DSm651/DSm660/DSm675

*LD151/LD160/LD175*

Aficio™ 2051/2060/2075

## Operating Instructions

# Copy Reference

1 Placing Originals

2 Copying

3 Connect Copy

4 Troubleshooting

5 User Tools (Copier/Document Server Features)

6 Specifications


Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information in the "General Settings Guide" before using the machine.

### Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine, all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

**Notes:**

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

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

**Caution:**

Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

**Notes:**

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.3 *"Machine Types"*.)

- Type 1: DSm651/LD151/Aficio 2051
- Type 2: DSm660/LD160/Aficio 2060
- Type 3: DSm675/LD175/Aficio 2075

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

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

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

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

### Power Source

220V, 50/60Hz, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in the General Settings Guide.

# Manuals for This Machine

The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual.

**Note**

❒ Manuals provided are specific to machine type.

❒ Adobe Acrobat Reader is necessary to view the manuals as a PDF file.

❒ Two CD-ROMs are provided:

- CD-ROM 1 “Operating Instructions for Printer/Scanner”
- CD-ROM 2 “Scanner Driver & Document Management Utilities”

❖ **General Settings Guide (this manual)**

Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting.

❖ **Security Reference**

This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use.
Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication.

❖ **Network Guide (PDF file - CD-ROM1)**

Provides information about configuring and operating the printer in a network environment or using software.
This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model.

❖ **Copy Reference**

Describes operations, functions, and troubleshooting for the machine's copier function.

❖ **Printer Reference**

Describes operations, functions, system settings and troubleshooting for the machine's printer function.

❖ **Scanner Reference (PDF file - CD-ROM1)**

Describes operations, functions, and troubleshooting for the machine's scanner function.

### ❖ Manuals for DeskTopBinder Lite

DeskTopBinder Lite is a utility included on the CD-ROM labeled “Scanner Driver & Document Management Utilities”.

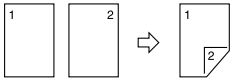
- DeskTopBinder Lite Setup Guide (PDF file - CD-ROM2)
  Describes installation of, and the operating environment for DeskTop-Binder Lite in detail. This guide can be displayed from the **[Setup]** display when DeskTopBinder Lite is installed.
- DeskTopBinder Introduction Guide (PDF file - CD-ROM2)
  Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the **[Start]** menu when DeskTopBinder Lite is installed.
- Auto Document Link Guide (PDF file - CD-ROM2)
  Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the **[Start]** menu when Desk-TopBinder Lite is installed.

# What You Can Do with This Machine

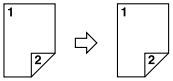
Functions differ depending on machine type and options. See p.4 “Functions Requiring Optional Configurations”.

## Types of Duplex Copies

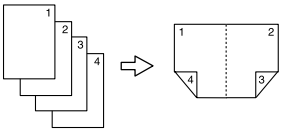
1-sided 2 Pages→2-sided 1 Page ⇒ p.45
"❖ 1 Sided→2 Sided"



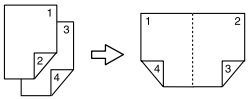
2-sided 1 Page → 2-sided 1 Page ⇒ p.45
"❖ 2 Sided→2 Sided"



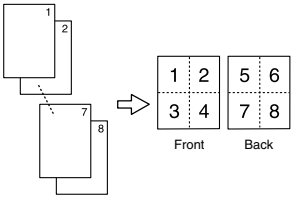
1-sided 4 Pages→2-sided 1 Page⇒p.49
"❖ 1 Sided 4 Pages→Combine 2 Side"



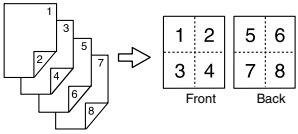
2-sided 2 Pages→2-sided 1 Page⇒ p.49
"❖ 2 Sided 4 Pages→Combine 2 Side"



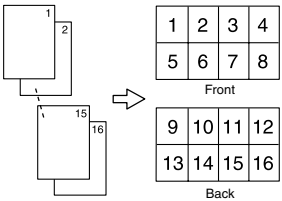
1-sided 8 Pages→2-sided 1 Page⇒p.49
"❖ 1 Sided 8 Pages→Combine 2 Side"



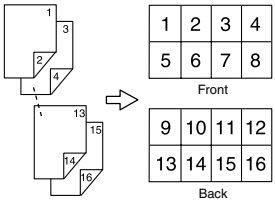

2-sided 4 Pages→2-sided 1 Page⇒ p.50
"❖ 2 Sided 8 Pages→Combine 2 Side"



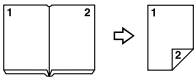

1-sided 16 Pages→ 2-sided 1 Page ⇒ p.49
"❖ 1 Sided 16 Pages→Combine 2 Side"



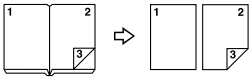

2-sided 8 Pages→ 2-sided 1 Page⇒ p.50
"❖ 2 Sided 16 Pages→Combine 2 Side"




Bound Originals → 2-sided Pages⇒p.51
"❖ Book→2 Sided"



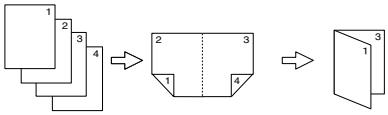
Front/Back Bound Originals → 2-sided Pages ⇒ p.51
"❖Front & Back→2 Sided"



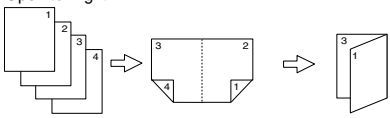
## Copying Book Originals

### 1-sided 4 Pages→ Booklet (⇒P.54 "❖ 1 Sided→ Booklet")

Open to Left

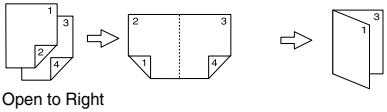


Open to Right

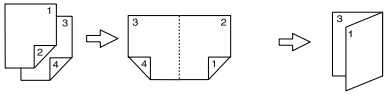


### 2-sided 2 Pages→ Booklet (⇒P.54 "❖ 2 Sided→ Booklet")

Open to Left

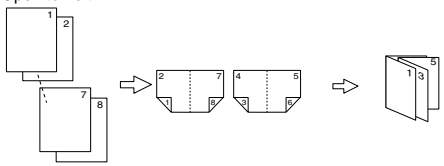


Open to Right

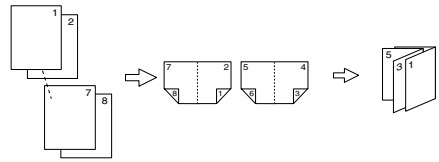


### 1-sided →Magazine (⇒P.54 "❖ 1 Sided→ Magazine")

Open to Left

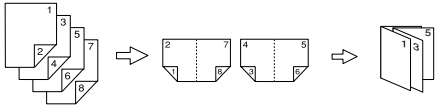


Open to Right

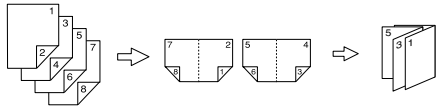


### 2-sided →Magazine (⇒P.54 "❖ 2 Sided→ Magazine")

Open to Left

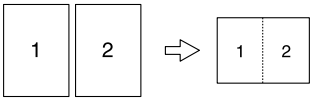


Open to Right

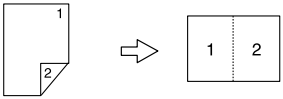


## Combining Multiple Pages onto a Single Page (⇒ p.47 "1 Sided Combine")

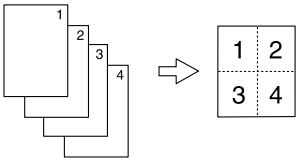
### 1-sided 2 Pages → 1-sided 1 Page



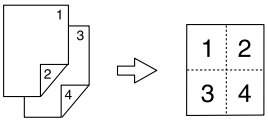

### 2-sided 1 Page → 1-sided 1 Page



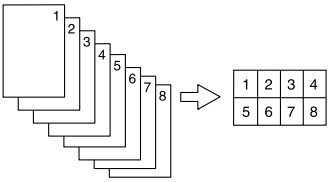

### 1-sided 4 Pages → 1-sided 1 Page



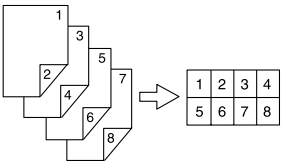

### 2-sided 2 Pages → 1-sided 1 Page




### 1-sided 8 Pages → 1-sided 1 Page

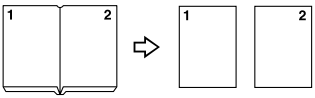



### 2-sided 4 Pages → 1-sided 1 Page

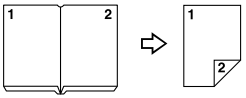



## Copying Originals Such as Books (⇒ p.50 "Series Copies")

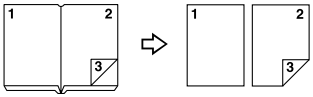
### Bound Originals → 1-sided Pages




### Bound Originals → 2-sided Pages

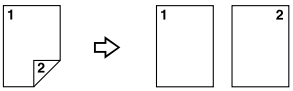



### Front/Back Bound Originals → 2-sided Pages




## Copying 2-Sided Pages onto 1-Sided Pages (⇒ P.52 "2 Sided→1 Sided")

### 2-sided 1 page → 1-sided 2 pages



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# Notice

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

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

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

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

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

# How to Read This Manual

## Symbols

This manual uses the following symbols:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

- WARNINGS and CAUTIONS are notes for your safety.

**Important**
If these instructions are not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read these instructions.

**Preparation**
This symbol indicates prior knowledge or preparations are required before operation.

**Note**
This symbol indicates precautions for operation, or actions to be taken following user error.

**Limitation**
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

**Reference**
This symbol indicates where further relevant information can be found.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

# Machine Types

This machine comes in three models which vary by copy speed. To confirm which model you have, see the inside front cover of this manual.

| | **Type 1** | **Type 2** | **Type 3** |
|---|---|---|---|
| Copy speed | 51 copies/minute (A4▯, $8^1/_2$" × 11"▯) | 60 copies/minute (A4▯, $8^1/_2$" × 11"▯) | 75 copies/minute (A4▯, $8^1/_2$" × 11"▯) |

# Functions Requiring Optional Configurations

Certain functions require special machine configuration and extra options. See the table below.

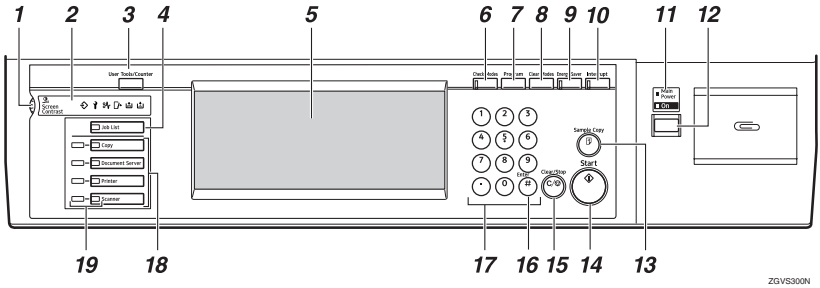
❍: Required options

| Functions | | Copying onto the Tab Stock | Shift Sort | Stack | Staple | Staple (Saddle Stitch) | Punch | Z-fold | Connect Copy |
|---|---|---|---|---|---|---|---|---|---|
| Options | Tab Sheet Holder | ❍ | | | | | | | |
| | Finisher 3000M (50-sheet staples) | | ❍ | ❍ | ❍ | | ❍ *1 | | |
| | Booklet Finisher | | ❍ | ❍ | ❍ | ❍ | ❍ *1 | | |
| | Finisher 3000B (100-sheet staples) | | ❍ | ❍ | ❍ | | ❍ *1 | | |
| | Z-folding unit | | | | | | | ❍ *2 | |
| | Copy Connector | | | | | | | | ❍ |

*1 The paper tray unit is required in order to install the finisher.
*2 To use the Z-folding unit, the Booklet Finisher is required.

# Control Panel

This illustration shows the control panel of a machine with options fully installed.




### *1.* Screen Contrast knob

Adjusts the brightness of the display panel.

### *2.* Indicators

These indicators show the status of the machine or indicate errors. See "Control Panel", *General Settings Guide*.

### *3.* 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements. See p.115 "User Tools (Copier/Document Server Features)".
- Counter
  Press to check or print the Counter value. See "Counter", *General Settings Guide*.
- Inquiry
  Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. See "Inquiry", *General Settings Guide*.

### *4.* Display panel

Shows operation status, error messages, and function menus. See "Display Panel", *General Settings Guide*.

### *5.* 【Check Modes】 key

Press to check the entered copy job settings.

### *6.* 【Program】 key

Press to store or recall a program. See p.81 "Programs".

### *7.* 【Clear Modes】 key

Press to clear previously entered copy job settings.

### *8.* 【Energy Saver】 key

Press to switch to and from Energy Saver mode. See "Saving Energy", *General Settings Guide*.

### *9.* 【Interrupt】 key

Press to interrupt a long copy job to make copies. See p.20 "Interrupt Copy".

### *10.* Main power indicator, On indicator

The main power indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

The **On** indicator goes on when the operation switch is turned on and goes off when the switch is turned off.

**Important**

❒ Do not turn the main power off while the **On** indicator is flashing. The hard disk may malfunction.

### *11.* Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off). See "Turning On the Power", *General Settings Guide*.

### *12.* Clip Tray

Holds clips and staples.

### *13.* 【Sample Copy】key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See p.36 "Sample copy".

### *14.* 【Start】key

Press to start copying. Press to start scanning and printing in Document Server mode.

### *15.* 【Clear/Stop】key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a copy job in progress. Press to stop Scanning and printing in Document Server mode.

### *16.* 【#】key

Press to enter a value.

### *17.* Number keys

Use to enter the desired number of copies, and data for selected modes.

### *18.* Function keys

These keys switch display to the operating screen of each function. Follow the instructions displayed by switching between screen with the function keys.

### *19.* Function Status indicator

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.

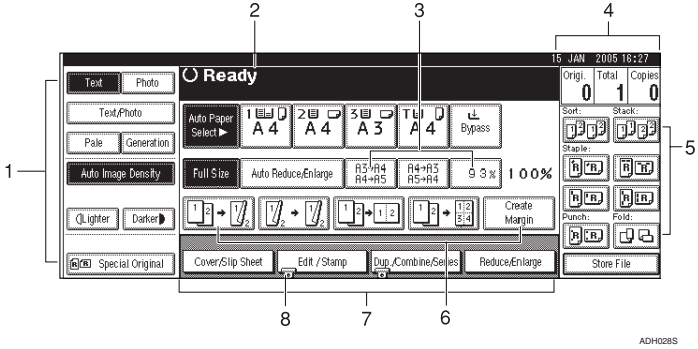
## Display Panel

The display panel shows machine status, error messages and function menus.

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 this: Full Size. Keys appearing as OK cannot be used.

### ❖ Initial copy display




***1.*** **Original function, Image Density and Special Original function.**

***2.*** **Operational status and messages.**

***3.*** **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See p.126 "Shortcut R/E".**

***4.*** **Numbers of originals scanned into memory, copies set, and copies made.**

***5.*** **Sort, Stack, Staple, Punch and Z-fold functions.**

***6.*** **Displays contents of the Shortcut keys. You can register frequently used functions in these keys. See p.125 "Copy Function Key: F1-F5".**

***7.*** **Displays available functions. Press a function name to display its menu. For example, press [Reduce/Enlarge] to bring up the Reduce/Enlarge menu.**

***8.*** **A clip mark indicates the currently selected function.**

# Originals

## Sizes and Weights of Recommended Originals

### ❖ Metric version

| Where original is placed | Original size | Original weight |
|---|---|---|
| Exposure glass | Up to A3 | -- |
| ADF | One-sided originals:<br>A3 – B6 JIS (Japanese Industrial Standard) | 40–128 g/m$^2$ |
| | Two-sided originals:<br>A3 – A5 | 52–105 g/m$^2$ |

### ❖ Inch version

| Where original is placed | Original size | Original weight |
|---|---|---|
| Exposure glass | Up to 11" × 17" | -- |
| ADF | One-sided originals:<br>11" × 17" – 5 1/2" × 8 1/2" | 11–34 lb. |
| | Two-sided originals:<br>11" × 17" – 5 1/2" × 8 1/2" | 14–28 lb. |

### Note

❒ The maximum number of originals that can be placed in the ADF is about 100.

❒ The weight range for originals when using Mixed Size mode is 52–81.4 g/m$^2$, 13.8–21.7 lb.

### Originals not recommended for the Auto Document Feeder (ADF)

Placing the following types of originals in the ADF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified on p.9 “Sizes and Weights of Recommended Originals”.
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

**Note**

❒ The original might become dirty if it is written on with a pencil or a similar instrument.

## Sizes Detectable by Auto Paper Select

❍ : Detectable size × : Undetectable size

### ❖ Metric version

| Size / Location of the original | A3 ▭ | B4 JIS ▭ | A4 ▯ ▭ | B5 JIS ▯ ▭ | A5 ▯ ▭ | B6 JIS ▯ ▭ | 11" × 17" ▭ | 8 1/2 " × 14" ▭ | 8 1/2 " × 11" ▯ ▭ | 5 1/2 " × 8 1/2 " ▯ ▭ | 8 1/2 " × 13" ▭ *1 | 8K ▭ | 16K ▯ ▭ *3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Exposure glass | ❍ | ❍ | ❍ | ❍ | × | × | × | × | × | × | ❍ | × | × |
| ADF | ❍ | ❍ | ❍ | ❍ | ❍ | ❍ | ❍ | × | ❍ | × | ❍ | ❍ *2 | ❍ |

*1 You can select from 8 1/2" × 13", 8 1/4" × 13", 8" × 13" with User Tools (System Settings).
*2 If you wish to switch detectable paper size from 8K▭ to 11" × 13"▭, please contact your service representative.
*3 If you wish to switch detectable paper size from 16K▯▭ to 8 1/2" × 11"▯▭, please contact your service representative.

## ❖ Inch version

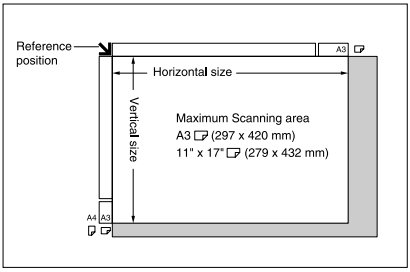
| Size / Location of the original | A3 ⧉ | B4 JIS ⧉ | A4 ⧉ ⧉ | B5 JIS ⧉ ⧉ | A5 ⧉ ⧉ | 11" × 17" ⧉ | 8 1/2" × 14" ⧉ | 8 1/2" × 11" ⧉ ⧉ | 5 1/2" × 8 1/2" ⧉ ⧉ | 8 1/2" × 13" ⧉ *1 | 11" × 15" ⧉ *2 | 8" × 10 ⧉ *3 | 10" × 14 ⧉ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Exposure glass | × | × | × | × | × | ❍ | ❍ | ❍ | × | × | × | × | × |
| ADF | ❍ | × | ❍ | × | × | ❍ | ❍ | ❍ | ❍ | ❍ | ❍ | ❍ | ❍ |

*1 If you wish to switch detectable paper size from 8 1/2" × 11"⧉ to 8 1/2" × 13"⧉, please contact your service representative.

*2 If you wish to switch detectable paper size from 11" × 17"⧉ to 11" × 15"⧉, please contact your service representative.

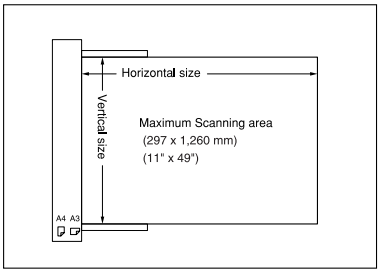
*3 If you wish to switch detectable paper size from 8 1/2" × 11"⧉ to 8 1/2" × 10"⧉, please contact your service representative.

## ❖ Exposure glass




CP01AEE

## ❖ ADF




CP02AEE

## Note

❒ When copying custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See p.18 “Placing custom size originals”.

1

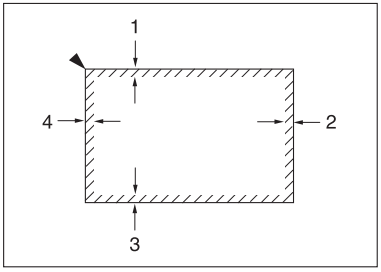
### Sizes difficult to detect

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

- Originals with indexes, tags, or other protrusions
- Transparent originals such as OHP transparencies or translucent paper
- Text or picture dense original
- Originals containing solid images
- Originals containing solid images around their edges

## Missing Image Area

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

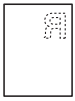
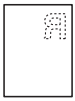



1. **0.5 mm, 0.02"**
2. **1 mm or more, 0.04" or more**
3. **2 ± 1.5mm, 0.08" ± 0.06"**
4. **4 ± 2 mm, 0.16" ± 0.08"**

## Direction-fixed paper or 2-sided paper

Direction-fixed (top to bottom) or 2-sided paper (e.g., letterhead paper, pre-punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Set "Letterhead setting" in system settings, and then place the original and paper as shown below. ⇒ p.135 “Letterhead Setting”



| Copy Mode | | Paper Tray | Large Capacity Tray | Bypass Tray |
|---|---|---|---|---|
| Paper placing direction | 1 Sided |  | | *1 |
| | 2 Sided |  | | — |
| Paper placing direction | 1 Sided | | | *1 |
|  | 2 Sided | | | — |

*1 When the paper size is specified.

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# Placing Originals

1

**Note**

❒ Place originals only when all correction fluid and ink has completely dried. Not taking this precaution could dirty the exposure glass, thus resulting in blemished copies.

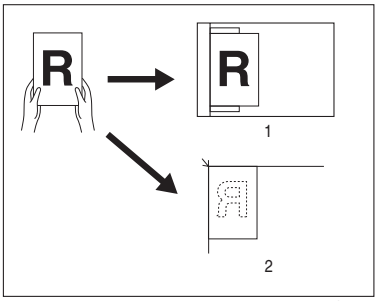
**Reference**

For original sizes you can set, see p.9 “Originals”.

## Original Orientation

When using the ADF, place the original face up.

When using the exposure glass, place the original face down.

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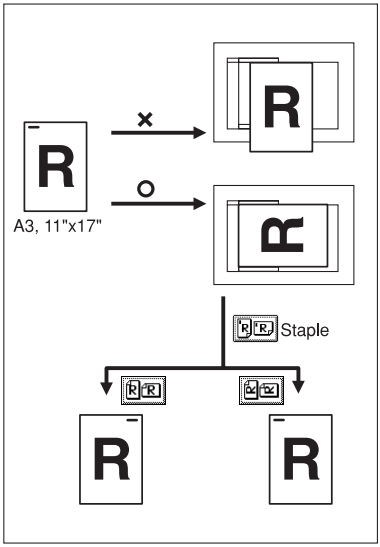
*1.* **ADF**

*2.* **Exposure glass**

When copying A3 ▯, B4 JIS ▯ or 11" × 17" ▯ size originals, select [ ] as the Original Orientation. The machine will then rotate the copy image by 90°. This is useful for copying large originals using the Staple, Duplex, Combine, or Stamp functions.

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

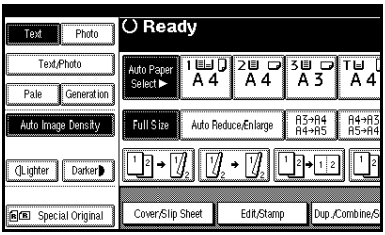



GCGSET3E

**Note**

❒ It is recommended that you use the Original Orientation function with the Auto Paper Select or Preset Reduce/Enlarge function.

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




**2** **Select [ ] or [ ] and press [OK].**

## Placing Originals on the Exposure Glass

**Reference**

For related default settings, see p.135 “Eject Copy Face Up/Down in Glass Mode”.

**1** **Lift the exposure glass cover or the ADF.**

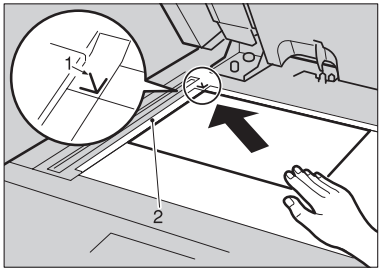
**Important**

❒ Do not lift the exposure glass cover or the ADF forcefully. Otherwise, the ADF cover might open or be damaged.

**Note**

❒ Be sure to lift the exposure glass cover or ADF more than 30°. Otherwise, the size of the original might not be detected correctly.

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




ZGMH012E

*1.* **Positioning mark**

*2.* **Scale**

**Note**

❒ Start with the first page to be copied.

**3** **Lower the exposure glass cover or ADF.**

## Placing Originals in the Auto Document Feeder

Settings should be made accordingly in the following situations:

❖ **When placing originals consisting of more than 100 pages:**
p.16 “Batch”

❖ **When placing originals one by one:**
p.17 “SADF”

❖ **When placing originals of the same width but different sizes:**
p.17 “Placing originals of mixed sizes”

❖ **When placing custom size originals:**
p.18 “Placing custom size originals”

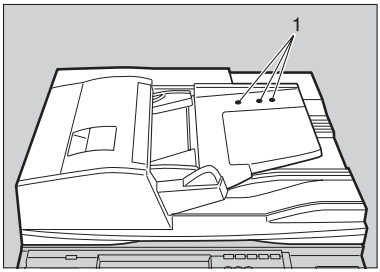
**Note**

❒ Do not stack originals above the limit mark on the side guide of the ADF.

❒ The last page should be on the bottom.

❒ When you copy 2-sided originals, both front and back sides of each original are scanned at once.

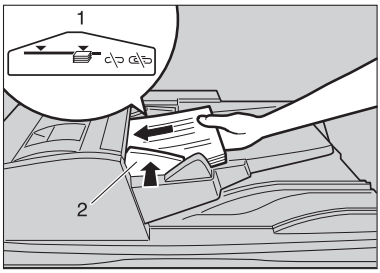
❒ Do not place objects on the sensors or cover them with your hands, or the original size may not be detected properly. Also, do not place anything on the exposure glass cover as this could cause a malfunction.




*1.* **Sensors**

**1** **Set the document guide to the original size.**

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




*1.* **Limit mark**

*2.* **Document guide**

**Note**

❒ Straighten any curls in the originals before placing them in the ADF.

❒ To prevent multiple sheets from being fed at once, fan the originals before placing them in the ADF.

❒ Place the originals squarely.

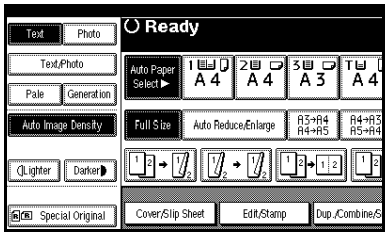
## Batch

The Batch mode enables you to copy originals of more than 100 pages as a single document, even if you place the originals into the ADF in installments.

**Important**

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

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




**2** **Press [Batch], and then press [OK].**

**Note**

❒ If **[SADF]** is displayed, change the settings. See p.133 “Switch to Batch (SADF)”.

**3** **Place the first instalment of the originals, and then press the 【Start】 key.**

**4** **After the originals has been fed, place the next instalment.**

**Note**

❒ When the Sort, Combine, or Duplex function is set, press the 【#】 key after all originals have been scanned.

**5** **Press the 【Start】 key.**

## SADF

In SADF mode, even when an original is placed one page at a time into the ADF, each page is automatically fed as it is placed.

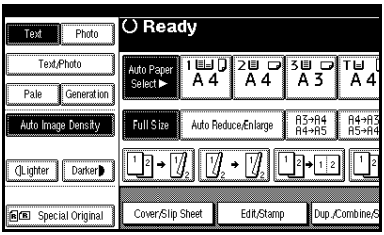
### Preparation

To use the SADF function, set the User Tools (Copier/Document Server Features) such that **[SADF]** is displayed when you press **[Special Original]**. See p.133 "Switch to Batch (SADF)".

### Reference

For related default settings, see p.134 "SADF Auto Reset".

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




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

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

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

The second and subsequent pages will feed in automatically without a need to press the 【Start】 key.

### Note

❒ When the Sort, Combine or Duplex function is set, press the 【#】 key after all originals have been scanned.

## Placing originals of mixed sizes

When placing different size originals of the same width in the ADF together, the machine automatically checks the sizes of the originals and makes copies.

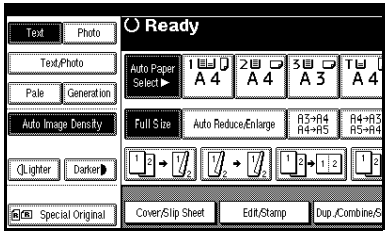
### Note

❒ When placing same width originals of different sizes in the ADF and making copies without using the Mixed size function, parts of the original image might not be copied, or the paper might jam.

❒ Sizes of originals that can be placed together using this function are as follows:

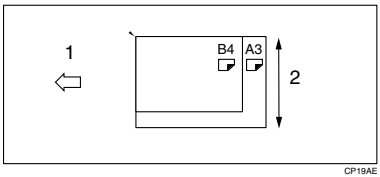
| | |
|---|---|
| Metric version | A3, B4 JIS, A4, B5 JIS |
| Inch version | 11" × 17", 8 1/2" × 14", 8 1/2" × 11" |

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




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

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




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

*2.* **Vertical size**

**4** **Adjust the guide to the size of the widest original.**

**5** **Place the aligned originals face up in the ADF.**

**6** **Press the 【Start】 key.**

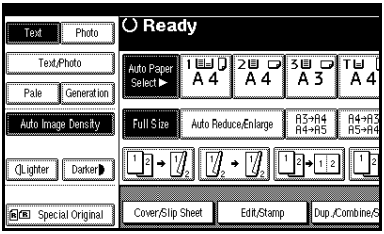
## Placing custom size originals

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

**Note**

❒ Paper with a vertical size of 128–297 mm (5.1"–11.6") and a horizontal size of 128–1260mm (5.1"–49.6") can be placed with this function.

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




**2** **Press [Custm Size Origi.].**

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

**Note**

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key, and then enter the value again.

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

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

**6** **Place the originals, and then press the 【Start】 key.**

# Basic Procedure

**Preparation**

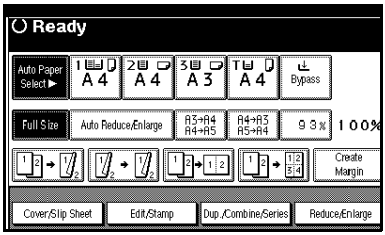
When User Code Authentication is set, the screen for entering a user code will be displayed. Enter your user code using the number keys, and then press the 【#】 key.

When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen will be displayed. Enter your login user name and user password, and then press **[Login]**.

**1 Make sure "Ready" is shown on the display.**

If any other function is displayed, press the 【Copy】 key.

❖ **Initial copy display**




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

**Note**

❒ When there are previous settings remaining, press the 【Clear Modes】 key before entering your settings.

**3 Place the originals.**

**Reference**

p.14 “Placing Originals”

**4 Make the necessary settings.**

**Reference**

Refer to each function.

**5 Enter the required number of copies using the number keys.**

**Note**

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

**6 Press the 【Start】 key.**

Copying starts.

**Note**

❒ When placing originals on the exposure glass, press the 【#】 key after all the originals are scanned.

❒ Copies are delivered face down.

**How to operate**

❖ **To stop the machine during a multi-copy run**
Press the 【Clear/Stop】 key.

❖ **To return the machine to the initial condition after copying**
Press the 【Clear Modes】 key.

❖ **When clearing entered values**
Press the 【Clear/Stop】 key or **[Clear]** on the display.

❖ **To check the settings**
Press the 【Check Modes】 key.

**Important**

❒ When Basic Authentication, Windows Authentication, or LDAP Authentication is set, always log off when you have finished using the machine to prevent unauthorized users from using the machine.

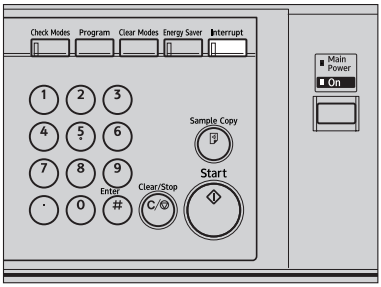


## Interrupt Copy

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

**1 Press the 【Interrupt】 key.**

The **Interrupt** indicator lights.




### When scanning is interrupted

❶ **Remove the originals that were being copied, and then place the originals you want to copy.**

❷ **Press the 【Start】 key.**

Copying starts.

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

❹ **Press the 【Interrupt】 key again.**

The **Interrupt** indicator turns off.

