

SHARP®

MODEL: MX-5500N
MX-6200N
MX-7000N

Copier Guide



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ABOUT THIS MANUAL

Please note

- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your dealer or nearest authorised service representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your dealer or nearest authorised service representative.
- Aside from instances provided for by law, SHARP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Warning

- Reproduction, adaptation or translation of the contents of the manual without prior written permission is prohibited, except as allowed under copyright laws.
- All information in this manual is subject to change without notice.

Illustrations and the operation panel and touch panel shown in this manual

The peripheral devices are generally optional, however, some models include certain peripheral devices as standard equipment. The explanations in this manual assume that a saddle stitch finisher, punch module, and inserter are installed on the machine. For some functions and procedures, the explanations assume that devices other than the above are installed.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

MANUALS PROVIDED WITH THE MACHINE

Printed manuals and manuals stored in PDF format on the machine's hard drive are provided with the machine. When using the machine, read the appropriate manual for the feature you are using.

Printed manuals

Manual name	Contents
Safety Guide	This manual contains instructions for using the machine safely and lists the specifications of the machine and its peripheral devices.
Software Setup Guide	This manual explains how to install the software and configure settings to use the machine as a printer or scanner.
Quick Start Guide	This manual provides easy-to-understand explanations of all the functions of the machine in a single volume. Detailed explanations of each of the functions can be found in the manuals in PDF format.
Troubleshooting	This manual explains how to remove paper misfeeds and provides answers to frequently asked questions regarding the operation of the machine in each mode. Refer to this manual when you have difficulty using the machine.





Operation manuals in PDF format

The manuals in PDF format provide detailed explanations of the procedures for using the machine in each mode. To view the PDF manuals, download them from the hard drive in the machine. The procedure for downloading the manuals is explained in "How to download the manuals in PDF format" in the Quick Start Guide.

Manual name	Contents
User's Guide	This manual provides information, such as basic operation procedures, how to load paper, and machine maintenance.
Copier Guide (this manual)	This manual provides detailed explanations of the procedures for using the copy function.
Printer Guide	This manual provides detailed explanations of the procedures for using the printer function.
Facsimile Guide	This manual provides detailed explanations of the procedures for using the fax function.
Scanner Guide	This manual provides detailed explanations of the procedures for using the scanner function and the Internet fax function.
Document Filing Guide	This manual provides detailed explanations of the procedures for using the document filing function. The document filing function allows you to save the document data of a copy or fax job, or the data of a print job, as a file on the machine's hard drive. The file can be called up as needed.
System Settings Guide	This manual explains the "System Settings", which are used to configure a variety of parameters to suit the aims and the needs of your workplace. Current settings can be displayed or printed out from the "System Settings".

Icons used in the manuals

The icons in the manuals indicate the following types of information:

	This alerts you to a situation where there is a risk of machine damage or failure.		This indicates the name of a system setting and provides a brief explanation of the setting. For detailed information on each system setting, see the System Settings Guide. When "System Settings:" appears: A general setting is explained. When "System Settings (Administrator):" appears: A setting that can only be configured by an administrator is explained.
	This provides a supplemental explanation of a function or procedure.		
	This explains how to cancel or correct an operation.		

1

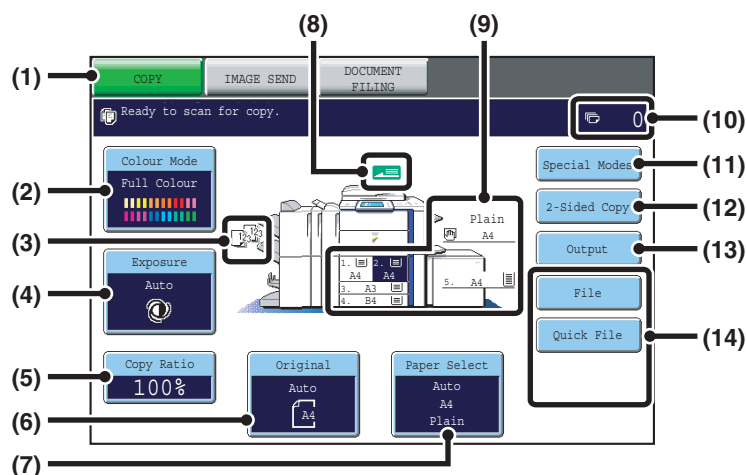
BEFORE USING THE MACHINE AS A COPIER

This section provides information that you should know before using the machine as a copier.

BASE SCREEN OF COPY MODE

Touch the [COPY] key in the touch panel to open the base screen of copy mode.

The base screen shows messages and keys necessary for copying, and settings that have been selected.



(1) Mode Select keys

Use these keys to switch between copy, image send, and document filing modes.

If you wish to switch to copy mode, touch the [COPY] key.

(2) [Colour Mode] key

Touch this to change the colour mode.

➤ [COPY COLOUR MODES](#) (page 24)

(3) Output display

When one or more output functions such as sort, group, staple sort, or saddle stitch have been selected, this shows the icons of the selected functions.

➤ [OUTPUT](#) (page 36)

(4) [Exposure] key

This shows the current copy exposure and original type settings. Touch this key to change the exposure or original type setting.

➤ [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE](#) (page 26)

(5) [Copy Ratio] key

This shows the current copy ratio. Touch this key to adjust the copy ratio.

➤ [REDUCTION/ENLARGEMENT/ZOOM](#) (page 28)

(6) [Original] key

Touch this key to enter the original size manually.

When an original is placed, the detected original size is displayed. If the original size is set manually, the set size appears.

➤ [ORIGINAL SIZES](#) (page 32)

(7) [Paper Select] key

Touch this key to change the paper (tray) that is used.

The tray, paper size, and paper type will appear. Trays 1 to 5 can also be touched in the paper size display to open the same screen.

➤ [PAPER TRAYS](#) (page 14)


(8) Original feed display

This appears when an original is inserted in the automatic document feeder.

(9) Paper select display

This shows the size of paper loaded in each tray.
For the bypass tray, the paper type appears above the paper size.

The selected tray is highlighted.

The approximate amount of paper in each tray is indicated by . Trays 1 to 5 can be touched to open the same screen as when the [Paper Select] key is touched.

 [PAPER TRAYS](#) (page 14)

(10) Number of copies display

This shows the number of copies set.

(11) [Special Modes] key

Touch this key to select special modes such as Margin Shift, Edge Erase, and Dual Page Copy.

 [SPECIAL MODES](#) (page 44)

(12) [2-Sided Copy] key

Touch this key to select the 2-sided copying function.

 [AUTOMATIC 2-SIDED COPYING](#) (page 19)

(13) [Output] key

Touch this to select an output function such as sort, group, offset, staple sort, saddle stitch, or punch.

 [OUTPUT](#) (page 36)

(14) Customized keys

The keys that appear here can be changed to show settings or functions that you prefer. The following keys appear by factory default:

 [Customizing displayed keys](#) (page 8)

[File] key, [Quick File] key

Touch one of these keys to use the File function or Quick File function of document filing mode. These are the same [File] and [Quick File] keys that appear when the [Special Modes] key is touched. For information on the document filing function, see the "Document Filing Guide".

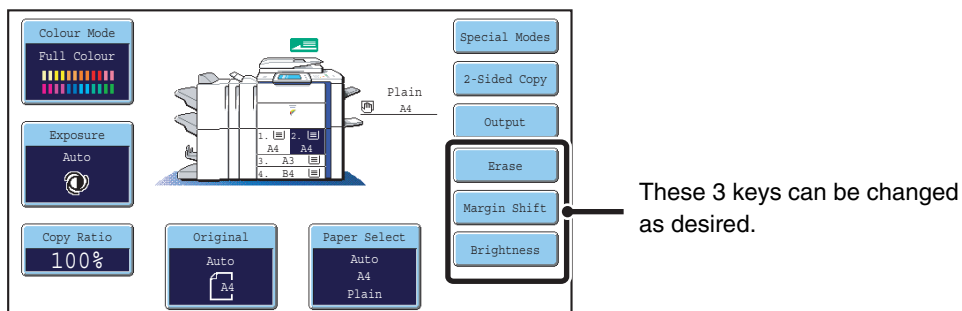


The screen explained in this section appears when a saddle stitch finisher, punch module, inserter, paper pass unit, and large capacity tray (MX-LCX2) are installed. The image will vary depending on the equipment installed.

Customizing displayed keys

Special mode keys and other keys can be displayed in the base screen. By assigning frequently used functions to these keys, you can access the functions with a single touch. To change the function that is assigned to a key, use "Customize Key Setting" in the Web pages.


When "Erase", "Margin Shift", and "Brightness" are assigned to the customized keys




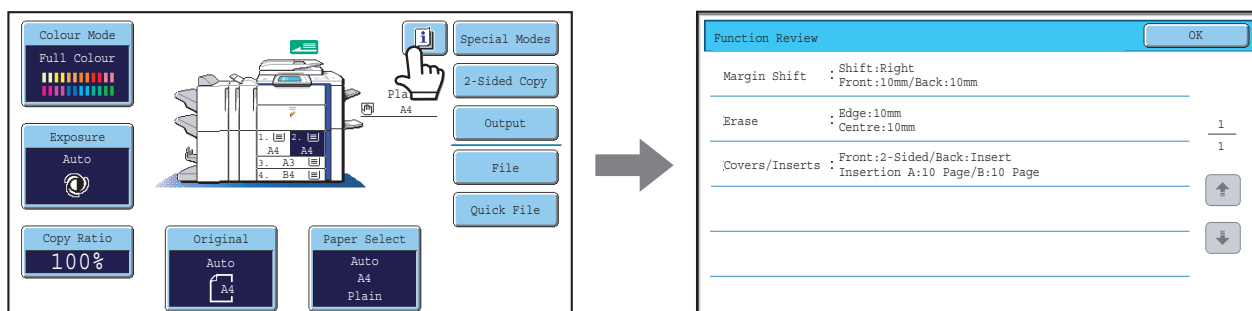
System Settings (Administrator): Customize Key Setting

Registration is performed in [System Settings] - [Operation Settings] - "Customize Key Setting" in the Web page menu.

Checking what special modes are selected

The  key appears in the base screen when one or more special modes are selected.

The  key can be touched to display the selected special modes. To close the screen, touch the [OK] key.

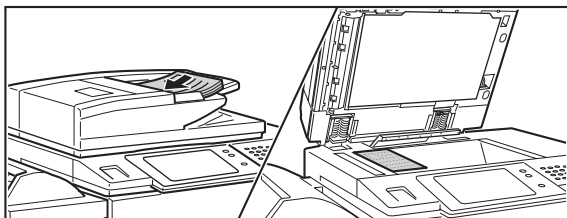


COPYING SEQUENCE

This section explains the basic procedure for copying. Select settings in the order shown below to ensure that the copy operation takes place smoothly.

For detailed procedures for selecting the settings, see the explanation of each setting in this manual.

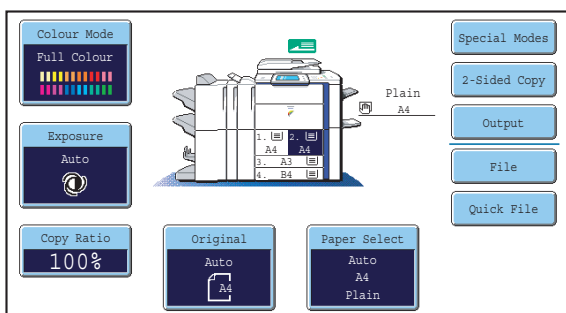
Place the original.



Place the original in the document feeder tray of the automatic document feeder, or on the document glass.






* Depending on the copy functions used, there are also cases where functions are selected before the original is placed.

Basic copy settings

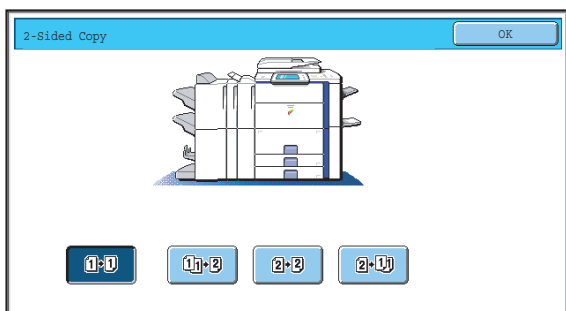


Select the basic copy settings.

The main settings are as follows:

- Colour mode  [COPY COLOUR MODES](#) (page 24)
- Exposure and original type  [CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE](#) (page 26)
- Copy ratio  [REDUCTION/ENLARGEMENT/ZOOM](#) (page 28)
- Original size  [ORIGINAL SIZES](#) (page 32)
- Paper Settings  [PAPER TRAYS](#) (page 14)

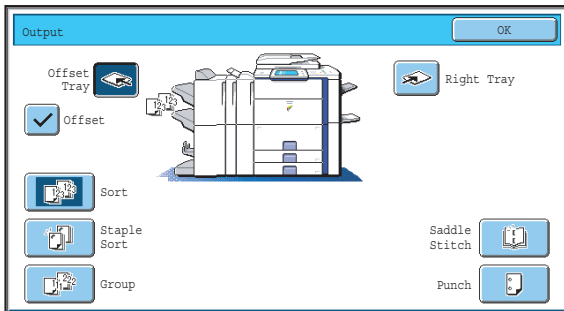
2-sided copy settings



Select settings as needed for 2-sided copying and 2-sided scanning of the original.

-  [AUTOMATIC 2-SIDED COPYING](#) (page 19)

Output settings



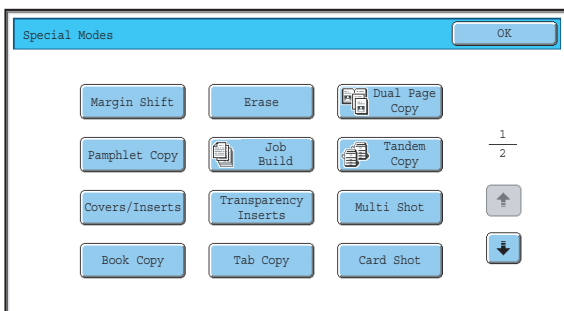
Select copy output settings.

The main settings are as follows:

- Sort mode [Sort mode](#) (page 38)
- Group mode [Group mode](#) (page 38)
- Offset mode [Offset function](#) (page 38)
- Staple sort mode
 - [Staple sort function / Saddle stitch function](#) (page 39)
- Pamphlet staple function
 - [Staple sort function / Saddle stitch function](#) (page 39)
- Punch function [Punch function](#) (page 40)



Special mode settings

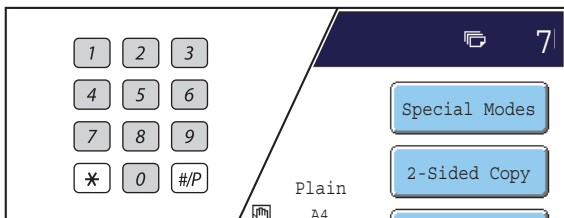


Select special modes such as "Margin Shift" and "Erase".

[3. SPECIAL MODES](#) (page 44)



Number of copies (sets) setting



Set the number of copies (number of sets).



Start copying.






Start colour copying.




Start black and white copying.


Start scanning the original(s) and making copies.





- When one or more special modes are selected, the  key appears in the base screen. Touch the  key to display a list of the selected special modes. This lets you check what special modes are selected and the settings of each mode.
 [Checking what special modes are selected](#) (page 8)
- To store a copy job using the document filing function, select copy settings and then touch the [File] key or the [Quick File] key. For more information on the document filing function, see the Document Filing Guide.



To cancel all settings, press the [CLEAR ALL] key ().

When the [CLEAR ALL] key () is pressed, all settings selected to that point are cleared and you will return to the base screen.

To stop scanning of the original and copying, press the [STOP] key ().

When the [STOP] key () is pressed, a message will appear asking you if you want to cancel the job. Touch the [Yes] key in the message screen.

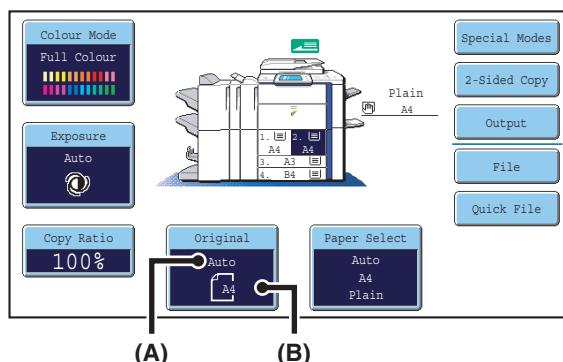
ORIGINALS

CHECKING THE ORIGINAL SIZE

When [Auto] appears in the [Original] key, the size of the placed original is automatically detected. The machine automatically detects the original size when an original is placed and displays the size in the [Original] key in the base screen.

Example of base screen

The original size is displayed.



(A) "Auto" appears when the automatic original detection function is operating.

(B) The original size is displayed. An icon shows the orientation of the original.

Standard sizes

Standard sizes are sizes that the machine can automatically detect. The standard sizes are set in "Original Size Detector Setting" in the system settings (administrator). The factory default setting is "AB-1 (Inch-1)".

List of original size detector settings

Selections	Standard sizes (detected original sizes)	
	Document glass	Document feeder tray (automatic document feeder)
AB-1	A3, A4, A4R, A5, B4, B5, B5R	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 8-1/2" x 14", 11" x 17"
AB-2	A3, A4, A4R, A5, B5, B5R, 216 mm x 330 mm (8-1/2" x 13")	A3, A4, A4R, A5, B4, B5, B5R, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13")
AB-3	A4, A4R, A5, B4, 8K, 16K, 16KR	A3, A4, A4R, A5, B4, 8K, 16K, 16KR, 8-1/2" x 11", 11" x 17", 216 mm x 330 mm (8-1/2" x 13")
Inch-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3
Inch-2	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	11" x 17", 8-1/2" x 13" (216 mm x 330 mm), 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A4, A3



- When the automatic original detection function is operating and the original is a non-standard size (an AB size or special size), the closest standard size may be displayed or the original size may not appear. In this event, manually set the correct original size.

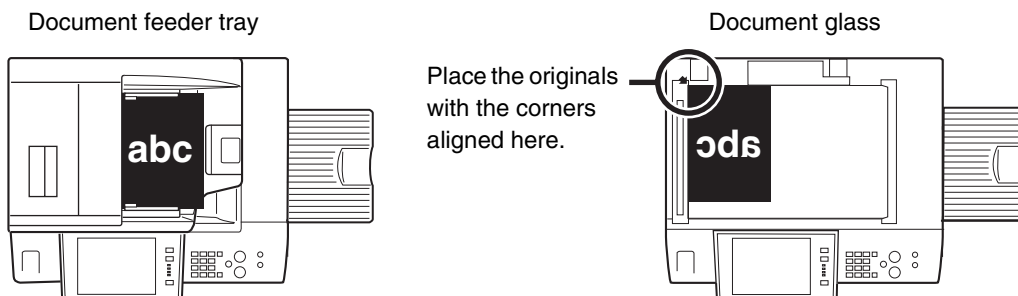
 [SPECIFYING THE ORIGINAL SIZE](#) (page 32)

- When placing a non-standard size original on the document glass, you can make it easier for the size to be detected by placing a blank sheet of A4 (8-1/2" x 11"), B5 (5-1/2" x 8-1/2"), or other standard size of paper on top of the original.

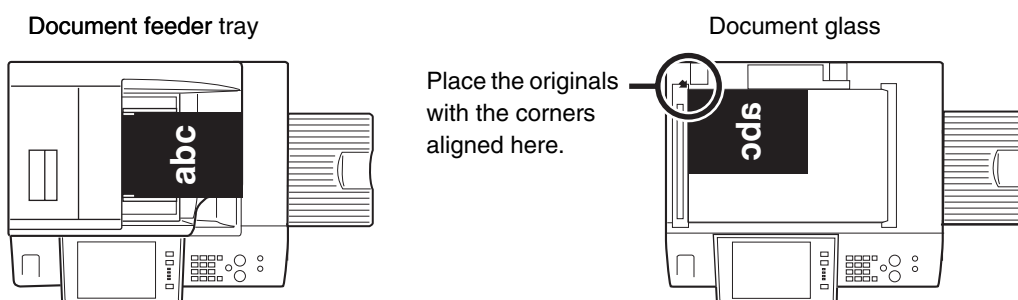
Standard original placement orientations

Place originals in the document feeder tray or on the document glass so that the top and bottom of the original are oriented as shown in the illustration. If the original is not oriented correctly and a function such as stapling is selected, the staple positions may not be correct. For more information on placing the original, see "3. ORIGINALS" in the User's Guide.

[Example 1]



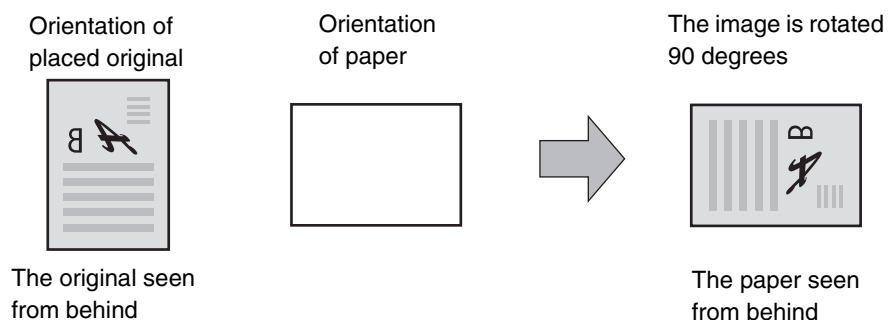
[Example 2]



Automatic copy image rotation (Rotation Copy)

If the orientation of the original and paper are different, the original image will be automatically rotated 90 degrees to match the paper. (When an image is rotated, a message is displayed.)

[Example]



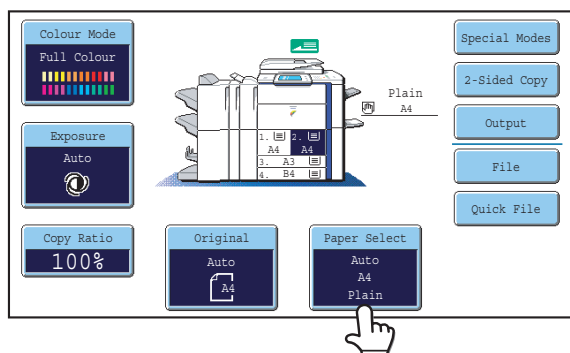
This function operates in both auto paper selection mode and auto image mode. Rotation can be disabled using "Rotation Copy Setting" in the System Settings (Administrator).

PAPER TRAYS

The machine is set to automatically select a tray that has the same size of paper as the size of the placed original (automatic paper tray selection).

If the correct paper size is not selected or you wish to change the paper size, you can select the paper tray manually.

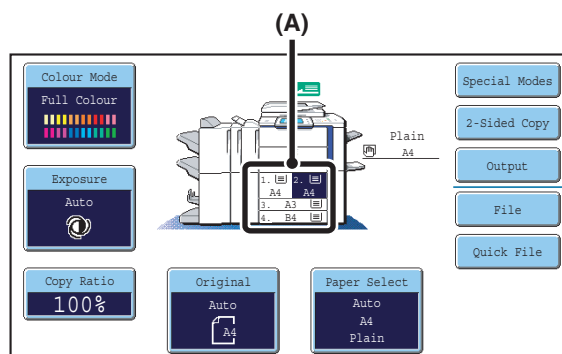
Touch the [Paper Select] key.



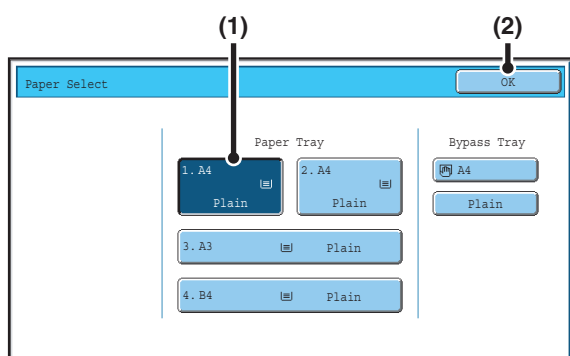
1



You can also touch the paper size display (A) to open the paper tray settings.



2



Select the tray that you want to use.

(1) Touch the key of the desired tray.

(2) Touch the [OK] key.

You will return to the base screen and the selected tray will be highlighted.



If the selected tray runs out of paper during a copy job and there is another tray that has the same size and type of paper, that tray will be automatically selected and the copy job will continue.



To return to automatic paper tray selection after selecting a tray manually, press the [CLEAR ALL] key (CA).



System Settings (Administrator): Paper Tray

Use this setting to change the tray that is selected by default.

2

BASIC PROCEDURE FOR MAKING COPIES

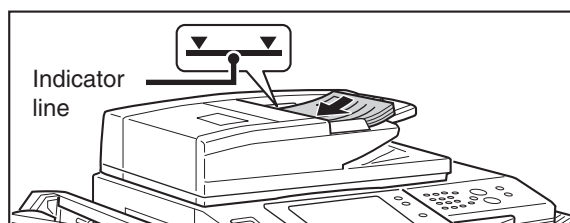
This chapter explains the basic procedures for making copies, including selection of the copy ratio and other copy settings.

MAKING COPIES

USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE COPIES

This section explains how to make copies (1-sided copies of 1-sided originals) using the automatic document feeder.

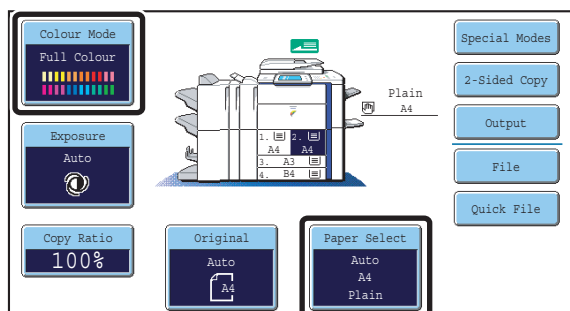
1



Place the originals face up in the document feeder tray with the edges aligned evenly.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Check the paper to be used and the colour mode.

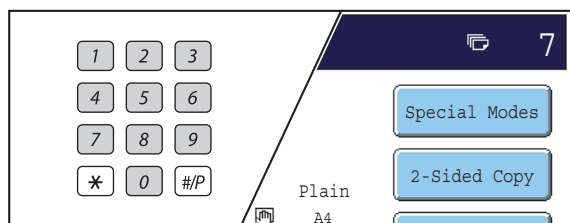
Make sure that the desired paper (tray) and colour mode are selected.

- To change the paper (tray), touch the [Paper Select] key.
➡ [PAPER TRAYS](#) (page 14)
- To change the colour mode, touch the [Colour Mode] key.
➡ [COPY COLOUR MODES](#) (page 24)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

3



Set the number of copies (number of sets) with the numeric keys.



- Up to 999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.



If an incorrect number of copies is set...

Press the [CLEAR] key (C) and then enter the correct number.

4



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).



Even if a colour mode is selected, copying will take place in black and white if the [BLACK & WHITE START] key (●●) is pressed.



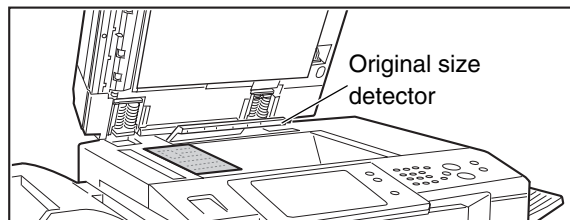
To cancel scanning of the original and copying...

Press the [STOP] key (⏏).

MAKING A COPY USING THE DOCUMENT GLASS

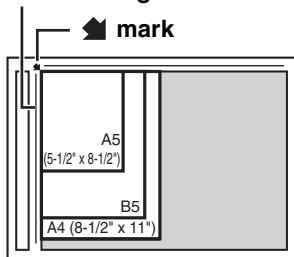
To make a copy of a book or other thick original that cannot be scanned with the automatic document feeder, open the automatic document feeder and place the original face down on the document glass. This section explains how to make a copy (1-sided copy of a 1-sided original) using the document glass.

1

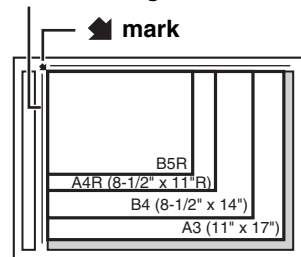



Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.

Document glass scale



Document glass scale

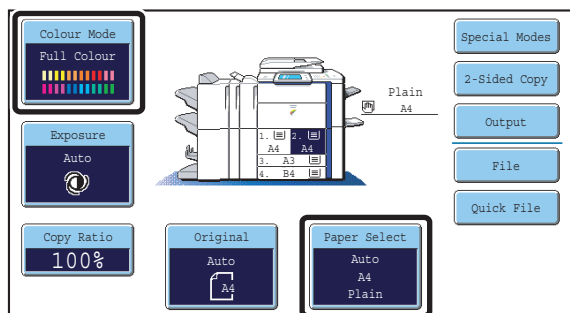


- Align the corner of the original with the tip of the arrow mark  on the document glass scale.
- Place the original in the appropriate position for its size as shown above.





Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

2



Check the paper to be used and the colour mode.

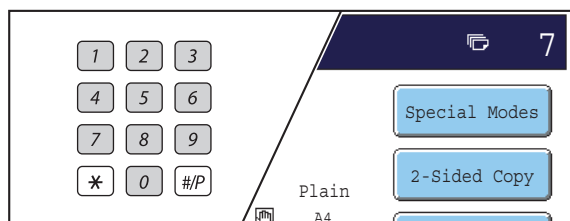
Make sure that the desired paper (tray) and colour mode are selected.

- To change the paper (tray), touch the [Paper Select] key.
 [PAPER TRAYS](#) (page 14)
- To change the colour mode, touch the [Colour Mode] key.
 [COPY COLOUR MODES](#) (page 24)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

3



Set the number of copies (number of sets) with the numeric keys.



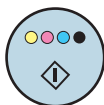
- Up to 999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.



If an incorrect number of copies is set...

Press the [CLEAR] key (□) and then enter the correct number.

4



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

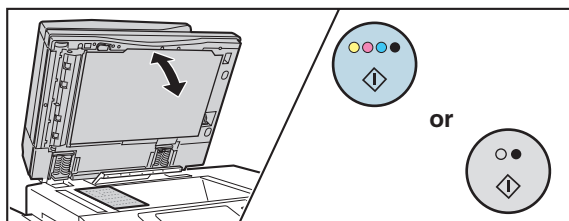
Normally copying will start.

Depending on the copy settings (2-sided copying, etc.), copying may not begin until all originals have been scanned. In this case, go to the next step.



Even if a colour mode is selected, copying will take place in black and white if the [BLACK & WHITE START] key (●●) is pressed.

5

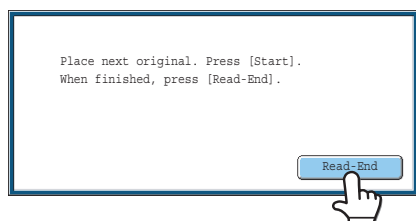


Remove the original and place the next original, and then press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Repeat this step until all originals have been scanned.

For the second original and following originals, use the same [START] key as you did for the first original.

6



Touch the [Read-End] key.

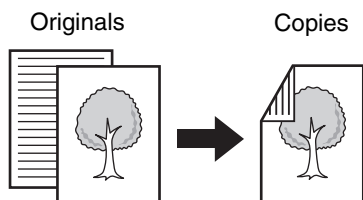


To cancel scanning of the original and copying...

