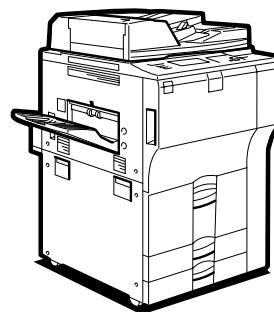




Operating Instructions Copy/Document Server Reference



-
- 1** Placing Originals
 - 2** Copying
 - 3** Connect Copy
 - 4** Document Server
 - 5** Appendix

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

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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.

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.

Depending on which country you are in, certain units may be optional. 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 "Machine Types", About This Machine.)

- Type 1: 60 copies/minute (A4 , 8 1/2" × 11" )
- Type 2: 70 copies/minute (A4 , 8 1/2" × 11" )
- Type 3: 80 copies/minute (A4 , 8 1/2" × 11" )

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.

Manuals for This Machine

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

Important

- ☐ Media differ according to manual.
- ☐ The printed and electronic versions of a manual have the same contents.
- ☐ Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.
- ☐ Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed.

❖ About This Machine

Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided.

❖ Troubleshooting

Provides a guide to solving common problems, and explains how to replace paper, toner, staples, and other consumables.

❖ Copy/ Document Server Reference

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

❖ Facsimile Reference

Explains Facsimile functions and operations.

❖ Printer Reference

Explains Printer functions and operations.

❖ Scanner Reference

Explains Scanner functions and operations.

❖ Network Guide

Explains how to configure and operate the machine in a network environment, and use the software provided.

This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine.

❖ General Settings Guide

Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine.

❖ **Security Reference**

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

- Install the Device Certificate.
- Enable SSL (Secure Sockets Layer) Encryption.
- Change the user name and password of the administrator using Web Image Monitor.

For details, see “Setting Up the Machine”, Security Reference.

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

❖ **PostScript 3 Supplement**

Explains how to set up and use PostScript 3.

❖ **UNIX Supplement**

For “UNIX Supplement”, please visit our Web site or consult an authorized dealer.

❖ **Other manuals**

- Manuals for DeskTopBinder Lite
 - DeskTopBinder Lite Setup Guide
 - DeskTopBinder Introduction Guide
 - Auto Document Link Guide

Note

- ☐ Manuals provided are specific to machine types.
- ☐ “PostScript 3 Supplement” and “UNIX Supplement” include descriptions of functions and settings that might not be available on this machine.

What You Can Do with This Machine

Functions differ depending on machine type and options.

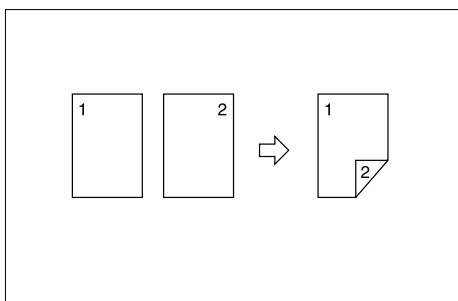
Reference

p.2 “Functions Requiring Optional Configurations”

Types of Duplex Copies

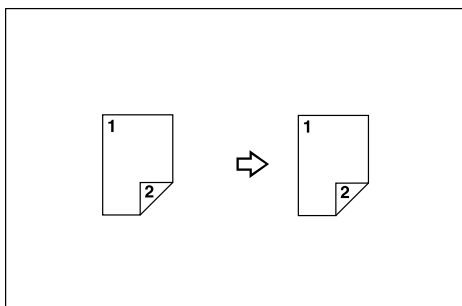
❖ 1 Sided 2 Pages → 2 Sided 1 Page

See p.70 “Duplex”.



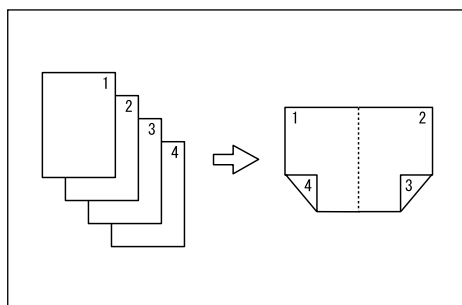
❖ 2 Sided 1 Page → 2 Sided 1 Page

See p.70 “Duplex”.



❖ 1 Sided 4 Pages → Combine 2 Sided 1 Page

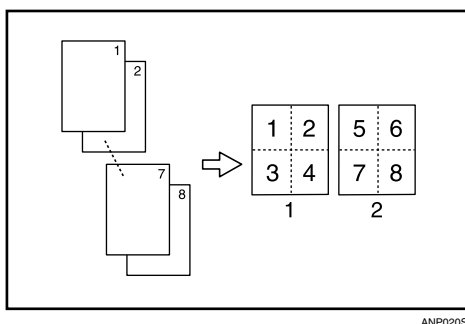
See p.78 “Two-Sided Combine”.



GCSHVY9J

❖ **1 Sided 8 Pages → Combine 2 Sided 1 Page**

See p.78 “Two-Sided Combine”.



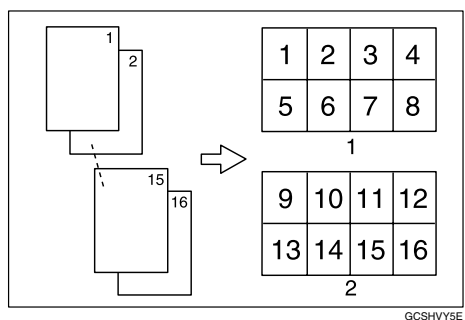
ANP020S

① Front

② Back

❖ **1 Sided 16 Pages → Combine 2 Sided 1 Page**

See p.78 “Two-Sided Combine”.



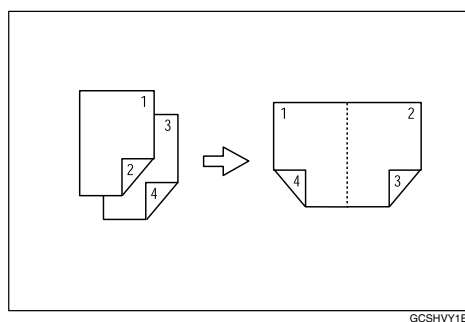
GCSHVY5E

① Front

② Back

❖ **2 Sided 2 Pages → Combine 2 Sided 1 Page**

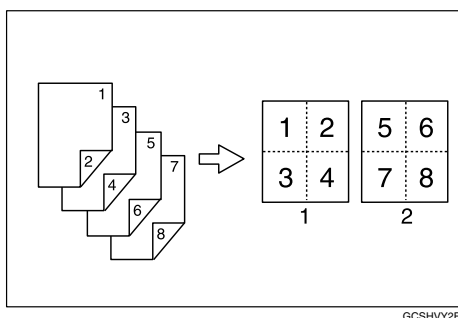
See p.78 “Two-Sided Combine”.



GCSHVY1E

❖ **2 Sided 4 Pages → Combine 2 Sided 1 Page**

See p.78 “Two-Sided Combine”.

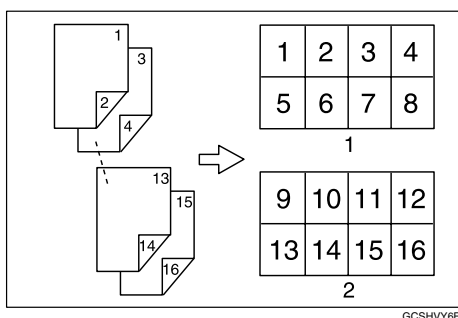


① Front

② Back

❖ **2 Sided 8 Pages → Combine 2 Sided 1 Page**

See p.78 “Two-Sided Combine”.

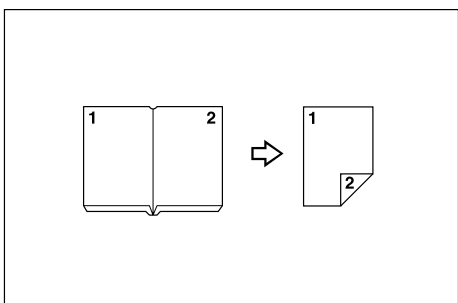


① Front

② Back

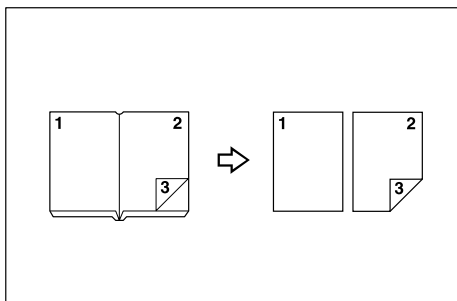
❖ **Bound Originals → 2 Sided 1 Page**

See p.83 “Booklet/Magazine”.



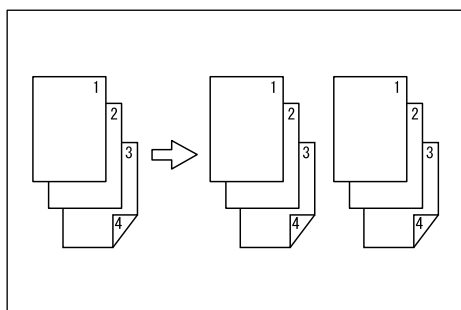
❖ **Front & Back Bound Originals → 2 Sided Pages**

See p.83 “Booklet/Magazine”.



❖ **Mix 1 & 2 Sided**

See p.90 “Mix 1 & 2 Sided”.



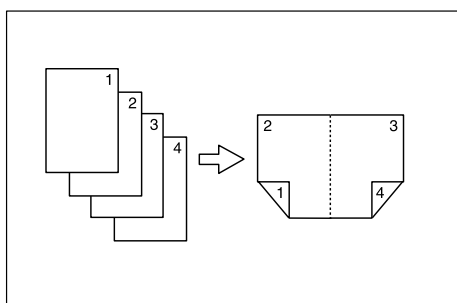
GCKONZ0J

Creating a Booklet or Magazine

❖ **1 Sided 4 Pages → Booklet**

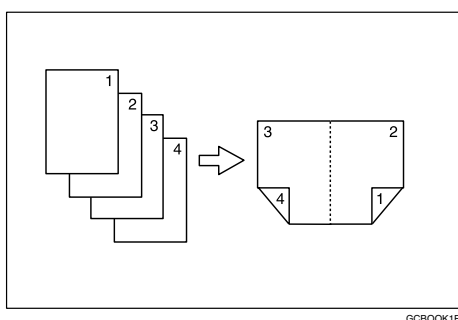
See p.83 “Booklet/Magazine”.

- Open to left



GCBOOK0E

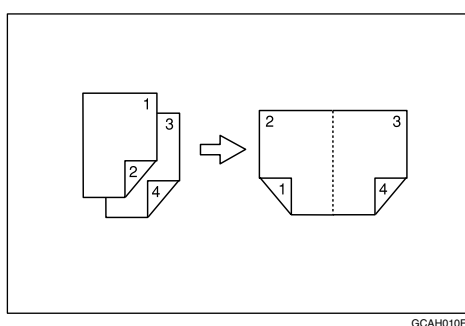
- Open to right



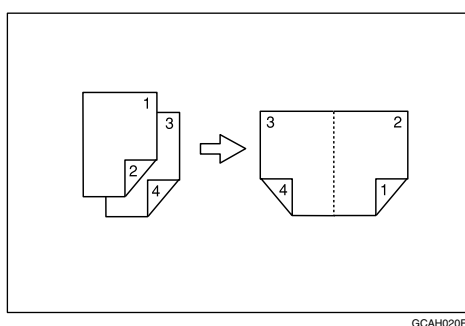
❖ 2 Sided 2 Pages → Booklet

See p.83 “Booklet/Magazine”.

- Open to left



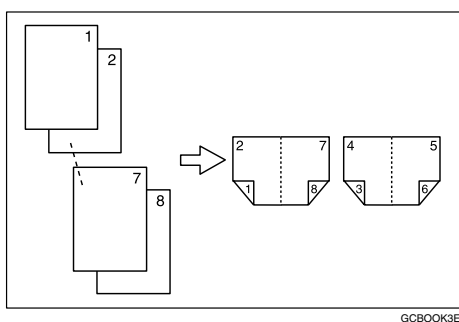
- Open to right



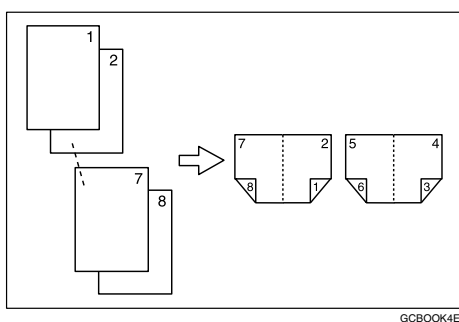
❖ 1 Sided → Magazine

See p.83 “Booklet/Magazine”.

- Open to left



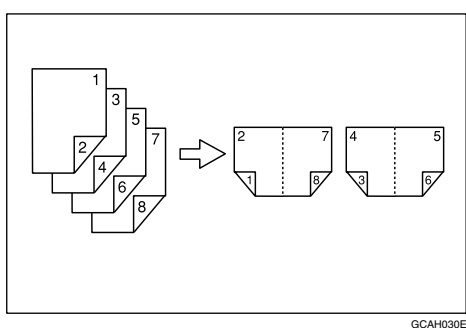
- Open to right



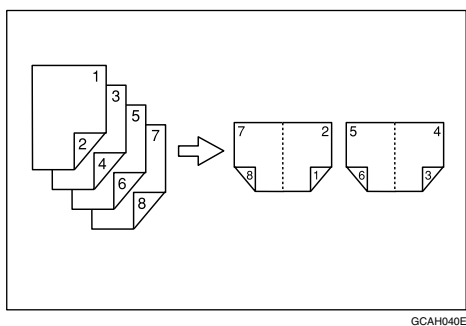
❖ 2 Sided → Magazine

See p.83 “Booklet/Magazine”.

- Open to left



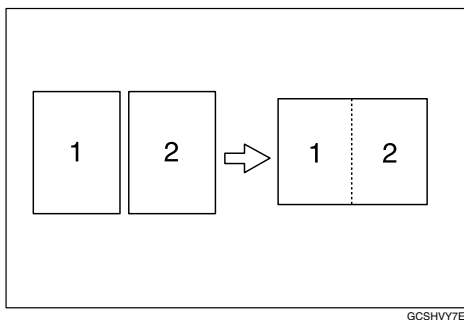
- Open to right



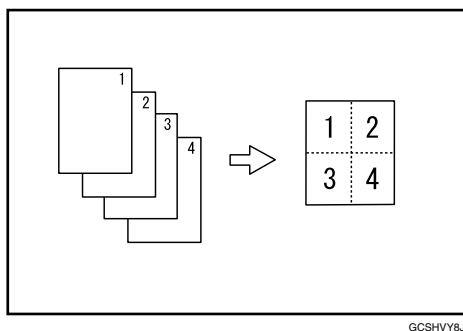
Combining Multiple Pages onto a Single Page

See p.74 “One-Sided Combine”.

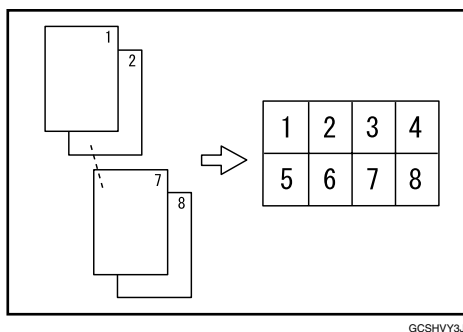
❖ **1 Sided 2 Pages → Combine 1 Sided 1 Page**



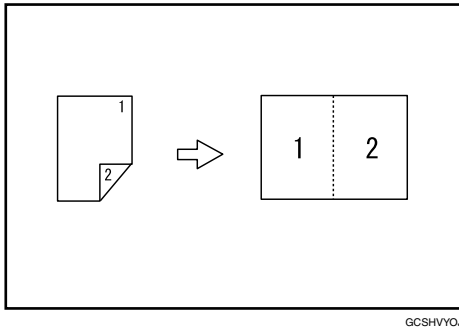
❖ **1 Sided 4 Pages → Combine 1 Sided 1 Page**



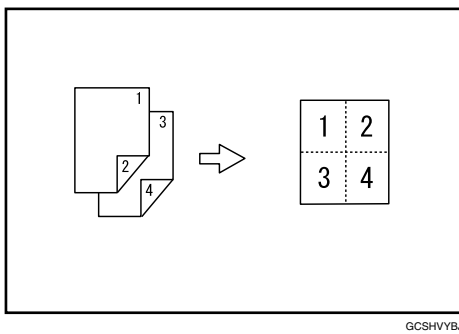
❖ **1 Sided 8 Pages → Combine 1 Sided 1 Page**



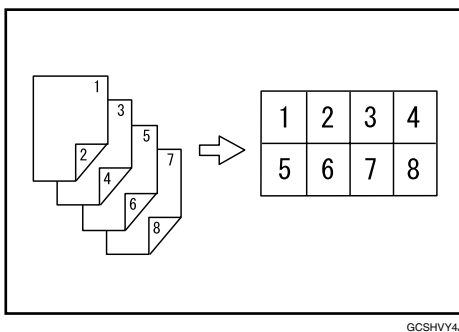
❖ 2 Sided 1 Page → Combine 1 Sided 1 Page



❖ 2 Sided 2 Pages → Combine 1 Sided 1 Page



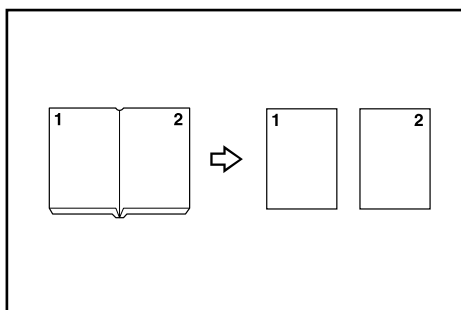
❖ 2 Sided 4 Pages → Combine 1 Sided 1 Page



Copying Originals Such as Books

❖ Bound Originals → 1 Sided 2 Pages

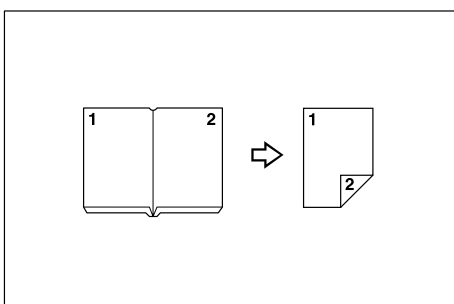
See p.81 “Series Copies”.



CP2B0100

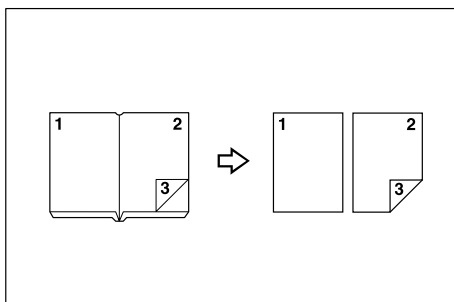
❖ Bound Originals → 2 Sided 1 Page

See p.83 “Booklet/Magazine”.



❖ Front & Back Bound Originals → 2 Sided Pages

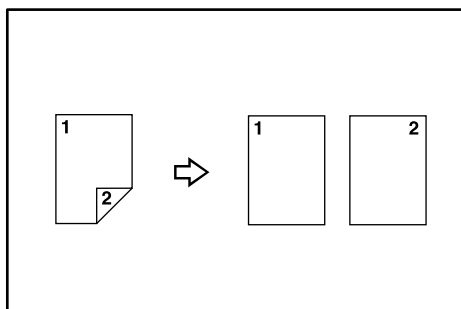
See p.83 “Booklet/Magazine”.



Copying 2-Sided Pages onto 1-Sided Pages

See p.81 “Series Copies”.

❖ **2 Sided 1 Page → 1 Sided 2 Pages**



CP2B0200

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How to Read This Manual

Note

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

Reference

p.185 “Supplementary Information”

Symbols

This manual uses the following symbols:

WARNING:

Indicates important safety notes.

Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the “Safety Information” section of About This Machine.

CAUTION:

Indicates important safety notes.

Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the “Safety Information” section of About This Machine.

Important

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

Note

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

Reference

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

[]

Indicates the names of keys that appear on the machine's display panel.

[]

Indicates the names of keys on the machine's control panel.

Functions Requiring Optional Configurations

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

Copying onto the Tab Stock: Tab sheet holder

Stack: 3,000Sheet-50Sheet Staple Finisher, booklet finisher, or 3,000Sheet-100Sheet Staple Finisher

Staple: 3,000Sheet-50Sheet Staple Finisher, booklet finisher, or 3,000Sheet-100Sheet Staple Finisher

Staple (Saddle Stitch): Booklet finisher

Punch: 3,000Sheet-50Sheet Staple Finisher, booklet finisher, or 3,000Sheet-100Sheet Staple Finisher

Z-fold: Booklet finisher or 3,000Sheet-100Sheet Staple Finisher, with Z-folding unit

Connect Copy: Copy Connector

Note

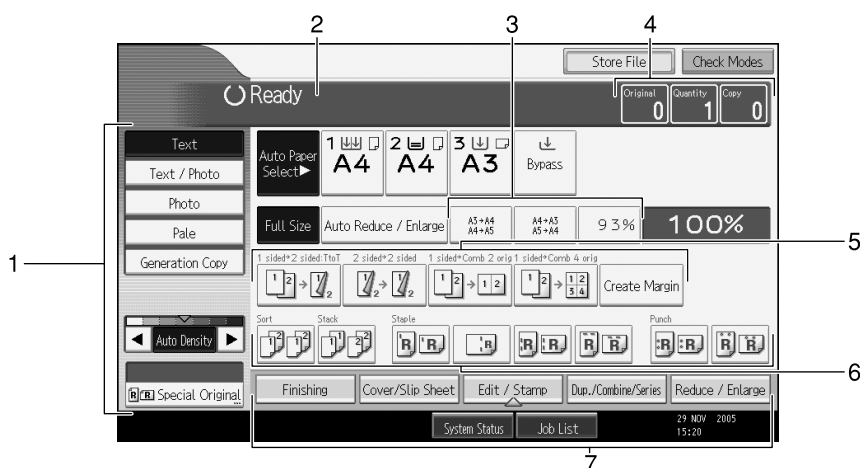
- ☐ The tab sheet holder is required when copying onto tab stock from the paper trays.

Display Panel

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

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

❖ Initial copy display



BFC001S

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 "Reproduction Ratio", General Settings Guide.

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

5. Displays contents of the shortcut keys. You can register frequently used functions in these keys. See "General Features", General Settings Guide.

6. Displays Sort, Stack, Staple, and Punch functions.

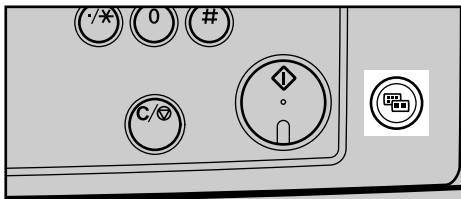
7. Displays available functions. Press a function to display its menu. A clip mark indicates the currently selected function.

Simplified Display

This section explains how to switch to the simplified display.

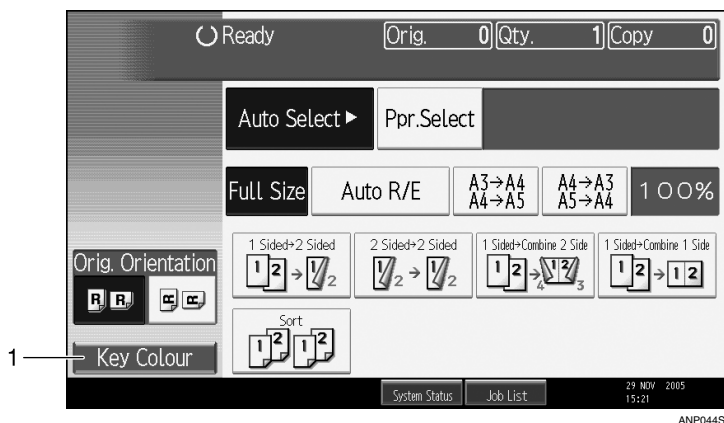
When you press the **[Simplified Display]** key, the screen changes from the initial display to the simplified display.

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



ANP042S

❖ Example of a simplified display



ANP044S

1. [Key Colour]

Press to increase screen contrast.

This is available only for the simplified display.

Note

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

User Tools Menu (Copier and Document Server Features)

This section describes items that can be specified on the copier initial screen. Copier initial screen can be displayed by pressing the **【User Tools/Counter】** key. For more information about how to set up these items, see General Settings Guide.

❖ General Features

Item	Description
Auto Image Density Priority	You can set whether Auto Image Density is “On” or “Off” when the machine is turned on, reset, or modes are cleared.
Copy Quality	You can adjust the copy quality level for each original type.
Image Density	You can adjust the image density level for each original type.
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies.
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies.
Max. Copy Quantity	The maximum copy quantity can be set between 1 and 999.
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 Apply Auto Paper Select is selected.) This function is called “Auto Tray Switching”. This setting specifies whether to use Auto Tray Switching or not.
Paper Display	You can choose to have the available paper trays and sizes shown on the initial display.
Original Type Display	You can have the original types shown on the initial display.
Tone: Original Remains	The beeper (key tone) sounds if you forget to remove originals after copying.
Job End Call	You can choose whether or not the beeper sounds when copying is complete.
Connect Copy Key Display	You can specify whether or not to display the key for Connect Copy.
Switch Original Counter Display	You can select the original counter display.
Customize Function: Copier	You can assign up to six frequently-used functions to Copy Function keys.
Customize Function: Document Server Storage	You can assign up to six frequently-used functions to Document Server Storage keys.
Customize Function: Document Server Print	You can assign up to six frequently-used functions to Document Server Print keys.

❖ Reproduction Ratio

Item	Description
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.
R / E Ratio	You can specify the enlargement and reduction ratios that appear if [Reduce / Enlarge] is pressed on the copier screen.
R / E Ratio Priority	You can set the ratio with priority when [Reduce / Enlarge] is pressed.
Ratio for Create Margin	You can set a Reduce/Enlarge ratio when registering Create Margin in a shortcut key.

❖ Edit

Item	Description
Front Margin: Left / Right	You can specify left and right margins on the front side of copies in Margin Adjustment mode.
Back Margin: Left / Right	You can specify left and right margins on the back side of copies in Margin Adjustment mode.
Front Margin: Top / Bottom	You can specify top and bottom margins on the front side of copies in Margin Adjustment mode.
Back Margin: Top / Bottom	You can specify top and bottom margins on the back side of copies in Margin Adjustment mode.
1 Sided→2 Sided Auto Margin: TtoT	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side. The margin is set to the same value of "Back Margin: Left / Right".
1 Sided→2 Sided Auto Margin: TtoB	In 1 sided to 2 sided Duplex mode, you can specify the margins on the back side. The value set for "Back Margin: Top / Bottom" is used.
Erase Border Width	You can specify the width of the erased border margins with this function.
Erase Original Shadow in Combine	In Combine mode, you can specify whether to erase a 3 mm, 0.1" boundary margin around all four edges of each original.
Erase Centre Width	You can specify the width of the erased centre margins with this function.
Front Cover Copy in Combine	You can make a combined copy on the front cover sheet when you select the Front Cover mode.
Copy Order in Combine	You can set the copy order in Combine mode to Left to Right or Top to Bottom.
Orientation: Booklet, Magazine	You can select the orientation of copies to open when using Booklet or Magazine mode.
Copy on Designating Page in Combine	You can specify whether to make a combined copy on the inserted slip sheets in Desig./Chapter mode.
Image Repeat Separation Line	You can select a separation line using the Image Repeat function from: None, Solid, Broken A, Broken B, or Crop Marks.
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.

Item	Description
Separation Line in Combine	You can select a separation line using the Combine function from: None, Solid, Broken A, Broken B, or Crop Marks.
Copy Back Cover	When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

❖ Stamp

Item	Description
Background Numbering	
Size	You can set the size of the numbers.
Density	You can set the density of the numbers.
Preset Stamp	
Stamp Language	You can select the language of the message printed in Stamp mode.
Stamp Priority	You can select the stamp type given priority when [Preset Stamp] is pressed.
Stamp Format	You can specify how each of stamp is printed. ("COPY", "URGENT", "PRIORITY", "For Your Info.", "PRELIMINARY", "For Internal Use Only", "CONFIDENTIAL", "DRAFT").
User Stamp	
Program / Delete Stamp	You can register, change, or delete these designs as user stamps.
Stamp Format: 1 to 4	You can specify how each of registered User Stamps 1 to 4 is printed.
Date Stamp	
Format	You can select the date format for Date Stamp mode.
Font	You can select the Date Stamp font.
Size	You can set the Date Stamp size.
Superimpose	You can have the Date Stamp printed in white where it overlaps black parts of the image.
Stamp Setting	You can specify how Date Stamp is printed.
Page Numbering	
Stamp Format	You can select the page number format given priority when [Page Numbering] is pressed.
Font	You can select the page number printed in Page Numbering mode.
Size	You can set the size of the stamp printed in Page Numbering mode.
Duplex Back Page Stamping Position	You can set the position of the duplex back page number printed in Duplex mode.
Page Numbering in Combine	You can set page numbering when using the Combine function and the Page Numbering function together.
Stamp on Designating Slip Sheet	You can select to print the page number onto slip sheets when using the Designate function set to [Copy] and the Page Numbering function together.
Stamp Position:P1,P2...	You can specify where to print the stamp.
Stamp Position:1/5,2/5...	You can specify where to print the stamp.

Item	Description
Stamp Position:-1,-2-...	You can specify where to print the stamp.
Stamp Position:P.1,P.2...	You can specify where to print the stamp.
Stamp Position:1,2...	You can specify where to print the stamp.
Stamp Position:1-1,1-2...	You can specify where to print the stamp.
Superimpose	You can have page numbers printed in white where they overlap black parts of the image.
Page Numbering Initial Letter	Switch the page print language.
Stamp Text	
Font	You can select the Stamp Text font.
Size	You can set the Stamp Text size.
Superimpose	You can have the Stamp Text printed in white when it overlaps black parts of the image.
Stamp Setting	You can specify how Stamp Text is printed.

❖ Input / Output

Item	Description
Switch to Batch	You can select to have Batch mode or SADF mode displayed when you press [Special Original] .
SADF Auto Reset	In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time from 3 to 99 seconds in increments of 1 second.
Rotate Sort: Auto Paper Continue	Specify to continue copying when paper of the required orientation has run out during rotate sort.
Copy Eject Face Method in Glass Mode	You can specify the way in which copies are delivered when copying an original placed on the exposure glass.
Copy Eject Face Method in Bypass Mode	You can specify the way in which copies are delivered when copying in Bypass mode.
Memory Full Auto Scan Restart	When memory becomes full while scanning originals, the machine can make copies of scanned originals first, and then automatically proceed scanning remaining originals.
Letterhead Setting	If you select [Yes] in this function, the machine rotates images correctly.
Staple Position	Specify which Top 2 staples or Bottom shown on the initial display with priority.
Punch Type	Specify which punch type (2 holes or 3 holes) has priority to be shown on the initial display.
Simplified Screen: Finishing Types	You can select which key is displayed with higher priority for “Finishing Types” on the Simplified Screen.

❖ Administrator Tools

Item	Description
Menu Protect	Using Menu Protect, you can prevent unauthenticated users from changing the user tools.

1. Placing Originals

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

Originals

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

Sizes and Weights of Recommended Originals

The following describes recommended paper sizes and non-recommended originals for the ADF (Auto Document Feeder):

❖ Metric version

Original location	Original size	Original weight
Exposure glass	Up to A3	-
ADF	One-sided originals: A3  - B6 JIS (Japanese Industrial Standard) 	40-128 g/m ² (35-110 kg)
	Two-sided originals: A3  -B6 JIS 	52-128 g/m ² (45-110 kg)

❖ Inch version

Original location	Original size	Original weight
Exposure glass	Up to 11" × 17"	-
ADF	One-sided originals: 11" × 17"  -5 1/2" × 8 1/2" 	11-34 lb.
	Two-sided originals: 11" × 17"  -5 1/2" × 8 1/2" 	14-34 lb.

Note

-  The maximum number of originals that can be placed in the ADF is about 100 (paper weight is 80 g/m², 20 lb.).
-  The weight range for originals when using Mixed Sizes mode is 52-81 g/m² (13.8-21.5 lb.).

Originals not recommended for the Auto Document Feeder (ADF)

1

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

- Originals other than those specified on “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are still wet with ink or correction fluid

 Note

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

Sizes Detectable by the Auto Paper Select

Sizes detectable by the exposure glass and ADF are:

❖ Metric version

Size	A3 ☐	B4 JIS ☐	A4 ☐ ☐	B5 JIS ☐ ☐	A5 ☐	A5 ☐	B6 JIS ☐ ☐	11" × 17" ☐	8 1/2" × 13" ☐	8" × 13" ☐	8K ☐ ^{*4}	16K ☐ ^{*4}	8 1/4" × 13" ☐	8 1/2" × 11" ☐ ☐
Original location														
Exposure glass	○	○	○	○	○	× ^{*1}	×	×	○ ^{*2}	× ^{*2}	×	×	×	×
ADF	○	○	○	○	○	○	○	× ^{*3}	○	×	○ ^{*3}	○ ^{*3}	×	× ^{*3}

○ : Detectable size × : Undetectable size

^{*1} If you wish to make A5 ☐ detectable from the exposure glass, contact your service representative.

^{*2} You can select from 8 1/2" × 13", 8 1/4" × 13", 8" × 13" with User Tools (System Settings).

^{*3} If you wish to switch to the detectable paper size from 8K ☐ to 11" × 17" ☐, or from 16K ☐ to 8 1/2" × 11" ☐, contact your service representative.