❺ **When the display prompts you to do so, place the former set of originals again.**

❻ **Press the 【Start】 key.**

**Note**

❒ The previous copy job's settings are restored and the machine continues copying from where it left off.

### When the machine continues copying

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

❷ **Press the 【Start】 key.**

The machine stops the previous job and starts copying the new originals.

❸ **When copying is complete, remove originals and copies.**

❹ **Press the 【Interrupt】 key again.**

The **Interrupt** indicator goes out.

The previous copy job's settings are restored and the machine continues copying from where it left off.

## Left Original Beeper

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

**Note**

❒ See p.125 “Tone: Original remains”.

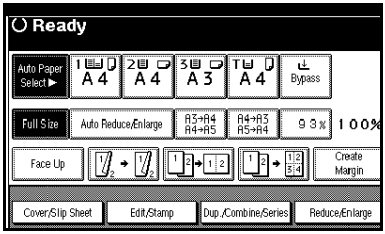
## Copy Face Up

Use this function to reverse the order of copies.

**Preparation**

Before using this function, register "Face up" as a copy function key. See p.125 “Copy Function Key: F1-F5”.

1 **Press【Face Up】key.**




2 **Place originals, and then press the【Start】key.**

## Job Preset

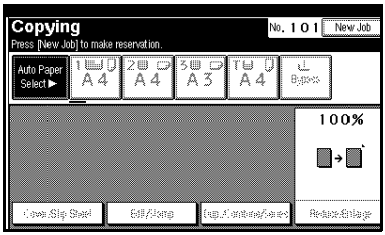
You can make settings for the next copy job while copying is in progress.

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 make settings for the next copy job in advance. When the current copy job finishes, the next job begins automatically.

**Reference**

See "Job List", *General Settings Guide*

1 **Press [Next Job] when "Copying" is displayed.**




2 **Make settings for the next copy job.**

3 **Place the originals in the ADF, and then press the【Start】key.**

All originals are scanned.

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

**Note**

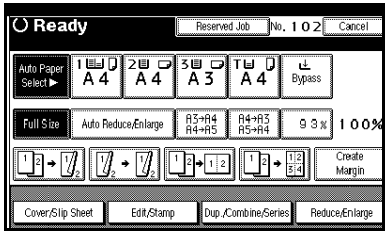
❒ Each job stored is allocated a job number that is displayed on the Reserved Job screen.

❒ To switch the display to the current copy job press **[Reserved Job]**, followed by **[Printing]**, and then **[Exit]**

### Editing Job Preset

You can check and change the contents of preset jobs. You also can delete preset jobs.

1 **Press [Reserved Job].**




2 **Select the number of the job you want to check or change.**

3 **Press [Check/Change Job].**

The contents of the job are displayed.

#### To check the job contents

1 **Check the contents of the job.**

2 **Press [Confirmed].**

The display returns to the Reserved Job screen.

### To change the job contents after checking

1. **Check the contents of the job.**
2. **Change its contents, and then press [Confirmed].**
3. **Press [Change].**

   The display returns to the Reserved Job screen.

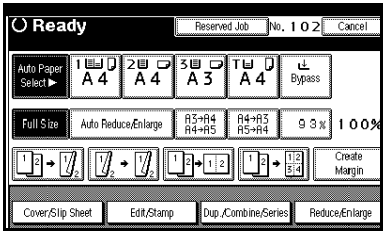
### To delete a job after checking its contents

1. **Check the contents of the job.**
2. **Press [Delete Job] key.**
3. **Press [Delete] key.**

   The display returns to the Reserved Job screen.

#### Deleting a Preset Job

1. **Press [Reserved Job].**

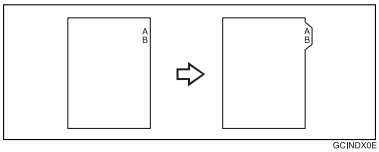



2. **Select the number of the job you want to delete.**
3. **Press [Delete Job].**
4. **Press [Delete].**

   The display returns to the Reserved Job screen.

## Copying onto Tab Stock

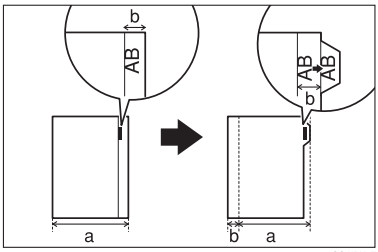
You can copy onto tab stock.




GCINDX0E

### Preparation

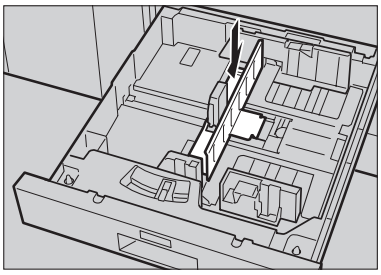
Before using this function, set the tray for tab stock and set the position of the index tab. See "Paper Type" in "User Tools (System Settings)", *General Settings Guide*.




GCINDX1E

### Important

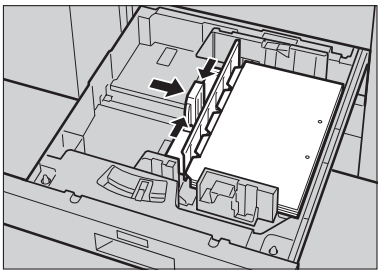
❒ When setting tab stock, always use the optional tab sheet fence.



ZGUH080E

❒ Set tab stock so that it will be fed from the side without the tab first.

❒ Adjust the back fence position so that the tab sheet fence will fit the tab stock.



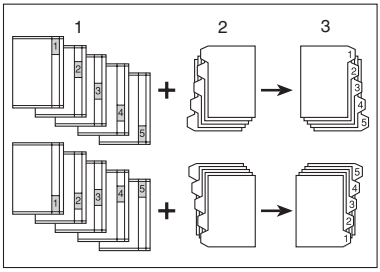
ZGUH070E

**Note**

❒ Check the position of the index tab to avoid cropping the image.

❒ Set the tab stock with the side to be copied facing down.

❒ Tab stock is always fed starting from the top tab.




GCINDX2E

*1.* **Originals**

*2.* **Tab stock**

*3.* **Copies**

**1** **Select the paper tray where the tab stock is set.**

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

## Auto Start

Copying starts immediately when the machine is ready.

**1** **Make your settings while "Select copy mode, then press [Start]." 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.

# Copying from the Bypass Tray

Use the bypass tray to copy onto special paper such as OHP transparencies, thick paper, thin paper, and copy paper that cannot be loaded in the paper trays.



### Preparation

When copying from the bypass tray, select **[1 Sided→1 Sided]** for copying in **[Dup./Combine/Series]**. You can change the initial settings. See p.125 "Duplex Mode Priority".

### Important

- ❒ Paper larger than 433 mm, 17.1" in length is likely to jam, crease, or not feed in properly.
- ❒ When copying onto special paper such as adhesive labels, always select "Face up". If you select "Face Down", a paper misfeed may occur. See p.136 "Eject Copy Face Up/Down in Bypass Mode".

### Note

- ❒ The sizes that you can use in the bypass tray are as follows:

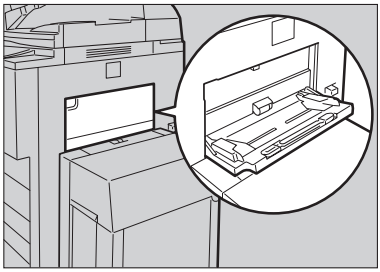
| | |
|---|---|
| Metric version | • Vertical: 100 – 305 mm<br>• Horizontal: 139.7 – 600 mm |
| Inch version | • Vertical: 3.9" – 12.0"<br>• Horizontal: 5.5" – 23.6" |

- ❒ The machine can automatically detect the following sizes as standard size copy paper:

| | |
|---|---|
| Metric version | A3□, A4□, A5□, B4 JIS□, B5 JIS□, B6 JIS□ |
| Inch version | 11" × 17"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2"□ |

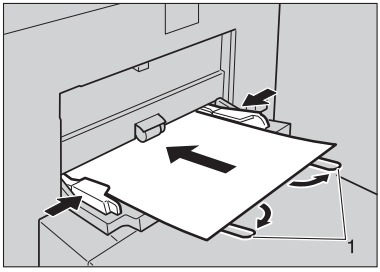
- ❒ When copying on sizes other than those specified above, you need to input its vertical and horizontal dimensions. See p.25 "When copying onto custom size paper".
- ❒ When copying onto OHP transparencies or paper heavier than 105 g/m$^2$ (about 27.9 lb.), you need to specify the paper type. See "Paper Type" of "User Tools", *General Settings Guide*.
- ❒ If you place originals on the exposure glass and want the copies to be delivered face down, select "Face down" for both "Eject Copy Face Up/Down in Glass Mode" and "Eject Copy Face Up/Down in Bypass Mode" of User Tools. For details, see *General Settings Guide*.
- ❒ If you have selected OHP transparencies or thick paper in "Special paper", you cannot have the copies delivered face down.
- ❒ If you use paper larger than 433 mm, 17.1" in size, you cannot have the copies delivered face down.
- ❒ The maximum number of sheets that you can load onto the bypass tray depends on paper type. The number should not exceed the upper limit.

**1** **Open the bypass tray.**



ZGUH030E

**2** **Insert the paper with the side you want to copy facing up until you hear the beep, and align the paper guide to the paper size.**




ZGUH040E

*1.* **Extender**

**Important**

❒ If the guides are not flush against the copy paper, image skewing or misfeeds might occur.

**Note**

❒ Do not stack paper over the limit mark, otherwise image skewing or misfeeds might occur.

❒ Swing out the extender to support paper sizes larger than A4□, $8^1/_2$" × 11"□.

❒ Fan paper to avoid multi-sheet feeds.

**3** **Select the paper type and size.**

When copying onto standard size paper

❶ **Press the 【#】 key.**

The "Bypass Tray Paper" screen is displayed.

❷ **Press [Select Size].**

❸ **Select the paper size.**

❹ **Press [OK] twice.**

When copying onto custom size paper

❶ **Press the 【#】 key.**

❷ **Press [Custom Size].**

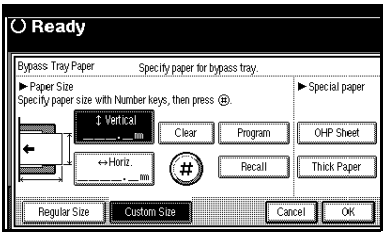
❸ **Enter the vertical size of the paper using the number keys, and then press [#].**

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

**Note**

❒ If **[Horiz.]** is not highlighted, press **[Horiz.]**.

❒ To register the custom size entered, press **[Program]**, and then press **[#]**.




❺ **Press [OK].**

**4** **Place the originals, and then press the 【Start】 key.**

**Note**

❒ When the Sort function is set, press the 【#】 key after all originals have been scanned.

**5** **When your copy job is finished, press the 【Clear Modes】 key to clear the settings.**

When copying onto special paper

**1** **Press the 【#】 key.**

**2** **Select paper type in "Special paper".**

**3** **Press [OK].**

# Copier Functions

## Adjusting Copy Image Density

There are three types of adjustment available:

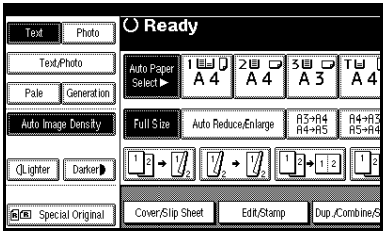
❖ **Auto Image Density**
The machine automatically adjusts image density.

❖ **Manual image density**
You can adjust the general density of the original in nine increments.

❖ **Combined auto and manual image density**
Use when copying originals with dirty backgrounds (such as newspapers). You can adjust foreground density while leaving the background unchanged.

### Auto image density

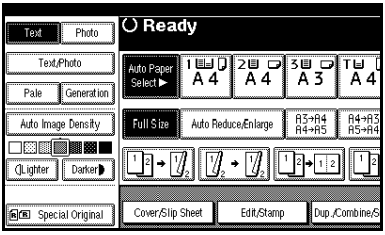
**1** **Make sure [Auto Image Density] is selected.**




### Manual image density

**1** **Press [Auto Image Density] to cancel it.**

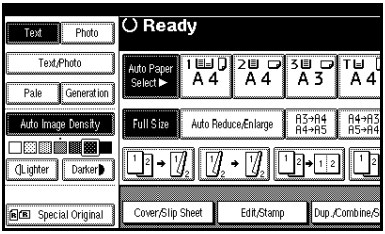
**2** **Press [Lighter] or [Darker] to adjust image density.**




### Combined auto and manual image density

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

**2** **Press [Lighter] or [Darker] to adjust image density.**




## Selecting the Original Type

Select one of the following six types to match originals:

❖ **Text**
When originals contain only text (no pictures).

❖ **Photo**
When you want to reproduce the delicate tones of photographs and pictures.

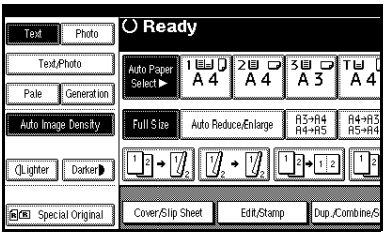
❖ **Text/Photo**
When originals contain photographs or pictures alongside the text.

❖ **Pale**
When you want to reproduce originals that have lighter lines in pencil, or faintly copied slips. Faint lines are copied with greater clarity.

❖ **Generation Copy**
When originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

**Reference**
p.124 "Original Type Display"

**1 Press the appropriate key to select the original type.**




If the original type keys are not displayed

❶ **Press [Original Type].**

❷ **Select the original type, and then press [OK].**

## Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**
The machine selects a suitable size of copy paper automatically based on original size and reproduction ratio.

❖ **Manual Paper Select**
Choose the paper you want to copy onto from a paper tray, bypass tray, or Large Capacity Tray (LCT).

**Reference**
p.12 "Sizes difficult to detect"

**Note**

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

❖ **Metric version**

| Where original is placed | Paper size and orientation |
|---|---|
| Exposure glass | A3⬓, B4 JIS⬓, A4⬒⬓, B5 JIS⬒⬓ |
| ADF | A3⬓, B4 JIS⬓, A4⬒⬓, B5 JIS⬒⬓, A5⬒, 11″×17″⬓, $8\frac{1}{2}$"×11"⬒⬓ |

❖ **Inch version**

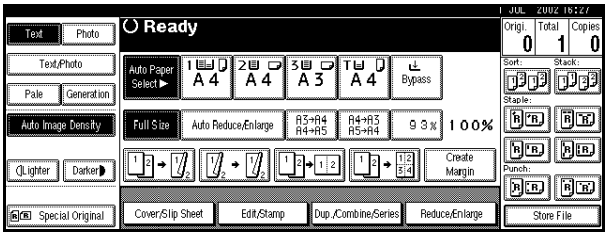
| Where original is placed | Paper size and orientation |
|---|---|
| Exposure glass | 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□ |
| ADF | A3□, A4□□, 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□ |

❒ Only the paper trays set to **[No Display]** or **[Recycled Paper]** in Paper Type and also set to **[Yes]** in Apply Auto Paper Select can be selected for the Auto Paper Select function. See "Paper Type" in "Tray Paper Settings", *General Settings Guide*.



## Auto Paper Select

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




**Note**

❒ Trays with a key mark are not automatically selected. See "Paper Type" in "Tray Paper Settings", *General Settings Guide*.

## Manual Paper Select

**1** **Select the paper tray, bypass tray or LCT.**

The selected paper tray is highlighted.

**Reference**

p.24 "Copying from the Bypass Tray"

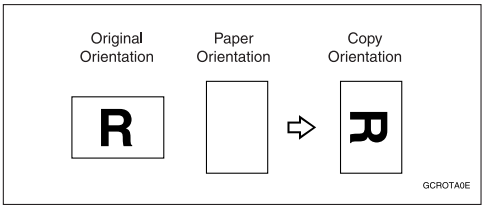
### If the paper type keys are not displayed

❶ **Press [Auto Paper Select].**

❷ **Select the paper type.**

### Rotated copy

If the orientation of the original (▭ or ▯) is different to that of the paper you are copying onto, this function rotates the original image by 90°, fitting it onto the copy paper. This function works when [Auto Paper Select] or [Auto Reduce/Enlarge] is selected. See p.27 “Auto Paper Select”, p.31 “Auto Reduce/Enlarge”.





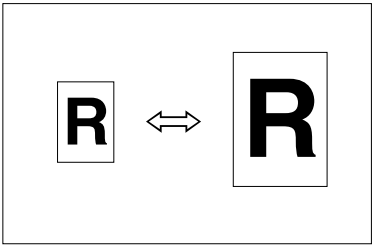

### Note

❒ The default setting for Auto Tray Switching is [With Image Rotation]. You cannot use the Rotated Copy function if this setting is changed to [Without Image Rotation] or [Off]. See p.123 “Auto Tray Switching”.

❒ Depending on the settings for the Punch, Staple or Z-fold functions, you may not be able to use the Rotated Copy function.See p.37 “Staple”, p.39 “Punch”, p.43 “Z-fold”.

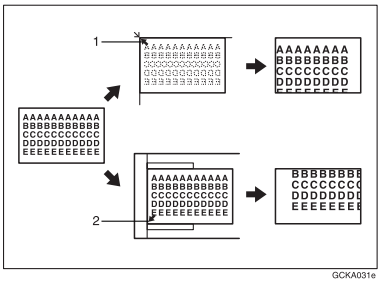
## Preset Reduce/Enlarge

You can select a preset ratio for copying.




### ❖ Base Point

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




***1.*** **Base point when placed on the exposure glass.**

***2.*** **Base point when placed in the ADF.**

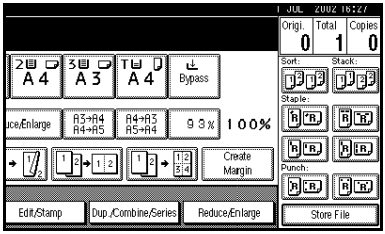
### Reference

Related default settings:

p.126 “Shortcut R/E”

p.128 “R/E Priority”

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




**Note**

❒ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key, and then proceed to step **4**.

**2** **Press [Enlarge] or [Reduce].**

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

**4** **Place originals, and then press the 【Start】 key.**

### Create margin function

Use Create Margin to reduce the image to 93% of original size using the centre as reference. You can assign this function to a shortcut key on the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

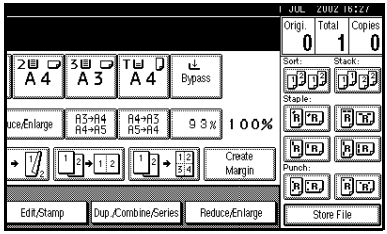
**Reference**

Related default settings:

p.125 “Copy Function Key: F1-F5”

p.128 “Ratio for Create Margin”

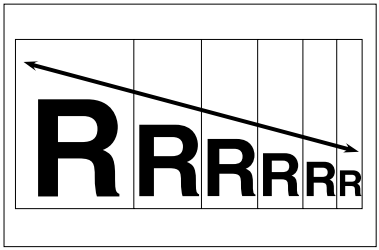
① Press **[Create Margin]** on the initial display.




② If you do not want to combine it with the Reduce/Enlarge function, place originals, and then press the 【Start】 key.

## Zoom

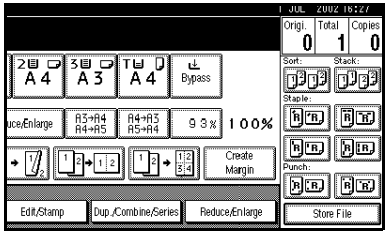
You can change the reproduction ratio in increments of 1%.




**Note**

❒ You can select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**, and then adjust it further, using **[+]** or **[−]**.

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



**2** **Enter the ratio.**

To select the ratio using [+] and [−]

❶ **Select a preset ratio close to the ratio using [Reduce] or [Enlarge].**

❷ **Adjust the ratio further, using [+] or [−].**

**Note**

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

❒ If you have incorrectly entered the ratio, readjust it using [+] or [−].

To enter the ratio using the number keys

❶ **Press [Mag. Ratio].**

❷ **Enter the ratio using the number keys.**

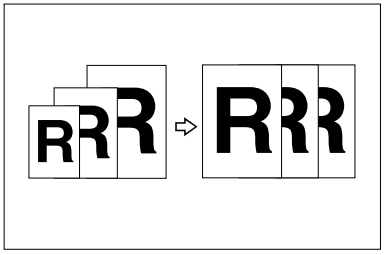
❸ **Press [#].**

❹ **Press [OK].**

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

## Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



**Note**

❒ You cannot use the bypass tray with this function.

❒ When using Auto Reduce/Enlarge, see the following table for original sizes and orientations you can use:

❖ **Metric version**

| Where original is placed | Original size and orientation |
|---|---|
| Exposure glass | A3↕, B4 JIS↕, A4↕↔, B5 JIS↕↔, $8\frac{1}{2}$" × 13"↕ |
| ADF | A3↕, B4 JIS↕, A4↕↔, B5 JIS↕↔, A5↕↔, B6 JIS↕↔, 11"× 17"↕, $8\frac{1}{2}$" × 11"↕↔ |

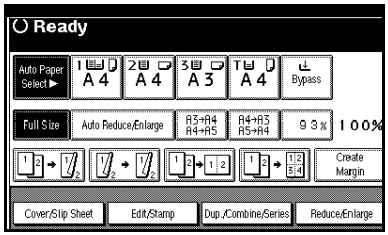
❖ **Inch version**

| Where original is placed | Original size and orientation |
|---|---|
| Exposure glass | 11" × 17"↕, $8\frac{1}{2}$" × 14"↕, $8\frac{1}{2}$" × 11↕↔ |
| ADF | A3↕, A4↕↔, 11" × 17"↕, $8\frac{1}{2}$" × 14"↕, $8\frac{1}{2}$" × 11"↕↔, $5\frac{1}{2}$" × $8\frac{1}{2}$"↕↔, 10" × 14"↕, $7\frac{1}{4}$" × $10\frac{1}{2}$"↕↔ |

**Reference**

p.12 “Sizes difficult to detect”

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

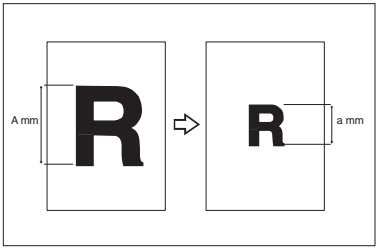



**2** **Select the paper tray.**

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

## Size Magnification

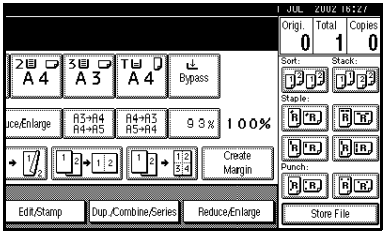
You can calculate an enlargement or reduction ratio based on the lengths of the original and copy.




**Note**

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

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




**2** **Press [Specifd. Ratio].**

**3** **Make sure [Size Magnificatn] is highlighted.**

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

**Note**

❒ You can enter sizes within the following ranges:

| | |
|---|---|
| Metric version | 1–999 mm (increments of 1 mm) |
| Inch version | 0.1"–99.9" (increments of 0.1") |

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

**Note**

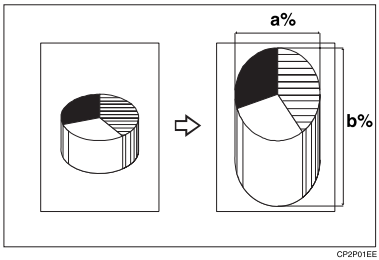
❒ To change the length after pressing **[#]**, select **[Original]** or **[Copy]**, and then enter the length.

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

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

## Directional Magnification (%)

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



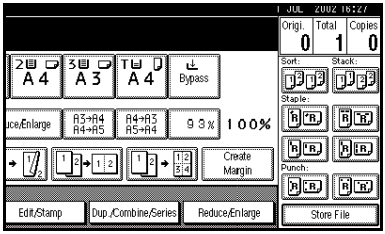

a: Horizontal ratio

b: Vertical ratio

**Note**

❒ You can also select a preset ratio close to the ratio using **[Reduce]** or **[Enlarge]**, and then adjust it further, using **[+]** or **[−]**.

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




**2** **Press [Specifd. Ratio].**

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

To enter the ratio using the number keys

❶ **Press [Horizontal].**

❷ **Enter the ratio using the number keys, and then press [#].**

❸ **Press [Vertical].**

❹ **Enter the ratio using the number keys, and then press [#].**

❺ **Press [OK].**

To specify a ratio using **[+]** and **[−]**

❶ **Press [With +−].**

❷ **Press [Horizontal].**

❸ **Adjust the ratio using [+] or [−].**

**Note**

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

❒ If you have incorrectly entered the ratio, readjust it using **[+]** or **[−]**.

❹ **Press [Vertical].**

❺ **Adjust the ratio using [+] or [−].**

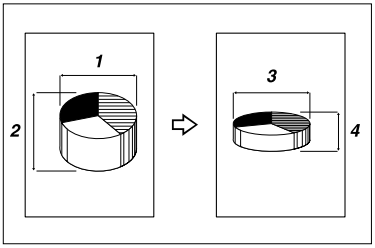
❻ **Press [OK].**

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

**5** **Place the originals, and then press the 【Start】 key.**

## Directional Size Magnification (mm)

A suitable reproduction ratio is automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.




*1.* **Horizontal original size**

*2.* **Vertical original size**

*3.* **Horizontal copy size**

*4.* **Vertical copy size**

**Preparation**

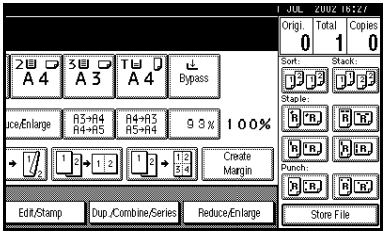
Specify the vertical and horizontal size of the original and that of the copy, as shown.

**Note**

❒ You can enter sizes within the following ranges:

| | |
|---|---|
| Metric version | Vertical: 1–999 mm (increments of 1 mm)<br>Horizontal: 1–999 mm (increments of 1 mm) |
| Inch version | 0.1"–99.9" (increments of 0.1") |

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




2 **Press [Specifd. Ratio].**

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

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

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

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

7 **Enter the vertical size of the copy using the number keys, and then press [#].**

**Note**

❒ To change the length, press the key you want to change, and then enter the new value.

8 **Press [OK] twice.**

9 **Place the originals, and then press the 【Start】 key.**

## Sort

The machine can scan originals into memory and automatically sort copies.

**Reference**

Related default settings:

p.135 “Select Stack Function”

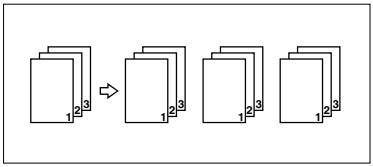
p.134 “Memory Full Auto Scan Restart”

p.134 “Rotate Sort: Auto Paper Continue”

p.123 “Auto Tray Switching”

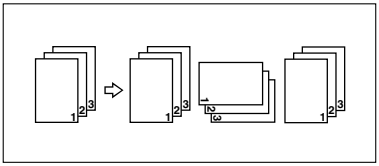
❖ **Sort**

Copies are assembled as sequentially-ordered sets.



❖ **Rotate Sort**

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

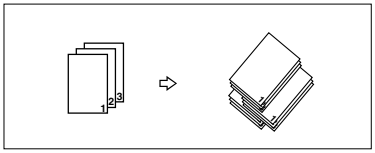


**Note**

❒ To use the Rotate Sort function, two paper trays with paper of the same size and type, but different orientation ( ), are required. See ”Paper Type: Tray1-4”, *General Settings Guide*.

### ❖ Shift Sort

- To use this function, the optional finisher is installed.
  Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job.

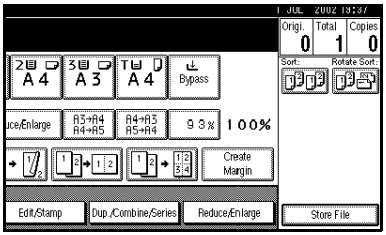


**Note**

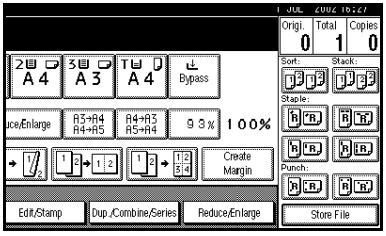
❒ You cannot use the bypass tray with this function.

**1** **Press [Sort] or [Rotate Sort].**

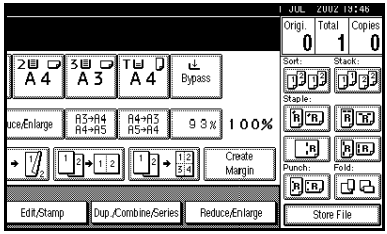
### ❖ When a finisher is not installed




### ❖ When the Finisher 3000B (100–sheet staples) or the Finisher 3000M (50–sheet staples) is installed




### ❖ When the booklet finisher is installed




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

**Limitation**

❒ The maximum number of sets is 999.

**Note**

❒ To check the finishing, press the 【Sample Copy】 key. See p.36 “Sample copy”.

**3** **Place the originals.**

**Note**

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

❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the 【#】 key after all the originals have been scanned.

**4** **Press the 【Start】 key.**

**Reference**

p.36 “Sample copy”

p.36 “Changing the number of sets”

## Sample copy

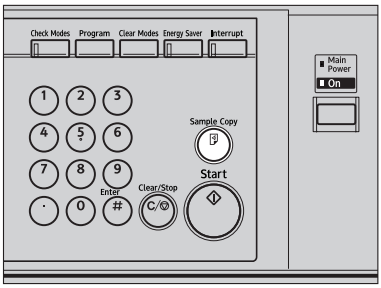
You can use this function to check copy settings before making a long copy run.

**Note**

❒ This function can be used only when the Sort function is turned on.

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

**2** **Press the 【Sample Copy】 key.**




One copy set is delivered as a sample.

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

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

**Note**

❒ If you press **[Suspend]** after checking the results, return to step **1** to adjust the copy settings as necessary. You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust., and Cover/Slip Sheet. However, depending on the combination of functions, you may not be able to change certain settings.

## Changing the number of sets

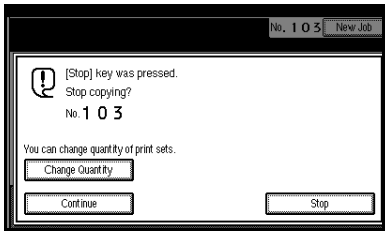
You can change the number of copy sets during copying.

**Note**

❒ This function can only be used when the Sort function is turned on.

**1** **While "Copying" is displayed, press the 【Clear/Stop】 key.**

**2** **Press [Change Quantity].**




**3** **Enter the number of copy sets using the number keys, and then press the 【#】 key.**

**Note**

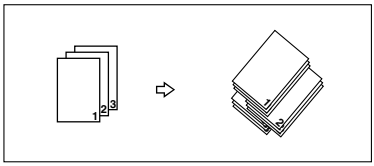
❒ The number of sets you can enter differs depending on when the 【Clear/Stop】 key is pressed.

**4** **Press [Continue].**

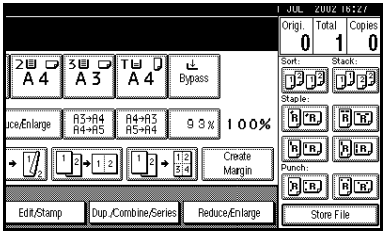
Copying starts again.

## Stack

This function groups together copies of each page in a multi-page original. Every other page stack is shifted for ease of separation.



**1** **Press [Stack].**




**2** **Enter the number of copies using the number keys.**

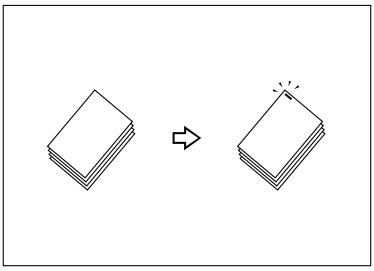
**3** **Place the originals, and then press the 【Start】 key.**

**Note**

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

## Staple

Individual copy sets can be stapled.



**Important**

❒ If you select Saddle Stitch without having the stapler cartridge for Saddle Stitch set in the booklet finisher, a paper misfeed might occur.

