.

#### Front Margin: Left / Right

Specify left and right margins on the front side of copies in Margin Adjustment mode.

Default:

Region A (mainly Europe and Asia)

[Left: 5 mm]

Region (mainly North America)

[Left: 0.2 inch]

### Back Margin: Left / Right

Specify left and right margins on the back side of copies in Margin Adjustment mode.

Default:

Region (mainly Europe and Asia)

[Right: 5 mm]

Region B (mainly North America)

[Right: 0.2 inch]

#### Front Margin: Top / Bottom

Specify top and bottom margins on the front side of copies in Margin Adjustment mode.

Default:

Region (mainly Europe and Asia)

```
5
```

```
[T / B: 0 mm]
     Region B (mainly North America)
    [T / B: 0.0 inch]
Back Margin: Top / Bottom
     Specify top and bottom margins on the back side of copies in Margin Adjustment mode.
     Default:
    Region (mainly Europe and Asia)
     [T / B: O mm]
     Region B (mainly North America)
     [T / B: 0.0 inch]
1 Sided → 2 Sided Auto Margin: TtoT
    In 1 sided \rightarrow 2 sided Duplex mode, you can specify the margins on the back side.
    The margin is set to the same value of "Back Margin: Left/Right".
     Default:
     Region A (mainly Europe and Asia)
     [Right: 5 mm]
     Region B (mainly North America)
     [Right: 0.2 inch]
1 Sided → 2 Sided Auto Margin: TtoB
     In 1 sided \rightarrow 2 sided Duplex mode, you can specify the margins on the back side.
    The value set for "Back Margin: Top/Bottom" is used.
     Default:
    Region (mainly Europe and Asia)
     [T / B: 0 mm]
     Region B (mainly North America)
    [T / B: 0.0 inch]
Erase Border Width
     Specify the width for erasing border.
     Default:
    Region A (mainly Europe and Asia)
     [10 mm]
     Region B (mainly North America)
     [0.4 inch]
```

#### **Erase Original Shadow in Combine**

In Combine mode, you can specify whether to erase a 3 mm, 0.1 inches boundary margin around all four edges of each original.

Default: [On]

#### **Erase Centre Width**

Specify the width of the erased center margins with this function.

Default:

Region A (mainly Europe and Asia)

[10 mm]

Region (mainly North America)

[0.4 inch]

## Front Cover Copy in Combine

You can make a combined copy on the front cover sheet when you select Front Cover mode.

Combine	Do not Combine	
1     2     5     6       3     4     7     8	1 2 3 6 7 8	

BZK04

Default: [Combine]

#### Copy Order in Combine

You can set the copy order in Combine mode to From Left to Right or From Top to Bottom.

From Left to Right	From Top to Bottom	
1 2 3 4	1 3 2 4	
1 2 3 4 5 6 7 8	1 3 5 7 2 4 6 8	

BZK041

Default: [From Left to Right]

#### Orientation: Booklet, Magazine

Select the opening orientation of copies made using Booklet or Magazine mode.

Default: [Open to Left]

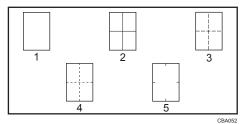
## Copy on Designating Page in Combine

Specify whether to make a combined copy on the inserted slip sheets in Designate/Chapter mode.

Default: [Combine]

#### **Image Repeat Separation Line**

You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.



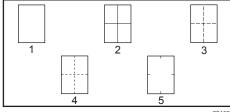
- 1. None
- 2. Solid
- 3. Broken A
- 4. Broken B
- 5. Crop Marks

Default: [None]

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inches) in width along the separation line.

#### Separation Line in Combine

You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.



CBA05

- 1. None
- 2. Solid
- 3. Broken A
- 4. Broken B
- 5. Crop Marks

Default: [None]

Ŀ

**D** 

Selecting solid or broken lines might produce a blank area of approximately 1.5 mm (0.06 inches) in width along the separation line.

## Stamp

This section describes the user tools in the Stamp menu under Copier / Document Server Features.

## **Background Numbering**

This section describes the user tools in the Background Numbering menu under Stamp.

#### Size

You can set the size of the numbers.

Default: [Normal]

#### **Density**

You can set the density of the numbers.

Default: [Normal]

## **Preset Stamp**

This section describes the user tools in the Preset Stamp menu under Stamp.

#### Stamp Language

You can select the language of the message printed in Stamp mode.

 English, German, French, Italian, Spanish, Dutch, Portuguese, Polish, Czech, Swedish, Finnish, Hungarian, Norwegian, Danish, Russian, Japanese, Simplified Chinese, Traditional Chinese, Hangul, Catalan, Turkish

Default: [English]

#### **Stamp Priority**

You can select the stamp type given priority when [Preset Stamp] is pressed.