^{*4} 8K: 390 mm - 267 mm, 16K: 267 mm - 195 mm

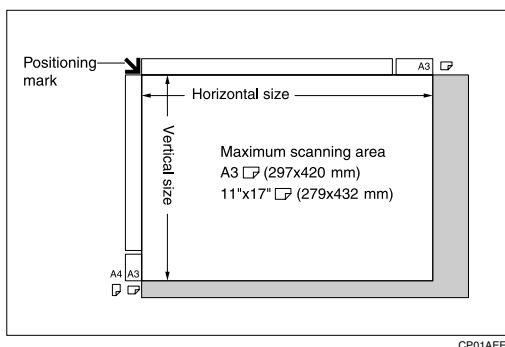
❖ Inch version

Size	A3 ☐	A4 ☐ ☐	11" × 17" ☐	8 1/2" × 14" ☐	8 1/2" × 11" ☐ ☐	5 1/2" × 8 1/2" ☐	8 1/2" × 5 1/2" ☐	11" × 15" ☐	10" × 14" ☐	8" × 10" ☐	8 1/2" × 13" ☐	7 1/4" × 10 1/2" ☐	7 1/4" × 10 1/2" ☐
Original location													
Exposure glass	×	×	○	○	○	×	○	×	×	×	×	×	×
ADF	○	○	○ ^{*1}	○ ^{*1}	○ ^{*1}	○	○	× ^{*1}	○	× ^{*1}	× ^{*1}	× ^{*1}	○

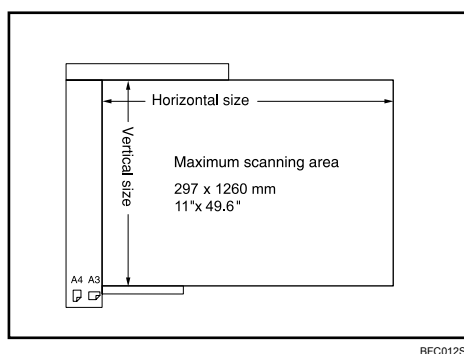
○ : Detectable size × : Undetectable size

^{*1} If you wish to switch to detectable paper size from 11" × 17" ☐ to 11" × 15" ☐, from 8 1/2" × 14" ☐ to 8 1/2" × 13" ☐, from 8 1/2" × 11" ☐ to 8" × 10" ☐, from 8 1/2" × 11" ☐ to 7 1/4" × 10 1/2" ☐, contact your service representative.

❖ Exposure glass



❖ ADF



Note

- ❑ When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly.

Reference

p.23 "Custom sizes"

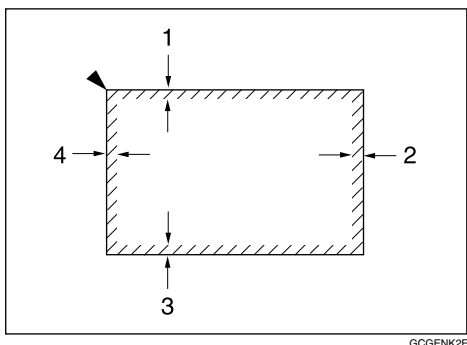
Sizes difficult to detect

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 projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

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



- ① 0.5 mm or more (Max 3.5 mm), 0.02" or more (Max 0.14")
- ② 2 ± 2 mm, $0.08'' \pm 0.08''$
- ③ 2 ± 1.5 mm, $0.08'' \pm 0.06''$
- ④ 4 ± 2 mm, $0.16'' \pm 0.08''$

Placing Originals

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

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

Note

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

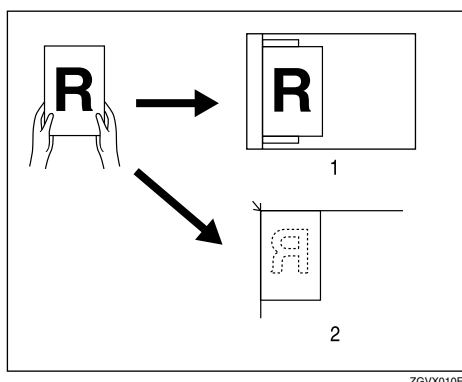
Reference

p.9 “Originals”

Original Orientation

When using the ADF, place the original face up.

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

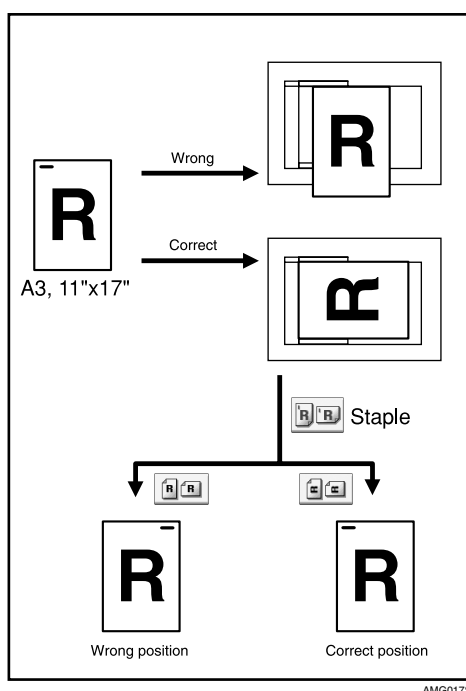


① ADF

② Exposure glass

When copying A3 , B4 JIS , or 11" × 17"  size originals, select  as the Original Orientation. The machine then rotates 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:



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1 Press [Special Original].



2 Select the original orientation ([R/R] or [L/L]), and then press [OK].

Note

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

Placing Originals on the Exposure Glass

Place originals on the exposure glass.

1

Important

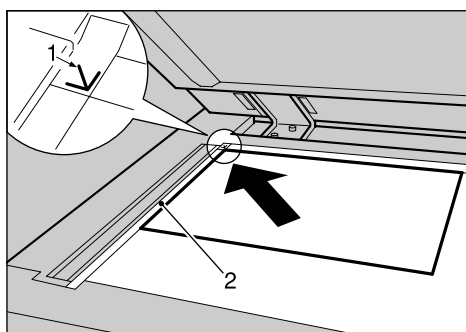
- ☐ Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.

1 Lift the ADF.

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

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

Start with the first page to be copied.



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① Positioning mark

② Left scale

3 Lower the ADF.

Placing Originals in the Auto Document Feeder

Place originals in ADF.

There are four types of special originals. Setting should be made in the following situations:

- ❖ **When placing originals consisting of more than 100 pages:**
See “Batch Mode”.
- ❖ **When placing originals one by one:**
See “SADF Mode”.
- ❖ **When placing originals of various sizes:**
See “Mixed Sizes Mode”.
- ❖ **When placing custom size originals:**
See “Custom sizes”.

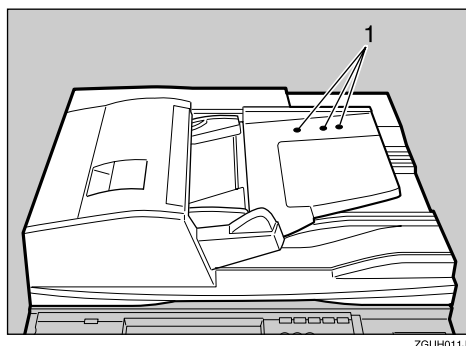
1 Adjust the guide to the original size.

2 Set the aligned originals face up into the ADF.

Do not stack originals beyond the limit mark.

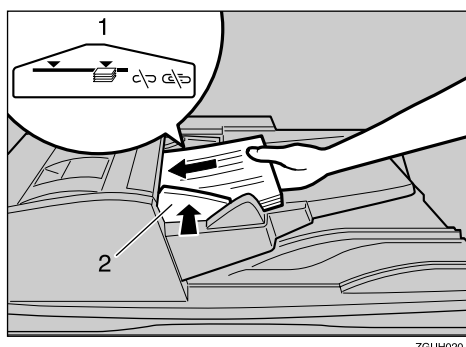
The last page should be on the bottom.

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



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① Sensors



- ① Limit mark
- ② Document guide

Note

- ☐ Straighten curls in the originals before placing them on the ADF.
- ☐ To prevent multiple sheets from being fed at once, fan the original before placing it on the ADF.
- ☐ Set the original squarely.

Reference

- p.19 "Batch Mode"
- p.20 "SADF Mode"
- p.21 "Mixed Sizes Mode"
- p.23 "Custom sizes"

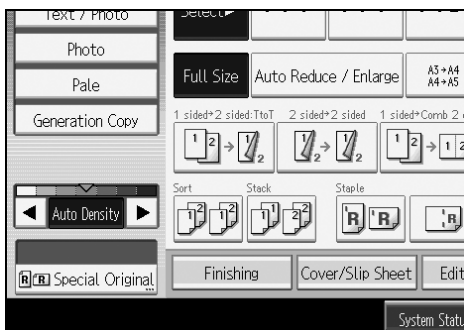
Batch Mode

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

Important

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

1 Press [Special Original].



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

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

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

Note

- ☐ When [SADF] is displayed in step **2**, set [Batch] with [Switch to Batch]. See "Input/Output", General Settings Guide.
- ☐ To copy subsequent originals in this mode, repeat step **4**.
- ☐ When the Sort, Combine or 1 Sided→2 Sided mode has been set, press the [#] key after all originals have been scanned.

Reference

"Input/Output", General Settings Guide

SADF Mode

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

Important

- ☐ You should make a setting so that **[SADF]** is displayed when you press **[Special Original]**. See “Input/Output”, General Settings Guide.

1 Press **[Special Original]**.



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

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

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

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

Note

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

Reference

“Input/Output”, General Settings Guide

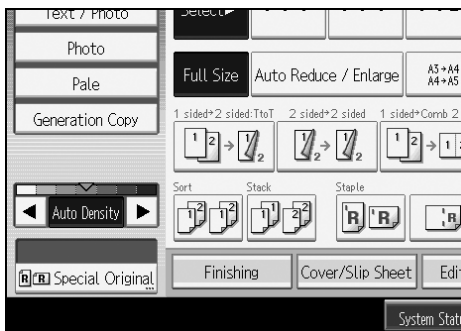
Mixed Sizes Mode

In Mixed Sizes mode, you can place originals of various sizes in the ADF at the same time if their widths are the same.

Important

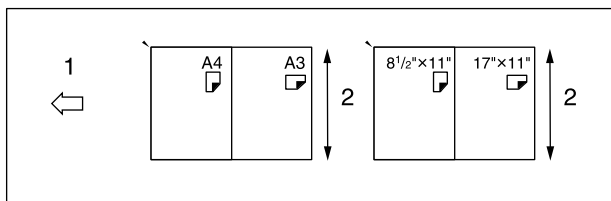
- ☐ When placing originals of different sizes in the ADF and making copies without using the Mixed Sizes mode, paper might become jammed or parts of the original image might not be copied.
- ☐ The sizes of the originals that can be placed in this mode are follows:
 - Metric version
A3  and A4 , B4 JIS  and B5 JIS , A4  and A5 
 - Inch version
11" × 17"  and 8 1/2" × 11" , 8 1/2" × 11"  and 5 1/2" × 8 1/2" 
- ☐ You can place originals of two different sizes in the ADF at the same time.

1 Press [Special Original].



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

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



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- ① Place the originals into the ADF
- ② Vertical size

4 Adjust the guide to the original size.

5 Place originals in ADF.

6 Press the [Start] key.

Original Size

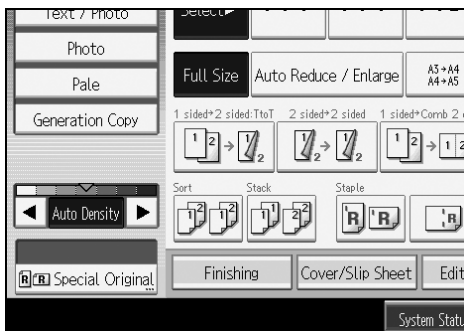
Specify the size of the originals.

1

Regular sizes

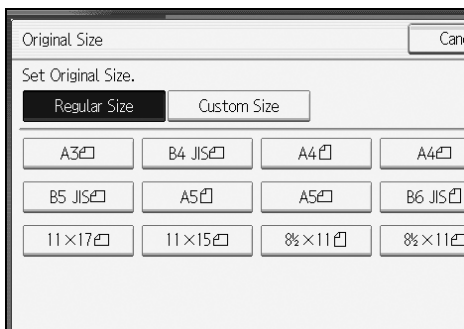
Select the size of the originals from the regular sizes.

1 Press **[Special Original]**.



2 Press **[Original Size]**.

3 Press **[Regular Size]**.



4 Select the size of original, and then press **[OK]** twice.

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

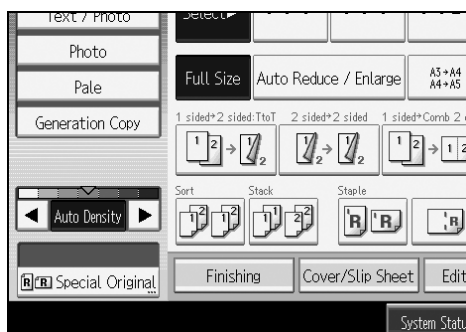
Custom sizes

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

Important

- ☐ Paper that has a vertical length of 128-297 mm (5.1"-11.6") and a horizontal length of 128-1260 mm (5.1"-49.6") can be placed with this function.

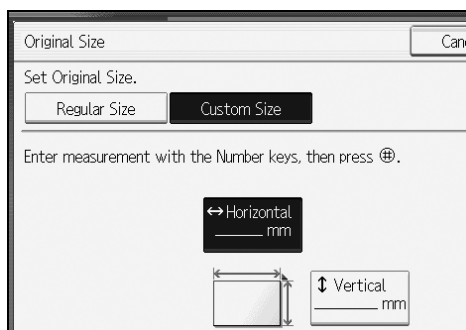
1 Press [Special Original].



2 Press [Original Size].

3 Press [Custom Size].

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



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

6 Press [OK] twice.

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

Note

- ☐ If you make a mistake in step **4** or **5**, press [Clear] or the [Clear/Stop] key in step **4**, and then enter the value again.

2. Copying

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

Basic Procedure

This section describes the basic procedure for making copies.

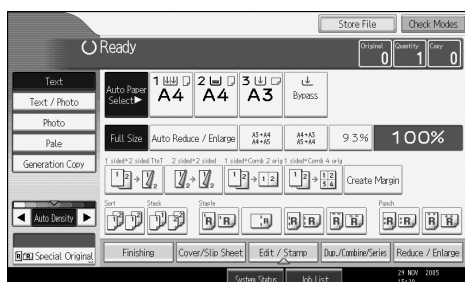
Important

- ❑ When User Code Authentication is set, enter your user code (up to eight digits) with the number keys so that the machine accepts copy jobs. See “Administrator Tools”, General Settings Guide.
- ❑ When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter your login user name and user password so that the machine accepts copy jobs. Ask the user administrator for the login user name and login password. For details, see “When the Authentication Screen is Displayed”, About This Machine.

1 Make sure “Ready” appears on the screen.

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

- Initial copy screen



2 Make sure no previous settings remain.

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

3 Place your originals.

4 Make desired settings.

5 Enter the number of copies using the number keys.

The maximum copy quantity that can be set is 999.

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

The machine starts copying.

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

Note

- ☐ Always log off when you have finished using the machine to prevent unauthorized users from using the machine.
- ☐ To stop the machine during a multi-copy run, press the **[Clear/Stop]** key.
- ☐ To cancel all copy jobs and return the machine to the default condition, press the **[Clear Modes]** key.
- ☐ To clear entered values, press the **[Clear/Stop]** key or **[Cancel]** on the screen.
- ☐ To confirm settings, press **[Check Modes]**.

Reference

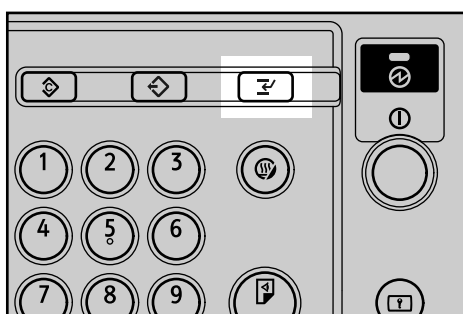
“When the Authentication Screen is Displayed”, About This Machine
 “Administrator Tools”, General Settings Guide

Interrupt Copy

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

Important

- ☐ You cannot use the Interrupt Copy function when fax originals are being scanned or the scanner function is being used.

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

The interrupt key indicator lights. The machine stops scanning.

2 Remove the originals that were being copied.**3** Place the originals you want to copy.**4** Press the **[Start]** key.

The machine starts making copies.

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

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

The interrupt key indicator goes off.

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

Following message “Reset x originals.”, replace the originals that you were copying.

 Note

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

2

Left Original Beeper

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

 Note

- ☐ For details, see “General Features”, General Settings Guide.

 Reference

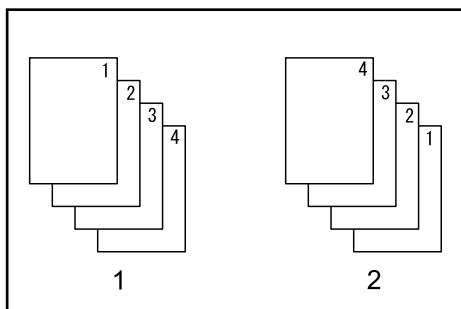
“General Features”, General Settings Guide

Copy Face Up

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

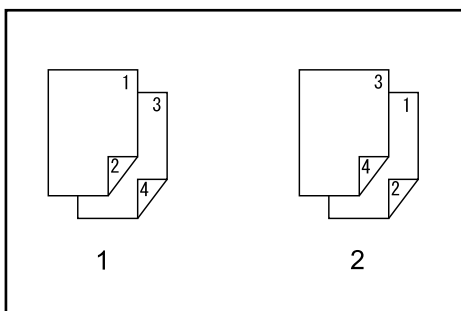
 Important

- ☐ Before using this function, register “Reverse Ejection: Face Up/ Down” as a copy function key. For details, see “General Features”, General Settings Guide.
- 1 Sided originals



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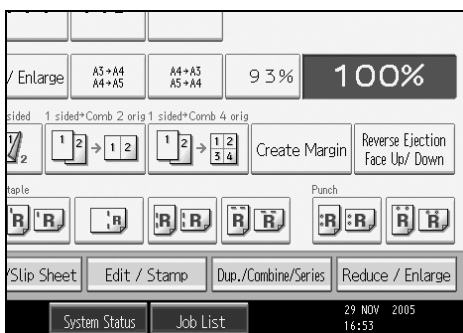
- 2 Sided originals



BFC008S

- ① Face down (same order as original)
- ② Face up (reverse order of original)

1 Press **[Reverse Ejection: Face Up/ Down]**.



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

Note

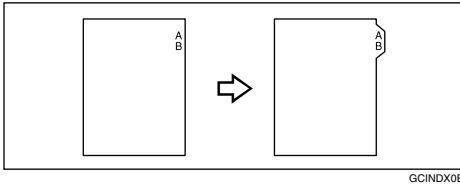
- ☐ For details about the default delivery order setting, see “Supplementary Information”.

Reference

p.185 “Supplementary Information”
 “General Features”, General Settings Guide

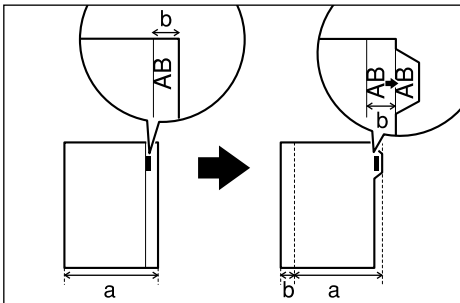
Copying onto Tab Stock

You can copy onto tab stock.



GCINDX0E

Before using this function, set the tray for tab stock and set the position of the index tab. See “Tray Paper Settings”, General Settings Guide.



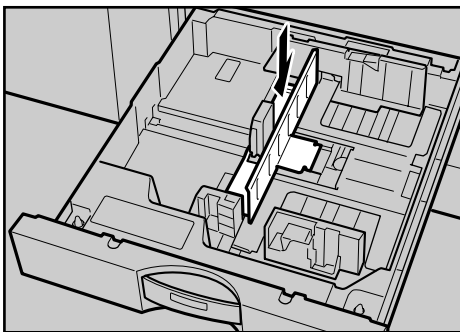
GCINDX1E

a: Original width

b: Index width

Important

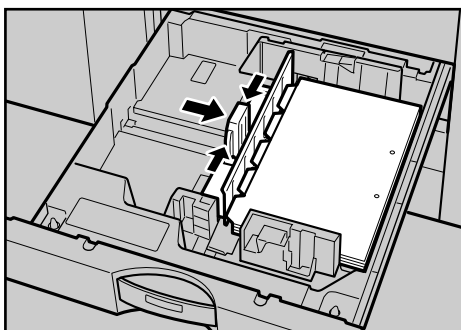
- ☐ The tab stock can be placed in trays 2 and 3.
- ☐ When setting tab stock, always use the optional tab sheet holder.



BFC009S

- ☐ 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 holder will fit the tab stock.



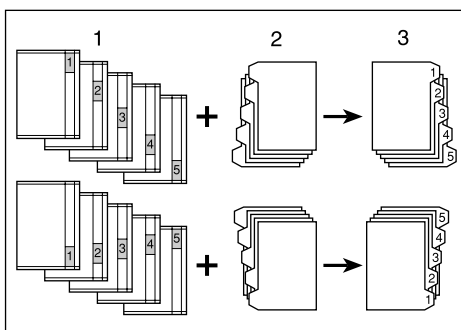
BFC010S

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

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

 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

 Reference

“Tray Paper Settings”, General Settings Guide

Auto Start

Copying starts immediately when the machine is ready.

1 Make your settings while “Select copy mode, then press the Start key.” and “Scanning originals can be started.” are displayed alternately.

2 Place the original.

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

The machine scans the original.

Copying starts automatically once the machine is ready.

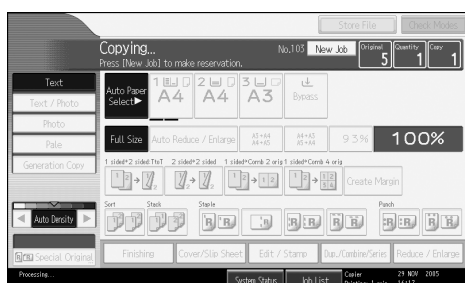
2

Job Preset

You can set up the next copy job in the document server while the current one is processing.

When the current copy job is finished, the next copy job will start automatically.

1 Press **[New Job]** when “Copying...” appears.



2 Be sure message “Ready” appears, and then set up the next copy job.

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

All originals are scanned.

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

4 Press **[Exit]**.

You return to the copy screen.

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

Note

- ☐ You can switch the display to the current copy job by pressing **[To Copying Screen]**. You can switch the display to the preset job by pressing **[To Reserv. Screen]**.
- ☐ Each job stored is allocated a job number that is displayed on the Reserved Job screen.

Job List

Jobs printed using Copy, Document Server, or Printer mode are temporarily stored in the machine, and then executed in order. The Job List function allows you to manage these jobs. For example, you can cancel incorrect job settings or print an urgent document.

2

Note

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

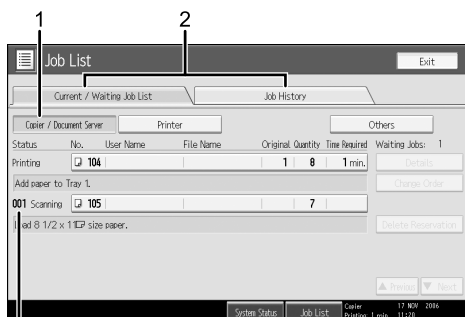
Job List Screen

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

The Job List screen varies depending on whether **[Job Order]** is selected with Print Priority for the System Settings. For details about the setting procedure, see “General Features”, General Settings Guide.

❖ When [Job Order] is not selected:

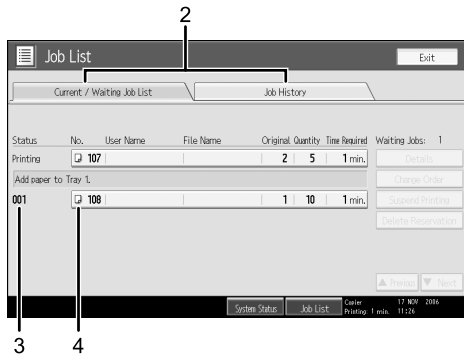
The job list is displayed for each of the functions.



ANP058S

❖ **When [Job Order] is selected:**

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



AMG0385

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



Reference

“General Features”, General Settings Guide

Checking Jobs in the Print Queue

You can check the contents of jobs in the print queue.

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



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

Changing the Order of Jobs

You can change the order in which print jobs in the job list are served.

1 Press [Job List].

2 Select the job whose order you want to change.

3 Press [Change Order].



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



5 Press [OK].

Holding Print Jobs

You can hold jobs that are queued and currently printing.

- 1** Press [Job List].
- 2** Select the job to hold.
- 3** Press [Suspend Printing].

2



The selected job and the jobs that follow it are suspended. “Suspending” is displayed at the left of the jobs in the job list that are suspended.

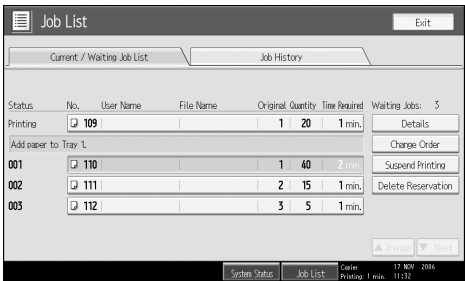
Note

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

Deleting Jobs

You can delete jobs that are queued or currently printing.

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



- 4** Press [Yes].

Note

- ☐ To delete multiple print jobs, select them in step 2.

Checking Job History

You can view the history and contents of printed jobs.

1 Press [Job List].

2 Press [Job History].

A list of completed and canceled print jobs appears.

3 Select the job whose contents you want to check.

4 Press [Details] to check the contents of the displayed jobs.

5 Press [Exit].

Copying from the Bypass Tray

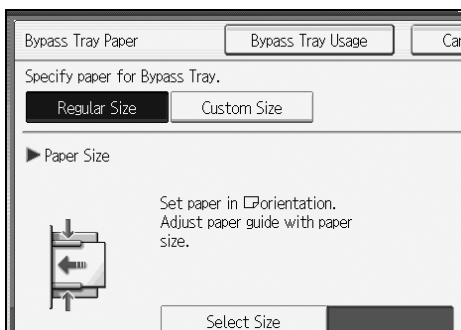
The bypass tray allows you to copy non-standard paper.

Important

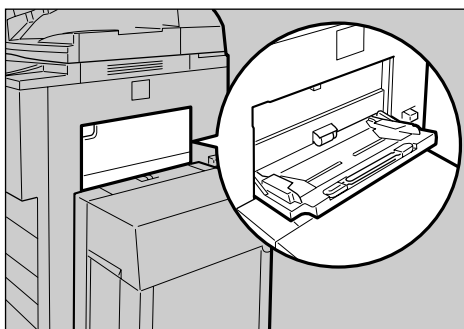
- ☐ The Duplex function cannot be performed on paper fed from the bypass tray. If **[1 Sided→2 Sided]** is selected, cancel the setting. You can also change the initial settings. You can change the initial settings. See “Programming Defaults in Initial Display”.
- ☐ Paper has a vertical length of 100-305 mm (3.9-12 inches) and a horizontal length of 139.7-600 mm (5.5-23.6 inches) can be copied from the bypass tray.
- ☐ The machine can automatically detect the following sizes as standard size copy paper:
 - Metric version: A3, A4, A5
 - Inch version: A3, 11" × 17", 8 1/2" × 14", 5 1/2" × 8 1/2"
- ☐ If you want to use the size of paper other than the above, be sure to specify the size.
- ☐ When copying on OHP transparencies or paper heavier than 105 g/m² (about 27.9 lb.), you need to specify the type and size of paper with “Special Original”.
- ☐ The maximum number of sheets you can load into the bypass tray depend on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.
- ☐ When paper larger than 433 mm (17.1 inches) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.
- ☐ When copying onto special paper such as adhesive labels, always select “Face Up”. If you select “Face Down”, a paper misfeed may occur.
- ☐ If you place originals on the exposure glass and want the copies to be delivered face down, select “Face Down” for both “Copy Eject Face Method in Glass Mode” and “Copy Eject Face Method in Bypass Mode” of User Tools.

❖ [Bypass Tray Usage]

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



1 Open the bypass tray.



ZGUH030J

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

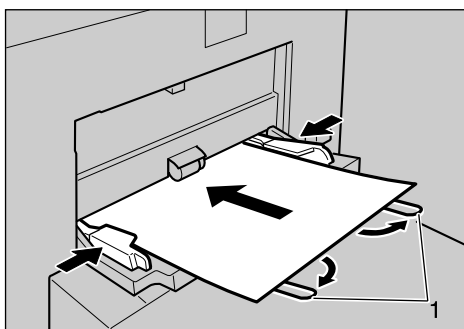
The bypass tray is automatically selected.

If the guide is not flush against the copy paper, images might be skewed or paper misfeeds might occur.

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

Swing out the extender to support paper sizes larger than A4  or 8 1/2" x 11" .

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



ZGUH040J

① Extender

3 Press the [#] key.

4 Select the size and type of the paper.

5 Press [OK].

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

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

Note

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

 Reference

p.142 “Programming Defaults in Initial Display”

When Copying onto Regular Size Paper

Makes copies onto regular size paper from the bypass tray.

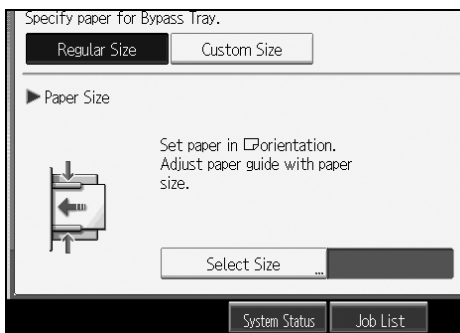
1 Open the bypass tray, and then align the paper guide to the paper size.

2 Insert the paper face-up until you hear the beep.

The bypass tray is automatically selected.

3 Press the [#] key.

4 Press [Select Size].



5 Select the paper size.

6 Press [OK] twice.

When Copying onto Custom Size Paper

Makes copies onto custom size paper from the bypass tray.

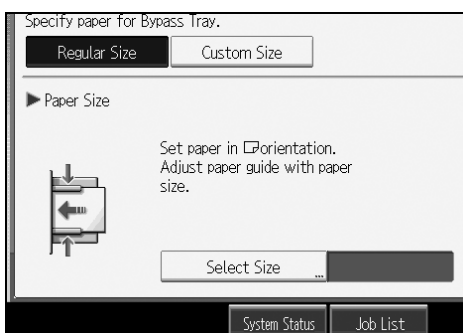
1 Open the bypass tray, and then align the paper guide to the paper size.

2 Insert the paper face-up until you hear the beep.

The bypass tray is automatically selected.

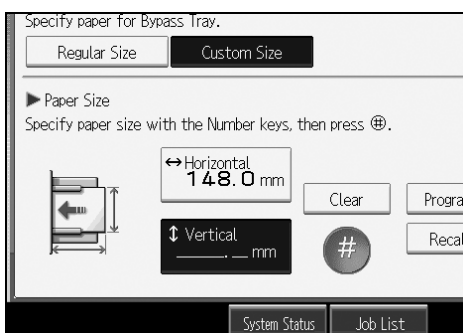
3 Press the [#] key.

4 Press [Custom Size].



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

6 Enter the vertical size of the paper with the number keys, and then press [#].



7 Press [OK].

Note

- ☐ If you make a mistake in step **5** or **6**, press [Clear] or the [Clear/Stop] key, and then enter the value again.
- ☐ To register the custom size entered in step **6**, press [Program] and then press [Exit] in the confirmation screen.

When Copying onto OHP Transparencies

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

Important

- ☐ We recommend that you use specified OHP transparencies.
- ☐ OHP transparencies must be loaded face up in the tray with the notched corner of the sheet in the appropriate corner of the tray.
- ☐ To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- ☐ When copying onto OHP transparencies, remove copied sheets one by one.

1 Open the bypass tray, and then align the paper guide to the paper size.

2 Insert the paper face-up until you hear the beep.

The bypass tray is automatically selected.

3 Press the [#] key.

4 Select paper type ([OHP (Transparency)]) in the Special Paper settings.



5 Select the paper size, and then press [OK] to return to the initial display.

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

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

Note

- ☐ For OHP transparencies, print speed is slower when compared to printing on plain paper.
- ☐ If you have selected [OHP (Transparency)] in "Special Paper", you cannot have copies delivered face down.

When Copying onto Thick Paper

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

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

2

1 Open the bypass tray, and then align the paper guide to the paper size.

2 Insert the paper face-up until you hear the beep.

The bypass tray is automatically selected.

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

4 Press **[Thick Paper]**.

5 Select the paper size.

6 Press **[OK]**.

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

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



Note

- ☐ For thick paper, print speed is slower when compared to printing on plain paper.
- ☐ If you have selected **[Thick Paper]** in “Special Paper”, you cannot have copies delivered face down.

Copier Functions

This section describes the copy functions.

Adjusting Copy Image Density

There are three types of adjustment available.

❖ Auto image density

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

❖ Manual image density

You can adjust the general density of the original in seven increments.

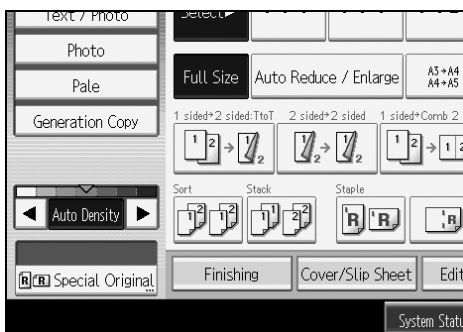
❖ Combined auto and manual image density

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

Auto image density

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

1 Make sure that [Auto Density] is selected.



Manual image density

You can adjust the general density of the original in seven increments.