**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

p.134 “Select Stapling Position (Top Left)”

p.134 “Select Stapling Position (Bottom Left)”

p.135 “Select Stapling Position (Top Right)”

p.135 “Select Stapling Position (Bottom Right)”

### Stapling position and original setting

Place all the originals in an orientation in which they can be read. They will be automatically rotated for copying. When using the exposure glass, keep the same orientation, but set the originals facing down. When copy paper is identical in size and orientation to the original, staple positions are as follows:

❖ **Finisher 3000B (100–sheet staples)**

| | | Original logation | | Stapling position *1 |
|---|---|---|---|---|
| | | Exposure glass | Document Feeder | |
| | Top | | | |
| | | | | |
| | Top slant | | | |
| | | | | |
| | Bottom | | | |
| | | | | |
| | Left 2 | | | *2 |
| | | | | |
| | Top 2 | | | *3 |
| | | | | *2 |

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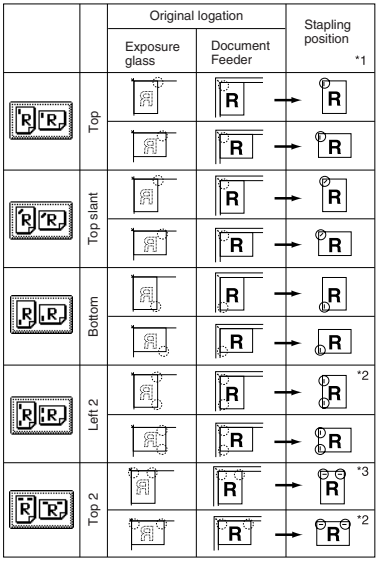
### ❖ Finisher 3000M (50–sheet staples)

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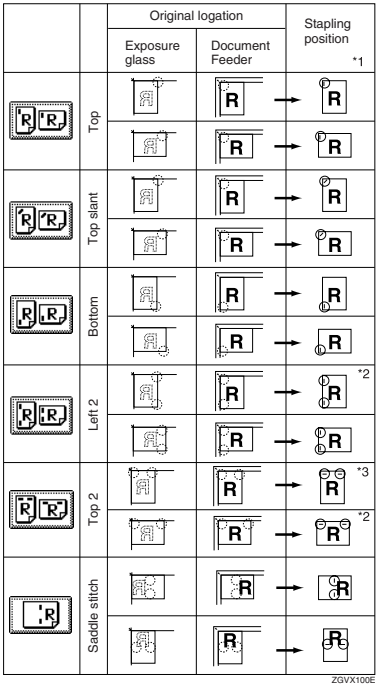
### ❖ Booklet Finisher




ZGVX100E

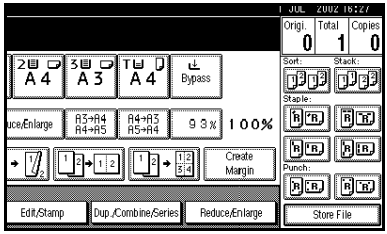
*1 The above tables show staple positioning. The orientation of the paper does not indicate direction of delivery.

*2 You cannot staple at this position when copying onto A3 or B4 JIS size paper.

*3 If you want to staple at this position on A3 or B4 JIS size paper, select **[Rotate]** and then select "Top 2".

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

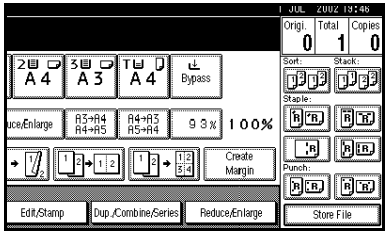
### ❖ Finisher 3000B (100-sheet staples), Finisher 3000M (50-sheet staples)




**Note**

❒ The stapling position will be fixed to "Top".

### ❖ Booklet finisher




**Note**

❒ When you select the stapling position, the Sort function is automatically selected.

**Reference**

p.37 "Stapling position and original setting"

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

**3** **Place the originals, and then press the【Start】key.**

**Note**

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

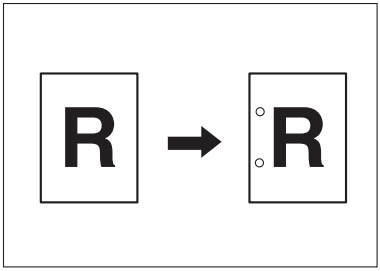
❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the【#】key after all the originals have been scanned.



## Punch

You can make punch holes in copies.

❖ **2 holes**

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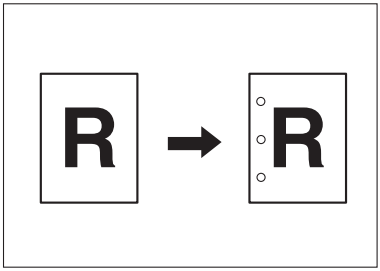
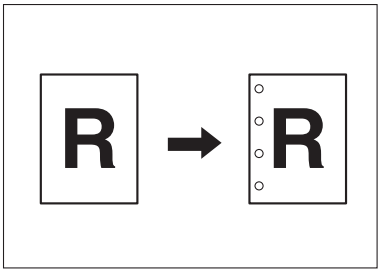
❖ **3 holes**




GCPNCH3E

❖ **4 holes**




GCPNCH0E

**Reference**

p.135 “Select Punch Type”

**Note**

❒ The 4–hole punch type is only capable of punching in the 4-hole format.

❒ You cannot use the bypass tray with this function.

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

## Punch hole positions

| | | Direction in which Original is Set | | Punch Hole Positions *1 |
|---|---|---|---|---|
| | | Exposure glass | Document feeder | |
| Standard | 2 holes | | | |
| | | | | |
| | 3 holes | | | |
| | | | | |
| | 4 holes | | | |
| | | | | |

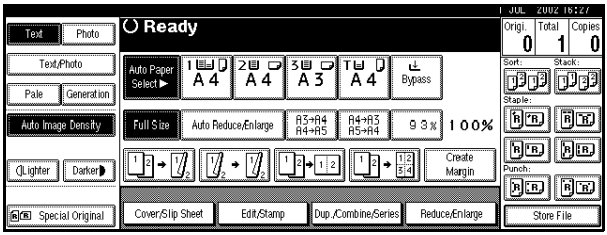
| | | | Direction in which Original is Set | | Punch Hole Positions *1 |
|---|---|---|---|---|---|
| | | | Exposure glass | Document feeder | |
| 90° Turn | 2 holes | | | | |
| | | | | | |
| | 3 holes | | | | |
| | | | | | |
| | 4 holes | | | | |
| | | | | | |

*1 The above table shows the punch hole positions. The orientation of the paper does not indicate direction of delivery.

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

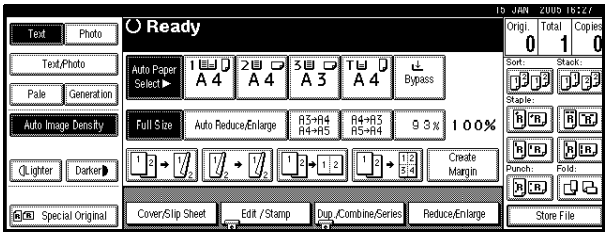
When the Z-folding unit is not installed

**❶ Select the punch hole position.**



When the Z-folding unit is installed

❶ **Press [Punch].**



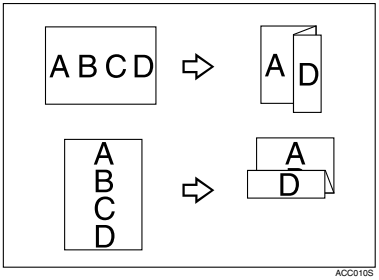

❷ **Select the punch hole position, and then press [OK].**

**2** **Enter the number of copy sets with the number keys.**

**3** **Place the originals, and then press the 【Start】 key.**

## Z-fold

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




**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

For related settings, see “Z-fold Position” in “User Tools (System Settings)”, *General Settings Guide*.

## Z-fold positions

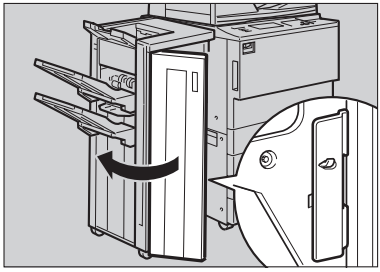
| | Direction in which Original is Set | | Direction of fold *1 |
|---|---|---|---|
| | Exposure glass | ADF | |
| Right fold | | | |
| Bottom fold | | | |

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

## Using the Z-fold Support Tray

When using the Z-fold function together with the Sort, Stack or Staple functions, set the Z-fold support tray as follows.

**1 Open the front cover of the booklet finisher and take out the Z-fold support tray.**



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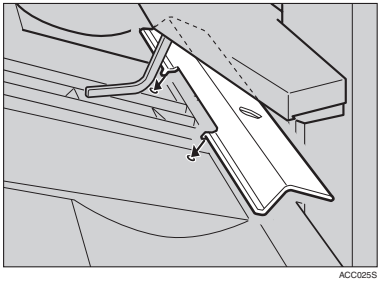
**2 Fit the hooks of the support tray into the two holes on finisher shift tray 2.**



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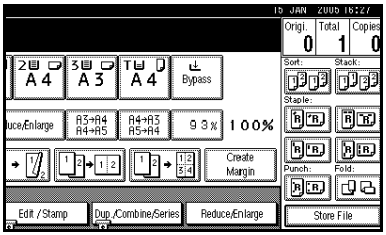
**Note**

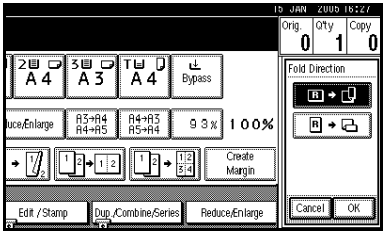
- When not using the Z-fold support tray, keep it in its designated position on the inside of the front cover of the finisher.
- Do not leave the support tray on finisher shift tray 2 if you are not Z-folding prints. Otherwise the prints will not be properly aligned.

### Z-folding Copies

**1** **Press [Fold].**




**2** **Select the folding direction.**



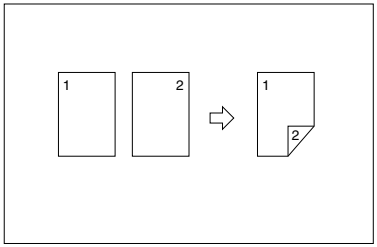

**3** **Enter the number of copy sets with the number keys.**

**4** **Place the originals, and then press the 【Start】 key.**

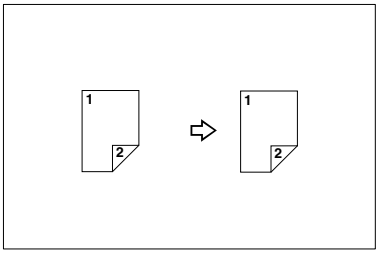
## Duplex

There are two types of duplex copies:

❖ **1 Sided→2 Sided**
Copies 2 one-sided pages onto a two-sided page.



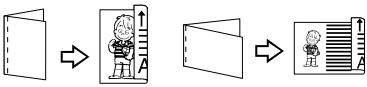
❖ **2 Sided→2 Sided**
Copies 1 two-sided page onto a two-sided page.



### Originals and copy orientation

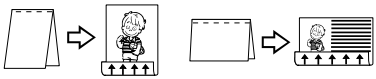
You can select the orientation.

- Top to Top



Duplex1

- Top to Bottom

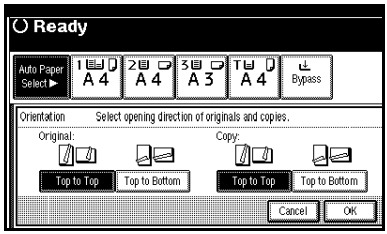


Duplex2

**Note**

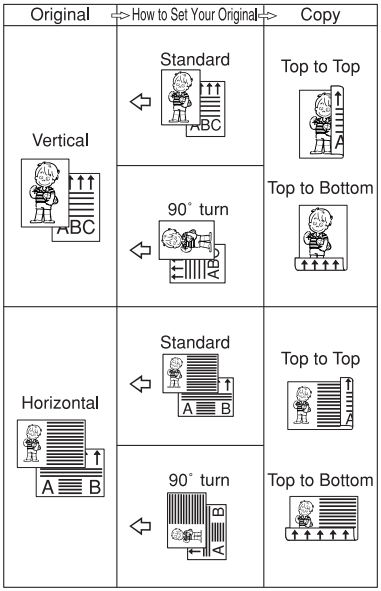
❒ You can change the default orientation with the User Tools. See p.125 “Copy Orientation in Duplex Mode” and p.125 “Original Orientation in Duplex Mode”.

**1** **Press [Orientation], select the orientation (Original/ Copy), and then press [OK].**



## Original orientation and completed copies

Copy images differ according to the orientation in which you place the originals (□ or □).




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

**Reference**

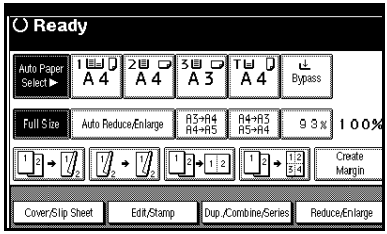
p.64 “Margin Adjustment”

Related default settings:

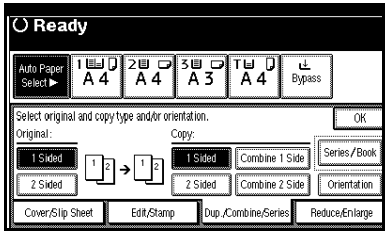
p.128 “Back Margin: Left/Right”

p.128 “Front Margin: Top/Bottom”

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




**2** **Select [1 Sided] or [2 Sided] for Original, and then select [1 Sided] or [2 Sided] for Copy.**




**Note**

❒ To change the copy orientation, press **[Orientation]**. See p.46 “Original orientation and completed copies”.

**3** **Press [OK].**

**4** **Place the originals, and then press the 【Start】 key.**

**Note**

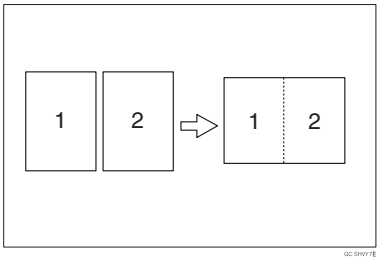
❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

❒ When placing originals on the exposure glass or in the ADF using the Batch function, press the 【#】 key after all the originals have been scanned.

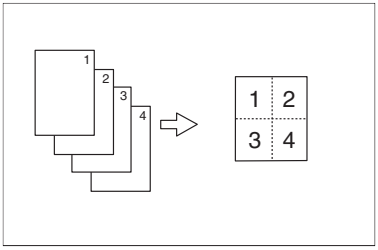
## 1 Sided Combine

Combine several pages onto one side of a sheet.

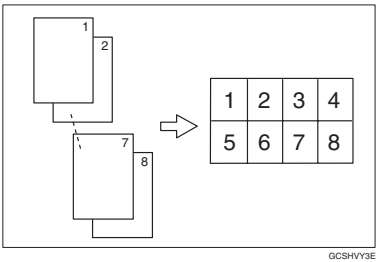
❖ **1 Sided 2 Pages → Combine 1 Side**
Copies 2 one-sided originals onto one side of a sheet.



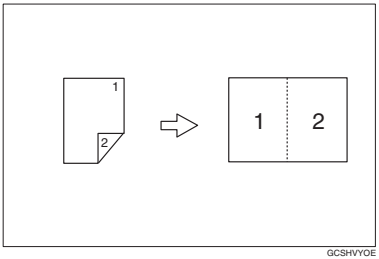

❖ **1 Sided 4 Pages → Combine 1 Side**
Copies 4 one-sided originals onto one side of a sheet.



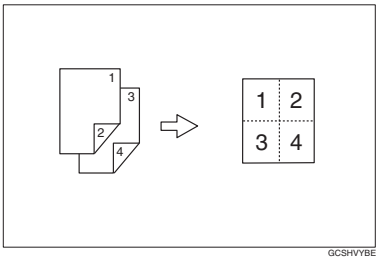

❖ **1 Sided 8 Pages → Combine 1 Side**
Copies 8 one-sided originals onto one side of a sheet.



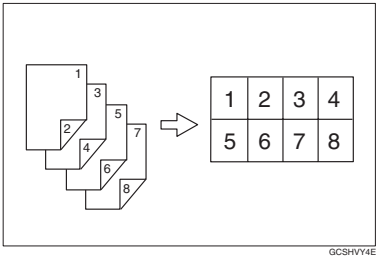

❖ **2 Sided 1 Page → Combine 1 Side**
Copies 1 two-sided original onto one side of a sheet.




❖ **2 Sided 2 Pages → Combine 1 Side**
Copies 2 two-sided originals onto one side of a sheet.

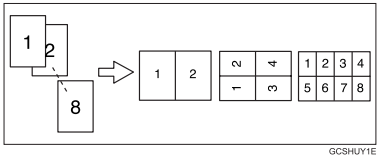



❖ **2 Sided 4 Pages → Combine 1 Side**
Copies 4 two-sided originals onto one side of a sheet.



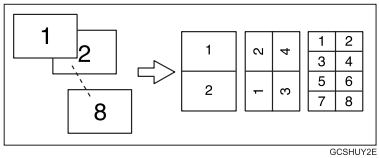
### ❖ Orientation of the original and combine image position

- Open to left originals




GCSHUY1E

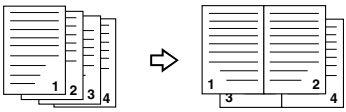
- Open to top originals




GCSHUY2E

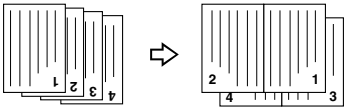
### ❖ Placing originals (originals placed in the ADF)

- Originals read from left to right




Combine5

- Originals read from top to bottom




Combine6

**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

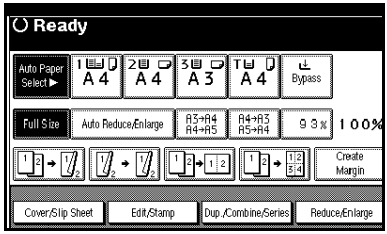
Related default settings:

p.129 “Erase Original Shadow in Combine”

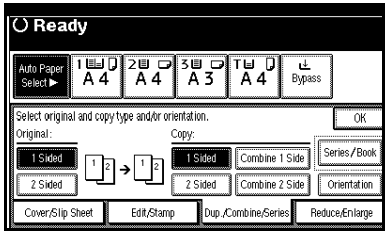
p.131 “Copy Order in Combine”

p.130 “Separation Line in Combine”

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




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




**Reference**

p.46 “Original orientation and completed copies”

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

**4** Select the paper size.

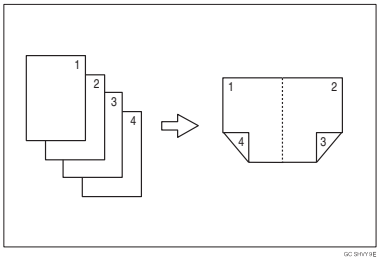
**5** Press [OK].

**6** Place the originals, and then press the 【Start】 key.

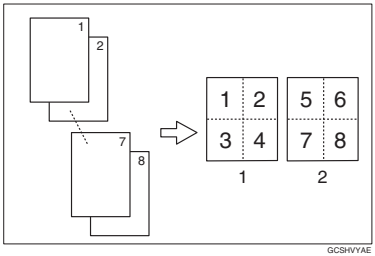
## 2 Sided Combine

Combines various pages of originals onto a two-sided sheet.

❖ **1 Sided 4 Pages → Combine 2 Side**
Copies 4 one-sided originals onto a sheet, two pages per side.

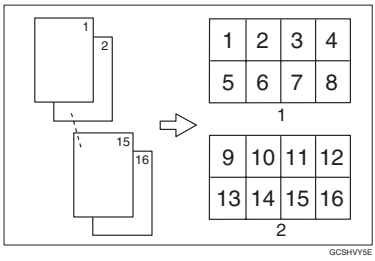



❖ **1 Sided 8 Pages → Combine 2 Side**
Copies 8 one-sided originals onto a sheet, four pages per side.



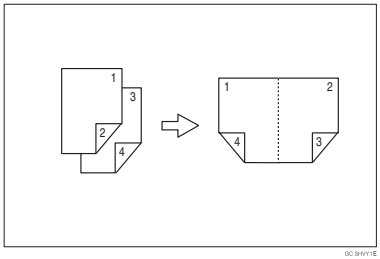

1. **Front**
2. **Back**

❖ **1 Sided 16 Pages → Combine 2 Side**
Copies 16 one-sided originals onto a sheet, eight pages per side.

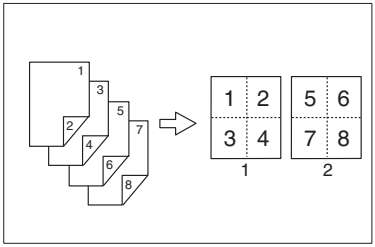



1. **Front**
2. **Back**

❖ **2 Sided 4 Pages → Combine 2 Side**
Copies 2 two-sided originals onto a sheet, two pages per side.



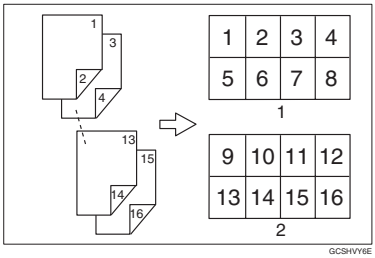
❖ **2 Sided 8 Pages → Combine 2 Side**
Copies 4 two-sided originals onto a sheet, four pages per side.




*1.* **Front**

*2.* **Back**

❖ **2 Sided 16 Pages → Combine 2 Side**
Copies 8 two-sided originals onto a sheet, eight pages per side.




**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

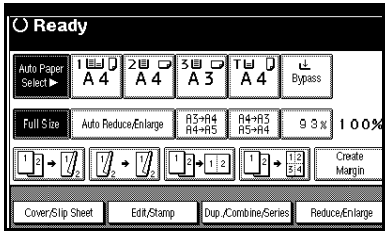
Related default settings:

p.129 “Erase Original Shadow in Combine”

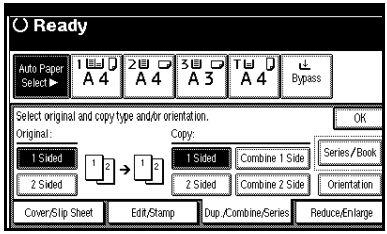
p.131 “Copy Order in Combine”

p.130 “Separation Line in Combine”

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




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




**Reference**

p.46 “Original orientation and completed copies”

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

**4** **Select the paper size.**

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

**6** **Place the originals, and then press the 【Start】 key.**

## Series Copies

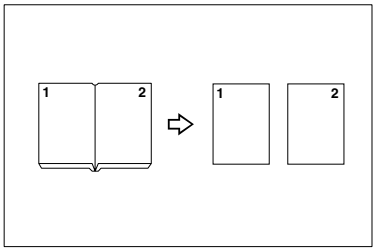
This function copies the front and back of a two-sided original separately, or two facing pages of a bound original, onto two sheets.

**Limitation**

❒ You cannot use the Series Copies function with the ADF.

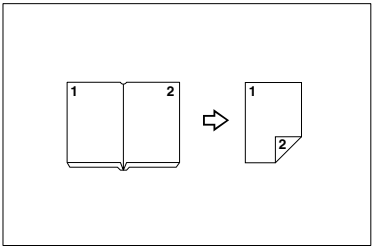
### ❖ Book→1 Sided

Copies a two-page spread original onto two separate pages.



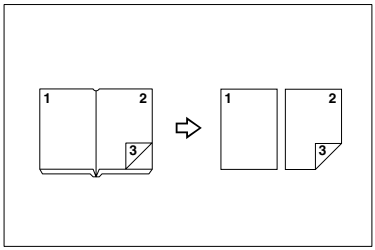

### ❖ Book→2 Sided

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




### ❖ Front & Back→2 Sided

Copies both sides of a two-page spread original onto both sides of a sheet.




**Note**

❒ See the following table for original and copy paper sizes when making two-sided copies with a 100% ratio.

### ❖ Metric version

| Original | Paper for two-sided copy |
|---|---|
| A3 | A4 × 2 sheets |
| B4 JIS | B5 JIS × 2 sheets |
| A4 | A5 × 2 sheets |

### ❖ Inch version

| Original | Paper for two-sided copy |
|---|---|
| 11" × 17" | $8\frac{1}{2}$" × 11" × 2 sheets |
| $8\frac{1}{2}$" × 11" | $5\frac{1}{2}$" × $8\frac{1}{2}$" × 2 sheets |

❒ See the following table for original and copy paper sizes when making one-sided copies with a 100% ratio.

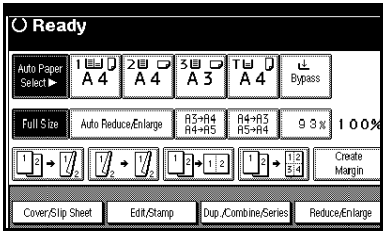
### ❖ Metric version

| Original | Paper for one-sided copy |
|---|---|
| A3 | A4 × 1 two-sided sheet |
| B4 JIS | B5 JIS × 1 two-sided sheet |
| A4 | A5 × 1 two-sided sheet |

### ❖ Inch version

| Original | Paper for one-sided copy |
|---|---|
| 11" × 17" | $8\frac{1}{2}$" × 11" × 1 two-sided sheet |
| $8\frac{1}{2}$" × 11" | $5\frac{1}{2}$" × $8\frac{1}{2}$" × 1 two-sided sheet |

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




2 **Press [Series/Book].**

3 **Press [Series].**

4 **Select [Book→1 Sided], [Book→2 Sided], or [Front&Back→2 Sided], and then press [OK].**

5 **Press [OK].**

6 **Make sure [Auto Paper Select] is selected.**

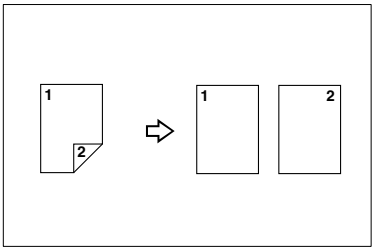
7 **Place the original on the exposure glass, and then press the 【Start】 key.**

**Note**

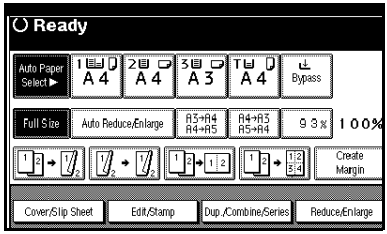
❒ Press the 【#】 key after all originals have been scanned.

## 2 Sided→1 Sided

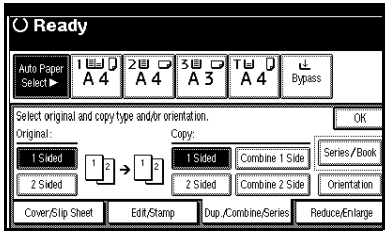
You can make one-sided copies from 2-sided originals.




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




2 **Press [2 Sided] for the original, then press [1 Sided] for the copy.**




**Reference**

p.45 “Originals and copy orientation”

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

4 **Set your originals, then press the 【Start】 key.**

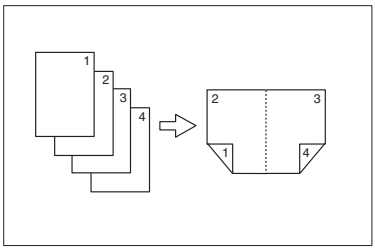
## Copying Book Originals

Copies two or more originals in page order.

❖ **1 Sided→Booklet**

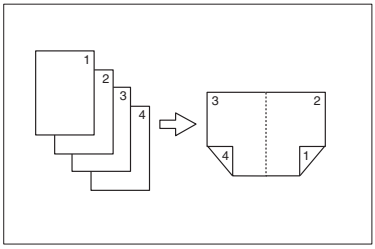
Make copies in page order for a folded booklet.

❖ **Open to left**




GCBOOK0E

❖ **Open to right**

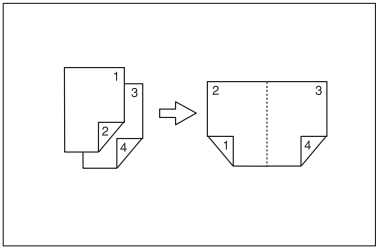



GCBOOK1E

❖ **2 Sided→Booklet**

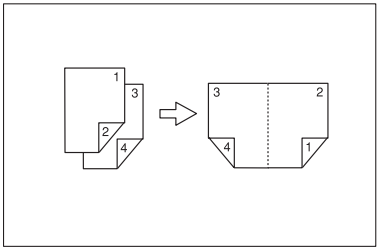
Make 2 sided originals into page ordered copies for a folded booklet.

❖ **Open to left**




GCAH010E

❖ **Open to right**

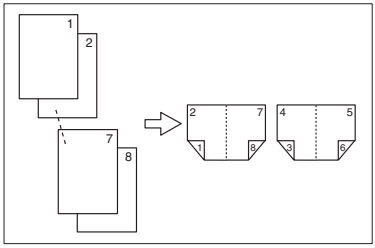



GCAH020E

❖ **1 Sided→Magazine**

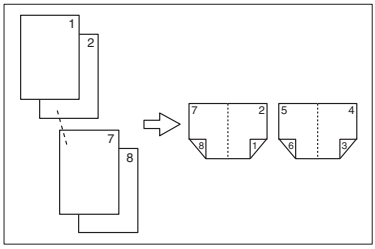
Copies two or more originals into page ordered copies when they are folded and stacked.

❖ **Open to left**




GCBOOK3E

❖ **Open to right**

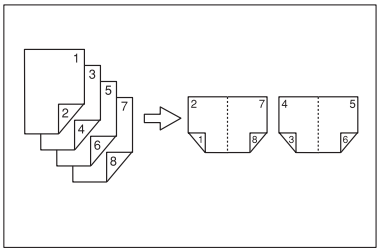



GCBOOK4E

❖ **2 Sided→Magazine**

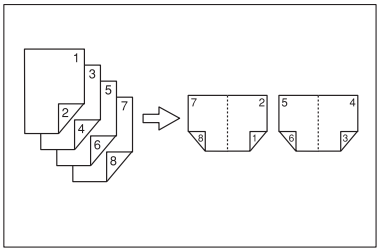
Copies two or more of 2-sided originals into page ordered copies when they are folded and stacked.

❖ **Open to left**



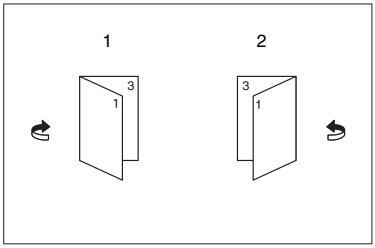
GCAH030E

❖ **Open to right**



GCAH040E

## How to fold copies to make a booklet



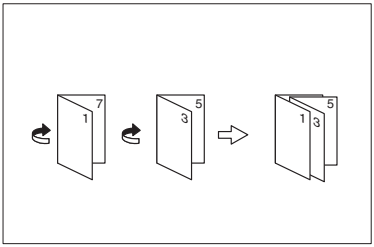
GCBOOK2E

1. **Open to Left**
2. **Open to Right**

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

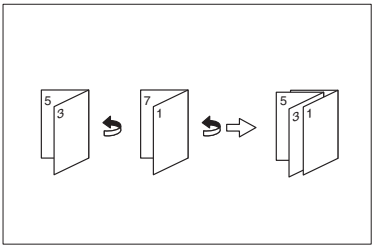
Fold and stack copies to make a magazine.

❖ **Open to left**



GCBOOK5E

❖ **Open to right**



GCBOOK6E

**Note**

❒ You cannot use the bypass tray with this function.

❒ The machine sets the reproduction ratio automatically to fit the paper size.

**Reference**

Related default settings:

p.129 “Erase Original Shadow in Combine”

**1** **Select [Open to Left] or [Open to Right] with User Tools.**

**Reference**

p.130 “Orientation: Booklet, Magazine”

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

3 **Press [Series/Book].**

4 **Press [Book].**

5 **Select [1 Sided→Booklet], [2 Sided→Booklet][1 Sided→Magazine], or [2 Sided→Magazine], and then press [OK].**

6 **Press [OK].**

7 **Select the paper.**

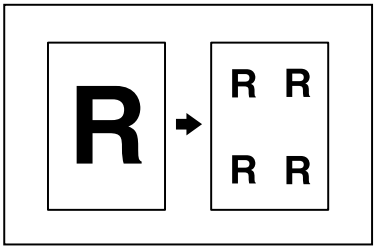
8 **Place the originals, and then press the 【Start】 key.**

**Note**

❒ 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.

## Image Repeat

The original image is copied repeatedly.




**Note**

❒ The number of repeated images depends on the original and copy paper sizes, and the reproduction ratio.