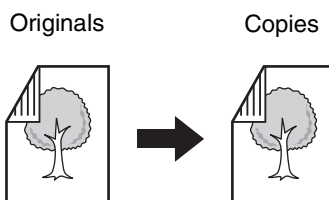
Press the [STOP] key (⏏).

AUTOMATIC 2-SIDED COPYING

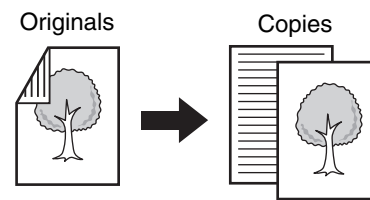
USING THE AUTOMATIC DOCUMENT FEEDER TO MAKE 2-SIDED COPIES



Automatic 2-sided copying of 1-sided originals

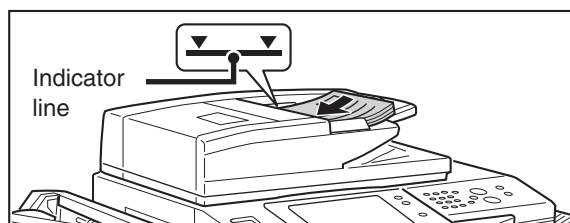


Automatic 2-sided copying of 2-sided originals



1-sided copying of 2-sided originals

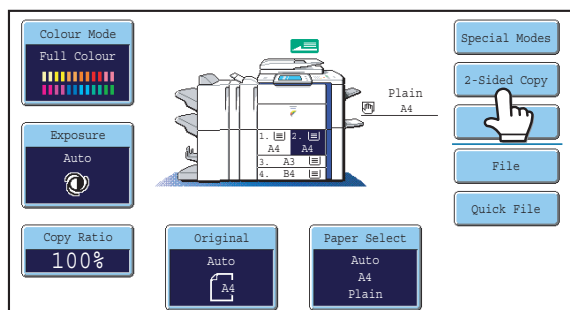
1



Place the originals face up in the document feeder tray with the edges aligned evenly.

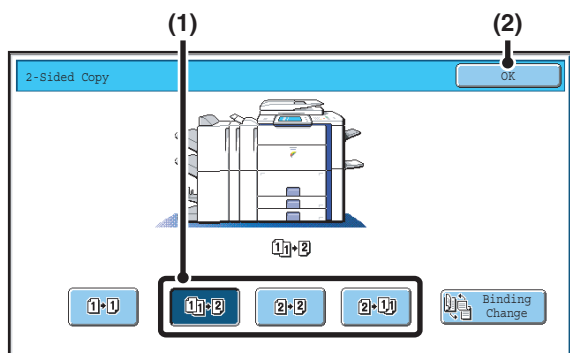
Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Touch the [2-Sided Copy] key.

3



Select the 2-sided copy mode.


(1) Touch the key of the desired mode.

- 1-2** : Automatic 2-sided copying of 1-sided originals
- 2-2** : Automatic 2-sided copying of 2-sided originals
- 2-1** : 1-sided copying of 2-sided originals

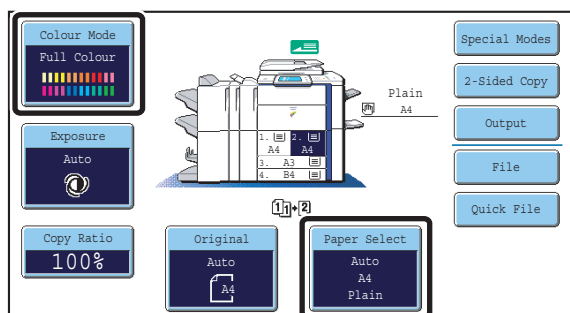
(2) Touch the [OK] key.



To make 2-sided copies of a 1-sided portrait original placed horizontally, or to invert the reverse side with respect to the front side when copying a 2-sided original, touch the [Binding Change] key.

 **Using the [Binding Change] key** (page 20)

4



Check the paper to be used and the colour mode.

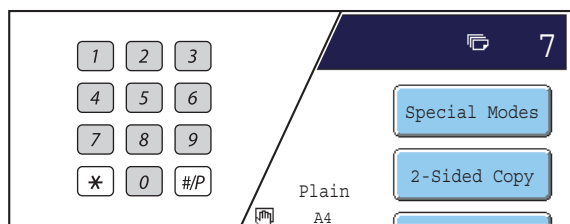
Make sure that the desired paper (tray) and colour mode are selected.

- To change the paper (tray), touch the [Paper Select] key.
➡ [PAPER TRAYS](#) (page 14)
- To change the colour mode, touch the [Colour Mode] key.
➡ [COPY COLOUR MODES](#) (page 24)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

5



Set the number of copies (number of sets) with the numeric keys.



- Up to 999 copies (sets) can be set.
- If you are only making a single copy, the copy can be made with the copy number display showing "0".



If an incorrect number of copies is set...

Press the [CLEAR] key (C) and then enter the correct number.

6



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).



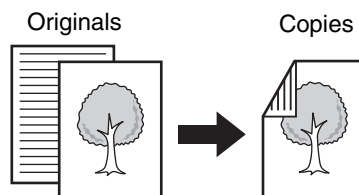
To cancel scanning of the original and copying...

Press the [STOP] key (⏏).

Using the [Binding Change] key

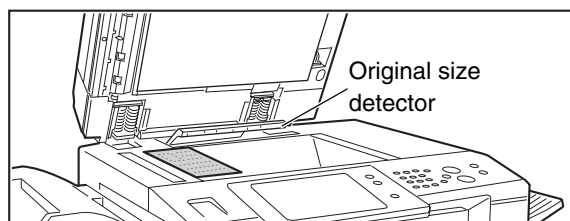
Originals	Binding Change is used	Binding Change is not used
	<p>The reverse side is upside down.</p> <p>Select this when the pages will be bound into a tablet.</p>	<p>The reverse side is not upside down.</p> <p>Select this when the pages will be bound into a booklet.</p>

AUTOMATIC 2-SIDED COPYING USING THE DOCUMENT GLASS



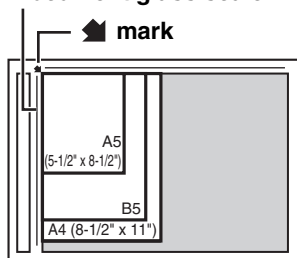
Automatic 2-sided copying of 1-sided originals

1

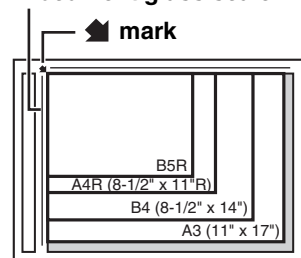



Open the automatic document feeder, place the original face down on the document glass, and then gently close the automatic document feeder.

Document glass scale



Document glass scale

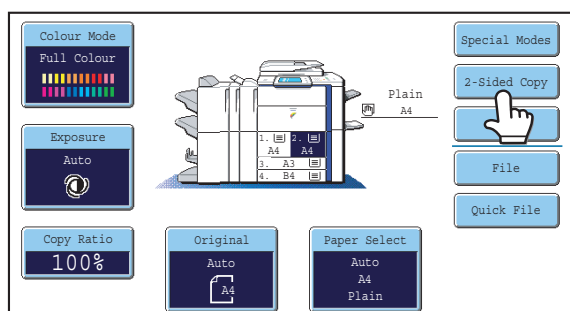


- Align the corner of the original with the tip of the arrow mark  on the document glass scale.
- Place the original in the appropriate position for its size as shown above.



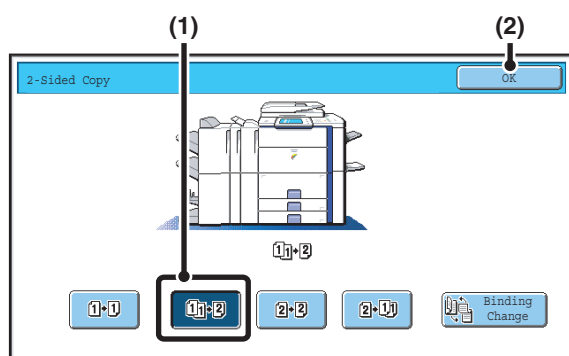
Do not place any objects under the original size detector. Closing the automatic document feeder with an object underneath may damage the original size detector plate and prevent correct detection of the document size.

2



Touch the [2-Sided Copy] key.

3



Select the 2-sided copy mode.

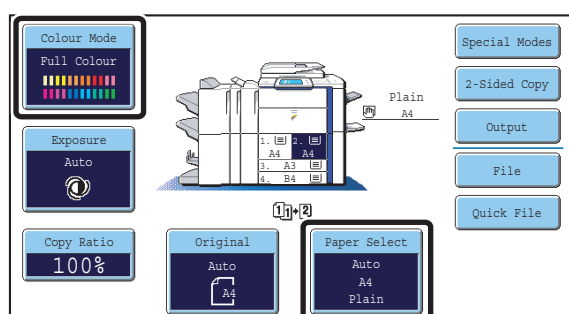
(1) Touch the [1-Sided to 2-Sided] key.

(2) Touch the [OK] key.



The [2-Sided to 2-Sided] key and [2-Sided to 1-Sided] key cannot be used when copying from the document glass.

4



Check the paper to be used and the colour mode.

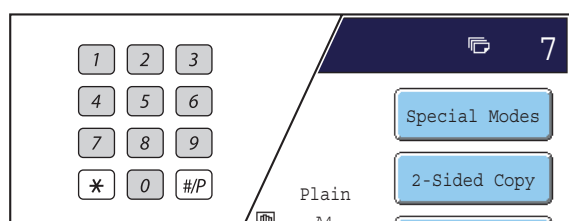
Make sure that the desired paper (tray) and colour mode are selected.

- To change the paper (tray), touch the [Paper Select] key.
➡ [PAPER TRAYS](#) (page 14)
- To change the colour mode, touch the [Colour Mode] key.
➡ [COPY COLOUR MODES](#) (page 24)



Depending on the size of the placed original, there may be cases where the same size of paper as the original is not selected automatically. In this event, change the paper size manually.

5



Set the number of copies (number of sets) with the numeric keys.



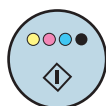
- Up to 999 copies (sets) can be set.
- A single copy can be made even if "0" appears for the number of copies.



If an incorrect number of copies is set...

Press the [CLEAR] key () and then enter the correct number.

6



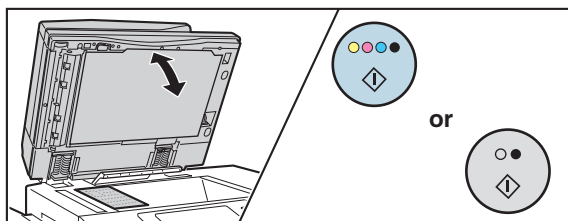
or



Press the [COLOUR START] key () or the [BLACK & WHITE START] key ().

Scanning begins.

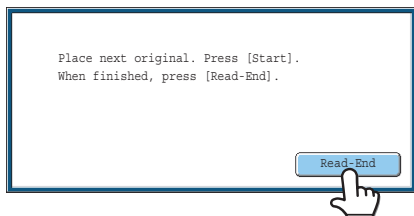
7



Remove the original and place the next original, and then press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Repeat this step until all originals have been scanned.
For the second original and following originals, use the same [START] key as you did for the first original.

8



Touch the [Read-End] key.



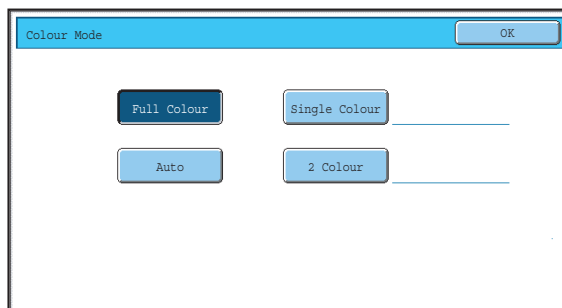
To cancel scanning of the original and copying...
Press the [STOP] key (⏏).



System Settings (Administrator): 2-Sided Copy
The default 2-sided copy mode can be changed.

COPY COLOUR MODES

The colour mode of the [COLOUR START] key (●●●●) is normally set to [Full Colour] so that copying takes place in full colour mode when the [COLOUR START] key (●●●●) is pressed. If colour originals are mixed together with black & white originals, set the colour mode to [Auto] to have the colour mode change appropriately for each original. Touch the [Colour Mode] key in the base screen to open the following screen.

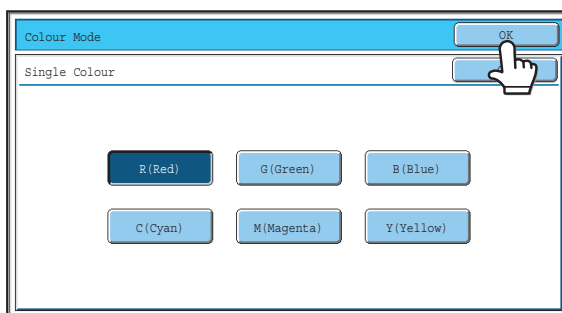


Touch the key of the desired colour mode and then touch the [OK] key.

Full Colour	The original is copied in full colour.
Auto	The machine automatically detects whether each original is colour or black & white and switches the mode appropriately (full colour for a colour original or black & white for a black & white original).
Single Colour	The original is copied in the selected colour only. All colours in the original are changed to the selected colour, which can be selected from red, green, blue, cyan, magenta, or yellow.
2 Colour	Only the red areas of the original are changed to the selected colour; colours other than red are copied in black. This lets you make copies that are more expressive than black and white copies. Red, green, blue, cyan, magenta, or yellow can be selected.

Selecting single colour copying

When [Single Colour] is selected for the colour mode, the following screen appears. Touch the desired colour and touch the [OK] key.



Selecting 2 colour copying

When [2 Colour] is selected for the colour mode, the following screen appears. Touch the desired colour and touch the [OK] key.



- When auto mode is used, there may be some originals for which switching between colour and black & white does not take place correctly. In this event, press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●) as appropriate to manually switch between colour and black & white.
- Copying takes place in black & white when the [BLACK & WHITE START] key (○●) is pressed, regardless of the colour mode setting.



System Settings (Administrator): Colour Mode

This is used to change the default colour mode setting.

System Settings (Administrator): Detect Standard in Auto Colour Mode

When the colour mode is set to auto, the discrimination point for detecting whether originals are colour or black and white can be set to one of 5 levels.

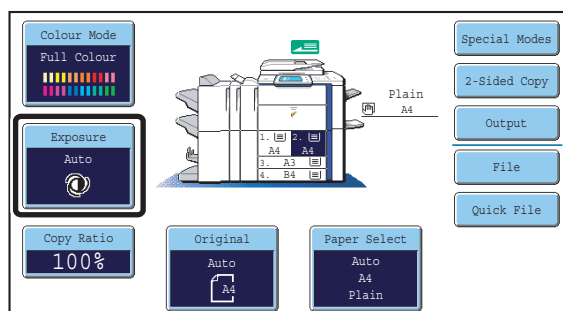
CHANGING THE EXPOSURE AND ORIGINAL IMAGE TYPE

The exposure and original image type can be selected to obtain a clear copy.

AUTOMATIC ADJUSTMENT OF THE EXPOSURE AND ORIGINAL TYPE

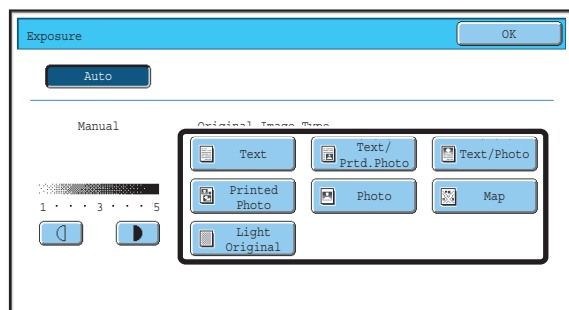
Automatic exposure adjustment operates by default to automatically adjust the exposure level and original type as appropriate for the original being copied. ("Auto" is displayed.)

This function automatically adjusts the image during black & white copying and full colour copying to obtain the most suitable copy.



SELECTING THE ORIGINAL TYPE AND MANUALLY ADJUSTING THE EXPOSURE

If you wish to select the original type or manually adjust the exposure, touch the [Exposure] key in the base screen of copy mode and follow the steps below.



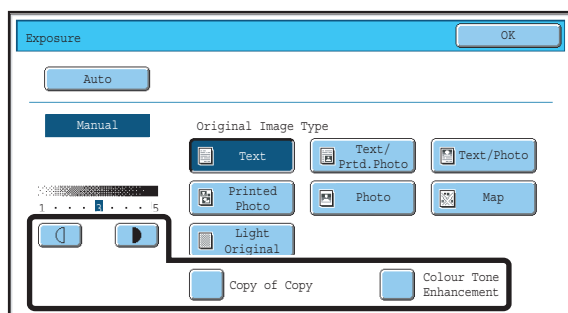
Select the original image type.

Touch the appropriate original image type key for the original.


● Original image type select keys


1

Mode	Description
Text	Use this mode for regular text documents.
Text/Prtd. Photo	This mode provides the best balance for copying an original which contains both text and printed photographs, such as a magazine or catalogue.
Text/Photo	This mode provides the best balance for copying an original which contains both text and photographs, such as a text document with a photo pasted on.
Printed photo	This mode is best for copying printed photographs, such as photos in a magazine or catalogue.
Photo	Use this mode to copy photos.
Map	This mode is best for copying the light colour shading and fine text found on most maps.
Light Original	Use this mode for originals with light pencil writing.




Adjust the exposure level.

Touch the  key to make the copy darker.


Touch the  key to make the copy lighter.

• Using a copy or printed page as an original

When using a copy or printed page from the machine as an original, touch the [Copy of Copy] checkbox so that a checkmark  appears.

When [Copy of Copy] is selected, only the [Text], [Printed Photo], and [Text/Printed Photo] original image type keys can be selected.

• To enhance the colour of a colour copy...

Touch the [Colour Tone Enhancement] checkbox so that a checkmark  appears.



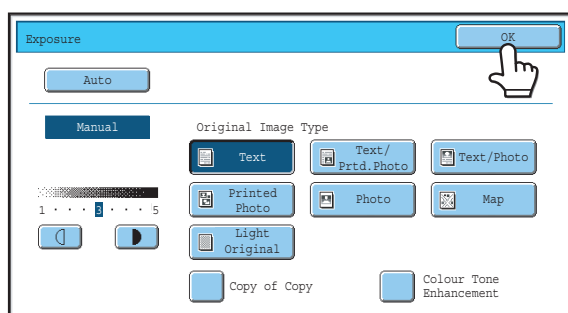
• Guidelines for the exposure level when [Text] is selected:

- 1 to 2: Dark originals such as a newspaper
- 3: Normal density originals
- 4 to 5: Originals written in pencil or light coloured text

• Restrictions when Colour Tone Enhancement is selected

When "Colour Tone Enhancement" is selected, the following functions cannot be used:

- [Copy of Copy]
- [Auto] and [Light Original] cannot be selected for the original image type.
- [Intensity] (in the special modes)



Touch the [OK] key.



If [Auto] is selected but the darkness or lightness of the image does not seem quite right...

If the image seems too light or too dark when [Auto] is selected, the exposure level can be adjusted using "Copy Exposure Adjustment" in the system settings (administrator).



• System Settings (Administrator): Exposure Type

This is used to change the default original image type.

• System Settings (Administrator): Copy Exposure Adjustment

The exposure level used for automatic exposure adjustment can be adjusted.

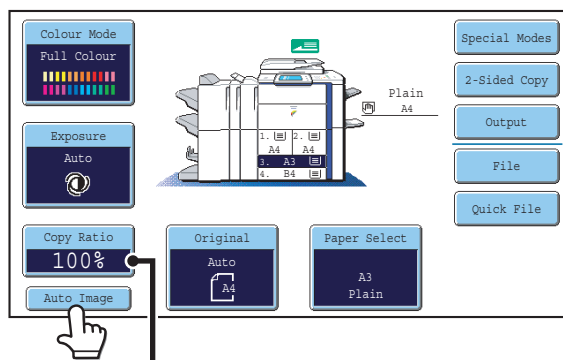
REDUCTION/ENLARGEMENT/ZOOM

AUTOMATIC RATIO SELECTION (Auto Image)

This section explains the automatic ratio selection function (Auto Image), which automatically selects the ratio to match the paper size.



When the paper tray is manually changed, the [Auto Image] key appears in the base screen of copy mode. Touch the [Auto Image] key to have the reduction or enlargement ratio automatically selected based on the original size and the selected paper size.

First place the original and select the paper tray, and then touch the [Auto Image] key.



The selected ratio will appear in the ratio display.



- If the message "Rotate original from  to  " is displayed, change the orientation of the original as indicated in the message.
- For a non-standard size original, the size must be entered in order to use Auto Image.



- **To cancel automatic ratio selection...**
Touch the [Auto Image] key so that it is no longer highlighted.
- **To return the ratio to 100%...**
To return the ratio setting to 100%, touch the [Copy Ratio] key to display the ratio menu and then touch the [100%] key.



System Settings (Administrator): Copy Ratio



This is used to change the default copy ratio.

MANUALLY SELECTING THE RATIO (Preset ratios/Zoom)

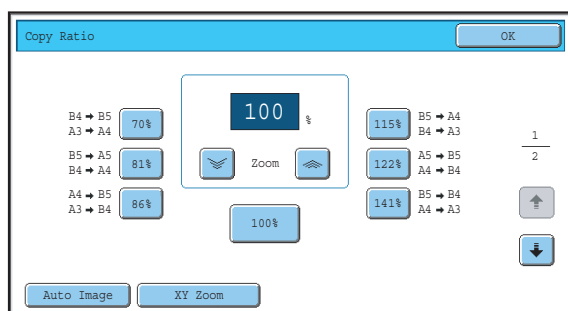
Touch the [Copy Ratio] key in the base screen of copy mode to select one of five preset enlargement ratios or five preset reduction ratios (maximum 400%, minimum 25%).

In addition, the zoom keys can be used to select any ratio from 25% to 400% in increments of 1%.

Set the ratio.

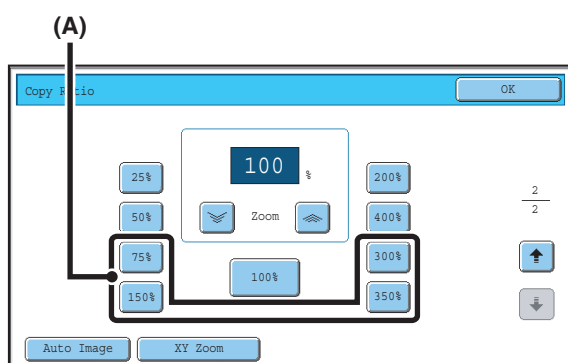
Touch a preset ratio key and/or the zoom keys to set the ratio. There are two setting screens. Use the   keys to switch between the screens.

● 1st screen



- Enlargement keys:
115%, 122% and 141% (for the AB system).
121% and 129% (for the inch system).
- Reduction keys:
70%, 81% and 86% (for the AB system).
64% and 77% (for the inch system).
- [100%] key





● 2nd screen

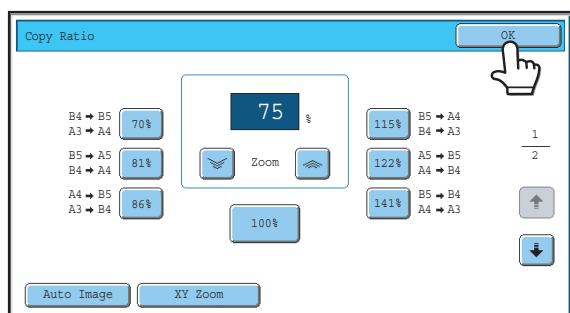


- Enlargement keys (2 to 4 ratios)
200%, 400%, any ratio (max. of two)
- Reduction keys (2 to 4 ratios)
25%, 50%, any ratio (max. of two)
- [100%] key



• (A) keys

- The keys marked (A) can be set to show any ratio using "Add or Change Extra Preset Ratios" in the system settings (administrator).
- To quickly select a ratio, touch a reduction or enlargement key to select a ratio close to the desired ratio and then use the zoom keys for fine adjustment.
- The zoom keys can be used to select any ratio from 25% to 400% in increments of 1%.
Touch the  key to increase the ratio, or the  key to decrease the ratio. (If you continue to touch the  /  key, the ratio will change automatically. After 3 seconds, the ratio will change rapidly.)
- If the message "Image is larger than the copy paper." appears when an enlargement ratio is selected, the image may not fit on the paper.



Touch the [OK] key.

After touching the [OK] key, make sure that a paper size suitable for the ratio is selected.



To return the ratio to 100%...

To return the ratio setting to 100%, touch the [Copy Ratio] key to display the ratio menu and then touch the [100%] key.



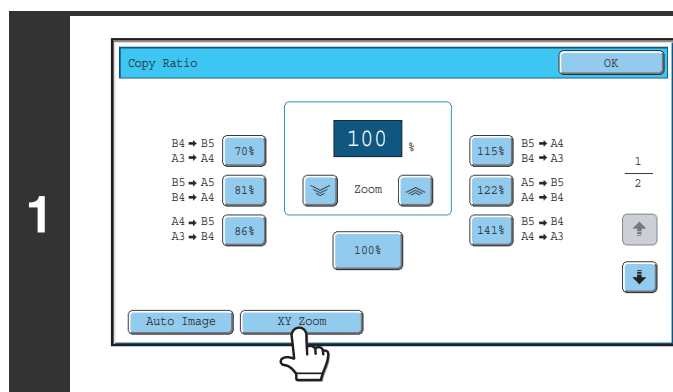
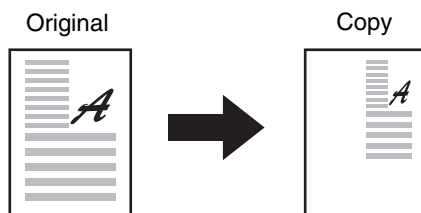
System Settings (Administrator): Add or Change Extra Preset Ratios

Two enlargement preset ratios (101% to 400%) and two reduction preset ratios (25% to 99%) can be added. An added preset ratio can also be changed.

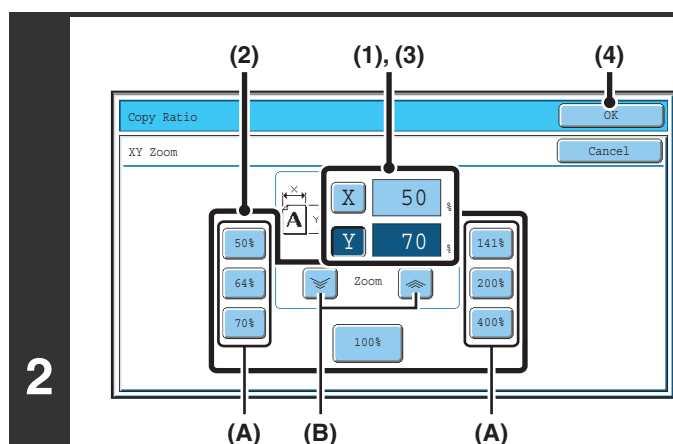
ENLARGING/REDUCING THE LENGTH AND WIDTH SEPARATELY (XY Zoom)

The XY Zoom feature allows the horizontal and vertical copy ratios to be changed separately. Both the horizontal and vertical ratios can be set from 25% to 400% in increments of 1%. Touch the [Copy Ratio] key in the base screen of copy mode and then follow the steps below.

When 50% is selected for the horizontal ratio and 70% is selected for the vertical ratio



Touch the [XY Zoom] key.



Set the horizontal and vertical ratios.

(1) Touch the [X] key.

The [X] key will be highlighted and the horizontal ratio can be set.

(2) Touch one of the preset ratio keys (A) and the zoom keys (B) to set the X (horizontal) ratio.

(A) A touched preset ratio key will not be highlighted.

(B) The zoom keys can be touched to set the ratio from 25% to 400% in increments of 1%.

(3) Touch the [Y] key and set the Y (vertical) ratio in the same way as the [X] key.

(4) Touch the [OK] key.

After touching the [OK] key, make sure that a paper size suitable for the ratio is selected.



To quickly select a ratio, touch a preset ratio key (A) to select a ratio close to the desired ratio and then use the zoom keys (B) for fine adjustment.



When the automatic document feeder is used, the vertical and horizontal ratio selection ranges are both 25% to 200%.



To cancel an XY zoom setting...

To cancel an XY Zoom setting, touch the [XY Zoom] key or the [Cancel] key.

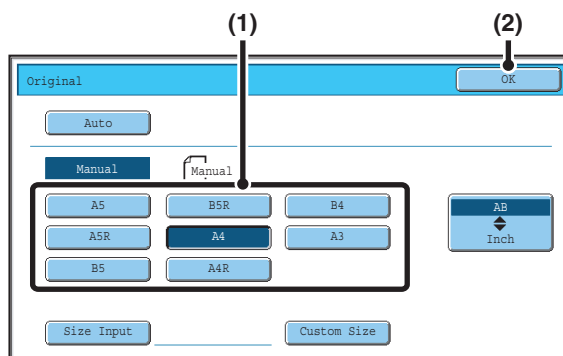
ORIGINAL SIZES

SPECIFYING THE ORIGINAL SIZE

When the original size is a non-standard size or is not detected correctly, manually specify the original size. Touch the [Original] key in the base screen of copy mode and then follow the steps below.

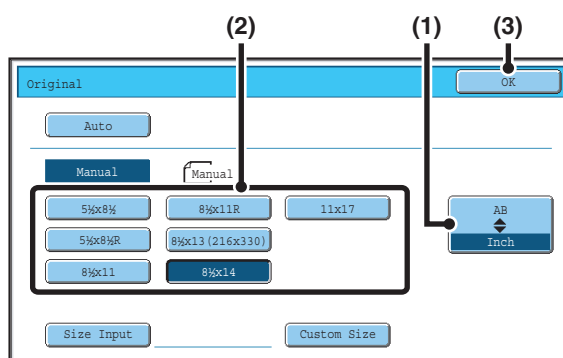
Specifying an AB original size

Touch the appropriate original size key and then the [OK] key.

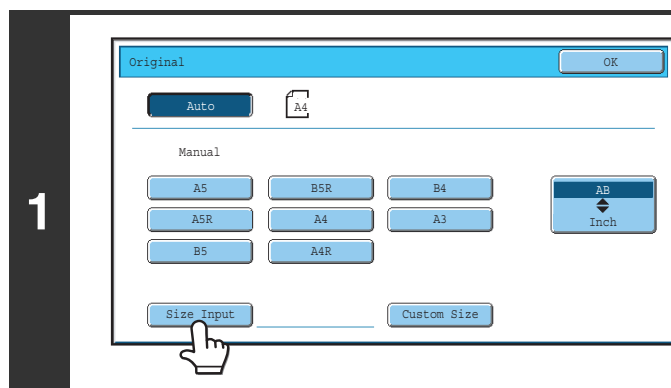


Specifying an inch original size

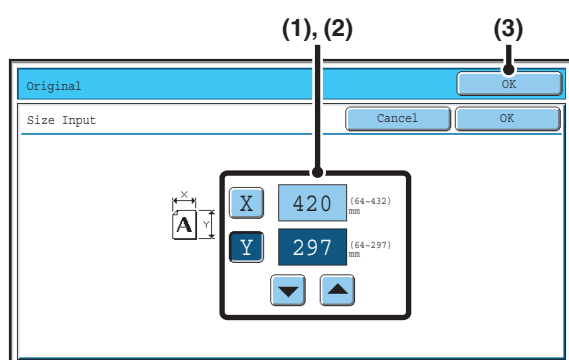
Touch the [AB↕Inch] key, touch the appropriate original size key, and then touch the [OK] key.