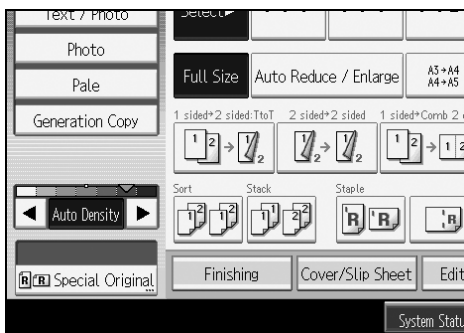
- 1** If [Auto Density] is selected, press [Auto Density] to cancel it.
- 2** Press [◀] or [▶] to adjust the image density. The density indicator “▽” moves.



Combined auto and manual image density

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

- 1** Make sure [Auto Density] is selected.
- 2** Press [◀] or [▶] to adjust the density. The density indicator “▽” moves.



Selecting the Original Type Setting

Select one of the following five types to match your originals:

❖ Text

When originals contain only text (no pictures).

❖ Text/Photo

When originals contain photographs or pictures alongside the text.

❖ Photo

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

- When copying developed photographs.
- When copying photographs or pictures that are printed on paper (e.g. magazines).
- When copying copies or originals generated by printers.

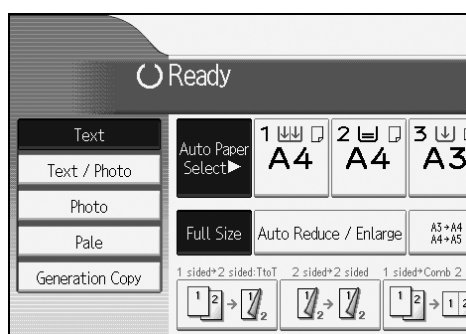
❖ Pale

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.

1 Select the original type.



Note

- ❑ You can select the type of originals shown on the initial screen, when **[Original Type Display]** is set to **[Display]** in **[General Features]** under **[Copier / Document Server Features]**.

Reference

“General Features”, General Settings Guide

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 the original size and the reproduction ratio.

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT).

The following table shows original paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, A5, 8 1/2" × 13"
ADF	A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 8 1/2" × 13", 8K, 16K

❖ Inch version

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

Note

- ❑ Only the paper trays set to **[No Display]** or **[Recycled Paper]** in Paper Type and also set to **[Yes]** in Apply Auto Paper Select in Tray Paper Settings can be selected in Auto Paper Select mode.

Reference

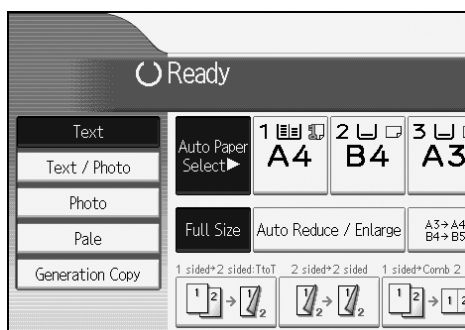
p.10 "Originals not recommended for the Auto Document Feeder (ADF)"
"Tray Paper Settings", General Settings Guide

Auto Paper Select

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

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

Trays with a key mark (🔑) will not be automatically selected. See “Tray Paper Settings”, General Settings Guide.



🔍 Reference

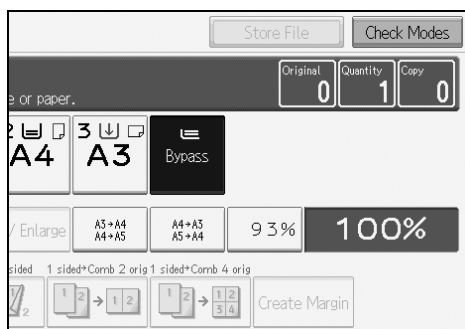
“Tray Paper Settings”, General Settings Guide

Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT).

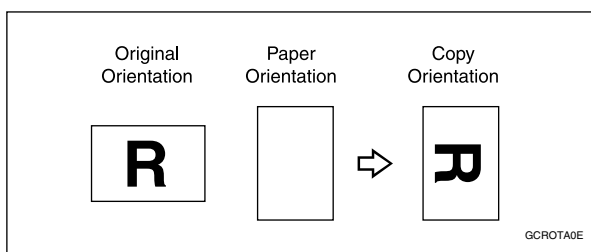
1 Select the tray containing the paper you wish to copy onto: a paper tray, bypass tray or Large Capacity Tray (LCT).

The indicator corresponding to the selected paper tray is highlighted. See “Copying from the Bypass Tray”.



Note

- ❑ If the orientation in which your original is placed (📄 or 📄) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper (rotated copy).



- ❑ This function works when **[Auto Paper Select]** or **[Auto Reduce / Enlarge]** is selected. See “Auto Paper Select” and “Auto Reduce/Enlarge”.
- ❑ The default setting for Auto Tray Switching is **[With Image Rotation]**. You cannot use the Rotated Copy function if this setting is changed to **[Without Image Rotation]** or **[Off]**. See “General Features”, General Settings Guide.
- ❑ Depending on the settings for the Punch, Staple or Z-fold functions, you may not be able to use the Rotated Copy function.

Reference

p.37 “Copying from the Bypass Tray”

p.47 “Auto Paper Select”

p.52 “Auto Reduce/Enlarge”

p.62 “Staple”

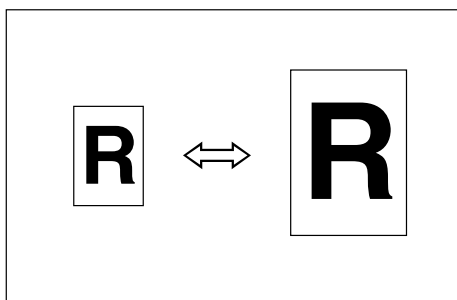
p.65 “Punch”

p.67 “Z-fold”

“General Features”, General Settings Guide

Preset Reduce/Enlarge

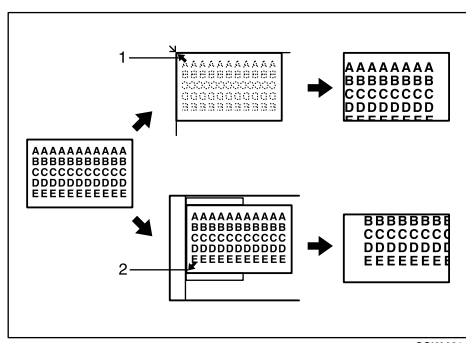
Reduces or enlarges images. You can select a preset ratio for copying.



❖ Base Point

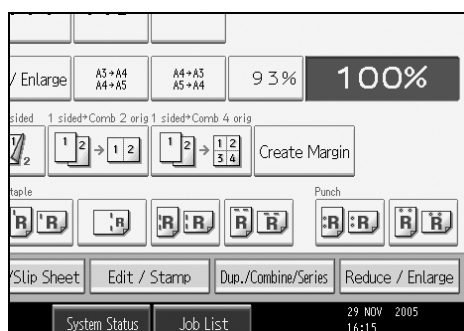
The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set in the ADF, the bottom left corner of the original will be the base point.

Shown below are the resulting copy images that differ depending on how the original is scanned.



- ① Base point when placed on the exposure glass.
- ② Base point when placed in the ADF.

1 Press [Reduce / Enlarge].



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

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

Note

- ☐ To select a preset ratio on the initial display in step 1, press the shortcut reduce/enlarge key and go to step 3.

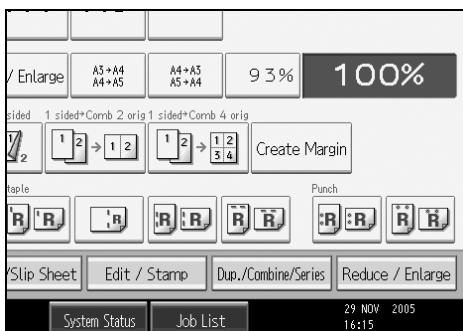
Reference

"Reproduction Ratio", General Settings Guide

Create Margin

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

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



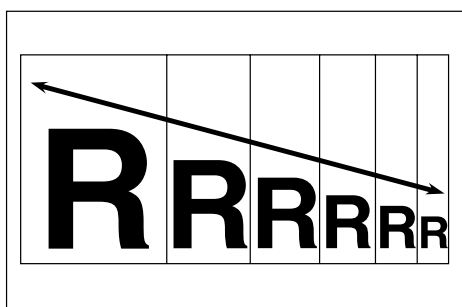
- 2** If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the **[Start]** key.

Reference

“General Features”, “Reproduction Ratio”, General Settings Guide

Zoom

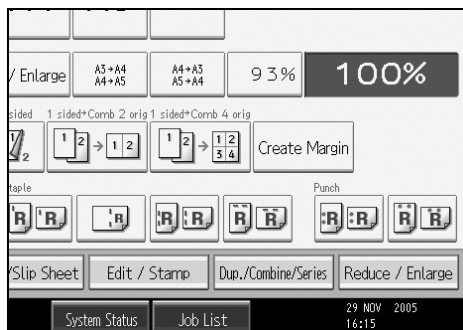
You can change the reproduction ratio in increments of 1%.



Selecting the ratio with [—] and [+]

Select a ratio using [—] or [+].

- 1 Press [Reduce / Enlarge].



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

- 3 Specify the ratio using [—] or [+].

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

- 4 Press [OK].

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

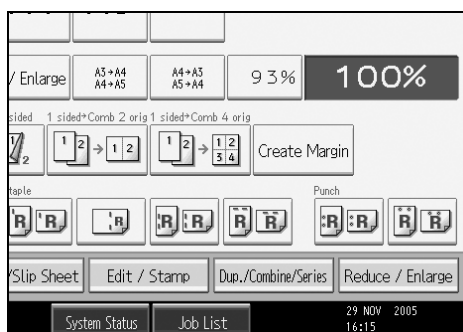
Note

- ☐ If you have incorrectly entered the ratio in step 3, readjust it with [—] or [+].

Entering the ratio with the number keys

Enter a ratio using the number keys.

- 1 Press [Reduce / Enlarge].



- 2 Press [Number keys].

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

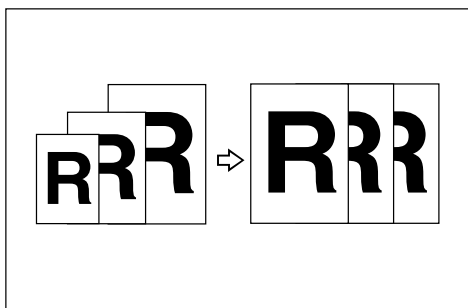
4 Press [OK] twice.

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

Auto Reduce/Enlarge

2

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

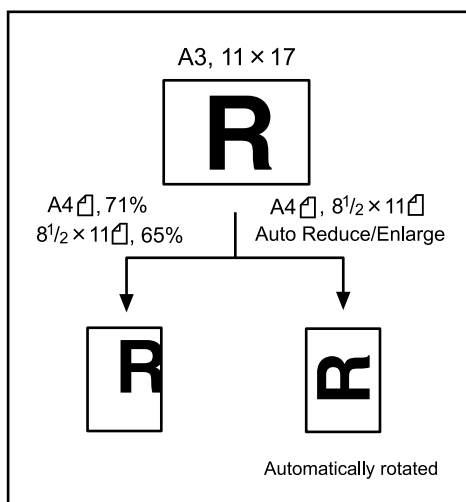


Important

- ☐ You cannot use the bypass tray with this function.
- ☐ If you select a reproduction ratio after pressing [Auto Reduce / Enlarge], [Auto Reduce / Enlarge] is canceled and the image cannot be rotated automatically.

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

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



BDV006S

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

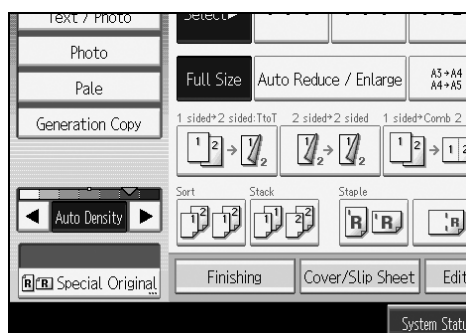
❖ Metric version

Original location	Original size and orientation
Exposure glass	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 8 1/2" × 13"☐
ADF	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐☐, B6 JIS☐☐, 8 1/2" × 13"☐, 8K☐, 16K☐☐

❖ Inch version

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

1 Press [Auto Reduce / Enlarge].



2 Select the paper size.

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

🔍 Reference

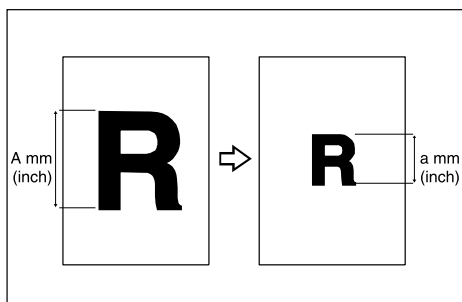
p.11 "Sizes Detectable by the Auto Paper Select"

p.46 "Selecting Copy Paper"

Size Magnification

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

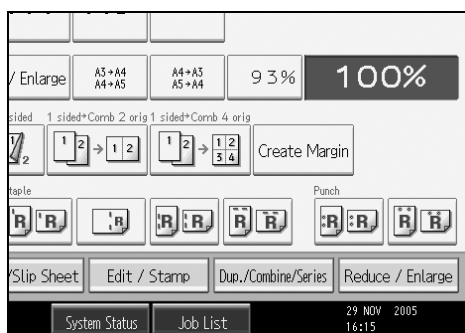
2



ANP059S

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

1 Press [Reduce / Enlarge].



2 Press [Size Magnification].

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

You can enter sizes between 1 to 999 mm (0.1" to 99.9") in 1 mm (0.1") steps.

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

5 Press [OK] twice.

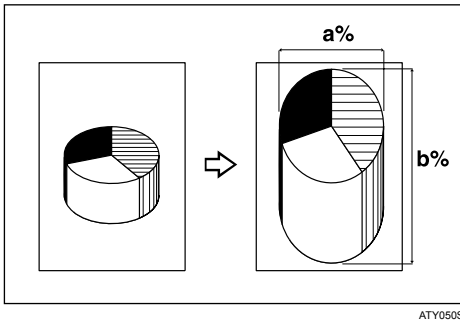
6 Place the originals, and then press the [Start] key.

Note

- ☐ To change the length after pressing the [#] key in step 4, select [Original] or [Copy], and then enter the desired length.

Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually. Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



ATY050S

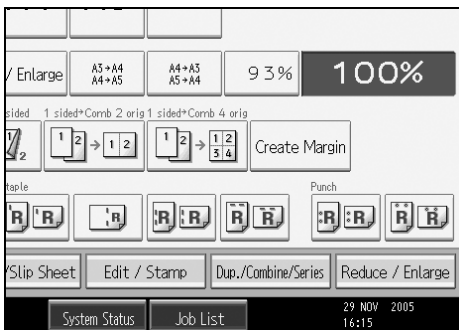
a: Horizontal ratio

b: Vertical ratio

Entering the ratio with the number keys

Enter a ratio using the number keys.

1 Press [Reduce / Enlarge].



2 Press [Direct. Mag. %].

3 Press [Horizontal].

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

5 Press [Vertical].

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

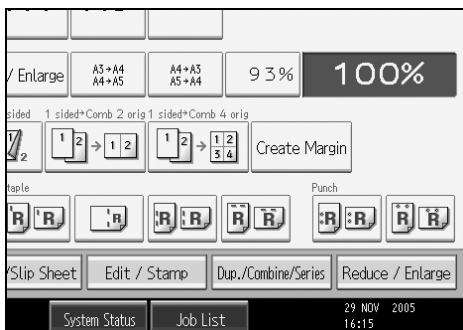
7 Press [OK] twice.

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

Specifying a ratio with [—] and [+]

Specify a ratio using [—] or [+].

1 Press [Reduce / Enlarge].



2 Press [Direct. Mag. %].

3 Press [[+] [—] keys].

4 Press [Horizontal].

5 Specify the desired ratio using [—] or [+].

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

6 Press [Vertical].

7 Specify the desired ratio using [—] or [+].

8 Press [OK] twice.

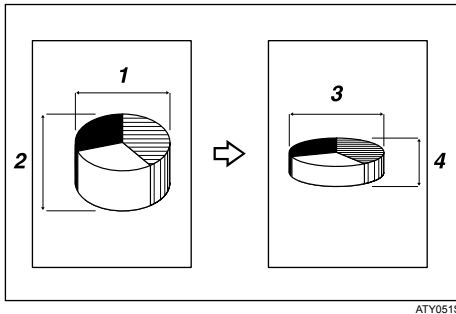
9 Place the originals, and then press the [Start] key.

Note

- ☐ If you have incorrectly entered the ratio in steps **5** or **7**, readjust it with [—] or [+].

Directional Size Magnification (mm)

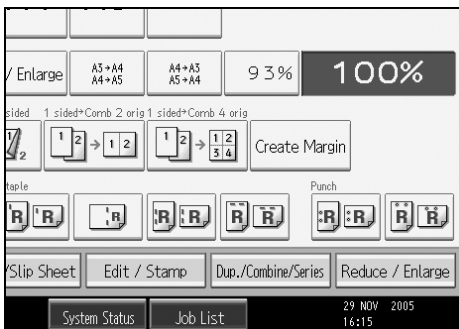
A suitable reproduction ratio is automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



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

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

1 Press [Reduce / Enlarge].



2 Press [Dir. Size Mag. mm].

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

You can enter sizes between 1 to 9999 mm (0.1" to 99.9") in 1 mm (0.1") steps.

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

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

You can enter sizes between 1 to 999 mm (0.1" to 99.9") in 1 mm (0.1") steps.

6 Enter the vertical size of the copy with the number keys, and then press the **【#】** key.

7 Press **[OK]** twice.

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

 Note

- ☐ To change a length in steps **3** to **6**, press the key you wish to change and enter the new value.

Sort

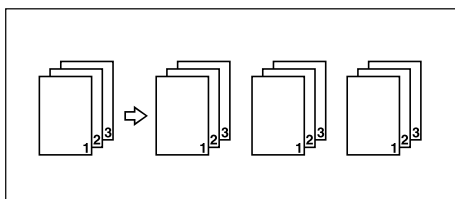
The machine assembles copies as sets in sequential order.

Important

- ☐ To use the Rotate Sort function, two paper trays with paper identical in size and different in orientation ( ) are required. See “Tray Paper Settings”, General Settings Guide.
- ☐ You cannot use the bypass tray with Rotate Sort.

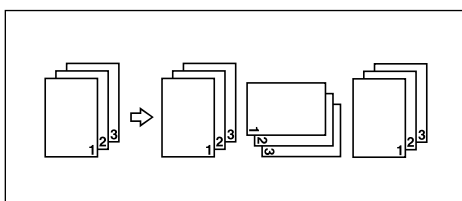
❖ Sort

Copies are assembled as sets in sequential order.



❖ Rotate Sort

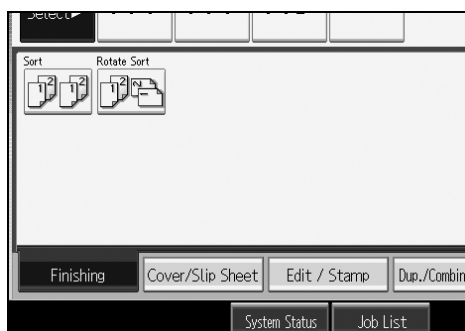
Every other copy set is rotated by 90 degrees ( ) and delivered to the copy tray.



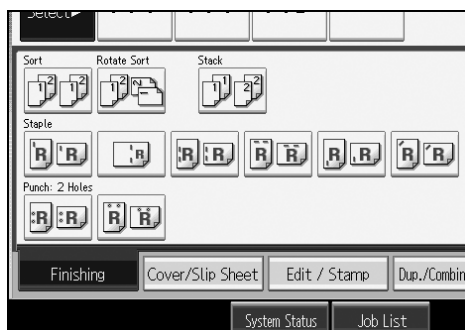
1 Press **[Finishing]**.

2 Select **[Sort]** or **[Rotate Sort]**, and then press **[OK]**.

When a finisher is not installed:



When a finisher is installed:



3 Enter the number of copy sets using the number keys.

4 Place the originals.

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.

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

Note

- ☐ To confirm the type of finishing, press the **[Sample Copy]** key in step **4**.

Reference

"Input/Output", "General Features", "Tray Paper Settings", General Settings Guide

Sample Copy

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

Important

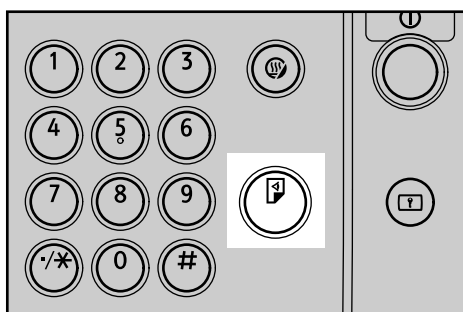
- ☐ This function can be used only when the Sort function is selected.

2

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.



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

The number of copies made is smaller than the specified number by one.

Note

- ☐ If you press **[Suspend]** after checking the results, you can return to step **1**. You can change the settings for Staple, Punch, Duplex (1 Sided → 1 Sided, 1 Sided → 2 Sided), Orientation, Margin Adjust., Cover Sheet, and Designate. However, depending on the combination of functions, you may not be able to change some settings.

Changing the number of sets

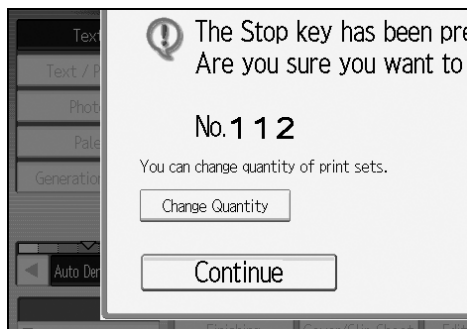
You can change the number of copy sets during copying.

Important

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

1 While “Copying...” is displayed, press the **[Clear/Stop]** key.

2 Press **[Change Quantity]**.



3 Enter the number of copy sets with the number keys, and then press the **[#]** key.

4 Press **[Continue]**.

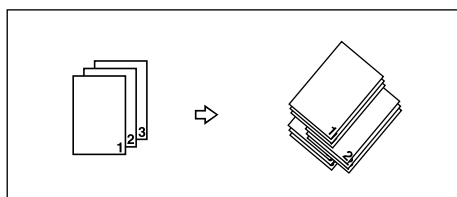
Copying starts again.

Note

- ☐ The range of print copies enterable in step **3** depends on when the **[Clear/Stop]** key is pressed.

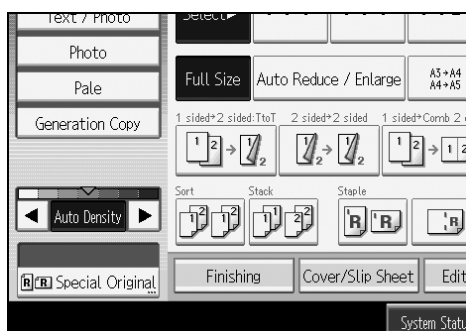
Stack

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 with the number keys.

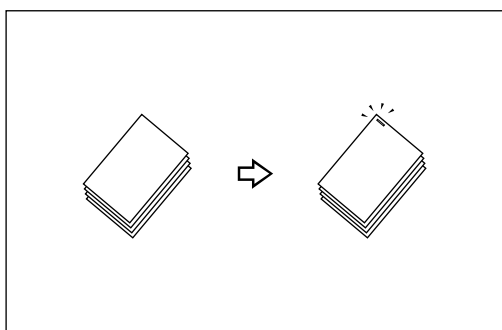
3 Place the originals, and then press the [Start] key.

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.
- ☐ You cannot use the bypass tray with this function.

❖ Original orientation and stapling position

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

When copy paper is identical in size and orientation to the original, the original orientations and staple positions are as follows.

❖ 3,000Sheet-50Sheet Staple Finisher, 3,000Sheet-100Sheet Staple Finisher

		Original logation		Stapling position
		Exposure glass	Document Feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			
	Top 2			

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❖ Booklet finisher

		Original logation		Stapling position
		Exposure glass	Document Feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			
	Top 2			
	Saddle stitch			

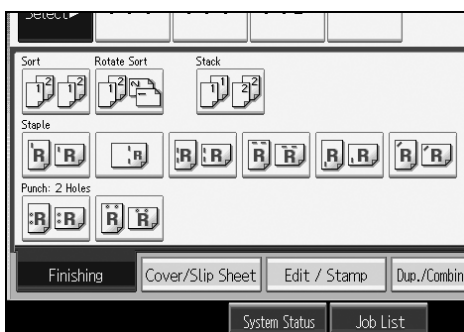
ANP015S

These tables show the stapling positions, not the orientation of delivery.

Not available for vertical Left 2 and horizontal Top 2 for A3, B4 JIS, or 11" × 17" size paper.

1 Press **[Finishing]**.

2 Select one of the stapling positions.



When you select a stapling position, Sort mode is automatically selected.

3 Enter the number of copy sets using the number keys.

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.
- ☐ If you specify Saddle Stitch, you must specify the Magazine function. For details about Magazine, see "Booklet/Magazine".
- ☐ Printing might be slower than normal when using the Staple function of the 3,000Sheet-50Sheet Staple Finisher or the Booklet Finisher on a Type 3 machine.

Reference

p.83 "Booklet/Magazine"

"Input/Output", General Settings Guide

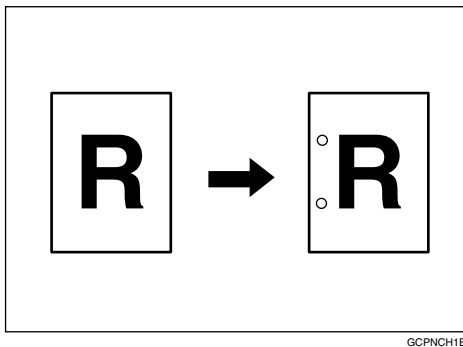
Punch

You can make punch holes in copies.

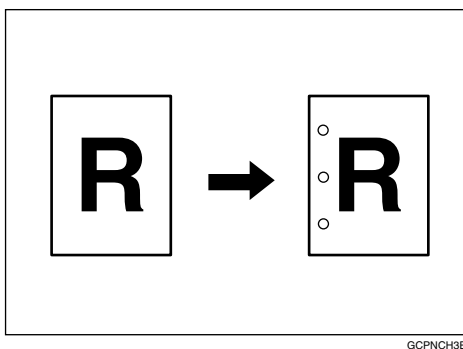
❗ Important

- ❑ The 4-hole punch type is only capable of punching in the 4-hole format.
- ❑ You cannot use the bypass tray with this function.

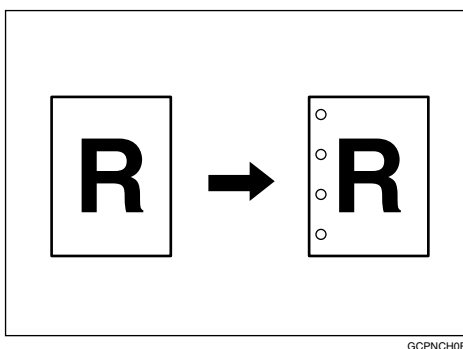
❖ 2 holes



❖ 3 holes



❖ 4 holes



❖ Original orientation and punch hole positions

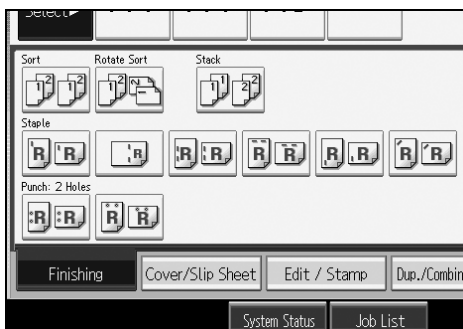
The relationship between the orientation in which you place the original and the punch hole positions is as follows:

		Orientation in which original is set		Punch hole positions
		Exposure glass	ADF	
Standard	2 holes			
				
	3 holes			
				
	4 holes			
				
90° Turn	2 holes			
				
	3 holes			
				
	4 holes			
				

This table shows the punch hole positions, not the orientation of delivery.

Not available for vertical 2 hole left and horizontal 2 hole top for A3, B4 JIS, or 11" × 17" size paper.

- 1** Press [Finishing].
- 2** Select one of the punch hole positions.



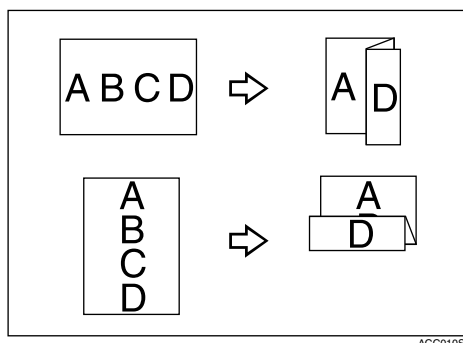
- 3** Place the originals, and then press the [Start] key.

Note

- ☐ Printing might be slower than normal when using the Punch function of the 3,000Sheet-50Sheet Staple Finisher or the Booklet Finisher on a Type 3 machine.

Z-fold

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



ACC010S

Note

- ☐ You cannot use the bypass tray with this function.

Reference

“General Features”, General Settings Guide

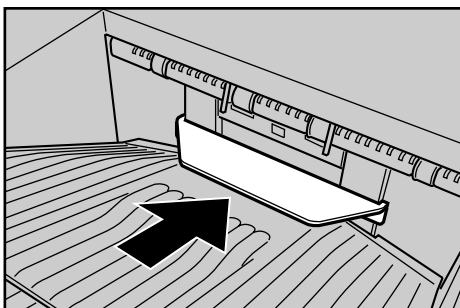
Using the Z-fold support tray

When using the Z-fold function together with the Staple functions, attach the Z-fold support tray to the upper tray or the shift tray of the booklet finisher or the 3,000Sheet-100Sheet Staple Finisher.

❖ 3,000Sheet-100Sheet Staple Finisher

2

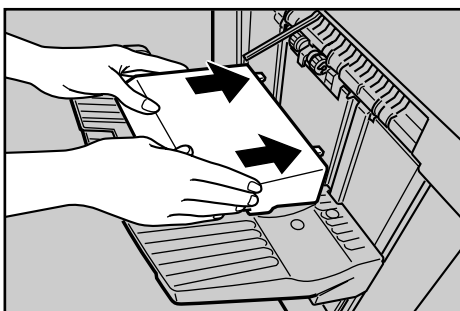
- Finisher upper tray



ANO069S

- Finisher shift tray

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

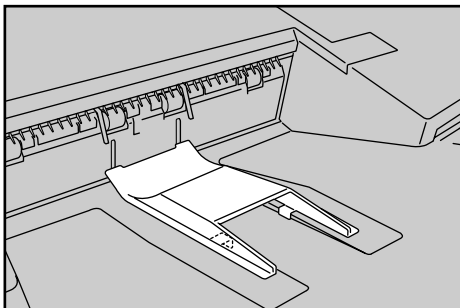


ANO070S

❖ Booklet Finisher

- Finisher upper tray

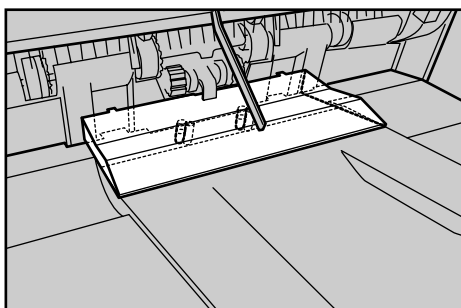
Fit the hooks of the Z-fold support tray into the dents in the finisher's upper tray.



ANO066S

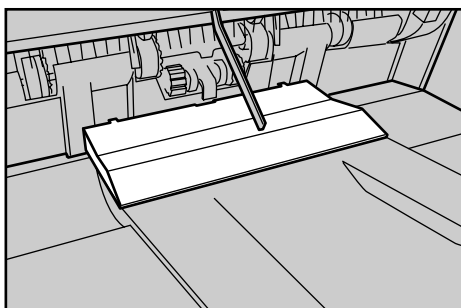
- Finisher shift tray

Open and close the front cover to reset the machine. Fit the hooks of the Z-fold support tray into the holes in the finisher's shift tray while keeping the front cover open.



AN0041S

Close the front cover of the finisher. The Z-fold support tray is lowered to complete the installation.



AN0068S

Note

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

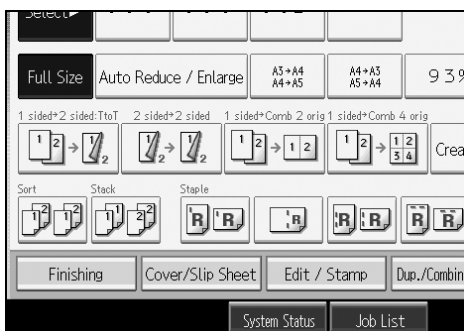
Z-fold positions and Z-folding copies

	Direction in which Original is Set		Direction of fold
	Exposure glass	ADF	
Right fold 			
Bottom fold 			

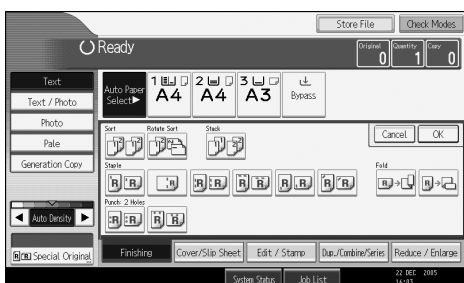
ANP021S

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

1 Press [Finishing].



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



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

Duplex

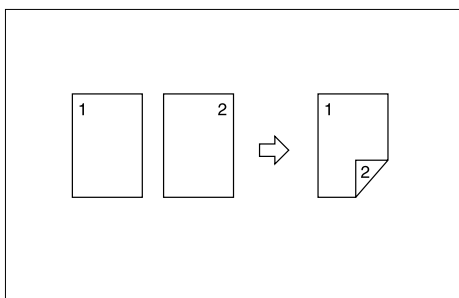
Important

- ☐ You cannot use the bypass tray with this function.
- ☐ The maximum paper weight that can be used with duplex copying is 64-127.9 g/m² (17.1 - 34.1 lb.).