❖ **Original: A5 /Copy paper: A4 or Original: A5/Copy paper A4**

| 4 repeats (71%) | 16 repeats (35%) |
|---|---|
| Repeat 1 | Repeat 2 |

❖ **Original: A5 /Copy paper: A4 or Original: A5/Copy paper A4**

| 2 repeats (100%) | 8 repeats (50%) | 32 repeats (25%) |
|---|---|---|
| Repeat 3 | Repeat 4 | Repeat 5 |

**Reference**

Related Initial Settings

See p.129 “Image Repeat Separation Line”

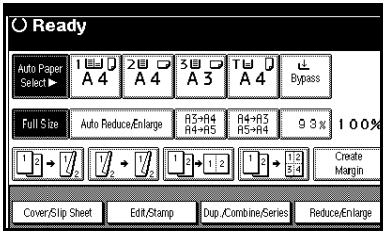
1 **Specify the location of the area's base point (X1, Y1), and its length and width (X2, Y2).**

**Note**

❒ You can set any value in the range of X1: 0~412mm (0”~16.2”), X2: 20~432mm (0.8”~17.0”), Y1: 0~277mm (0”~10.8”), and Y2: 20~297mm (0.8”~11.6”).

2 **Select the size of the copy paper and the reproduction ratio.**

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




**4** **Press [Edit Image].**

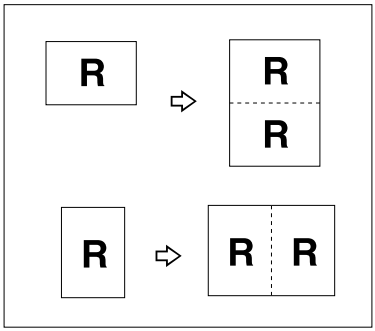
**5** **Press [Image Repeat].**

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

**7** **Place the original on the exposure glass, and then press the [Start] key.**

## Double Copies

One original image is copied twice onto one sheet, as shown.




### Note

❒ You cannot use the bypass tray with this function.

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

❖ **Metric version**

| Original size and orientation | Copy paper size and orientation |
|---|---|
| A5 ▭ | A4 ▯ |
| B6 JIS ▭ | B5 JIS ▯ |
| A4 ▯ | A3 ▭ |
| A5 ▯ | A4 ▭ |
| B6 JIS ▯ | B5 JIS ▭ |

❖ **Inch version**

| Original size and orientation | Copy paper size and orientation |
|---|---|
| $5^1/_2$" × $8^1/_2$" ▭ | $8^1/_2$" × 11" ▯ |
| $5^1/_2$" × $8^1/_2$" ▯ | $8^1/_2$" × 11" ▭ |
| $8^1/_2$" × 11" ▯ | 11" × 17" ▭ |

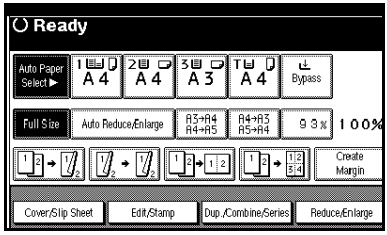
❒ Originals with a size of A5 ▭, B6 JIS ▯ ▭, $5^1/_2$" × $8^1/_2$" ▭ cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.

### Reference

Related default settings:

p.129 “Double Copies Separation Line”

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




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

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

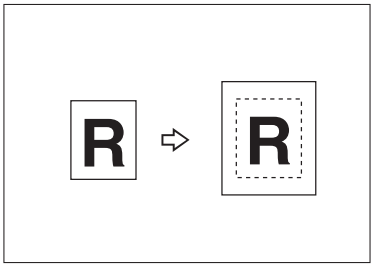
**4** **Press [OK] twice.**

**5** **Select the paper.**

**6** **Place the originals, and then press the【Start】key.**

## Centering

You can make copies with the image moved to the centre.




GCCNTR0E

### Note

❒ You cannot use the bypass tray with this function.

❒ Original sizes and orientations for centering are listed below.

#### ❖ Metric version

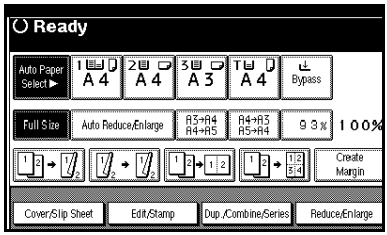
| Original placed on: | Original size and orientation |
|---|---|
| Exposure glass | A3□, B4 JIS□, A4□□, B5 JIS□□, 8 1/2" × 13"□ |
| ADF | A3□, B4 JIS□, A4□□, B5 JIS□□, A5□□, B6 JIS□□, 11" × 17"□, 8 1/2" × 11"□□, 8 1/2" × 13"□ |

#### ❖ Inch version

| Original placed on: | Original size and orientation |
|---|---|
| Exposure glass | 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□ |
| ADF | 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□, 8 1/2" × 13"□, 11" × 15"□, 8" × 10"□, 10" × 14"□ |

**1** **Select the paper.**

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




**3** **Press [Edit Image].**

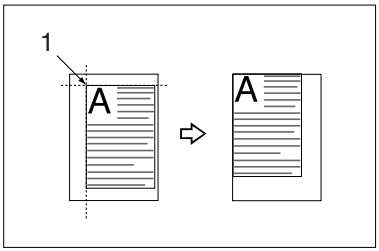
**4** **Press [Centering].**

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

**6** **Place the originals, and then press the【Start】key.**

## Scanning Position

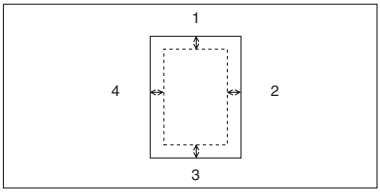
You can move the scanning position of originals.




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

### Note

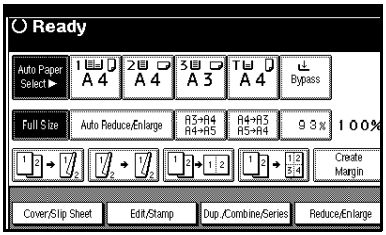
❒ You can move the scanning position up to 30 mm (in 1mm increments) upward, downward, to left and to right.




2

1. **Top: 0 – 30 mm, 0" – 1.2"**
2. **Right: 0 – 30 mm, 0" – 1.2"**
3. **Bottom: 0 – 30 mm, 0" – 1.2"**
4. **Left: 0 – 30 mm, 0" – 1.2"**

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




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

**3** **Press [Scan Position] .**

**4** **Set the scanning position for the front of the original. Press [↑] or [↓] to set the top or bottom position. Press [←] or [→] to set the left or right position.**

**Note**

❒ If you have incorrectly set the position, readjust with **[↑]**, **[↓]**, [←] or **[→]** .

❒ If you don't need to set the scanned position of the back of the original, go to step **6**.

**5** **Set the scanning position for the back of the original. Press [↑] or [↓] to set the top or bottom position. Press [←] or [→] to set the left or right position. Then press [OK].**

**Note**

❒ The scanning position for the back is valid only when you are copying 2-sided originals.

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

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

**8** **Place the originals, and then press the 【Start】 key.**

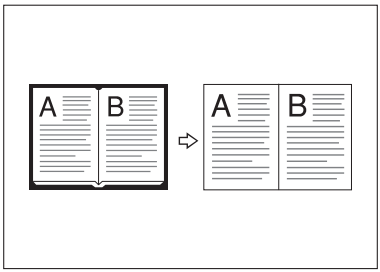
## Erase

You can erase the centre and/or all four sides of the original image.

This function comes in the following modes:

❖ **Border**

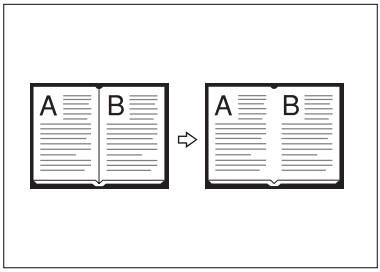
Erases the original's edge margin from the copy.




GCCENT2E

❖ **Centre**

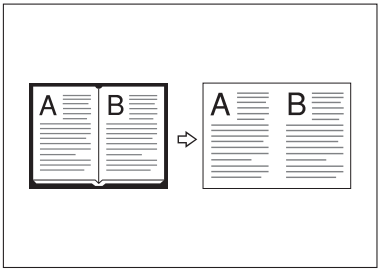
Erases the original's centre margin from the copy.




GCCENT1E

❖ **Centre/Border**

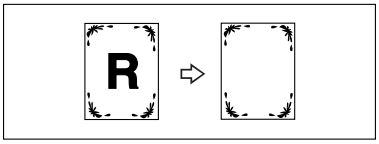
Erases both the original's centre and edge margins from the copy.




GCCENT3E

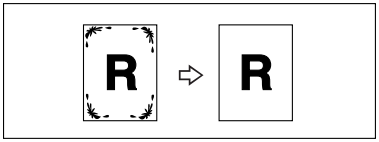
❖ **Inside**

Erases a designated area of the copy image.




❖ **Outside**

Erases all areas of the copy image other than the area you have selected.




**Reference**

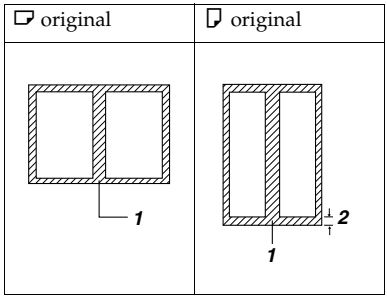
The erase width is set to 10 mm (0.4″) as default. You can change this setting with User Tools.

p.129 “Erase Centre Width”

p.129 “Erase Border Width”

**Note**

❒ The relationship between the original orientation and erased area is as follows:

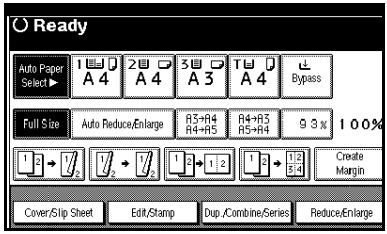



❒ 1: Erased part

❒ 2: 2–99 mm (0.1″–3.9″)

## Border Erase

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



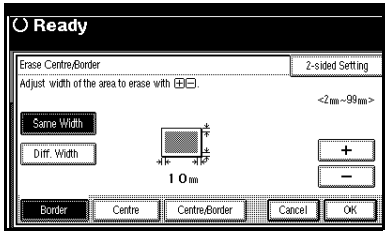

**2** **Press [Erase].**

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

**4** **Set the erase border width.**

### Selecting **[Same Width]**

❶ **Press [Same Width].**




❷ **Set the erase border width using [+] and [−].**

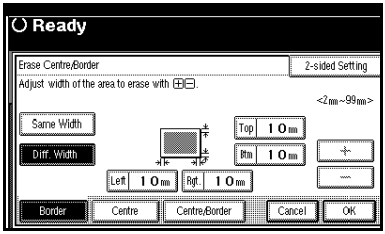
**Note**

❒ To change the value entered, press **[+]** and **[−]** to set the new value.

❸ **Press [OK].**

### Selecting [Diff. Width]

❶ **Press [Diff. Width].**




❷ **Press the key for the border you want to change, and then set the erase border width using [+] and [−].**

❸ **Press [OK].**

**5** **Press [2 Sided Setting] and [Back Side].**

**Note**

❒ If you do not need to erase the border on the back of the original, proceed to step **7**.

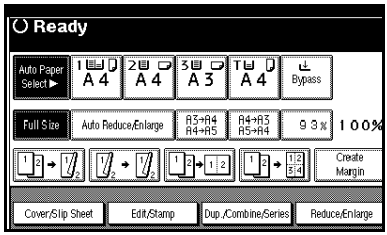
**6** **Set the erase border width for the back of the original.**

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

**8** **Place the originals, and then press the 【Start】 key.**

### Centre erase

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




**2** **Press [Erase].**

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

**4** **Press [Centre].**

**5** **Set the erase centre width using [+] and [−], and then press [OK].**

**6** **Press [2 Sided Setting] and [Back Side].**

**Note**

❒ If you do not need to erase the border on the back of the original, proceed to step **8**.

**7** **Set the erase border width for the back of the original.**

**Note**

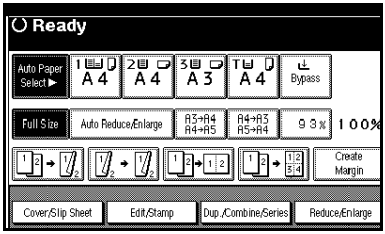
❒ Erasing the centre of the back of the original is valid only when you are copying 2-sided originals.

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

**9** **Place the originals, and then press the 【Start】 key.**

## Centre/border erase

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




**2** **Press [Erase].**

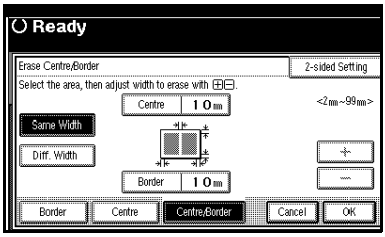
**3** **Press [Erase Centre/Border].**

**4** **Press [Centre/Border].**

**5** **Set the centre and border to be erased.**

### Selecting [Same Width]

❶ **Press [Same Width].**



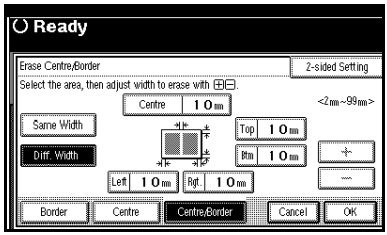

❷ **Press [Centre], and then set the erase centre width using [+] and [—].**

❸ **Press [Border], and then set the erase border width using [+] and [—].**

❹ **Press [OK].**

### Selecting [Diff. Width]

❶ **Press [Diff. Width].**




❷ **Press the key for the part you want to change, and then set the erase margin width using [+] and [—].**

❸ **Press [OK].**

**6** **Press [2 Sided Setting] and [Back Side].**

**Note**

❒ If you do not need to erase the border on the back of the original, proceed to step **8**.

**7** **Set the erase border width for the back of the original.**

**Note**

❒ Erasing the centre or border of the back of the original is valid only when you are copying 2-sided originals.

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

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

## Inside Erase

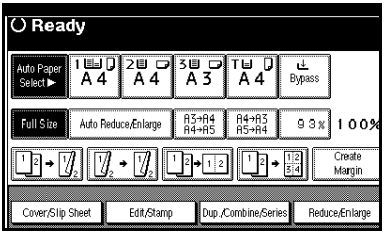
**1** **Specify the point where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).**

**Note**

❒ You can input lengths of 0 – 432 mm, 0 – 17".

2

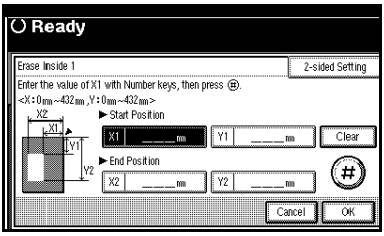
2 Press [Edit/Stamp].




3 Press [Erase].

4 Press [Erase Inside 1] or [Erase Inside 2].

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




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

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

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

9 Press [2 Sided Setting] and [Back Side].

**Note**

❒ If you do not need to erase the image on the back, go to step 11.

10 Enter the values of [X1], [Y1], [X2] and [Y2] for the back.

**Note**

❒ Erasing the image on the back is valid when you copy 2-sided originals.

11 Press [OK].

**Note**

❒ If you want to go on to erase another area, repeat from steps 4 to 11.

12 Press [OK] twice.

13 Place the originals, and then press the 【Start】 key.

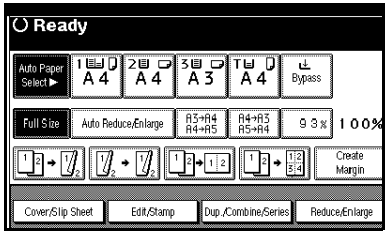
## Outside Erase

1 Specify the point where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).

**Note**

❒ You can input lengths of 0 – 432 mm, 0 – 17".

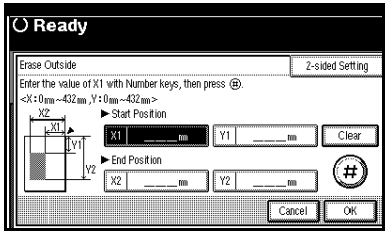
2 Press [Edit/Stamp].




3 Press [Erase].

4 Press [Erase Outside].

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



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

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

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

**9** **Press the [2 Sided Setting] key and the [Back Side] key.**

**Note**

❒ If you do not need to erase the image on the back, go to step **11**.

**10** **Enter the values of [X1], [Y1], [X2] and [Y2] for the back.**

**Note**

❒ Erasing the image on the back is valid only when you are copying 2-sided originals.

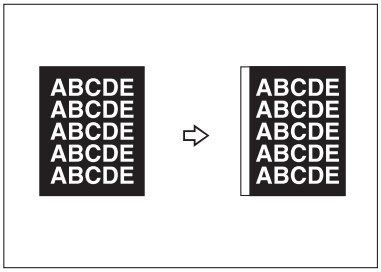
**11** **Press [OK].**

**12** **Press [OK] twice.**

**13** **Place the originals, and then press the 【Start】 key.**

## 3 Edges Full Bleed

You can make full image copy by cutting down the margin of top, bottom, and right sides. This function is useful for originals full of image.

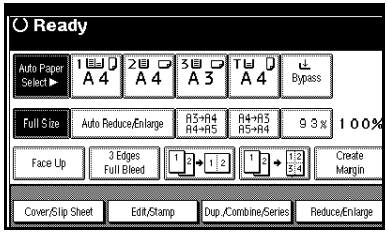



GCBLEE1E

**Preparation**

Before using this function, register **[3 Edges Full Bleed]** as a Copy Function Key. See p.125 “Copy Function Key: F1-F5”.

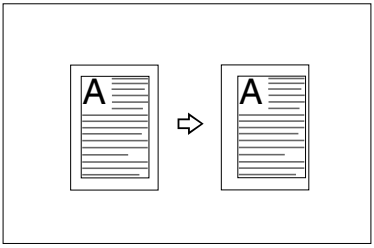
**1** **Press the [3 Edges Full Bleed] key.**




**2** **Place the originals, and then press the 【Start】 key.**

## Margin Adjustment

You can make a binding margin.



**Reference**

Related default settings:

p.128 “Front Margin: Left/Right”

p.128 “Back Margin: Left/Right”

p.128 “Front Margin: Top/Bottom”

p.128 “Back Margin: Top/Bottom”

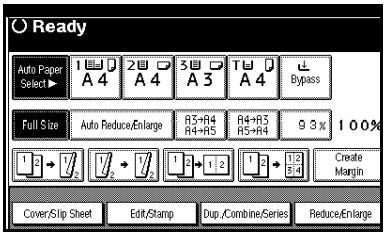
p.128 “1 Sided→2 Sided Auto Margin: TtoT”

**Note**

❒ You can change the width of the binding margin as follows:

| | |
|---|---|
| Metric version | 0–30 mm (increments of 1 mm) |
| Inch version | 0"–1.2" (increments of 0.1") |

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




**2** **Press [Margin Adjustment].**

**3** **Set a binding margin for the front pages. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

**Note**

❒ To change the value entered, press **[←]**, **[→]**, **[↓]**, **[↑]** to set it.

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

**4** **Set a binding margin for back side pages. Press [←] and [→] when setting the left and right margins, and [↓] and [↑] when setting the top and bottom margins.**

**Note**

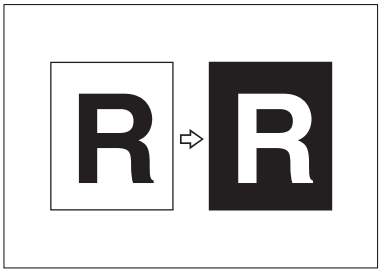
❒ Margins on the back side of the page are possible only when **[Duplex]** or **[Duplex]** of Combine is selected.

**5** **Press [OK] 3 times.**

**6** **Place the originals, and then press the 【Start】 key.**

## Positive/Negative

If your original is black and white, copy images are inverted.

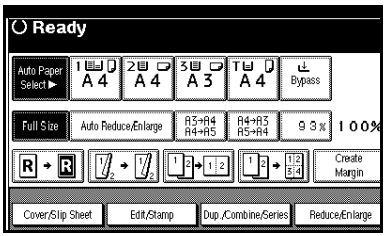


GCHATN1E

**Preparation**

To use this function, register **[Positive/Negative]** as a Copy Function key. See p.125 "Copy Function Key: F1-F5".

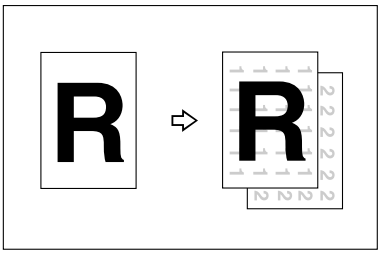
1 **Press [Positive/Negative].**




2 **Place the originals, and then press the 【Start】 key.**

## Background Numbering

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



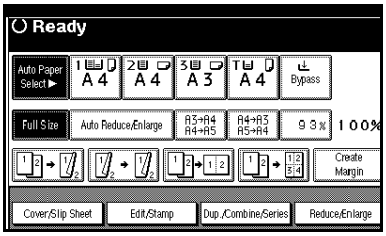

GCSTMP2E

**Reference**

Related Initial Settings

p.131 "Background Numbering"

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




2 **Press [Stamp].**

3 **Press [Background Numbering].**

4 **Enter the number to start counting from with the number keys.**

**Note**

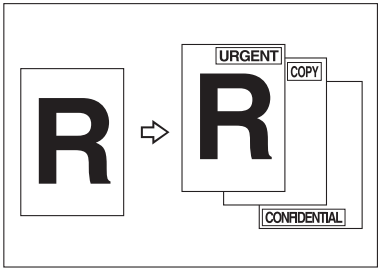
❒ To change the entered number, press **[Clear]** or **【Clear/Stop】** and enter the new number.

5 **Press [OK] 3 times.**

6 **Place the originals, then press the 【Start】 key.**

## Preset Stamp

Frequently used messages can be stored in memory and stamped on copies.

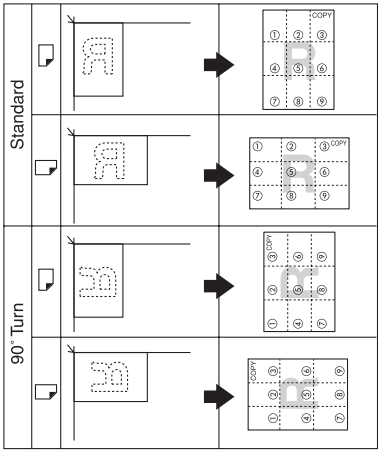



GCSTMP1E

One of the following eight messages can be stamped on copies with a frame around it:

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

### Stamp position and original orientation




**Note**

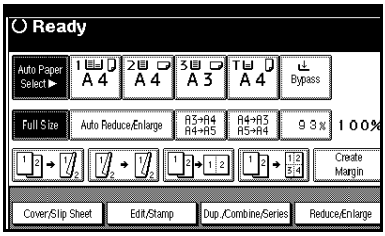
❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

**Reference**

p.131 “Stamp Priority”
p.131 “Stamp Language”
p.131 “Stamp Position”
p.131 “Stamp Format”

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




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

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

**4** **Select the message.**

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

**Note**

❒ You can change the position, size, and density of the stamp. See p.66 “Changing the stamp position, size, and density”.

**6** **After you have specified all necessary settings, press [OK].**

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

**8** **Place the originals, and then press the 【Start】 key.**

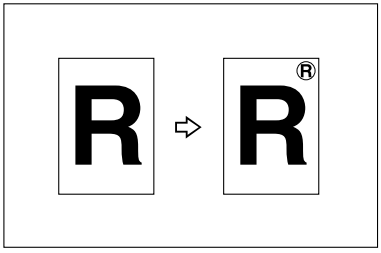
### Changing the stamp position, size, and density

**1** **Press [Change].**

**2** **Select the position for print, size, and density, and then press [OK].**

## User Stamp

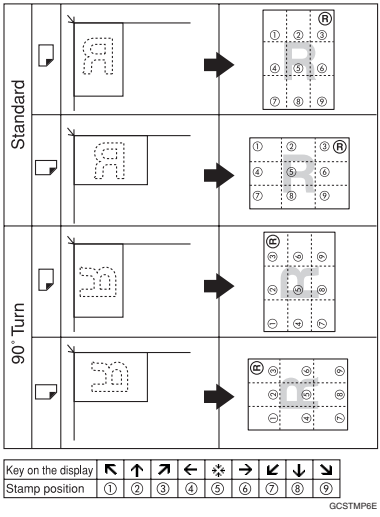
Prints a registered stamp onto copies.




**Preparation**

You have to register a user stamp before using this function. See p.68 “Programming a user stamp”.

## Stamp position and original orientation




### Note

❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

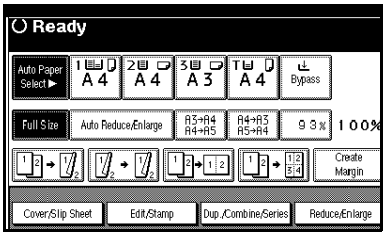
### Reference

Related default settings:

p.132 “Stamp Position 1 - 4”

p.132 “Stamp Format 1 - 4”

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

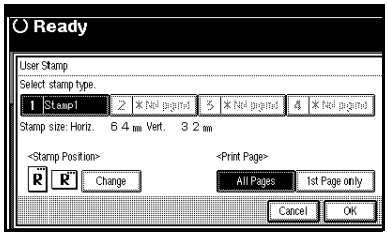



**2** **Press [Stamp].**

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

**4** **Select the stamp number.**

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




### Note

❒ You can change the stamp position. See p.67 “Changing the stamp position”.

**6** **After all settings are complete, press [OK].**

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

**8** **Place the originals, and then press the 【Start】 key.**

## Changing the stamp position

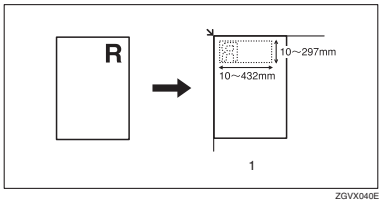
**1** **Press [Change].**

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

## Programming a user stamp

**Note**

❒ The range of stamp images for readability is 10–297 mm high (0.4"–11.7") and 10–432 mm wide (0.4"–17.0"). However, if the value exceeds the maximum area (5,000 $mm^2$, 7.75 $inch^2$), it is automatically adjusted to range.

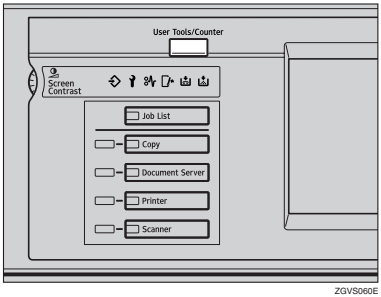



ZGVX040E

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

**1** **Make sure the machine's copier function is selected.**

**2** **Press the 【User Tools/Counter】 key.**




ZGVS060E

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

**4** **Press [Stamp].**

**5** **Press [User Stamp].**

**6** **Press [Program/Delete Stamp].**

**7** **Press [Program], and then press the stamp number (1–4) you want to program.**

**Note**

❒ Stamp numbers displayed with → next to them already have settings.

❒ If the stamp number is already in use, the machine will ask you if you want to overwrite it. Press **[Yes]** or **[No]**.

**8** **Enter the user stamp name using the letter keys on the display panel. You can register up to 10 characters.**

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

**Reference**

See "Entering Text", *General Settings Guide*.

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

**11** **Press [Vertical], and then enter the vertical size of the stamp using the number keys, and then press [#].**

**12** **Place the original for user stamp on the exposure glass, and then press [Start Scanning].**

The original is scanned, and the stamp is registered.

**Note**

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

**13** **Press [Exit].**

**14** **Press [Exit].**

The Copier/Document Server Features main menu is displayed.

**15** **Press [Exit].**

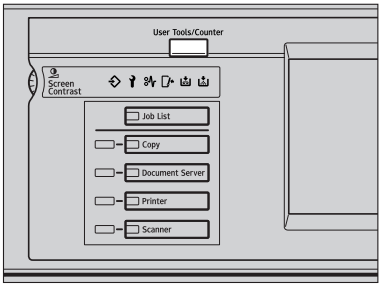
Exits settings and gets ready to copy.

### Deleting a user stamp

**Important**

❒ You cannot restore a deleted stamp.

1. **Make sure the machine's copier function is selected.**
2. **Press the 【User Tools/Counter】 key.**




ZGVS060E

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

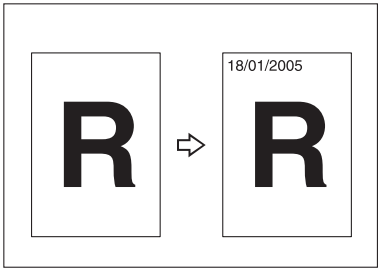
   The Copier/Document Server Features main menu is displayed.

10. **Press [Exit].**

    Exits settings and gets ready to copy.

## Date Stamp

You can use this function to print dates onto copies.

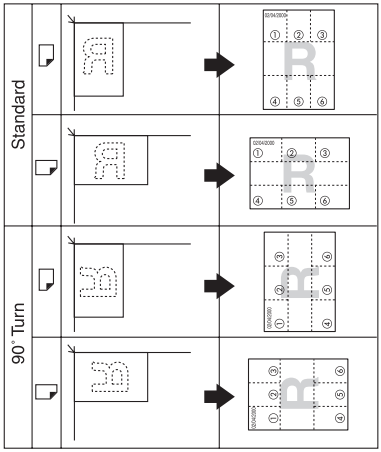



ADH024S

You can select from the following date formats:

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

### Stamp position and original orientation




GCSTMP7E

**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

Related default settings:

p.132 “Format”

p.132 “Font”

p.132 “Stamp Position”

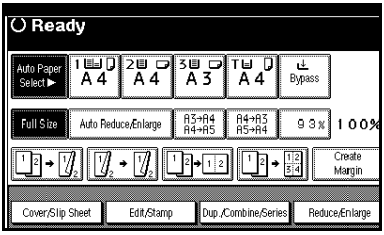
p.133 “Stamp Setting”

p.133 “Size”

p.133 “Superimpose”

“Timer Settings”, *General Settings Guide*

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




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

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

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

**Note**

❒ You can change the format and position of the date stamp. See p.70 “Changing the date format”.

**5** **After all settings are complete, press [OK].**

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

**7** **Place the originals, and then press the 【Start】 key.**

### Changing the date format

**1** **Press [Change Format].**

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

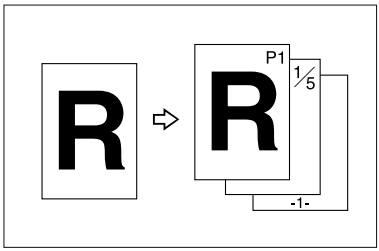
### Changing the stamp position

**1** **Press [Change].**

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

## Page Numbering

You can use this function to print page numbers onto copies.

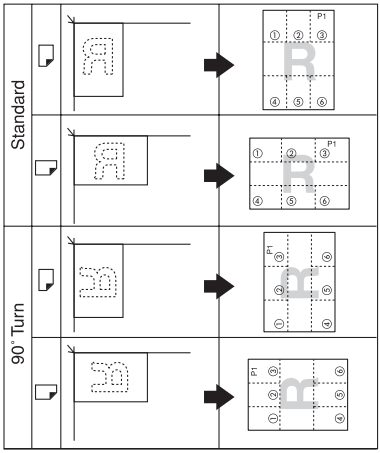



CP2G0100

There are six types of Page Numbering (“n” is the total number of pages in your original):

- P1, P2,…Pn
- 1/n, 2/n,...n/n
- -1-, -2-,...-n-
- P.1, P.2,...P.n
- 1, 2…n
- 1-1, 1-2,..1-n

## Stamp position and orientation of originals




### Note

❒ You cannot use the bypass tray with this function.

### Reference

Related default settings:

p.133 “Stamp Format”

p.133 “Font”

p.133 “Size”

p.133 “Duplex Back Page Stamping Position”

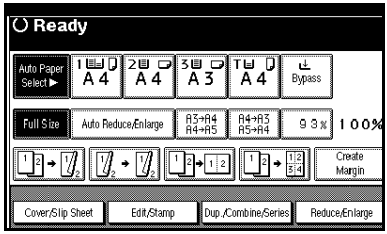
p.133 “Page Numbering in Combine”

p.133 “Stamp on Designated Slip Sheet”

p.133 “Stamp Position”

p.133 “Superimpose”

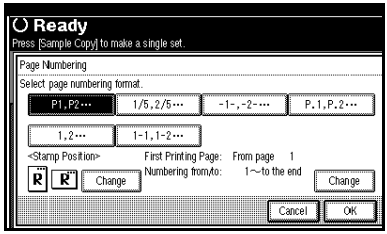
**1** **Press [Edit/Stamp].**




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

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

**4** **Select the format.**




### Note

❒ You can specify the stamp position, pages to be stamped, and numbering. See “Changing the stamp position”, “Specifying the first printing page and start number”.