Default: [COPY]

#### **Stamp Format**

Specify how each of stamps is printed.

• Stamp Position

Specify where to print the stamp.

Default: [Top Right]

• Adjust Stamp Position

You can adjust the print position of the stamp within the available ranges shown below.

Region A (mainly Europe and Asia)

5

```
"Top Left" T/B: 4 - 118 mm, L/R: 4 - 118 mm
"Top Center" T/B: 4 - 118 mm, L/R: 59 - 59 mm
"Top Right" T/B: 4 - 118 mm, L/R: 4 - 118 mm
"Center Left" T/B: 59 - 59 mm, L/R: 4 - 118 mm
"Center" T/B: 59 - 59 mm, L/R: 59 - 59 mm
"Center Right" T/B: 59 - 59 mm, L/R: 4 - 118 mm
"Bottom Left" T/B: 4 - 118 mm, L/R: 4 - 118 mm
"Bottom Center" T/B: 4 - 118 mm, L/R: 59 - 59 mm
"Bottom Right" T/B: 4 - 118 mm, L/R: 4 - 118 mm
Region B (mainly North America)
"Top Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches
"Top Center" T/B: 0.1 - 4.6 inches, L/R: 2.3 - 2.3 inches
"Top Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches
"Center Left" T/B: 2.3 - 2.3 inches, L/R: 0.1 - 4.6 inches
"Center" T/B: 2.3 - 2.3 inches, L/R: 2.3 - 2.3 inches
"Center Right" T/B: 2.3 - 2.3 inches, L/R: 0.1 - 4.6 inches
"Bottom Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches
"Bottom Center" T/B: 0.1 - 4.6 inches, L/R: 2.3 - 2.3 inches
"Bottom Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches
```

Size

You can set the size of the stamp.

Default: [1 X]

Density

You can set the pattern used to print the stamp.

#### Default: [Normal]

Normal

The stamp is printed on the image. You cannot check which parts will overlap.

Lighter

The image can be seen through the stamp.

Lightest

The image appears even clearer than in the Lighter setting.

• Page to Stamp

You can have the stamp printed on the first page or all pages.

### Default: [All Pages]

## **User Stamp**

This section describes the user tools in the User Stamp menu under Stamp.

#### Program / Delete Stamp

You can register, change, or delete user stamps.

You can register up to four custom stamps with your favorite designs.

For details about how to program the user stamp, see "User Stamp".

#### Stamp Format: 1 - 4

Specify how each of registered user stamps 1 to 4 is printed.

• Stamp Position

Specify where to print the user stamp.

Default: [Top Right]

• Adjust Stamp Position

You can adjust the position of the user stamp within the available ranges shown below.

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

```
"Top Left" T/B: 4^{-118} mm, L/R: 4^{-118} mm
```

"Top Center" T/B: 4 - 118 mm, L/R: 59 - 59 mm

"Top Right" T/B: 4 - 118 mm, L/R: 4 - 118 mm

"Center Left" T/B: 59 - 59 mm, L/R: 4 - 118 mm

"Center" T/B: 59 - 59 mm, L/R: 59 - 59 mm

"Center Right" T/B: 59  $^-$  59 mm, L/R: 4  $^-$  118 mm

"Bottom Left" T/B: 4 - 118 mm, L/R: 4 - 118 mm

"Bottom Center" T/B: 4 - 118 mm, L/R: 59 - 59 mm

"Bottom Right" T/B: 4 - 118 mm, L/R: 4 - 118 mm

Region (mainly North America)

"Top Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

"Top Center" T/B: 0.1 - 4.6 inches, L/R: 2.3 - 2.3 inches

"Top Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

"Center Left" T/B: 2.3 - 2.3 inches, L/R: 0.1 - 4.6 inches

"Center" T/B: 2.3 - 2.3 inches, L/R: 2.3 - 2.3 inches

"Center Right" T/B: 2.3 - 2.3 inches, L/R: 0.1 - 4.6 inches

"Bottom Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

"Bottom Center" T/B: 0.1  $^-$  4.6 inches, L/R: 2.3  $^-$  2.3 inches

"Bottom Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

• Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

Default: [All Pages]

## **■** Reference

• p.110 "User Stamp"

## **Date Stamp**

This section describes the user tools in the Date Stamp menu under Stamp.

#### **Format**

You can select the date format for Date Stamp mode.