There are two types of duplex copies:

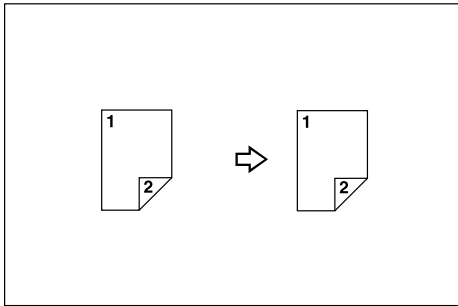
❖ 1 Sided → 2 Sided

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



❖ 2 Sided → 2 Sided

Copies 1 two-sided page onto 1 two sided page.



2

❖ Original orientation and completed copies

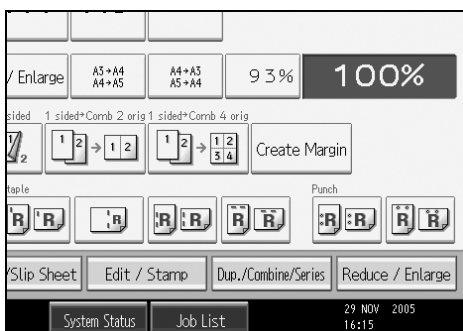
Copy images differ according to the orientation in which you place the originals (□ or ▢).

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

Original	How to place originals	Copy
Vertical 	Standard 	Top to Top
	90° turn 	Top to Bottom
Horizontal 	Standard 	Top to Top
	90° turn 	Top to Bottom

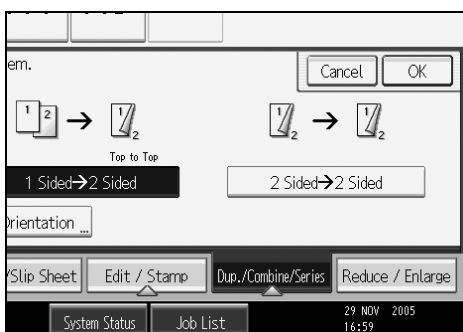
GCRYOU1E

1 Press [Dup./Combine/Series].



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

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



4 Press [OK].

5 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.
- ☐ You can also select "1 Sided→2 Sided" or "2 Sided→2 Sided" directly by pressing the copy function key in step 1. In that case, proceed to step 5.
- ☐ To change originals and copy orientation in step 3, press [Orientation].
- ☐ 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.

Reference

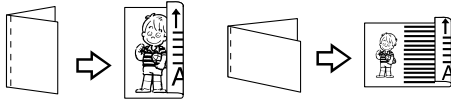
p.93 "Margin Adjustment"

"Edit", General Settings Guide

Originals and copy orientation

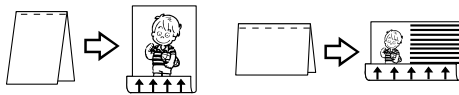
The orientation can be selected when copying Duplex job.

- Top to Top



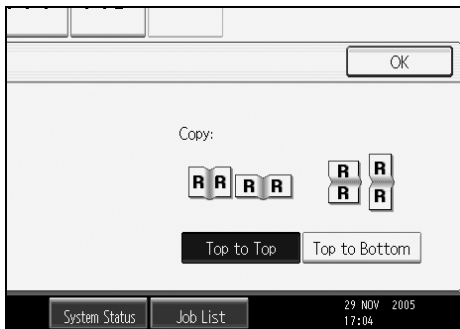
Duplex1

- Top to Bottom



Duplex2

1 Select orientation [Top to Top] or [Top to Bottom], and then press [OK].



Note

- ☐ The default setting is [Top to Top]. You can change the default orientation with Copier Features.

Reference

“General Features”, General Settings Guide

One-Sided Combine

Combine several pages onto one side of a sheet.

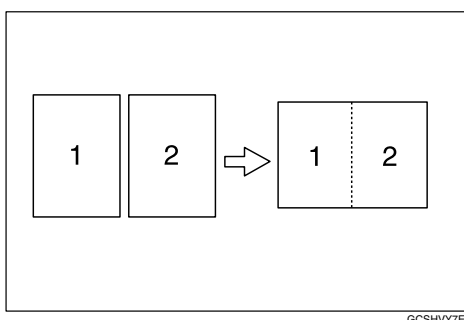
Important

☐ You cannot use the bypass tray with this function.

There are six types of One-Sided Combine.

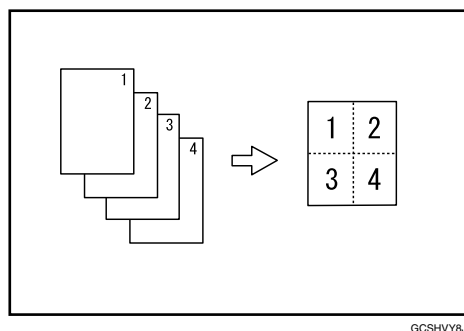
❖ 1 Sided 2 Pages → Combine 1 Side

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



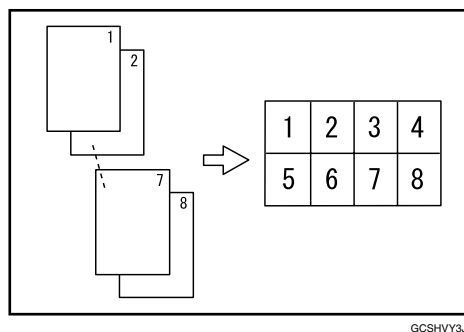
❖ 1 Sided 4 Pages → Combine 1 Side

Copies 4 one-sided originals to one side of a sheet.



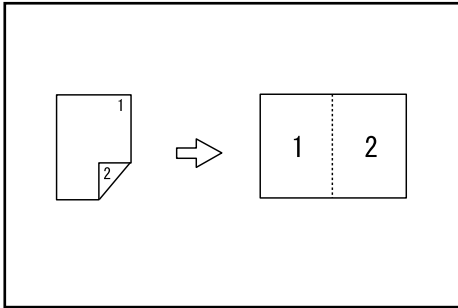
❖ 1 Sided 8 Pages → Combine 1 Side

Copies 8 one-sided originals to one side of a sheet.



❖ **2 Sided 1 Page → Combine 1 Side**

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

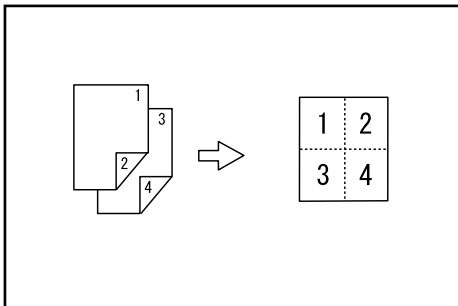


GCSHVYUJ

2

❖ **2 Sided 2 Pages → Combine 1 Side**

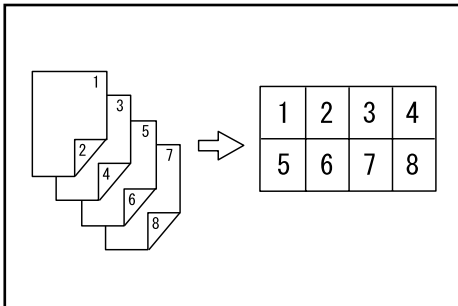
Copies 2 two-sided originals to one side of a sheet.



GCSHVYBJ

❖ **2 Sided 4 Pages → Combine 1 Side**

Copies 4 two-sided originals to one side of a sheet.



GCSHVY4J

Open to left () originals



GC-SH11Y2P



- Originals read from left to right

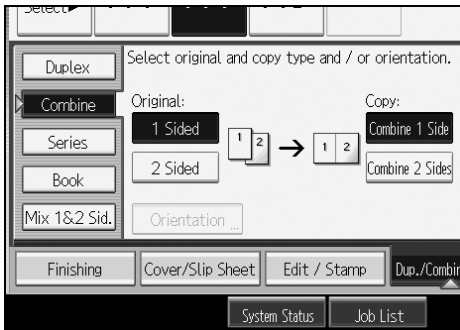


Combine6

[illegible]

76

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



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



Note

- ☐ You can also select [1 sided→Comb 2 orig] or [1 sided→Comb 4 orig] directly by pressing the copy function key in step **1**. In that case, proceed to step **7**.



Reference

p.73 "Originals and copy orientation"
"Edit", General Settings Guide

Two-Sided Combine

Combine various pages of originals into one sheet with two sides.

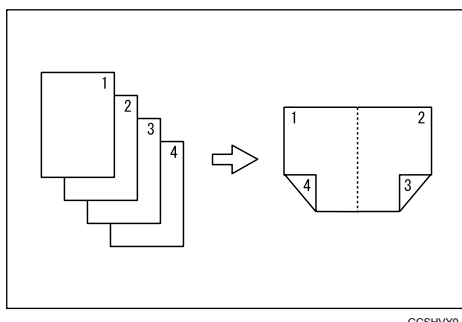
❗ Important

❑ You cannot use the bypass tray with this function.

There are six types of Two-Sided Combine.

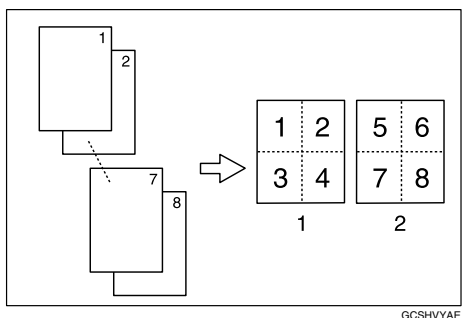
❖ 1 Sided 4 Pages → Combine 2 Sides

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



❖ 1 Sided 8 Pages → Combine 2 Sides

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

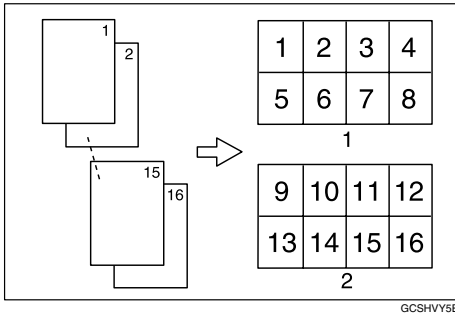


① Front

② Back

❖ 1 Sided 16 Pages → Combine 2 Sides

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

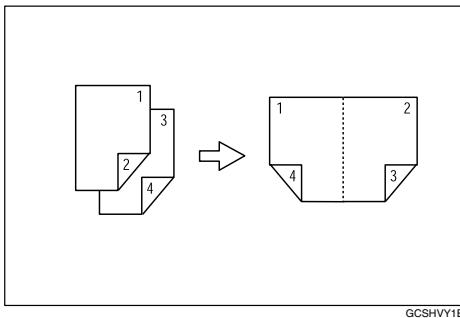


① Front

② Back

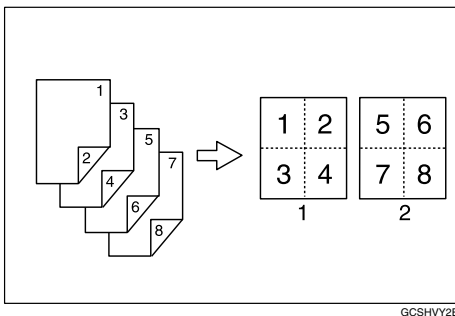
❖ 2 Sided 2 Pages → Combine 2 Sides

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



❖ 2 Sided 4 Pages → Combine 2 Sides

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

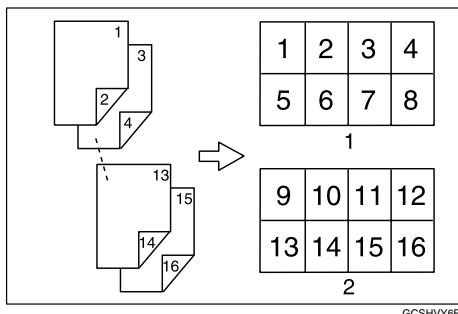


① Front

② Back

❖ 2 Sided 8 Pages → Combine 2 Sides

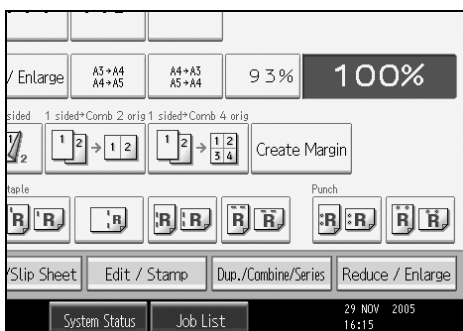
Copies 8 two-sided originals to one sheet with eight pages per side.



① Front

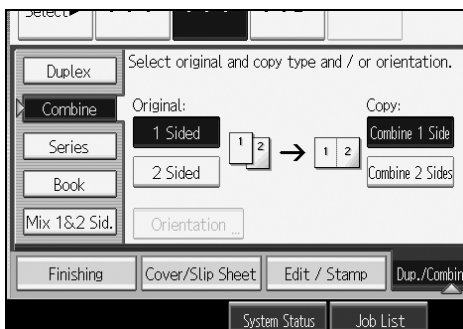
② Back

1 Press [Dup./Combine/Series].



2 Press [Combine].

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



4 Select the number of originals to combine.

5 Select the paper size.

6 Press [OK].

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

Reference

p.73 “Originals and copy orientation”

“Edit”, General Settings Guide

Series Copies

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

Important

- ☐ You cannot use the Book → 1 Sided function from the ADF.
- ☐ The following table shows the paper sizes of two facing pages of a bound original (book) and one-sided copy (when copying at a ratio of 100%).

❖ Metric version

Original	Paper for 1-sided copy
A3 	A4  × 2 sheets
B4 JIS 	B5 JIS  × 2 sheets
A4 	A5  × 2 sheets

AMA020S

❖ Inch version

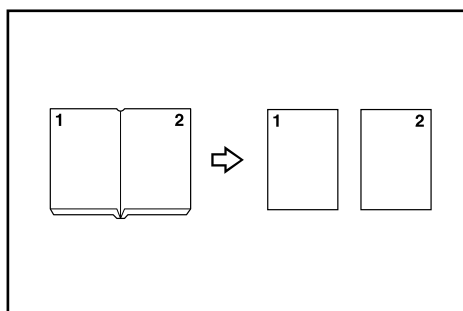
Original	Paper for 1-sided copy
11" × 17" 	8 1/2 × 11"  × 2 sheets
8 1/2 × 11" 	5 1/2 × 8 1/2"  × 2 sheets

AMA027S

There are two types of Series Copies.

❖ Book → 1 Sided

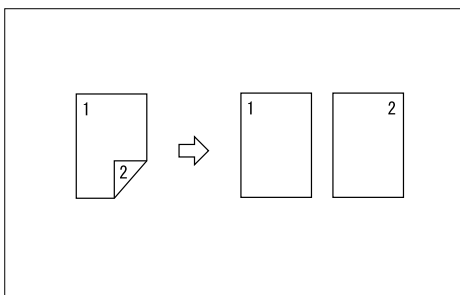
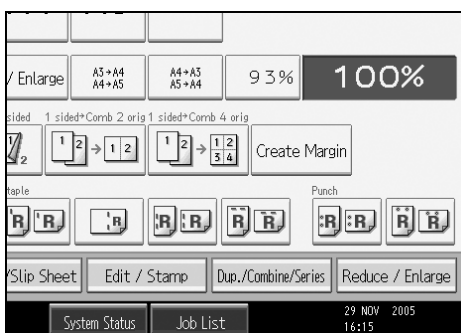
You can make one-sided copies from two facing pages of a bound original (book).



CP2B0100

❖ **2 Sided → 1 Sided**

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

**1** Press **[Dup./Combine/Series]**.**2** Press **[Series]**.**3** Select **[2 Sided→1 Sided]** or **[Book→1 Sided]**, and then press **[OK]**.

If you selected **[2 Sided→1 Sided]**, you can change the orientation.

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

- ☐ If you selected **[Book→1 Sided]**, press the **[#]** key after all originals have been scanned.

Booklet/Magazine

Copies two or more originals in page order.

Important

- ☐ You cannot use the bypass tray with this function.
- ☐ Before using this function, select **[Open to Left]** or **[Open to Right]** with **[Orientation: Booklet, Magazine]** in advance. See “Edit”, General Settings Guide.

The following table shows the paper sizes for Book → 2 Sided (when copying at a ratio of 100%).

❖ Metric version

Original	Paper
A3 	A4  (2-sided)
B4 JIS 	B5 JIS  (2-sided)
A4 	A5  (2-sided)

BFC002S

❖ Inch version

Original	Paper
11" × 17" 	8 1/2" × 11"  (2-sided)
8 1/2" × 11" 	5 1/2" × 8 1/2"  (2-sided)

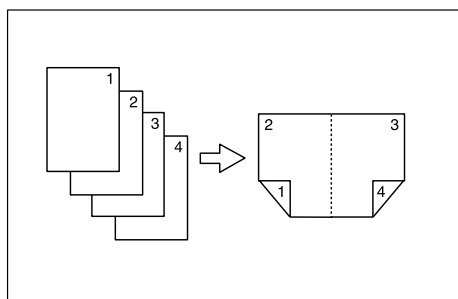
BFC003S

There are six types of Booklet/Magazine.

❖ 1 Sided → Booklet

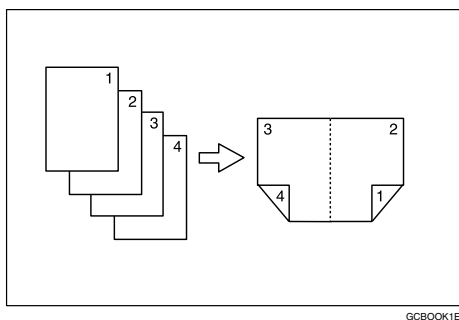
Make copies in page order for a folded booklet as shown.

- Open to left



GCBOOK0E

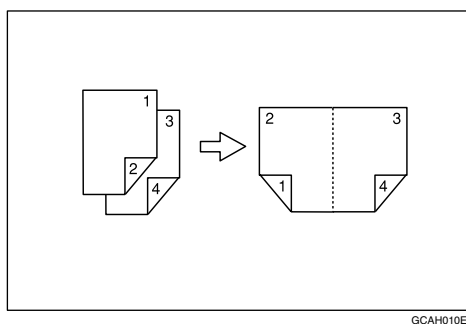
- Open to right



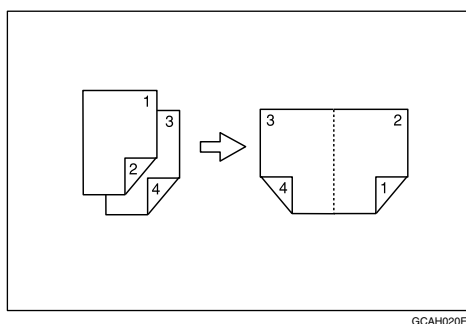
❖ 2 Sided → Booklet

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

- Open to left



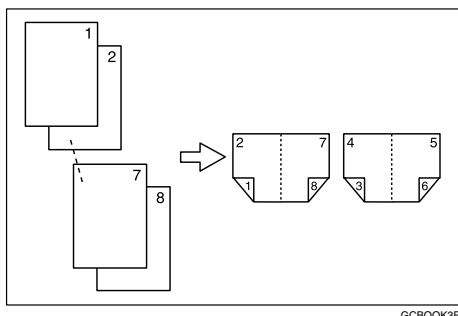
- Open to right



❖ 1 Sided → Magazine

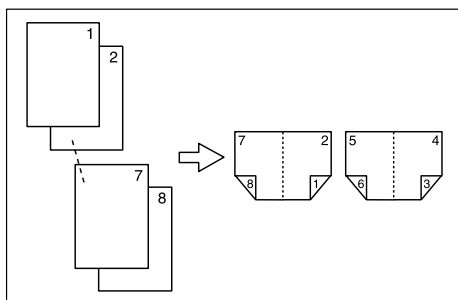
Copies two or more originals to make copies in page order when they are folded and stacked.

- Open to left



GCBOOK3E

- Open to right

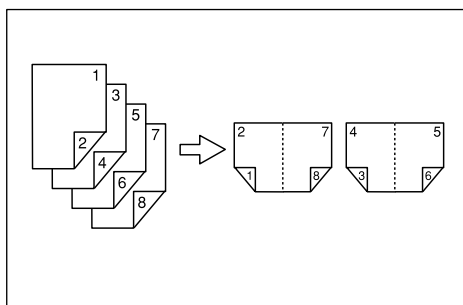


GCBOOK4E

❖ 2 Sided → Magazine

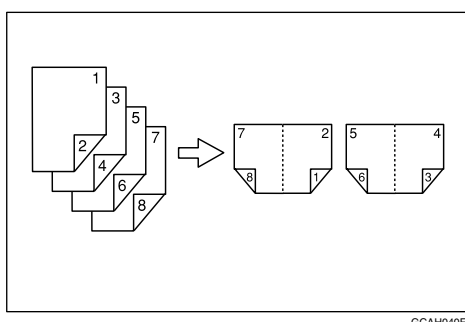
Copies two or more originals of two-sided to make copies in page order when they are folded and stacked.

- Open to left



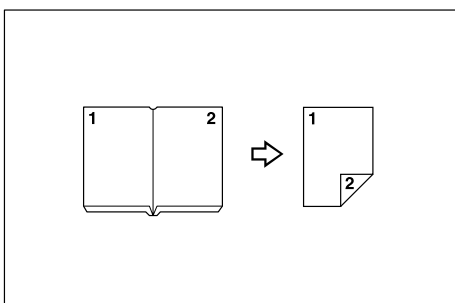
GCAH030E

- Open to right



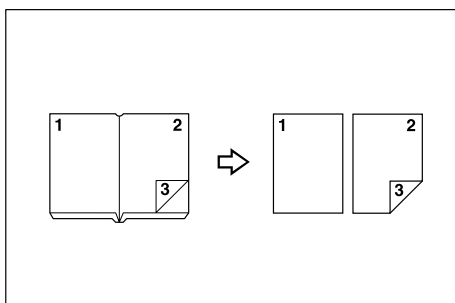
❖ **Book → 2 Sided**

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



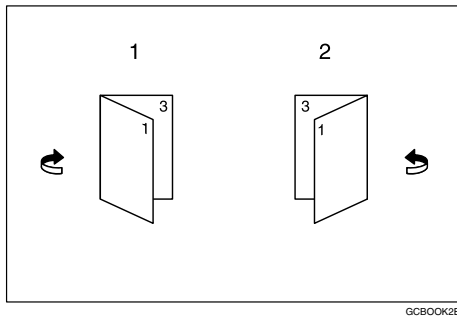
❖ **Front & Back → 2 Sided**

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



❖ How to fold and unfold copies to make a booklet

As shown below, fold a copy along the centreline, and open.

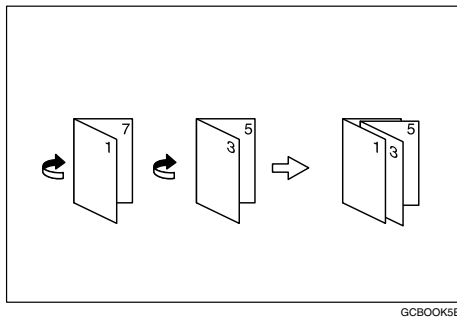


- ① Open to left
- ② Open to right

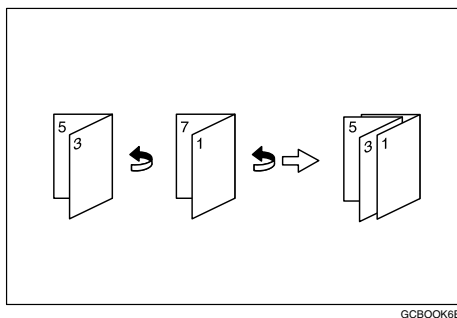
❖ How to fold and unfold copies to make a magazine

As shown below, fold and stack copies to make a magazine, and open.

- Open to left



- Open to right



The screenshot shows the software interface with a 100% zoom level. The 'Stamp' area contains a sequence of stamps: a '1/2' stamp, followed by a '1 2' stamp, then a '1 2' stamp with a '3/4' stamp below it, and finally a 'Create Margin' button. The 'Punch' area contains a series of 'R' stamps. The 'Slip Sheet' area contains a 'Edit / Stamp' button, a 'Dup./Combine/Series' button, and a 'Reduce / Enlarge' button. The bottom status bar shows the date '29 NOV 2005' and the time '16:15'.

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

5 Press [OK].

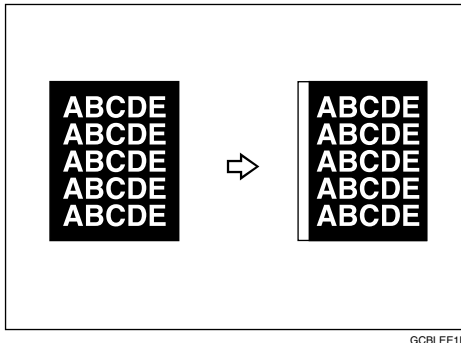
6 Place the originals, and then press the **[Start]** key.

- ❑ 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.
- ❑ The machine sets the reproduction ratio automatically to meet the paper size.

“Edit”, General Settings Guide

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.

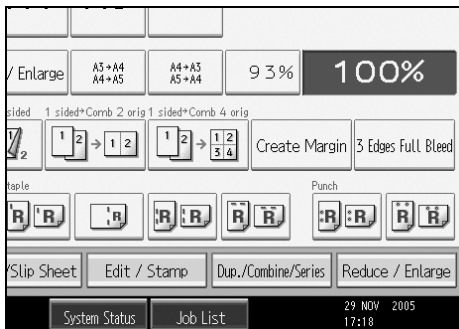


2

Important

- Before using this function, register **[3 Edges Full Bleed]** as a copy function key. See “General Features”, General Settings Guide.

1 Press [3 Edges Full Bleed].



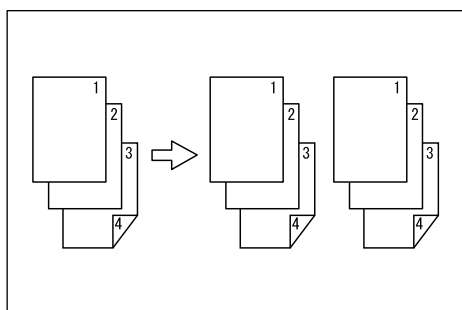
2 Place the originals, and then press the [Start] key.

Reference

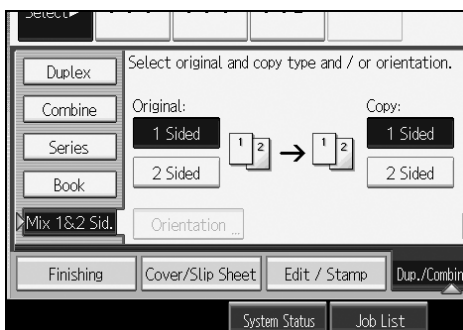
“General Features”, General Settings Guide

Mix 1 & 2 Sided

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



- 1** Press **[Dup./Combine/Series]**.
- 2** Press **[Mix 1&2 Sid.]**.
- 3** Select **[1 Sided]** or **[2 Sided]** for the original.



If you select **[2 Sided]**, you can select the orientation.

- 4** Select **[1 Sided]** or **[2 Sided]** for the copy.
- 5** Place the originals, and then press the **[Start]** key.
- 6** If you specify **[2 Sided]** for either the originals or copies, press **[Change Setting]** if the number of originals that you want to scan is odd, or if you want to change the settings for the next originals.

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

Note

- ☐ When placing originals on the exposure glass or in the ADF using the Batch function, press the **[#]** key after all the originals have been scanned.
- ☐ When making two or more copies with the ADF, specify Batch mode. For details about Batch mode, see "Batch Mode".

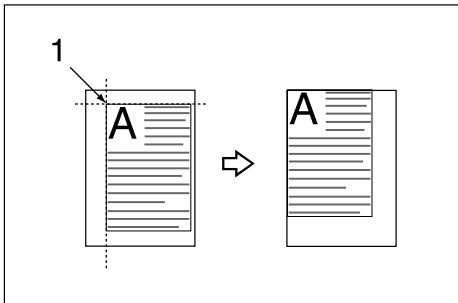


Reference

p.19 "Batch Mode"

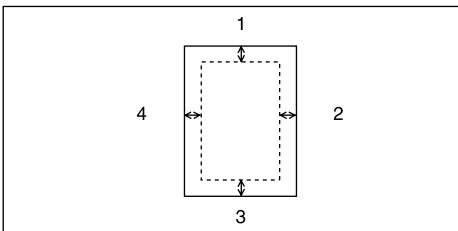
Scan Position

You can move the scanning position of originals.



① Point from which the machine begins scanning

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



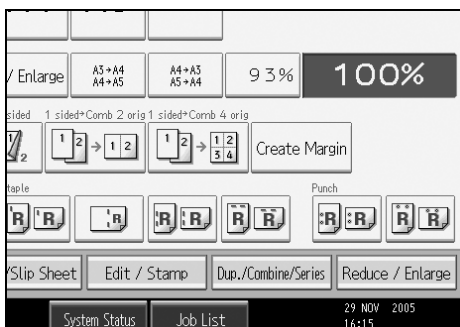
① Top: 0 - 30 mm, 0" - 1.2"

② Right: 0 - 30 mm, 0" - 1.2"

③ Bottom: 0 - 30 mm, 0" - 1.2"

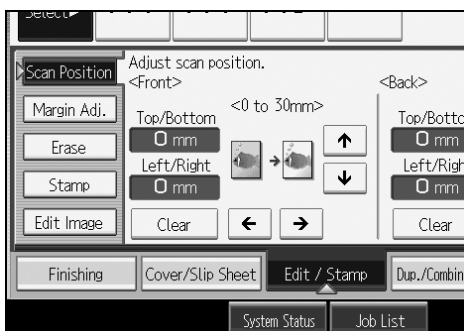
④ Left: 0 - 30 mm, 0" - 1.2"

1 Press [Edit / Stamp].



2 Press [Scan Position].

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



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

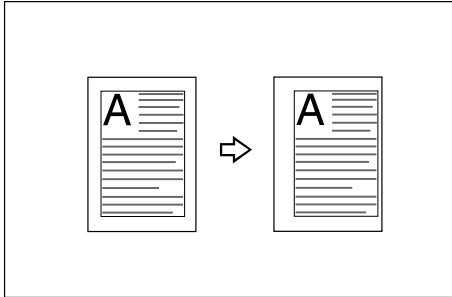
- 5** Place the originals, and then press the [Start] key.

Note

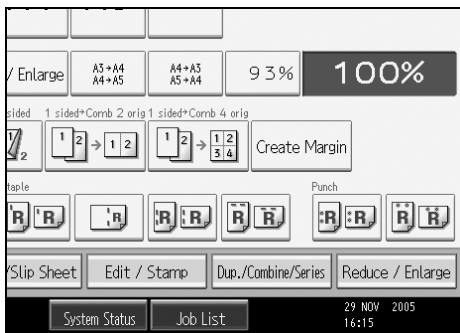
- ☐ If you make a mistake, press [↑], [↓], [←], [→], or press [Clear] to set a new value.
- ☐ If you don't need to set the scanned position of the back of the original in step **4**, press [OK] and go to step **5**.
- ☐ The scanning position for the back is valid only when you are copying 2-sided originals.

Margin Adjustment

You can make a binding margin.



1 Press [Edit / Stamp].



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

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

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

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

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

Note

- ☐ You can set the binding margin up to 30 mm (1.2 inches) in 1 mm (0.1 inch) increments.
- ☐ If you make a mistake, press [←], [→], [↓], [↑], or press [Clear] to set a new value.
- ☐ If you do not need to specify the margins for the back side pages in step **3**, press [OK] and proceed to step **5**.



Reference

"Edit", General Settings Guide

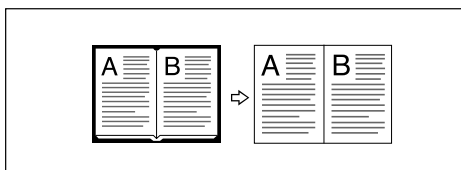
Erase

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

This function comes in the following modes:

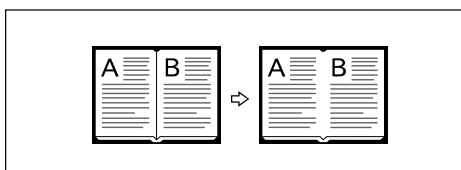
❖ Border

Erases the original's edge margin from the copy.



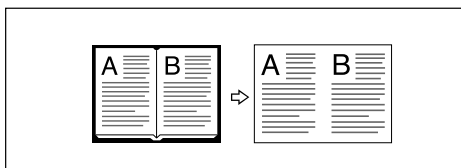
❖ Centre

Erases the original's centre margin from the copy.



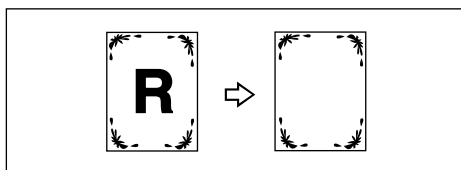
❖ Centre/Border

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



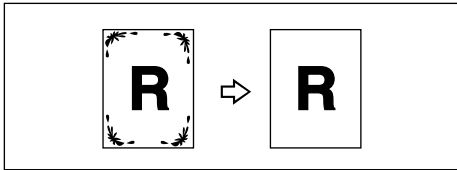
❖ Inside

Erases a designated area of the copy image.