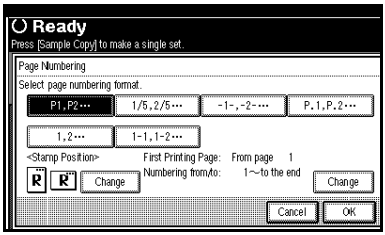
**5** **After all settings are complete, press [OK].**

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

**7** **Place the originals, and then press the 【Start】 key.**

## Changing the stamp position

**1** **Press [Change].**




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

## Specifying the first printing page and start number

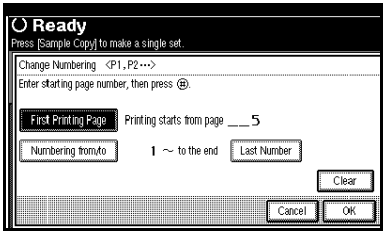
If you selected (P1, P2…, -1-,-2-…, P.1, P.2…, 1, 2…, )

### Note

❒ The following explanation uses P1, P2... as an example. The steps are the same for other selections.

**1** **Press [Change] on the right side.**

**2** **Press [First Printing Page:], then enter the original page number from which to start printing using the number keys, and then press the 【#】 key.**



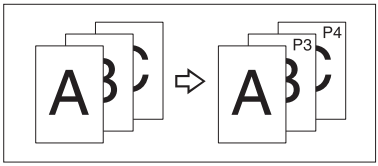

### Note

❒ To change the number entered, press **[Clear]** or the **【Clear/Stop】** key, and then enter a new number.

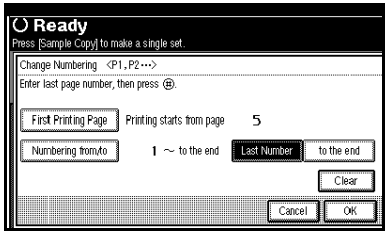
**3** **Press [Numbering from/to], enter the number of the page from which to start numbering using the number keys, and then press the 【#】 key.**

### Note

❒ The example below shows the first printing page as "2"and the start number as "3".




**4** **Press [Last Number], enter the number of the page to stop numbering using the number keys, and then press the 【#】 key.**




### Note

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

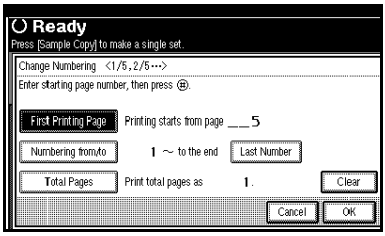
**5** **When page designation is complete, press [OK].**

**6** **Press [OK] 3 times.**

If you selected (1/5, 2/5…)

1. **Press [Change] on the right hand side of the display.**

2. **Press [First Printing Page], then enter the original page number from which to start printing using the number keys, and then press the [#] key.**




**Note**

❒ To change the number entered, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.

3. **Press [Numbering from/to], then enter the number of page from which to start numbering using the number keys, and then press the [#] key.**

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

Proceed to step 4 when not changing.

**Note**

❒ To print on the last page, press **[to the End]**.

❒ The last number is the last page number printed. For example, if **[Total Pages]** is ten, if you want to print seven pages up to page 7, enter **[7]** as the **[Last Number]**.

❒ Normally, you do not need to enter this number.

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

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

**Note**

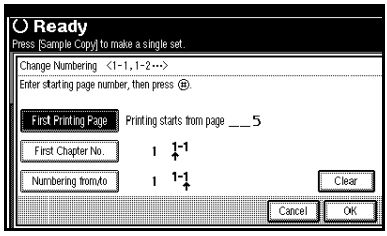
❒ To change the settings after pressing **[OK]**, press **[Change]**, and then enter the numbers again.

7. **Press [OK] 3 times.**

If you selected (1-1, 1-2,…)

1. **Press [Change] on the right hand side.**

2. **Press [First Printing Page], and then enter the original page number from which to start printing using number keys, and then press the [#] key.**




**Note**

❒ To change the number entered, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.

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

**Note**

❒ You can enter between 1 and 9999 for the chapter number from which to start numbering.

**4** **Press [Numbering from/to], and then enter the page number from which to start numbering using the number keys, and then press the [#] key.**

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

**6** **Press [OK] 3 times.**

## Covers

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

**Preparation**

Before selecting this function, set the tray for front cover sheets. See "Cover Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

**Note**

❒ The cover sheet should be the same size and orientation as the copy paper.

❒ You cannot use the bypass tray with this function.

❒ When selecting **[Copy]**, select whether the front and back covers are copied one-sided or two-sided. See "Cover Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

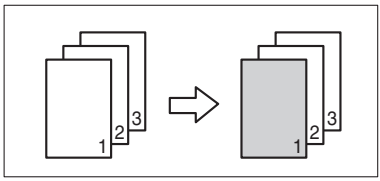
**Reference**

To set paper using the interposer, see "Loading Paper in the Interposer", *General Settings Guide*.

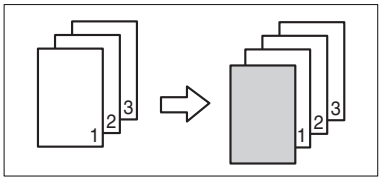
❖ **Front cover**

The first page of originals is copied onto a specified cover sheet paper, or a cover sheet is inserted before the first copy page.

• Copy



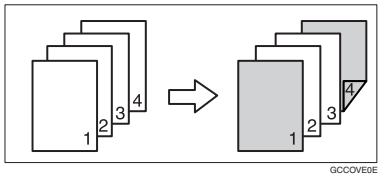

• Blank



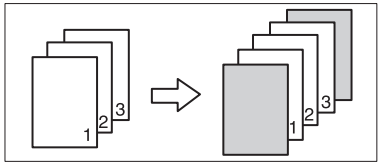

❖ **Front/Back covers**

The first and last page of original is copied onto a specified cover sheet paper.

• Copy



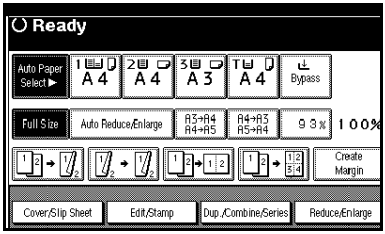

• Blank




**Reference**

p.130 "Front Cover Copy in Combine"

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




2 **Press [Front Cover] or [Front/Back Cover].**

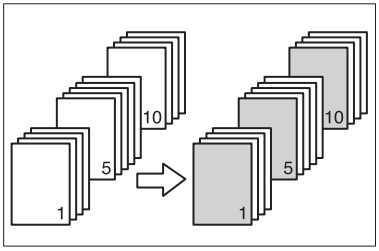
3 **Select [Copy] or [Blank] for the cover sheet.**

4 **Select the paper tray containing the paper to copy the originals onto, and then press [OK].**

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

## Designate

You can use this function to copy certain pages of your original onto slip sheets.



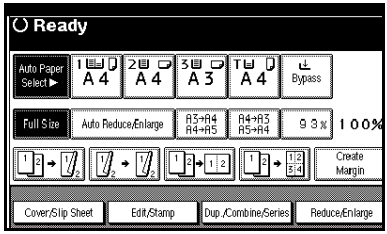

### Preparation

Before using this function, set the special paper tray for slip sheets. See "Designate Sheet Tray 1/2" of "Tray Paper Settings", *General Settings Guide*.

### Note

- The paper for slip sheets should be the same size as the copy paper and should be set in the same direction.
- If you have selected "Interposer" for "Designate Sheet 2 Tray" in System Settings, you cannot copy on the slip sheets that you have specified for this function.
- You cannot select the bypass tray for sheet paper to copy the originals.
- You can specify up to 20 pages.

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




2 **Press [Desig./Chapter].**

3 **Press the key to select the chapter number.**

4 **Use the number keys to enter the page number of the originals you want to copy onto a slip sheet. Then press the [#] key.**

5 **Select the paper tray for slip sheets.**

6 **Press [Copy] to copy onto the slip sheets. Press [Blank] if you do not want to copy onto them.**

7 **Press the [Next Chapter] key.**

8 **To specify another page, repeat steps 4 to 7.**

9 **When you wish to finish specifying pages, press [OK].**

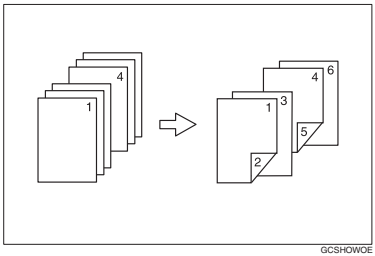
10 **Press [OK] twice.**

**11** **Select the paper tray containing the paper to copy the originals onto.**

**12** **Set originals, then press the [Start] key.**

## Chapter

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



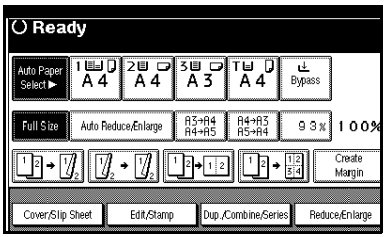

### Preparation

Before selecting this function, press **[Dup/Combine/Series]** and select Duplex (1 Sided → 2 Sided) mode or Combine mode.

### Note

- ❒ You can specify up to 20 pages.
- ❒ This function can be used only when you select the Duplex (1 Sided→2 Sided) or Combine function.

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




**2** **Press [Desig./Chapter].**

**3** **Enter the number of the first page of the first chapter using the number keys. Then, press the [#] key.**

**4** **Select the tray in which the paper is set.**

**5** **Select [Copy] or [Blank].**

**6** **Press [Next Chapter].**

**7** **To specify another page, repeat steps 3 to 6.**

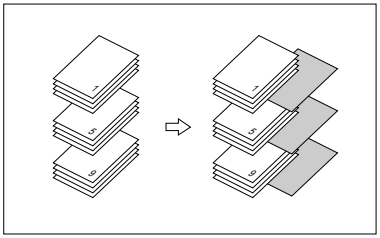
**8** **When you finish specifying the pages, press [OK].**

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

**10** **Set originals, and then press the [Start] key.**

## Blank Slip Sheets

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



### Preparation

Before using this function, select a tray for slip sheets. See "Slip Sheet Tray", in "Tray Paper Settings", *General Settings Guide*.

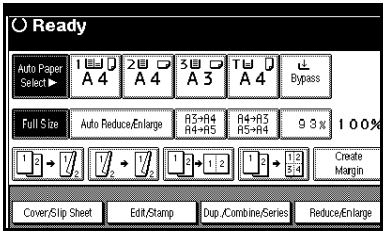
### Note

- ❒ The paper for slip sheets should be of the same size as the copy paper and also be set in the same direction.
- ❒ You can specify up to 20 pages (chapters).

**Reference**

For details on how to set paper when using the interposer, see "Loading Paper in the Interposer", *General Settings Guide*.

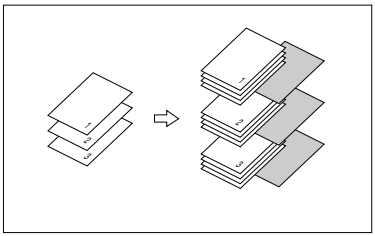
1. **Press [Cover/Slip Sheet].**




2. **Press [Desig./Chapter].**
3. **Press the key to select the chapter number.**
4. **Press [Insert Sheet].**
5. **Select the paper tray for slip sheets.**
6. **Select [Before] to insert slip sheets before the desired page. Select [After] to insert slip sheets after the desired page. Enter the page number with the number keys.**
7. **Press [Insert Quantity], and use the number keys to enter the number of sheets you wish to insert.**
8. **Press [Next Chapter].**
9. **To specify another location where to insert sheets, repeat steps 4 to 8.**
10. **When you have finished specifying all settings, press [OK].**
11. **Press [OK].**
12. **Select the paper tray containing the paper to copy the originals onto.**
13. **Place originals, and then press the 【Start】 key.**

## Slip Sheets

Every time the originals' page changes, a slip sheet is inserted. This function can be used to automatically insert a slip sheet between OHP transparencies, or as a stacking function. You can also copy onto slip sheets.



**Preparation**

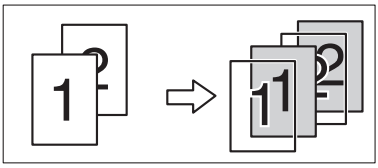
Before selecting this function, set the tray for slip sheets. See "Slip Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

**Note**

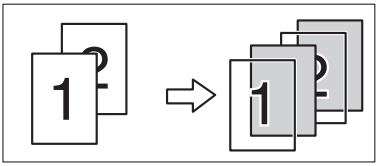
❒ Load slip sheets in the same size and orientation as copy paper or OHP transparencies.

❖ **When using OHP transparencies from the bypass tray**

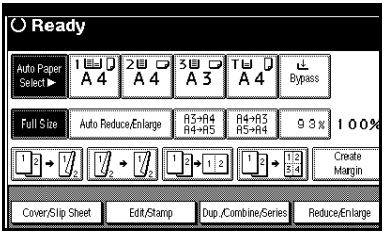
- Copy



- Blank



1 Press [Cover/Slip Sheet].




2 Press [Slip Sheet].

3 Select [Copy] or [Blank], and then press [OK].

4 Select the paper tray containing the paper to copy the originals.

5 Place the originals, and then press the 【Start】 key.

# Storing Data in the Document Server

The Document Server enables you to store documents in memory and print them as you want.

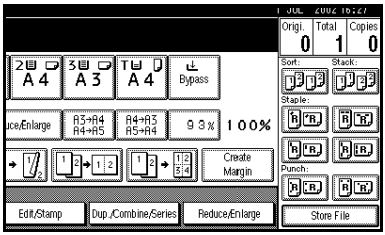
**Important**

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

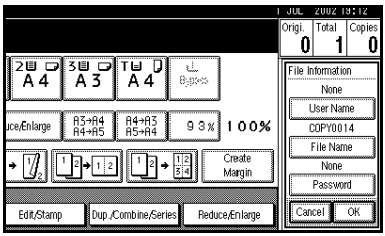
**Note**

❒ Data stored in the Document Server is deleted after three days by setting default. You can specify a period after which stored data is automatically deleted. For more information about settings, see "Auto Delete File" in "Administrator Tools", *General Settings Guide*.

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




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




**Reference**

For details about how to register the user name, file name, or password, see "To register or change a user name", and "To set or change a password", *General Settings Guide*.

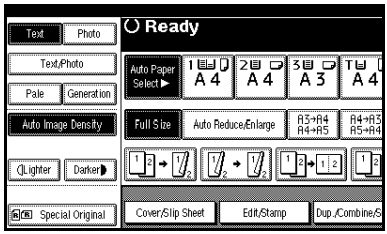
**3** **Press [OK].**

**4** **Place the originals.**

**Reference**

For more information about the types of originals that can be placed and how to place them, see p.14 "Placing Originals".

**5** **Make the scanning settings for the originals.**




**6** **Press the 【Start】 key.**

Copies are delivered, and originals scanned and stored in memory.

**Note**

❒ To stop scanning, press the **【Clear/Stop】** key. To resume a paused scanning job, press **[Resume]** in the confirmation display. To delete saved images and cancel the job, press **[Cancel]**.

❒ When placing an original on the exposure glass, press the **【#】** key after all the originals have been scanned.

❒ To check that the document has been stored, press the **【Document Server】** key to display the document selection screen.

# Programs

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

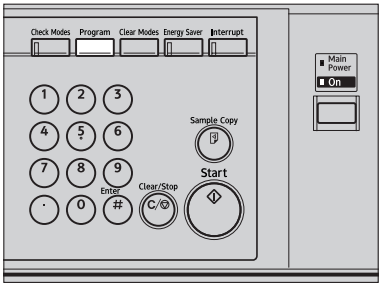
**Note**

- ❒ You can store up to 10 programs.
- ❒ You can select the standard mode or Program No.10 as the default mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. See p.125 "Change Initial Mode".
- ❒ Paper settings are stored based on paper size. However, if you have more than one paper tray containing the same size paper, the tray prioritized with User Tools (System Settings) is selected first. See "Paper Tray Priority" in "Tray Paper Settings", *General Settings Guide*.
- ❒ Programs are not deleted by turning the power off or pressing the **【Clear Modes】** key. They are canceled only when you delete or overwrite them with another program.

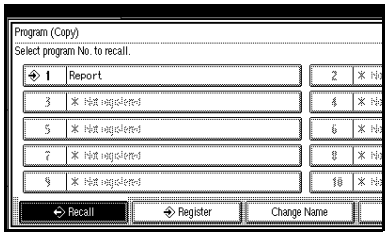
## Storing a Program

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

**2** **Press the 【Program】 key.**




**3** **Press [Register].**




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

**Note**

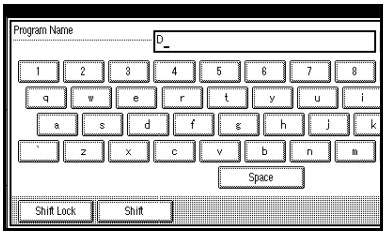
- ❒ Program numbers displayed with ◈ next to them already have settings.

**Reference**

p.82 "Changing a stored program"

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

You can enter up to 40 characters.




**Reference**

For details about entering characters, see "Entering Text", *General Settings Guide*.

**Note**

❒ If you do not want to enter a program name, proceed to step **6**.

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

When the settings are successfully stored, the ⇨ indicator followed by the program number and program name will be displayed. After a while, the screen reverts back to the initial copy displayed.

## Changing a stored program

**1** **Check the program settings.**

**Note**

❒ To check the contents of a program, recall it. See p.82 "Recalling a Program".

**2** **Repeat steps 1 to 4.**

**3** **Press [Register].**

Repeat steps **5** and **6** of "Storing a Program".

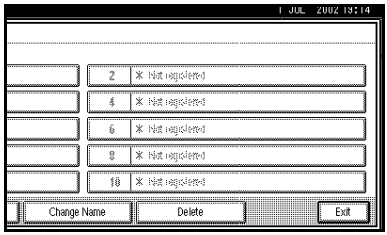
**Note**

❒ When overwritten, the previous program is deleted.

## Deleting a Program

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

**2** **Press [Delete].**




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

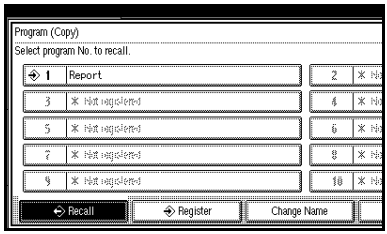
**4** **Press [Yes].**

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

## Recalling a Program

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

**2** **Press [Recall].**




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

The stored settings are displayed.

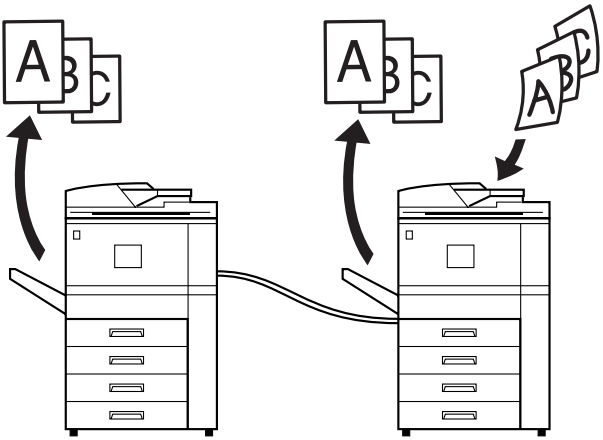
**Note**

❒ Program numbers displayed with ⇨ next to them already have settings.

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

## What is Connect Copy?

Connect Copy allows you to connect two machines together via a cable. When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so copies can be made on both simultaneously.



KHCC

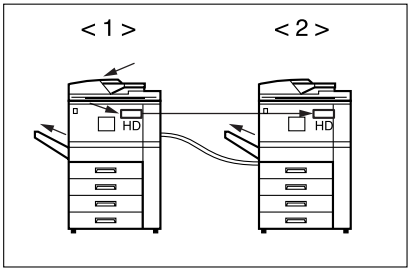
❖ **High-speed copying for greater productivity**
Large volume copy runs can be completed in shorter time. For instance, when two 75 copies/minute machines are connected together, a speed of 150 copies/minute can be achieved (paper size of A4 ▯, $8\frac{1}{2}$"×11" ▯).

❖ **Reducing time loss**
Even if one machine stops due to a paper jam, or runs out of toner or paper, the other machine can automatically take over and finish the job.

## How It Works

**Note**

❒ In this manual, the two machines connected are referred to as main machine and sub-machine.




*1.* **Main machine**

*2.* **Sub-machine**

After the original is scanned, the data is stored on the hard disk of the main machine. As soon as the main machine starts copying, the data is transferred to the hard disk of the sub-machine, and the sub-machine then starts copying.

The main machine is the one on which you press **[Connect]**( ) to make Connect Copy settings. The other machine becomes the sub-machine.

### Machine Types and Options

- Both machines need not be of the same type.
- You can still use Connect Copy without an optional finisher or large capacity tray (LCT). However, to use the Staple and Punch functions, the optional finisher and punch unit must be installed on both machines. To use the Saddle Stitch function, the optional booklet finisher must be installed on both machines. To use the Z-fold function, the optional Z-folding unit and booklet finisher must be installed on both machines.

### Interrupt Copy

- You can use the Interrupt function on the sub-machine, but not on the main machine.
- You cannot use Connect Copy when a job has been paused using the Interrupt function.

### Before You Start

Both machines must have paper trays loaded with paper of the same size, type and orientation.

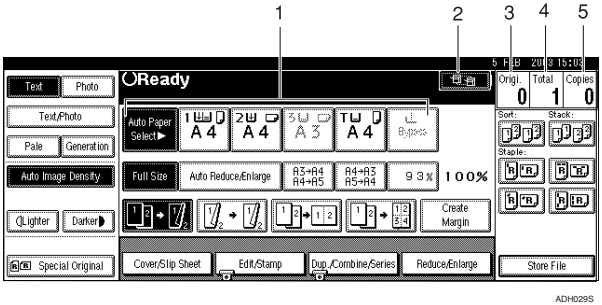
To ensure the same copy results from both machines,

- Copy Quality settings in the User Tools should be the same on each machine. See p.124 “Copy Quality”.
- Both main and sub machines should be installed with the same type of finisher.

# Connect Copy Display Panel

The display panel shows machine status, error messages and function menus.

### ❖ Initial copy display




① Paper Select
Displays the size, type and orientation of the paper set on both machines.

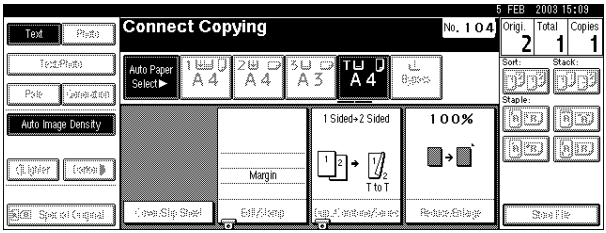
② **[Connect]**
Press to switch from the initial copy display to the Connect Copy display.

③ Numbers of originals
Displays the number of originals scanned into memory of the main machine.

④ Number of sets
Displays the number of sets of copies.

⑤ Number of copies
Display the number of copies for the main machine.
Press this part of the display to display the total number of copies for two machines.

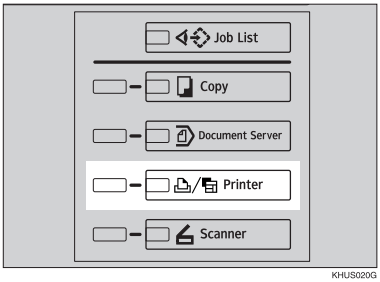
### ❖ Display during Connect Copy



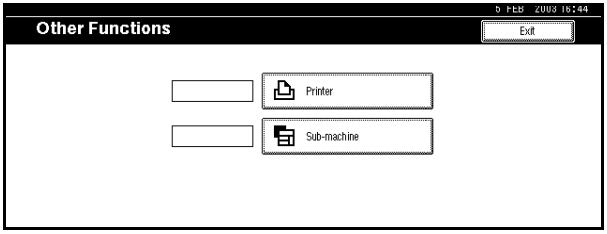
## Display panel of the sub-machine

Even if Connect Copy has been selected on the main machine, the sub-machine will still continue to show the initial copy display. To switch to the Connect Copy initial display, follow the procedure below.

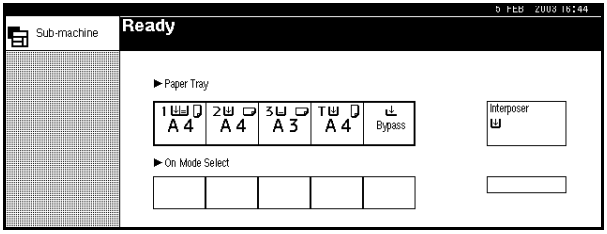
**1** **Press the [Printer] key.**




**2** **Press [Sub-machine].**




The Connect Copy initial display is shown on the sub-machine.



# Using Connect Copy

You can select Connect Copy from either machine by pressing **[Connect]**. The machine on which you pressed **[Connect]** and made Connect Copy settings becomes the main machine, and the other the sub-machine.

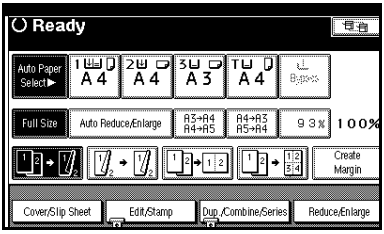
**Limitation**

❒ Once Connect Copy has been selected, you must carry out all operations on the main machine.

**Note**

❒ You can specify with the User Tools whether **[Connect]**is displayed or not. See p.125 "Connect Copy Key Display".

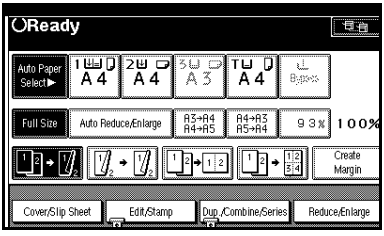
**1** **Make sure "Ready" is shown on the display.**



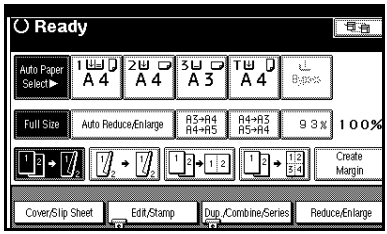

**2** **Press [Connect] on the machine that you want to use as the main.**

**[Connect]**becomes highlighted, and the two machines are connected.

❖ **Main machine**




❖ **Sub-machine**




**3** **Set the originals on the main machine.**

**Reference**

See p.9 "Placing Originals".

**4** **Make the necessary settings using the main machine.**

**Note**

❒ If you have made any copy settings before using Connect Copy, the settings remain effective. However, if optional finishers are not installed on both main and sub machines, the Stack, Staple, Punch and Z-fold functions are automatically disabled.

❒ To exit Connect Copy, press **[ ]** on the main machine again.

**Reference**

See p.19 "Copying".

**5** **Enter the required number of copies using the number keys.**

**Note**

❒ The maximum copy quantity that can be set is 999.

❒ If you have entered the wrong value, press the **【Clear/Stop】** key and enter again.

❒ When the number of originals or copies is small, copying will be done on only the main machine.

**6 Press the 【Start】 key on the main machine.**

Copying starts on the main machine after the originals are scanned.

Copying starts on the sub-machine when data transfer from the main machine is completed.

### Setting originals on the exposure glass

**❶ Set the next original when the machine has finished scanning the first. Press the 【Start】 key.**

**❷ When all the pages have been scanned, press the 【#】 key.**

**Note**

❒ If the machine is not in use, it will begin copying.

### Using Batch mode

**❶ Place the originals and press the 【Start】 key.**

**❷ After the first set of originals has been fed, place the next set.**

**Note**

❒ The next set of originals must be set while the Auto Feed indicator is lit.

❒ To stop scanning or copying, press the 【Clear/Stop】 key on the main machine, and then follow the instructions on the display.

**Reference**

p.16 “Batch”

**❸ Collect your copies from both the main and sub machines.**

**Note**

❒ The number of copies might differ on the main and sub machines.

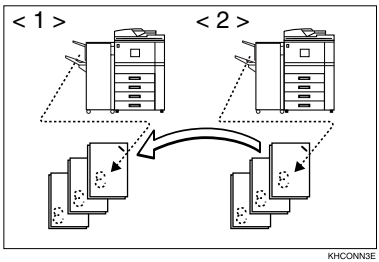
❒ Both machines may not finish copying at the same time.

❒ When using the Sort/Staple function, copying is divided between the two machines by the number of sets. If a paper misfeed occurs when processing a set of copes, it is not possible for the other machine to take over the remainder of that particular set.

### Order of Copy Output

❖ **When copying with the Sort/Staple function**

(Example) Copying 6 sets of a three-page original



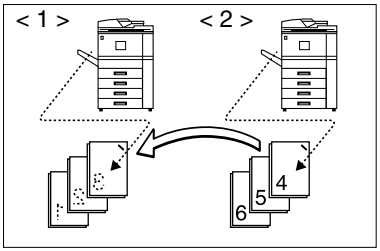

KHCONN3E

*1.* **Main machine**

*2.* **Sub-machine**

Copies are delivered face-down on both the main and sub machines. When using the Sort/Staple function, the processing of one copy set cannot be divided between the two machines.

❖ **When copying with the Stack function**
(Example) Making 2 copies of each page of a three-page original




1. **Main machine**
2. **Sub-machine**
Copies are delivered face-down on both the main and sub machines. Copies are delivered as shown in the above illustration.

### Auto Reset when using Connect Copy

The machine exits Connect Copy mode automatically and returns to the initial condition after a certain period of time has lapsed after job completion. This is called "Auto Reset".

**Note**

❒ Auto Reset is based on the Auto Reset Timer settings in User Tools of the main machine.

❒ When the Auto Reset time of the sub-machine lapses when it is processing an Interrupt Copy job, the sub-machine will return to its original position and the Interrupt Copy job will be cancelled.

### Auto Off

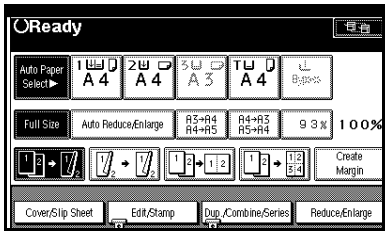
The machine automatically turns itself after a certain period of time has lapsed after job completion. This is called "Auto Off". In Connect Copy mode, the sub-machine will not turn off automatically.

**Reference**

"Auto Off Timer", *General Settings Guide*

## Exiting Connect Copy

**1** **Press [ ] on the main machine.**




The machine returns to standard copying mode.

**Note**

❒ Settings made on the main machine during Connect Copy mode remain effective.

❒ If you press the **【Clear Modes】** key on the main machine, Connect Copy mode is cancelled and the main machine returns to its initial condition.

## Copying Stored Documents Using Connect Copy

You can print a document stored in the Document Server using Connect Copy.

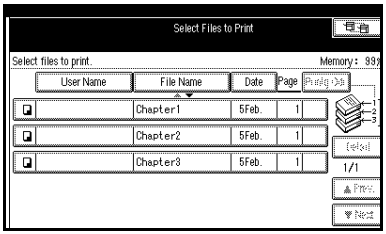
**Note**

❒ The main machine is the one on which the document is stored.

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

**2** **Select the document to be printed.**

The selected document is highlighted.




**Reference**

"Document Server", *General Settings Guide*

**3** **Repeat step if you want to select more documents.**

The documents will be printed in the order that they have been selected.

**Note**

❒ To change the printing order, press the highlighted documents to cancel your selection. Select again in the desired order.

❒ You can also cancel all your selections by pressing the [Clear Modes] key.

**4** **If you need to change the print settings, press [Print Settings].**

**Note**

❒ If you do not need to change any settings, proceed to step .

❒ If you are selecting multiple files, you can check the file names and printing order by pressing [▼]and to [▲]scroll through the list.

❒ Press **[Select File]** to return to the Select Files to Print display.

**5** **Press [ ].**

The key is highlighted and the two machines are connected.

**6** **Enter the required number of copies using the number keys.**

**Note**

❒ The maximum copy quantity that can be set is 999.

❒ If you have entered a wrong value, press the [Clear/Stop] key and enter again.

❒ When using the Sort function, you can check the print results by making a sample copy on the main machine. The sub-machine cannot be used to make sample copies.