Specifying a non-standard original size



Touch the [Size Input] key.



Enter the original size.

(1) Enter the X (horizontal) dimension of the original.

With the [X] key highlighted, enter the X (horizontal) dimension of the original with the keys. When the document glass is used, a number from 64 mm to 432 mm (2-1/2" to 17") can be entered.

When the automatic document feeder is used, a number from 140 mm to 432 mm (5-1/2" to 17") can be entered. If the horizontal dimension of the original is less than 140 mm (5-1/2"), use the document glass.

(2) Enter the Y (vertical) dimension of the original.

Touch the [Y] key and enter the Y (vertical) dimension of the original with the keys. When the document glass is used, a number from 64 mm to 297 mm (2-1/2" to 11-5/8") can be entered.

When the automatic document feeder is used, a number from 131 mm to 297 mm (5-1/8" to 11-5/8") can be entered.

If the vertical dimension of the original is less than 131 mm (5-1/8"), use the document glass.

(3) Touch the [OK] key.

You will return to the base screen.

Make sure that the entered dimensions appear in the [Original] key.

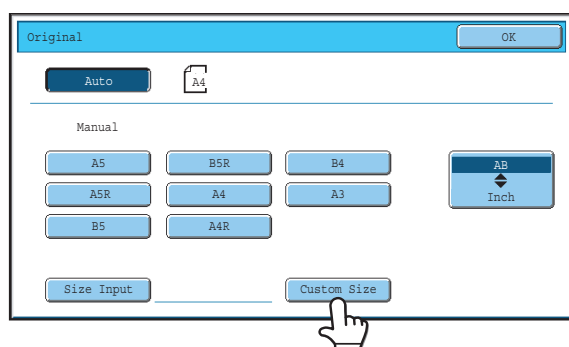
STORING FREQUENTLY USED ORIGINAL SIZES

You can save special original sizes that you frequently use. This section explains how to store, retrieve, change, and delete special original sizes.

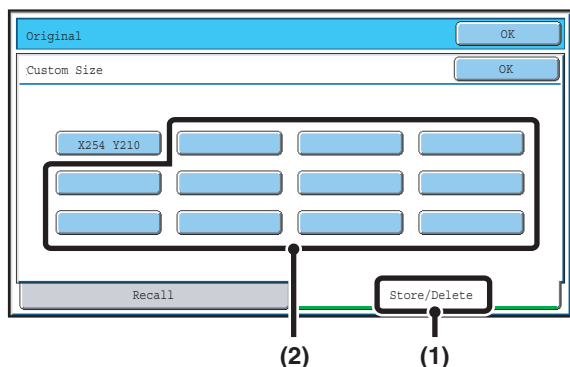
Storing original sizes (editing/clearing)

Up to 9 special original sizes can be stored.

Touch the [Original] key in the base screen of copy mode and then follow the steps below.




Touch the [Custom Size] key.



Store the original size.

- (1) Touch the [Store/Delete] tab.
- (2) Touch a key for storing a custom original size.

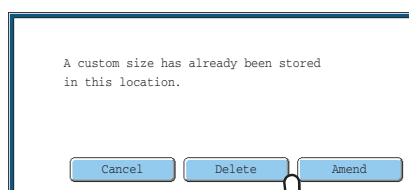
Touch a key that does not show a size ().

2



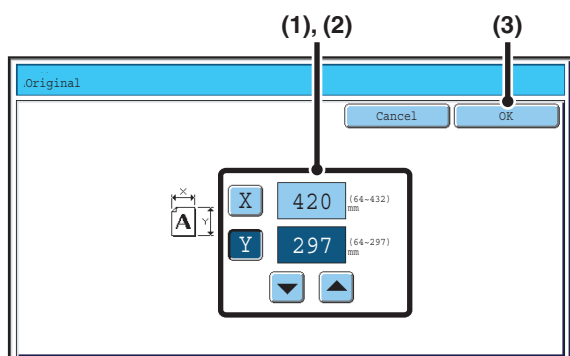
If you wish to edit or clear a previously stored key...

Touch the key that you want to edit or clear. The following screen will appear.





- To edit the key, touch the [Amend] key and go to the next step.
- To clear the key, touch the [Delete] key. Make sure that the original size has been cleared and touch the [OK] key.

3





Enter the original size.

- (1) Enter the X (horizontal) dimension of the original.

With the [X] key highlighted, enter the X (horizontal) dimension of the original with the   keys. A dimension from 64 mm to 432 mm (2-1/2" to 17") can be entered.

- (2) Enter the Y (vertical) dimension of the original.

Touch the [Y] key and enter the Y (vertical) dimension of the original with the   keys. A dimension from 64 mm to 297 mm (2-1/2" to 11-5/8") can be entered.

- (3) Touch the [OK] key.



The stored original size will be retained even if the main power is turned off.



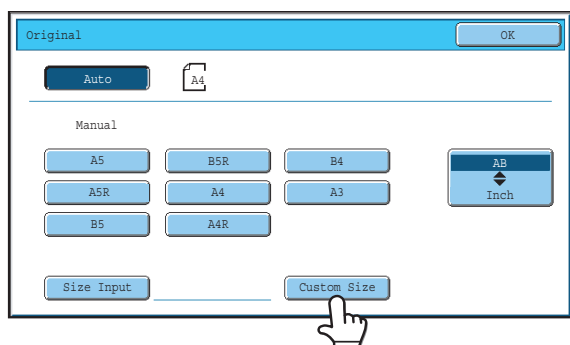
To cancel the operation...

Press the [CLEAR ALL] key ().

Retrieving a stored original size

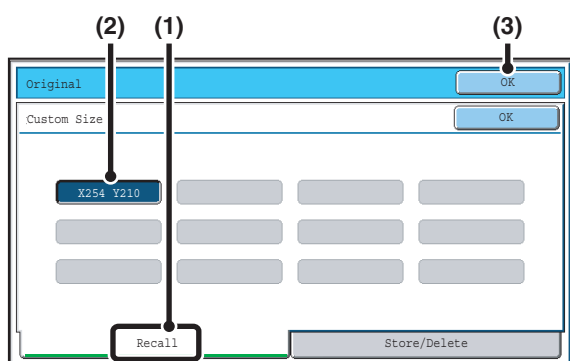
To retrieve a stored original size, touch the [Original] key in the base screen of copy mode and perform the steps below.

1



Touch the [Custom Size] key.

2



Retrieve the desired stored original size.

- (1) Touch the [Recall] tab.
- (2) Touch the key of the original size that you wish to retrieve.
- (3) Touch the [OK] key.

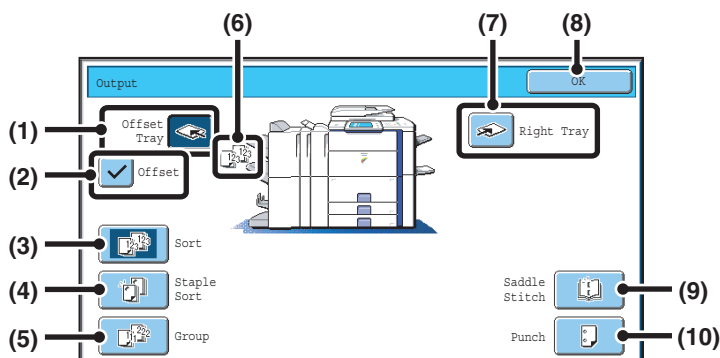


To cancel the operation...

Press the [CLEAR ALL] key (CA).

OUTPUT

To select output functions and the output tray, touch the [Output] key in the base screen of copy mode. Output functions that can be selected are sort, group, offset, staple sort, saddle stitch, and punch. All explanations of the settings below assume that a saddle stitch finisher is installed.



(1) [Offset Tray] key ([Centre Tray] key*)

Output is delivered to the offset tray. The [Offset Tray] key is automatically selected when the [Staple Sort] key is selected.

* When a finisher or saddle stitch finisher is not installed, this key is the [Centre Tray] key. In this case, the offset function cannot be used.

(2) [Offset] key

This is used to offset each set of output from the previous set.

The offset function operates when the checkbox is selected ☒ and does not operate when the checkbox is not selected ☐. (The offset checkmark is automatically cleared when the staple sort function is selected.)

➡ [Offset function](#) (page 38)

(3) [Sort] key

This is used to sort (collate) output into sets.

➡ [Sort mode](#) (page 38)

(4) [Staple Sort] key

This is used to sort output into sets, staple each set, and deliver the sets to the tray. (Note that the sets will not be offset in the output tray.) When this function is selected, three keys will appear for selecting the staple position.

➡ [Staple sort function / Saddle stitch function](#) (page 39)

(5) [Group] key

This is used to group copies by page.

➡ [Group mode](#) (page 38)

(6) Output display

An icon will appear to indicate the output mode.

(7) [Right Tray] key

Select this key to have output delivered to the right tray. When the right tray is selected, offset, staple sort, saddle stitch, and punch cannot be selected.

(8) [OK] key

Touch this key to close the output screen and return to the base screen.

(9) [Saddle Stitch] key

This is used to staple and fold each set of copies at the centreline.

➡ [Staple sort function / Saddle stitch function](#) (page 39)

When this key is touched, the saddle stitch setting screen appears. (Only when "Automatic Saddle Stitch" is enabled in the system settings (administrator).)

(10) [Punch] key

This is used to punch holes in the output.

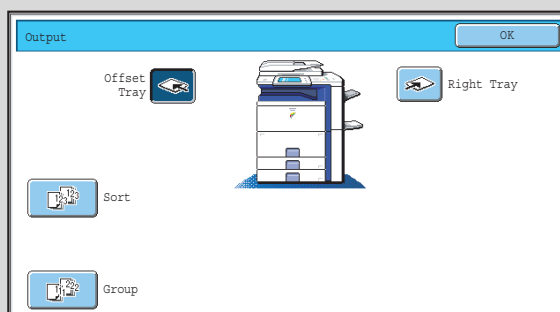
➡ [Punch function](#) (page 40)



The above screen shows the keys that appear when a saddle stitch finisher is installed. The keys that appear will vary depending on what peripheral devices are installed. In addition, it may not be possible to select some keys depending what peripheral devices are installed. If your screen is different from the above screen, see the screens that follow.

Example

The screen when a finisher or saddle stitch finisher is not installed.



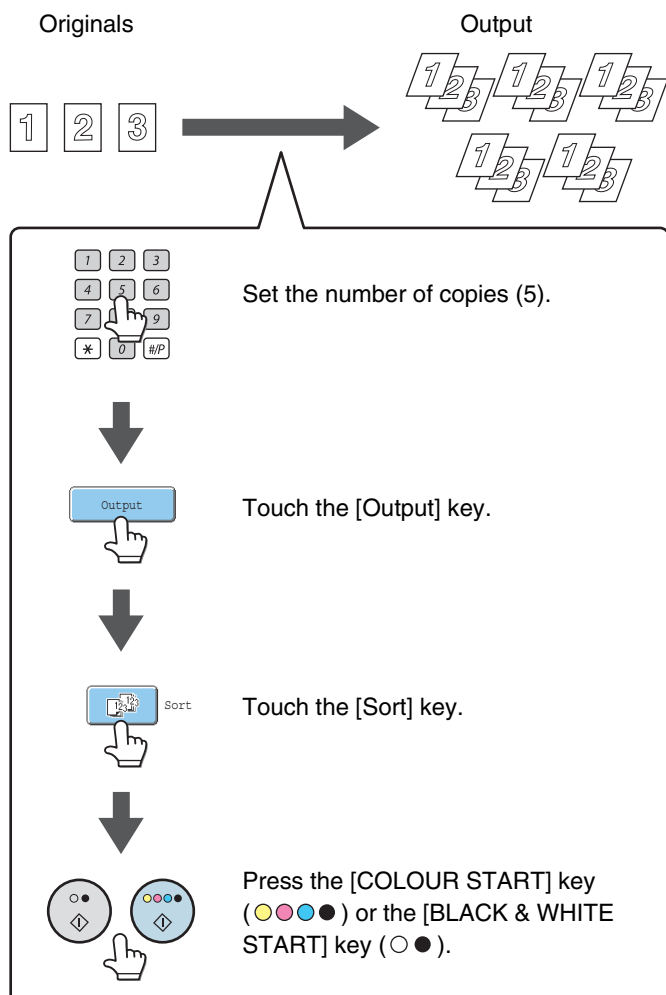
OUTPUT MODES

This section explains the output modes.

Sort mode

This is used to sort (collate) output into sets.

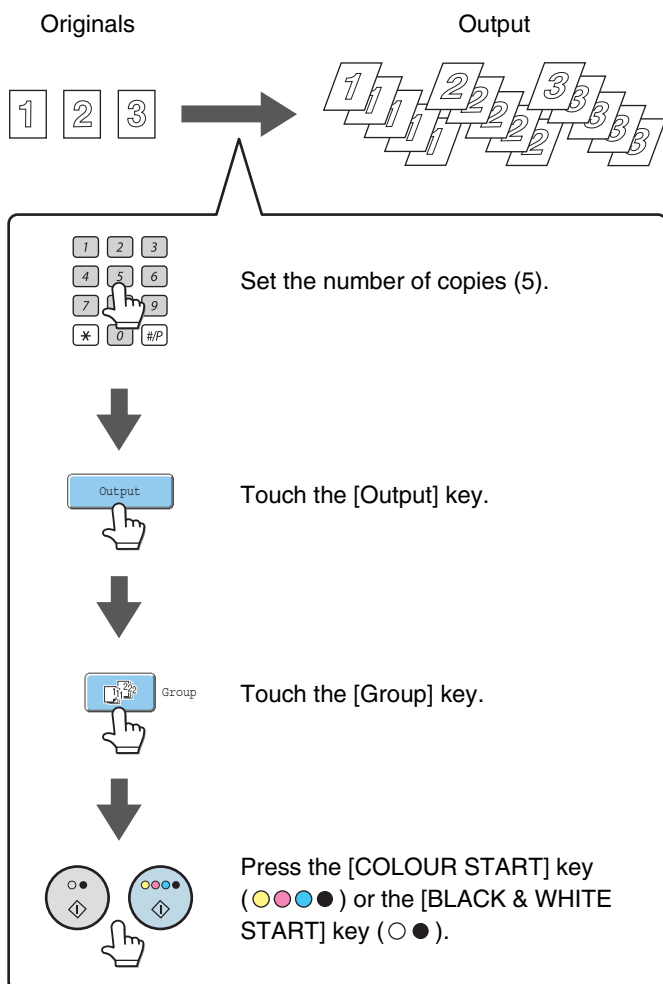
Example: Sorting the output into 5 sets



Group mode

This function groups copies by page.

Example: Groups of 5 copies of each page



- The sort function is automatically selected when originals are placed in the automatic document feeder.
- When the Quick File Folder for document filing is full, copying of a large number of originals using the sort function will be impeded. Delete unneeded files from the Quick File Folder.

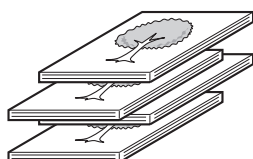


- The group function is automatically selected when an original is placed on the document glass.

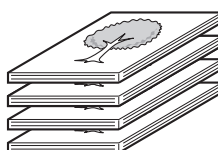
Offset function

This function offsets each set of copies from the previous set in the output tray, making it easy to separate sets of copies.

Offset function "ON"



Offset function "OFF"



- The offset function cannot be used in the centre tray or the right tray.
- The offset function cannot be selected when the staple sort function is selected.

Staple sort function / Saddle stitch function

The staple sort function sorts output into sets, staples each set, and delivers the sets to the tray.

The saddle stitch function staples each set in 2 places at the centreline and folds the stapled set.

The relations between the stapling positions, paper orientation, permitted paper sizes for stapling, and number of sheets that can be stapled are shown below.

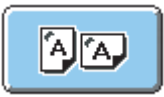

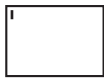





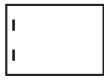

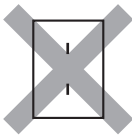
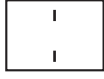
For original placement orientations, see "[Original placement orientation \(for the staple sort and punch functions\)](#)" (page 40).



Staple sort



Saddle stitch

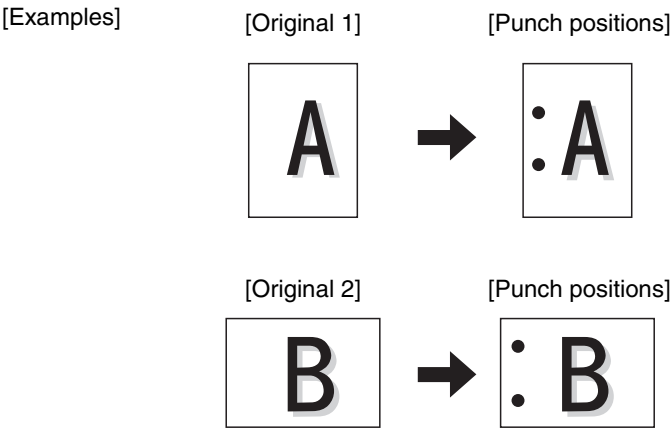
Stapling positions	Vertically-oriented paper		Horizontally-oriented paper	
1 staple at top left corner 		Applicable paper sizes A4, B5, 8-1/2" x 11", 16K Number of sheets that can be stapled: Max. 50 sheets*		Applicable paper sizes A3, B4, A4R, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11"R, 8K Number of sheets that can be stapled: Max. 30 sheets*
1 staple at bottom left corner 				
2 staples at left edge 				
Saddle stitch (only with saddle stitch finisher) 		Saddle stitch cannot be used when the paper is oriented vertically		Applicable paper sizes A3, B4, A4R, 11" x 17", 8-1/2" x 14", 8-1/2" x 11"R, 8K Number of sheets that can be stapled: Max. 15 sheets*


* Two sheets (one sheet when pamphlet stapling is performed) of paper up to 256 g/m² (68 lbs.) can be stapled as covers. When this is done, the number of sheets that can be used is two less (one less for saddle stitch) than the stated maximum.

- The number of sheets that can be stapled at once includes any covers and/or inserts that are inserted.
- When Mixed Size Original in the special modes is used with the "Same Width" setting, the maximum number of sheets that can be stapled is 30 regardless of the paper size.
- The saddle stitch function can only be used when a saddle stitch finisher is installed.

Punch function

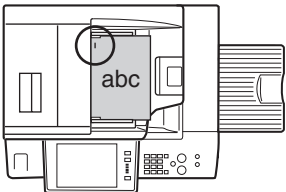
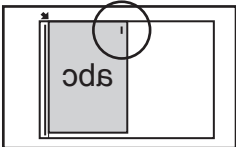
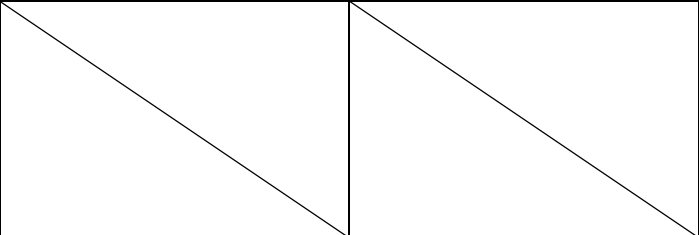
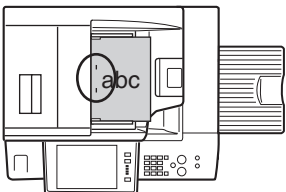
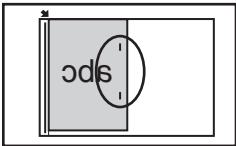
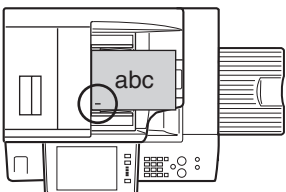
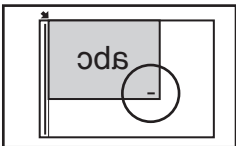
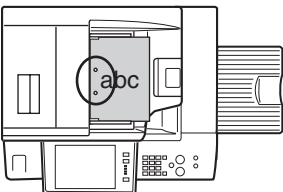
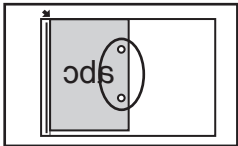
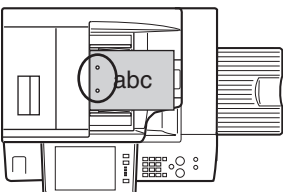
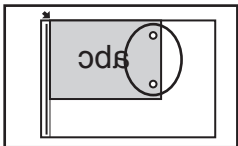
If an optional punch module is installed, holes can be punched in output.
Paper that can be punched is B5R to A3 (55 g/m² to 256 g/m²) (7-1/4" x 10-1/2" to 11" x 17" (15 lbs. to 68 lbs.)).
However, A3W (12" x 18") sized paper and special media such as transparency film and tab paper cannot be used.



- 
- The saddle stitch and hole punch functions cannot be used together.
 - Tab paper can be punched manually using the inserter. For more information, see "INSERTER" in the User's Guide.

Original placement orientation (for the staple sort and punch functions)

When using the staple sort function or the punch function, the original must be placed as shown below to enable stapling or punching in the desired position on the paper.

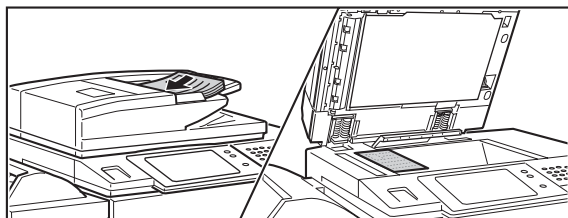
Staple sort		Punch	
Document feeder tray	Document glass	Document feeder tray	Document glass
			
			
			
			

MAKING COPIES USING THE BYPASS TRAY

In addition to plain paper, the bypass tray allows you to make copies on transparency film, envelopes, tab paper, and other special media.

For detailed information on paper that can be loaded in the bypass tray, see the Safety Guide. For precautions when loading paper in the bypass tray, see "LOADING PAPER IN THE BYPASS TRAY" in the User's Guide.

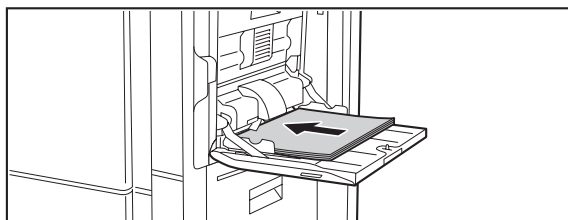
1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

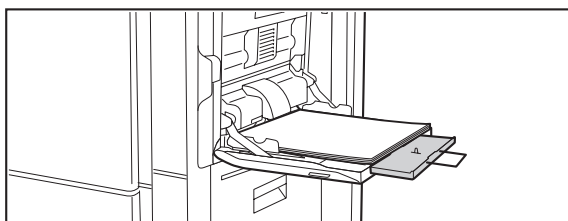


Place paper in the bypass tray.

Insert the paper with print side face down.

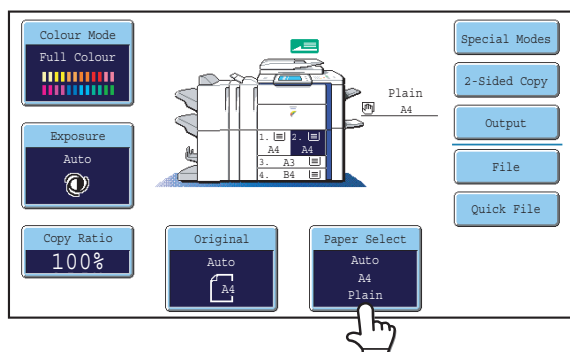
However, if the paper type is "Letter Head" or "Pre-Printed", load the paper with the print side face up*.

* If "Disabling of Duplex" is enabled in the system settings (administrator), load the paper in the normal way (face up in trays 1 to 5; face down in the bypass tray).



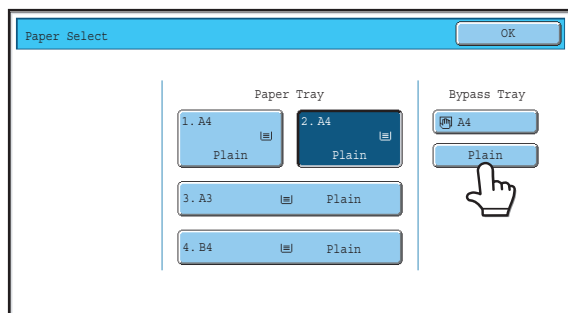
When loading paper larger than A4R or 8-1/2" x 11"R, be sure to pull out the bypass tray extension. Pull the bypass tray extension all the way out. If the bypass tray extension is not pulled all the way out, the size of the loaded paper will not be correctly displayed.

3



Touch the [Paper Select] key.

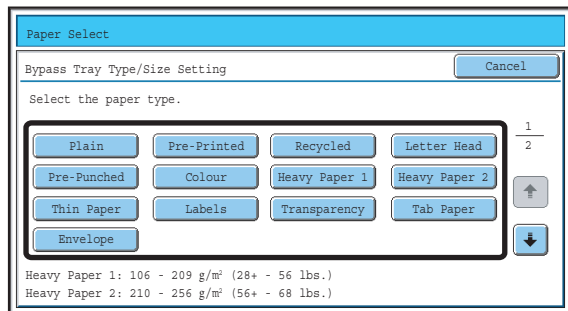
4



Check the paper type setting for the bypass tray. If you need to change the setting, touch the paper type key.

If you do not need to change the paper size and type that appear under "Bypass Tray", go to step 7.

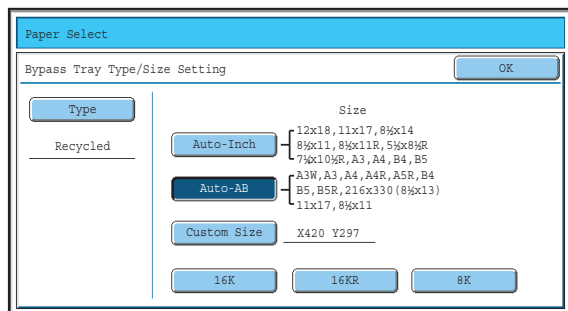
5



Select the type of paper used in the bypass tray.

Select the paper type that you will use.

6



Set the paper size.

[Auto-Inch] key

Touch this key when the loaded paper is an inch size (8-1/2" x 11", etc.). When the paper placed in the bypass tray is an inch size, the paper size will be detected automatically and an appropriate size set.

[Auto-AB] key

Touch this key when the loaded paper is an AB size (A4, etc.). When the paper inserted in the bypass tray is an AB size, the paper size will be detected automatically and an appropriate size set.

[Custom Size] key

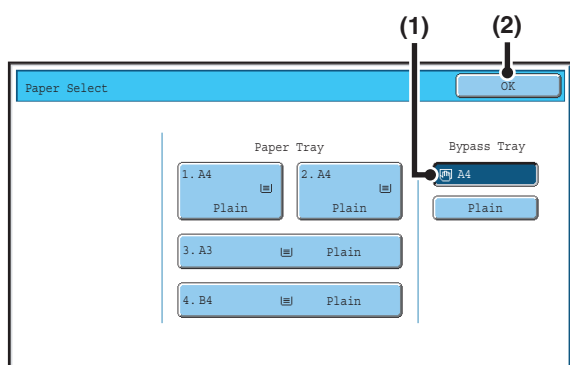
Touch this key when you know the size of the inserted paper but it is not one of the inch or AB sizes.

When the [Custom Size] key is touched, the paper size entry screen appears.

Touch the [X] key and enter the horizontal dimension of the paper with the [▼] [▲] keys, and then touch the [Y] key and enter the vertical dimension. When finished, touch the [OK] key.



To use a paper size used in China, touch [8K], [16K], or [16KR].



Select the bypass tray.

(1) Touch the paper size key of the bypass tray.

(2) Touch the [OK] key.



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Scanning begins.

- If the originals were placed in the document feeder tray, the originals are copied.
- If you placed the originals on the document glass, scan each page one page at a time.

When using sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then press the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).





When the inserter is installed, the "Extra" size paper loaded in the bypass tray will be delivered to the right tray.

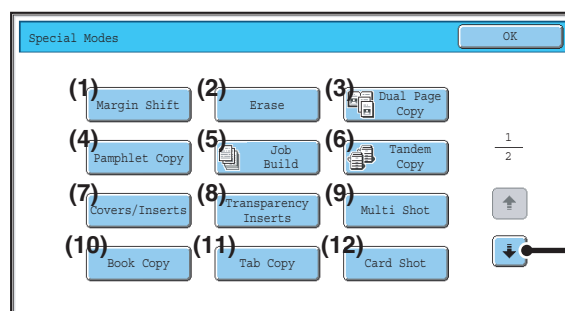
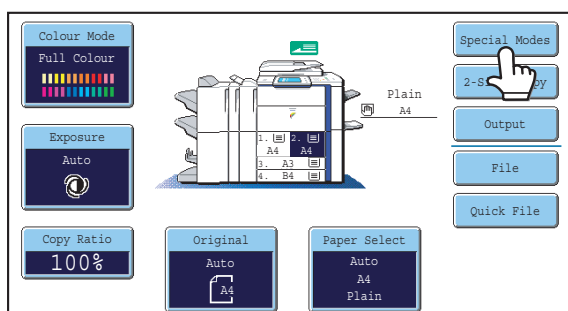
3 SPECIAL MODES

This chapter explains Margin Shift, Erase, Dual Page Copy, and other special modes.









SPECIAL MODES

When the [Special Modes] key is pressed in the base screen, the special modes menu screen appears. The special modes menu consists of two screens. Touch the   keys to move between the screens. After selecting special mode settings, touch the [OK] key in the special modes menu screen to complete the settings and return to the base screen of copy mode.

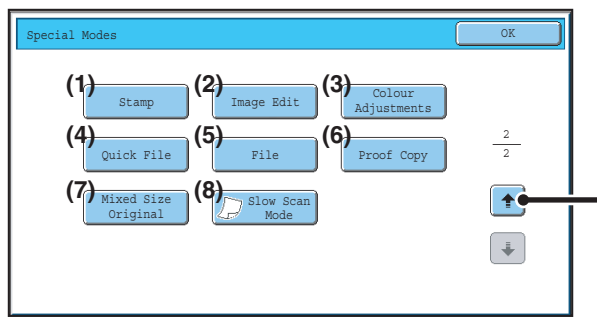
Special modes menu (1st screen)



 [Special modes menu \(2nd screen\)](#) (page 45)

- (1) **[Margin Shift] key**
 [ADDING MARGINS \(Margin Shift\)](#) (page 47)
- (2) **[Erase] key**
 [ERASING PERIPHERAL SHADOWS \(Erase\)](#) (page 49)
- (3) **[Dual Page Copy] key**
 [COPYING EACH FACING PAGE OF A BOUND DOCUMENT \(Dual Page Copy\)](#) (page 51)
- (4) **[Pamphlet Copy] key**
 [MAKING COPIES IN PAMPHLET FORMAT \(Pamphlet Copy\)](#) (page 53)
- (5) **[Job Build] key**
 [COPYING A LARGE NUMBER OF ORIGINALS AT ONCE \(Job Build\)](#) (page 56)
- (6) **[Tandem Copy] key**
 [USING TWO MACHINES TO MAKE A LARGE NUMBER OF COPIES \(Tandem Copy\)](#) (page 58)
- (7) **[Covers/Inserts] key**
 [USING A DIFFERENT PAPER TYPE FOR COVERS \(Covers/Inserts\)](#) (page 61)
- (8) **[Transparency Inserts] key**
 [ADDING INSERTS WHEN COPYING ON TRANSPARENCY FILM \(Transparency Inserts\)](#) (page 72)
- (9) **[Multi Shot] key**
 [COPYING MULTIPLE ORIGINALS ONTO ONE SHEET \(Multi Shot\)](#) (page 74)
- (10) **[Book Copy] key**
 [COPYING A PAMPHLET \(Book Copy\)](#) (page 76)
- (11) **[Tab Copy] key**
 [COPYING CAPTIONS ONTO TAB PAPER \(Tab Copy\)](#) (page 80)
- (12) **[Card Shot] key**
 [COPYING BOTH SIDES OF A CARD ON ONE SHEET OF PAPER \(Card Shot\)](#) (page 83)

Special modes menu (2nd screen)



☞ Special modes menu (1st screen) (page 44)

(1) [Stamp] key

☞ [PRINTING THE DATE AND A STAMP ON COPIES \(Stamp\)](#) (page 86)

(2) [Image Edit] key

☞ [\[Image Edit\] KEY](#) (page 104)

(3) [Colour Adjustments] key

☞ [\[Colour Adjustments\] KEY](#) (page 115)

(4) [Quick File] key

This saves a job in the Quick File folder of the document filing function. For more information on Quick File, see the "Document Filing Guide".