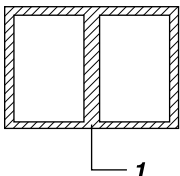
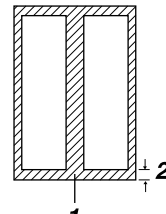
❖ Outside

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



Note

- ☐ The erase width is set to 10 mm (0.4 inch) as a default. You can change this setting with Edit under User Tools Menu (Copier and Document Server Features).
- ☐ The relationship between the original orientation and the erased part is as follows:

 original	 original
	

- ① Erased part
- ② 2-99 mm (0.1"-3.9")

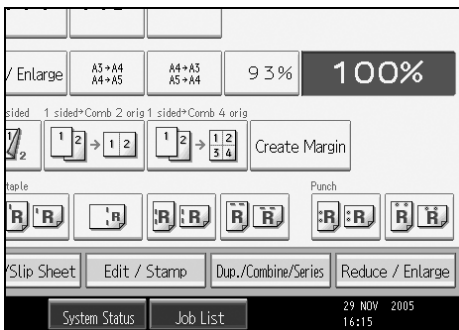
Reference

"Edit", General Settings Guide

Border Erase (same width)

This mode erases the edge margin of the original image.

1 Press [Edit / Stamp].



2 Press [Erase].

3 Press [Erase Centre / Border].

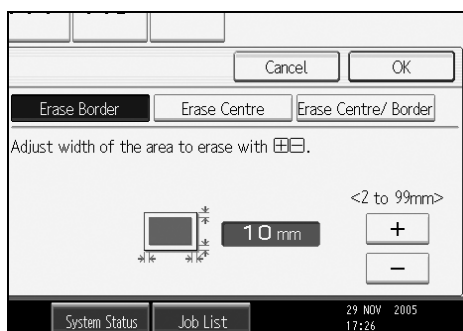
4 Press [Same Width].

5 Set an erase border width with **[+] or **[-]**.**

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

If you select to erase the image on the back of the original, press **[2 Sided Setting]** and **[Back]**.

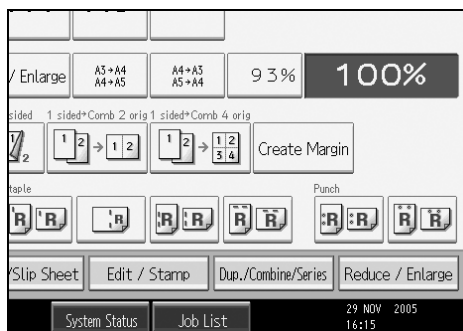
Erasing the image on the back is valid when you copy 2-Sided originals.

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

- ☐ To change the value entered in step **5**, press **[+]** and **[-]** to set a new value.

Border Erase (different width)

This mode erases the edge margin of the original image.

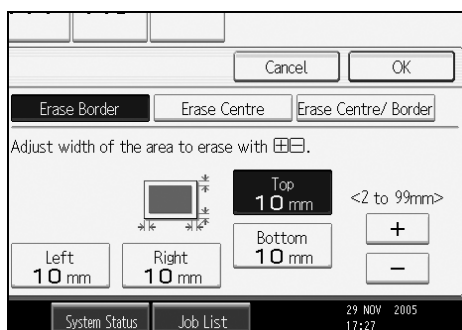
1 Press **[Edit / Stamp].****2 Press **[Erase]**.****3 Press **[Erase Centre / Border]**.****4 Press **[Different Width]**.**

- 5** Press the key for the border you want to change and set an erase width with **[+]** and **[-]**.

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

If you select to erase the image on the back of the original, press **[2 Sided Setting]** and **[Back]**.

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

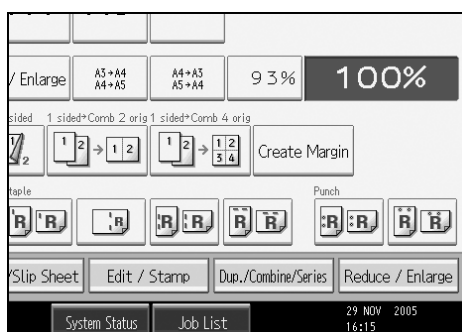


- 6** Press **[OK]** twice.
- 7** Place the originals, and then press the **[Start]** key.

Centre Erase

This mode erases the centre margin of the original image.

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



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

5 Set the erase centre width with **[+]** and **[-]**.

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

If you select to erase the image on the back of the original, press **[2 Sided Setting]** and **[Back]**.

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

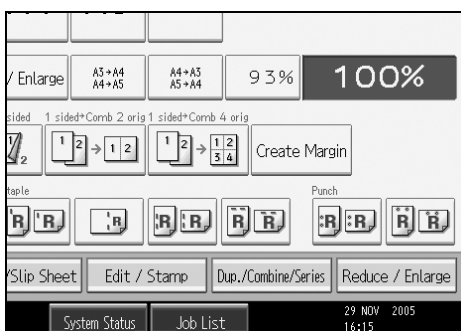
6 Press **[OK]** twice.

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

Centre/Border Erase (same width)

This mode erases both the centre and edge margins of the original image.

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



2 Press **[Erase]**.

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

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

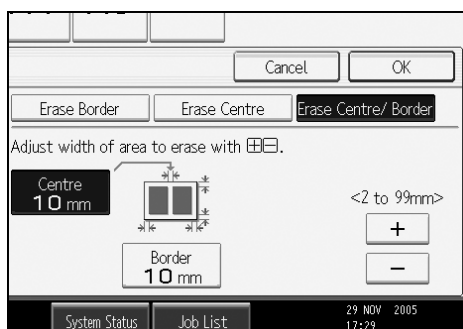
5 Press **[Same Width]**.

6 Press [Centre], and then set the erase centre width with [+] and [-].

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

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

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



7 Press [Border], and then set the erase border width with [+] and [-].

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

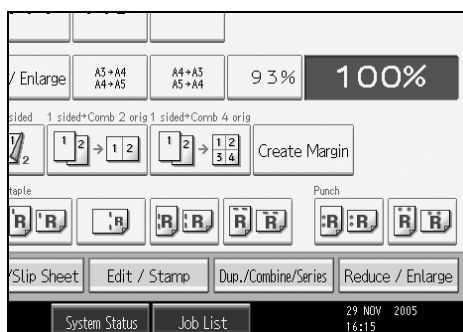
8 Press [OK] twice.

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

Centre/Border Erase (different width)

This mode erases both the centre and edge margins of the original image.

1 Press [Edit / Stamp].



2 Press [Erase].

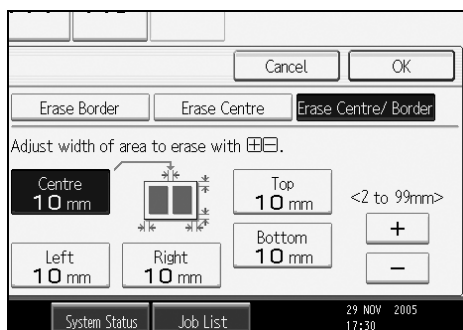
3 Press [Erase Centre / Border].

4 Press [Erase Centre/ Border].

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

If you select to erase the image on the back of the original, press **[2 Sided Setting]** and **[Back]**.

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



7 Press [OK] twice.

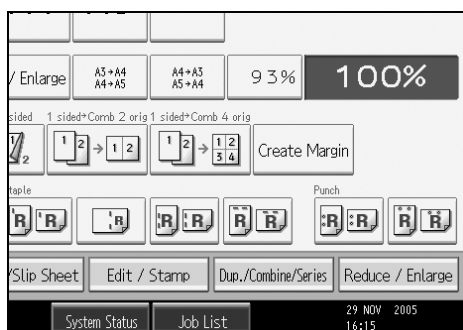
8 Place the originals, and then press the **[Start]** key.

This mode erases a designated area of the copy image.

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

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

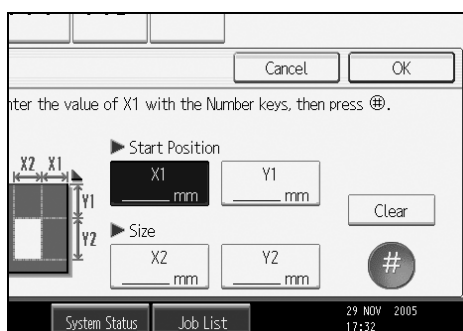
2 Press **[Edit / Stamp]**.



3 Press [Erase].

4 Select one of the areas from [Erase Inside 1] to [Erase Inside 5].

- 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 [#].

If you select to erase the image on the back of the original, press **[2 Sided Setting]** and **[Back]**.

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

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

If you want to go on to erase another area, repeat from steps **4** to **9**.

- 10** Press **[OK]**.

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

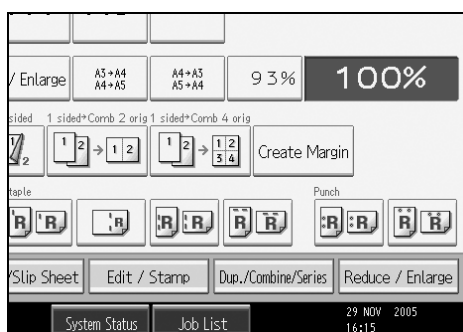
Outside Erase

This mode erases all areas of the copy image other than the area you have selected.

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

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

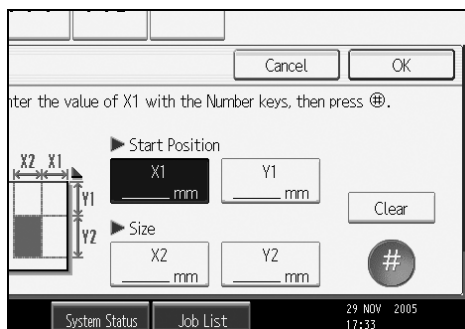
- 2** Press **[Edit / Stamp]**.



- 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 **[#]**.

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 **[#]**.

If you select to erase the image on the back of the original, press **[2 Sided Setting]** and **[Back]**.

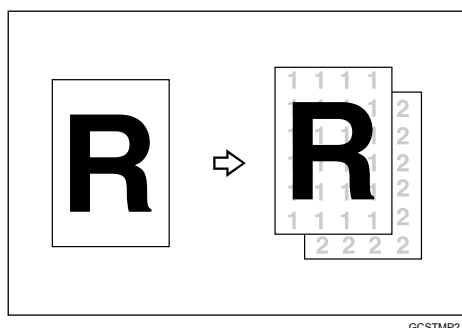
Erasing the image on the back is valid when you copy 2-Sided originals.

9 Press **[OK]** twice.

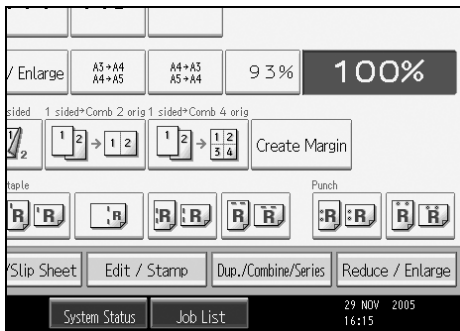
10 Place the originals, and then press the **[Start]** key.

Background Numbering

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



1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Background Numbering].

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

5 Press [OK] twice.

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

Note

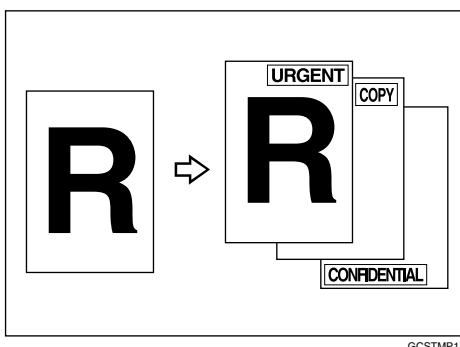
- ☐ To change the value entered in step 4, press the [Clear] or the [Clear/Stop] key to set a new value.

Reference

"Stamp", General Settings Guide

Preset Stamp

Messages are stamped on copies.



Important

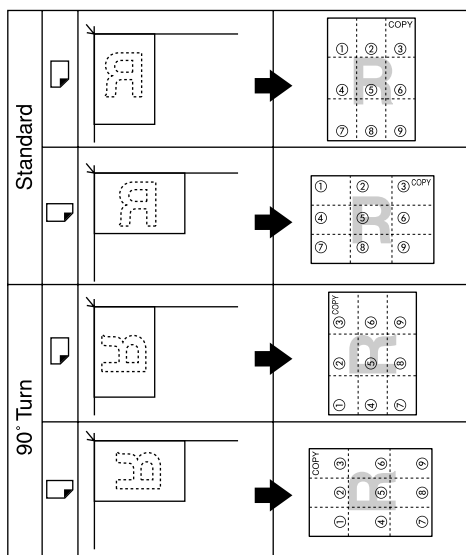
- ☐ You cannot use the bypass tray with this function.
- ☐ Only one message can be stamped at a time.

The following eight messages are available for stamping.

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

❖ Stamp position and original orientation

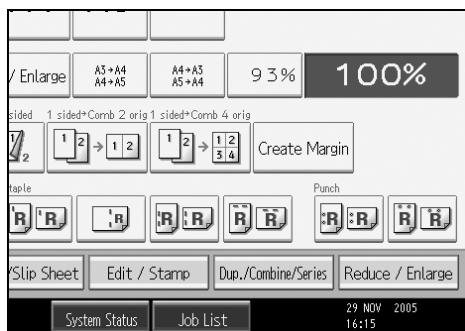
The stamp positions differ according to the orientation in which you place your originals.



Key on the display	↖	↑	↗	←	✳	→	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

GCSTMP5E

1 Press [Edit / Stamp].



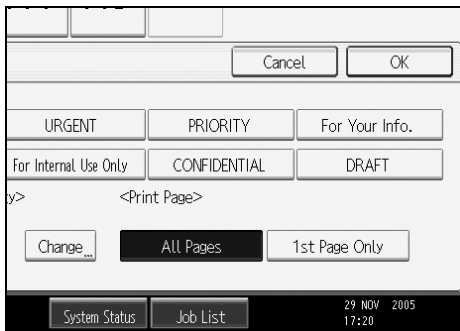
2 Press [Stamp].

3 Press [Preset Stamp].

4 Select the desired message.

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

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



- 6** After you specify all desired settings, press [OK].

- 7** Press [OK].

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



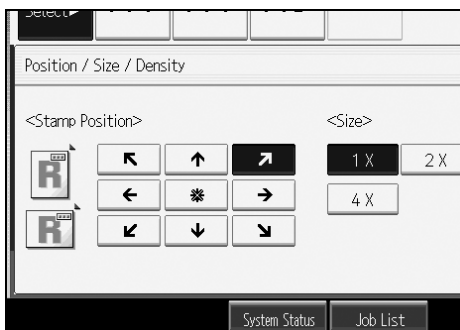
Reference

"Stamp", General Settings Guide

Changing the stamp position, size and density

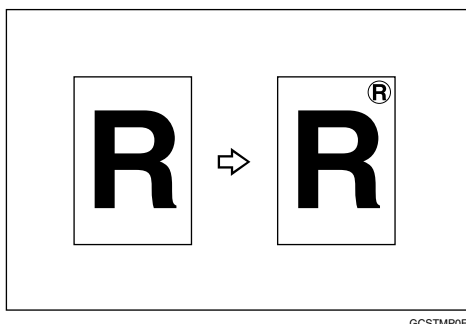
Changes the stamp position, size and density.

- 1** Press [Change] under Stamp Position.
- 2** Select the position for print, size, and density, and then press [OK].



User Stamp

Prints a registered stamp onto copies. Letters or images you use frequently can be registered.



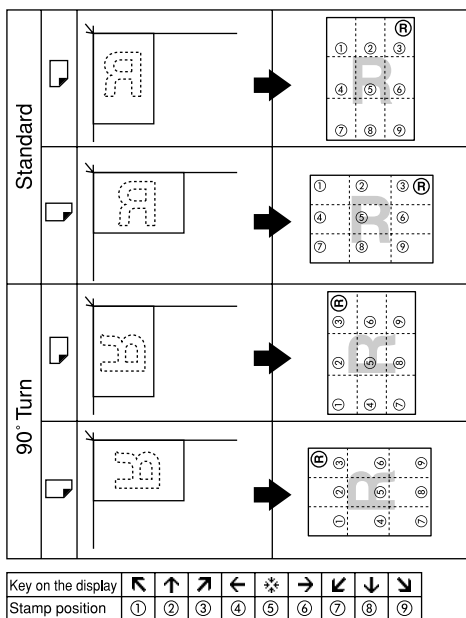
GCSTMP0E

Important

- ☐ You have to program a user stamp before using this function.
- ☐ You cannot use the bypass tray with this function.
- ☐ Only one message can be stamped at a time.

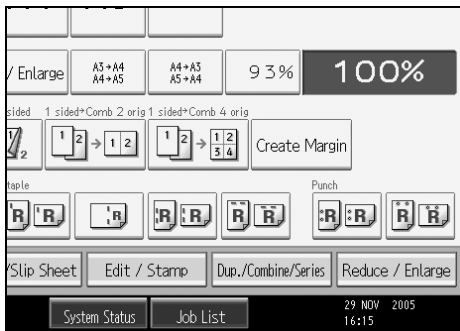
❖ Stamp position and original orientation

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



GCSTMP6E

1 Press [Edit / Stamp].



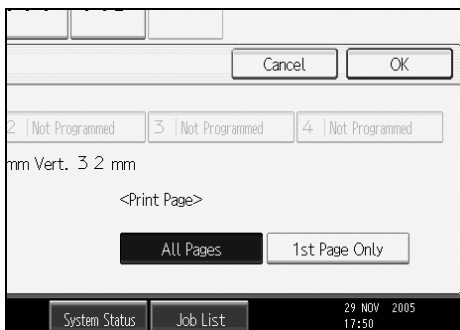
2 Press [Stamp].

3 Press [User Stamp].

4 Select the desired stamp type.

You can change the stamp position.

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



6 After you specify all desired settings, press [OK].

7 Press [OK].

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

Reference

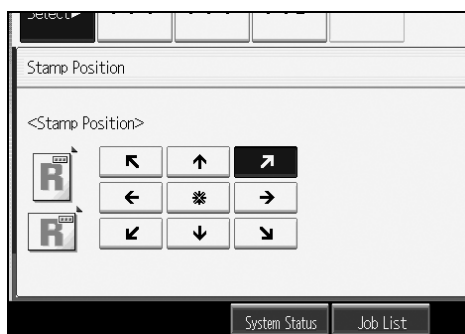
"Stamp", General Settings Guide

Changing the user stamp position

Changes the stamp position.

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

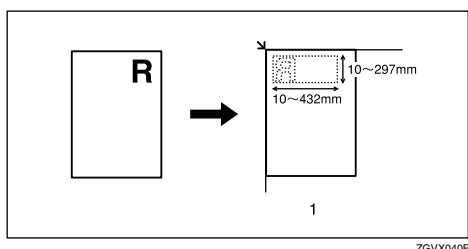
2



Programming the user stamp

This function scans an image that is used as a user stamp.

The range of stamp images for readability is 10-297 mm (0.4"-11.7") high and 10-432 mm (0.4"-17.0") wide. However, if the value exceeds the maximum value of the area (5,000 mm², 7.75 inch²), it is corrected within the range of the area automatically.



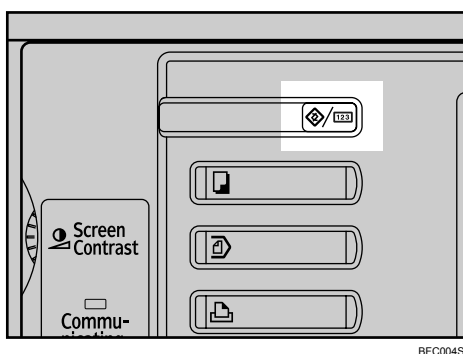
① Exposure glass

Important

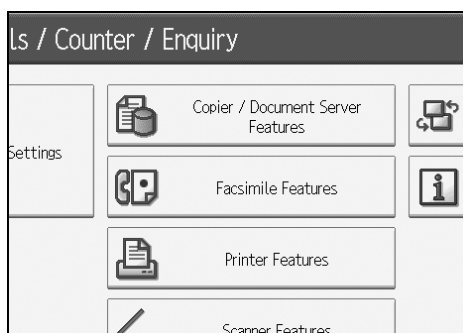
❑ Up to four frequently used images can be stored in memory.

1 Make sure that the machine is in copier mode.

2 Press the [User Tools/Counter] key.



3 Press [Copier / Document Server Features].



4 Press [Stamp].

5 Press [User Stamp].

- 6** Press [Program / Delete Stamp].
- 7** Press [$\Rightarrow$ Program], and then press the stamp number you want to program.
- 8** Enter the user stamp name (up to ten characters) with the letter keys, and then press [OK].
- 9** Enter the horizontal size of the stamp with the number keys, and then press the [#] key.
- 10** Enter the vertical size of the stamp with the number keys, and then press the [#] key.
- 11** Place the original for user stamp on the exposure glass, and then press [Start Scanning].

The original will be scanned, and the stamp will be registered.

- 12** Press [Exit].

- 13** Press [Exit].

The display returns to the User Tools/Counter/Enquiry menu screen.

- 14** Press [Exit].

Exits settings and gets ready to copy.

 Note

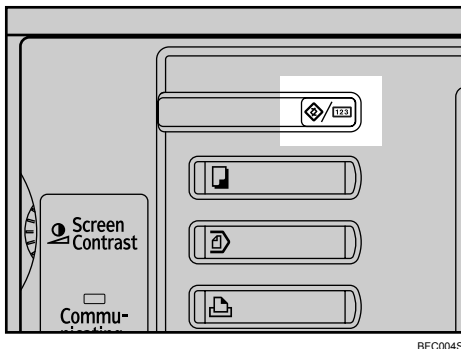
- ☐ Stamp numbers with $\Rightarrow$ already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".
- ☐ If the user stamp number is already being used, the machine will ask you if you want to overwrite it. To overwrite it, press [Yes]; otherwise, press [No].
- ☐ Originals cannot be scanned from the ADF when programming the user stamp.

Deleting the user stamp

Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

- 1** Make sure that the machine is in copier mode.
- 2** Press the [User Tools/Counter] key.



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



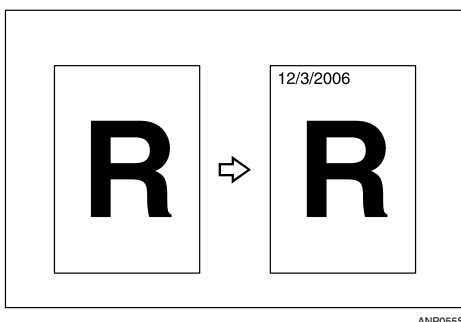
- 4** Press [Stamp].
- 5** Press [User Stamp].
- 6** Press [Program / Delete Stamp].
- 7** Press [Delete], and then press the stamp number you want to delete.
- 8** Select [Yes], and then press [Exit].
- 9** Press [Exit].
- 10** Press [Exit].

The display returns to the User Tools/Counter/Enquiry menu screen.

Exits settings and gets ready to copy.

Date Stamp

You can use this function to print dates onto copies.



Important

☐ You cannot use the bypass tray with this function.

The following five date print styles are available.

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

❖ Stamp position and original orientation

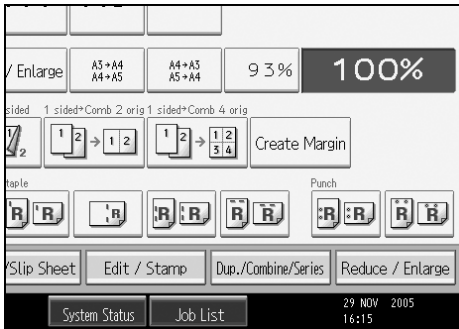
The date stamp positions differ according to the orientation in which you place your originals.

Standard		→	
		→	
90° Turn		→	
		→	

Key on the display						
Stamp position	①	②	③	④	⑤	⑥

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1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Date Stamp].

4 Select the stamp format.

You can change the style and position of the date to be stamped.

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



6 After you specify all desired settings, press [OK].

7 Press [OK].

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

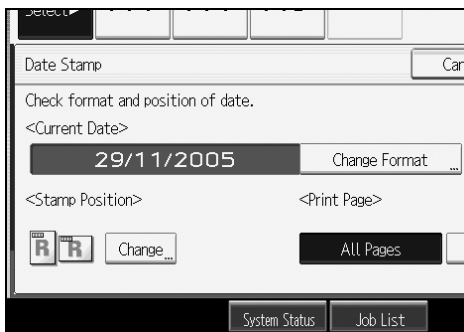
Reference

"Stamp", General Settings Guide

Changing the format of date

Changes the format of date to be stamped.

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



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

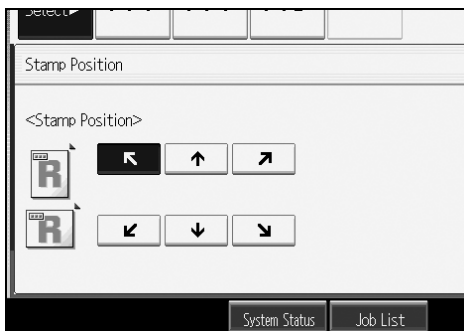
Changing the date stamp position

Changes the stamp position.

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

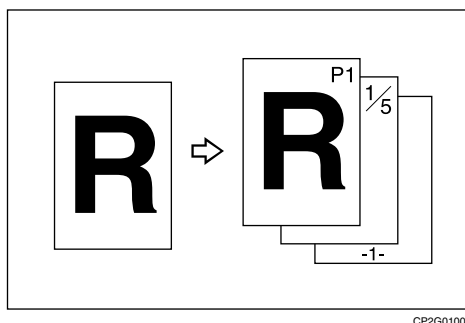


- 2** Select the desired position, and then press **[OK]**.



Page Numbering

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



CP2G0100

Important

☐ You cannot use the bypass tray with this function.

There are six types of page numbering.

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

❖ Stamp position and original orientation

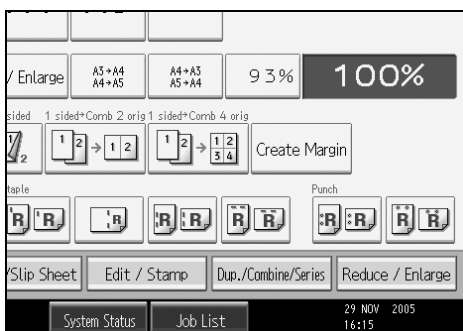
The page stamp positions differ according to the orientation in which you place your originals.

Standard		→	
		→	
90° Turn		→	
		→	

Key on the display						
Stamp position	①	②	③	④	⑤	⑥

GCSTMP8E

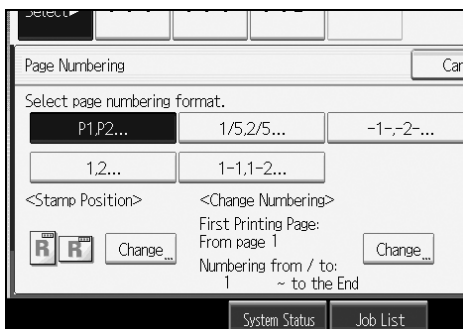
1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Page Numbering].

4 Select the format.



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

5 After you specify all desired settings, press [OK].

6 Press [OK].

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

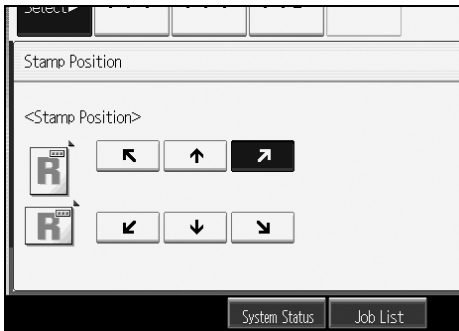
Reference

"Stamp", General Settings Guide

Changing the stamp position

Changes the stamp position.

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

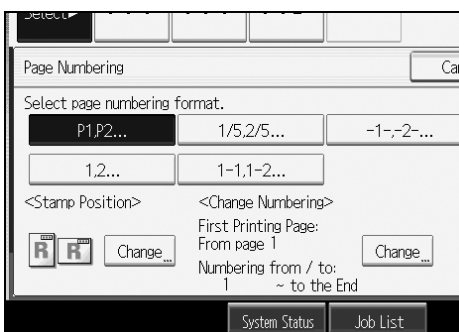


- 3** After you specify all desired settings, press [OK].
- 4** Place the originals, and then press the [Start] key.

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

The following explains the example when "P1, P2 ..." is selected. The steps are the same for other cases.

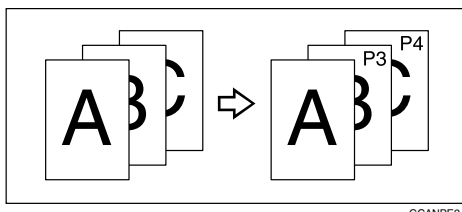
- 1** Press [Change] under Change Numbering.



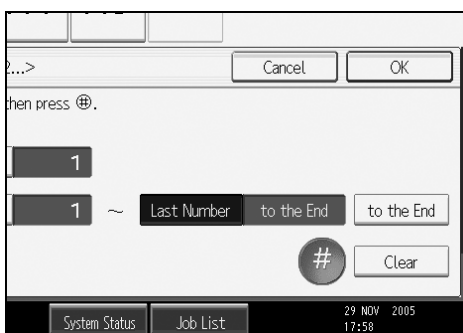
- 2** Press [First Printing Page], enter the original sheet number from which to start printing, and then press the [#] key.

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

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



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

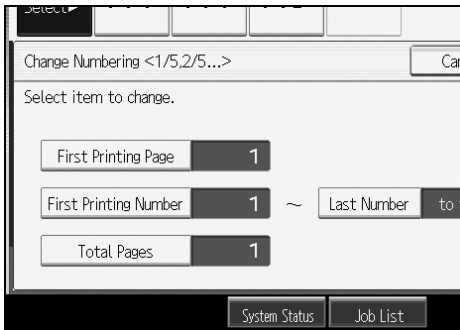


If you want to number all pages to the end, press [to the End].

- 5** When page designation is complete, press [OK].
- 6** Press [OK] twice.
- 7** Place the originals, and then press the [Start] key.

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

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



You can enter between 1 and 9999 for the original sheet number from which to start printing.

- 3** Press **[First Printing Number]**, enter the number of page from which to start numbering with the number keys, and then press the **[#]** key.
- 4** To change the number to end numbering, press **[Last Number]**, enter that number with the number keys, and then press the **[#]** key.

Proceed to step **5** when not changing.

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

The last number is the last page number to print. For example, if Total Pages is ten, if you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.

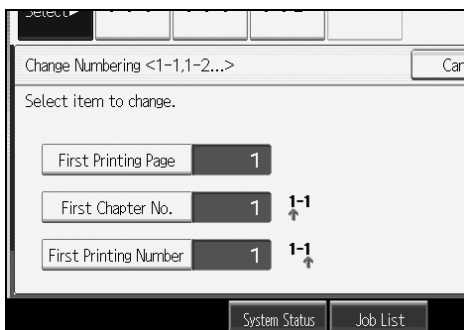
- 5** Press **[Total Pages]**, enter the total number of original pages with the number keys, and then press the **[#]** key.
- 6** When page designation is complete, press **[OK]** three times.
- 7** Place the originals, and then press the **[Start]** key.

Note

- ☐ To change the number entered in step **2**, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.
- ☐ To change the settings (the first printing page, the number of page from which to start numbering, or total number of pages) after pressing **[OK]** in step **6**, press **[Change]** and then enter the numbers again.
- ☐ To change a page number, press **[StartPage]**, and then enter the number with number keys.

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

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



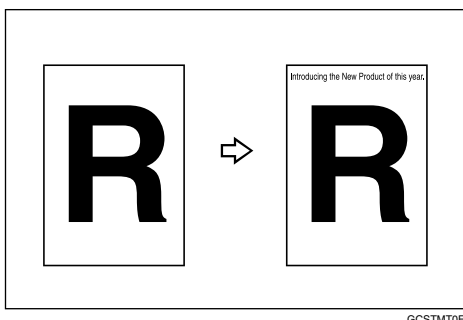
- 3** Press **[First Chapter No.]**, enter the chapter number from which to start numbering with the number keys, and then press the **[#]** key.
You can enter between 1 and 9999 for the chapter number from which to start numbering.
- 4** Press **[First Printing Number]**, enter the page number from which to start printing with the number keys, and then press the **[#]** key.
- 5** When page designation is complete, press **[OK]**.
- 6** Press **[OK]** twice.
- 7** Place the originals, and then press the **[Start]** key.

Note

- ☐ To change the number entered in step **2**, press **[Clear]** or the **[Clear/Stop]** key, and then enter a new number.
- ☐ To change the settings (the first printing page, the chapter form which to start numbering, or the page from which to start numbering) after pressing **[OK]** in step **5**, press **[Change]** and then enter the numbers again.

Stamp Text

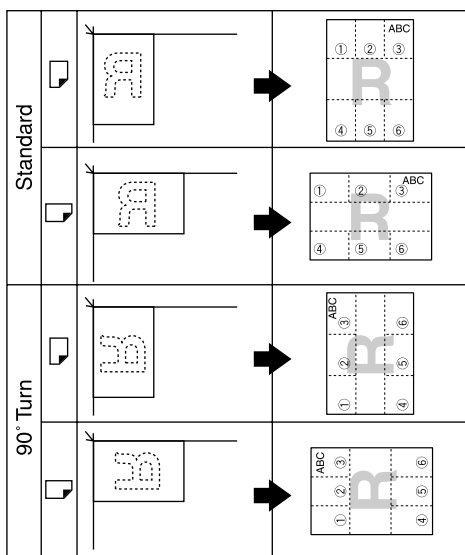
You can stamp important text on copies up to 64 letters.



GCSTMT0E

❖ Stamp position and original orientation

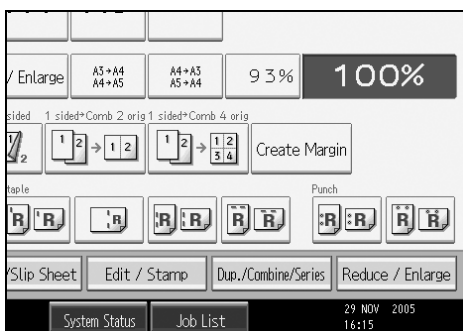
The stamp text positions differ according to the orientation in which you place your originals.