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

**Note**

❒ The main machine begins making copies from the document stored in the Document Server. Copying on the sub-machine starts when the document is transferred from the main machine.

- ❒ To stop the printing, press the 【Clear/Stop】 key on the main machine, and then follow the instructions on the display.
- ❒ The number of copies might differ on the main and sub machines.
- ❒ Both machines may not finish copying at the same time.

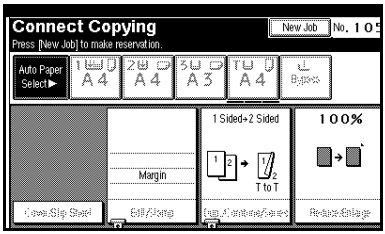
# Using Job Preset in Connect Copy

You can make settings for the next Connect Copy job when the current job is still in progress on the main machine. When the current job finishes, the next job begins automatically.

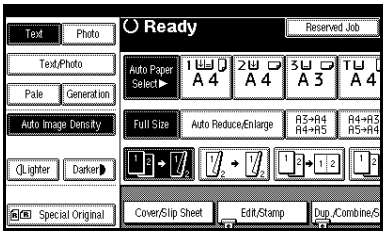
**Note**

❒ You can preset a maximum of eight jobs.

**1** **On the main machine, confirm that "Press [New Job] to make reservation." is displayed, and then press [New Job].**




**2** **Confirm that "Ready" is displayed, and then press [ ].**




**3** **Place the originals in the main machine.**

**Reference**

See p.9 "Placing Originals".

**4** **Confirm that "Ready" is displayed, and then make settings for the job.**

**5** **Press the [Start] key on the main machine.**

Scanning begins.

As soon as the current job is finished, the next job starts automatically.

### When placing originals in the ADF

❶ **The main machine scans the originals. Copying starts on the sub-machine when the data transfer is completed.**

### When placing originals on the exposure glass

❶ **After the first original is scanned, place the next one and press the [Start] key. Press the [#] key when you have finished scanning all the originals.**

❷ **The main machine scans the originals. Copying starts on the sub-machine when the data transfer is completed.**

**Note**

❒ Preset jobs in Connect Copy mode can only be changed when

- the main machine has finished scanning the originals.
- copying has yet to begin on either machine.

**Reference**

p.21 "Job Preset"

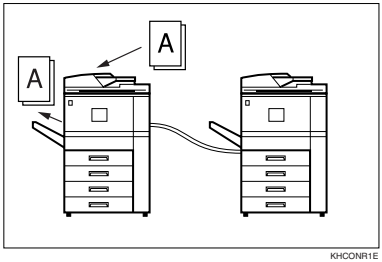
# Connect Copy Job Flow

The job flow depends on the status of the two machines.

## When One of the Two Machines is Idle



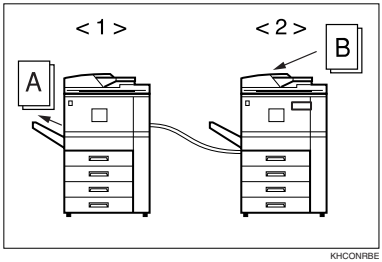
One of the machines is copying Original A.




KHCONR1E

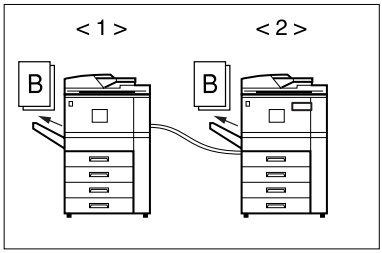
### Using the idle machine as the main machine (Connect Copy)

**1** **Make Connect Copy settings for Original B on machine <2> (the idle machine).**




KHCONRBE

**2** **Machine <2> begins copying Original B. Machine <1> also starts copying Original B when it has finished with Original A.**



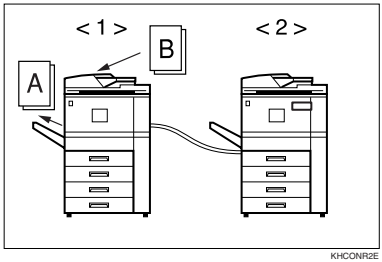

KHCONR3E

*1.* **Sub-machine**

*2.* **Main machine**

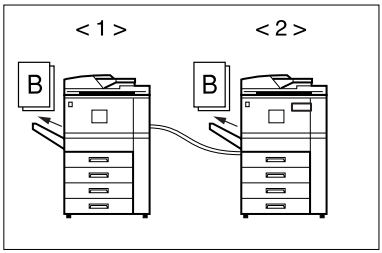
### Using the machine currently copying as the main machine (Connect Copy: Job Preset)

**1** **Make Connect Copy settings for Original B on machine <1> (the machine currently in use).**




KHCONR2E

**2** When machine <1> has finished with Original A, Connect Copy is activated and both machines begin copying Original B.




KHCONR3E

*1.* Sub-machine

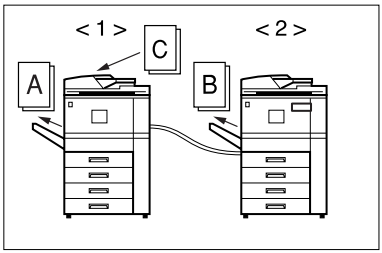
*2.* Main machine

## When Both Machines are in Use

One machine is copying Original A and the other Original B.

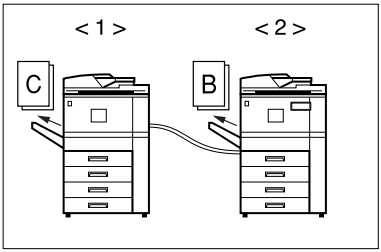
### When both machines are copying the same number of originals (Connect Copy: Job Preset)

**1** Make Connect Copy settings for Original C on machine <1> .



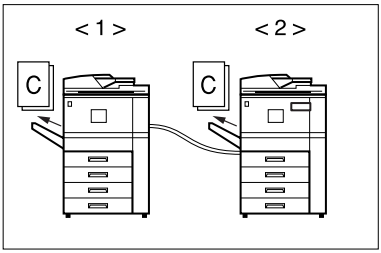

KHCONR5E

**2** When machine <1> has finished with Original A, it begins copying Original C.




KHCONR6E

**3** When machine <2> has finished with Original B, it also begins copying Original C.



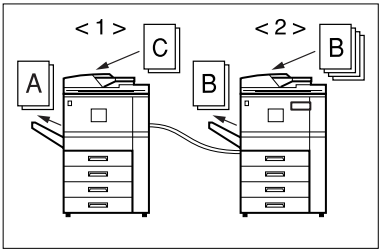

KHCONR7E

*1.* Sub-machine

*2.* Main machine

### When one machines is copying a larger number of originals (Connect Copy: Job Preset)

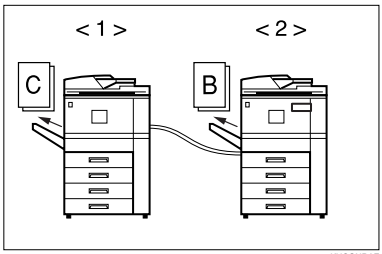
**1** Make Connect Copy settings for Original C on machine <1> .




KHCONR9E

**2** **When machine <1> has finished with Original A, it begins copying Original C. If machine <1> finishes copying it allotment of Original C before machine <2> finishes with Original B, machine <1> will take over to copy the remainder of Original C.**






*1.* **Sub-machine**

*2.* **Main machine**

# System Settings on Main and Sub-machines

This section explains the System Settings on the two machines during Connect Copy.

**Reference**

See "User Tools (System Settings)", *General Settings Guide*.

**Note**

❒ In Connect Copy mode, the User Tools/Counter key on the sub-machine is disabled. To access User Tools on the sub-machine, first exit from Connect Copy mode.

❍: The main and sub-machines are independent from each other.

←: The settings on the main machine applies to both machines.

—: Not related to the settings.

●: Depends on the function.

### ❖ General Features

| | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| Panel Tone | ❍ | ❍ | |
| Warm Up Notice | ❍ | ❍ | |
| Copy Count Display | — | — | The copy counter is always displayed as Up (count up). |
| Function Priority | — | — | When the Auto Reset time of the main machine has lapsed, Connect Copy will be cancelled. After that, the machine switches back to the mode selected in Function Priority upon reaching the System Reset time. |
| Print Priority | — | — | |
| Function Reset Timer | — | — | |
| Interleave Print | — | — | |
| Output Tray Setting | ❍ | ❍ | |
| Output: Copier | ❍ | ❍ | |
| Output: Document Server | ❍ | ❍ | |
| Output: Printer | ❍ | ❍ | |

| | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| ADF Original Table Elevation | ❍ | — | |
| Job List Display Time | ❍ | — | |
| Z-fold Position | ❍ | ❍ | Make the same settings on both machines. |

### ❖ Tray Paper Settings



| | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| Paper Tray Priority: Copier | ❍ | ❍ | |
| Paper Tray Priority: Printer | ❍ | ❍ | |
| Tray Paper Size: Tray 2 | ❍ | ❍ | Both the main and sub-machine s should have the same paper tray settings. Only paper trays with the same size, orientction and paper type of paper canbe used in Connect Copy mode. |
| Tray Paper Size: Tray 3 | ❍ | ❍ | |
| Paper Type: Bypass tray | ● | ● | The bypass tray can only be used with the Covers and Chapter funtions. |
| Paper Type: Tray 1 | ❍ | ❍ | |
| Paper Type: Tray 2 | ❍ | ❍ | |
| Paper Type: Tray 3 | ❍ | ❍ | |
| Paper Type: LCT | ❍ | ❍ | |
| Cover Sheet Tray | ❍ | ❍ | |
| Slip Sheet Tray | ❍ | ❍ | |
| Designation Sheet 1 Tray | ❍ | ❍ | |
| Designation Sheet 2 Tray | ❍ | ❍ | |
| Printer Bypass Paper Size | ❍ | ❍ | |

### ❖ Timer Settings

| | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| Auto Off Timer | ❍ | — | |
| Energy Saver Timer | — | — | In Connect Copy mode, neither machine will enter Energy Saver modes (Low Power mode, or Energy Saver mode). |
| Panel Off Timer | — | — | |
| System Reset Timer | — | ● | When the System Reset time has lapsed, Interrupt mode on the sub-machine will be cancelled. |
| Copier/Document Server Auto Reset Timer | — | — | |
| Scanner Auto Reset Timer | — | — | |
| Set Date | ❍ | ❍ | |
| Set Time | ❍ | ❍ | |
| Weekly Timer Code | — | — | |
| Auto Logout Timer | — | — | |
| Weekly Timer: Monday – Sunday | ❍ | — | In Connect Copy mode, Weekly timer settings on the sub-machine will be disabled. |

### ❖ Administrator Tools

| | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| User Authentication Management | ❍ | — | |
| Administrator Authentication Management | — | — | |
| Program/Change Administrator | — | — | |
| Extended Security | — | — | |
| External Charge Unit Management | ❍ | — | |
| Enhanced External Charge Unit Management | ❍ | — | |

| | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| Display/Print Counter | — | — | |
| Display/Clear/Print Counter per User | — | — | |
| Address Book Management | — | — | |
| Address Book: Program/Change/Delete Group | — | — | |
| Address Book: Edit Title | — | — | |
| Address Book: Change Order | — | — | |
| Print Address Book: Destination List | — | — | |
| Address Book: Select Title | — | — | |
| Auto Delete File | — | — | |
| Delete All Files | — | — | |
| Program/ Change/ Delete LDAP Server | — | — | |
| Use LDAP Server | — | — | |
| AOF (Always ON) | — | — | During Connect Copy, neither machine is turned off automatically. The power will be turned off only when you exit from Connect Copy mode. |
| Firmware Version | — | — | |
| Auto Erase Memory Setting | — | — | |
| Erase All Memory | — | — | |

# Copier/Document Server Features on Main and Sub-machines

This section explains the Copier/Document Server Features on the two machines during Connect Copy.

**Reference**

See p.115 “User Tools (Copier/Document Server Features)”.

**Note**

❒ In Connect Copy mode, the User Tools/Counter key on the sub-machine is disabled. To access User Tools on the sub-machine, first exit from Connect Copy mode.

❍: The main and sub-machines are independent from each other.

←: The settings on the main machine applies to both machines.

—: Not related to the settings.

●: Depends on the function.

| User Tools Item Names | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| **General Features** | | | |
| Auto Paper Select Priority | ❍ | — | Trays with paper of the same size and orientation are selected from the main and sub-machines automatically. |
| Auto Tray Switching | ❍ | ❍ | The sub-machine displays the paper type regardless of the setting. |
| Paper Display | ❍ | — | |
| Original Type Priority | ❍ | — | |
| Original Type Display | ❍ | — | |
| Auto Image Density Priority | ❍ | — | |
| Copy Quality | ❍ | ❍ | The same level should be selected on both machines. |
| Image Density | ❍ | ❍ | Each machine uses its settings. |
| Connect Copy Key Display | ❍ | ❍ | |
| Duplex Mode Priority | ❍ | — | |
| Copy Orientation in Duplex Mode | ❍ | — | |
| Original Orientation in Duplex Mode | ❍ | — | |
| Change Initial Mode | ❍ | — | |
| Max. Copy Quantity | ❍ | — | |
| Tone: Original remains | ❍ | — | |

| User Tools Item Names | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| Job End Call | ❍ | ❍ | When **[On]** is selected, only the main machine beeper sounds. |
| Copy Function Key: F1–F5 | ❍ | — | |
| Document Server Storage Key: F1–F5 | ❍ | — | |
| Document Server Storage Key: F1–F5 | — | — | |
| **Reproduction Ratio** | | | |
| Shortcut R/E1–3 | ❍ | — | |
| Enlarge 1–5 | ❍ | — | |
| Priority Setting: Enlarge | ❍ | — | |
| Reduce 1–6 | ❍ | — | |
| Priority Setting: Reduce | ❍ | — | |
| Ratio for Create Margin | ❍ | — | |
| R/E Priority | ❍ | — | |
| **Edit** | | | |
| Front Margin: Left/Right | ❍ | ← | |
| Back Margin: Left/Right | ❍ | ← | |
| Front Margin: Top/Bottom | ❍ | ← | |
| Back Margin: Top/Bottom | ❍ | ← | |
| 1 Sided →2 Sided Auto Margin: TtoT | ❍ | ← | |
| 1 Sided →2 Sided Auto Margin: TtoB | ❍ | ← | |
| Erase Border Width | ❍ | ← | |
| Erase Original Shadow in Combine | ❍ | ← | |
| Erase Centre Width | ❍ | ← | |
| Image Repeat Separation Line | ❍ | ← | |
| Double Copies Separation Line | ❍ | ← | |
| Copy Back Cover | ❍ | ← | Main machine settings have priority. |
| Front Cover Copy in Combine | ❍ | ← | |
| Copy on Designating Page in Combine | ❍ | ← | |
| Orientation Booklet, Magazine | ❍ | ← | |
| Copy Order in Combine | ❍ | ← | |
| **Stamp** | | | |
| **Background Numbering** | | | |
| Size | ❍ | ← | |
| Density | ❍ | ← | |

| User Tools Item Names | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| **Preset Stamp** | | | |
| Stamp Priority | ❍ | ← | |
| Stamp Language | ❍ | ← | |
| Stamp Position | ❍ | ← | |
| Stamp Size | ❍ | ← | |
| **User Stamp** | | | |
| Program/Delete Stamp | ❍ | ❍ | Both machines must have the same settings. |
| Stamp Position 1–4 | ❍ | ← | |
| Stamp Format 1–4 | ❍ | ← | |
| **Date Stamp** | | | |
| Format | ❍ | ← | |
| Font | ❍ | ← | |
| Stamp Position | ❍ | ← | |
| Stamp Setting | ❍ | ← | |
| Superimpose | ❍ | ← | |
| **Page Numbering** | | | |
| Stamp Format | ❍ | ← | |
| Font | ❍ | ← | |
| Size | ❍ | ← | |
| Duplex Back Page Stamping Position | ❍ | ← | |
| Page Numbering in Combine | ❍ | ← | |
| Stamp on Designating Slip Sheet | ❍ | ← | |
| Stamp Position: P1,P2... | ❍ | ← | |
| Stamp Position: 1/5,2/5... | ❍ | ← | |
| Stamp Position: -1,-2... | ❍ | ← | |
| Stamp Position: P.1,P.2... | ❍ | ← | |
| Stamp Position: 1,2... | ❍ | ← | |
| Stamp Position: 1-1,1-2... | ❍ | ← | |
| Superimpose | ❍ | ← | |

| User Tools Item Names | Main machine | Sub-machine | Remarks |
|---|---|---|---|
| **Input/Output** | | | |
| Switch to Batch | — | — | |
| SADF Auto Reset | ❍ | — | |
| Rotate Sort: Auto Paper Continue | ❍ | — | This function is effective when Auto Tray Switching in User Tools (System Settings) is set to "On( Rotate)". |
| Auto Sort | ❍ | — | |
| Memory Full Auto Scan Restart | ❍ | ← | Main machine settings have priority. |
| Select Stapling Position (Top Left) | ❍ | — | |
| Select Stapling Position (Bottom Left) | ❍ | — | |
| Select Stapling Position (Top Right) | ❍ | — | |
| Select Stapling Position (Bottom Right) | ❍ | — | |
| Select Stack Function | — | — | |
| Select Punch Type | ❍ | ← | |
| Letterhead Setting | ❍ | ← | |
| Eject Copy Face Up/Down in Glass Mode | ❍ | — | |
| Eject Copy Face Up/Down in Bypass Mode | ❍ | — | |
| Menu Protect | — | — | |

# If Your Machine Does Not Operate As You Want

## When a Message Is Displayed

The following chart contains explanations of common messages. If other messages are displayed, then follow the instructions as displayed.

**Note**

❒ For messages not listed here, see "Troubleshooting", *General Settings Guide*.

| Message | Causes | Solutions |
|---|---|---|
| Cannot detect original size. | An irregular or custom size original is placed. See p.12 "Sizes difficult to detect". | Place the original on the exposure glass. See p.15 "Placing Originals on the Exposure Glass". |
| | | Specify the size manually. |
| | | Do not use the Auto Reduce/Enlarge function. |
| Check original orientation. | There is no copy paper in the same orientation as the originals. | Place the original in the same orientation as the copy paper. |
| Check paper size. | An irregular paper size is set. | Press the **【Start】** key and copying will start on the selected paper. |
| Rotate Sort is not available with this image size. | A paper size for which Rotate Sort is not available is selected. | Select a proper paper size. See p.141 "Sort". |
| It is over stapling capacity. | The number of sheets per set is over the staple capacity. | Check the stapler capacity. See p.144 "Staple". |
| Duplex is not available with this paper size. | A paper size not available when using the Duplex function has been selected. | Select a proper paper size. See p.150 "Duplex". |
| Maximum number of sets is*. | The number of copies exceeds maximum copy quantity. | You can change the maximum copy quantity. See p.125 "Max. Copy Quantity". |
| Cannot copy. Original is being scanned by another function. | The Document Server function is in use. | To cancel a job being processed, press **[Exit]**, and then press the **【Document Server】** key. Next, press the **【Clear/Stop】** key. When the message "[Stop] key was pressed. Stop storing?" is displayed, press **[Stop]**. |

| Message | Causes | Solutions |
|---|---|---|
| You do not have the privileges to use the following function(s). | The use of this function is restricted to authenticated users only. | Contact the administrator. |

### ❖ Connect Copy

| Message | Causes | Solutions |
|---|---|---|
| Cannot connect to the sub-machine. Check the status of the sub-machine. | The indicator is lit. | Press **[Exit]** on the main machine and follow the instructions on the display. |
| | The hard disk of the sub-machine is malfunctioning. | |
| Cannot print from the sub-machine. Check the status of the sub-machine. | A paper misfeed has occurred on the sub-machine, or toner or other supplies need to be replenished. | Follow the instructions displayed.<br>**Reference**<br>"Adding Toner", *General Settings Guide*<br>"Clearing Misfeeds", *General Settings Guide*<br>"Loading Paper", *General Settings Guide*<br>If the sub-machine's display indicates that a cover is open, follow the instructions shown. |
| | The User Tools menu of the sub-machine is open. | Press the **【User Tools/Counter】** key to close the User Tools menu. |
| Sub-machine is in Interrupt mode. | The sub-machine is in Interrupt mode. | Press the **【Interrupt】** key on the sub-machine to exit Interrupt mode. See . |
| Sub-machine does not have the same paper setting(s). | Paper type or tray settings on the two machines do not match. | Make the same settings on both machines. |
| The Cover Sheet setting(s) of the sub-machine is different from the main machine. | Cover settings on the two machines do not match. | |
| The Slip Sheet setting(s) of the sub-machine is different from the main machine. | Slip Sheet settings on the two machines do not match. | |
| The Chapter setting(s) of the sub-machine is different from the main machine. | Chapter settings on the two machines do not match. | |

| Message | Causes | Solutions |
|---|---|---|
| This tray is unavailable because the sub-machine does not have the same paper setting(s). | Paper tray settings on the two machines do not match. | Make the same settings on both machines. |
| No stamp data in the sub-machine. | The stamp data on the sub-machine has been deleted. | Program the stamp again on the sub-machine. |
| Cannot print from sub-machine. Sub-machine will be disconnected. | Sub-machine has stopped because of a power failure or communication error. | Continue copying using the main machine. |
| Z-fold is available only when Sort mode is selected in Connect Copy. | Sort has not been selected with Z-fold. | Select the Sort function. |



## Display During Connect Copy

| Problem | Causes | Solutions |
|---|---|---|
| [ ] is not displayed. | The main power of the sub-machine is off. | Turn the main power of the sub-machine on. |
| | Functions that cannot be used with Connect Copy are selected on the main machine (such as storing or copying the first page of a document in the Document Server). | Cancel the functions selected on the main machine. |
| | The main machine is in Interrupt mode. | Press the 【Interrupt】 key on the sub-machine to exit Interrupt mode. |
| | The Connect Copy Key Display setting is Off. | Select **[Display]** for the Connect Copy Key Display setting. |
| | The cable connecting the two machines is damaged. | Contact your service representative. |
| | The is lit. | Follow the instructions displayed. |
| [ ] appears faded. | Functions that cannot be used with Connect Copy have been set. | Press the 【Clear Modes】 key to clear the settings. |

# If Connect Copy is Cancelled

| Problem | Causes | Solutions |
|---|---|---|
| The machine exits from Connect Copy. | The main power of the main machine is off, or the operation switch has been pressed. | Turn the main power or operation switch of the sub-machine on. Then press [ ]. |
| | The main power of the sub-main machine is off. | A message is displayed on the main machine instructing you to check the sub-machine. Press **[Cancel]** to clear Connect Copy. Turn on the main power of the sub-machine, press [ ] and make your settings again. |
| | The Weekly Timer setting comes into effect on the main machine. | Turn on the operation switch of the main machine, and then press [ ]. |
| An error message indicates a breakdown of the main machine. | The 🔧 is lit. | Copying is not possible. Follow the instructions displayed. |

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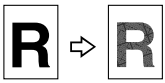
## If You Cannot Exit from Connect Copy

| Problem | Causes | Solutions |
|---|---|---|
| There is no response when you press [ ] | Scanning of originals is still in progress. | Press the 【Clear/Stop】 key on the main machine, and then press **[Yes]**. |
| | Copying is in progress. | |
| | A paper misfeed has occurred on either the main or sub-machine. | Follow the instructions displayed.<br>**Reference**<br>"Clearing Misfeeds", *General Settings Guide*<br>"Removing Jammed Staples", *General Settings Guide*<br>"Removing Punch Waste", *General Settings Guide*<br>If the sub-machine's display indicates that a cover is open, follow the instructions shown. |
| | | To cancel Connect Copy, Press the 【Clear/Stop】 key on the main machine, and then press **[Yes]**. |
| | A paper misfeed has occurred on either machine, or toner or other supplies need to be replenished. | Follow the instructions displayed.<br>**Reference**<br>"Adding Toner", *General Settings Guide*<br>"Clearing Misfeeds", *General Settings Guide*<br>"Loading Paper", *General Settings Guide* |
| | | To cancel Connect Copy, Press the 【Clear/Stop】 key on the main machine, and then press **[Yes]**. |
| | A paper misfeed has occurred during stapling. | Removed the jammed paper.<br>**Reference**<br>"Removing Jammed Staples", *General Settings Guide*<br>To cancel Connect Copy, Press the 【Clear/Stop】 key on the main machine, and then press **[Yes]**. |

# If You Cannot Make Clear Copies

| Problem | Causes | Solutions |
|---|---|---|
| Copies appear dirty. | The image density is too dark. | Adjust the image density. See p.26 “Adjusting Copy Image Density”. |
| | Auto Image Density is not selected. | Select Auto Image Density. See p.26 “Adjusting Copy Image Density”. |
| The reverse side of an original image is copied. | The image density is too dark. | Adjust the image density. See p.26 “Adjusting Copy Image Density”. |
| | Auto Image Density is not selected. | Select Auto Image Density. See p.26 “Adjusting Copy Image Density”. |
| A shadow appears on copies if you use pasted originals. | The image density is too dark. | Adjust the image density. See p.26 “Adjusting Copy Image Density”.<br>Change the orientation of the original.<br>Put tape over pasted parts. |
| The same copy area is dirty whenever making copies. | The exposure glass or ADF is dirty. | Clean them. See “Maintaining Your Machine”, *General Settings Guide*. |
| Copies are too light. | The image density is too light. | Adjust the image density. See p.26 “Adjusting Copy Image Density”. |
| | The paper size is not suitable. | Use a recommended paper size.<br>**Note**<br>❒ A light copy may result when you use damp or rough grain paper. |
| | The toner cartridge is almost empty. | Add toner. See “Adding Toner”, *General Settings Guide*. |
| Parts of the image are not copied. | The original is not set correctly. | Place originals correctly. See p.9 “Placing Originals”. |
| | An irregular paper size is selected. | Select a proper paper size. |
| Copies are blank. | The original is not placed correctly. | When using the exposure glass, place originals face down. When using the ADF, place them face up. See p.9 “Placing Originals”. |
| A moiré pattern is produced on copies.<br>  | Original has a dot pattern image, or too many lines. | Position the original on the exposure glass at a slight angle. |

# If You Cannot Make Copies As You Want

| Problem | Causes | Solutions |
|---|---|---|
| Copies are not stapled. | There are jammed staples in the stapler. | Remove jammed staples. See "Removing Jammed Staples", *General Settings Guide*.<br>**Note**<br>❒ After removing jammed staples, staples might not eject the first few times you try to use the stapler. |
| | The number of copies exceeds stapler capacity. | Check the stapler capacity. See p.144 "Staple". |
| | Copy paper is curled. | Turn the copy paper over in the tray. |
| Paper jams occur frequently. | The paper size is not correct. | Set the correct paper size. See "Changing the Paper Size", *General Settings Guide*. |
| You cannot combine several functions. | Selected functions cannot be used together. | Check the combination of functions and make the settings again.<br>**Reference**<br>⇒ p.137 "Combination Chart" |
| When sorting, the pages are divided into two blocks. | The memory became full in the middle of sorting and the pages were delivered in two blocks. | You can interrupt copying when the memory becomes full. ⇒ p.134 "Memory Full Auto Scan Restart" |
| In Double Copies mode, parts of the original image are not copied. | Combination of original and copy paper is not correct. | Select A3 for A4 originals and A4 for A5 originals (when using a 100% ratio). |
| In Border, Center, or Center/Border mode, parts of the original image are not copied. | You have set an erase margin that is too wide. | Set a narrower margin with the User Tools. You can set a margin between 2–99mm. |
| | Originals are not scanned correctly. | Set the originals correctly. |
| In Margin Adjustment mode, parts of the original image are not copied. | You have set an erase margin that is too wide. | Set a narrower margin with the User Tools. |
| | There is a lack of margin space on the opposite side of the binding position | |
| In Image Repeat mode, the original image is not copied repeatedly. | You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio. | Select copy paper larger than the originals. |
| | | Select the proper reproduction ratio. |

| Problem | Causes | Solutions |
|---|---|---|
| The stamp position is wrong. | The paper orientation is wrong. | Check the paper orientation and stamp position. |
| When using Combine, parts of the image are not copied. | You specified a reproduction ratio that does not match the sizes of your originals and copy paper. | When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper.<br>**Note**<br>❒ Select the correct reproduction ratio before using Combine mode. |
| Order of copies is not correct. | You placed originals in incorrect order. | When placing a stack of originals in the ADF, the last page should be at the bottom. |
| | | If you place an original on the exposure glass, start with the first page to be copied. |
| When using Duplex, copy is made Top/Bottom even though Left/Right is selected, or copy is made Left/Right even though Top/Bottom is selected. | You placed originals in the wrong direction. | Place originals in the correct orientation. |
| Paper does not output during printing with stapling. | If you stop printing while using the staple function, papers not stapled during printing may be left in the staple unit. | Press the 【Reset】 key and cancel copy settings, including stapling. |

### ❖ Connect Copy

| Problem | Causes | Solutions |
|---|---|---|
| You cannot staple, punch or Z-fold. | The main and sub-machines are not installed with the same options. | Press [ ] to cancel Connect Copy. |
| You get different copy results from the main and sub-machines. | The Copy Quality setting differ on the two machines. | Set the Copy Quantity. |

## When Memory Is Full

### Note

❒ If you set **[Memory Full Auto Scan Restart]** in User Tools (see p.134 "Memory Full Auto Scan Restart" ) to **[Yes]**, even if memory becomes full, the memory overflow message will not be displayed. The machine will make copies of scanned originals first, then automatically scan and copy remaining originals. When this happens, the resulting sorted pages will not be sequential.

| Message | Causes | Solutions |
|---|---|---|
| `Memory is full.* originals have been scanned.`<br>`Press [Print] to copy scanned originals. Do not remove remaining originals.`<br>**Note**<br>❒ Copying will stop and this message will be displayed when the memory is full. | The scanned original exceeds the number of pages that can be stored in memory. | Press **[Print]** to print out already scanned originals and then delete scan data.<br>Or, press **[Clear]** to simply delete scan data. |
| `Press [Continue] to scan and copy remaining originals.`<br>**[Stop] [Continue]** | The machine checks if the remaining originals should be copied, after the scanned original is printed. | To continue copying, remove all copies, and then press **[Continue]**. To stop copying, press **[Stop]**. |

### ❖ Connect Copy

| Message | Causes | Solutions |
|---|---|---|
| `Sub-machine memory is full. Sub-machine will be disconnected.` | The data exceeds the capacity of the sub-machine. | Continue printing on the main machine. |