Default:

Region A (mainly Europe and Asia)

[DD / MM / YYYY]

Region (mainly North America)

[MM / DD / YYYY]

#### Font

You can select the date stamp font.

Default: [Font 1]

#### Size

You can set the date stamp size.

Default: [Auto]

#### Superimpose

You can have the date stamp printed in white when it overlaps black parts of the image.

Default: [Off]

#### Stamp Setting

Specify how the date stamp is printed.

• Stamp Position

Specify where to print the date stamp.

Default: [Top Left]

Adjust Stamp Position

You can adjust the position of the date stamp within the available ranges shown below.

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

```
"Top Left" T/B: 4 - 118 mm, L/R: 4 - 118 mm
```

"Top Center" T/B: 
$$4 - 118$$
 mm, L/R:  $59 - 59$  mm

"Top Right" 
$$T/B$$
: 4 - 118 mm,  $L/R$ : 4 - 118 mm

```
Region B (mainly North America)
```

```
"Top Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches
```

```
"Top Center" T/B: 0.1 - 4.6 inches, L/R: 2.3 - 2.3 inches
```

```
"Top Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches
```

"Bottom Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

"Bottom Center" T/B: 0.1 - 4.6 inches, L/R: 2.3 - 2.3 inches

"Bottom Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

· Page to Stamp

Sets whether to print the stamp on all pages or only the first page.

Default: [All Pages]

## Page Numbering

This section describes the user tools in the Page Numbering menu under Stamp.

#### **Stamp Format**

You can select the page number format given priority when [Page Numbering] is pressed.

Default: [P1,P2...]

#### **Font**

You can select the font in Page Numbering mode.

Default: [Font 1]

#### Size

You can set the size of the stamp printed in Page Numbering mode.

Default: [Auto]

## **Duplex Back Page Stamping Position**

You can set the position of the duplex back page number printed in Duplex mode.

Default: [Opposite Position]

<sup>&</sup>quot;Bottom Center" T/B: 4 - 118 mm, L/R: 59 - 59 mm

<sup>&</sup>quot;Bottom Right" T/B: 4 - 118 mm, L/R: 4 - 118 mm

#### Page Numbering in Combine

You can set page numbering when using the Combine function and the Page Numbering function together.

Default: [Per Original]

### Stamp on Designating Slip Sheet

You can select whether or not to print the page number onto slip sheets when using the Designate function set to "Copy" and the Page Numbering function together.

Default: [Off]

#### **Stamp Position**

Specify how each of stamps is printed.

• Stamp Position

Specify where to print the stamp.

Default for the patterns of "P1,P2...", "1/5,2/5...", "P.1,P.2...", and "1,2...": [Top Right]

Default for the patterns of "-1-,-2-..." and "1-1,1-2...": [Bottom Centre]

• Adjust Stamp Position

You can adjust the position of the stamp within the available ranges shown below.

Region A (mainly Europe and Asia)

"Top Left" T/B:  $4^-118$  mm, L/R:  $4^-118$  mm

"Top Center" T/B: 4 - 118 mm, L/R: 59 - 59 mm

"Top Right" T/B: 4 - 118 mm, L/R: 4 - 118 mm

"Bottom Left" T/B: 4 - 118 mm, L/R: 4 - 118 mm

"Bottom Center" T/B: 4 - 118 mm, L/R: 59 - 59 mm

"Bottom Right" T/B: 4 - 118 mm, L/R: 4 - 118 mm

Region B (mainly North America)

"Top Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

"Top Center" T/B: 0.1 - 4.6 inches, L/R: 2.3 - 2.3 inches

"Top Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

"Bottom Left" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

"Bottom Center" T/B: 0.1 - 4.6 inches, L/R: 2.3 - 2.3 inches

"Bottom Right" T/B: 0.1 - 4.6 inches, L/R: 0.1 - 4.6 inches

## Superimpose

You can have page numbers printed in white when they overlap black parts of the image.

Default: [Off]

## Page Numbering Initial Letter

You can select the page numbering initial letter between "P1,P2.../P.1,P.2..." and "S1,S2.../S.1,S. 2...".

Default: [P1,P2.../P.1,P.2...]

## Input / Output

This section describes the user tools in the Input / Output menu under Copier / Document Server Features.

#### Switch to Batch

You can select to have Batch mode or SADF mode displayed when you press [Original Setting].

Default: [Batch]

#### **SADF Auto Reset**

In SADF mode, an original must be set within a specified time after the previous original has been fed.

Default: [5 seconds]

You can adjust this time from 3 to 99 seconds in increments of 1 second.

#### **Memory Full Auto Scan Restart**

When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.