(5) [File] key

This saves a job in a folder of the document filing function. For more information on File, see the "Document Filing Guide".

(6) [Proof Copy] key

☞ [CHECKING COPIES BEFORE PRINTING \(Proof Copy\)](#) (page 124)

(7) [Mixed Size Original] key

☞ [COPYING ORIGINALS OF DIFFERENT SIZES \(Mixed Size Original\)](#) (page 127)

(8) [Slow Scan Mode] key

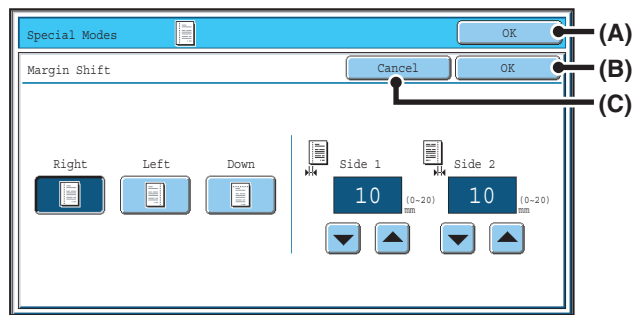
☞ [COPYING THIN ORIGINALS \(Slow Scan Mode\)](#) (page 129)



Special modes can generally be combined with other special modes, however, there are some combinations that are not possible. In this case, a message indicating that the combination is not possible will be displayed.

[OK] key and [Cancel] key

In some cases two [OK] keys and one [Cancel] key will appear in the special mode screens. The keys are used as follows:

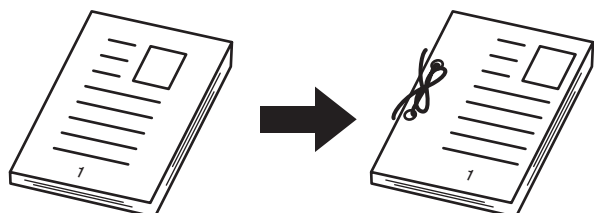


- (A) Enter the selected special mode settings and return to the base screen of copy mode.
- (B) Enter the selected special mode settings and return to the special modes menu screen. Touch this key when you wish to continue selecting other special mode settings.
- (C) During selection of special mode settings, this key returns you to the special modes menu screen without saving the settings. When settings have been completed, this cancels the settings and returns you to the special modes menu screen.

ADDING MARGINS (Margin Shift)

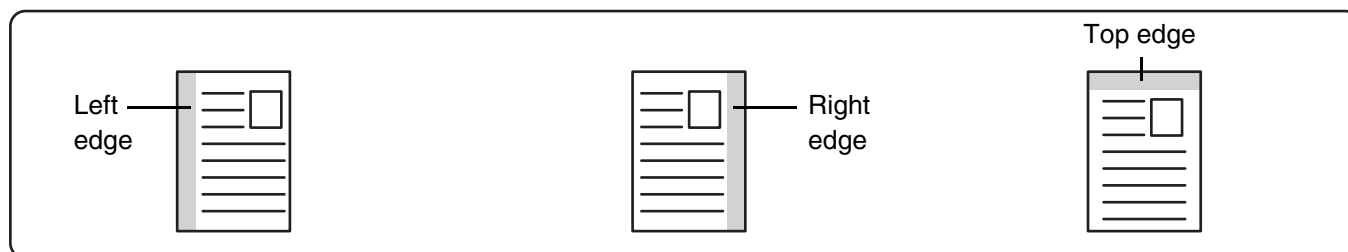
This function is used to shift the copy image right, left or down to adjust the margin.
This is convenient when you wish to bind the copies with a string or in a binder.

Shifting the image to the right so the copies can be bound at the left edge with a string



Not using margin shift	Using margin shift
<p>The punch holes cut off part of the image</p>	<p>The image is moved to allow space for the string holes so the image is not cut off.</p>

Margin shift positions



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

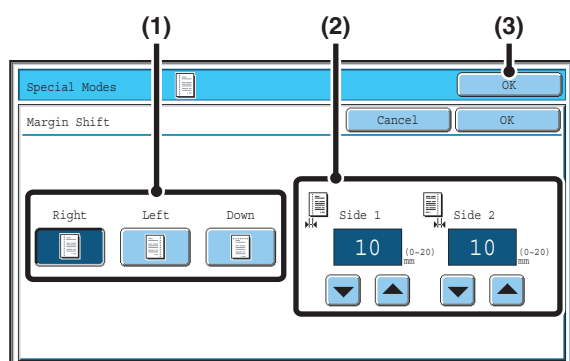
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Margin Shift] key.

[Special modes menu \(1st screen\)](#) (page 44)

3



Set the margin shift.

(1) Touch the margin shift position.

Select one of the three positions.

(2) Set the amount of the margin shift with



0 mm to 20 mm (0" to 1") can be entered.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).



Rotation copy cannot be used in combination with margin shift.



To cancel the margin shift setting...

Touch the [Cancel] key in the screen of step 3.



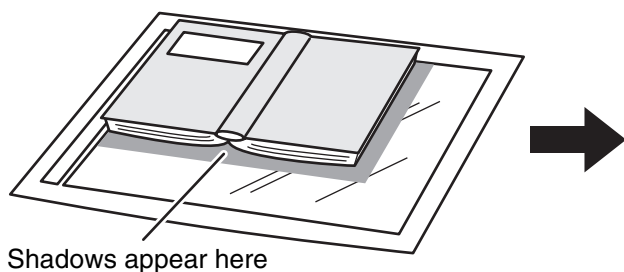
System Settings (Administrator): Initial Margin Shift Setting

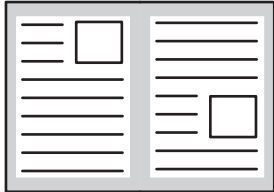
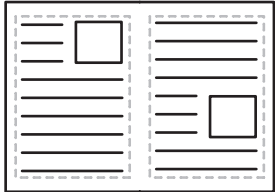
The default margin shift setting can be set from 0 mm to 20 mm (0" to 1"). The factory default setting is 10 mm (1/2").

ERASING PERIPHERAL SHADOWS (Erase)

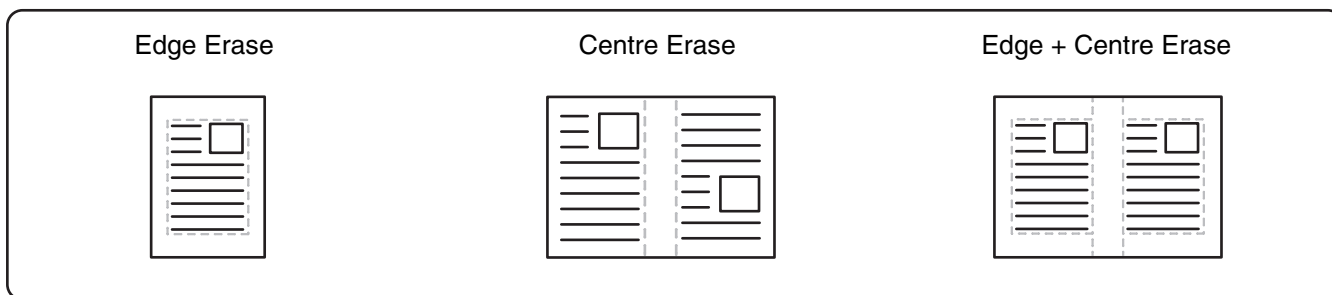
The erase function is used to erase shadows around the edges of copies that occur when copying thick originals or books.

When a thick book is copied



Not using the erase function	Using the erase function
	
Shadows appear on the copy.	Shadows do not appear on the copy.

Erase modes



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

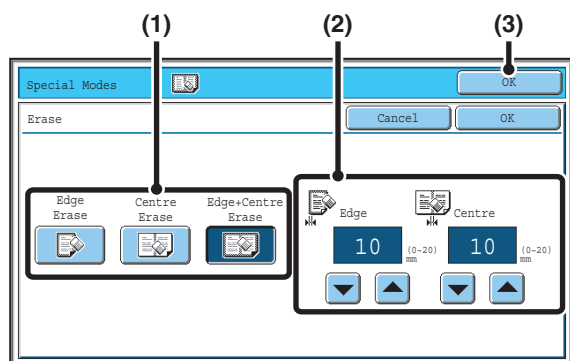
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Erase] key.

 [Special modes menu \(1st screen\)](#) (page 44)

3



Select the erase settings.

(1) Touch the desired erase mode.

Select one of the three positions.

(2) Set the erasure width with  .

0 mm to 20 mm (0" to 1") can be entered.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).



If a ratio setting is used in combination with an erase setting, the erase width will change according to the selected ratio. For example, if the erase width setting is 20 mm (1") and the image is reduced to 50%, the erase width will be 10 mm (1/2").



To cancel the erase setting...

Touch the [Cancel] key in the screen of step 3.



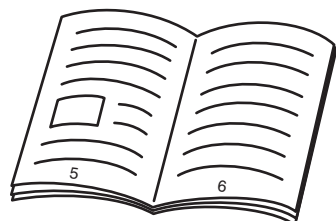
System Settings (Administrator): Erase Width Adjustment

The default erase width can be set from 0 mm to 20 mm (0" to 1"). The factory default setting is 10 mm (1/2").

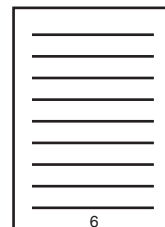
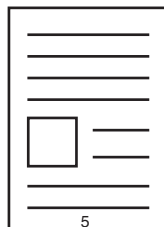
COPYING EACH FACING PAGE OF A BOUND DOCUMENT (Dual Page Copy)

The dual page copy function produces separate copies of two document pages that are placed side by side on the document glass. This function is useful when making copies of the facing pages of a book or other bound document.

Copying the facing pages of a book or bound document

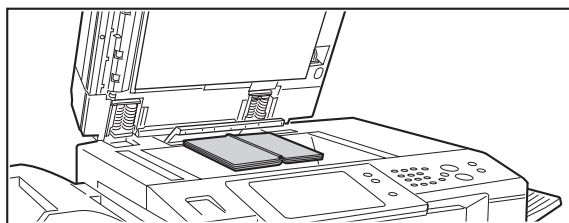


Book or bound document



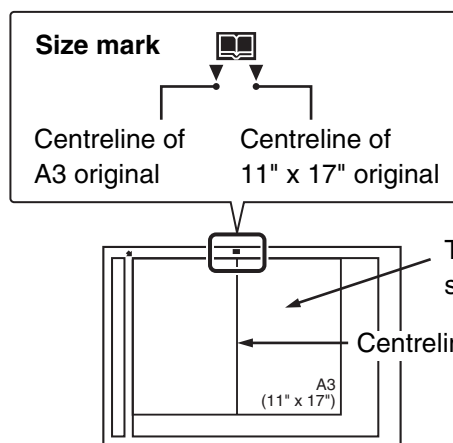
The facing pages are copied onto 2 separate pages.

1

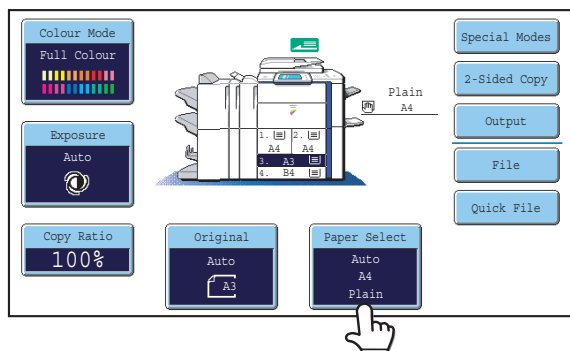


Place the original on the document glass.

Align the centre of the original with the appropriate size mark ▼.



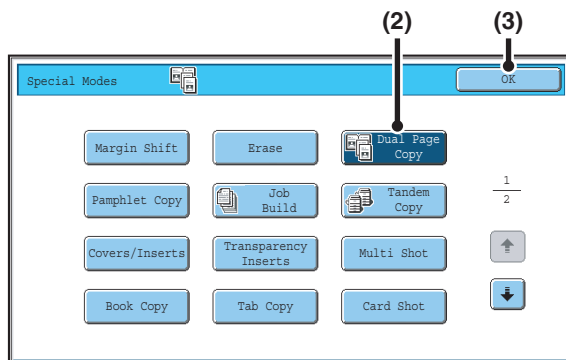
2



Select A4 (8-1/2" x 11") size paper.

Select the paper as explained in "PAPER TRAYS" (page 14).

3



Select Dual Page Copy.

(1) Touch the [Special Modes] key.

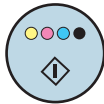
[SPECIAL MODES](#) (page 44)

(2) Touch the [Dual Page Copy] key so that it is highlighted.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

4



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)



To cancel scanning of the original and copying...

Press the [STOP] key (⏏).



- When using dual page copy, the original must be placed on the document glass.
- To erase shadows caused by the binding of a book or other bound document, use the erase function. However, note that [Centre Erase] and [Edge + Centre Erase] cannot be used.



To cancel dual page copy...

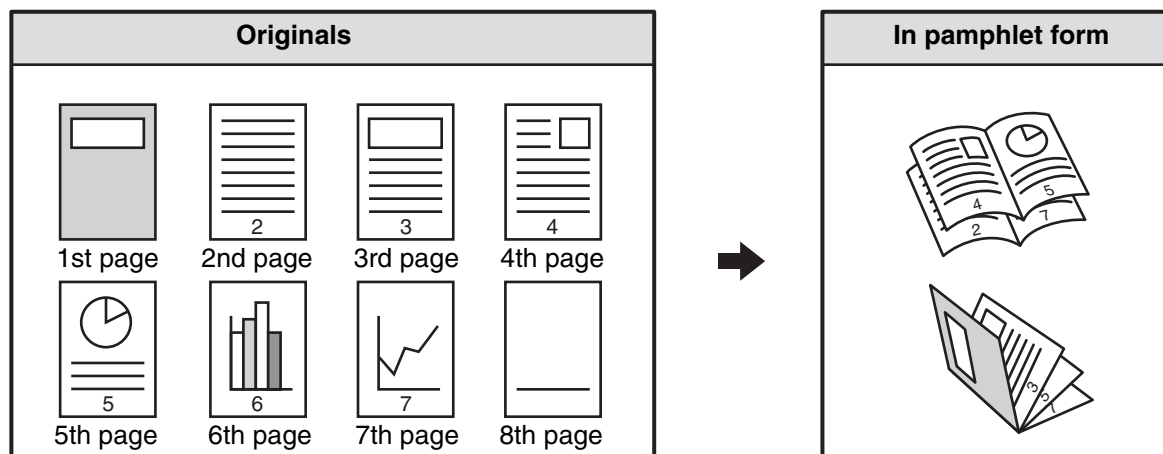
Touch the [Dual Page Copy] key in the screen of step 3 so that it is not highlighted.

MAKING COPIES IN PAMPHLET FORMAT (Pamphlet Copy)

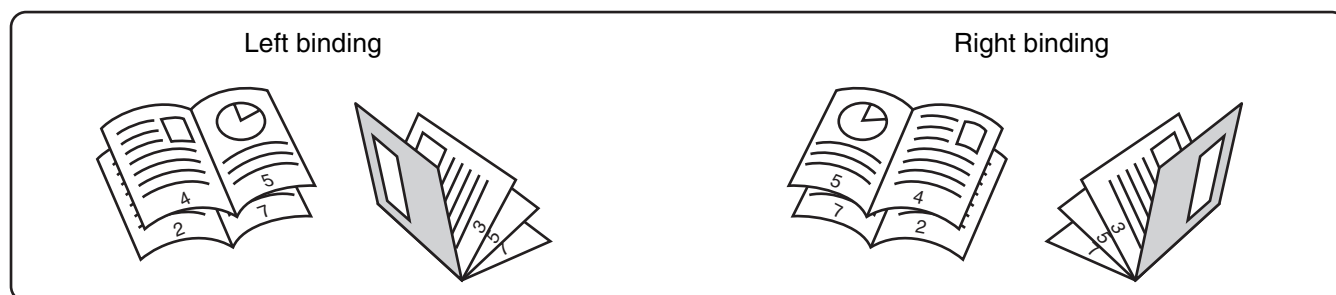
This function copies 2 original pages onto the front side and 2 original pages onto the reverse side of each sheet of paper so that the copies can be folded at the centreline to form a pamphlet.

This function is convenient for arranging copies into an attractive booklet or pamphlet.

Pamphlet copy using 8 original pages



Binding side



Place the original.

1

Place the original face up in the document feeder tray, or face down on the document glass.



If the originals are 2-sided, place them in the document feeder tray.

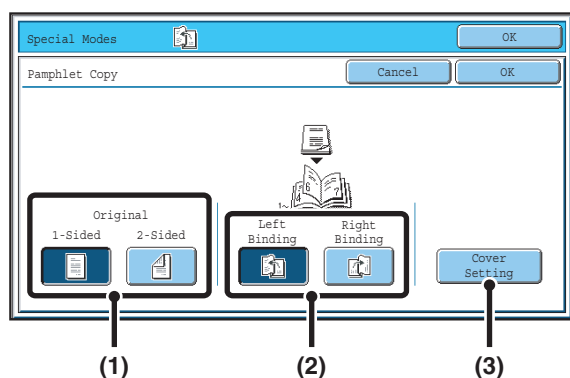
Select the special modes.

2

(1) Touch the [Special Modes] key.

(2) Touch the [Pamphlet Copy] key.

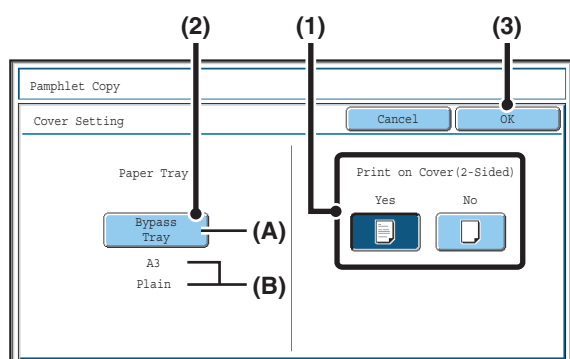
 [Special modes menu \(1st screen\)](#) (page 44)



Select pamphlet copy settings.

- (1) If the original is 1-sided, touch the [1-Sided] key. If the original is 2-sided, touch the [2-Sided] key.
- (2) Select the binding edge ([Left Binding] or [Right Binding]).
- (3) To insert a cover, touch the [Cover Setting] key.

If you do not want to add a cover, go to step 5.



Select cover settings.

- (1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

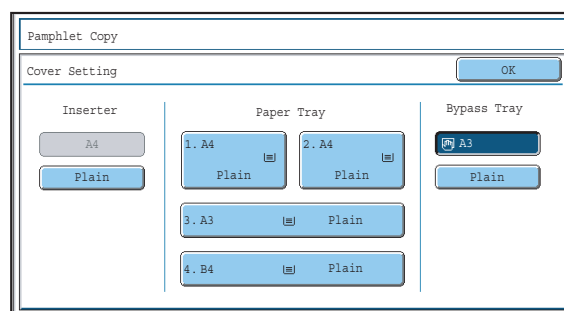
- (2) Select paper settings for the cover.

(A) The currently selected paper tray for the cover is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the cover, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the paper tray for the cover in the tray selection screen and touch the [OK] key.



- (3) Touch the [OK] key.



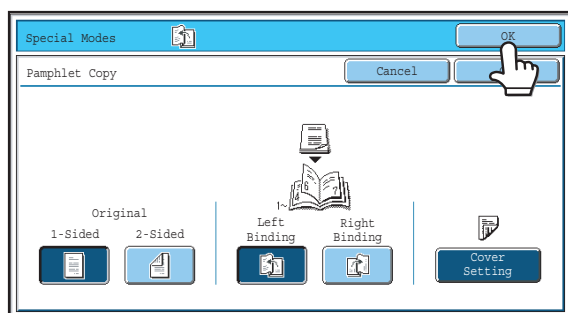
- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.
- When the cover paper is fed from the inserter, the cover cannot be copied on.



To cancel cover settings...

Touch the [Cancel] key.

5



Touch the [OK] key.

You will return to the base screen of copy mode.

6



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Copying will begin.

If you are using the document glass, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)



To cancel scanning of the original and copying...

Press the [STOP] key (⏹).



- To make pamphlet copies of a book or other bound original, use the book copy function.
- When the pamphlet copy function is selected, 2-sided copying mode is automatically selected. When settings are selected that prevent 2-sided copying, the pamphlet copy function cannot be used.
- Scan the originals in order from the first page to the last page. The order of copying will be automatically adjusted by the machine. Four original pages will be copied onto each sheet of paper. Blank pages will be automatically produced at the end if the number of original pages is not a multiple of four.
- When a saddle stitch finisher is installed, the saddle stitch function can be used.
When pamphlet copy is used in combination with the saddle stitch function and the number of originals is greater than the number of sheets that can be stapled, a message will appear showing the [Cancel] key, the [Continue] key, and the [Divide] key.
To cancel the job, touch the [Cancel] key. To make pamphlet copies without stapling, touch the [Continue] key. To divide the pages into sets that can be stapled, touch the [Divide] key.
If you selected cover insertion settings, it will not be possible to select "Divide". You can either continue pamphlet copying without stapling, or cancel the job.



To cancel pamphlet copy...

Touch the [Cancel] key in the screen of step 3.



System Settings (Administrator): Automatic Saddle Stitch

When a saddle stitch finisher is installed, this setting can be enabled to have saddle stitch take place automatically when the pamphlet copy function is selected.

COPYING A LARGE NUMBER OF ORIGINALS AT ONCE (Job Build)

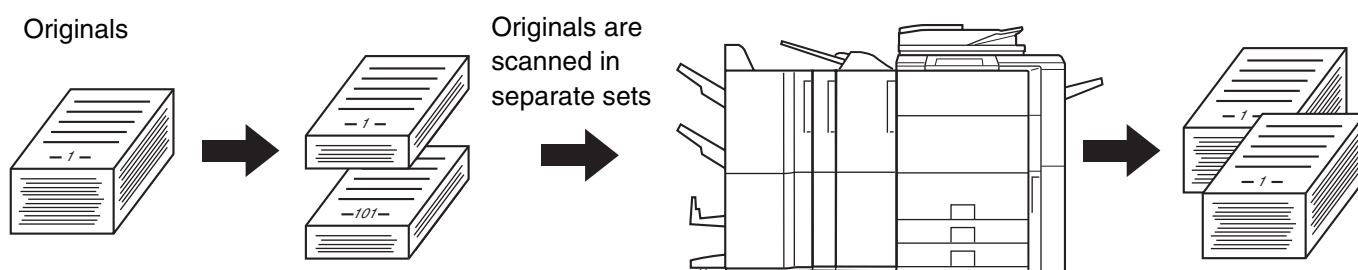
When copying a very large number of originals, this function allows you to divide the originals into sets and feed each set through the automatic document feeder one set at a time.

Use this function when you wish to copy all of the originals as a single job but the number of originals exceeds the maximum number that can be inserted.

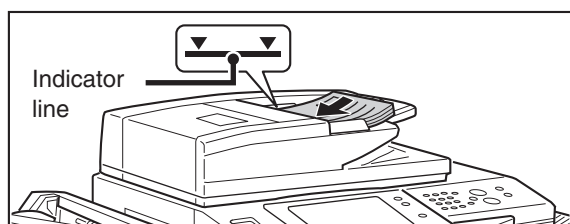
This function is convenient when you wish to sort copies of a large number of originals into multiple sets. Because all originals are copied as a single job, you are saved the trouble of sorting the copies that would be required if the originals were divided into separate copy jobs.

When scanning originals in sets, divide the sheets so that no set has more than the number of paper that can be loaded, and then scan from the set with the first page. The settings that you select for the first set can be used for all remaining sets.

Sorting the copies of a large number of originals into 2 sets



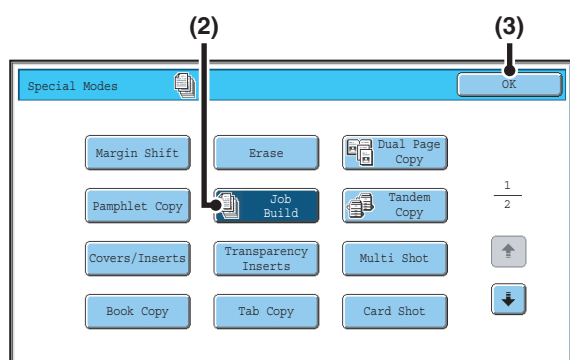
1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.

2



Select Job Build.

(1) Touch the [Special Modes] key.

[SPECIAL MODES](#) (page 44)

(2) Touch the [Job Build] key so that it is highlighted.

(3) Touch the [OK] key.

You will return to the base screen of copy mode.

3



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●) to scan the first set of originals.

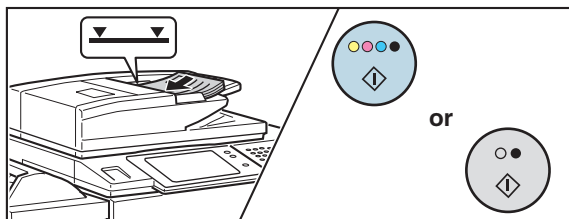
Scanning begins.



To cancel scanning...

Press the [STOP] key (⏏).

4



Insert the next set of originals and press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Repeat this step until all originals have been scanned.

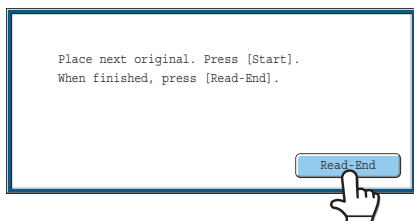
For the second set and following sets, use the same [START] key as you did for the first set.



To cancel scanning...

Press the [STOP] key (⏏). All scanned data will be cleared.

5



Touch the [Read-End] key.



To cancel copying...

Press the [STOP] key (⏏).



If the Quick File Folder of document filing mode is full, copying in job build mode will be impeded. Delete unneeded files from the Quick File Folder.



To cancel job build mode....

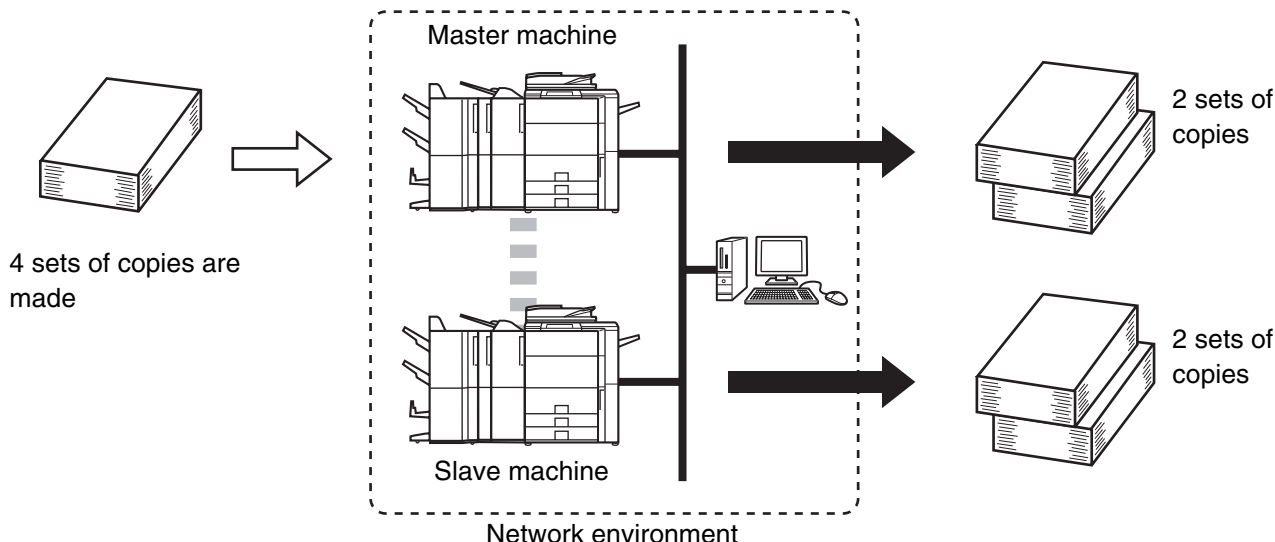
Touch the [Job Build] key in the screen of step 2 so that it is not highlighted.

USING TWO MACHINES TO MAKE A LARGE NUMBER OF COPIES (Tandem Copy)

Two machines connected to the same network can be used to run a large copy job in parallel. Each machine prints half of the copies, reducing the time required to complete the job.

Master machine and slave machine

In the following explanation, the master machine is the machine that is used to scan the originals. The slave machine is another machine specified in the master machine that only helps print the copies; it is not used to scan the originals.



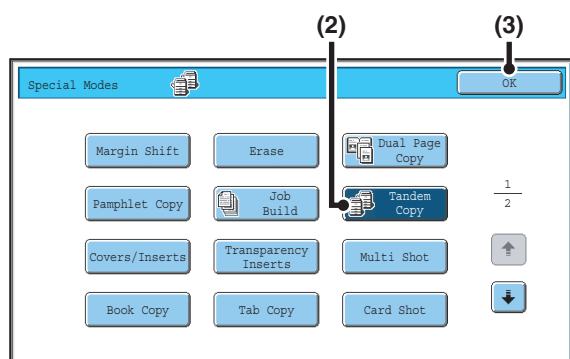
Before using tandem copy

- To use this function, two machines must be connected to your network. Even if more machines are connected to the network, this function can only be used to have one other machine share a job.
- To use the tandem copy function, "Tandem Connection Setting" must be configured in the system settings (administrator).
- When configuring the system settings in the master machine, the IP address of the slave machine is required. For the port number, it is best to use the initial setting (50001). Unless you experience difficulty with this setting, do not change the port number. The tandem settings should be configured by your network administrator. If the master machine and slave machine will switch roles, configure the IP address of the master machine in the slave machine. The same port number can be used for both machines.

1 Place the original.

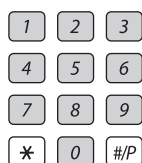
Place the original face up in the document feeder tray, or face down on the document glass.

2



Select tandem copy.

- (1) Touch the [Special Modes] key.
👉 [SPECIAL MODES](#) (page 44)
- (2) Touch the [Tandem Copy] key so that it is highlighted.
- (3) Touch the [OK] key.
You will return to the base screen of copy mode.



Set the number of copies (number of sets) with the numeric keys.

Up to 999 copies (sets) can be set. When the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●) is pressed, the copies will automatically be divided between the master and slave machines.

If an odd number of copies is set, the master machine will print the extra set.



If an incorrect number of copies is set...