# 5. User Tools (Copier/Document Server Features)

## User Tools Menu (Copier/Document Server Features)

| User Tools Item Names | Default Settings |
|---|---|
| General Features P.1/5 See p.123 "General Features P.1/5". | |
| Auto Paper Select Priority | *On* |
| Auto Tray Switching | *With Image Rotation* |
| Paper Display | *Display* |
| Original Type Priority | *Text* |
| Original Type Display | *Display* |
| Auto Image Density Priority | Text: *On*<br>Text/Photo: *On*<br>Photo: *Off*<br>Pale: *On*<br>Generation Copy: *On* |
| Copy Quality | Text: *Normal*<br>Text/Photo: *Normal*<br>Photo: *Print Photo*<br>Pale: *Normal*<br>Generation Copy: *Normal* |
| Image Density | Text: *Normal*<br>Text/Photo: *Normal*<br>Photo: *Normal*<br>Pale: *Normal*<br>Generation Copy: *Normal* |
| Connect Copy Key Display | *Display* |
| General Features P.2/5 See p.125 "General Features P.2/5". | |
| Duplex Mode Priority | *1 Sided→1 Sided* (metric) |
| Copy Orientation in Duplex Mode | *Top to Top* |
| Original Orientation in Duplex Mode | *Top to Top* |
| Change Initial Mode | *Standard* |
| Max. Copy Quantity | *999 Sheets* |
| Tone: Original remains | *On* |
| Job End Call | *On* |

| User Tools Item Names | Default Settings |
|---|---|
| General Features P.3/5 See p.125 “General Features P.$^{3}/_{5}$”. | |
| Copy Function Key: F1~F5 | • F1: *1 Sided→2 Sided: T to T*<br>• F2: *2 Sided: T to T→2 Sided: T to T*<br>• F3: *1 Sided→1 Sided Combine*<br>• F4: *1 Sided→1 Sided Combine: 4 originals*<br>• F5: *Create Margin* |
| General FeaturesP.4/5 See p.126 “General Features P.$^{4}/_{5}$”. | |
| Document Server Storage Key:F1~F5 | • F1: *2 Sided Original Top to Top*<br>• F2: *1 Sided→1 Sided Combine*<br>• F3: *1 Sided→1 Sided Combine: 4 originals*<br>• F4: *1 Sided→1 Sided Combine: 8 originals*<br>• F5: *Create Margin* |
| General Features P.5/5 See p.126 “General Features P.$^{5}/_{5}$”. | |
| Document Server Print Key: F1–F5 | • F1: *2 Sided Top to Top*<br>• F2: *2 Sided Top to Bottom*<br>• F3: *Booklet*<br>• F4: *Magazine*<br>• F5: *Off* |
| Reproduction Ratio P.1/2 See p.126 “Reproduction Ratio P.$^{1}/_{2}$”. | |
| Shortcut R/E | Metric version<br>•Shortcut R/E 1: *71%*<br>•Shortcut R/E 2: *141%*<br>•Shortcut R/E 3: *93%*<br>Inch version<br>•Shortcut R/E 1: *73%*<br>•Shortcut R/E 2: *155%*<br>•Shortcut R/E 3: *93%* |
| Enlarge 1~5 | Metric version<br>•Enlarge 1: *115%*<br>•Enlarge 2: *122%*<br>•Enlarge 3: *141%*<br>•Enlarge 4: *200%*<br>•Enlarge 5: *400%*<br>Inch version<br>•Enlarge 1: *121%*<br>•Enlarge 2: *129%*<br>•Enlarge 3: *155%*<br>•Enlarge 4: *200%*<br>•Enlarge 5: *400%* |

| User Tools Item Names | Default Settings |
|---|---|
| Priority Setting: Enlarge | Metric version *141%*<br>Inch version *155%* |
| Reproduction Ratio P.2/2 See p.127 "Reproduction Ratio P.$^{2}/_{2}$". | |
| Reduce1~6 | Metric version<br>•Reduce1: *25%*<br>•Reduce2: *50%*<br>•Reduce3: *65%*<br>•Reduce4: *71%*<br>•Reduce5: *75%*<br>•Reduce6: *82%*<br>Inch version<br>•Reduce1: *25%*<br>•Reduce2: *50%*<br>•Reduce3: *65%*<br>•Reduce4: *73%*<br>•Reduce5: *78%*<br>•Reduce6: *85%* |
| Priority Setting: Reduce | Metric version: *71%*<br>Inch version: *73%* |
| Ratio for Create Margin | *93%* |
| R/E Priority | *Reduce* |
| Edit P.1/2 See p.128 "Edit P.$^{1}/_{2}$". | |
| Front Margin: Left/Right | Metric version: *Left 5mm* Inch version: *Left 0.2"* |
| Back Margin: Left/Right | Metric version: *Right 5mm* Inch version: *Right 0.2"* |
| Front Margin: Top/Bottom | Metric version:*T/B 0mm* Inch version:*T/B 0"* |
| Back Margin: Top/Bottom | Metric version:*T/B 0mm* Inch version:*T/B 0"* |
| 1 Sided→2 Sided Auto Margin: TtoT | Metric version:*Right 5mm* Inch version:*Right 0.2"* |
| 1 Sided→2 Sided Auto Margin: TtoB | Metric version:*T/B 0mm* Inch version:*T/B 0"* |
| Erase Border Width | Metric version: *10mm* Inch version: *0.4"* |
| Erase Original Shadow in Combine | *Yes* |
| Erase Centre Width | Metric version: *10mm*<br>Inch version: *0.4"* |

| User Tools Item Names | | Default Settings |
|---|---|---|
| Edit P.2/2 See p.129 "Edit P.$^{2}/_{2}$". | | |
| Image Repeat Separation Line | | *None* |
| Double Copies Separation Line | | *None* |
| Separation Line in Combine | | *None* |
| Copy Back Cover | | *Outside* |
| Front Cover Copy in Combine | | *Combine* |
| Copy on Designating Page in Combine | | *Combine* |
| Orientation: Booklet, Magazine | | *Open to left* |
| Copy Order in Combine | | *From left to right* |
| Stamp See p.131 "Stamp". | | |
| Background Numbering | Size | *Normal* |
| | Density | *Normal* |
| Preset Stamp | Stamp Priority | *COPY* |
| | Stamp Language | *English* |
| | Stamp Position | Metric version<br>• Position: *Top right*<br>• Top Margin: *24mm*<br>• Right Margin: *24mm*<br>Inch version<br>• Position: *Top right*<br>• Top Margin: *1.0"*<br>• Right Margin: *1.0"* |
| | Stamp Format | Size: *1 X* |
| | | Density: *Normal* |
| | | Page to Stamp: *All Pages* |
| User Stamp | Program/Delete Stamp | |
| | Stamp Position: 1~4 | Metric version<br>• Position: *Top right*<br>• Top Margin: *24mm*<br>• Right Margin: *24mm*<br>Inch version<br>• Position: *Top right*<br>• Top Margin: *1.0"*<br>• Right Margin: *1.0"* |
| | Stamp Format: 1~4 | *All Pages* |

| User Tools Item Names | | Default Settings |
|---|---|---|
| Date Stamp | Format | Metric version:<br>*DD/MM/YYYY*<br>Inch version:<br>*MM/DD/YYYY* |
| | Font | *Font 1* |
| | Stamp Position | Metric version<br>• Position: *Top left*<br>• Top Margin: *8mm*<br>• Right Margin: *32mm*<br>Inch version<br>• Position: *Top left*<br>• Top Margin: *0.3″*<br>• Right Margin: *0.8″* |
| | Stamp Setting | *All Pages* |
| | Size | *Auto* |
| | Superimpose | *No* |

| User Tools Item Names | | Default Settings |
|---|---|---|
| Page Numbering | Stamp Format | *P1, P2...* |
| | Font | *Font 1* |
| | Size | *Auto* |
| | Duplex Back Page Stamping Position | *Opposite Position* |
| | Page Numbering in Combine | *Per original* |
| | Stamp on Designated Slip Sheet | *No* |
| | Stamp Position: | Metric version<br>• Position<br>P1, 1/5, P.1, 1: *Top right*<br>-1-, 1-1: *Bottom centre*<br>• Top/Bottom Margin<br>P1, 1/5, P.1, 1: *12mm*<br>-1-, 1-1: *8mm*<br>• Left/Right Margin<br>P1, 1/5, P.1, 1: *12mm*<br>-1-, 1-1: *0mm*<br>Inch version<br>• Position<br>P1, 1/5, P.1, 1: *Top right*<br>-1-, 1-1: *Bottom centre*<br>• Top/Bottom Margin<br>P1, 1/5, P.1, 1: *0.5"*<br>-1-, 1-1: *0.3"*<br>• Left/Right Margin<br>P1, 1/5, P.1, 1: *0.5"*<br>-1-, 1-1: *0.0"* |
| | Superimpose | *No* |
| Input/Output P.1/2 See p.133 "Input/Output P.1/2". | | |
| Switch to Batch | | *Batch* |
| SADF Auto Reset | | *5 seconds* |
| Rotate Sort: Auto Paper Continue | | *No* |
| Auto Sort | | *No* |
| Memory Full Auto Scan Restart | | *No* |
| Select Stapling Position (Top Left) | | *Top* |
| Select Stapling Position (Bottom Left) | | Finisher 3000B (100–sheet staples): *Top Slant*<br>Finisher 3000M (50–sheet staples): *Top Slant*<br>Booklet finisher: *Saddle* |
| Select Stapling Position (Top Right) | | *Top 2* |
| Select Stapling Position (Bottom Right) | | *Left 2* |

| User Tools Item Names | Default Settings |
|---|---|
| Input/Output 2/2 See p.133 “Input/Output P.1/2”. | |
| Select Stack Function | *Stack* |
| Select Punch Type | *2 holes* [*1] |
| Letterhead Setting | *No* |
| Eject Copy Face Up/Face Down in Glass Mode | *Face up* |
| Eject Copy Face Up/Face Down in Bypass Mode | *Face up* |
| Menu Protect | *Level 2* |

[*1] The 4–hole punch type can only punch in the 4–hole format.

# Accessing User Tools (Copier/Document Server Features)

This section is for administrators in charge of this machine. With User Tools can change the machine's default settings.

**Note**

❒ Be sure to exit User Tools and return to the initial copy display after all settings are finished. This section describes system settings you can set for the copier function.

❒ The selected key is highlighted.

❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

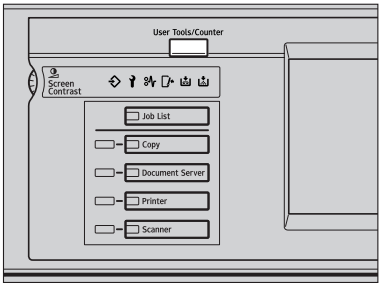
**Reference**

For details, see "Changing Default Settings" in "User Tools (System Settings)", *General Settings Guide*.

## Changing Default Settings

**1 Press the 【User Tools/Counter】 key.**

The User Tools main menu appears.

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**Note**

❒ When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen will be displayed. Enter your login name and login password, and then press **[Login]**.

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

The Copier/Document Server Features menu is displayed.

**3 Select the menu you want to set.**

The setting display for each menu is displayed.

**Reference**

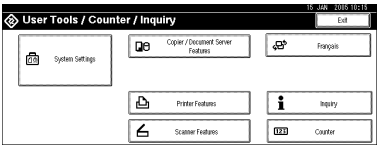
See p.115 "User Tools Menu (Copier/Document Server Features)".

**4 Change settings by following the instructions on the display panel, and then press [OK].**

## Exiting User Tools

**1 After changing default settings, press [Exit] on the User Tools main menu.**

Changes to User Tools are complete, and the machine is ready to copy.




**Note**

❒ You can also exit User Tools by pressing the 【User Tools/Counter】 key.

# Settings You Can Change with User Tools

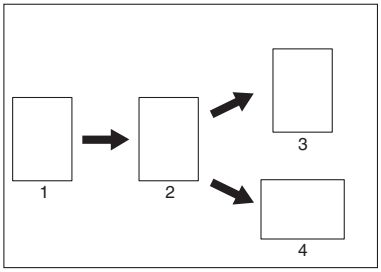
## General Features P.1/5

❖ **Auto Paper Select Priority**
Auto Paper Select is the default setting. You can cancel this setting. See p.27 "Selecting Copy Paper".

**Note**
❒ Default: *On*

❖ **Auto Tray Switching**
If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

**Note**
❒ Default: *With Image Rotation*
❒ **[With Image Rotation]** Use to copy when using the Auto Tray Switching function.



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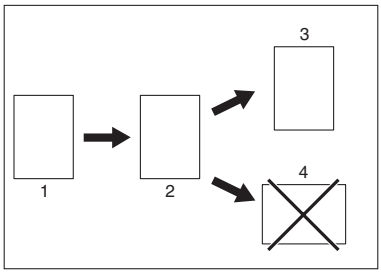
1. **Original**
2. **Paper (Tray 1)**
3. **Paper (Tray 2)**
4. **Paper (Tray 3)**

❒ **[Without Image Rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size or in the same orientation, copying is interrupted and the message "Load paper." is displayed.



ZGVX030E

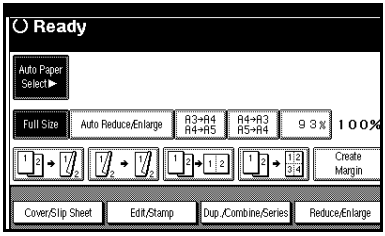
1. **Original**
2. **Paper (Tray 1)**
3. **Paper (Tray 2)**
4. **Paper (Tray 3)**

❒ **[Off]** When a paper tray runs out of paper, copying is interrupted and the message "Load paper." is displayed.

❖ **Paper Display**
You can choose to have the available paper trays and sizes shown on the initial display.

**Note**
❒ Default: *Display*

❒ If you select **[Hide]**, the display is shown as below. Press **[Auto Paper Select]** to display paper sizes.




### ❖ Original Type Priority

You can select the type of originals effective when the machine is turned on or reset, or when modes are cleared.

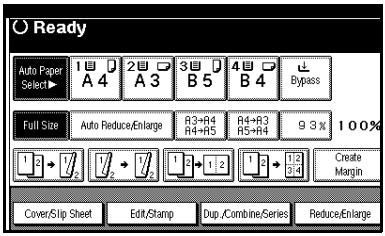
### ❖ Original Type Display

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

**Note**

❒ Default: *Display*

❒ If you select **[Hide]**, the display is as below.




### ❖ Auto Image Density Priority

You can turn the Auto Image Density on or off for each original type.

**Note**

❒ Default:

- Text: *On*
- Text/Photo: *On*
- Photo: *Off*
- Pale: *On*
- Generation Copy: *On*

### ❖ Copy Quality

You can adjust the copy quality level for each original type.

- Text
  Adjust sharpness.
- Text/Photo
  When there are photo(s) and text on the original, determine which takes priority.
- Photo
  For a photo original, adjust the finish quality level to match the photo original.
- Pale
  Adjust the quality level for a pale original with normal density.
- Generation Copy
  Adjust the quality level so as not to thicken the lines of the finish image.

**Note**

❒ Default:

- Text: *Normal*
- Text/Photo: *Normal*
- Photo: *Print Photo*
- Pale: *Normal*
- Generation Copy: *Normal*

### ❖ Image Density

You can select one of seven original image density levels for each original type.

**Note**

❒ Default:

- Text: *Normal*
- Text/Photo: *Normal*
- Photo: *Normal*
- Pale: *Normal*
- Generation Copy: *Normal*

❖ **Connect Copy Key Display**
You can specify whether or not to display the key for Connect Copy.

**Note**
❒ Default: *Display*

## General Features P.2/5

❖ **Duplex Mode Priority**
You can select the type of the Duplex function effective when the power is turned on, or modes are cleared.

**Note**
❒ Default: *1 Sided→1 Sided*

❖ **Copy Orientation in Duplex Mode**
You can set the copy orientation when making two-sided copies.

**Note**
❒ Default: *Top to Top*

❖ **Original Orientation in Duplex Mode**
You can set the original orientation when making two-sided copies.

**Note**
❒ Default: *Top to Top*

❖ **Change Initial Mode**
You can select standard mode or Program No.10 as the mode effective when power is turned on, or modes are cleared.

**Note**
❒ Default: *Standard*

❖ **Max. Copy Quantity**
The maximum copy quantity can be set between 1 and 999.

**Note**
❒ Default: *999 Sheets*

❖ **Tone: Original remains**
The beeper (key tone) sounds if you forget to remove originals after copying.

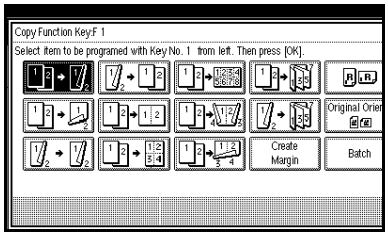
**Note**
❒ Default: *On*
❒ If Panel Tone in User Tools (System Settings) is **[Off]**, the beeper does not sound, whatever the Tone: Original remains setting. See "Panel Tone" in "General Features", *General Settings Guide*.

❖ **Job End Call**
You can choose to have the beeper sound when copying is complete.

**Note**
❒ Default: *On*
❒ If Panel Tone of User Tools (System Settings) settings is **[On]**, the machine beeps to notify you that it did not complete a job for reasons such as: the paper tray ran out of paper, or a paper misfeed occurred.

## General Features P.3/5

❖ **Copy Function Key: F1-F5**
You can assign frequently used functions to function keys F1 to F5.



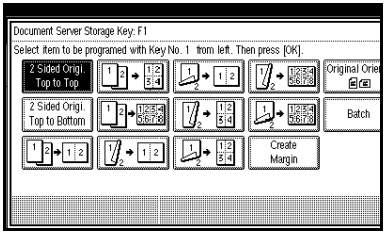

**Note**
❒ Default:
- Copy Function Key: F1: *1 Sided→2 Sided: T to T*

- Copy Function Key: F2: *2 Sided: T to T→2 Sided: T to T*
- Copy Function Key: F3: *1 Sided→1 Sided Combine*
- Copy Function Key: F4: *1 Sided→1 Sided Combine: 4 originals*
- Copy Function Key: F5: *Create Margin*

## General Features P.4/5

❖ **Document Server Storage Key: F1–F5**

You can assign frequently used functions to function keys F1 to F5. You can also change assigned functions.




**Note**

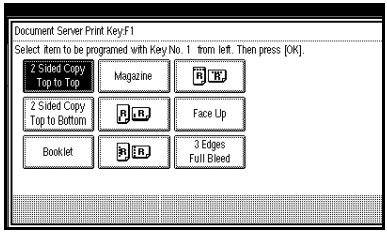
❒ Default:

- Document Server Storage Key: F1: *2 Sided Original Top to Top*
- Document Server Storage Key: F2: *1 Sided→1 Sided Combine*
- Document Server Storage Key: F3: *1 Sided→1 Sided Combine: 4 originals*
- Document Server Storage Key: F4: *1 Sided→1 Sided Combine: 8 originals*
- Document Server Storage Key: F5: *Create Margin*

## General Features P.5/5

❖ **Document Server Print Key: F1–F5**

You can assign frequently used functions to function keys F1 to F5. You can also change assigned functions.




**Note**

❒ Default:

- Document Server Print Key: F1: *2 Sided Top to Top*
- Document Server Print Key: F2: *2 Sided Top to Bottom*
- Document Server Print Key: F3: *Booklet*
- Document Server Print Key: F4: *Magazine*
- Document Server Print Key: F5: *Off*

## Reproduction Ratio P.1/2

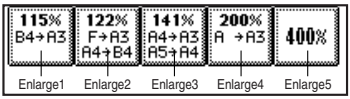
❖ **Shortcut R/E**

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.

If no Reduce/Enlarge ratio has been set when selecting **[Shortcut R/E 1]**, **[Shortcut R/E 2]**, or **[Shortcut R/E 3]**, enter the ratio using the number keys.

❖ **Enlarge 1-5**

You can customize available enlargement ratios by pressing **[Reduce/Enlarge]**, followed by **[Enlarge]**.




**Note**

❒ Default:

- Metric version:
  - Enlarge 1: *115%*
  - Enlarge 2: *122%*
  - Enlarge 3: *141%*
  - Enlarge 4: *200%*
  - Enlarge 5: *400%*
- Inch version:
  - Enlarge 1: *121%*
  - Enlarge 2: *129%*
  - Enlarge 3: *155%*
  - Enlarge 4: *200%*
  - Enlarge 5: *400%*

❒ When selecting **[User Enlrg. Ratio]**, enter a ratio using the number keys (in the range of 101 to 400%).

❖ **Priority Setting: Enlarge**

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

**Note**

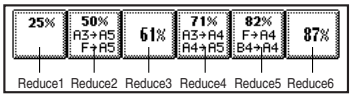
❒ Default:

- Metric version: *141%*
- Inch version: *155%*

## Reproduction Ratio P.$^{2}/_{2}$

❖ **Reduce 1-6**

You can customize available reduction ratios by pressing **[Reduce/Enlarge]**, followed by **[Reduce]**.




**Note**

❒ Default:

- Metric version:
  - Reduce 1: *25%*
  - Reduce 2: *50%*
  - Reduce 3: *65%*
  - Reduce 4: *71%*
  - Reduce 5: *75%*
  - Reduce 6: *82%*
- Inch version:
  - Reduce 1: *25%*
  - Reduce 2: *50%*
  - Reduce 3: *65%*
  - Reduce 4: *73%*
  - Reduce 5: *78%*
  - Reduce 6: *85%*

❒ When selecting **[User Redc.Ratio]**, enter a ratio using the number keys (in the range of 25 to 99%).

❖ **Priority Setting: Reduce**

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

**Note**

❒ Default:

- Metric version: *71%*
- Inch version: *73%*

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

**Note**
❒ Default: *93%*

❖ **R/E Priority**
Specifies which tab has priority on the display panel when **[Reduce/Enlarge]** is pressed.

**Note**
❒ Default: *Reduce*

## Edit P.1/2

❖ **Front Margin: Left/Right**
You can specify left and right margins on the front side of copies using the Margin Adjustment function.

**Note**
❒ Default:
- Metric version: *Left 5 mm*
- Inch version: *Left 0.2"*

❖ **Back Margin: Left/Right**
You can specify left and right margins on the back side of copies using the Margin Adjustment function.

**Note**
❒ Default:
- Metric version: *Right 5 mm*
- Inch version: *Right 0.2"*

❖ **Front Margin: Top/Bottom**
You can specify top and bottom margins on the front side of copies using the Margin Adjustment function.

**Note**
❒ Default:
- Metric version: *T/B 0 mm*
- Inch version: *T/B 0.0"*

❖ **Back Margin: Top/Bottom**
You can specify top and bottom margins on the back side of copies using the Margin Adjustment function.

**Note**
❒ Default:
- Metric version: *T/B 0 mm*
- Inch version: *T/B 0.0"*

❖ **1 Sided→2 Sided Auto Margin: TtoT**
When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side.
The margin is set to the same value as "**Back Margin: Left/Right**".

**Note**
❒ Default:
- Metric version: *Right 5 mm*
- Inch version: *Right 0.2"*

❖ **1 Sided→2 Sided Auto Margin: TtoB**
When using the 1 sided → 2 sided Duplex function, you can specify margins on the back side. The margin is set to the same value as "**Back Margin: Top/Bottom**".

**Note**
❒ Default:
- Metric version: *T/B 0 mm*
- Inch version: *T/B 0.0"*

❖ **Erase Border Width**

You can specify the width of erased border margins using this function.

**Note**

❒ Default:

- Metric version: *10 mm*
- Inch version: *0.4"*

❖ **Erase Original Shadow in Combine**

In Combine Copy or Magazine Copy mode, you can specify whether to erase a 3mm, 0.1" bounding margin around all four edges of each original.

**Note**

❒ Default: *Yes*

❖ **Erase Centre Width**

You can specify the width of the erased centre margins using this function.

**Note**

❒ Default:

- Metric version: *10 mm*
- Inch version: *0.4"*

## Edit P.$^{2}/_{2}$

❖ **Image Repeat Separation Line**

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

- None

- Solid

- Broken A

- Broken B

- Crop Marks

**Note**

❒ Default: *None*

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

❖ **Double Copies Separation Line**

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

- None

- Solid

- Broken A

- Broken B

- Crop Marks

**Note**

❒ Default: *None*

❒ Images of approximately 1.5mm will not be displayed as the width of the separation line when solid or broken lines have been specified.

### ❖ Separation Line in Combine

You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks. See p.47 "1 Sided Combine" and p.49 "2 Sided Combine".

- None

- Solid

- Broken A

- Broken B

- Crop Marks

**Note**

❒ Default: *None*

❒ Images of approximately 1.5mm will not be displayed as the width of the separation line when solid or broken lines have been specified.

### ❖ Copy Back Cover

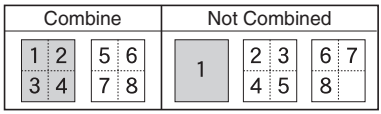
When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

**Note**

❒ Default: *Outside*

### ❖ Front Cover Copy in Combine

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




**Note**

❒ Default: *Combine*

### ❖ Copy on Designating Page in Combine

You can make a combined copy on a designated paper.

**Note**

❒ Default: *Combine*

### ❖ Orientation: Booklet, Magazine

You can select the orientation of copies to open when using Magazine or Booklet functions.

**Note**

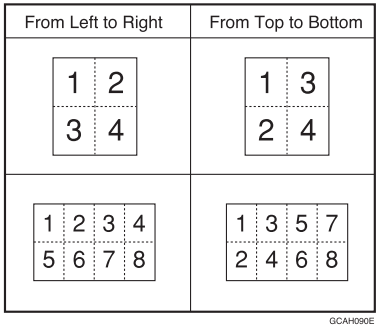
❒ Default: *Open to left*

**Reference**

p.54 "How to fold copies to make a booklet"

❖ **Copy Order in Combine**

You can set the copy order when using the Combine function to Left to Right or Top to Bottom.




**Note**

❒ Default: *From left to right*

## Stamp

### Background Numbering

❖ **Size**

You can set the size of the numbers.

**Note**

❒ Default: *Normal*

❖ **Density**

You can set the density of the numbers.

**Note**

❒ Default: *Normal*

### Preset Stamp$^{1}/_{4}$-$^{4}/_{4}$

❖ **Stamp Priority**

You can select the stamp type given priority when **[Preset Stamp]** is pressed. See p.65 "Preset Stamp".

**Note**

❒ Default: *COPY*

❖ **Stamp Language**

You can select the language of the stamp.

**Note**

❒ Default: *English*

❖ **Stamp Position**

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

**Note**

❒ Default:

- Metric Version:
  - Position: *Top right*
  - Top Margin: *24 mm*
  - Right Margin: *24 mm*
- Inch Version:
  - Position: *Top right*
  - Top Margin: *1.0"*
  - Right Margin: *1.0"*

❖ **Stamp Format**

You can adjust the stamp's size, density, and print page.

- Size
  You can set the size of the stamp.

  **Note**

  ❒ Default: *1X*
- Density
  You can set the pattern used to print the stamp.

  **Note**

  ❒ 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.

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

**Note**

❒ Default: *All Pages*

## User Stamp 1/2-2/2

### ❖ Program/Delete Stamp

You can register, change, or delete these user stamp designs.

**Note**

❒ You can register up to four custom stamps with your favourite designs. See p.68 "Programming a user stamp".

**Reference**

For how to delete the user stamp, see p.69 "Deleting a user stamp".

### ❖ Stamp Position 1 - 4

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

**Note**

❒ Default:

- Metric version:
  - Position: *Top right*
  - Top Margin: *24 mm*
  - Right Margin: *24 mm*
- Inch version:
  - Position: *Top right*
  - Top Margin: *1.0"*
  - Right Margin: *1.0"*

### ❖ Stamp Format 1 - 4

You can adjust the print page for User Stamps 1 to 4 already registered.

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

**Note**

❒ Default: *All Pages*

## Date Stamp

### ❖ Format

You can select the date format for the Date Stamp function.

**Note**

❒ Default:

- Metric version: *DD/MM/YYYY*
- Inch version: *MM/DD/YYYY*

### ❖ Font

You can select the Date Stamp font.

**Note**

❒ Default: *Font 1*

❒ This setting is linked to the Page Numbering function.

### ❖ Stamp Position

You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

**Note**

❒ Default:

- Metric version:
  - Position: *Top left*
  - Top Margin: *8 mm*
  - Left Margin: *32 mm*
- Inch version:
  - Position: *Top left*
  - Top Margin: *0.3"*
  - Left Margin: *0.8"*

❖ **Stamp Setting**
You can have the date printed on the first page or all pages.

**Note**
❒ Default: *All Pages*

❖ **Size**
You can set the Date Stamp size.

**Note**
❒ Default: *Auto*

❖ **Superimpose**
You can have the Date Stamp printed in white where it overlaps black parts of the image.

**Note**
❒ Default: *No*

### Page Numbering 1/3-2/3

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

**Note**
❒ Default: *P1, P2*

❖ **Font**
You can select the page number font.

**Note**
❒ Default: *Font 1*

❖ **Size**
You can set the size of the page number.

**Note**
❒ Default: *Auto*

❖ **Duplex Back Page Stamping Position**
You can set the position of the duplex back page number printed using the Duplex function.

**Note**
❒ Default: *Opposite Position*

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

**Note**
❒ Default: *Per Original*

❖ **Stamp on Designated Slip Sheet**
You can print the page number on slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ **Stamp Position**
P1, P2... Stamp Position: 1/5, 2/5... Stamp Position: –1–, –2–... Stamp Position: P.1, P.2. Stamp Position: 1, 2... Stamp Position: 1–1, 1–2...
You can set the position where the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Superimpose**
You can have page numbers printed in white where they overlap black parts of the image.

**Note**
❒ Default: *No*

## Input/Output P.1/2

❖ **Switch to Batch (SADF)**
You can select to have the Batch or SADF function displayed when you press **[Special Original]**. See p.16 "Batch".

**Note**
❒ Default: *Batch*

❖ **SADF Auto Reset**

In SADF mode, an original must be set within a specific time after the previous original has been fed. You can adjust this time from 3 seconds to 99 in 1 second increments.

**Note**

❒ Default: *5 seconds*

❖ **Rotate Sort: Auto Paper Continue**

You can continue copying when paper of the required orientation has run out during rotate-sorting. See p.34 "Rotate Sort".

**Note**

❒ If you select **[No]** :

- When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.

❒ If you select **[Yes]** :

- Copying continues using copy paper of a different orientation. The copy job will finish even if the machine is left unattended.

❒ Default: *No*

❖ **Auto Sort**

You can specify whether the Sort function is to be selected when the machine is turned on, or when the functions are cleared.

**Note**

❒ Default: *No*

❖ **Memory Full Auto Scan Restart**

If memory becomes full while scanning originals, the machine will copy the scanned originals first, and then automatically proceed scanning remaining originals. You can enable or disable this function.

**Note**

❒ If you select **[No]** :

- When memory becomes full, the machine stops operation, allowing you to remove the copies on the output tray.

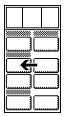
❒ If you select **[Yes]** :

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

❒ Default: *No*

❖ **Select Stapling Position (Top Left)**

Specify which the type of stapling to be shown on the top left key of the initial display.



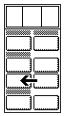
**Note**

❒ Default: *Top*

❒ The optional finisher is required to use this function.

❖ **Select Stapling Position (Bottom Left)**

Specify which the type of stapling to be shown on the bottom left key of the initial display.



**Note**

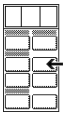
❒ Default:

- Finisher 3000B (100-sheet staples): *Top Slant*
- Finisher 3000M (50-sheet staples): *Top Slant*
- Booklet finisher: *Saddle Stitch*

❒ The optional finisher is required to use this function.

❖ **Select Stapling Position (Top Right)**

Specify which the type of stapling to be shown on the bottom right key of the initial display.



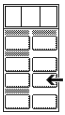
**Note**

❒ Default: *Top 2*

❒ The optional finisher is required to use this function.

❖ **Select Stapling Position (Bottom Right)**

Specify which the type of stapling to be shown on the bottom right key of the initial display.



**Note**

❒ Default: *Left 2*

❒ The optional finisher is required to use this function.

## Input/Output P.$^{2}/_{2}$

❖ **Select Stack Function**

Specify whether Stack or Rotate Sort has priority on the initial display.

**Note**

❒ Default: *Stack*

❒ The optional finisher is required to use this function.

❖ **Select Punch Type**

Specify which the type of punch to be shown on the initial display.

**Note**

❒ Default: *2 Holes*

❒ The optional finisher is required to use this function.

❖ **Letterhead Setting**

If you select **[Yes]** for this function, the machine rotates images correctly.

**Note**

❒ Default: *No*

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

**Reference**

When using letterhead paper, pay attention to the paper orientation. See "Orientation–Fixed Paper or Two-Sided Paper" in "Loading Paper", *General Settings Guide*.

❖ **Eject Copy Face Up/Down in Glass Mode**

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

**Note**

❒ Default: *Face up*

❖ **Eject Copy Face Up/Down in Bypass Mode**

You can specify the way in which copies are delivered when copying in Bypass mode.

**Note**

❒ Default: *Face up*

❒ If you have selected OHP transparencies or thick paper in "Special paper", you cannot have copies delivered face down.

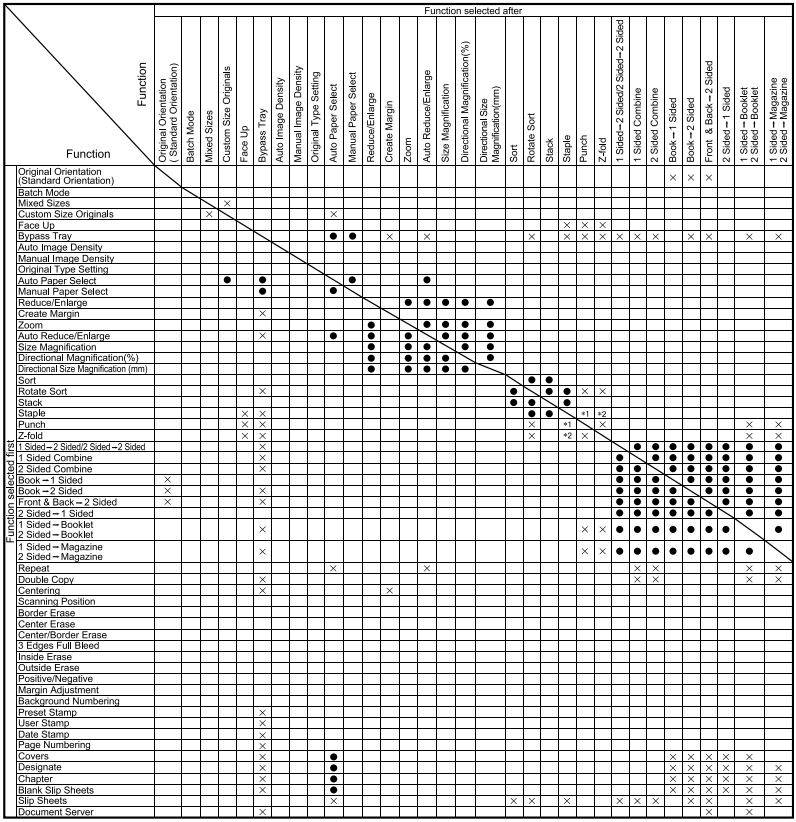
❖ **Menu Protect**

You can prevent unauthenticated users from changing the user tools settings.
For details, consult the administrator.