Default: [Off]

On

You can leave the machine unattended to make copies, but sorted pages will not be sequential.

Off

When memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray.

#### Letterhead Setting

If you select [Yes] in this function, the machine rotates the image correctly.

Default: [No]

Orientation-fixed (top to bottom) or two-sided paper might not be printed correctly depending on how the originals and paper are placed.

#### **Staple Position**

Specify which staple type has priority to be shown on the initial display.

Default for "Staple Position 1": [Staple: Top 1]

Default for "Staple Position 2": [Off]

Default for "Staple Position 3": [Off]

Default for "Staple Position 4": [Off]

#### **Simplified Screen: Finishing Types**

You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

Default for "Simplified Screen: Finishing Types 1": [Do not Display]
Default for "Simplified Screen: Finishing Types 2": [Do not Display]
Default for "Simplified Screen: Finishing Types 3": [Do not Display]

## **Administrator Tools**

This section describes the User Tools in the Administrator Tools menu under Copier / Document Server Features.

#### **Menu Protect**

You can prevent unauthenticated users from changing the user tools settings.

For details, consult the administrator.

# 6. Appendix

This chapter describes the copy machine's specifications and the function compatibility.

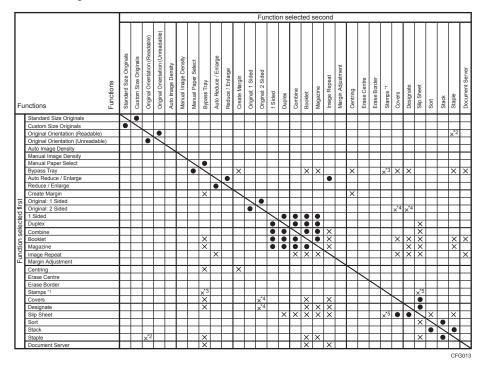
## **Function Compatibility**

The combination chart given below shows which modes can be used together.

Blank: These modes can be used together.

- x: 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:



- \*1 Stamps include Background Numbering, Preset Stamp, User Stamp, Date Stamp, and Page Numbering.
- \*2 You can use these combinations only if Auto Reduce / Enlarge is selected.

The following combinations are not possible:

- \*3 Preset Stamp, User Stamp, Date Stamp, or Page Numbering with Bypass Tray
- \*4 Front Cover, Front/Back Cover, or Designate with 2 Sided → 1 Sided
- \*5 Background Numbering with Slip Sheet

## **Trademarks**

Windows<sup>®</sup> and Internet Explorer<sup>®</sup> are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Adobe, Acrobat, and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/ Open Company Limited.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights to those marks.

The proper name of Internet Explorer 8 is Windows® Internet Explorer® 8.

# **INDEX**

	Changing the password162
1 Sided 2 Sided Auto Margin TtoB184	Chapters146
1 Sided 2 Sided Auto Margin TroT184	Checking the contents of jobs79
1 Sided 2 Sided Auto Margin Hor104	Checking the details of a stored document162
<u>A</u>	Checking the job history82
Accessing User Tools175	Combine60
ADF11, 17, 18, 24	Combined auto and manual image density90
Adjusting copy image density89	Contrast91, 92
Administrator Tools197	Copier functions125, 151
Alert Sound Original left on Exposure Glass178	Copy on Designating Page in Combine186
Auto document feeder11, 17	Copy Order in Combine185
Auto Image Density89	Copy Orientation in Duplex Mode178
Auto Image Density Priority177	Copying31
Auto Reduce/Enlarge54	Copying from the bypass tray37
Auto Start34	Copying onto envelopes35, 45
Auto Tray Switching178	Copying onto OHP transparencies43
	Copying onto thick paper44
В	Copying onto thin paper43
Back Cover142	Covers142
Back Margin Left / Right183	Create Margin104
Back Margin Top / Bottom184	Custom size originals29
Background Density91, 93	Custom size paper40
Background Numbering106, 188	Customize Function Copier179
Base point of Reduce/Enlarge49	Customize Function Document Server Storage 179
Basic procedure31	D
Batch25	
Binding margin125	Date117
Booklet137	Date format117
Booklet/Magazine137	Date Stamp115, 191
Border Erase126	Default settings87, 174
Bypass tray37, 39, 40	Deleting a stored document171
Bypass Tray Paper Misfeed Prevention180	Deleting a stored program85
C	Deleting jobs81
	Deleting the user stamp114
Centre Erase126	Density188
Centring135	Designate144
Changing a stored program84	Directional Magnification98, 99
Changing default settings	Directional Size Magnification (inch)103
Changing the default functions87	Directional Size Magnification (mm)101
Changing the file name161	Display panel12
Changing the number of print copies168	Displaying stored documents172
Changing the number of sets71	Document Server76, 151, 174
Changing the order of jobs	Document Server Display. 152