Press the [CLEAR] key (□) and then enter the correct number.



or

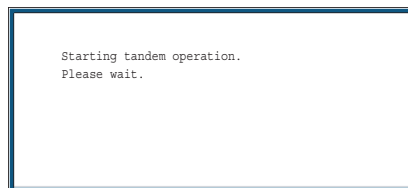


Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.

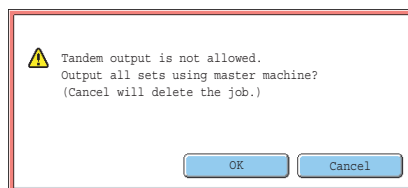
If you are using the document glass, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)

The following screen appears when the [START] key is pressed.



After the message appears, tandem copying begins.

If tandem copying is not possible, the following screen appears.



To have the master machine make all copies, touch the [OK] key. To cancel the job, touch the [Cancel] key.



• To cancel scanning...

Press the [STOP] key (⊘).

• To cancel tandem copying...

Touch the [STOP] keys (⊘) on both the master machine and the slave machine.



In this situation...

A punch module is installed on the master machine but not on the slave machine.

- Copying without punching: tandem copy is possible.
- Copying with punching: tandem copy is not possible.

In this way, if tandem copying is executed using a function that the slave machine does not have, a message will appear. To have the master machine make all copies, touch the [OK] key. To cancel the job, touch the [Cancel] key.

If a machine runs out of paper

If either the master machine or the slave machine run out of paper, the machine that ran out of paper will hold the job while the machine that still has paper continues the job. When paper is added to the machine that ran out, the job resumes.

When user authentication is enabled

User authentication is enabled in the master machine: tandem copying is possible.

User authentication is enabled in the slave machine but not in the master machine: tandem copying is not possible.

If tandem copying is performed without setting the number of copies

A message will appear and the master machine and slave machine will each make one set of copies (total of two sets).



To cancel tandem copy...

Touch the [Tandem Copy] key in the screen of step 2 so that it is not highlighted.



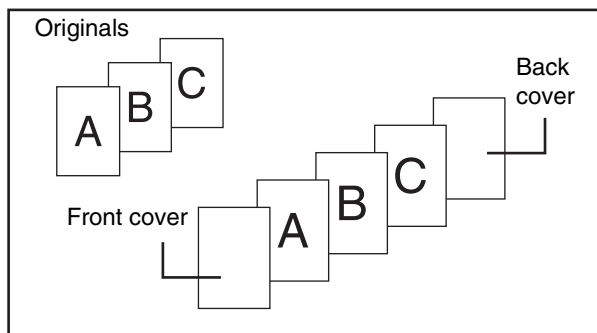
System Settings (Administrator): Tandem Connection Setting

This must be configured to use the tandem function. This can also be used to disable the tandem function.

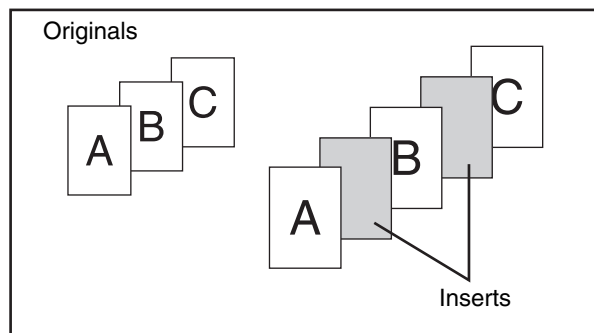
USING A DIFFERENT PAPER TYPE FOR COVERS (Covers/Inserts)

A different type of paper can be inserted in positions corresponding to front and back covers of a copy job when the automatic document feeder is used. A different type of paper can also be automatically added as an insert at specified pages.

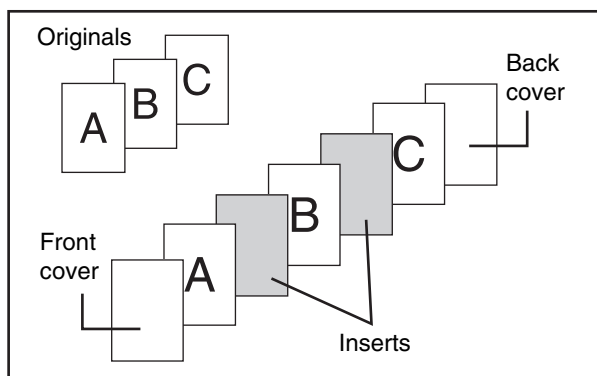
Example of adding covers



Example of adding inserts



Example of adding covers/inserts



About the explanations of covers and inserts

There are various ways of using covers and inserts. To keep the explanations simple, covers and inserts are explained separately. For specific examples, see ["Examples of covers and inserts"](#) (page 140).

Preparations for using covers and inserts

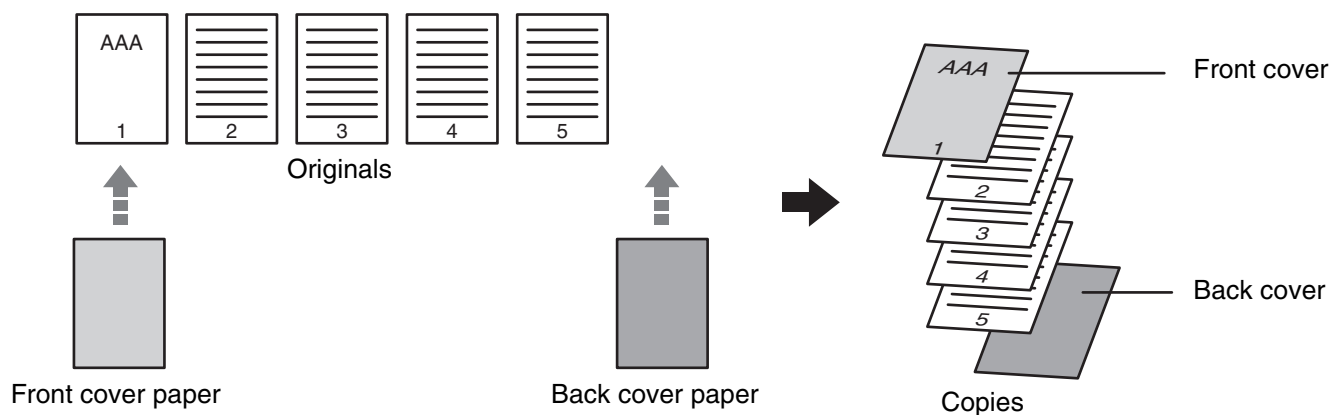
- Load the cover/insert paper in the tray before using the cover/insert function.
- Before selecting the cover/insert function, place the originals in the document feeder tray, select 1-sided or 2-sided copying, and select the number of copies and any other desired copy settings. When these settings have been completed, perform the procedure to select covers/inserts.
- The originals must be scanned using the automatic document feeder. The document glass cannot be used.
- For covers, only one sheet can be inserted for the front cover and only one sheet can be inserted for the back cover. For inserts, up to 100 sheets can be inserted. Note that two insert sheets cannot be inserted between the same two pages.
- When performing 2-sided copying of 2-sided originals, an insert cannot be inserted between the front and reverse sides of an original.
- If tab paper is loaded in both the inserter and a machine tray (tray 3 or the bypass tray), the tab paper in either (but not both) the inserter or the machine tray can be used for covers/inserts.

INSERTING COVERS IN COPIES (Cover Settings)

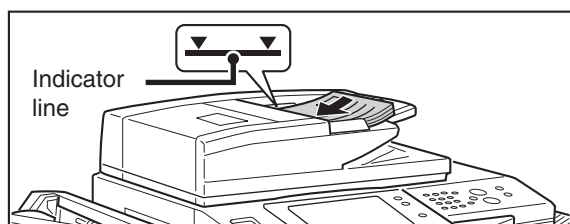
A different type of paper can be inserted at the positions corresponding to the front and back covers of a copy job. This is useful for arranging documents in an attractive format and for using a different type of paper as a cover on an estimate sheet or similar document.

Covers can be used in combination with inserts.

Copying on a front cover and inserting together with a back cover



1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.



The document glass cannot be used.

2

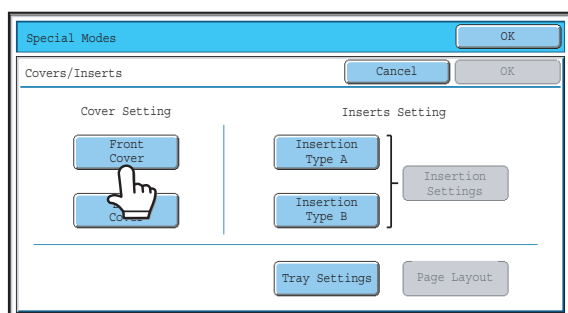
Select the special modes.

(1) Touch the [Special Modes] key.

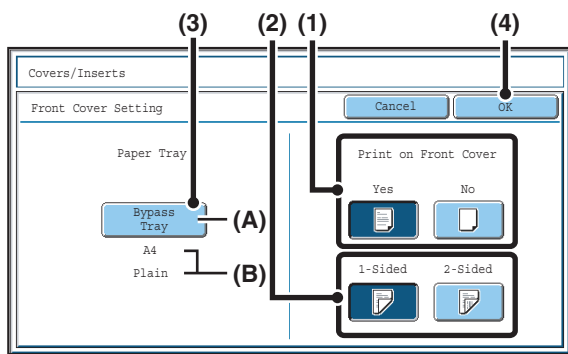
(2) Touch the [Covers/Inserts] key.

 [Special modes menu \(1st screen\)](#) (page 44)

3



Touch the [Front Cover] key.



Select cover settings.

- (1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.

If the [No] key is touched, only cover insertion will be performed.

In this case, go to step (3).

- (2) To copy on one side of the cover, touch the [1-Sided] key. To copy on both sides of the cover, touch the [2-Sided] key.

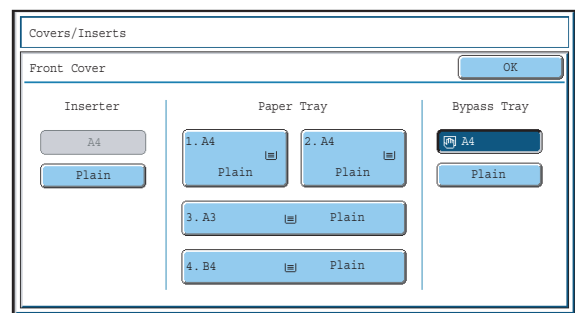
- (3) Select paper settings for the cover.

(A) The currently selected paper tray for the cover is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the cover, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the paper tray for the cover in the tray selection screen and touch the [OK] key.



- (4) Touch the [OK] key.

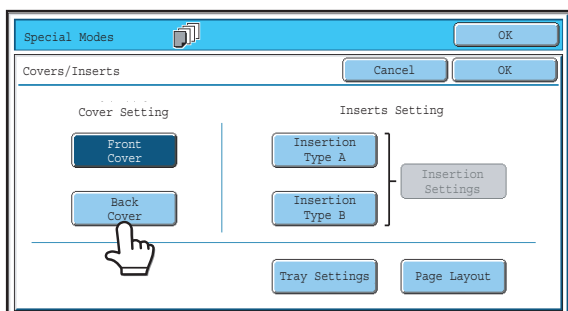


- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.
- When the cover paper is fed from the inserter, the cover cannot be copied on.



To cancel cover settings...

Touch the [Cancel] key.

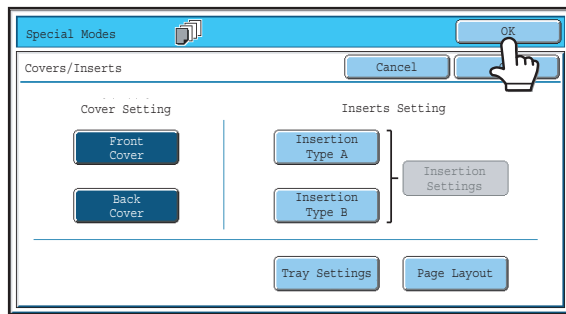


If you wish to insert a back cover, touch the [Back Cover] key.

The screen of step 4 appears. The procedures are the same as for the front cover. Follow the procedures in step 4.

When following the procedures, substitute "Back Cover" for "Front Cover".

6



Touch the [OK] key.

You will return to the base screen of copy mode.

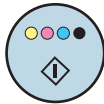
You can touch the [Insertion Type A] key or the [Insertion Type B] key to select insert settings.

➡ [INSERTING INSERT SHEETS IN COPIES \(Insert Settings\)](#) (page 65)

To check your settings, touch the [Page Layout] key.

➡ [CHANGING COVER/INSERT SETTINGS \(Page Layout\)](#) (page 69)

7



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying of the originals in the document feeder tray begins.



To cancel scanning and copying...

Press the [STOP] key (●).



- This function cannot be used in combination with the saddle stitch function.
- The document glass cannot be used.
- Cover settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).



To cancel cover sheet insertion...

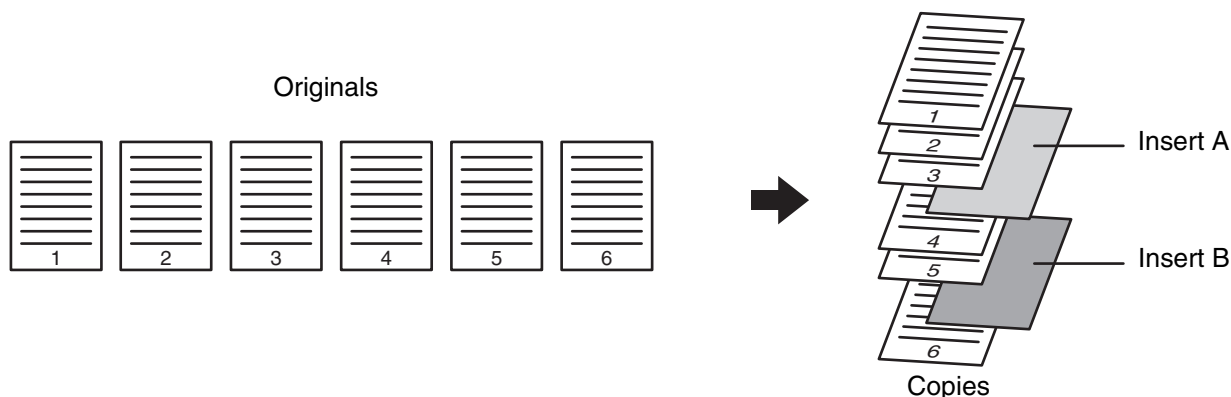
Touch the [Cancel] key in the screen of step 3.

INSERTING INSERT SHEETS IN COPIES

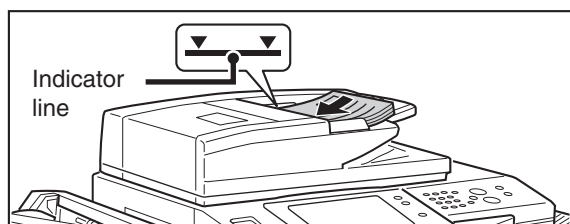
(Insert Settings)

You can have different paper automatically inserted as inserts at specified pages of copies. Two types of paper can be used as inserts, and the insertion positions can be specified separately for each. Covers can be used in combination with inserts.

Example: Insert A after page 3 and insert B after page 5.



1



Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.



The document glass cannot be used.

2

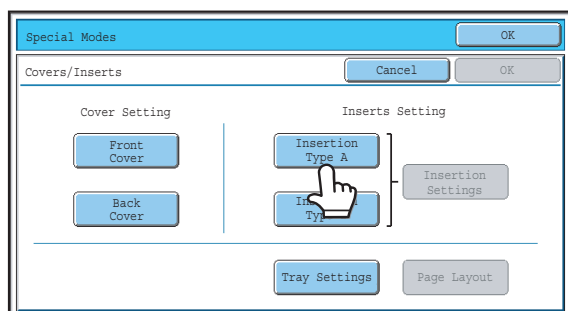
Select the special modes.

(1) Touch the [Special Modes] key.

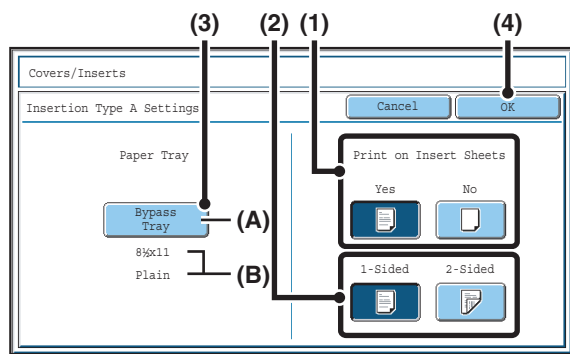
(2) Touch the [Covers/Inserts] key.

 [Special modes menu \(1st screen\)](#) (page 44)

3



Touch the [Insertion Type A] key.

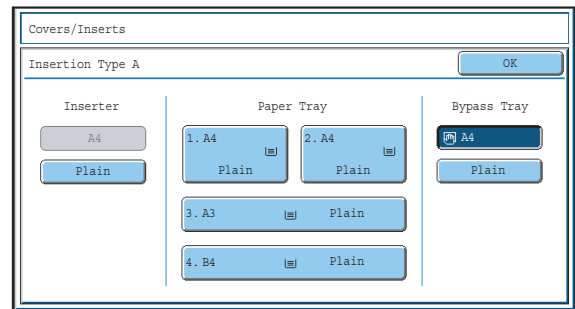


Select insert settings.

- (1) If the insert will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.
If the [No] key is touched, only insert sheet insertion will be performed.
In this case, go to step (3).
- (2) To copy on one side of the insert, touch the [1-Sided] key. To copy on both sides, touch the [2-Sided] key.

(3) Select insert paper settings.

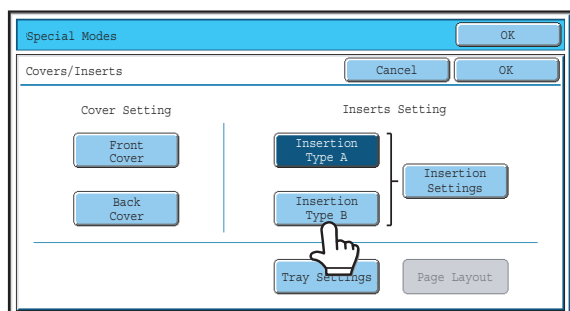
- (A) The currently selected paper tray for the insert is displayed.
 - (B) The size and type of paper in the currently selected tray is displayed.
- To change the paper tray for the inserts, touch the "Paper Tray" key.
When the "Paper Tray" key is touched, a tray selection screen appears. Select the desired paper tray in the tray selection screen and touch the [OK] key.



(4) Touch the [OK] key.

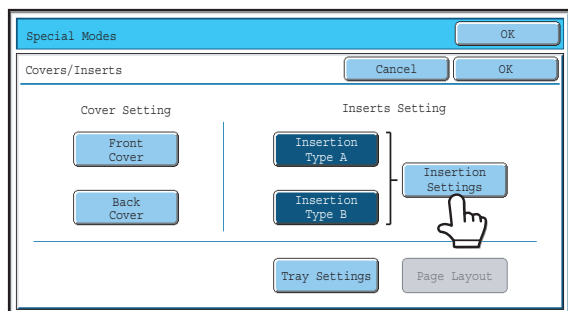


- If both sides of the insert will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.
- When the insert paper is fed from the inserter, the insert cannot be copied on.

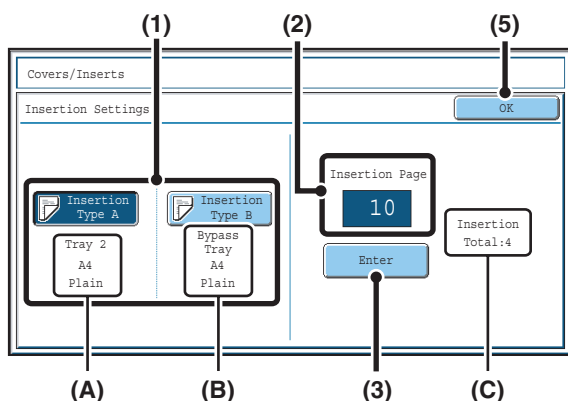


If you wish to insert a different type of insert sheet, touch the [Insertion Type B] key.

The screen of step 4 appears. Settings are selected in the same way as for insert type A. Follow the procedures in step 4. When following the procedures, substitute "Insert Type B" for "Insert Type A".



Touch the [Insertion Settings] key.



Specify the pages where inserts A and B will be inserted.

(1) Touch the [Insertion Type A] key or the [Insertion Type B] key.

Specify the page where the highlighted insert will be inserted.



(A) This shows the tray selected for insert type A and the paper size and type.

(B) This shows the tray selected for insert type B and the paper size and type.

When the [Insertion Type A] key is highlighted, the insert sheet insertion settings are applied to [Insertion Type A]. When the [Insertion Type B] key is highlighted, the insert settings are applied to [Insertion Type B].

(2) Enter the page number where the insert sheet will be inserted with the numeric keys.

For more information, see "[Inserts \(copying of 1-sided originals\)](#)" (page 145) and "[Inserts \(copying of 2-sided originals\)](#)" (page 145).

The [CLEAR] key () can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key () and then enter the correct number.

(3) Touch the [Enter] key.

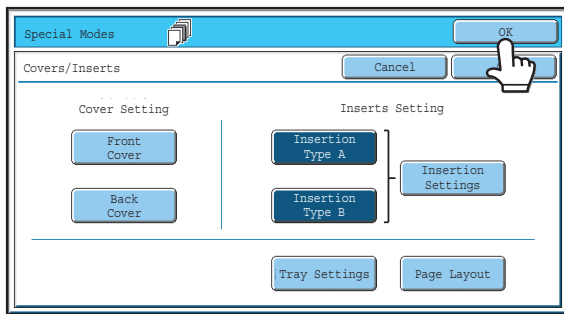
(C) This shows the total number of inserts. Up to 100 insert sheets can be inserted. To insert multiple inserts, touch the [Enter] key after entering each insertion page number (insertion position) with the numeric keys.

(4) To insert another insert sheet, repeat steps (1) to (3).

(5) Touch the [OK] key.



- If both sides of the insert will be copied on, label sheets, transparency film, and tab paper cannot be used. If not copied on, tab paper can be inserted.
- When the insert paper is fed from the inserter, the insert cannot be copied on.



Touch the [OK] key.

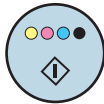
You will return to the base screen of copy mode.

To select cover settings, touch the [Front Cover] key or the [Back Cover] key.

➡ [INSERTING COVERS IN COPIES \(Cover Settings\)](#) (page 62)

To check your settings, touch the [Page Layout] key.

➡ [CHANGING COVER/INSERT SETTINGS \(Page Layout\)](#) (page 69)



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Copying of the originals in the document feeder tray begins.



To cancel scanning and copying...

Press the [STOP] key (●).



- Use the same size of paper for the inserts as for the copies.
- Up to 100 insert sheets can be added. Note that two insert sheets cannot be inserted between the same two pages.
- When performing 2-sided copying of 2-sided originals, an insert cannot be added between the front and reverse sides of an original page.
- This function cannot be used in combination with the saddle stitch function.
- Cover/insert settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).



To cancel cover sheet insertion...

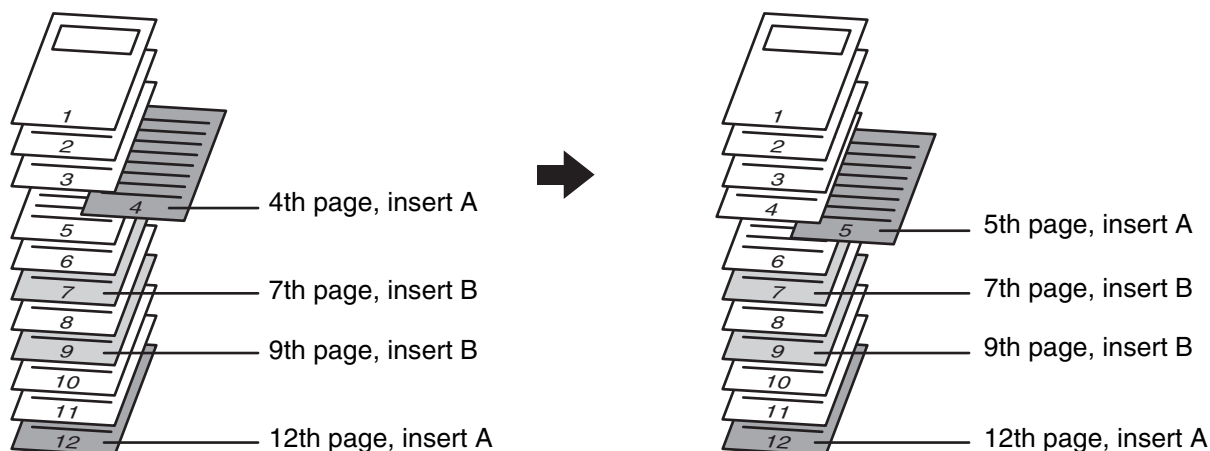
Touch the [Cancel] key in the screen of step 3.

CHANGING COVER/INSERT SETTINGS (Page Layout)

Cover settings and insert settings can be combined.

This section explains how to check completed cover and insert insertion page settings, and change or delete insertion pages.

Changing insert A from page 4 to page 5



Select the special modes.

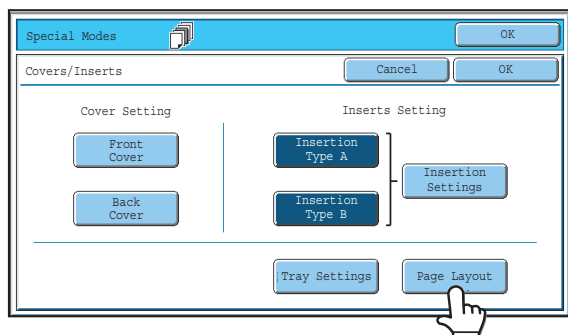
1

(1) Touch the [Special Modes] key.

(2) Touch the [Covers/Inserts] key.

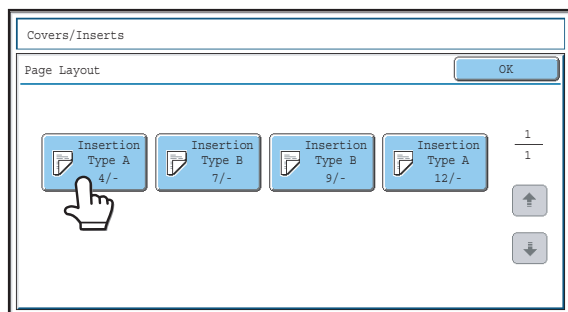
👉 [Special modes menu \(1st screen\)](#) (page 44)

2



Touch the [Page Layout] key.

Example: Touch insert A at page 4



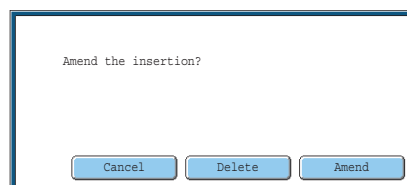
Touch the key of the page that you wish to delete or change.

If you do not need to change the setting, touch the [OK] key and go to step 6.

- Each key shows a print image icon and the insertion page.
- If there are multiple screens, touch the keys to move through the screens.

To edit a cover, touch the [Front Cover] key or the [Back Cover] key and go to step 4.

Touch the key of the insertion page that you want to edit or clear. The following screen will appear.



- To delete the page, touch the [Delete] key. After deleting the key, touch the [OK] key and go to step 6.
- To edit the page, touch the [Amend] key.
To edit an insert, touch the [Insertion Type A] key or the [Insertion Type B] key and go to step 5.
- To cancel, touch the [Cancel] key.



Icons

- : Copy on front side only
- : Copy on reverse side only
- : 2-sided copy
- : Do not copy

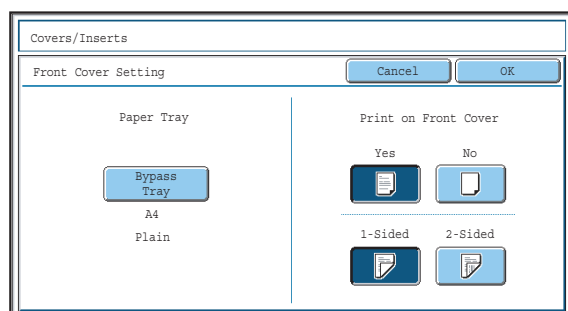
For inserts, the insertion page also appears.

* represents a page number.

*/-: Copy only on front side at page *

/: 2-sided copy at page */*

<*: Insert without copying at page *



Change the front/back cover settings.

The settings are changed in the same way as they are initially configured. See step 4 of "[INSERTING COVERS IN COPIES \(Cover Settings\)](#)" (page 62) to change the cover settings.

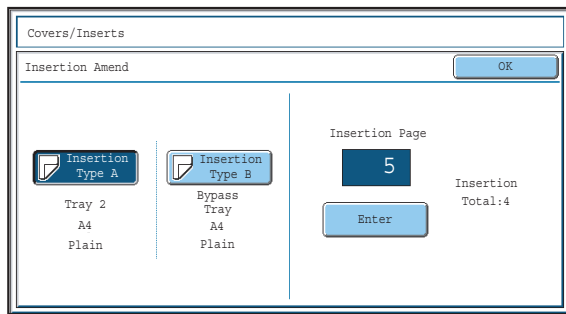
After changing the settings, touch the [OK] key and return to step 3.



To cancel cover settings...

Touch the [Cancel] key.

5

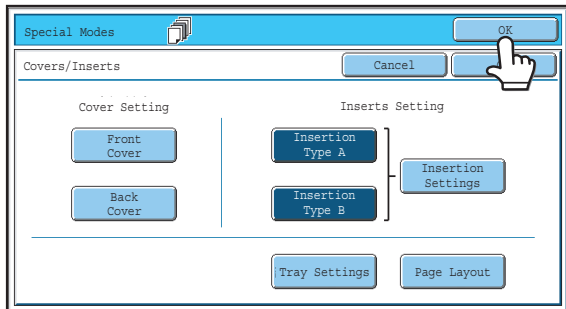


Change the settings for insert type A/B.

The settings are changed in the same way as they are initially configured. See step 7 of "[INSERTING INSERT SHEETS IN COPIES \(Insert Settings\)](#)" (page 65) to change the insert settings.

After changing the settings, touch the [OK] key and return to step 3.

6



Touch the [OK] key.

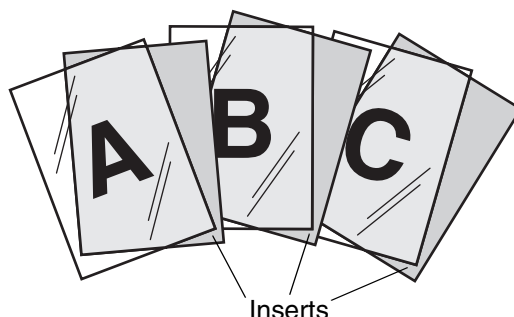
You will return to the base screen of copy mode.

ADDING INSERTS WHEN COPYING ON TRANSPARENCY FILM

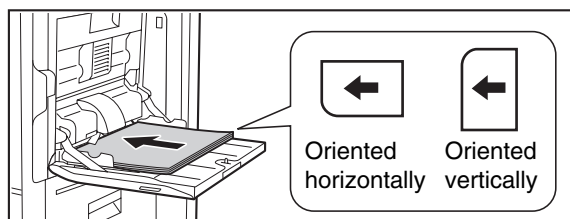
(Transparency Inserts)

When copying on transparency film, the sheets may stick together due to static electricity. The transparency inserts function can be used to automatically insert a sheet of paper between each sheet of transparency film, making the sheets easy to handle.