Key on the display	↖	↑	↗	↙	↓	↘
Stamp position	①	②	③	④	⑤	⑥

AFU109S

1 Press [Edit / Stamp].



2 Press [Stamp].

3 Press [Stamp Text].

4 Press [Change Text].

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

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

7 Press [OK] twice.

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

Note

- If the main power is turned off, the text is cleared. To save the typed text, you can program them.

Reference

"Stamp", General Settings Guide

Changing the stamp position

1 Press [Change] under Stamp Position.

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

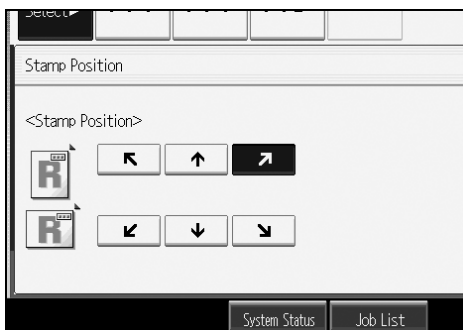
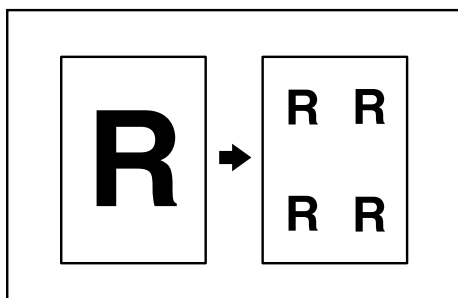


Image Repeat

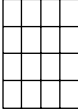
The original image is copied repeatedly.



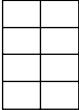
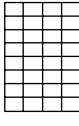
2

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

- ❖ Original: A5 □ / Copy paper: A4 □, Original: A5 □ / Copy paper A4 □,
Original: $5\frac{1}{2}" \times 8\frac{1}{2}"$ □ / Copy paper: $8\frac{1}{2}" \times 11"$ □, or
Original: $5\frac{1}{2}" \times 8\frac{1}{2}"$ □ / Copy paper $8\frac{1}{2}" \times 11"$ □

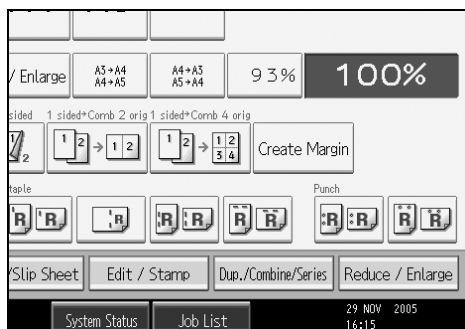
4 repeats (71%)	16 repeats (35%)
 Repeat1	 Repeat2

- ❖ Original: A5 □ / Copy paper: A4 □, Original: A5 □ / Copy paper A4 □,
Original: $5\frac{1}{2}" \times 8\frac{1}{2}"$ □ / Copy paper: $8\frac{1}{2}" \times 11"$ □, or
Original: $5\frac{1}{2}" \times 8\frac{1}{2}"$ □ / Copy paper $8\frac{1}{2}" \times 11"$ □

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
 Repeat3	 Repeat4	 Repeat5

1 Select the size of copy paper and the reproduction ratio.

2 Press [Edit / Stamp].



3 Press [Edit Image].

4 Press [Image Repeat].

5 Press [OK].

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

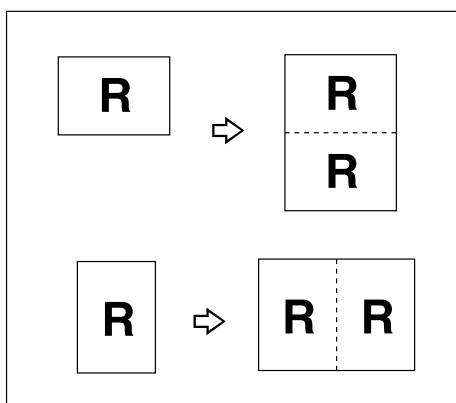


Reference

"Edit", General Settings Guide

Double Copies

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



2

Important

- ☐ You cannot use the bypass tray with this function.
- ☐ Originals with a size of A5, B6 JIS and $5\frac{1}{2}" \times 8\frac{1}{2}"$ cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or place the originals in the ADF.
- ☐ The following table shows original and copy paper sizes (when copying at a ratio of 100%).

❖ Metric version

Original size and Orientation	Copy paper size and Orientation
A5	A4
A4	A3
A5	A4
B5 JIS	B4 JIS
B6 JIS	B5 JIS

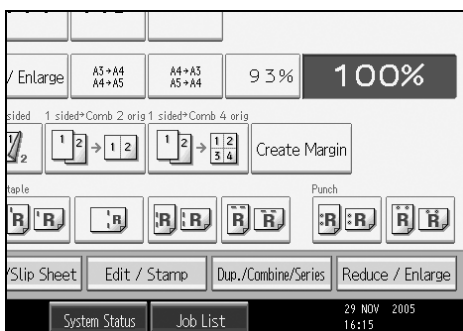
ANP062S

❖ Inch version

Original size and Orientation	Copy paper size and Orientation
$5\frac{1}{2}" \times 8\frac{1}{2}"$	$8\frac{1}{2}" \times 11"$
$5\frac{1}{2}" \times 8\frac{1}{2}"$	$8\frac{1}{2}" \times 11"$
$8\frac{1}{2}" \times 11"$	$11" \times 17"$

AMG016S

1 Press [Edit / Stamp].



2 Press [Edit Image].

3 Press [Double Copies].

4 Press [OK].

5 Select the paper size.

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

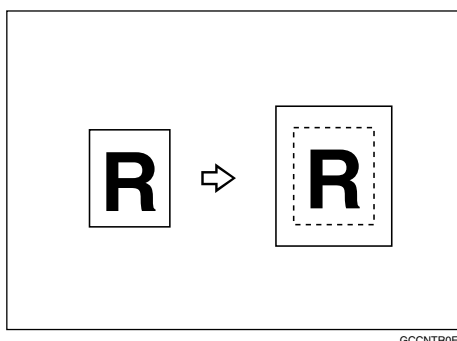


Note

- ☐ "Edit", General Settings Guide

Centring

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



GCENTR0E

Important

- ☐ You cannot use the bypass tray with this function.
- ☐ The original sizes and orientations for centring are listed below.

❖ Metric version

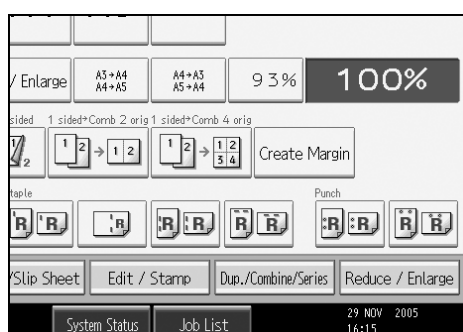
Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, A5, 8 1/2" × 13"
ADF	A3, B4 JIS, A4, B5 JIS, A5, B6 JIS, 8 1/2" × 13", 8K, 16K

❖ Inch version

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

1 Select the paper size.

2 Press [Edit / Stamp].



3 Press [Edit Image].

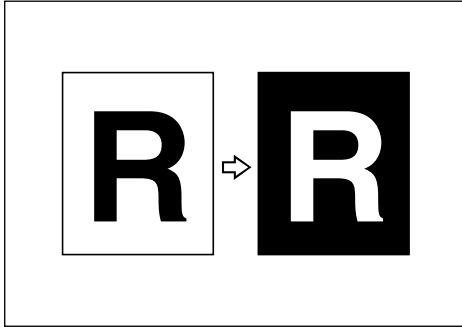
4 Press [Centring].

5 Press [OK].

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

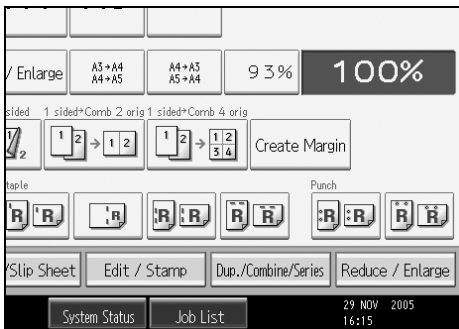
Positive/Negative

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



GCHATN1E

1 Press [Edit / Stamp].



2 Press [Edit Image].

3 Press [Positive / Negative].

4 Press [OK].

5 Select the paper.

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

Covers

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

❗ Important

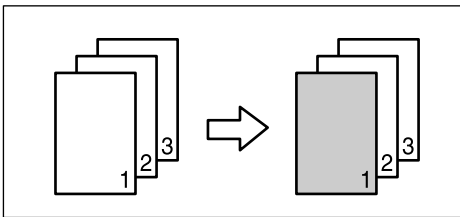
- ☐ You can set neither the copy paper for originals nor cover sheets in the bypass tray.
- ☐ If you have selected “Interposer” for “Cover Sheet Tray”, in System Settings, you cannot copy on the cover sheets that you have specified for this function.
- ☐ When selecting **[Copy]**, select whether the front and back covers are copied 1 Sided or 2 Sided.

Covers function includes Front Cover and Back Cover.

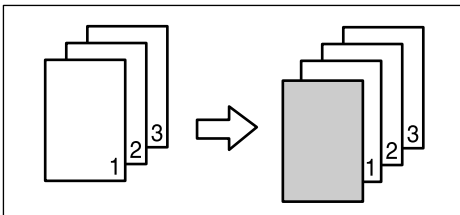
❖ Front Cover

The first page of your originals is copied on specific paper sheet for covers, or a cover sheet is inserted before the first copy.

- Copy



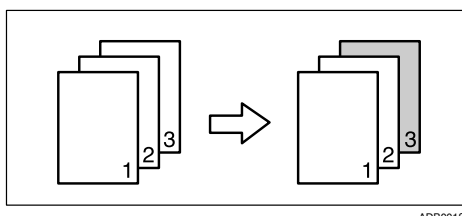
- Blank



❖ **Back Cover**

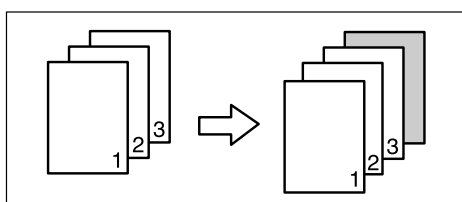
The last page of originals is copied onto a specified cover sheet paper, or a cover sheet is inserted after the last page.

- Copy



ADB001S

- Blank

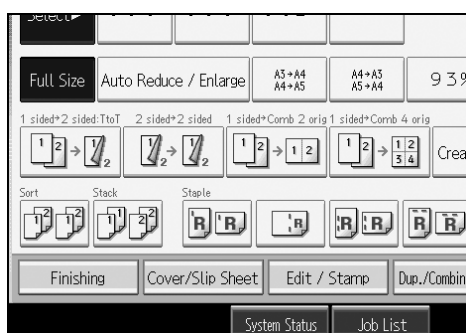


ADB002S

1 Set the tray for the front or back cover sheet.

You can select the tray for the front or back cover sheet using the Tray Paper Settings in System Settings.

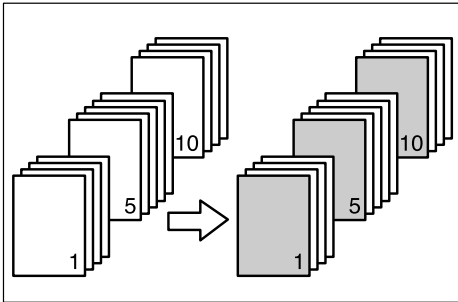
The cover sheet should be the same size and orientation as the copy paper.

2 Press [Cover/Slip Sheet].**3 Select [Copy] or [Blank] for the front or back cover sheet, and then press [OK].****4 Select the paper tray that contains the sheet paper to copy the originals.****5 Place the originals, and then press the [Start] key.**🔍 **Reference**

“Tray Paper Settings”, General Settings Guide

Designate

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



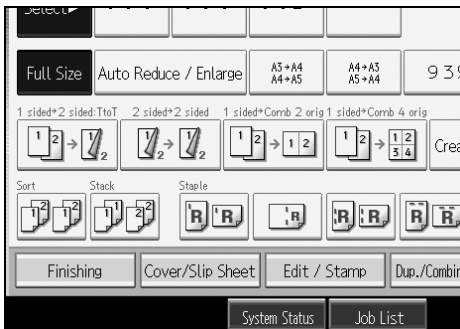
Important

- ☐ You cannot place the copy paper in the bypass tray.
- ☐ If you have selected “Interposer” for “Designation Sheet 2 Tray” in System Settings, you cannot copy on the slip sheets that you have specified for this function.

1 Set the tray you want to use for slip sheets.

The paper for slip sheets should be of the same size and orientation as the copy paper.

2 Press [Cover/Slip Sheet].



3 Press [Designate / Chapter].

4 Select [Designate: Copy] or [Designate: Blank].

5 Press the key to select the chapter number.

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

6 Enter the page number of the original's location you want to copy onto a slip sheet with the number keys, and then press the [#] key.

7 To specify another page location, repeat steps **5** to **6**.

Up to 100 locations can be specified.

8 Select the paper tray that contains the sheet paper to copy the originals.

9 When you finish specifying pages, press [OK] twice.

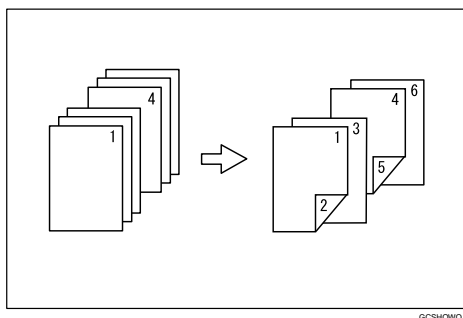
10 Place the originals, and then press the [Start] key.

Reference

“Tray Paper Settings”, General Settings Guide

Chapters

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

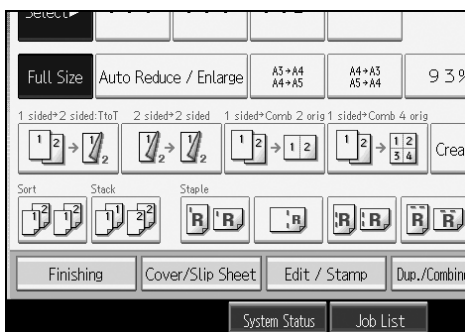


GCSHOWCU

Important

- ☐ Before selecting this function, press [Dup./Combine/Series] and select “1 Sided→2 Sided” or “Combine”.
- ☐ This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.

1 Press [Cover/Slip Sheet].



2 Press [Designate / Chapter].

3 Press [Chapter].

4 Press the key to select the chapter number.

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

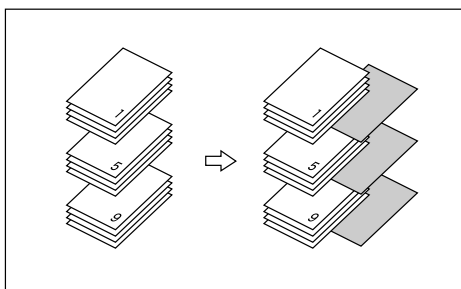
5 Enter the page location of the first page of the first chapter with the number keys, and then press the [#] key.

Up to 100 locations can be specified.

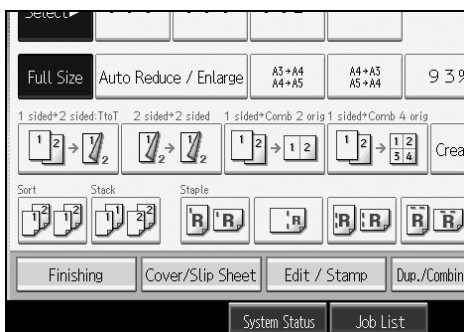
6 To specify another page location, repeat steps **4** to **5**.**7** Select the paper tray that contains the sheet paper to copy the originals.**8** When you finish specifying page location, press [OK] twice.**9** Place the originals, and then press the [Start] key.

Blank Slip Sheets

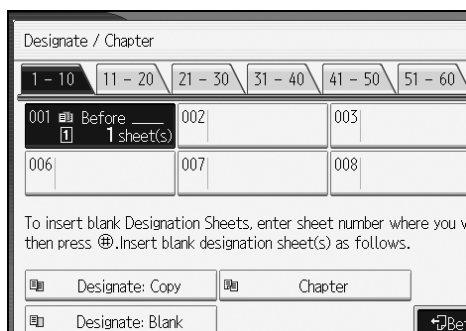
You can insert a blank slip sheet before or after a specified page.

**1** Set the tray for the blank slip sheet.

The paper for slip sheets should be of the same size and orientation as the copy paper.

2 Press [Cover/Slip Sheet].**3** Press [Designate / Chapter].**4** Press [Insert Sheet].

- 5** Press the key to select the chapter number.



- 6** Select the paper tray for slip sheets.
- 7** Select **[Before]** to insert slip sheets before the desired page. Select **[After]** to insert slip sheets after the desired page. Enter the page number with the number keys.
- 8** Press **[Number of Sheets]**, and use the number keys to enter the number of sheets you wish to insert, and then press the **[#]** key.
- 9** To specify another location where to insert sheets, repeat steps **5** to **8**.
- 10** Select the paper tray containing the paper to copy the originals.
- 11** When you have finished specifying all settings, press **[OK]** twice.
- 12** Place originals, and then press the **[Start]** key.

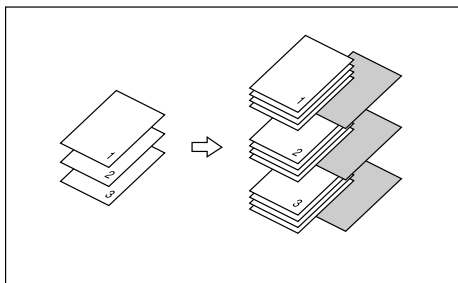
Reference

“Tray Paper Settings”, General Settings Guide

Slip Sheets

Every time an original 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.

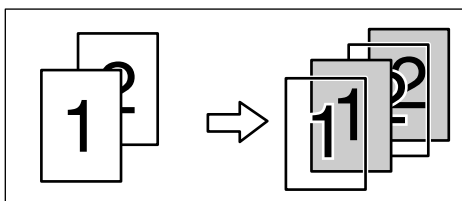


Important

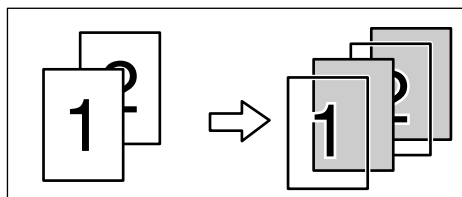
☐ If [1 Sided→2 Sided] is set, change it to [1 Sided→1 Sided].

❖ When placing OHP transparencies in the bypass tray

- Copy



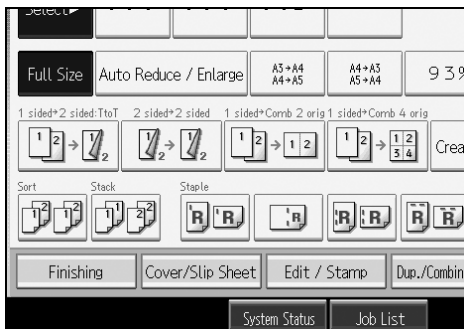
- Blank



1 Set the tray for the slip sheet.

The paper for slip sheets should be of the same size and orientation as the copy paper.

2 Press [Cover/Slip Sheet].



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

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

When copying onto OHP transparencies, use the bypass tray.

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

Note

- When loading OHP transparencies on the bypass tray, press the [#] key and then select [OHP (Transparency)] in the special paper settings.

Reference

p.41 "When Copying onto OHP Transparencies"
"Tray Paper Settings", General Settings Guide

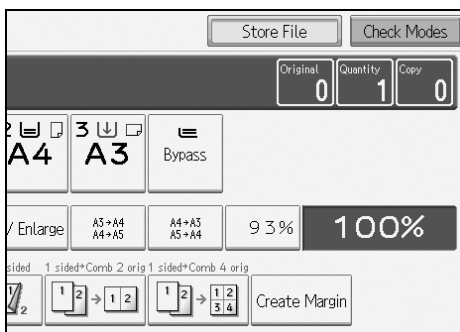
Storing Originals in the Document Server

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

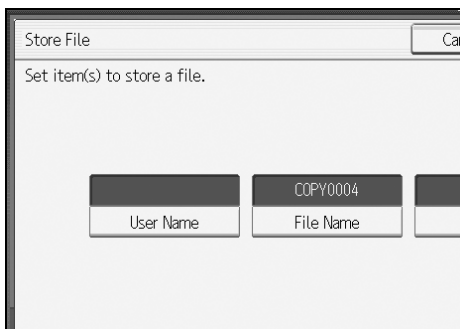
Important

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

1 Press [Store File].



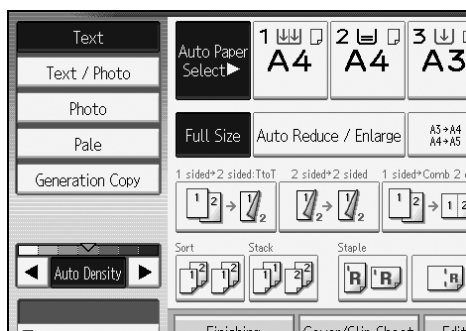
2 Enter a user name, file name, or password if necessary.



3 Press [OK].

4 Place your originals.

5 Make scanning settings for the original.



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

Copies are delivered and scanned data is stored in the hard disk.

Note

- ☐ When interrupting the scan, press the **[Clear/Stop]** key. Pressing **[Continue]** from the confirmation screen resumes the scan. Pressing **[Stop]** deletes the scanned images and the original on the ADF will be ejected.
- ☐ When placing originals on the exposure glass, press the **[#]** key after all originals are scanned.
- ☐ According to the factory default, the documents stored on the Document Server are deleted three days (72 hours) after the storing date. You can cancel the automatic document deletion or select other period than three days for the automatic deletion. For more information about changing settings, see “Administrator Tools”, General Settings Guide.
- ☐ To check if the document has been stored, press the **[Document Server]** key to display the document selection screen.
- ☐ If you want to store another document, do so after copying is complete.
- ☐ For further information about the Document Server, see “Using the Document Server”.
- ☐ For details about printing stored documents, see “Printing a Stored Document”.
- ☐ For details about setting user name, file name, and password, see “Storing Data”.
- ☐ Depending on the security settings, **[Access Privileges]** is displayed instead of **[User Name]**.
- ☐ For details about procedure for setting **[Access Privileges]**, ask the administrator.

Reference

p.163 “Using the Document Server”

p.163 “Storing Data”

p.173 “Printing a Stored Document”

“Administrator Tools”, General Settings Guide

Programs

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

You can store up to 10 programs.

Note

- ❑ Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized with the Copier Features will be selected first. See “Tray Paper Settings”, General Settings Guide.
- ❑ Programs are not cleared by turning the power off or by pressing the **[Clear Modes]** key.

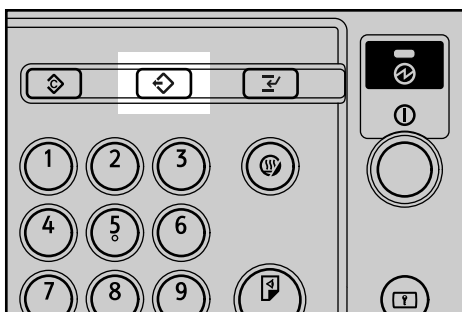
Reference

p.142 “Programming Defaults in Initial Display”
“Tray Paper Settings”, General Settings Guide

Storing a Program

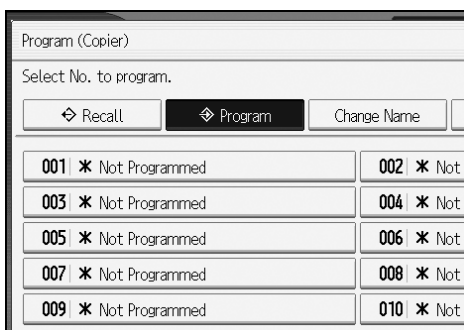
Stores a program.

- 1** Edit the copy settings.
- 2** Press the **[Program]** key.



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- 3** Press **[Program]**.



4 Press the program number you want to store.

5 Enter the program name.

You can enter up to 40 characters.



6 Press [OK].

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

Note

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

Changing a Stored Program

Changes program settings.

1 Check the program settings.

2 Set the contents of a program.

3 Press the [Program] key.

4 Press [Program].

5 Press the program number you want to change.

6 Press [Yes].

7 Enter the program name.

You can enter up to 40 characters.

8 Press [OK].

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

Note

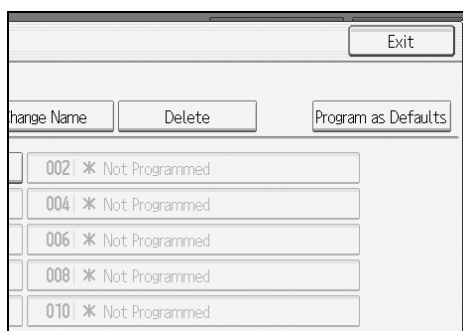
- ☐ When you want to check the contents of a program, recall the program.
- ☐ When it is overwritten, the previous program is deleted.

Deleting a Program

Erases the contents of a program.

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

2 Press **[Delete]**.



3 Press the program number you want to delete.

4 Press **[Yes]**.

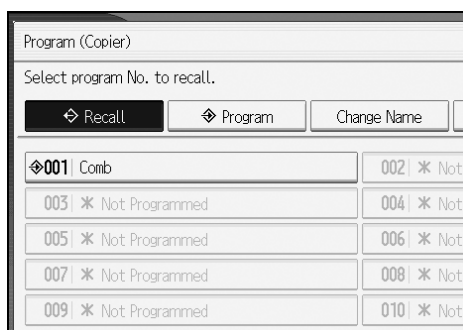
The program is deleted, and the screen returns to the copy screen.

Recalling a Program

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

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

2 Press **[Recall]**.



3 Press the program number you want to recall.

The stored settings are displayed.

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

Note

Only programs with  against them contain a program in step **3**.

Programming Defaults in Initial Display

This section describes how to program defaults for the initial display when modes are cleared or reset, or immediately after the operation switch is turned.

The default settings you can program are Paper Tray, Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Dup./Combine/Series, Reduce / Enlarge, and Finishing.

1 Specify scan settings and any other settings you require on the initial display.

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

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

4 Press **[Program]**.

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

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

 Note

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

3. Connect Copy

This section explains how to make copies using two machines connected via the Copy Connector (optional).

What is Connect Copy?

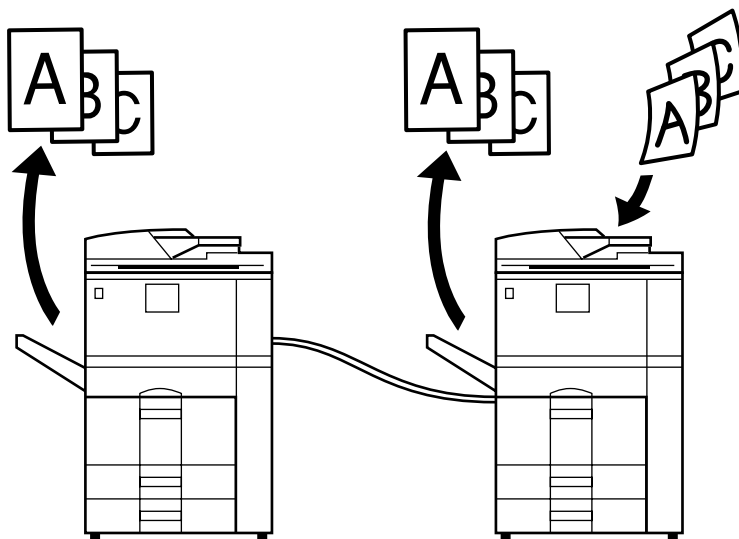
Connect Copy allows you to connect two machines together via a cable. When you set up a copy job on one machine (the main machine), data is transferred to the other (the sub-machine) so copies can be made on both simultaneously.

❖ High-speed copying for greater productivity

Large volume copy runs can be completed in shorter time. For instance, when two 80 copies/minute machines are connected together, a speed of 160 copies/minute can be achieved (paper size of A4 , 8 1/2" x 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.



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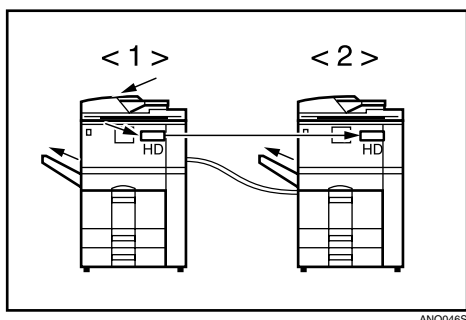
Note

-  Type 3 machines can be connected with the other Type 3 machines only.

How It Works

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.

In this manual, the two machines connected are referred to as main machine and sub-machine.



① Main machine

② Sub-machine

The main machine is the one on which you press **[Connect Copy]** 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.
- Both main and sub machines should be installed with the same type of finisher.



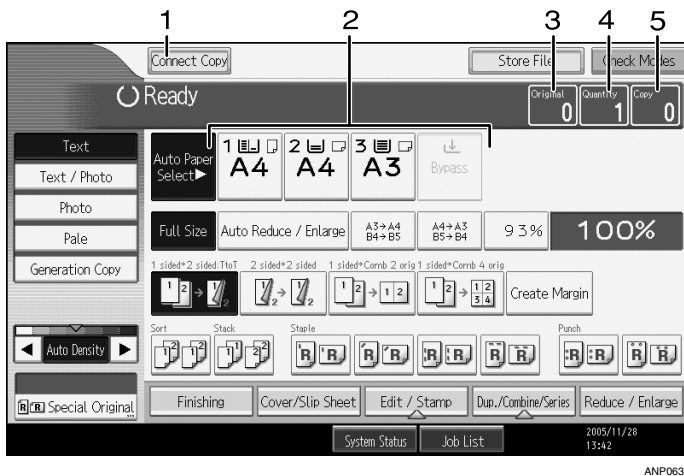
Reference

“General Features”, General Settings Guide

Connect Copy Display Panel

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

❖ Initial copy display



1. [Connect Copy]

Press to switch from the initial copy display to the Connect Copy display.

2. Paper Select

Displays the size, type and orientation of the paper set on both machines.

3. Numbers of originals

Displays the number of originals scanned into memory of the main machine.

4. Number of sets

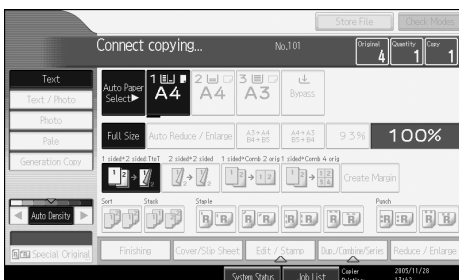
Displays the number of sets of copies.

5. Number of copies

Display the number of copies for the main machine.

Press this area to display the total number of copies for two machines.

❖ Display during Connect Copy



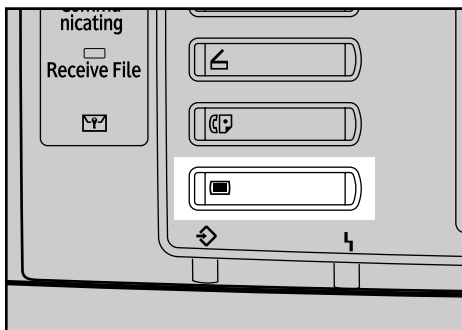
🔧 Note

- ❑ The connect copy function is not available from the simplified display on the main machine.

Display Panel of the Sub-machine

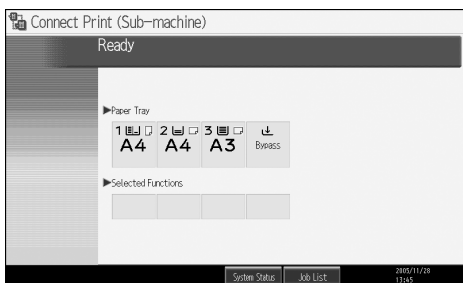
Even if Connect Copy has been selected on the main machine, the sub-machine will still continue to show the initial copy display. To switch to the Connect Copy initial display, follow the procedure below.

- 1** Press the **[Other Function]** key.



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- 2** The Connect Copy initial display is shown on the sub-machine.



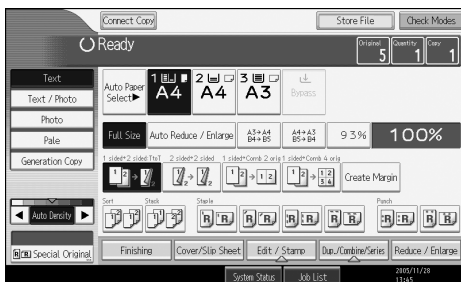
Using Connect Copy

You can select Connect Copy from either machine by pressing **[Connect Copy]**. The machine on which you pressed **[Connect Copy]** and made Connect Copy settings becomes the main machine, and the other the sub-machine.

Important

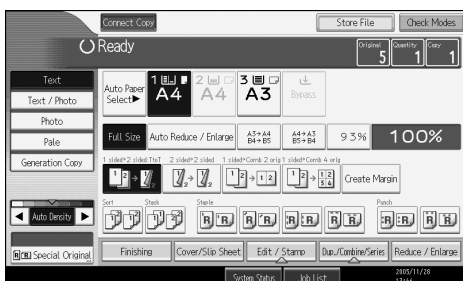
- ☐ When user authentication is set, use the number keys to enter a user code (up to 8 digits) that is registered on the main machine, and then press the **[#]** key. See “Administrator Tools”, General Settings Guide.
- ☐ When Basic Authentication, Windows Authentication, LDAP Authentication, or Integration Server Authentication is set, enter a login user name and password. For the login user name and password, consult your Administrator. See “When Authentication Screen is Displayed”, About this Machine.
- ☐ In Connect Copy mode, use the main machine to perform this function. See “General Features”, General Settings Guide.