Downloading stored documents173	Important	9
Duplex56	Initial display	14, 87, 152, 174
Duplex Back Page Stamping Position192	Input / Output	195
E	Interrupt Copy	33
	Interrupting a print job	168
Edit	Item	11
Enlarging originals	1	
Erase		
Erase Border128, 129, 131, 132	Job End Call	
Erase Border Width184	Job List screen	
Erase Centre	Job Order	
Erase Centre / Border126, 131, 132	Job Preset	32
Erase Centre Width185	L	
Erase Original Shadow in Combine185	Levet Niverland	100 100
Exposure glass17, 18, 22	Last Number	
F	Laws	
For startly former and	Left Original Beeper	
Facsimile functions	Legal prohibition	
Finishing	Letterhead Setting	195
First Printing Number122, 123	M	
First Printing Page122, 123	Machine types	10
Folding copies to make a booklet137	Magazine	
Folding copies to make a magazine137	Managing jobs	
Font	Manual Image Density	
Format	Manuals for this machine	
Frequently used functions83, 174	Margin Adjustment	
Front Cover	Max. Copy Quantity	
Front Cover Copy in Combine185	Memory Full Auto Scan Restart	
Front Margin Left / Right183	Menu Protect	
Front Margin Top / Bottom183	Missing image area	
Function compatibility199	Model-specific information	
G	Nieder specific information	
General Features177	N	
Generation Copy94	Names of major items	11
.,	New job	32
н	Non-compatible originals	17
Holding jobs80	Notes	11
How to read this manual10	Notice	9
L	0	
Image density89	OHP transparencies	43
Image position of Combine60	One-Sided Combine	
Image Repeat133	Option list	
Image Repeat Separation Line		

Original orientation20, 107, 110, 115, 118	Registering a custom size41
Original orientation and completed copies56	Registering a user stamp112
Original Orientation in Duplex Mode178	Registering functions83
Original Photo Type Priority177	Regular size originals28
Original size17	Regular size paper39
Original type94	Regulations12
Original Type Display177	Repeat133
Original weight17	Reproduction Ratio181
Originals17	S
Originals and copy orientation59	
P	SADF
	SADF Auto Reset195
Page Numbering118, 192	Sample Copy70
Page Numbering in Combine193	Sample print
Page Numbering Initial Letter194	Scanner functions
Pale	Searching by file name164
Paper Display (Stored File Print)177	Searching by user name164
Photo94	Searching for stored documents163
Placing originals17, 20	Selectable original sizes18
Placing originals in the ADF24	Selecting a preset ratio49
Placing originals on the exposure glass22	Selecting copy paper96
Preset Reduce/Enlarge49	Separation Line in Combine186
Preset Stamp107, 188	Series Copies136
Preview Display154	Sharp / Soft91, 92
Printer functions151	Shift Stack72
Printing a specified page170	Shortcut Reduce/Enlarge181
Printing a specified range171	Simplified Display15, 153
Printing stored documents165	Simplified Screen Finishing Types196
Printing the first page169	Size188, 191, 192
Program83, 87	Size Magnification97
Program/Delete Stamp190	Slip Sheet147
Q	Sort
	Specifying a file name158
Quitting User Tools176	Specifying a password159
R	Specifying a reproduction ratio51, 52
Ratio for Create Margin182	Specifying a user name158
Readable orientation	Specifying original sizes27
Recalling a stored program85	Specifying the reproduction ratio99, 100
Recalling the registered custom size42	Stack68, 72
Recommended originals	Stamp106, 188
Reduce/Enlarge97	Stamp density109
Reduce/Enlarge Ratio Priority182	Stamp Format188, 190, 192
Reducing originals	Stamp Language188
Kodosing Onginalis	Stamp on Designating Slip Sheet193

Stamp position 107, 109, 110, 111, 115, 118, 121
Stamp Position193
Stamp Priority188
Stamp Setting191
Stamp size109
Staple68, 73
Staple Position195
Stapling position73
Storing data156
Storing data in the Document Server76
Superimpose191, 193
Switch to Batch195
Symbols10
Т
Text
Text / Photo94
Text / Photo Sensitivity91, 93
Thick paper44
Thin paper
Trademarks
Two-Sided Combine64
U
Unreadable orientation20
User Stamp110, 114, 190
Using paper tray settings28
Using the Document Server156
W
Web Image Monitor172, 173
Z
700m 51