It is also possible to copy on the inserts.



1



Load the transparency film.

- If you are using the bypass tray, load the transparency film face down in the tray.
When placing the transparency film, the rounded corner of the film should be:
 - At the front and left if the film is oriented horizontally.
 - At the back and left if the film is oriented vertically.
- After loading the transparency film, configure the bypass tray settings as explained in "[MAKING COPIES USING THE BYPASS TRAY](#)" (page 41).
- If you are using tray 3, see "Loading transparency film" in the User's Guide. After loading transparency film in tray 3, select tray 3 as explained in "[PAPER TRAYS](#)" (page 14).

2

Place the original.

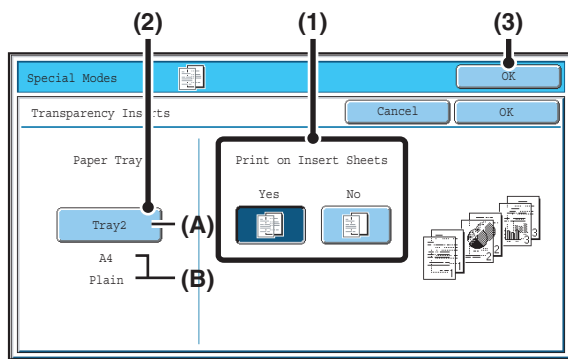
Place the original face up in the document feeder tray, or face down on the document glass.

3

Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the [Transparency Inserts] key.

 [Special modes menu \(1st screen\)](#) (page 44)



Select insert settings.

(1) Select whether or not the insert paper will be copied on ([Yes] or [No]).

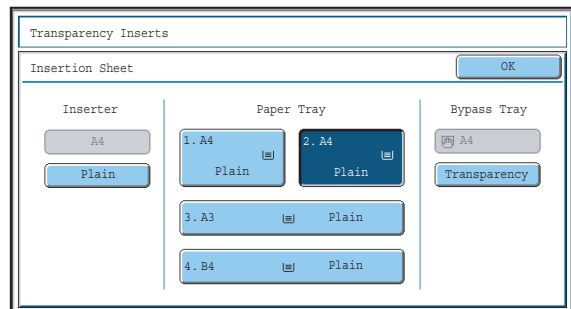
(2) Select insert paper settings.

(A) The currently selected paper tray for the inserts is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

To change the paper tray for the inserts, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the paper tray for the inserts in the tray selection screen and touch the [OK] key.

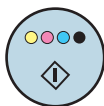


(3) Touch the [OK] key.

You will return to the base screen of copy mode.



Select insert paper that is the same size as the transparency film.



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.



To cancel scanning and copying...

Press the [STOP] key (⏏).



- The number of copies cannot be selected in this mode.
- When performing 2-sided copying, only "2-sided to 1-sided" mode can be used.



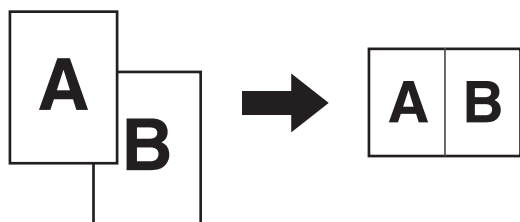
To cancel the transparency inserts setting...

Touch the [Cancel] key in the screen of step 4.

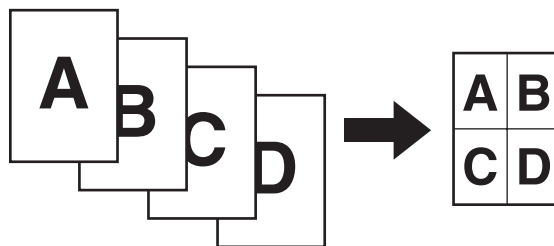
COPYING MULTIPLE ORIGINALS ONTO ONE SHEET (Multi Shot)

Multiple original pages can be copied onto a single sheet of paper in a uniform layout. Select 2in1 to copy two original pages onto one sheet, or 4in1 to copy four original pages onto one sheet. This function is convenient when you wish to present multiple pages in a compact format, or show a view of all pages in a document.

2in1 copying



4in1 copying



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

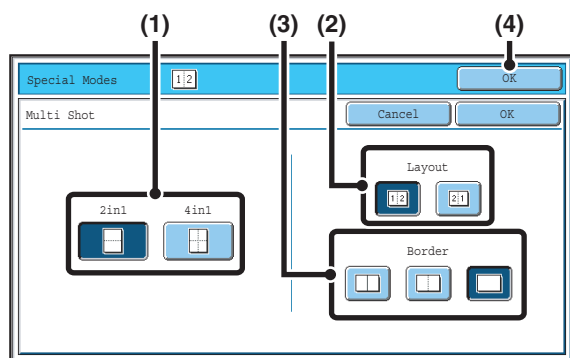
2

Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Multi Shot] key.

 [Special modes menu \(1st screen\)](#) (page 44)



Select the number of originals to be copied onto one sheet of paper, the layout, and the border.

(1) Touch the [2in1] key or the [4in1] key.

If needed, the images will be rotated.

(2) Select the layout.

Select the order in which the originals will be arranged on the copy.

Number of pages	Layout
2in1	
4in1	

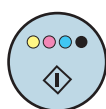
The arrows in the above diagram indicate how the images are arranged.

(3) Select the border.

Solid lines, broken lines, or no lines can be selected.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.

If you are using the document glass, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)



To cancel scanning and copying...

Press the [STOP] key (●).



When using the multi shot function, the appropriate copy ratio will be automatically set based on the original size, paper size, and the number of originals to be copied onto one sheet. The minimum possible reduction ratio is 25%. The original size, paper size, and selected number of original pages may require that the ratio be less than 25%. As copying will take place at 25% in this case, part of the original images may be cut off.



To cancel a multi shot setting...

Touch the [Cancel] key in the screen of step 3.

COPYING A PAMPHLET (Book Copy)

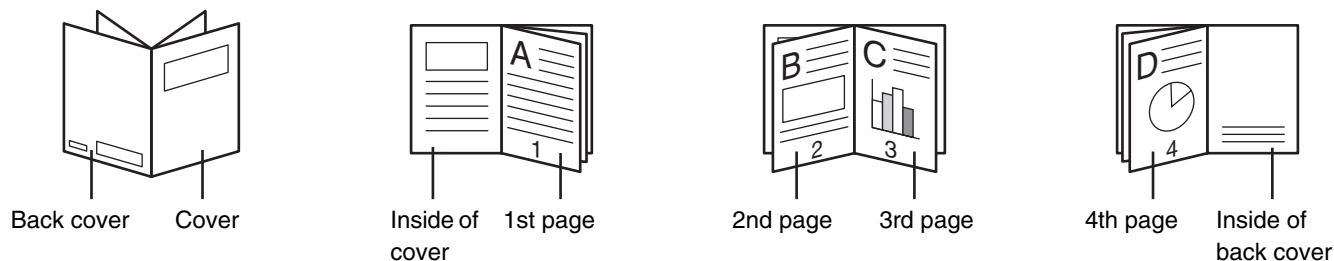
This function is used to make a copy of the two facing pages of an open book or other bound document.

Copies made with this function can be folded at the centre to create a booklet.

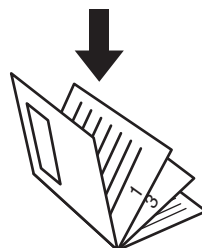
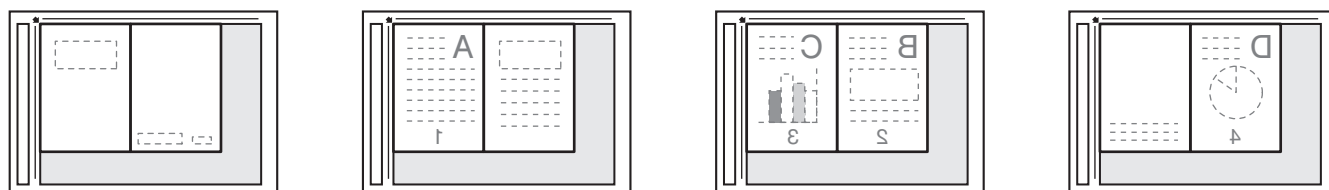
This function is convenient for arranging copies into an attractive booklet or pamphlet.

How to place the original

Originals



Place the original



The copies are in the same layout as the original.

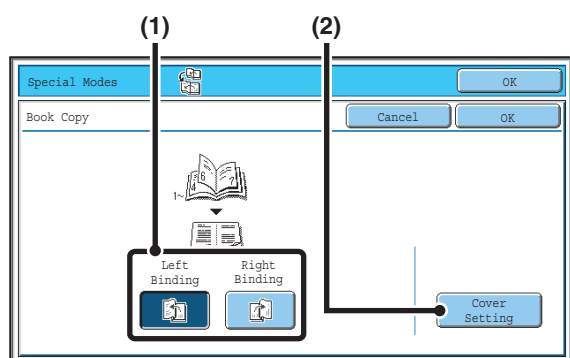
Select the special modes.

1

(1) Touch the [Special Modes] key.

(2) Touch the [Book Copy] key.

 [Special modes menu \(1st screen\)](#) (page 44)



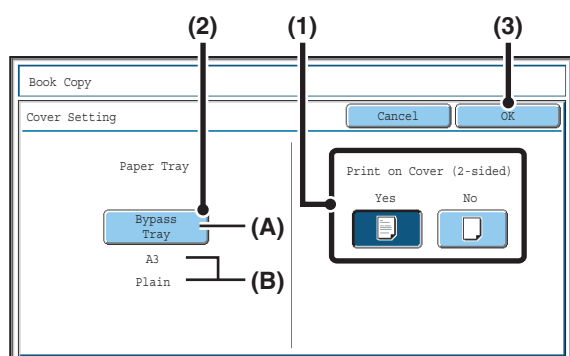
Select book copy settings.

- (1) Select the binding position ([Left Binding] or [Right Binding]).
- (2) To insert a cover, touch the [Cover Setting] key.

If a cover will not be added, go to step 4.



Cover settings cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).



Select cover settings.

- (1) If the cover sheet will be copied on, touch the [Yes] key. Otherwise, touch the [No] key.
- (2) Select paper settings for the cover.

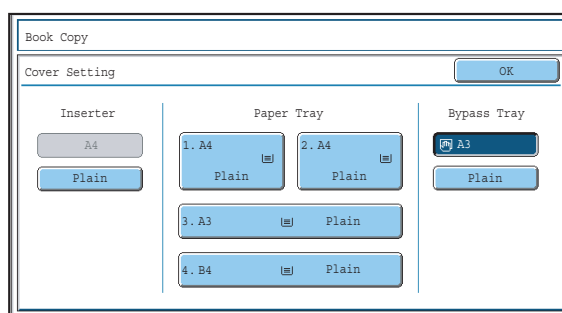
(A) The currently selected paper tray for the cover is displayed.

(B) The size and type of paper in the currently selected tray is displayed.

In the example screen, A4 (8-1/2" x 11") size plain paper is loaded in the bypass tray.

To change the paper tray for the cover, touch the "Paper Tray" key.

When the "Paper Tray" key is touched, a tray selection screen appears. Select the desired paper tray in the tray selection screen and touch the [OK] key.



- (3) Touch the [OK] key.

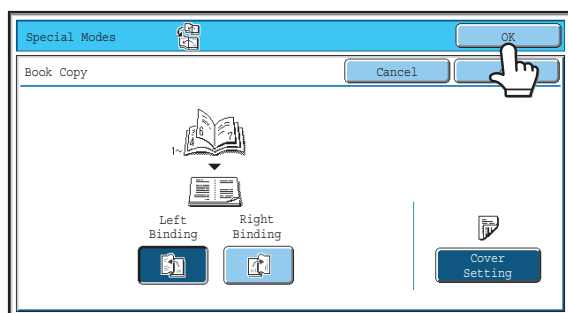


- If the cover will be copied on, label sheets, transparency film, and tab paper cannot be used.
- When the cover paper is fed from the inserter, the cover cannot be copied on.



To cancel cover settings...
Touch the [Cancel] key.

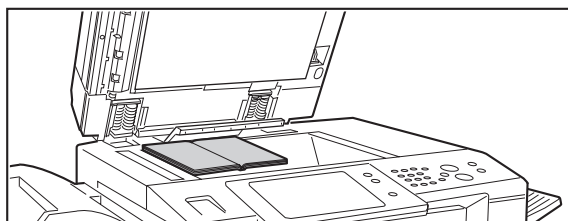
4



Touch the [OK] key.

You will return to the base screen of copy mode.

5



Place the original face down on the document glass.

Place the opened front cover and back cover face down.

6



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●) to scan the first original.

Scanning begins.

Scan the remaining original pages in the following order:

Opened inside of front cover and 1st page

Opened 2nd and 3rd page

⋮

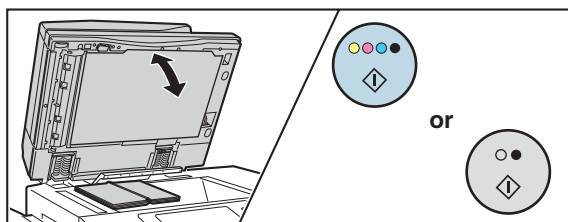
Opened last page and inside of back cover



To cancel scanning...

Press the [STOP] key (⏏).

7



Place the next pair of opened pages and press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

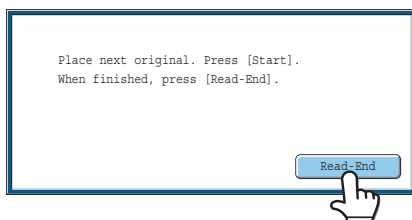
Repeat this step until all original pages have been scanned.

For the second original and following originals, use the same [START] key as you did for the first original.



To cancel scanning...

Press the [STOP] key (⏏).

**Touch the [Read-End] key.**

Copying will begin.

**To cancel scanning and copying...**

Press the [STOP] key (⏏).



- Four original pages will be copied onto each sheet of paper. Blank pages will be automatically added at the end if the total number of original pages is not a multiple of four.
- If a saddle stitch finisher is installed, the book copy function can be used in combination with the saddle stitch function.
- When book copy is selected, 2-sided copying is automatically selected. When settings are selected that prevent 2-sided copying, the book copy function cannot be used.

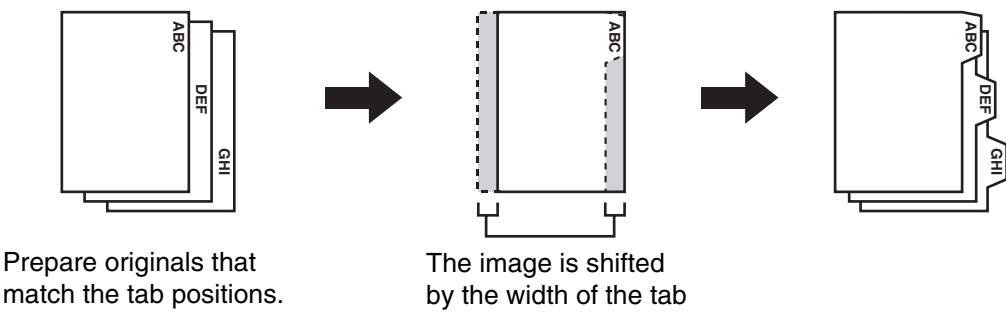
**To cancel book copy...**

Touch the [Cancel] key in the screen of step 2.

COPYING CAPTIONS ONTO TAB PAPER

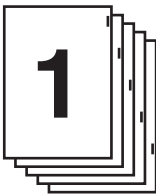
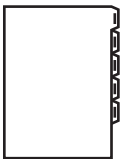
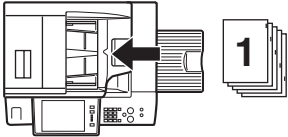
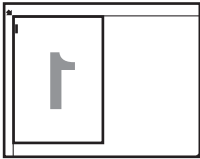
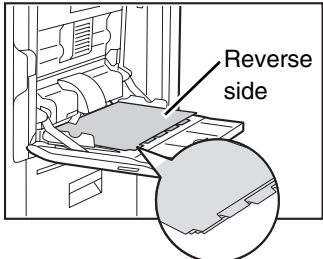
(Tab Copy)

Captions can be copied onto the tabs of tab paper. Prepare appropriate originals for the tab captions. Tab copy is possible from both tray 3 and the bypass tray. The following explanation uses the bypass tray as an example.

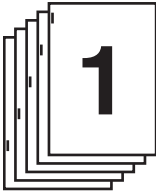

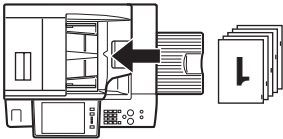
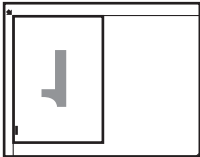
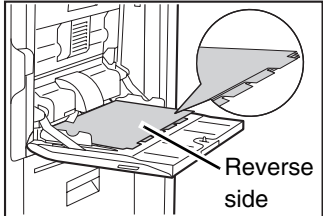


RELATION BETWEEN THE ORIGINALS AND THE TAB PAPER

Tab copying with a left binding

Originals	Placing the originals	Loading tab paper
<p>Originals</p>  <p>Final image</p> 	<ul style="list-style-type: none">• Document feeder tray  <p>Insert the originals so that the side with no tab text enters first.</p> <ul style="list-style-type: none">• Document glass  <p>Place so that the side with the tab text is on the left.</p>	 <p>Load the tab paper so that the tab on the first sheet is toward you.</p>

Tab copying with a right binding

Originals	Placing the originals	Loading tab paper
<p>Originals</p>  <p>Final image</p> 	<ul style="list-style-type: none">• Document feeder tray  <p>Insert the originals so that the side with no tab text enters first.</p> <ul style="list-style-type: none">• Document glass  <p>Place so that the side with the tab text is on the left.</p>	 <p>Load the tab paper so that the tab on the first sheet is away from you.</p>

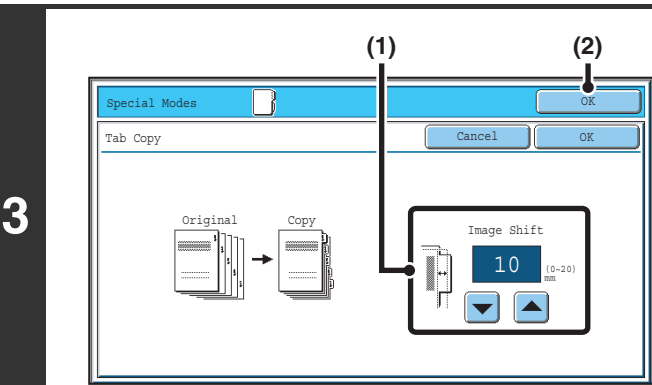
1 Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.



2 Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the [Tab Copy] key.

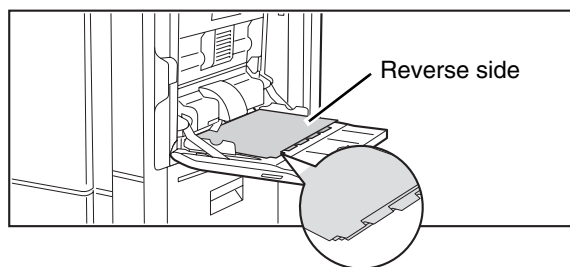
 [Special modes menu \(1st screen\)](#) (page 44)



Set the tab width.

- (1) Set the image shift width (tab width) with the   keys.
0 mm to 20 mm (0" to 5/8") can be entered.
- (2) Touch the [OK] key.
You will return to the base screen of copy mode.

4



Load the tab paper.

- When using the bypass tray, place the paper with the print side down.
Place the paper so that the sides with the tabs enter the machine last.
After loading the tab paper, configure the bypass tray settings as explained in "[MAKING COPIES USING THE BYPASS TRAY](#)" (page 41).
- If you are using tray 3, see "Loading tab paper" in the User's Guide. After loading tab paper in tray 3, select tray 3 as explained in "[PAPER TRAYS](#)" (page 14).



The width of the tab paper can be as wide as A4 width (210 mm) plus 20 mm (or 8-1/2" x 11" paper (8-1/2") plus 5/8").

5



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)



To cancel scanning and copying...

Press the [STOP] key (⏏).



To cancel tab copy...

Touch the [Cancel] key in the screen of step 3.

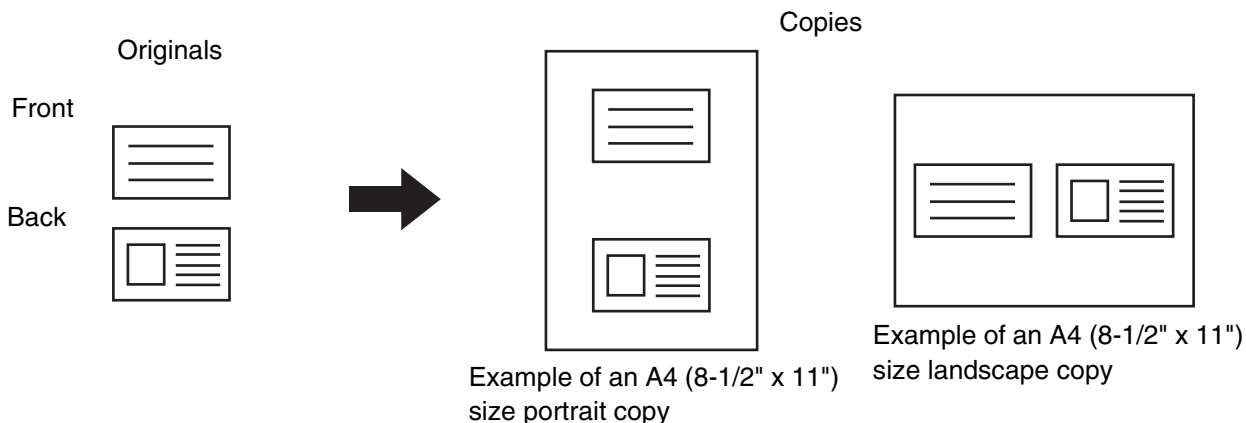


System Settings (Administrator): Initial Tab Copy Setting

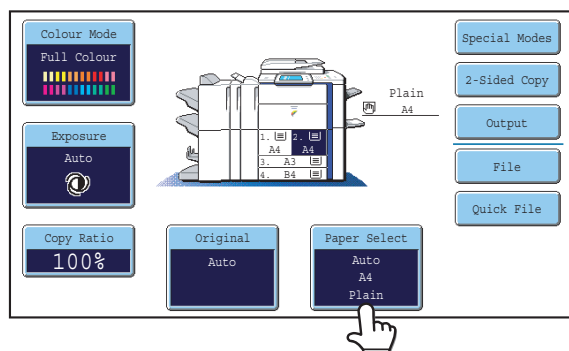
The default image shift width can be set from 0 mm to 20 mm (0" to 5/8"). The factory default setting is "10 mm (1/2)".

COPYING BOTH SIDES OF A CARD ON ONE SHEET OF PAPER (Card Shot)

When copying a card, this function allows you to copy the front and reverse sides together onto a single sheet of paper. This function is convenient for making copies for identification purposes and helps save paper.



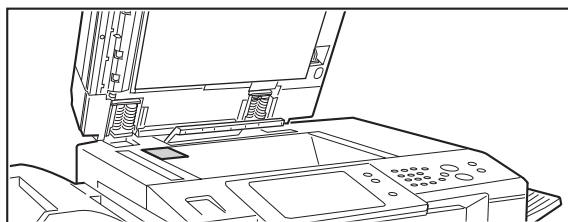
1



Select the paper to be used for card shot.

Select the paper as explained in "[PAPER TRAYS](#)" (page 14).

2



Place the original face down on the document glass.

3

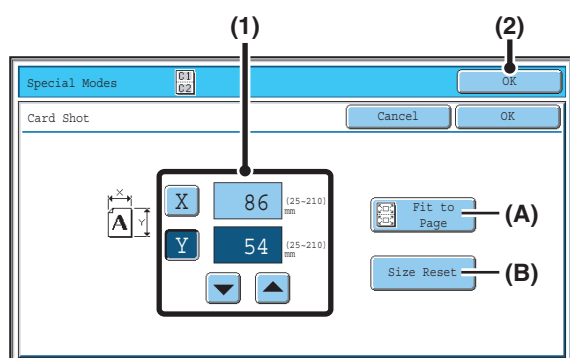
Select the special modes.

(1) Touch the [Special Modes] key.

(2) Touch the [Card Shot] key.

[Special modes menu \(1st screen\)](#) (page 44)

4



Select card shot settings.

(1) Enter the original size.

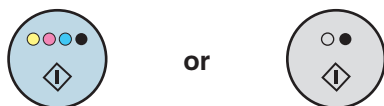
With the [X] key highlighted, enter the X (horizontal) dimension of the original with the keys. Touch the [Y] key and enter the Y (vertical) dimension of the original with the keys.

- (A) To enlarge or reduce the images to fit the paper based on the entered original size, touch the [Fit to Page] key.
- (B) The [Size Reset] key can be pressed to return the horizontal and vertical dimensions to the values set in "Card Shot Settings" in the system settings (administrator).

(2) Touch the [OK] key.

You will return to the base screen of copy mode. Make sure that the entered dimensions appear in the [Original] key.

5



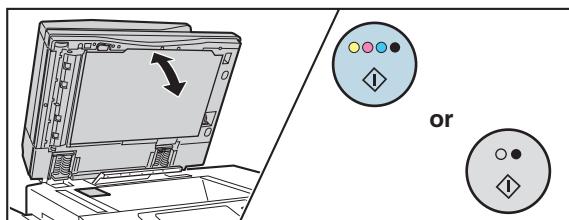
Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●) to scan the front side of the card.



To cancel scanning...

Press the [STOP] key ().

6



Turn the card over and press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●) to scan the reverse side of the card.

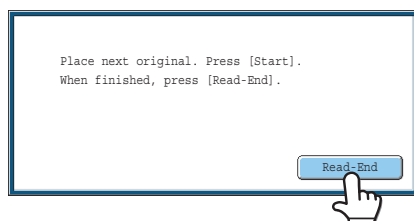
Use the same [START] key that you used for the front side of the card.



To cancel scanning...

Press the [STOP] key ().

7



Touch the [Read-End] key.

Copying will begin.



To cancel copying...

Press the [STOP] key ().



- The original must be placed on the document glass.
- Copying is only possible on standard size paper.
- XY Zoom cannot be used when using this function.
- The image cannot be rotated when using this function.

**To cancel card shot...**

Touch the [Cancel] key in the screen of step 4.

**System Settings (Administrator): Card Shot Settings**

This is used to set the values to which the size returns when the [Size Reset] key is pressed. 25 mm to 210 mm (1" to 8-1/2") can be entered for both the horizontal and vertical dimensions.

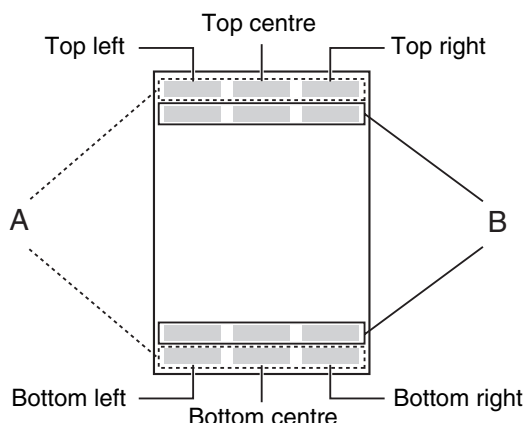
The factory default settings are 86 mm (3-3/8") for X (the width) and 54 mm (2-1/8") for Y (the height).

PRINTING THE DATE AND A STAMP ON COPIES (Stamp)

Use this function to print the date, a stamp, the page number, and text on copies.

Six printing positions are available: top left, top centre, top right, bottom left, bottom centre, and bottom right.

The printing positions are separated into areas that are used for the date, page number and text (A below), and areas that are used for a stamp (B below).



Stamp	Print area	Maximum number of positions
Date	A	1 position only
Stamp	B	6 positions
Page Numbering	A	1 position only
Text	A	6 positions



- If the selected stamp content of one position overlaps the stamp content of another position, priority will be given in the following order: right side, left side, centre. Content that is hidden due to overlapping will not be printed.
- Text will be printed at the preset size regardless of the copy ratio or paper size setting.
- Text will be printed at the preset exposure regardless of the exposure setting.
- Depending on the size of the paper, some printed content may be cut off or shifted out of position.

When used in combination with other special modes

When Stamp is used in combination with the following special modes, the special modes are reflected in the stamp content.

Special Modes	Printing
Margin Shift	Together with the image, the stamp content is shifted the amount of the margin width.
Dual Page Copy	The stamp is printed on each copy sheet.
Pamphlet Copy Book Copy	The stamp is printed on each page of the resulting pamphlet or book.
Multi Shot Card Shot	The stamp is printed on each copy sheet.
Covers/Inserts	Use the stamp settings to select whether or not the item is printed on inserted covers and inserts.



When used in combination with "Erase", "Job Build", or "Mirror Image", the stamp is printed in the set position as usual.

GENERAL PROCEDURE FOR USING STAMP

To select stamp settings, follow the steps below.

1



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.


2

Select the special modes.

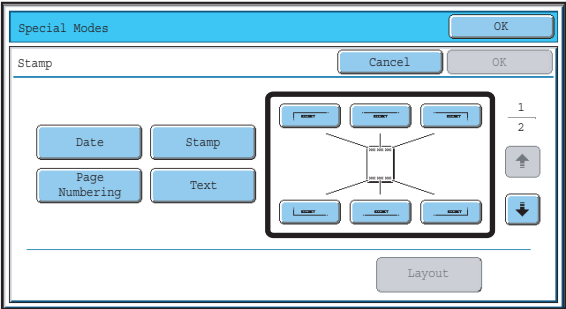
(1) Touch the [Special Modes] key.

(2) Touch the   keys to switch through the screens.

(3) Touch the [Stamp] key.

 [Special modes menu \(2nd screen\)](#) (page 45)

3



Select the print position.




Select from 6 positions: top left, top centre, top right, bottom left, bottom centre, bottom right.

You can also skip this step and go directly to the next step. In this case, the stamp items will be printed in the following positions:

Date: Top right **Stamp:** Top left
Page number: Bottom centre **Text:** Top left

Print positions

The keys that show the print positions will appear as follows depending on the state of the settings.

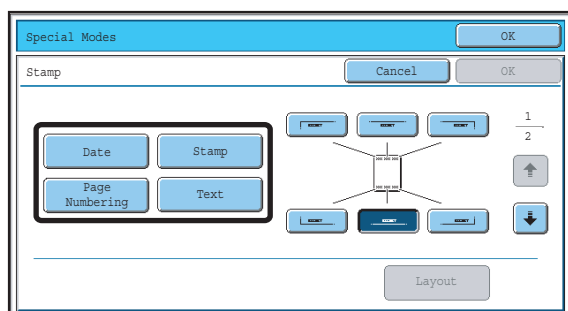
	Not selected, stamp setting has not been selected.
	Selected during selection of the stamp setting.
	Not available, stamp setting has already been allocated.

The above key is the top left key. The appearance of each key varies depending on the position of the key.



- "Date" and "Page Numbering" cannot be selected in multiple positions. If the [Date] key or [Page Numbering] key is touched when "Date" or "Page Numbering" has already been selected for a position, a message will appear asking you if you wish to move that item to the selected position. To move the item, touch the [Yes] key. Otherwise, press the [No] key.
- If you attempt to set "Date", "Text", or "Page Numbering" in a position where one of these items is already set, a message will appear. To change the previously selected item to the new item, touch the [Yes] key. To keep the previous item, touch the [No] key.