# Combination Chart

The combination chart below shows which functions can be used together. The following tables explains the symbols used in the chart.

| | |
|---|---|
| | means that these functions can be used together. |
| ● | means that these functions cannot be used together. The second function selected will be the function you are working in. |
| × | means that these functions cannot be used together. The first function selected will be the function you are working in. |




*1 You cannot use Top 2 of Staple with Left 2 of Punch. You cannot use Top, Top Slant or Bottom of Staple with 90° turn Punch.
*2 You cannot use Top 2 of Staple with Right Fold. You cannot use Top, Top Slant or Bottom of Staple with Bottom Fold.

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| Function selected first \ Function selected after | Repeat | Double Copy | Centering | Scanning Position | Border Erase | Center Erase | Center/Border Erase | 3 Edges Full Bleed | Inside Erase | Outside Erase | Positive/Negative | Margin Adjustment | Background Numbering | Preset Stamp | User Stamp | Date Stamp | Page Numbering | Covers | Designate | Chapter | Blank Slip Sheets | Slip Sheets | Document Server |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Original Orientation (Standard Orientation) | | | | | | | | | | | | | | | | | | | | | | | |
| Batch Mode | | | | | | | | | | | | | | | | | | | | | | | |
| Mixed Sizes | | | | | | | | | | | | | | | | | | | | | | | |
| Custom Size Originals | | | | | | | | | | | | | | | | | | | | | | | |
| Face Up | | | | | | | | | | | | | | | | | | | | | | | |
| Bypass Tray | | × | × | | | | | | | | | | | × | × | × | × | × | × | × | × | | × |
| Auto Image Density | | | | | | | | | | | | | | | | | | | | | | | |
| Manual Image Density | | | | | | | | | | | | | | | | | | | | | | | |
| Original Type Setting | | | | | | | | | | | | | | | | | | | | | | | |
| Auto Paper Select | ● | | | | | | | | | | | | | | | | | ● | ● | ● | ● | ● | |
| Manual Paper Select | | | | | | | | | | | | | | | | | | | | | | | |
| Reduce/Enlarge | | | | | | | | | | | | | | | | | | | | | | | |
| Create Margin | | | × | | | | | | | | | | | | | | | | | | | | |
| Zoom | | | | | | | | | | | | | | | | | | | | | | | |
| Auto Reduce/Enlarge | ● | | | | | | | | | | | | | | | | | | | | | | |
| Size Magnification | | | | | | | | | | | | | | | | | | | | | | | |
| Directional Magnification(%) | | | | | | | | | | | | | | | | | | | | | | | |
| Directional Size Magnification (mm) | | | | | | | | | | | | | | | | | | | | | | | |
| Sort | | | | | | | | | | | | | | | | | | | | | | × | |
| Rotate Sort | | | | | | | | | | | | | | | | | | × | × | × | × | × | |
| Stack | | | | | | | | | | | | | | | | | | | | | | | |
| Staple | | | | | | | | | | | | | | | | | | | | | | × | |
| Punch | | | | | | | | | | | | | | | | | | | | | | | |
| Z-fold | | | | | | | | | | | | | | | | | | | | | | | |
| 1 Sided→2 Sided/2 Sided→2 Sided | | | | | | | | | | | | | | | | | | | | | | × | |
| 1 Sided Combine | × | × | | | | | | | | | | | | | | | | | | | | × | |
| 2 Sided Combine | × | × | | | | | | | | | | | | | | | | | | | | × | |
| Book→1 Sided | | | | | | | | | | | | | | | | | | × | × | × | × | | |
| Book→2 Sided | | | | | | | | | | | | | | | | | | × | × | × | × | × | |
| Front & Back→2 Sided | | | | | | | | | | | | | | | | | | × | × | × | × | × | × |
| 2 Sided→1 Sided | | | | | | | | | | | | | | | | | | × | × | × | × | | |
| 1 Sided→Booklet<br>2 Sided→Booklet | × | × | | | | | | | | | | | | | | | | × | × | × | × | × | × |
| 1 Sided→Magazine<br>2 Sided→Magazine | × | × | | | | | | | | | | | | | | | | | × | × | × | × | |
| Repeat | | ● | | | | | | | | | | | | | | | | × | × | × | × | × | × |
| Double Copy | ● | | | | | | | | | | | | | | | | | × | × | × | × | × | × |
| Centering | | | | | | | | | | | | | | | | | | | | | | | |
| Scanning Position | | | | | | | | | | | | | | | | | | | | | | | |
| Border Erase | | | | | | | | | | | | | | | | | | | | | | | |
| Center Erase | | | | | | | | | | | | | | | | | | | | | | | |
| Center/Border Erase | | | | | | | | | | | | | | | | | | | | | | | |
| 3 Edges Full Bleed | | | | | | | | | | | | | | | | | | | | | | | |
| Inside Erase | | | | | | | | | | | | | | | | | | | | | | | |
| Outside Erase | | | | | | | | | | | | | | | | | | | | | | | |
| Positive/Negative | | | | | | | | | | | | | | | | | | | | | | | × |
| Margin Adjustment | | | | | | | | | | | | | | | | | | | | | | | |
| Background Numbering | | | | | | | | | | | | | | | | | | | | | | × | |
| Preset Stamp | | | | | | | | | | | | | | | | | | | | | | | |
| User Stamp | | | | | | | | | | | | | | | | | | | | | | | |
| Date Stamp | | | | | | | | | | | | | | | | | | | | | | | |
| Page Numbering | | | | | | | | | | | | | | | | | | | | | | | |
| Covers | × | × | | | | | | | | | | | | | | | | | | | | ● | |
| Designate | × | × | | | | | | | | | | | | | | | | | | | | ● | |
| Chapter | × | × | | | | | | | | | | | | | | | | | | | | ● | |
| Blank Slip Sheets | × | × | | | | | | | | | | | | | | | | | | | | ● | |
| Slip Sheets | × | × | | | | | | | | | | | × | | | | | ● | ● | ● | ● | | |
| Document Server | × | × | | | | | | | | | × | | | | | | | | | | | | |

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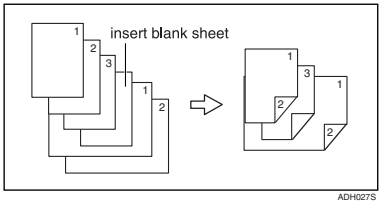
# Supplementary Specifications

### ❖ Batch mode

You cannot switch between 1-sided and 2-sided originals during copying.

### ❖ Mixed Size mode

- Copying or scanning speed might be slower in Mixed Size mode.
- When using with 1 Sided→2 Sided mode, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.



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### ❖ Bypass Tray Copy

- The following paper sizes can be selected as the standard sizes:
  A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, Postcard, 11"×17", $8^1/_2$"×14", $8^1/_2$"×11", $5^1/_2$"×$8^1/_2$", $7^1/_4$"×$10^1/_2$", 8"×13", $8^1/_2$"×13", $8^1/_4$"×13", 11″ × 14″, 11″ × 15″, 10″ × 14″, 10″ × 15″, $8^1/_4$″ × 14″, 8″ × $10^1/_2$″, 8 ″× 10″, 12"×18"
- The number of sheets you can set in the bypass tray depends on the paper type. If the number set exceeds that in the table below, paper misfeeds may occur or copies may be skewed.

| Paper type | Number |
|---|---|
| Thick paper (105/157g/$m^2$) | 30 sheets |
| Thick paper (157/216g/$m^2$) | 20 sheets |
| Translucent paper | 50 sheets |
| OHP transparencies | 50 sheets |

### ❖ Preset Enlarge/Reduce

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will be displayed on copies.
- Copies can be reduced or enlarged as follows:

### ❖ Metric version

| Ratio (%) | Original → Copy paper size |
|---|---|
| 400 (enlarge area by 16) | -- |
| 200 (enlarge area by 4) | A5→A3 |
| 141 (enlarge area by 2) | A4→A3, A5→A4 |
| 122 | F→A3, A4→B4 JIS |
| 115 | B4 JIS→A3 |
| 93 | -- |
| 82 | F→A4, B4 JIS→A4 |
| 75 | B4 JIS→F4, B4 JIS→F |
| 71 (reduce area by $^1/_2$) | A3→A4, A4→A5 |
| 65 | A3→F |
| 50 (reduce area by $^1/_4$) | A3→A5, F→A5 |
| 25 | -- |



### ❖ Inch version

| Ratio (%) | Original → Copy paper size |
|---|---|
| 400 (enlarge area by 16) | -- |
| 200 (enlarge area by 4) | $5^1/_2" \times 8^1/_2" \rightarrow 11" \times 17"$ |
| 155 (enlarge area by 2) | $5^1/_2" \times 8^1/_2" \rightarrow 8^1/_2" \times 14"$ |
| 129 | $8^1/_2" \times 11" \rightarrow 11" \times 17"$ |
| 121 | $8^1/_2" \times 14" \rightarrow 11" \times 17"$ |
| 93 | -- |
| 85 | $F \rightarrow 8^1/_2" \times 11"$ |
| 78 | $8^1/_2" \times 14" \rightarrow 8^1/_2" \times 11"$ |
| 73 | $11" \times 15" \rightarrow 8^1/_2" \times 11"$ |
| 65 | $11" \times 17" \rightarrow 8^1/_2" \times 11"$ |
| 50 (reduce area by $^1/_4$) | $11" \times 17" \rightarrow 5^1/_2" \times 8^1/_2"$ |
| 25 | -- |

### ❖ Zoom

- The reproduction ratios you can specify are 25–400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will be displayed on copies.

### ❖ Size Magnification

The reproduction ratios you can specify are 25–400%.

### ❖ Directional Size Magnification

- The reproduction ratio you can specify are 25–400%.
- When entering a size in millimeters or inches, and the calculated ratio is over the maximum or under the minimum ratio, it will be automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will be displayed on copies.

### ❖ Sort

The number of copies that can be placed on the tray is as follows. When the number exceeds capacity, remove copies from the tray.

| | **Paper Size and Direction** | **Number of Copies** |
|---|---|---|
| Copy tray | B4 or smaller, A4 or larger | 500 sheets (80 g/m²) (20 lb.) |
| | A3, B5 or smaller | 250 sheets (80 g/m²) (20 lb.) |

| | **Paper Size and Direction** | **Number of Copies** |
|---|---|---|
| Finisher 3000B(100– sheet staples) | Finisher Upper Tray<br>A4, B5, A5, B6, A6, 8 1/2" × 11", 5 1/2" × 8 1/2" | 500 sheets (80 g/m²) (20 lb.) |
| | A3, B4, 11" × 17", 8 1/2" × 14", 12" × 18" | 250 sheets (80 g/m²) (20 lb.) |
| | Finisher Shift Tray<br>A4, B5, 8 1/2" × 11" | 3,000 sheets (80 g/m²) (20 lb.) |
| | A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 12" × 18" | 1,500 sheets (80 g/m²) (20 lb.) |
| | A5, 5 1/2" × 8 1/2" | 500 sheets (80 g/m²) (20 lb.) |
| | A5, 5 1/2" × 8 1/2" | 100 sheets (80 g/m²) (20 lb.) |

| | Paper Size and Direction | Number of Copies |
|---|---|---|
| Finisher 3000M(50– sheet staples) | Finisher Upper Tray<br>A4 ▯ ▭, B5 ▯ ▭, A5 ▯ ▭, B6 ▯ ▭, $8^1/_2$" × 11" ▯ ▭, $5^1/_2$" × $8^1/_2$" ▯ ▭ | 250 sheets<br>(80 g/m$^2$)<br>(20 lb.) |
| | A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭, 12" × 18"▭ | 50 sheets<br>(80 g/m$^2$)<br>(20 lb.) |
| | Finisher Shift Tray<br>A4 ▯, $8^1/_2$" × 11" ▯ | 3,000 sheets<br>(80 g/m$^2$)<br>(20 lb.) |
| | A3▭, B4▭, A4▭, B5 ▯ ▭, 11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▭, 12" × 18"▭ | 1,500 sheets<br>(80 g/m$^2$)<br>(20 lb.) |
| | A5 ▯ | 500 sheets<br>(80 g/m$^2$)<br>(20 lb.) |
| | A5▭, B6▭, $5^1/_2$" × $8^1/_2$"▭ | 100 sheets<br>(80 g/m$^2$)<br>(20 lb.) |

| | Paper Size and Direction | Number of Copies |
|---|---|---|
| Booklet Finisher | Finisher Upper tray<br>A4 ▯▭, B5 ▯▭, A5 ▯▭, B6 ▯▭, 8 1/2" × 11" ▯▭, 5 1/2" × 8 1/2" ▯▭ | 250 sheets<br>(80 g/m²)<br>(20 lb.) |
| | A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭, 12" × 18"▭ | 50 sheets<br>(80 g/m²)<br>(20 lb.) |
| | Finisher shift tray 1<br>A4 ▯▭, B5 ▯▭, A5 ▯, 8 1/2" × 11" ▯▭ | 500 sheets<br>(80 g/m²)<br>(20 lb.) |
| | A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭, 12" × 18"▭ | 250 sheets<br>(80 g/m²)<br>(20 lb.) |
| | A5▭, B6▭, 5 1/2" × 8 1/2"▭ | 100 sheets<br>(80 g/m²)<br>(20 lb.) |
| | Finisher Shift Tray 2<br>A4 ▯, 8 1/2" × 11" ▯ | 2,500 sheets<br>(80 g/m²)<br>(20 lb.) |
| | A3▭, B4▭, A4▭, B5 ▯▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11"▭, 12" × 18"▭ | 1,250 sheets<br>(80 g/m²)<br>(20 lb.) |
| | A5 ▯ | 500 sheets<br>(80 g/m²)<br>(20 lb.) |
| | A5▭, B6▭ or 5 1/2" × 8 1/2"▭ | 100 sheets<br>(80 g/m²)<br>(20 lb.) |

*1 Place paper in the bypass tray.

**Note**

❒ When using Rotate Sort or Staple functions, tray capacity may be reduced.

- Paper sizes and orientations that can be used with the Sort function are A3▭, B4▭, A4 ▯▭, B5 ▯▭, A5 ▯▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯▭ and 5 1/2" × 8 1/2" ▯▭.
- Paper sizes and orientations that can be used with the Rotate Sort function are A4 ▯▭, B5 ▯▭, A5 ▯▭, 8 1/2" × 11" ▯▭ and 5 1/2" × 8 1/2" ▯▭.

- Paper sizes and orientations that can be used with the Shift Sort function are as follows:

| | Paper Size and Orientation |
|---|---|
| Finisher 3000B (100–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□, 8 1/2" × 14"□, 12" × 18"□ |
| Finisher 3000M (50–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |
| Booklet Finisher | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |

### ❖ Stack

- Paper sizes and orientations that can be used with the Stack function are as follows:

| | Paper Size and Orientation |
|---|---|
| Finisher 3000B (100–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□, 8 1/2" × 14"□, 12" × 18"□ |
| Finisher 3000M (50–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |
| Booklet Finisher | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |

### ❖ Staple

- The following types of paper cannot be stapled:
  - Translucent paper
  - OHP transparencies
  - Label paper (adhesive labels)
  - Thick paper
  - Curled paper
  - Paper of low stiffness
  - Paper of mixed sizes
- In the following cases, copies will be delivered to the shift tray without stapling:
  - When the number of sheets for one set is over stapler capacity
  - When memory reaches 0% during copying
- When using Double Copies, or [1 Sided→1 Sided], [1 Sided→2 Sided], [2 Sided→1 Sided], or [2 Sided→2 Sided] in Combine mode, select □ paper for □ original and □ paper for □ original.
- When using Double Copies, or [1 Sided 2 Pages→ 1 Sided Combine] and [1 Sided 4 Pages→ 2 Sided Combine] in Combine mode, select □ paper for □ original and □ paper for □ original.

- When using [Left 2] or [Top 2] with Double Copies, or [1 Sided→1 Sided], [1 Sided→2 Sided], [2 Sided→1 Sided], or [2 Sided→2 Sided] in Combine mode, select ▯ paper for ▭ original and ▭ paper for ▯ original.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Size mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Size mode are as follows:
  - A3▭ and A4▯
  - B4 JIS▭ and B5 JIS▯
  - 11" × 17"▭ and $8^1/_2$" × 11"▯
- Paper sizes and orientation that can be used in the Staple function and the stapler capacity are as follows:

### ❖ Finisher 3000B(100–sheet staples)

| Paper Sizes and Orientations | Stapler Capacity |
|---|---|
| A4▯▭, B5▯▭, $8^1/_2$" × 11"▯▭ | 100 sheets |
| A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭ | 50 sheets |

### ❖ Finisher 3000M(50–sheet staples)

| Paper Sizes and Orientations | Stapler Capacity |
|---|---|
| A4▯▭, B5▯▭, $8^1/_2$" × 11"▯▭ | 50 sheets |
| A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭ | 30 sheets |
| A4▯/A3▭, B5▯/B4▭, $8^1/_2$" × 11"▯, 11" × 17"▭ | 30 sheets |

### ❖ Booklet Finisher

| Paper Sizes and Orientation | Stapler Capacity |
|---|---|
| A4▯▭, B5▯▭, $8^1/_2$" × 11"▯▭ | 50 sheets |
| A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭ | 30 sheets |
| A4▯/A3▭, B5▯/B4▭, $8^1/_2$" × 11"▯, 11" × 17"▭ | 30 sheets |
| Saddle stitch<br>A3▭, B4▭, A4▭, 11" × 17"▭, $8^1/_2$" × 11"▭ | 15 sheets |

**Note**

❒ When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the shift tray, and then resume copying.

- The tray capacity for the stapled sheets is as follows: (paper weight: 80 g/m$^2$, 20 lb.)

### ❖ Finisher 3000B(100–sheet staples)

| Paper Sizes and Orientation | Number of the Sheets | Number of the Stapled Copies |
|---|---|---|
| A4▯▭, B5▯▭, $8^1/_2$" × 11"▯▭ | 10~100 sheets | 200~30 sets |
| | 2~9 sheets | 150 sets |
| A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭ | 10~50 sheets | 150~30 sets |
| | 2~9 sheets | 150 sets |

### ❖ Finisher 3000M(50–sheet staples)

| Paper Sizes and Orientation | Maximum Number of the Sheets | Maximum Number of the Stapled Copies |
|---|---|---|
| A4▯, $8^1/_2$" × 11"▯ | 10~50 sheets | 300~60 sets |
| | 2~9 sheets | 300 sets |
| A4▯, B5▯▭, $8^1/_2$" × 11"▭ | 10~50 sheets | 150~30 sets |
| | 2~9 sheets | 150 sets |
| Other size paper | 10~30 sheets | 150~50 sets |
| | 2~9 sheets | 150 sets |
| In the Mixed Size mode | 2~30 sheets | 50 sets |

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### ❖ Booklet Finisher

| Paper Sizes and Orientation | Maximum Number of the Sheets | Maximum Number of the Stapled Copies |
|---|---|---|
| Finisher Tray 1 | | |
| A4▯, $8^1/_2$" × 11"▯ | 10~50 sheets | 50~10 sets |
| | 2~9 sheets | 50 sets |
| Other paper size | 10~30 sheets | 25~16 sets |
| | 2~9 sheets | 25 sets |
| In the Mixed Size Mode | 2~30 sheets | 16 sets |
| Finisher Tray 2 | | |
| A4▯, $8^1/_2$" × 11"▯ | 10~50 sheets | 250~50 sets |
| | 2~9 sheets | 250 sets |
| A4▭, B5▯▭, $8^1/_2$" × 11"▭ | 10~50 sheets | 125~25 sets |
| | 2~9 sheets | 125 sets |
| Other paper size | 10~30 sheets | 125~40 sets |
| | 2~9 sheets | 125 sets |
| In the Mixed Size Mode | 2~30 sheets | 50 sets |

| Paper Sizes and Orientation | | Maximum Number of the Sheets | Maximum Number of the Stapled Copies |
|---|---|---|---|
| Saddle Stitch | A4↧, 8 1/2" × 11"↧ | 2~5 sheets | 25 sets |
| | | 6~10 sheets | 15 sets |
| | | 11~15 sheets | 10 sets |
| | Other paper size | 2~5 sheets | 30 sets |
| | | 6~10 sheets | 20 sets |
| | | 11~15 sheets | 10 sets |

You cannot change the stapling positions during copying.

When the original image is rotated, the stapling direction turns by 90°.

When "Top" or "Bottom" is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.

With certain stapling settings, you cannot use the Rotate function.

If you select Saddle Stitch function with the booklet finisher, the machine staples and folds the paper in the centre, then delivers the paper folded.

If you select Saddle Stitch function in Magazine mode, the machine staples the paper, and folds it like a book, then delivers the paper folded.

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### ❖ Punch

- With certain Punch function settings, the Rotate function cannot be used.
- You cannot punch on thick paper.
- Since punch holes are made in each copy, positions vary slightly.
- Punchable paper sizes are as follows:

#### ❖ Booklet Finisher, Finisher 3000M(50–sheet staples)

| Punch unit type | | | |
|---|---|---|---|
| 2 & 4 holes type | 2 holes | ↧ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ↓ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 4 holes | ↧ | A3, B4, 11" × 17" |
| | | ↓ | A4, B5, 8 1/2" × 11" |
| 4 holes type | 4 holes | ↧ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ↓ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| 2 & 3 holes type | 2 holes | ↧ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ↓ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 3 holes | ↧ | A3, B4, 11" × 17" |
| | | ↓ | A4, B5, 8 1/2" × 11" |

### ❖ Finisher 3000B(100–sheet staples)

| Punch unit type | | | |
|---|---|---|---|
| 2 & 4 holes type | 2 holes | ⧉ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ⧉ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 4 holes | ⧉ | A3, 11" × 17" |
| | | ⧉ | A4, 8 1/2" × 11" |
| 4 holes type | 4 holes | ⧉ | A3–B5, 11" × 17"–8 1/2" × 11" |
| | | ⧉ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| 2 & 3 holes type | 2 holes | ⧉ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ⧉ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 3 holes | ⧉ | A3, B4, 11" × 17" |
| | | ⧉ | A4, B5, 8 1/2" × 11" |

### ❖ Z-fold

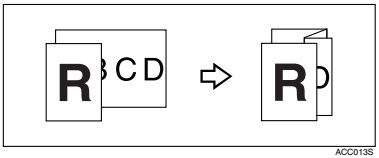
- You cannot use the following copy paper with this function:
  - Recycled paper
  - Special paper
  - Translucent paper
  - Letterhead
  - Thick paper
  - Colour paper 1
  - Colour paper 2
  - Tab stock
  - OHP transparencies
  - Label paper (adhesive labels)
  - Postcards
- Paper fed from the interposer cannot be Z-folded.
- Paper sizes that can be Z-folded are as follows:

| | |
|---|---|
| Booklet Finisher | A3⧉, B4 JIS⧉, A4⧉, 11" × 17"⧉, 8 1/2" × 14, "⧉, 8 1/2" × 11"⧉ |

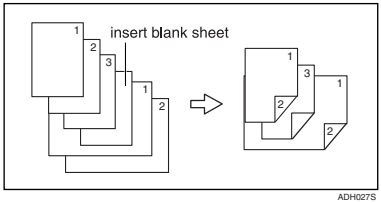
- The number of Z-folded copies that can be stacked on the finisher trays are as follows. When the number of copies exceed capacity, remove them from the trays.

| | | |
|---|---|---|
| Finisher Upper Tray | A3, B4 JIS, 11" × 17", $8^1/_2$" × 14", 12" × 18" | 30 sheets (80/m², 20 lb.) |
| | A4, B5 JIS, A5, B6 JIS, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$" | 20 sheets (80/m², 20 lb.) |
| | A3, B4 JIS, 11" × 17", $8^1/_2$" × 14", 12" × 18" | 30 sheets (80/m², 20 lb.) |
| | A4, B5 JIS, A5, B6 JIS, $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$" | 20 sheets (80/m², 20 lb.) |

- The paper sizes that can be stapled after being Z-folded are A3, B4 JIS and 11" × 17".
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Size mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Size mode are as follows:
  - A3 and A4
  - B4 JIS and B5 JIS
  - 11" × 17" and $8^1/_2$" × 11"




- When combining 1 Sided→2 Sided, Mixed Size and Z-fold modes, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.



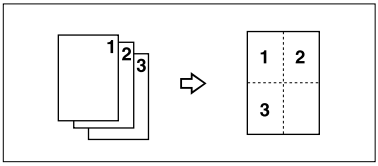

- Depending on the Z-fold settings, you may not be able to use Rotate Sort.
- Even if you have selected **[Face Up]** for Eject Copy Face up/Down in Glass Mode, the copies will be delivered face down.

### ❖ Duplex

- You cannot use the following copy paper with this function:
  - Paper smaller than A5, $5^1/_2$" × $8^1/_2$" (possible on A5 ▯, $5^1/_2$" × $8^1/_2$" ▯)
  - Paper thicker than 105 g/m$^2$, 28 lb.
  - Paper thinner than 60 g/m$^2$, 17 lb.
  - Translucent paper
  - OHP transparencies
  - Label paper (adhesive labels)
  - Postcards
- When an odd number of originals is placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.

### ❖ Combine

- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The reproduction ratios you can specify are 25–400%.
- If the calculated ratio is under the minimum ratio, it will be automatically adjusted to within acceptable range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment will be left blank as shown.




### ❖ Copying Book Originals

- The machine sets the reproduction ratio automatically to meet paper size and copies originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%
- If the calculated ratio is under the available minimum, it will be adjusted to minimum ratio. However, with some ratios, parts of the image might not be copied.

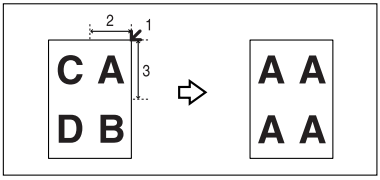
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90°to make copies properly.
- If you mix originals of different sizes or place originals in different orientations, you cannot use this function.
- Four originals are copied onto each sheet of copy paper with this function. If the number of originals scanned is less than a multiple of 4, the last page will be blank.
- Copying to make a magazine may take some time after scanning originals.
- If the Booklet Finisher is installed and you select "Magazine" and "Staple (Saddle Stitch)", copies are stacked, stapled at the center, folded in half automatically, and then delivered.
- Depending on the paper type, the folding position may very slightly.

❖ **Repeat**

Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

If you use this function with "Custom Size Original", you can copy repeatedly the image in the area you want by specifying the vertical and horizontal lengths from the base point. In this case, place your original on the exposure glass.






*1.* **Base point**

*2.* **Horizontal length**

*3.* **Vertical length**

❖ **Centering**

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

❖ **Erase**

The width of the erased margin varies depending on the reproduction ratio. If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted:

- Metric version

| Where original is placed | Paper size and orientation |
|---|---|
| Exposure glass | A3, B4 JIS, A4, B5 JIS, A5, $8^1/_2$" × 14", $8^1/_2$" × 13" |
| ADF | A3, B4 JIS, A4, B5 JIS, A5, $8^1/_2$" × 13" |

- Inch version

| Where original is placed | Paper size and orientation |
|---|---|
| Exposure glass | 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 10" × 14", 8" × 10" |
| ADF | 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 10" × 14", $5^1/_2$" × $8^1/_2$" |

- By combining "Erase Inside 1"—"Erase Inside 5", you can erase up to 5 areas at the same time.

### ❖ Margin Adjustment

- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies in Combine mode, the binding margin is added to the copies after the combination is finished.

### ❖ Background Numbering

If the numbers overlap the copied image, the parts overlapped may look like some pattern.

### ❖ Preset Stamp

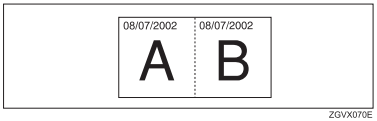
- You can change the size and density of the stamp with User Tools. Depending on the setting, density may change.
- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.
- When you use this function with the Magazine or Booklet function, you can print the stamp only on the first page.

### ❖ Date Stamp

- When using Combine mode, the date stamp is printed as follows:

ZGVX060E

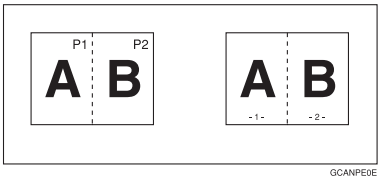
- When using Magazine or Booklet function, the date stamp is printed as follows:



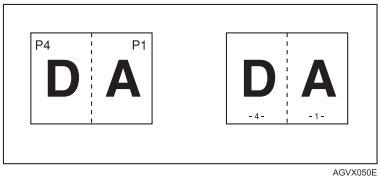

### ❖ Page Numbering

When page numbering is used with Combine mode, page numbers are printed as follows:

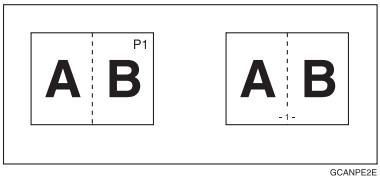
- Page Numbering per original:
  Combined with 1 Sided / 2 Sided in the Combine function



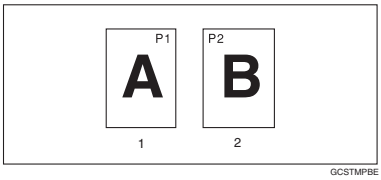

- Page Numbering per copy:
  Combined with Magazine or Booklet function




- Page Numbering per copy:
  Combined with 1 Sided/2 Sided in the Combine function



If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" format, the page numbers on the back of are printed as follows:




1. **Front**
2. **Back**

### ❖ Front Cover, Front/Back Cover

- If Blank mode is selected, the cover will not be counted as a copy.
- Front and back covers are two-sided copied depending on the settings made in Display Time in Cover Sheet Tray of User Tools (System Settings).
  - If Display Time is selected to the At Mode Selected, settings made in Cover Sheet Tray will take priority.
  - If Display Time is selected to Full Time, settings made in Paper Type will take priority.
    See "Paper Type" and "Cover Sheet Tray" in "Tray Paper Settings", *General Settings Guide*.

### ❖ Designate

When "Combine (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.

### ❖ Slip Sheets

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

### ❖ Connect Copy

**Important**

❒ Do not use the connecting cable with other equipment.

❒ Always turn off the main power of the main and sub-machines when before disconnecting the cable. Otherwise it might lead to malfunctioning of the two machines.

- You can store on a program whether or not to use Connect Copy.
- Select the copy paper using the main machine.
  - When **[** 副自 **]** is pressed, only the paper trays common to both machines will be displayed. The other paper trays appear faded out and cannot be selected.

  - When two or more trays hold the desired paper size, the paper tray will be selected according to the Paper Tray Priority settings made on the respective machine. See "Tray Paper Settings", *General Settings Guide*.
- If the **【Clear Modes】** key is pressed on the main machine while you are making settings, Connect Copy will be cancelled.
- Even if the sub-machine is in Energy Saver mode, the main machine can still connect to make copies.
- When an Interrupt job on the sub-machine has finished, press the **【Interrupt】** key.
- Connect Copy jobs are displayed on the Job List of the sub-machine. However, they cannot be deleted from the sub-machine.
- In Connect Copy, both machines follow the user authentication settings of the main machine.
  - You cannot manage the number of copies according to machine. The number of copies is shown as a total of the two machines, and is monitored on the main machine
  - Even if user codes are set and you enter a user code before using the sub-machine, you cannot manage the number of copies made on the sub-machine.
  - If user codes are set on only the sub-machine, you need not enter a user code in order to use the sub-machine for Connect Copy. In this case, you cannot manage the number of copies according to user.

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MEMO

In accordance with IEC 60417, this machine uses the following symbols for the main switch:

**| means POWER ON.**

**⏻ means STAND BY.**

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