1 Make sure “Ready” is shown on the display.

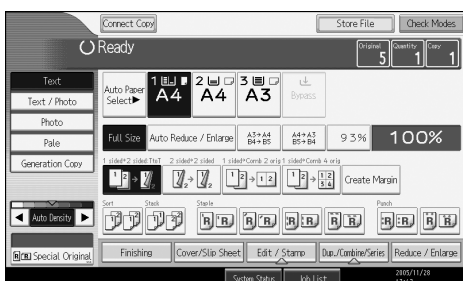


- 2** Press **[Connect Copy]** on the machine that you want to use as the main. **[Connect Copy]** becomes highlighted, and the two machines are connected.

- Main machine



- Sub-machine



- 3** Set the originals on the main machine.

- 4** Make the necessary settings using the main machine.

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.

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

The maximum copy quantity that can be set is 999.

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.

When placing originals page by page on the exposure glass, press the **[#]** key after you have finished scanning all the originals. When placing multiple originals in the ADF, wait till an original has been fed before placing the next. Copying starts if the main machine is not in use. The sub-machine starts copying after data transfer from the main machine is completed.

- 7** Collect your copies from both the main and sub machines.

Note

- ☐ To cancel Connect Copy mode, press **[Connect Copy]**, which is highlighted on the main machine.
- ☐ Since the sub-machine starts copying after receiving data from the main machine, the numbers of copy sets differ on the main and sub machines. If the transferred data is massive, the difference between the numbers of copies made by the main machine and sub-machine will increase.
- ☐ 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 copies, it is not possible for the other machine to take over the remainder of that particular set.
- ☐ To interrupt ADF scanning, press the **[Clear/Stop]** key on the main machine, and then select **[Stop]** in response to the message that appears.
- ☐ To stop copying, press the **[Clear/Stop]** key on the main machine, and then select **[Stop]** in response to the message that appears.
- ☐ When the memory to store originals exceeds the maximum, an error message appears. For details, see “When Memory Is Full”, Troubleshooting.

Reference

p.19 “Batch Mode”

“When Authentication Screen is Displayed”, About this Machine

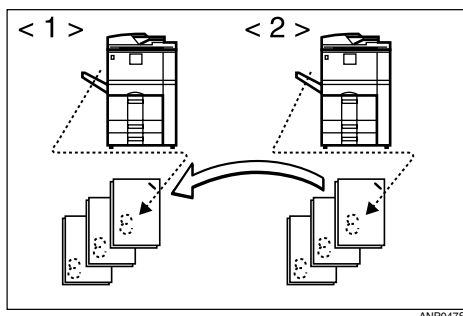
“Administrator Tools”, “General Features”, General Settings Guide

“When Memory Is Full”, Troubleshooting

Order of Copy Output

❖ When copying with the Sort/Staple function

(Example) Copying 6 sets of a three-page original



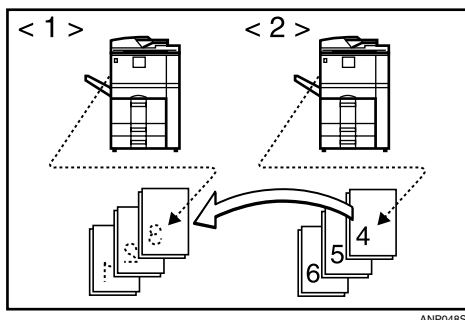
① Main machine (face-down)

② Sub-machine (face-down)

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 six-page original



- ① Main machine (face-down)
 - ② Sub-machine (face-up)
- Stack copies made by the sub-machine on that of the main machine.

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

- ☐ 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 canceled.

Reference

"Timer Settings", General Settings Guide

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

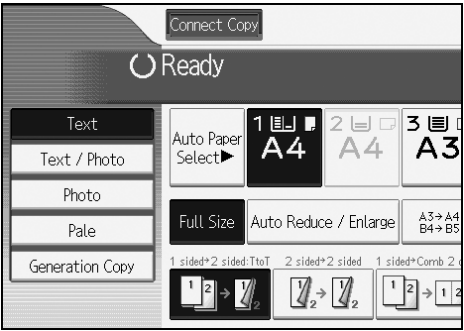
"Timer Settings", General Settings Guide

Exiting Connect Copy

This section explains how to cancel Connect Copy mode and return to standard copying mode.

1 Press **[Connect Copy]** 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 canceled and the main machine returns to its initial condition.

Printing Stored Documents Using Connect Print

You can print a document stored in the Document Server using the Connect Print function.

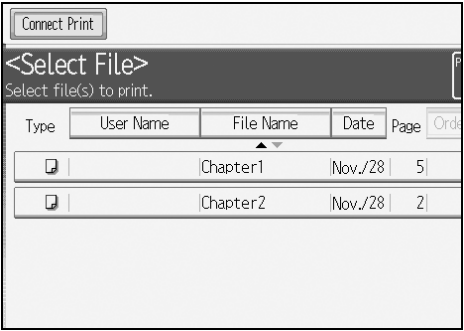
Important

- ☐ 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.

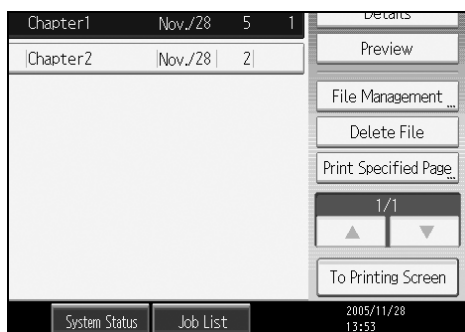


3 Repeat step if you want to select more documents.

The documents will be printed in the order that they have been selected.

4 If you need to change the print settings, press [To Printing Screen].

If you do not need to change any settings, proceed to step 5.



5 Press [Connect Print].

The key is highlighted and the two machines are connected.

6 Enter the required number of sets using the number keys.

The maximum copy quantity that can be set is 999.

7 Press the [Start] key.

Note

- ☐ Some documents may not be displayed, depending on the security function settings.
- ☐ 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.
- ☐ To register new printing conditions or numbers of copies in step 4, press **[Save Print Settings]**.
- ☐ 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.
- ☐ 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. See "Sample copy".
- ☐ Sample prints can only be made on the main machine only.
- ☐ The main machine begins printing using data stored in the Document Server. Printing on the sub-machine starts after the data 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 print sets might differ on the main and sub machines.
- ☐ Both machines may not finish copying at the same time.

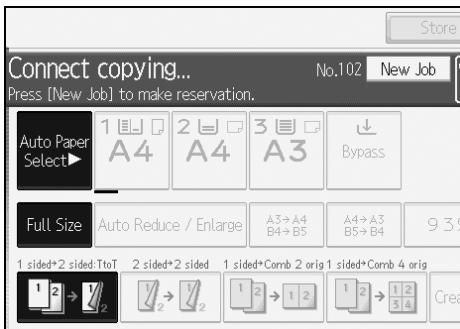
Reference

p.175 "Sample Print"

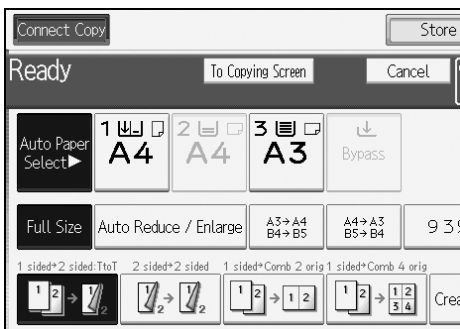
Using Job Preset in Connect Copy

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.

- 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 [Connect Copy].
- 3 Place the originals in the main machine.
- 4 Confirm that “Ready” is displayed, and then make settings for the job.



- 5 Press the [Start] key on the main machine.

When placing originals on the exposure glass, press the [#] key when you have finished scanning all the originals.

When placing multiple originals in the ADF, wait till the first original has been fed before placing the next.

Scanning begins. As soon as the current job is finished, the next job starts automatically.

 Note

- ☐ You can preset a maximum of eight jobs.
- ☐ Preset jobs in Connect Copy mode can only be changed when the main machine has finished scanning the originals.
- ☐ Preset jobs in Connect Copy mode can only be changed when copying has yet to begin on either machine.

 Reference

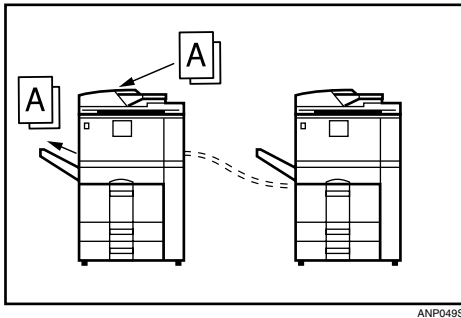
p.31 "Job Preset"

Connect Copy Job Flow

The job flow depends on the status of the two machines.

When One of the Two Machines is Idle

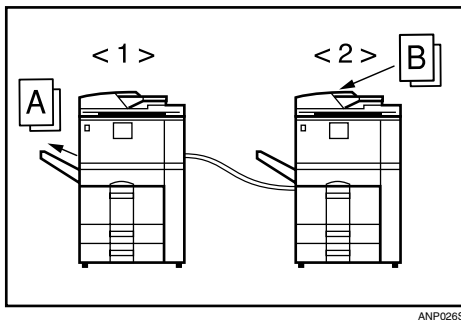
One of the machines is copying Original A.



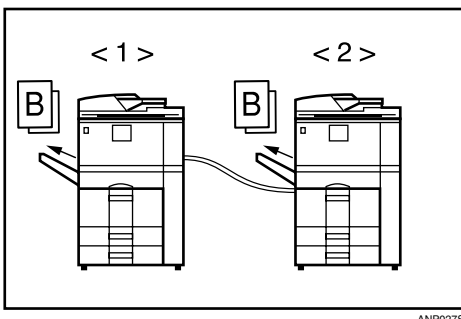
3

Using the idle machine as the main machine (Connect Copy)

1 Make Connect Copy settings for Original B on machine <2> (the idle machine).



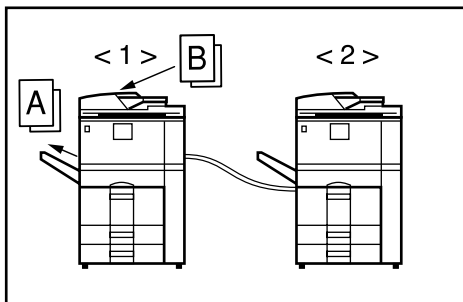
2 Machine <2> begins copying Original B. Machine <1> also starts copying Original B when it has finished with Original A.



- ① Sub-machine
- ② Main machine

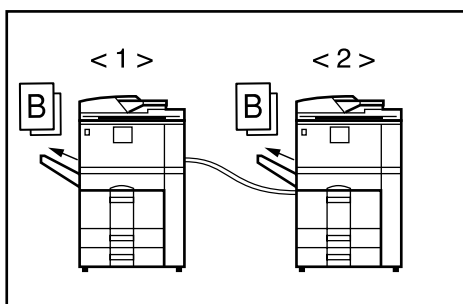
Using the machine currently copying as the main machine (Connect Copy: Job Preset)

- 1** Make Connect Copy settings for Original B on machine <1> (the machine currently in use).



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- 2** When machine <1> has finished with Original A, Connect Copy is activated and both machines begin copying Original B.

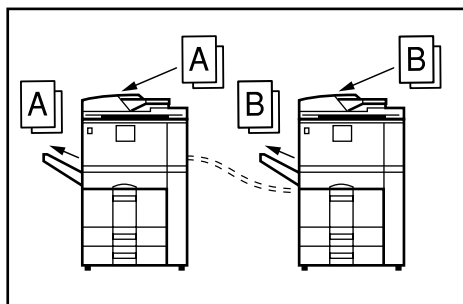


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- ① Main machine
- ② Sub-machine

When Both Machines are in Use

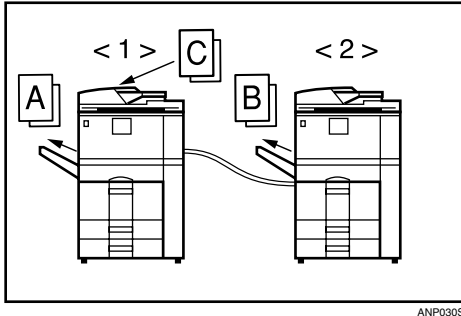
One machine is copying Original A and the other Original B.



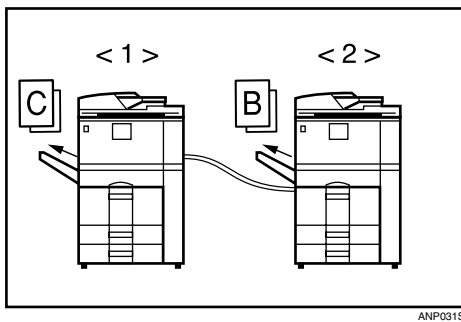
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When both machines are copying the same number of originals (Connect Copy: Job Preset)

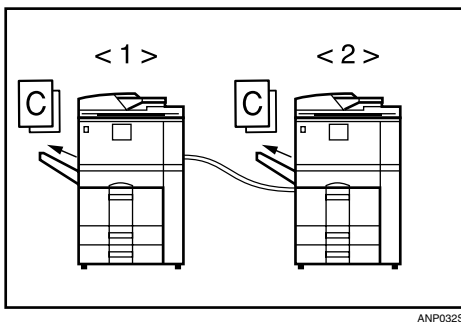
- 1 Make Connect Copy settings for Original C on machine <1> .



- 2 When machine <1> has finished with Original A, it begins copying Original C.



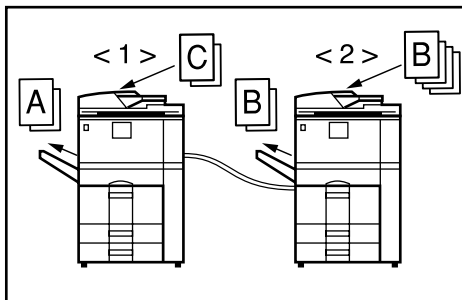
- 3 When machine <2> has finished with Original B, it also begins copying Original C.



- ① Main machine
- ② Sub-machine

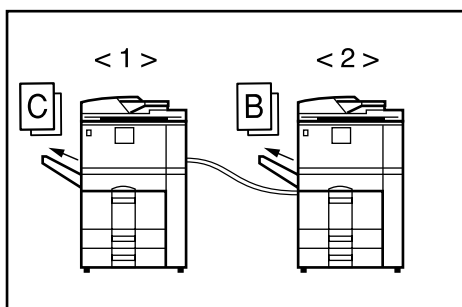
When one of the machines is copying a larger number of originals (Connect Copy: Job Preset)

- 1** Make Connect Copy settings for Original C on machine <1> .



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- 2** When machine <1> has finished with Original A, it begins copying Original C. If machine <1> finishes copying its allotment of Original C before machine <2> finishes with Original B, machine <1> will take over to copy the remainder of Original C.



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- ① Main machine
- ② Sub-machine

4. Document Server

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

Relationship between Document Server and Other Functions

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

❖ Copier Functions

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

❖ Printer Functions

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

❖ Facsimile Functions

- Storing method: Fax
- List display: Available
- Printing: Available
- Transmission: Available
The data can be transferred by the facsimile feature. For details, see “Sending Stored Documents”, Facsimile Reference.

❖ Scanner Functions

- Storing method: Scanner
- List display: Unavailable
When documents are stored with the scanner feature, you can confirm them from the scanner feature screen. See “Displaying the List of Stored Files”, Scanner Reference.
- Printing: Unavailable
- Transmission: Available
Transmission is done by use of the stored document transmission of the scanner feature. See “When Using E-mail, Folder Sending, Storing or Network Delivery Function”, Scanner Reference.

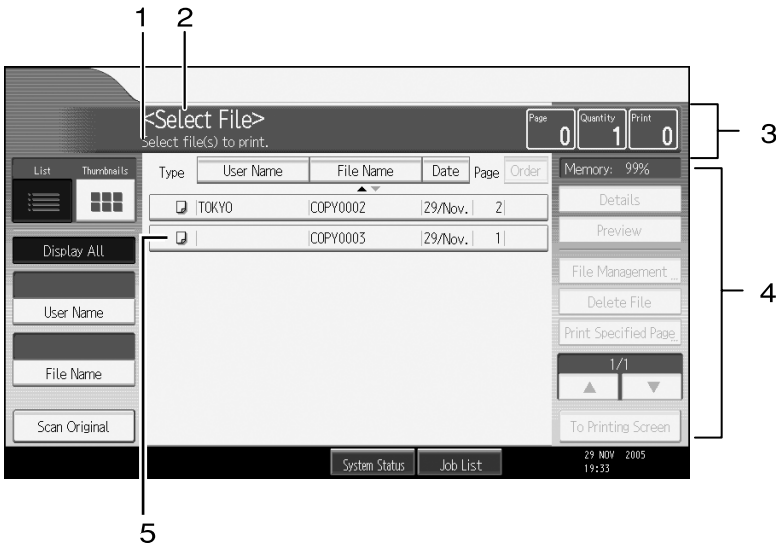
 Reference

“Sending Stored Documents”, Facsimile Reference
“Displaying the List of Stored Files”, “When Using E-mail, Folder Sending,
Storing or Network Delivery Function”, Scanner Reference

Document Server Display

The following explains the screens and icons displayed in the Document Server function.

❖ **Document Server initial display**



1. The operational status or message is displayed.

2. The currently selected screen's title is displayed.

3. The number of the originals being read with the memory as well as the number of paper sets and copies made are displayed.

4. Keys for the operation are displayed.

5. An icon that corresponds to a stored function is displayed.

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

Function	Copier	Facsimile	Printer
Icons			

 Note

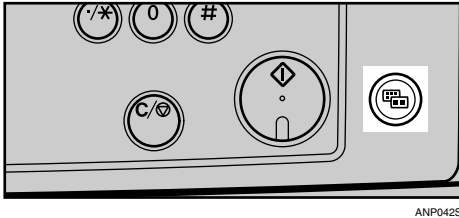
❑ All the stored documents may not be displayed depending on the security function specified.

Simplified Display

This section explains how to switch to the simplified display.

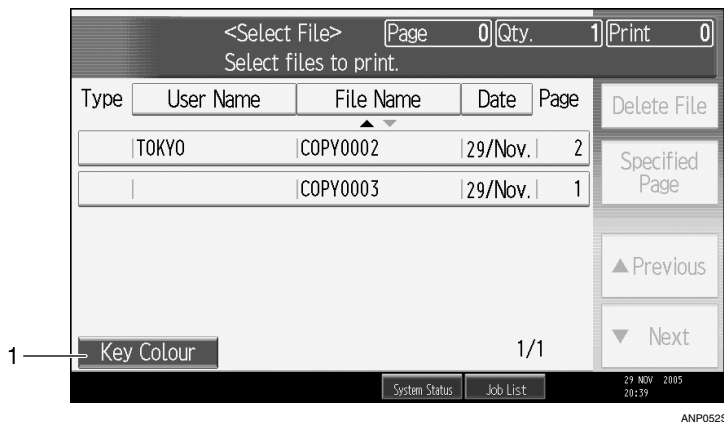
When you press the **[Simplified Display]** key, the screen changes from the initial display to the simplified display.

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



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❖ Example of a simplified display



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1. [Key Colour]

Press to increase screen contrast.

This is available only for the simplified display.

Note

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

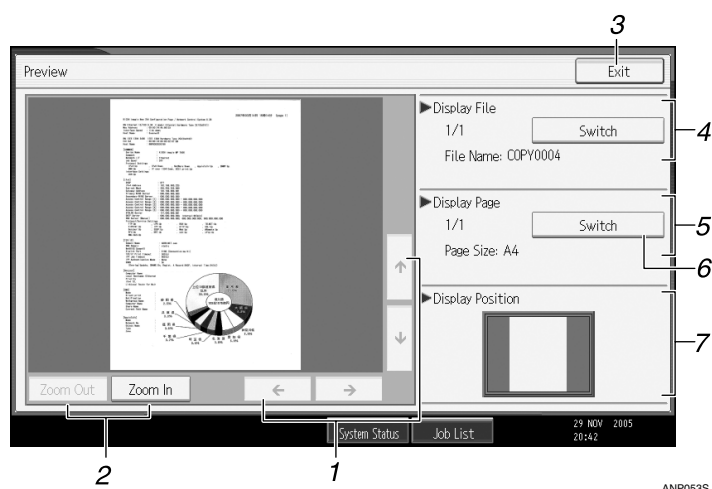
Preview Display

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

To preview stored documents, select the documents you want to preview on the Document Server initial display, and then press **[Preview]**.

The preview display denotes the screen that allows confirming contents of the scanned documents.

❖ Preview Display

**1. [←][→][↑][↓]**

They are used to move the portion to be displayed.

2. [Zoom Out], [Zoom In]

Used to scale up or down the document to be displayed.

3. [Exit]

Closes the preview display.

4. Display File

Used to display the document name.

[Switch] is displayed on the preview screen for the stored documents. Above key is used to switch the document to be displayed in the preview.

5. Display Page

Used to display the currently opened page number, total number of pages, and page size.

6. [Switch]

Used to turn the page of the selected document.

7. Display Position

When the image is enlarged, the position on the document indicated by this key is displayed.

Note

- ☐ When the preview is already selected from another function, the preview screen function may become unusable.
- ☐ The preview display is also not available when the paper size is larger than A3.
- ☐ If the image file is corrupt, store it again.

Reference

“Displaying the List of Stored Files”, Scanner Reference

Using the Document Server

The following describes how to use the Document Server.

Storing Data

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

Important

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

❖ File Name

Stored documents are automatically named "COPY0001", "COPY0002". You can change assigned file names.

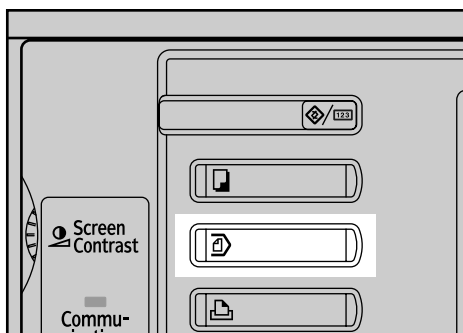
❖ User Name

You can register a user name to identify the user or user group that stored the documents. To assign it, you can register the user name using the name assigned to the user code, or by entering the name directly.

❖ Password

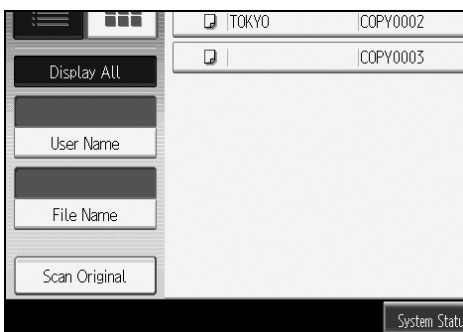
To prevent unauthorized printing, you can set a password for any stored file. A protected file can only be accessed if its password is entered. When a password is set for the documents, the lock icon appears next to the documents.

1 Press the [Document Server] key.



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2 Press [Scan Original].

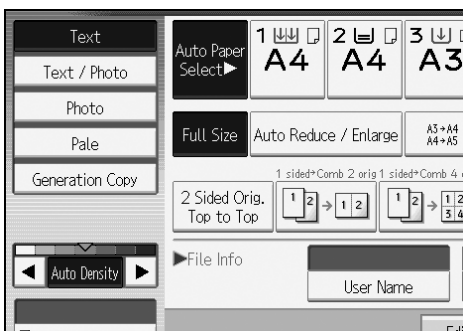


3 Enter the user name, document name and password.

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

4 Set the original.

5 Specify the original scanning conditions.



6 Press the [Start] key.

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

Note

- ☐ Enter a four-to eight-digit password.
- ☐ By default, data stored in the Document Server is deleted after three days (72 hours). You can specify the time taken for the stored data to be deleted automatically. See “Administrator Tools”, General Settings Guide.
- ☐ If you do not want stored data to be automatically deleted, select **[Off]** in Auto Delete File before storing a document. If you select **[On]** later, data stored after will be automatically deleted.
- ☐ When the machine is printing a document stored using the copier function, wait until printing has finished before you store a document in the Document Server.
- ☐ To stop scanning, press the **[Clear/Stop]** key. To restart a paused scanning job, press **[Continue]** in the confirmation display. To delete saved images and cancel the job, press **[Stop]**.
- ☐ When a password is set, the lock icon appears on the left side of the file name.
- ☐ After scanning, stored documents appear on the Select Files to Print display. If this display does not appear, press **[Scanning Complete]**.
- ☐ When placing an original on the exposure glass, press **[Scanning Complete]** after all the originals have been scanned.

Reference

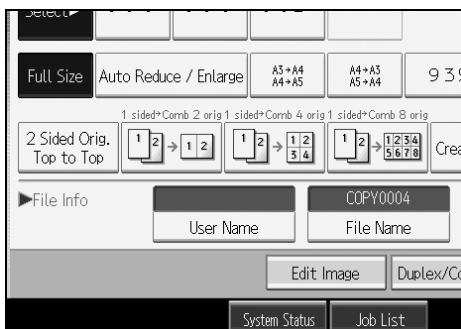
“Administrator Tools”, General Settings Guide

Registering or changing a user name (when using a user name registered to the Address Book)

The following describes the procedure for registering or changing a user name to be attached to a stored document.

1 Display the original scan screen.

2 Press **[User Name]**.



The user name input screen appears.

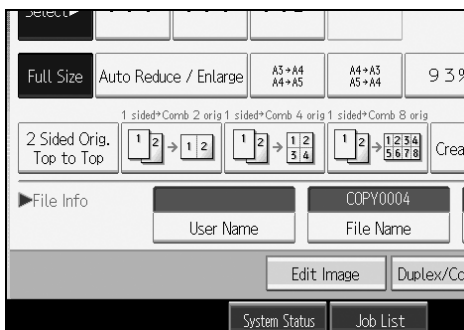
3 Select the user name, and then press **[OK]**.

Registering or changing a user name (when using a user name not registered to the Address Book)

The following describes the procedure for registering or changing a user name to be attached to a stored document.

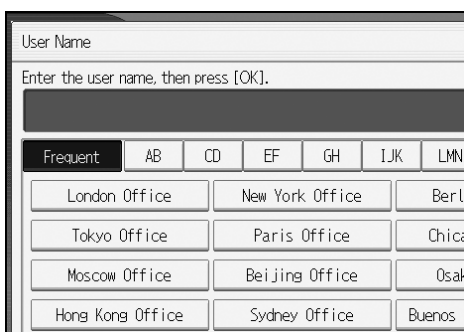
1 Display the original scan screen.

2 Press [User Name].



The user name input screen appears.

3 Select the user name and then press [Manual Entry].



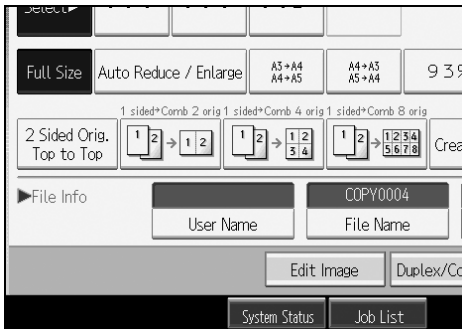
The user name change screen will appear.

4 Enter the user name and then press [OK].

Registering or changing a user name (when no name is registered to the Address Book)

The following describes the procedure for registering or changing a user name to be attached to a stored document.

- 1** Display the original scan screen.
- 2** Press [User Name].



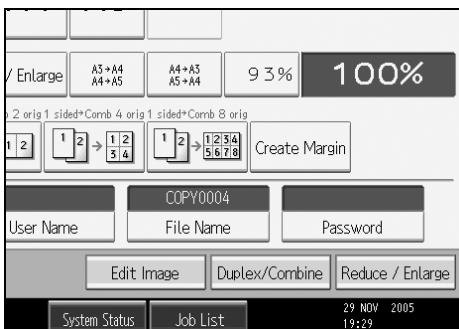
The user name input screen will appear.

- 3** Enter the user name and then press [OK].

Changing a file name

The following describes the procedure for changing a name to be attached to a stored document.

- 1** Display the original scan screen.
- 2** Press [File Name].



The document name change screen will appear.

- 3** Press [Delete All] to delete the document name to be automatically set.
- 4** Enter the document name and then press [OK].

Note

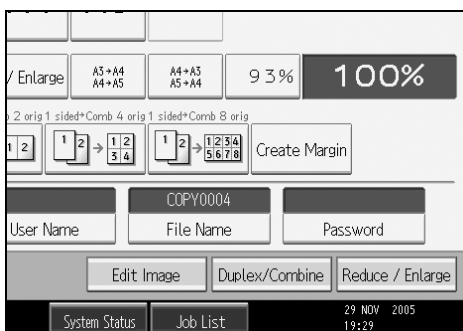
- ☐ In step 3, pressing **[Backspace]** allows you to delete up to any desired location.
- ☐ You can enter up to 20 characters for a document name. In the list, however, up to 16 characters are displayed as the document name. If above limits are exceeded, the list will display up to 15 characters for the document name.

Setting or changing a password

The following describes the procedure for setting or changing a password to be attached to a stored document.

1 Display the original scan screen.

2 Press **[Password]**.



3 Enter the password using the number keys and then press **[OK]**.

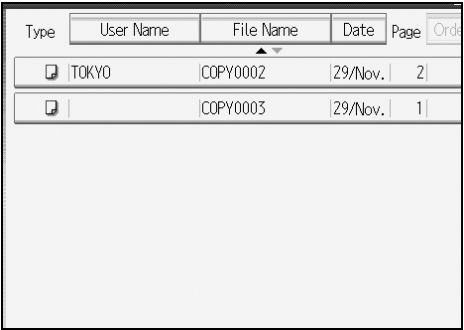
You can use four to eight digits for specifying the password.

4 Enter the password again and then press **[OK]**.

Changing User Name, File Name or Password of a Stored Document

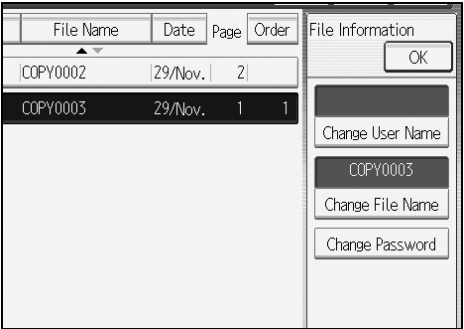
The following describes the procedure for changing a user name, document name or password.

- 1** Press the **[Document Server]** key.
- 2** Select the document whose user name, document name or password is to be changed.



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

- 3** Press **[File Management]**.
- 4** Press **[Change User Name]**, **[Change File Name]** or **[Change Password]**.



- 5** From the respective change screens, enter the new user name, document name or password and then press **[OK]**.
- 6** Press **[OK]**.

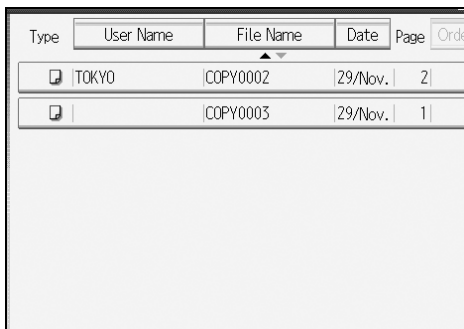
Note

- ☐ Depending on the security settings, **[Change Access Priv.]** is displayed instead of **[Change User Name]**.
- ☐ For details about procedure for setting **[Change Access Priv.]**, ask the administrator.

Checking the Details of a Stored Document

The following describes the procedure for displaying details of a stored document.

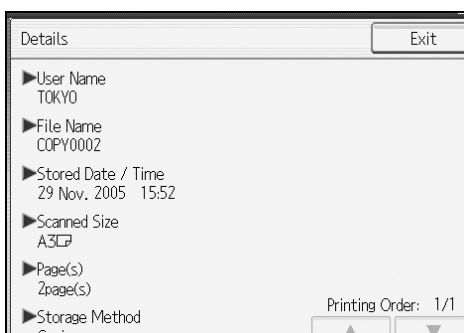
- 1** Press the **[Document Server]** key.
- 2** Select the document whose details are to be displayed.



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

- 3** Press **[Details]**.

Details of the document will be displayed.



Note

- ☐ When you have selected two or more documents, you can view the information of the documents in the order of **[▲][▼]**.
- ☐ Pressing **[Exit]** restores the document selection screen.

Searching for a Stored Document

The following describes the procedure for searching for a stored document by user name or document name.

You can rearrange the currently chronologically ordered documents in any desired order.

❖ Searching by file name

Searches for a stored document by document name.

❖ Searching by user name

Searches for a stored document by user name.

Note

- ☐ Installing DeskTopBinder Lite enables searching and reordering of stored documents from computers.
- ☐ For more information about DeskTopBinder Lite, see Instruction Manual and Help of DeskTopBinder Lite.

Searching by file name

The following describes the procedure for searching for a stored document by the document name.

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

2 Press **[File Name]**.



3 Enter the document name to be searched and then press **[OK]**.

A document name that matches completely from the starting character will be searched and displayed on the document selection screen.

Note

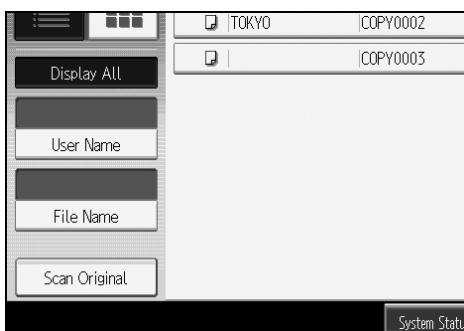
- ☐ Pressing **[Display All]** displays ever stored document.

Searching by user name

The following describes the procedure for searching for a stored document by the user name.