4

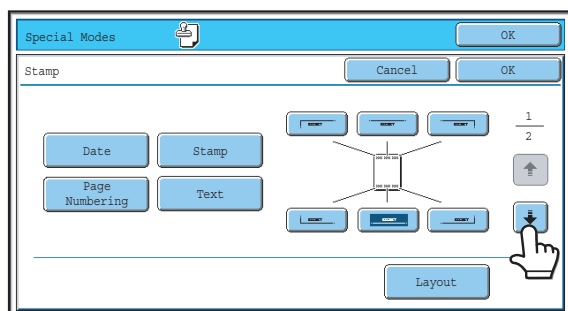


Select Stamp.

For detailed information on each of the stamp items, see the following sections:

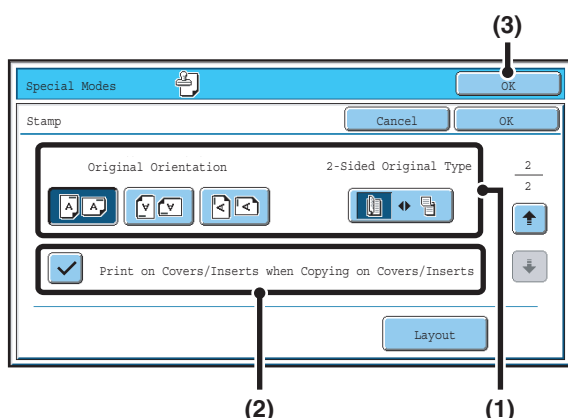
- Date:** [ADDING THE DATE TO COPIES \(Date\)](#) (page 90)
- Stamp:** [STAMPING COPIES \(Stamp\)](#) (page 92)
- Page numbering:** [PRINTING PAGE NUMBERS ON COPIES \(Page Numbering\)](#) (page 94)
- Text:** [PRINTING TEXT ON COPIES \(Text\)](#) (page 98)

5



When you have finished selecting stamp settings, touch the key.

6



Select settings for the original and covers/inserts.

- (1) Touch the [Original Orientation] key and specify the orientation of the placed original.

If 2-sided originals have been placed, touch the key and specify the binding position (booklet binding or tablet binding) of the originals.

- (2) Select stamp settings for covers/inserts.

If you do not want to print the stamp items on covers/inserts, touch the checkbox to remove the checkmark .

- (3) Touch the [OK] key.

You will return to the base screen of copy mode. To edit a stamp position or delete a stamp item, touch the [Layout] key.

[CHECKING THE STAMP LAYOUT \(Layout\)](#) (page 102)



- When copying on covers/inserts is not selected, printing will not take place even if a checkmark appears.
- This setting cannot be selected if insertion of covers and inserts is disabled in the system settings (administrator).



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.



- If you selected printing in colour, press the [COLOUR START] key (●●●●). Even if a colour is selected, pressing the [BLACK & WHITE START] key (●●) will print the stamp items in black and white.
- If a colour print setting is selected, the copy will be counted as a full colour copy even if it is black & white.



To cancel scanning and copying...

Press the [STOP] key (⏏).



To cancel Stamp...

Touch the [Cancel] key in the screen of step 3.

ADDING THE DATE TO COPIES (Date)

The date can be printed on copies. The position of the date, colour, format, and page (first page only or all pages) can be selected.

Example: Printing APRIL 1, 2006 in the top right corner of the paper.

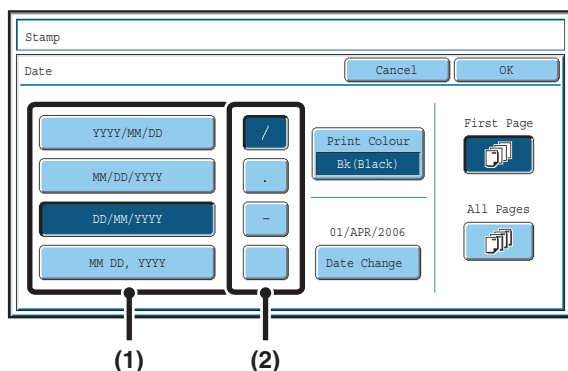


1

Touch the [Date] key in the stamp selection screen.

See steps 1 to 4 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 87).

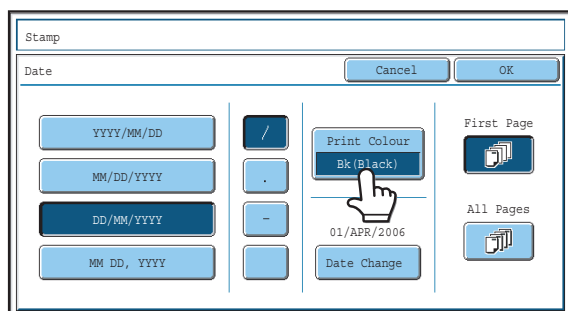
2



Set the date format.

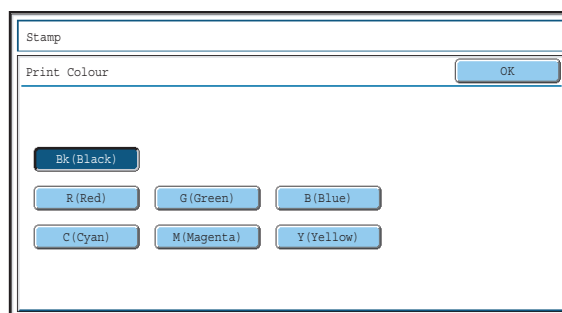
- (1) Touch the key that shows the desired date format.
- (2) If you selected [YYYY/MM/DD], [MM/DD/YYYY], or [DD/MM/YYYY], touch the [/], [.] , [-], or [] key to select the separator.

3



Touch the [Print Colour] key and select the print colour.

Touch the desired colour and touch the [OK] key.



- If you selected a colour other than [Bk (Black)], press the [COLOUR START] key (●●●●). Pressing the [BLACK & WHITE START] key (○●) will print the date in black and white.
- If the date is printed in colour on a black and white copy, the copy will be included in the full colour count.

4

Check the displayed date. If you need to change the date, touch the [Date Change] key.

Set the date that you wish to use and touch the [OK] key.



- If you select a date that does not exist (such as Feb. 30), the [OK] key will be greyed out to prevent entry.
- Changing the date here will not change the date that is set in the machine using "Clock" in the system settings.

5

Select the pages that the date will be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages. After touching the [OK] key, continue from step 5 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 87) to complete the copy procedure.



To cancel the date print setting...

Touch the [Cancel] key in the screen of step 2.

STAMPING COPIES (Stamp)

Text such as "CONFIDENTIAL" can be printed in white on a dark background as a "stamp" on copies. The position, colour, size, density, and pages (first page only or all pages) can be selected for a stamp.

Printing "CONFIDENTIAL" in the top left corner of a copy



The following 12 selections are available for the stamp text.

CONFIDENTIAL	PRIORITY	PRELIMINARY	FINAL
FOR YOUR INFO.	DO NOT COPY	IMPORTANT	COPY
URGENT	DRAFT	TOP SECRET	PLEASE REPLY

Three levels can be selected for the density of the stamp background.
Seven colours can be selected for the stamp colour.
Two stamp sizes can be selected.

1

Touch the [Stamp] key in the stamp selection screen.

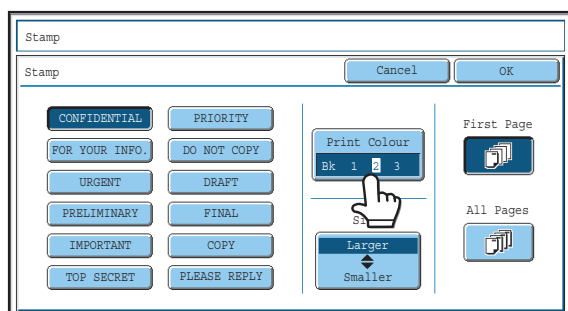
See steps 1 to 4 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 87).

2

A screenshot of the 'Stamp' selection screen. The screen has a title bar 'Stamp' and 'Cancel' and 'OK' buttons. It features a grid of 12 stamp text options: CONFIDENTIAL, PRIORITY, FOR YOUR INFO., DO NOT COPY, URGENT, DRAFT, PRELIMINARY, FINAL, IMPORTANT, COPY, TOP SECRET, and PLEASE REPLY. To the right of the grid are controls for 'Print Colour' (Bk, 1, 2, 3), 'Size' (Larger, Smaller), and 'Pages' (First Page, All Pages). The 'First Page' option is currently selected.


Touch the key of the stamp that you wish to use.


3



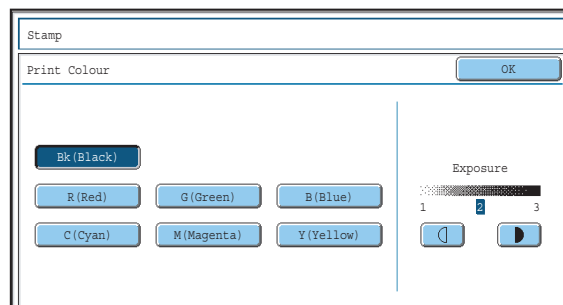
Touch the [Print Colour] key and set the colour and density.

Touch the colour that you wish to use.

If you wish to darken the selected colour, touch the  key.

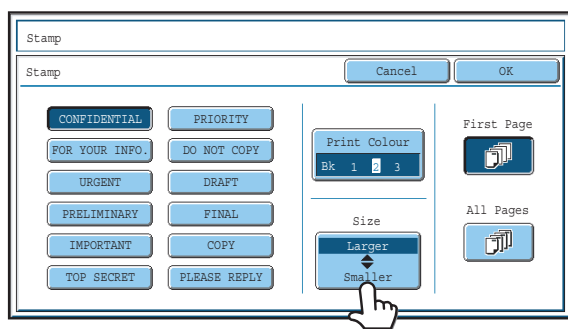
If you wish to lighten the selected colour, touch the  key.

When you have finished selecting the settings, touch the [OK] key.



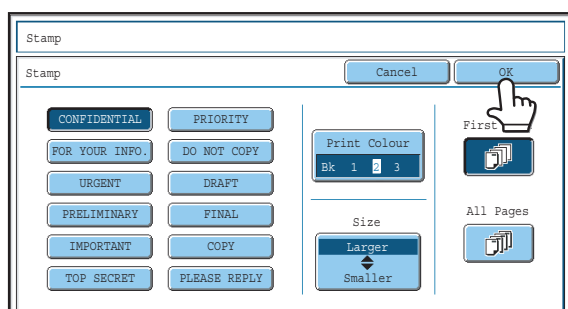
- If you selected a colour other than [Bk (Black)], press the [COLOUR START] key (●●●●). Pressing the [BLACK & WHITE START] key (○●) will print the stamp in black and white.
- If the stamp is printed in colour on a black and white copy, the copy will be included in the full colour count.

4



Touch the [Larger Smaller] key to select the size of the stamp.

5



Select the pages that the date will be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages.

After touching the [OK] key, continue from step 5 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 87) to complete the copy procedure.



The stamp text cannot be edited.



To cancel a stamp setting...

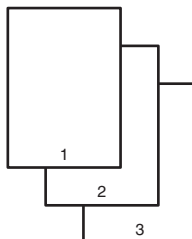
Touch the [Cancel] key in the screen of step 2.

PRINTING PAGE NUMBERS ON COPIES (Page Numbering)

Page numbers can be printed on copies.

The position, colour, format, and page number can be selected for page numbering.

Printing the page number at the bottom centre of the paper.

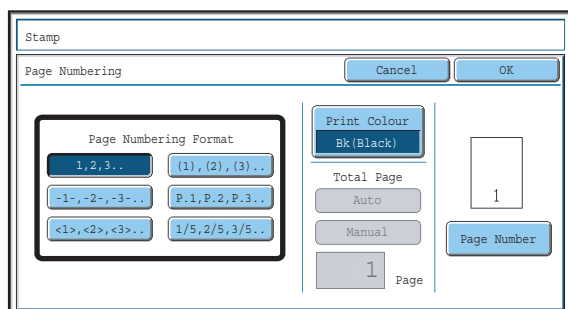


1

Touch the [Page Numbering] key in the stamp selection screen.

See steps 1 to 4 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 87).

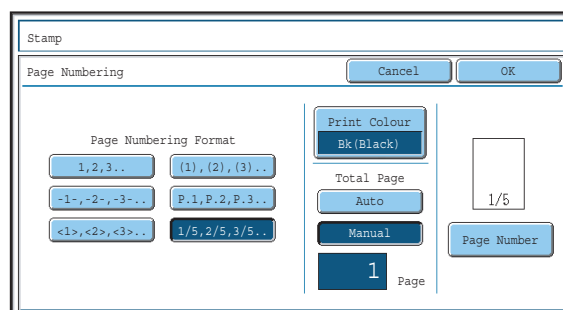
2





Select a format for the page number.

If the [1/5, 2/5, 3/5] key is selected,

"Page number / total pages" will be printed. "AUTO" is initially selected for the total pages, which means that the number of scanned original pages is automatically set as the total pages. If you need to set the total pages manually, such as when a large number of originals are divided into sets for scanning, touch the [Manual] key to display the total pages entry screen.



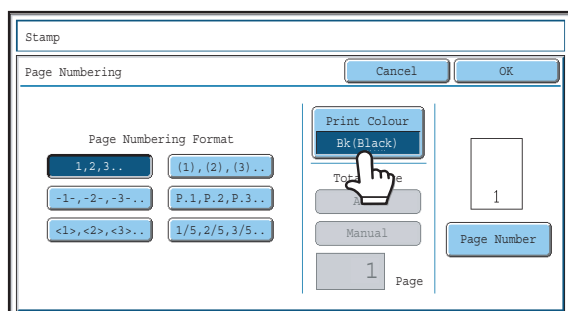
Enter the total pages (1 to 999) with the numeric keys and touch the [OK] key.

The [CLEAR] key () can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key () and then enter the correct number.



- When 2-sided copying is performed, the total pages is the total number of sides of the paper. If the final page is blank, it is not counted. However, if a back cover will be added and the [Count Back Cover] checkbox is selected ☒, the final page is counted. (See step 7.)
- When used in combination with "Dual Page Copy", "Multi Shot", or "Card Shot", the number of sides of the paper copied on is the total pages.
- When used in combination with "Pamphlet Copy" or "Book Copy", the total number of pages in the resulting pamphlet or booklet is the total pages.

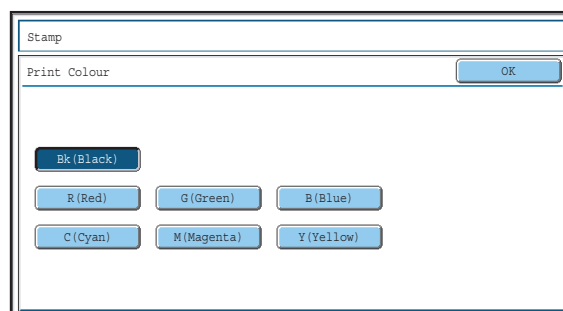
3



Touch the [Print Colour] key.

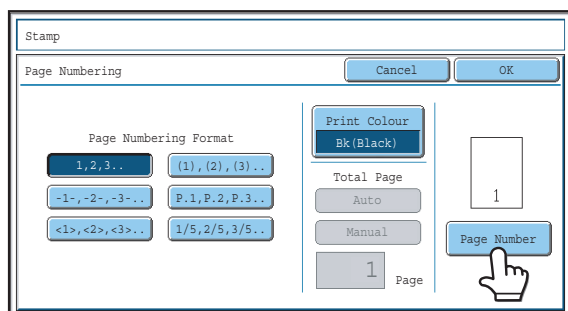
Touch the colour that you wish to use.

When you have finished selecting the settings, touch the [OK] key.



- If you selected a colour other than [Bk (Black)], press the [COLOUR START] key (●●●●). Pressing the [BLACK & WHITE START] key (○●) will print the page numbers in black and white.
- If page numbers are printed in colour on black and white copies, the copies will be included in the full colour count.

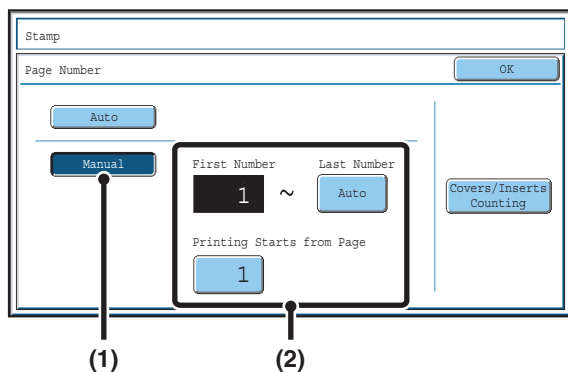
4



To configure page number settings, touch the [Page Number] key.

If you do not need to configure page number settings, go to step 9.

5



Select page number settings.

(1) Touch the [Manual] key.

(2) Set the first number, the last number, and the "Printing Starts from Page" number.

Touch each key and enter a number with the numeric keys (1 to 999).

The [CLEAR] key (□) can be pressed to return the setting of the selected item to the default value. If you make a mistake, press the [CLEAR] key (□) and then enter the correct number.



- A "Last Number" smaller than the "First Number" cannot be set.
- The "Last Number" is initially set to "Auto", which means that page numbers are automatically printed through the last page based on the "First Number" and "Printing Start from Page" settings.
- If the "Last Number" is set to a number smaller than the "Total Pages", page numbers are not printed on pages after the page set as the "Last Number".
- "Printing Starts from Page" is used to set the page number from which you want to begin printing page numbers. For example, if "3" is set and 1-sided copying is being performed, page numbers will be printed beginning from the 3rd copy sheet (the 3rd original page). If 2-sided copying is being performed, page numbers will be printed beginning from the front side of the 2nd copy sheet (the 3rd original page).

6

If covers/inserts will be inserted, touch the [Covers/Inserts Counting] key if you want to include the covers/inserts in the page number count and want page numbers printed on the covers/inserts.

7

Touch each item that you want counted in the page numbers so that a checkmark appears ☒, and then touch the [OK] key.

Items with a checkmark ☒ will be reflected in the print image on the right side of the screen.

(A): Front cover image

(B): Insert image

(C): Back cover image



- When the checkboxes are selected ☒, each inserted sheet of paper (front cover, insert, or back cover) will be counted as one page in the case of 1-sided copying, or two pages in the case of 2-sided copying. However, when the body sheets are 1-sided copies and the inserted sheets are 2-sided copies, each body sheet is counted as one page and each inserted sheet is counted as two pages.
- Page numbers are printed on covers/inserts if the covers/inserts are counted and if they are copied on.

8

Touch the [OK] key.

9

Touch the [OK] key.

After touching the [OK] key, continue from step 5 of "GENERAL PROCEDURE FOR USING STAMP" (page 87) to complete the copy procedure.



- When Page Numbering is selected, copying in group mode is not possible. The mode automatically changes to sort mode.
- When the page number printing position is set to the right side or left side and pamphlet copy or book copy is used, the print position is changed so that the page numbers always appear on the outer side of each opened page (the left and right sides of the opened pages). If a stamp is set in the area where page numbering is set, the position of the stamp changes in the same way as the page number.

If another stamp item is set in this changing position, the page numbers will alternate sides with this stamp item.

A stamp item that is in a position not affected by the changing page number position will be printed in its original set position.

Example: When four pages are copied using pamphlet copy and the page number format is "1, 2, 3...", the result is as follows:

In this example, the page number is set at the bottom of the page and the date is set at the top, and thus the date does not move.

Print settings

Date	
Stamp No.	Text



Side 1

01/APR/2006	01/APR/2006
CONFIDENTIAL 4	AAA AAA CONFIDENTIAL 1

Side 2

01/APR/2006	01/APR/2006
CONFIDENTIAL 2	AAA AAA CONFIDENTIAL 3



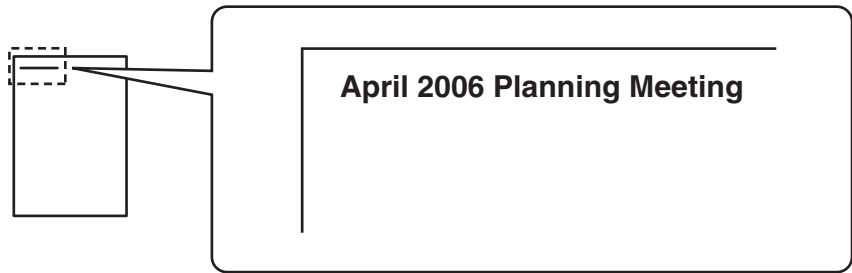
To cancel the page numbering setting...

Touch the [Cancel] key in the screen of step 2.

PRINTING TEXT ON COPIES (Text)

Entered text can be printed on copies. Up to 30 frequently used text strings can be stored.

Example: Printing "April 2006 Planning Meeting" in the top left corner of the paper



1

Touch the [Text] key in the stamp selection screen.

See steps 1 to 4 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 87).

2



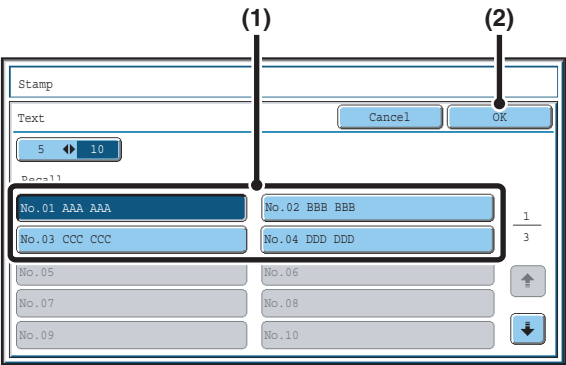
Touch the [Recall] key.

The [Direct Entry] key can be touched to display the text entry screen. To enter text, see "6. ENTERING TEXT" in the User's Guide. When all characters have been entered, touch the [OK] key.

To store or delete a text string, touch the [Store/Delete] key.

➡ [Storing, editing, and deleting text strings](#) (page 100)

3



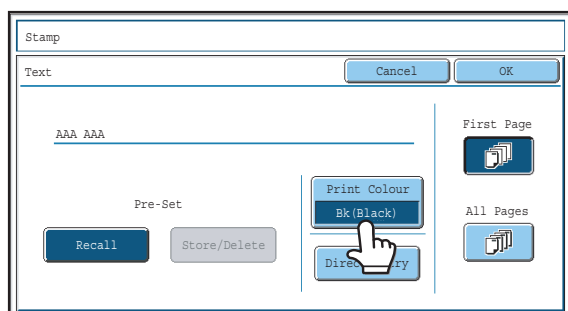
Specify the text to be printed.

(1) **Touch the text string that you wish to select.**

You can touch the [5 ◀▶ 10] key to switch the number of keys displayed in the screen between 5 and 10. When 5-key display is selected, the entire text string appears in each key.

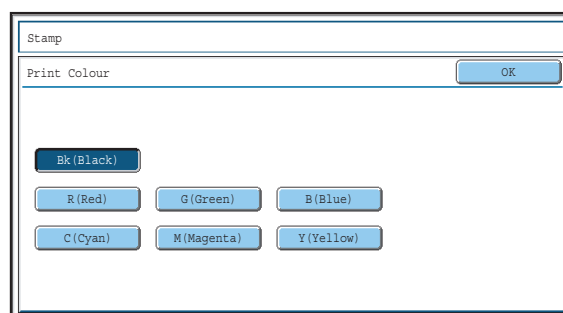
(2) **Touch the [OK] key.**

4



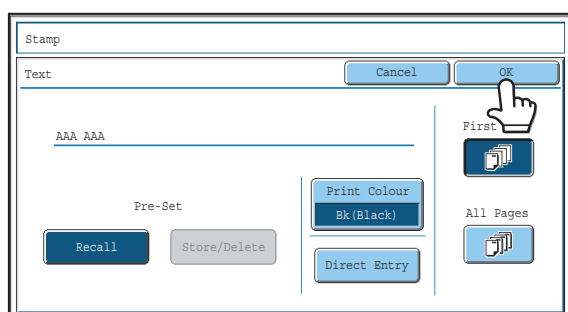
Touch the [Print Colour] key.

Touch the colour that you wish to use. When you have finished selecting the settings, touch the [OK] key.



- If you selected a colour other than [Bk (Black)], press the [COLOUR START] key (●●●●). Pressing the [BLACK & WHITE START] key (○●) will print the page numbers in black and white.
- If the text is printed in colour on a black and white copies, the copies will be included in the full colour count.

5



Select the pages to be printed on and touch the [OK] key.

Select printing on the first page only, or printing on all pages. After touching the [OK] key, continue from step 5 of "[GENERAL PROCEDURE FOR USING STAMP](#)" (page 87) to complete the copy procedure.



Text settings can also be configured in the Web pages. Click [Application Settings], [Copy settings] and then [Text Settings (Stamp)] in the Web page menu.



To cancel a text setting...

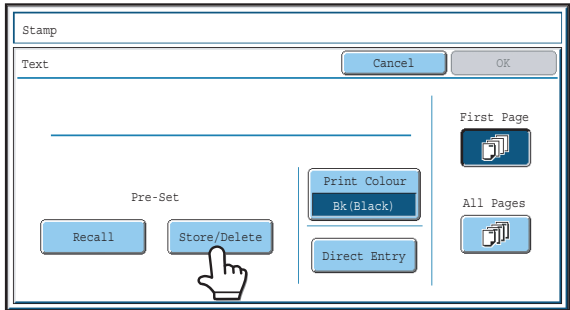
Touch the [Cancel] key in the screen of step 2.

Storing, editing, and deleting text strings

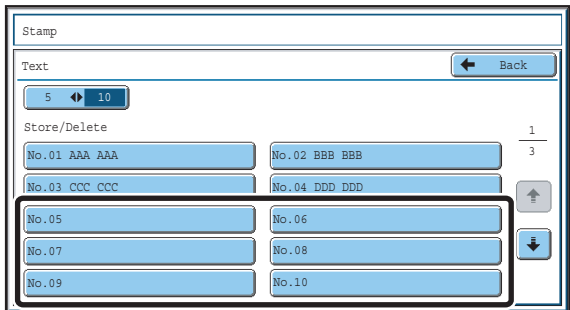
1 Touch the [Text] key in the stamp selection screen.

See steps 1 to 4 of "GENERAL PROCEDURE FOR USING STAMP" (page 87).

2



Touch the [Store/Delete] key.



Store a text string, or edit/delete a stored text string.

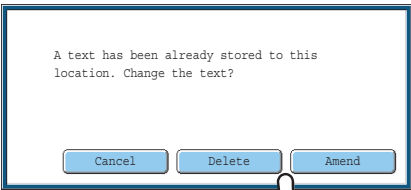
- To store a text string, touch a key with no text stored. A text entry screen will appear. A maximum of 50 characters can be entered. To enter text, see "6. ENTERING TEXT" in the User's Guide. When you have finished entering the text, touch the [OK] key. The text entry screen will close.
- To edit or delete a text string, follow the instructions below.

3



To edit or delete a text string...

- When the key with the text string is touched, the following screen appears. When the [Amend] key is touched, a text entry screen appears. The stored text string appears in the text entry screen. Edit the text. To enter text, see "6. ENTERING TEXT" in the User's Guide. When you have finished entering the text, touch the [OK] key. The text entry screen will close.
- When the [Delete] key is touched, the stored text is deleted.



- Text settings can also be configured in the Web pages. Click [Application Settings], [Copy settings] and then [Text Settings (Stamp)] in the Web page menu.

The screenshot shows a software interface with a 'Stamp' title bar. Below it is a 'Text' field containing the number '5' and a range indicator '10'. To the right of the 'Text' field is a 'Back' button with a left-pointing arrow. A hand icon is pointing at the 'Back' button. Below the 'Text' field is a 'Store/Delete' section containing a list of ten text strings, each in a blue box. The strings are: No.01 AAA AAA, No.02 BBB BBB, No.03 CCC CCC, No.04, No.05, No.06, No.07, No.08, No.09, and No.10. To the right of the list are two vertical arrows, one pointing up and one pointing down, with a '1' and a '3' next to them respectively.

Store/Delete	
No.01 AAA AAA	No.02 BBB BBB
No.03 CCC CCC	No.04
No.05	No.06
No.07	No.08
No.09	No.10

Touch the [Back] key.

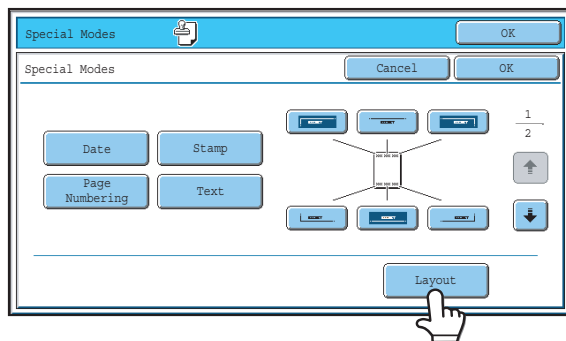
You will return to the screen of step 2.

To copy using a stored text string, continue from step 2 of "[PRINTING TEXT ON COPIES \(Text\)](#)" (page 98).

CHECKING THE STAMP LAYOUT (Layout)

After stamp items have been selected, you can check the print layout, change the print position, and delete stamp items.

1

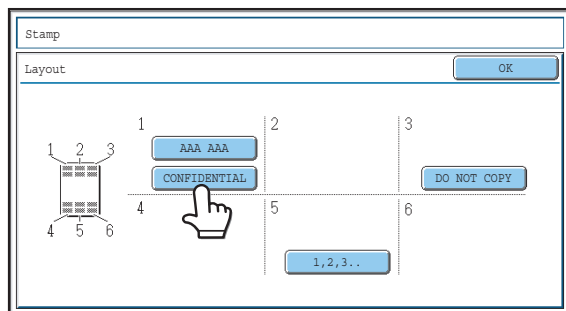


Touch the [Layout] key.



The [Layout] key can only be touched when stamp items have been selected.

2



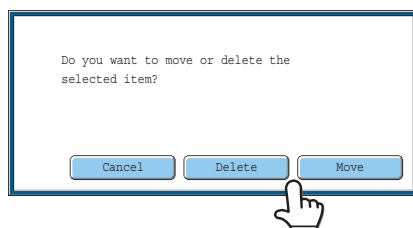
If the layout is correct, touch the [OK] key.

Touch the key of the stamp item that you want to delete or whose position you want to change.



A maximum of 14 characters appear in each key.

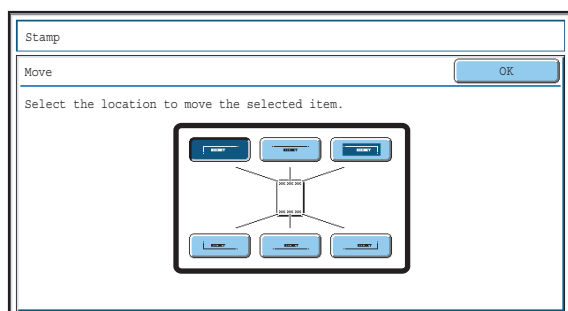
3



To change the position of the item, touch the [Move] key. To delete the item, touch the [Delete] key.

- If the [Move] key is touched, a screen for selecting the destination position appears.
- If the [Delete] key is touched, the item is deleted. (Go to step 6.)

4



Touch the key of the desired destination position.

The touched position key is highlighted and the print position changes.

The keys that show the print positions will appear as follows depending on the state of the settings.