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

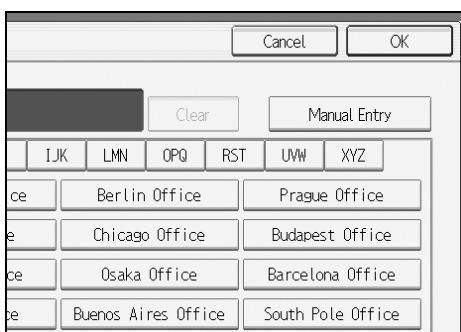
2 Press **[User Name]**.



3 When specifying a registered user name, select the user name.

When using a not-registered user name, proceed to the next step.

4 When the user name is not registered, press **[Manual Entry]** and then enter it to be displayed from the input screen. Then press **[OK]**.



5 Press **[OK]**.

A document name that matches completely from the starting character will be searched and displayed on the document selection screen.

Note

- ☐ Pressing **[Display All]** displays ever stored document.

Printing a Stored Document

The following describes the procedure for printing a stored document.

Using Web Image Monitor allows you to print a document stored in the Document Server from your computer.

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

2 Select the document to be printed.

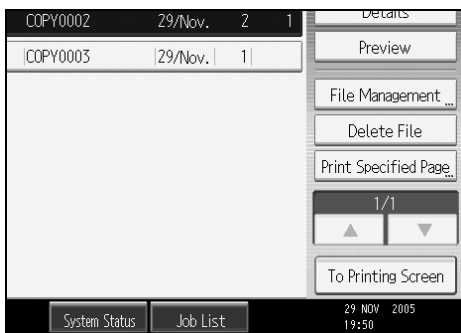
When a password is set, enter it and then press **[OK]**.

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

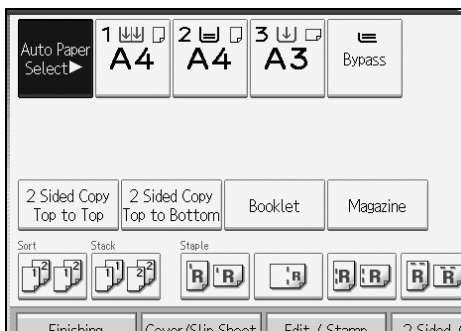
Up to 30 documents can be printed.

4 When specifying printing conditions, press **[To Printing Screen]**.

The printing condition screen will appear. User name, document name and the order of printing of the document will be displayed.



5 Enter the number of print copies using the number keys.



Up to 999 copies are specifiable.

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

Printing will be started.

 Note

- ☐ You can search the target document using, in step 2, **[User Name]** or **[File Name]** situated in the left side of the screen.
- ☐ Some of the selected documents may not be printed due to the difference in the size or resolution.
- ☐ When changing the printing order, cancel the highlight and then specify the order correctly.
- ☐ Pressing the **[Clear Modes]** key cancels every selection.
- ☐ Pressing **[Order]** displays the selected documents in the printing order.
- ☐ The copy and printer features holds the specified printing conditions after the operation is over and applies them at the next printing. The facsimile features does not have the function of storing the printing conditions.
- ☐ When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.
- ☐ The following settings are available for the printing conditions. For respective printing results, see "Copier Functions".
 - Book binding style (2 Sided Top to Top, 2 Sided Top to Bottom, Magazine, Booklet)
 - Treatment of front cover (Cover/Slip Sheet, Edit / Stamp)
 - Finishing (Sort, Rotate Sort, Stack, Staple, Punch)
- ☐ When printing two or more copies while selecting the sort function, you can confirm the finish by printing only one copy.
- ☐ When printing two or more documents at a time, you can print them as a single continuous document by specifying the order of their printing.
- ☐ When printing two or more documents at a time, the printing conditions set for the first document are applied to all the remaining documents.
- ☐ When two or more documents are selected, pressing **[▲][▼]** allows you to confirm the user name, document name and printing order being designated for deletion in step 2.
- ☐ Pressing **[Select File]** restores the document selection screen.
- ☐ The Stamp function is not specifiable to the documents being stored from the facsimile features.

 Reference

p.43 "Copier Functions"

When interrupting printing

The following describes the procedure for interrupting printing work.

1 Press the **[Clear/Stop]** key

2 Press **[Stop]**.

Changing the number of print copies while printing is in progress

The following describes the procedure for changing the number of print copies after printing is started.

Important

- ☐ This feature is enabled when the sort function is selected in the printing conditions.

- 1** Press the **[Clear/Stop]** key.
- 2** Press **[Change Quantity]**.
- 3** Enter the number of print copies anew using the number keys.
- 4** Press the **[#]** key.
- 5** Press **[Continue]**.

Printing will be resumed.

Note

- ☐ The range of print copies enterable in step **3** depends on the timing of your pressing the **[Clear/Stop]** key.

Sample Print

When print copies are massive, you can print a single copy in advance to check appropriateness of the printing order of the selected documents and the printing conditions.

Important

- ☐ This feature is enabled when the sort function is selected in the printing conditions.

- 1** Select the document to be printed.

Type	User Name	File Name	Date	Page	Order
☒	TOKYO	COPY0002	29/Nov.	2	
☐		COPY0003	29/Nov.	1	

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

- 2** Press the **[Sample Copy]** key.

Only one copy will be printed.

3 Press [Continue].

Printing will be resumed.

Note

- ☐ You can search the target document using, in step **1**, [User Name] or [File Name] situated in the left side of the screen.
- ☐ In the display order field of step **1**, you can sort the documents by [User Name], [File Name], [Date]. Press the item to be used for the sorting.
- ☐ To cancel the selection in step **1**, press the highlighted document again.
- ☐ To cancel the printing, press [Suspend]. The print screen will appear, enabling to set another item.

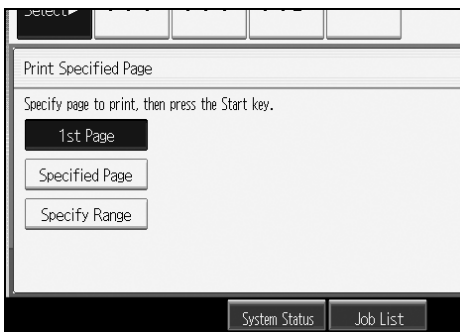
4**Printing the first page**

In order to confirm the print results, you can print the first page alone of the document selected from the document selection screen.

When two or more documents are selected, the first page of the respective documents is printed.

1 Select the document to be printed (confirmed).

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

2 Press [Print Specified Page].**3 Press [1st Page].****4 Press the [Start] key.****Note**

- ☐ You can search the target document using, in step **1**, [User Name] or [File Name] situated in the left side of the screen.
- ☐ In the display order field of step **1**, you can sort the documents by [User Name], [File Name], [Date]. Press the item to be used for the sorting.
- ☐ To cancel the selection in step **1**, press the highlighted document again.

Printing a specified page

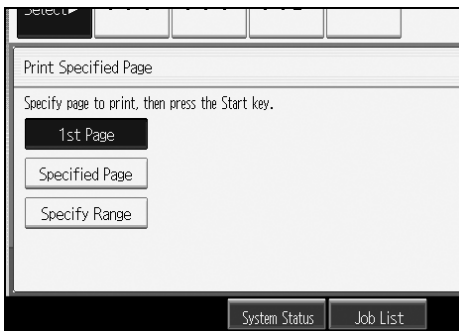
You can print the specified page alone of the document selected from the document selection screen.

1 Select the document to be printed.

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

2 Press [Print Specified Page].

3 Press [Specified Page].



4 Specify the page to be printed using the number keys, and then press the [#] key.

5 Press the [Start] key.

Note

- ☐ You can search the target document using, in step 1, [User Name] or [File Name] situated in the left side of the screen.
- ☐ In the display order field of step 1, you can sort the documents by [User Name], [File Name], [Date]. Press the item to be used for the sorting.
- ☐ To cancel the selection in step 1, press the highlighted document again.

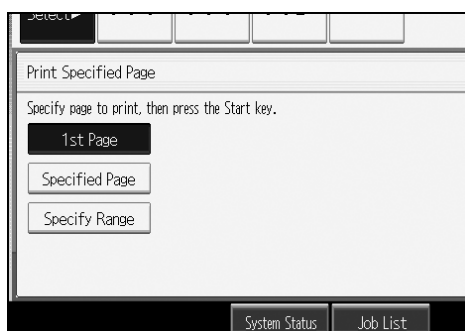
Printing a specified range

You can print the pages in the specified range alone of the document selected from the document selection screen.

1 Select the document to be printed.

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

2 Press [Print Specified Page].

3 Press **[Specify Range]**.**4** Specify the printing start page using the number keys, and then press the **[#]** key.**5** Specify the printing end page using the number keys, and then press the **[#]** key.**6** Press the **[Start]** key. **Note**

- ☐ You can search the target document using, in step **1**, **[User Name]** or **[File Name]** situated in the left side of the screen.
- ☐ In the display order field of step **1**, you can sort the documents by **[User Name]**, **[File Name]**, **[Date]**. Press the item to be used for the sorting.
- ☐ To cancel the selection in step **1**, press the highlighted document again.

Deleting a Document

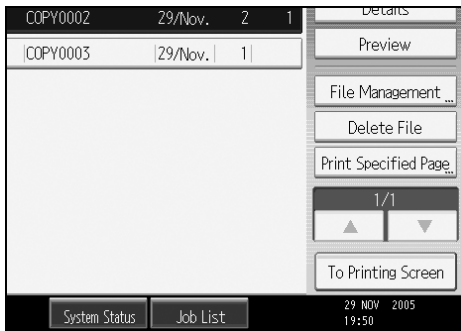
The following describes the procedure for deleting a stored document.

 Important

- ☐ The Document Server can store up to 2000 documents. As the number of stored documents reaches 2000, storing of a new document becomes unavailable. Thus, you should delete unnecessary documents as much as practicable.

1 Press the **[Document Server]** key.**2** Select the document to be deleted.

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

3 Press [Delete File].**4** Press [Yes]. **Note**

- ☐ You can delete the stored documents at a time. See “Administrator Tools”, General Settings Guide.
- ☐ Using Web Image Monitor allows you to delete a document stored in the Document Server from your computer.
- ☐ It is also possible to select two or more documents and delete them.
- ☐ You can search the target document using, [File Name] or [User Name] situated in the left side of the screen.
- ☐ In the display order field, you can sort the documents by [User Name], [File Name], [Date]. Press the item to be used for the sorting.
- ☐ When you could not identify the target document from the document name, print the first page alone of the document in order to confirm the print results.
- ☐ To cancel your selection, press the highlighted document again.
- ☐ For the Web Image Monitor starting procedure, see “Displaying a Document in Document Server with Web Image Monitor”.

Reference

p.180 “Displaying a Document in Document Server with Web Image Monitor”

“Administrator Tools”, General Settings Guide

Displaying a Document in Document Server with Web Image Monitor

The following describes the procedure for confirming contents of a stored document on the computer screen by use of Web Image Monitor.

1 Start Web browser.

2 Enter “http:// (IPv4 address of this machine) /” in the address bar.

When entering an IPv4 address, do not begin segments with zeros. For example: If the address is “192.168.001.010”, you must enter it as “192.168.1.10” to connect to the machine.

Top page of Web Image Monitor will be displayed.

3 Click [Document Server].

The list of documents in the Document Server will be displayed.

4 Click  of the document you want to confirm.

Information of the document will be displayed.

5 Confirm contents of the document.

 Note

- ☐ You can change the document list display format in step **3**. Click  (Thumbnails),  (Icons), or  (Details) for the display format.
- ☐ When you want to enlarge the preview display in step **5**, click [Enlarge Image].

Downloading Stored Documents

The following describes the procedure for downloading a stored document to the computer by use of Web Image Monitor.

Important

- ☐ When downloading a document stored with the copy feature, you must prepare the File Format Converter.

1 Start Web browser.

2 Enter “http://(IPv4 address of this machine)/” in the address bar.

When entering an IPv4 address, do not begin segments with zeros. For example: If the address is “192.168.001.010”, you must enter it as “192.168.1.10” to connect to the machine.

Top page of Web Image Monitor will be displayed.

3 Click [Document Server].

List of the documents will be displayed.

4 Click of the document you want to download.

5 Select [PDF], [JPEG], or [Multi-page TIFF] for the file format.

6 Click [OK].

7 Click [OK] in the confirmation window.

Note

- ☐ You can change the document list display format in step **4**. Click  (Thumbnails),  (Icons), or  (Details) for the display format.
- ☐ In step **5**, you cannot select [JPEG] for a document being stored with the scanner.
- ☐ In step **5**, you cannot select [Multi-page TIFF] for a document being stored with the copy or printer.
- ☐ When downloading a document with [Multi-page TIFF] in step **5**, you must prepare a Printer/Scanner Unit and File Format Converter.

The following combinations are not possible.

- *1 Front Cover, Back Cover, Designate/Chapter with 2 Sided → 1 Sided.
- *2 Top 2 of Staple with 2 holes left of Punch. Top/ Top Slant/ Bottom of Staple with 2 holes top of Punch.
- *3 Top 2 of Staple with Right Fold. Left 2 of Staple with Bottom Fold. Bottom of Staple with Bottom Fold. Top Slant of Staple with Bottom Fold. Saddle Stitch of Staple with Z-fold.
- *4 Front Cover with 2 Sided → 1 Sided.
- *5 Auto Paper Select with Back Cover.
- *6 Left of punch with Bottom Fold. Top of punch with Right Fold.

Supplementary Information

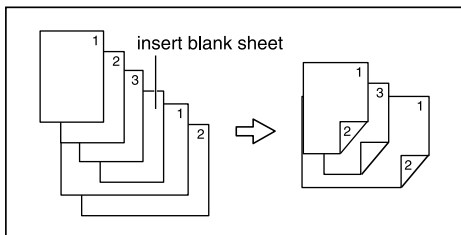
The following describes the detailed specifications of the respective functions.

❖ Batch mode

You cannot switch between 1-sided and 2-sided originals during copying.

❖ Mixed Sizes mode

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.
- You can place originals of two different sizes at a time.
- Copying speed and scanning speed will be reduced.
- 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, B4 JIS, A4, B5 JIS, A5, B6 JIS, A6, $8\frac{1}{2}'' \times 13''$, $8\frac{1}{4}'' \times 13''$, $8'' \times 13''$, $8\frac{1}{4}'' \times 14''$, $8'' \times 10\frac{1}{2}''$, $8'' \times 10''$, $7\frac{1}{4}'' \times 10\frac{1}{2}''$, $11'' \times 15''$, $11'' \times 14''$, $10'' \times 15''$, $10'' \times 14''$, $11'' \times 17''$, $8\frac{1}{2}'' \times 14''$, $8\frac{1}{2}'' \times 11''$, $5\frac{1}{2}'' \times 8\frac{1}{2}''$
- When the beeper is turned off, it will not sound if you insert paper into the bypass tray. See "System Settings on Main and Sub-machines", General Settings Guide.
- 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 of sheets
Thick paper (105-157 g/m ² , 28-42 lb.)	30 sheets
Thick paper (157-216 g/m ² , 42-57.8 lb.)	20 sheets
Translucent paper	50 sheets
OHP transparencies	50 sheets

❖ **Preset Reduce/Enlarge**

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- The following shows the relation between the original and paper sizes at respective scaling factors.
 - Metric version
 - 400% (Area ratio 16 times):-
 - 200% (Area ratio 4 times): A5 → A3, B6 JIS → B4 JIS
 - 141% (Area ratio 2 times): A4 → A3, A5 → A4, B5 JIS → B4 JIS, B6 JIS → B5 JIS
 - 122%: A4 → B4 JIS, A5 → B5 JIS
 - 115%: B4 JIS → A3, B5 JIS → A4, B6 JIS → A5
 - 93%:-
 - 87%: A3 → B4 JIS, A4 → B5 JIS
 - 82%: B4 JIS → A4, B5 JIS → A5
 - 71%: A3 → A4, B4 JIS → B5 JIS
 - 61%: A3 → B5 JIS, A4 → B6 JIS
 - 50% (Area ratio $1/4$ times): A3 → A5, B4 JIS → B6 JIS
 - 25%:-
 - Inch version
 - 400%(Area ratio 16 times): -
 - 200%(Area ratio 4 times): $5\frac{1}{2}" \times 8\frac{1}{2}" \rightarrow 11" \times 17"$
 - 155% (Area ratio 2 times): $5\frac{1}{2}" \times 8\frac{1}{2}" \rightarrow 8\frac{1}{2}" \times 14"$
 - 129%: $8\frac{1}{2}" \times 11" \rightarrow 11" \times 17"$
 - 121%: $8\frac{1}{2}" \times 14" \rightarrow 11" \times 17"$
 - 93%: -
 - 85%: $8" \times 13" \rightarrow 8\frac{1}{2}" \times 11"$
 - 78%: $8\frac{1}{2}" \times 14" \rightarrow 8\frac{1}{2}" \times 11"$
 - 73%: $11" \times 15" \rightarrow 8\frac{1}{2}" \times 11"$
 - 65%: $11" \times 17" \rightarrow 8\frac{1}{2}" \times 11"$
 - 50% (Area ratio $1/4$ times): $11" \times 17" \rightarrow 5\frac{1}{2}" \times 8\frac{1}{2}"$
 - 25%: -
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❖ **Zoom**

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

❖ **Size Magnification**

- The reproduction ratios you can specify are 25-400%.

❖ Directional Size Magnification

- The reproduction ratios you can specify are 25-400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.
- When entering a size in mm (inch), if the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

❖ Sort, Stack

- Paper sizes and orientations that can be used with the Stack function are as follows:
A3  - A6 , B6 JIS , 11" × 17" - 5¹/₂" × 8¹/₂" and 12" × 18"
- Paper sizes and orientations that can be used in the Rotate Sort function are A4  , B5 JIS   and 8¹/₂" × 11"  .
- The following table shows the numbers of copies that the tray can hold. Remove copies from the tray when the maximum is exceeded.

Copy tray

Paper Size and Orientation	Number of Copies
A3, B5 JIS or smaller	250 sheets (80 g/m ² , 20 lb.)
B4 JIS or smaller	500 sheets (80 g/m ² , 20 lb.)

3,000Sheet-100Sheet Staple Finisher (upper tray)

Paper Size and Orientation	Number of Copies
A4, 8 ¹ / ₂ " × 11" or smaller	500 sheets (80 g/m ² , 20 lb.)
B4 JIS, 8 ¹ / ₂ " × 14" or larger	250 sheets (80 g/m ² , 20 lb.)

3,000Sheet-100Sheet Staple Finisher (shift tray)

Paper Size and Orientation	Number of Copies
A4  , B5 JIS  , 8 ¹ / ₂ " × 11" 	3000 sheets (80 g/m ² , 20 lb.)
A3  , B4 JIS  , A4  , B5 JIS  , 11" × 17"  , 8 ¹ / ₂ " × 14"  , 8 ¹ / ₂ " × 11"  , 12" × 18" 	1500 sheets (80 g/m ² , 20 lb.)
A5  , 5 ¹ / ₂ " × 8 ¹ / ₂ " 	500 sheets (80 g/m ² , 20 lb.)
A5  , 5 ¹ / ₂ " × 8 ¹ / ₂ " 	100 sheets (80 g/m ² , 20 lb.)

3,000Sheet-50Sheet Staple Finisher (upper tray)

Paper Size and Orientation	Number of Copies
A4, 8 ¹ / ₂ " × 11" or smaller	250 sheets (80 g/m ² , 20 lb.)
B4 JIS, 8 ¹ / ₂ " × 14" or larger	50 sheets (80 g/m ² , 20 lb.)

3,000Sheet-50Sheet Staple Finisher (shift tray)

Paper Size and Orientation	Number of Copies
A4 □, 8 ¹ / ₂ " × 11" □	3000 sheets (80 g/m ² , 20 lb.)
A3 □, B4 JIS □, A4 □, B5 JIS □, 11" × 17" □, 8 ¹ / ₂ " × 14" □, 8 ¹ / ₂ " × 11" □, 12" × 18" □	1500 sheets (80 g/m ² , 20 lb.)
A5 □	500 sheets (80 g/m ² , 20 lb.)
A5 □, B6 JIS □, 5 ¹ / ₂ " × 8 ¹ / ₂ " □, A6 □	100 sheets (80 g/m ² , 20 lb.)

5

Booklet Finisher (upper tray)

Paper Size and Orientation	Number of Copies
A4, 8 ¹ / ₂ " × 11" or smaller	250 sheets (80 g/m ² , 20 lb.)
B4 JIS, 8 ¹ / ₂ " × 14" or larger	50 sheets (80 g/m ² , 20 lb.)

Booklet Finisher (shift tray)

Paper Size and Orientation	Number of Copies
A4 □, 8 ¹ / ₂ " × 11" □	2000 sheets (80 g/m ² , 20 lb.)
A3 □, B4 JIS □, A4 □, B5 JIS □, 11" × 17" □, 8 ¹ / ₂ " × 14" □, 8 ¹ / ₂ " × 11" □, 12" × 18" □	1000 sheets (80 g/m ² , 20 lb.)
A5 □	500 sheets (80 g/m ² , 20 lb.)
A5 □, B6 JIS □, 5 ¹ / ₂ " × 8 ¹ / ₂ " □	100 sheets (80 g/m ² , 20 lb.)

- When using the Rotate Sort or Staple function, the capacity may be reduced.

❖ **Staple**

- The following types of paper cannot be stapled:
 - Postcard
 - Translucent paper
 - OHP transparencies
 - Label paper (adhesive labels)
 - Thick paper
 - Curled paper
 - Paper of low stiffness
- 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.
- To specify Left 2, Top 2, or Slant together with 2 Originals or 8 Originals of Combine 1 Side, or 4 Originals or 16 Originals of Combine 2 Sides: specify  paper for  orientation originals and specify  paper for  orientation originals.
- To specify Left 2, Top 2, or Slant together with Double Copies: specify  paper for  orientation originals and specify  paper for  orientation originals.
- If a finisher is installed, the mixed sizes function and the auto paper selection function become available. These functions make it possible to choose the paper appropriate for stapling from the mixed sizes. Prior to the operation, you should set on the feed tray the paper of the size to be used. The following sizes allow the stapling when mixed with other sizes.
 - A3 and A4
 - B4 JIS and B5 JIS
 - A4 and A5
 - 11" × 17" and 8¹/₂" × 11"
 - 8¹/₂" × 11" and 5¹/₂" × 8¹/₂"

- Paper sizes and orientations that can be used in the Staple function and the stapler capacity are as follows:

3,000Sheet-100Sheet Staple Finisher

Paper Size and Orientation	Stapler Capacity
A3□, B4 JIS□, 11" × 17"□, 8 ¹ / ₂ " × 14"□	50 sheets (80 g/m ² , 20 lb.)
A4□□, B5 JIS□□, 8 ¹ / ₂ " × 11"□□	100 sheets (80 g/m ² , 20 lb.)

3,000Sheet-50Sheet Staple Finisher, Booklet finisher (upper tray/ shift tray)

Paper Size and Orientation	Stapler Capacity
A3□, B4 JIS□, 11" × 17"□, 8 ¹ / ₂ " × 14"□	30 sheets (80 g/m ² , 20 lb.)
A4□□, B5 JIS□□, 8 ¹ / ₂ " × 11"□□	50 sheets (80 g/m ² , 20 lb.)

Booklet Finisher (booklet tray)

Paper Size and Orientation	Stapler Capacity
A3□, B4 JIS□, A4□, B5 JIS□, 11" × 17"□, 8 ¹ / ₂ " × 14"□, 8 ¹ / ₂ " × 11"□, 12" × 18"□	15 sheets (80 g/m ² , 20 lb.)

- When stapling B4 JIS□, A3□, Legal 8¹/₂" × 14"□, 11" × 17"□, be sure to extend the paper support plate of the finisher tray.
- 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/m², 20 lb.)

3,000Sheet-100Sheet Staple Finisher (Finisher shift tray without Z-folding unit)

Paper Size and Orientation	Number of Sheets	Number of Stapled Copies
A4□□, B5 JIS□□, 8 ¹ / ₂ " × 11"□□	2- to 9-leaf binding	150 sets (Max. 3000 sheets)
	10- to 100-leaf binding	200 to 30 sets (Max. 3000 sheets)
A3□, B4 JIS□, 11" × 17"□, 8 ¹ / ₂ " × 14"□	2- to 9-leaf binding	150 sets (Max. 1500 sheets)
	10- to 50-leaf binding	150 to 30 sets (Max. 1500 sheets)

3,000Sheet-100Sheet Staple Finisher (Finisher shift tray with Z-folding unit)

Paper Size	Number of Z-folded Sheets	Number of Stapled Copies
Z-folded A3 + A4 Z-folded B4 JIS + B5 JIS Z-folded 11" × 17" + 8 ¹ / ₂ " × 11"	2 to 10	15 to 3 sets (Max. 30 sheets for Z-folded paper)

3,000Sheet-50Sheet Staple Finisher

Paper Size and Orientation	Number of Sheets	Number of Stapled Copies
A4  , 8 ¹ / ₂ " × 11" 	2- to 19-leaf binding	150 sets (Max. 3000 sheets)
	20- to 50-leaf binding	150 to 60 sets (Max. 3000 sheets)
A4  , B5 JIS  , 8 ¹ / ₂ " × 11" 	2- to 14-leaf binding	100 sets (Max. 1500 sheets)
	15- to 50-leaf binding	100 to 30 sets (Max. 1500 sheets)
Other sizes	2- to 14-leaf binding	100 sets (Max. 1500 sheets)
	15- to 30-leaf binding	100 to 33 sets (Max. 1500 sheets)

Paper weight: 80 g/m² (20 lb.)

Booklet finisher

Paper Size and Orientation	Number of Sheets	Number of Stapled Copies
A4  , 8 ¹ / ₂ " × 11" 	2- to 12-leaf binding	150 sets (Max. 2000 sheets)
	13- to 50-leaf binding	150 to 40 sets (Max. 2000 sheets)
A4  , B5 JIS  , 8 ¹ / ₂ " × 11" 	2- to 9-leaf binding	100 sets (Max. 1000 sheets)
	10- to 50-leaf binding	100 to 20 sets (Max. 1000 sheets)
Other sizes	2- to 9-leaf binding	100 sets (Max. 1000 sheets)
	10- to 30-leaf binding	100 to 33 sets (Max. 1000 sheets)

Paper weight: 80 g/m² (20 lb.)

- You cannot change stapling positions during copying.
- When the original image is rotated, the staple orientation changes 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 the 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 the Saddle Stitch function in Magazine mode, the machine staples the paper, and folds it like a book, then delivers the paper folded.

❖ Punch

- When using Punch and Combine, Double Copies, or Auto Reduce/Enlarge, the message "Blank part will appear. Check orientation." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.
- Punchable paper sizes are as follows:

Punch Unit Type	Orientation	Paper Size
2 holes type		A3 - A5, 11" × 17", 8 ¹ / ₂ " × 11"
		A4 - A5, 8 ¹ / ₂ " × 11"
3 holes type		A3, B4 JIS, 11" × 17"
		A4, B5 JIS, 8 ¹ / ₂ " × 11"
4 holes type		A3, B4 JIS, 11" × 17"
		A4, B5 JIS, 8 ¹ / ₂ " × 11"

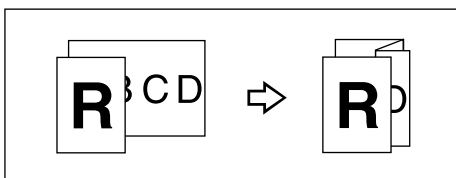
❖ Z-fold

- 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 / 3,000Sheet-100Sheet Staple Finisher
A3, B4 JIS, A4, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 12" × 18"
- The number of Z-folded copies that can be stacked on the finisher trays are as follows. When the number of copies exceeds capacity, remove them from the trays.

3,000Sheet-100Sheet Staple Finisher (Finisher upper/shift tray)	30 sheets
Booklet Finisher (Finisher upper/shift tray)	B4 JIS, 8 1/2" × 14" :30 sheets A4, 8 1/2" × 11" or smaller :20 sheets

- 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 Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand. Paper sizes that can be stapled when using the Mixed Sizes mode are as follows:
 - A3 and A4
 - A4 and A5
 - B4 JIS and B5 JIS
 - 11" × 17" and 8 1/2" × 11"
 - 8 1/2" × 11" and 5 1/2" × 8 1/2"



ACC013S

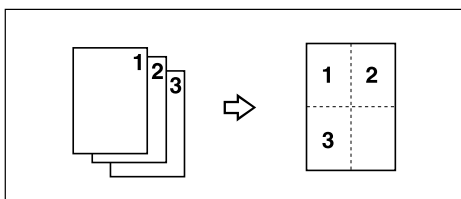
- Depending on the Z-fold settings, you may not be able to use Rotate Sort.
- Even if you have selected **[Face Up]** for Eject Copy Face up/Down in Glass Mode, the copies will be delivered face down.

❖ Duplex

- The following paper sizes and orientations allow the double-side copy.
A3, B4 JIS, A4, B5 JIS, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 11", 5¹/₂" × 8¹/₂", 8¹/₂" × 13", 8¹/₄" × 13", 8" × 13", 7¹/₄" × 10¹/₂", 11" × 15", 11" × 14", 10" × 15", 10" × 14", 8¹/₄" × 14", 8" × 10¹/₂", 210 × 340 mm, 210 × 182 mm, 210 × 170 mm, 8K, 16K
- You cannot use the following copy paper with this function:
 - paper of a size smaller than A5, 5¹/₂" × 8¹/₂"
 - Translucent paper
 - Label paper (adhesive labels)
 - OHP transparencies
 - Paper thicker than 105 g/m², 28 lb.
 - Paper thinner than 64 g/m², 17 lb.
 - Postcards
 - Tab stock
- 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.
- Front and back image quality of copies may differ.

❖ 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 is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.

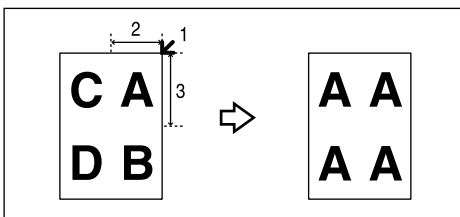


❖ **Booklet/Magazine**

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The reproduction ratios you can specify are 25-400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- You cannot copy with originals different in size and orientation.
- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- In Magazine mode, the copying may take some time after scanning originals.
- When the optional booklet finisher is installed, if you select Saddle Stitch function in Magazine mode, the machine staples and folds the paper in the centre, then delivers the paper folded.

❖ **Image 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”, 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

❖ **Centring**

- 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
Exposure glass : A3, B4 JIS, A4, B5 JIS
ADF : A3, B4 JIS, A4, B5 JIS, A5
 - Inch version
Exposure glass: 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 10" × 14"
ADF: 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 5 1/2" × 8 1/2", 10" × 14"
- By combining "Erase Inside 1" - "Erase Inside 5", you can erase up to 5 areas at the same time.

❖ **Background Numbering**

- The numbers appear to overlap the copied image in some cases.

❖ **Margin Adjustment**

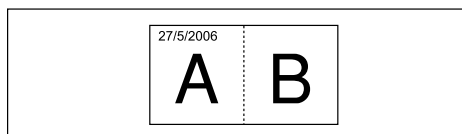
- If you set a binding margin that is too wide, part of the image may not be copied.
- When making copies in the Combine mode, the binding margin is added to the copies after the combination is finished.

❖ **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.

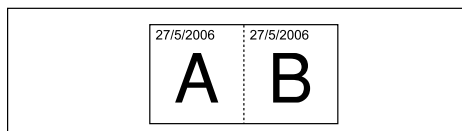
❖ **Date Stamp**

- When using Combine mode, the date stamp is printed as follows:
 - With the Combine function



AMG026S

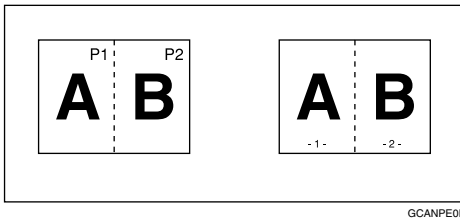
- With the Magazine or Booklet function



AMG027S

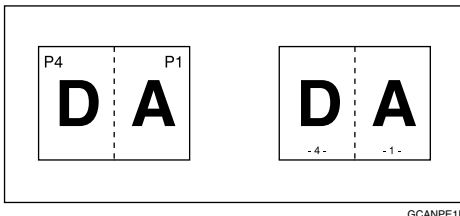
❖ Page Numbering

- When page numbering is used with Combine mode, page numbers are printed as follows:
 - Page Numbering per original:
With 1 Sided/2 Sided using the Combine function



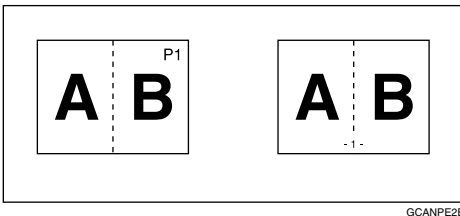
GCANPE0E

With the Magazine or Booklet function



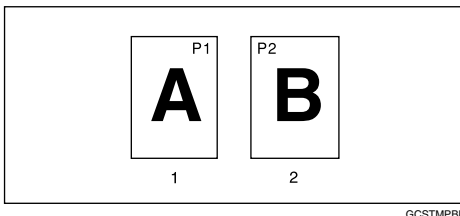
GCANPE1E

- Page Numbering per copy:
With 1 Sided/2 Sided using the Combine function



GCANPE2E

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



GCSTMPBE

- ① Front
- ② Back

❖ Front Cover, 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).
 - At Mode Selected... Depends on the setting done from Cover Sheet Tray.
 - Full Time... Depends on the setting done from Paper Type. See "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 sheet

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

❖ Copy Face Up

- Copies are delivered face down (in the same order as the original) if Thin Paper, Plain Paper 1, Plain Paper 2, Middle Thick, or Thick Paper 1 is specified.
- Copies are delivered face up (in reverse order of the original) if Thick Paper 2 or Thick Paper 3 is specified.
- Tab stock is delivered face down regardless of its paper weight.

❖ Connect Copy

- 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 **[Connect Copy]** 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 canceled.
- 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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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means POWER ON.

○ means POWER OFF.

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