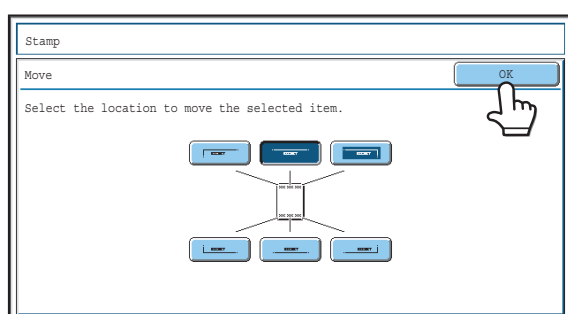
	Not selected, stamp setting has not been selected.
	Selected during selection of the stamp setting.
	Not available, stamp setting has already been allocated.

The above key is the top left key. The appearance of each key varies depending on the position of the key.



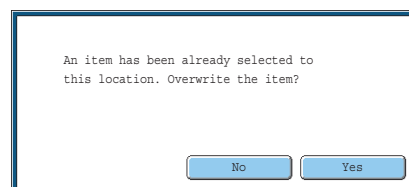
If you wish to swap the position of the selected stamp item with the position of another stamp item, temporarily move either one of the items to an unoccupied position and then switch the print positions.

5

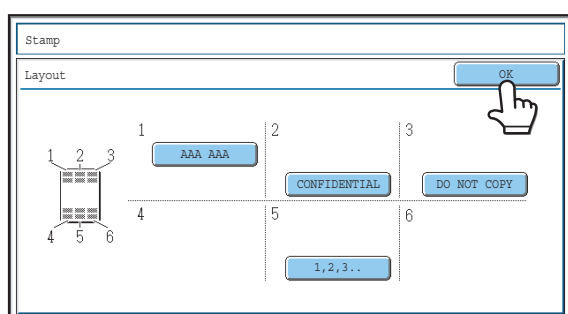


Touch the [OK] key.

If you attempt to move the stamp item to a position that is already occupied by another stamp item, a message will appear asking you if you wish to overwrite the other stamp item. To overwrite the other stamp item, touch the [Yes] key. To cancel the move, touch the [No] key.



6

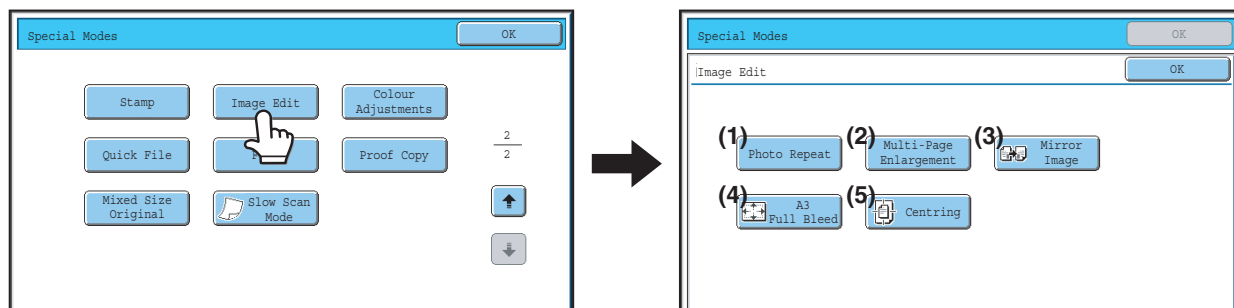


Touch the [OK] key.

[Image Edit] KEY

When the [Image Edit] key is touched in the 2nd special modes menu screen, the image edit menu screen opens.

Image edit menu screen

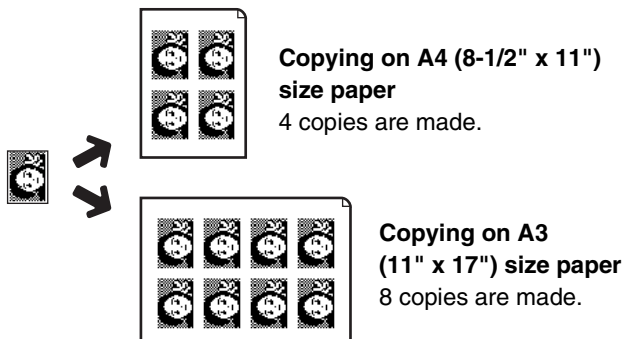


- (1) **[Photo Repeat] key**
☞ [REPEATING PHOTOS ON A COPY \(Photo Repeat\)](#) (page 105)
- (2) **[Multi-Page Enlargement] key**
☞ [CREATING A LARGE POSTER \(Multi-Page Enlargement\)](#) (page 107)
- (3) **[Mirror Image] key**
☞ [REVERSING THE IMAGE \(Mirror Image\)](#) (page 110)
- (4) **[A3 Full Bleed] key ([11x17 Full Bleed] key)**
☞ [COPYING A3 \(11" x 17"\) ORIGINALS WITH NO EDGE CUT-OFF \(A3 \(11" x 17"\) Full Bleed\)](#) (page 111)
- (5) **[Centring] key**
☞ [COPYING IN THE CENTRE OF THE PAPER \(Centring\)](#) (page 113)

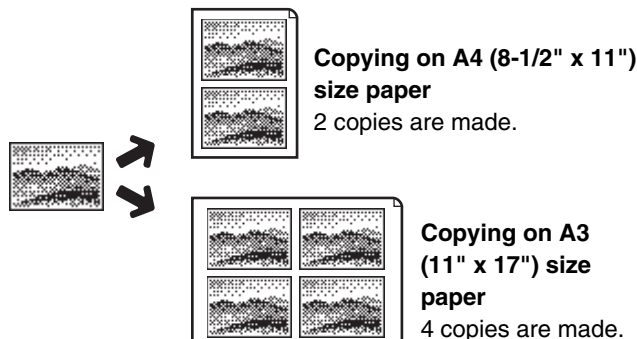
REPEATING PHOTOS ON A COPY (Photo Repeat)

Photo Repeat is used to create repeated images of a photo-size original (130 mm x 90 mm size, 100 mm x 150 mm size, 70 mm x 100 mm size, 65 mm x 70 mm size or 57 mm x 100 mm size (3" x 5" size, 5" x 7" size, 2-1/2" x 4" size, 2-1/2" x 2-1/2" size or 2-1/8" x 3-5/8" size)) on a single sheet of copy paper as shown below. Up to 24 images (when the image is 65 mm x 70 mm size (2-1/2" x 2-1/2" size)) can be repeated on a single sheet of paper.

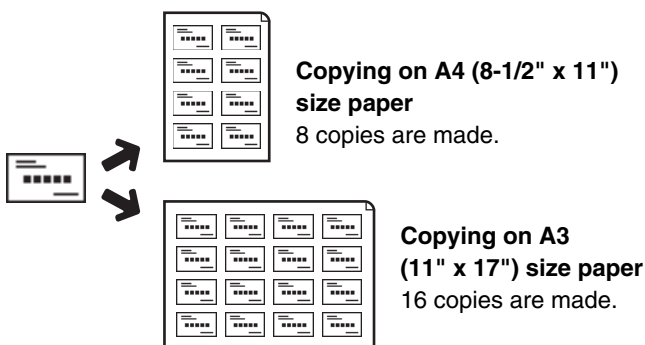
• Original sizes up to 130 mm x 90 mm (3" x 5")



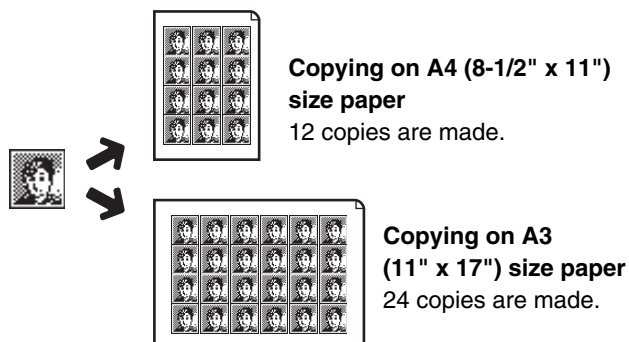
• Original sizes up to 100 mm x 150 mm (5" x 7")



• Original sizes up to 70 mm x 100 mm (2-1/2" x 4")



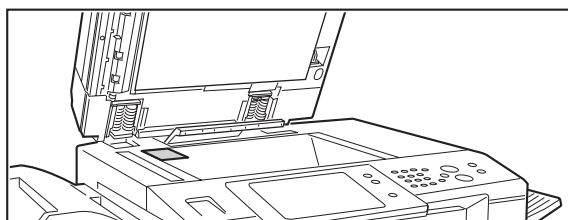
• Original sizes up to 65 mm x 70 mm (2-1/2" x 2-1/2")



• Original sizes up to 57 mm x 100 mm (2-1/8" x 3-5/8")





1



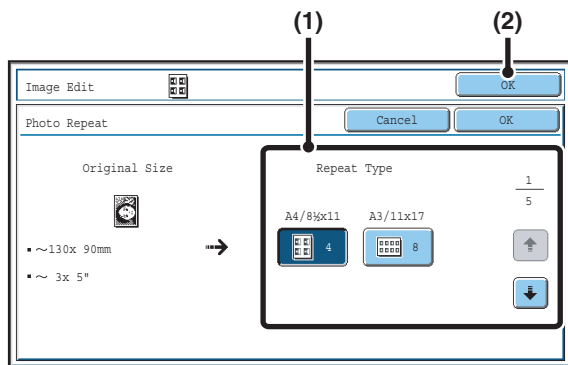
Place the original face down on the document glass.

- When placing a 130 mm x 90 mm, 100 mm x 150 mm, 70 mm x 100 mm, 65 mm x 70 mm or 57 mm x 100 mm (3" x 5", 5" x 7", 2-1/2" x 4", 2-1/2" x 2-1/2" or 2-1/8" x 3-5/8") photo size original, place the original with the long side aligned against the left side of the document glass.
- When placing a business card size original, place the original with the long side aligned against the far side of the document glass.

Select the special modes.



- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Image Edit] key.
- (4) Touch the [Photo Repeat] key.

 [Image Edit] KEY (page 104)



Select Photo Repeat settings.

- (1) Touch the key showing the original type and paper size combination that you want to use.

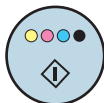
Touch the   keys to switch through the screens and touch the desired repeat type key (A4 or A3 (8-1/2" x 11" or 11" x 17")).

- (2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.



When making repeat copies of a business card size original (up to 57 mm x 100 mm (2-1/8" x 3-5/8")), only A4 (8-1/2" x 11") can be selected for the paper size.



or




Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.



To cancel scanning and copying...

Press the [STOP] key ().



- The original must be placed on the document glass.
- Only A4 (8-1/2" x 11") or A3 (11" x 17") size paper can be used.
- The copy ratio is 100% when this function is used. (The ratio cannot be changed.) However, for a business card size original (up to 57 mm x 100 mm (2-1/8" x 3-5/8")), the images are reduced to 95%.

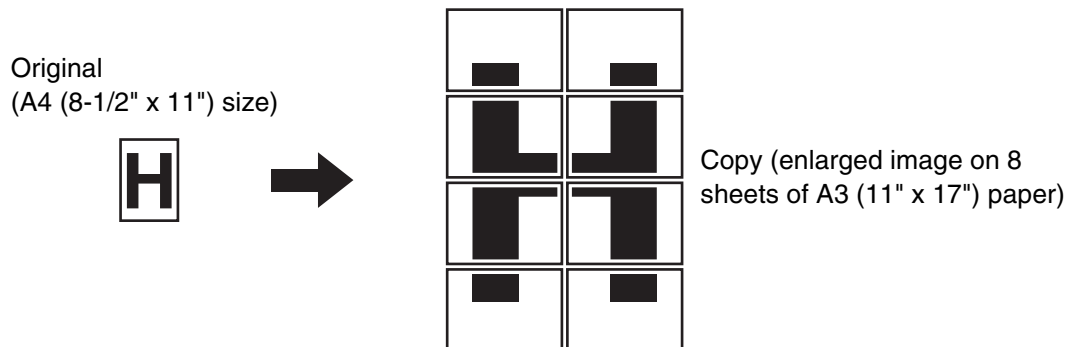


To cancel the photo repeat setting...



Touch the [Cancel] key in the screen of step 3.

CREATING A LARGE POSTER (Multi-Page Enlargement)

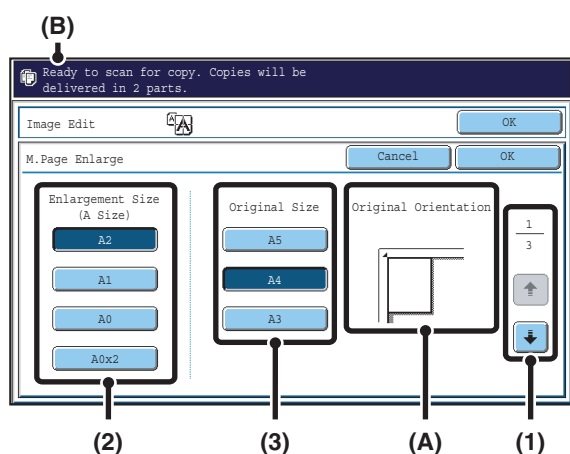
This function is used to enlarge an image of an original and print it as a composite image using multiple sheets of paper.



Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Image Edit] key.
- (4) Touch the [Multi-Page Enlargement] key.

 [\[Image Edit\] KEY](#) (page 104)



Set the enlargement size and the original size.

(1) Select the size system that you wish to use for multi-page enlargement.

Touch the keys to display the screen that shows the desired group of sizes.

- 1st screen: A system
- 2nd screen: B system
- 3rd screen: Inch system

(2) Select the enlargement size.

(3) Select the size of the original to be used.

A suitable original placement orientation (A) and the number of sheets of paper required for the enlarged image (B) are displayed based on the selected original size and enlargement size.

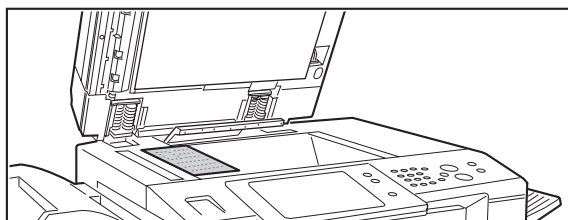
Check the placement orientation and number of sheets. The following combinations of original sizes and enlargement sizes are possible for multi-page enlargement.

Enlargement size ↔ Original size	
A system	A2 ↔ A3, A4, A5
	A1 ↔ A3, A4, A5
	A0 ↔ A3, A4
	A0 x 2* ↔ A3
B system	B3 ↔ B4, B5
	B2 ↔ B4, B5
	B1 ↔ B4, B5
	B0 ↔ B4
Inch system	22" x 17" ↔ 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
	22" x 34" ↔ 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
	34" x 44" ↔ 11" x 17", 8-1/2" x 14", 8-1/2" x 11"
	44" x 68" ↔ 11" x 17"

* The size that is twice A0 size.

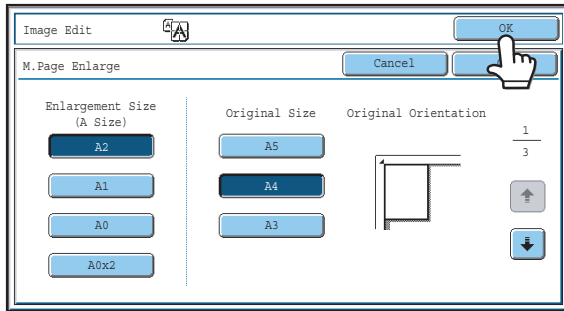


An A size original cannot be enlarged to a B size, and a B size original cannot be enlarged to an A size.



Place the original face down on the document glass in the orientation indicated in the screen.

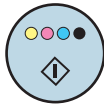
4



Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

5



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.)



To cancel scanning and copying...

Press the [STOP] key (●●).



- The original must be placed on the document glass.
- Overlap of sections of image
 - There will be a margin around the edges of each copy.
 - Areas for overlapping the copies will be created at the leading and trailing edges of each copy.
- If an original size is selected first, a message will appear indicating the enlargement sizes that can be selected. If an enlargement size is selected first, a message will appear indicating the original sizes that can be selected.
- If a combination of settings is selected for which multi-page enlargement is not possible, invalid selection beeps will sound.
- The paper size, number of sheets required for the enlarged image, and the ratio are automatically selected based on the selected original size and enlargement size.
(The paper size and ratio cannot be selected manually.)
- If no paper trays have the size of paper that was automatically selected, "Load XXX paper" will appear. Change the paper in one of the trays or the bypass tray to the indicated size of paper.

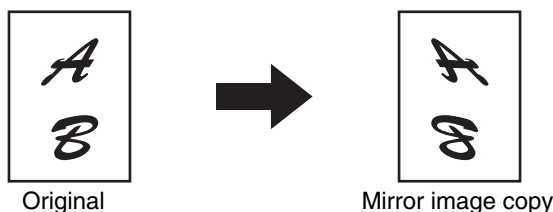


To cancel the multi-page enlargement setting...

Touch the [Cancel] key in the screen of step 2.

REVERSING THE IMAGE (Mirror Image)

This feature is used to make a copy that is a mirror image of the original.



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

Select the special modes.

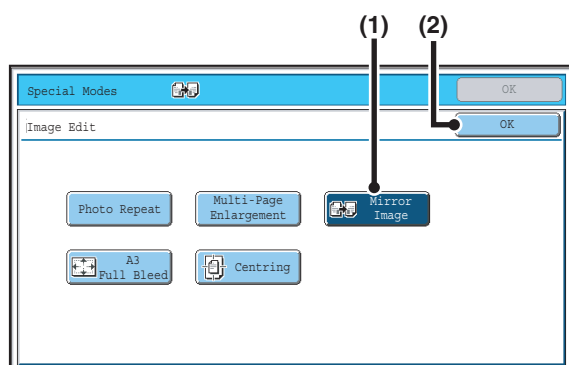
(1) Touch the [Special Modes] key.

(2) Touch the   keys to switch through the screens.

(3) Touch the [Image Edit] key.

 [\[Image Edit\] KEY](#) (page 104)

3



Select Mirror Image.

(1) Touch the [Mirror Image] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4



or




Press the [COLOUR START] key (   ) or the [BLACK & WHITE START] key ( )

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.



To cancel scanning and copying...

Press the [STOP] key ().



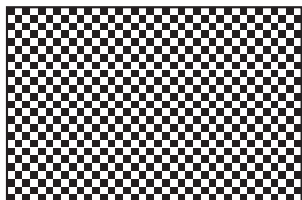
To cancel a mirror image setting...

Touch the [Mirror Image] key in the screen of step 3 so that it is not highlighted.

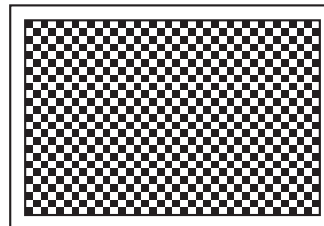
COPYING A3 (11" x 17") ORIGINALS WITH NO EDGE CUT-OFF (A3 (11" x 17") Full Bleed)

This feature lets you copy an entire A3 (11" x 17") size original at full size with no image cut-off at the edges. A3W (12" x 18") size paper is used, which is slightly larger than A3 (11" x 17") size.

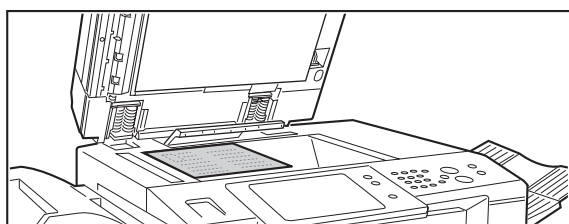
A3 (11" x 17") size original



A3 (12" x 18") full bleed copy



1



Place the original face down on the document glass.

2

Select the special modes.

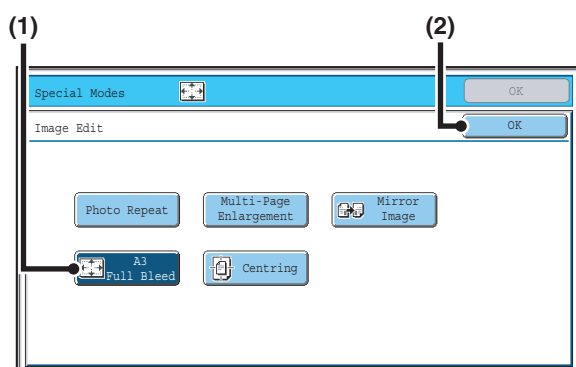
(1) Touch the [Special Modes] key.

(2) Touch the   keys to switch through the screens.

(3) Touch the [Image Edit] key.

 [\[Image Edit\] KEY](#) (page 104)

3



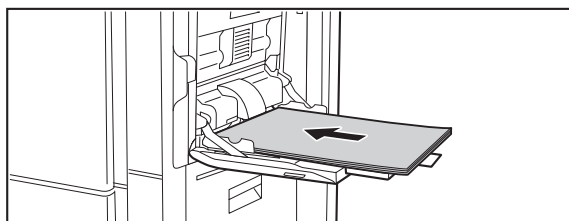
Select A3 (11x17) Full Bleed.

(1) Touch the [A3 Full Bleed] or [11x17 Full Bleed] key so that it is highlighted.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

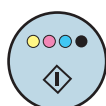
4



Load A3W (12" x 18") paper.

- Pull out the extension tray, adjust the guides to the width of A3W (12" x 18") paper, and place the paper in the bypass tray.
After loading the paper, configure the bypass tray settings as explained in "[MAKING COPIES USING THE BYPASS TRAY](#)" (page 41).
- To load A3W (12" x 18") paper in tray 3, tray 4, or the large capacity tray (MX-LCX3), see "2. LOADING PAPER" in the User's Guide. After loading A3W (12" x 18") paper in one of the above trays, select the tray as explained in "[PAPER TRAYS](#)" (page 14).

5



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.

If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.



To cancel scanning and copying...

Press the [STOP] key (●).



- The original must be placed on the document glass.
- The copy ratio is 100% when this function is used. The ratio cannot be changed.
- The punch function cannot be used.



To cancel A3 (11x17) Full Bleed...

Touch the [A3 Full Bleed] or [11x17 Full Bleed] key in the screen of step 3 so that it is not highlighted.

COPYING IN THE CENTRE OF THE PAPER (Centring)

This is used to centre the copied image on the paper.
This lets you place the image in the centre of the paper when the original size is smaller than the paper size or when the image is reduced.

Not using the centring function	Using the centring function
	



1


Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

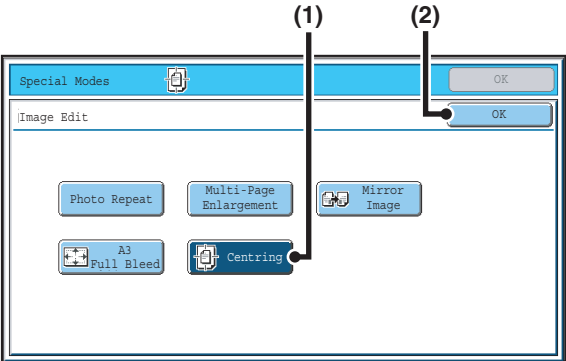
2

Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Image Edit] key.

 [\[Image Edit\] KEY](#) (page 104)

3



Select Centring.

- (1) Touch the [Centring] key so that it is highlighted.
- (2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. (For the second original and following originals, use the same [START] key as you did for the first original.



To cancel scanning and copying...

Press the [STOP] key (⏏).



- The image can be reduced when using the centring function, but not enlarged.
- When the original size or the paper size is displayed as a special size, this function cannot be used.



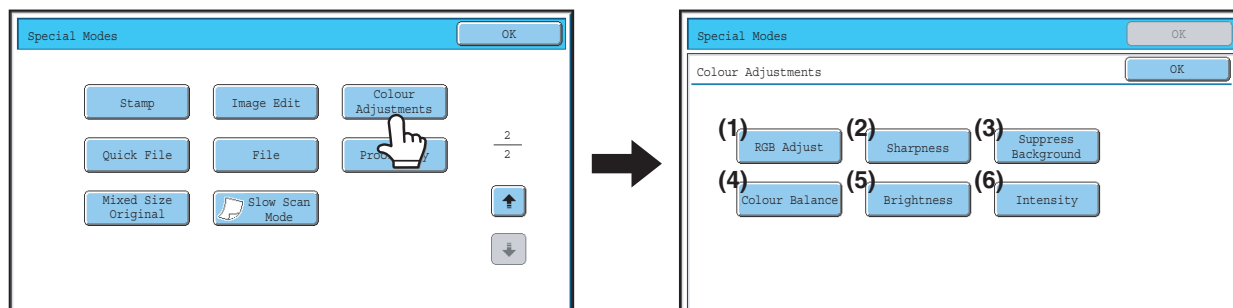
To cancel centring...

Touch the [Centring] key in the screen of step 3 so that it is not highlighted.

[Colour Adjustments] KEY

When the [Colour Adjustments] key is touched in the 3rd special modes menu screen, the colour adjustments menu screen opens.

Colour adjustments menu screen



(1) [RGB Adjust] key

👉 [ADJUSTING RED/GREEN/BLUE IN COPIES \(RGB Adjust\) \(page 116\)](#)

(2) [Sharpness] key

👉 [ADJUSTING THE SHARPNESS OF AN IMAGE \(Sharpness\) \(page 117\)](#)

(3) [Suppress background] key

👉 [WHITENING FAINT COLOURS IN COPIES \(Suppress Background\) \(page 118\)](#)

(4) [Colour Balance] key

👉 [ADJUSTING THE COLOUR \(Colour Balance\) \(page 120\)](#)

(5) [Brightness] key

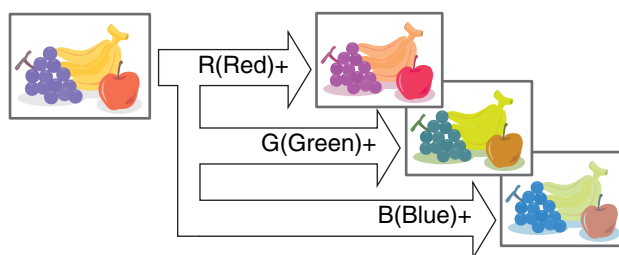
👉 [ADJUSTING THE BRIGHTNESS OF A COPY \(Brightness\) \(page 122\)](#)

(6) [Intensity] key

👉 [ADJUSTING THE INTENSITY OF A COPY \(Intensity\) \(page 123\)](#)

ADJUSTING RED/GREEN/BLUE IN COPIES (RGB Adjust)

This feature is used to strengthen or weaken any one of the three colour components R (red), G (green), or B (blue).



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

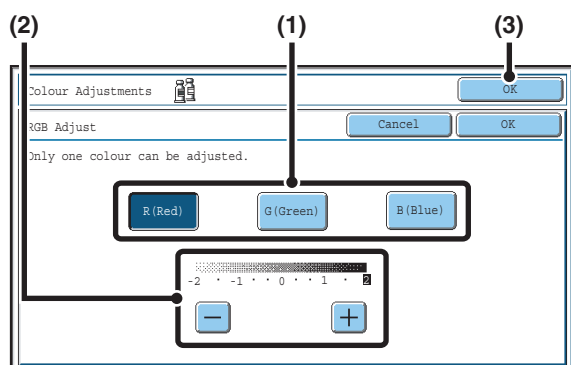
2

Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the keys to switch through the screens.
- (3) Touch the [Colour Adjustments] key.
- (4) Touch the [RGB Adjust] key.

[Colour Adjustments] KEY (page 115)

3



Adjust red, green, or blue.

- (1) Touch the key of the colour that you wish to adjust: [R (Red)], [G (Green)], or [B (Blue)].

Only one colour can be adjusted. (If you adjust one colour and then adjust another colour, the adjustment of the first colour is cancelled.)

- (2) Adjust the selected colour.

Touch the [+] key to strengthen the selected colour, or touch the [-] key to weaken the colour.

- (3) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4



Press the [COLOUR START] key (●●●●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [COLOUR START] key (●●●●). Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key (●).

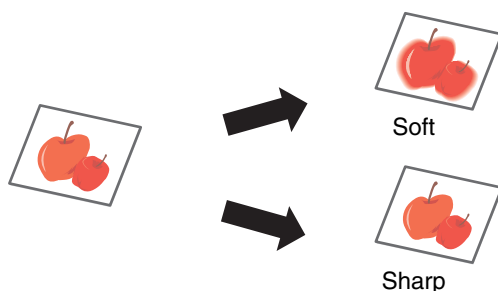


To cancel an RGB adjust setting...

Touch the [Cancel] key in the screen of step 3.

ADJUSTING THE SHARPNESS OF AN IMAGE (Sharpness)

This is used to sharpen an image or make it softer.






1

Place the original.

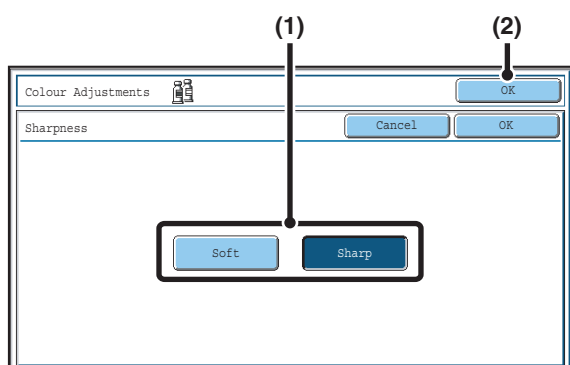
Place the original face up in the document feeder tray, or face down on the document glass.

2

Select the special modes.

- (1) Touch the [Special Modes] key.
 - (2) Touch the   keys to switch through the screens.
 - (3) Touch the [Colour Adjustments] key.
 - (4) Touch the [Sharpness] key.
-  [\[Colour Adjustments\] KEY](#) (page 115)

3



Adjust the image.





- (1) Touch the [Soft] key or the [Sharp] key.
 - (2) Touch the [OK] key.
- You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4




Press the [COLOUR START] key ().

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [COLOUR START] key (   ). Repeat until all pages have been scanned and then touch the [Read-End] key.



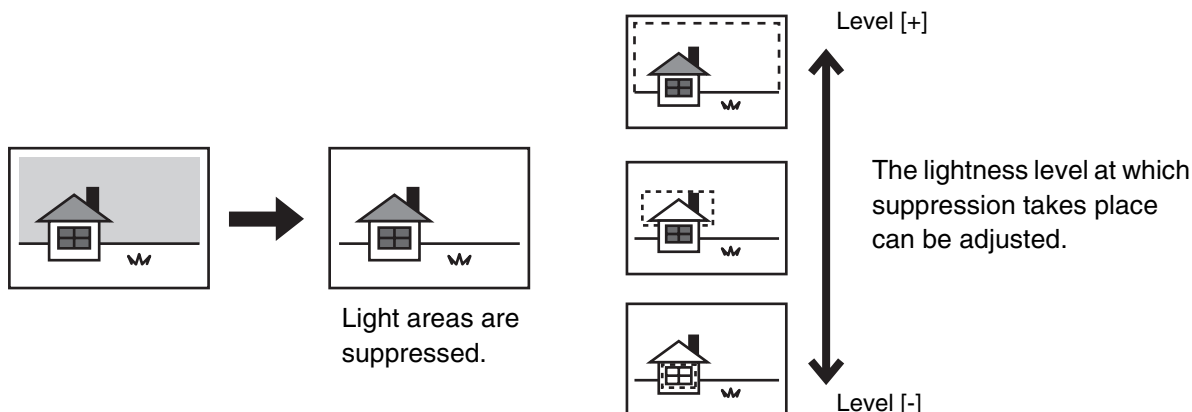
To cancel scanning and copying...
Press the [STOP] key ().



To cancel the sharpness setting...
Touch the [Cancel] key in the screen of step 3.

WHITENING FAINT COLOURS IN COPIES (Suppress Background)

This feature is used to suppress light background areas.





1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

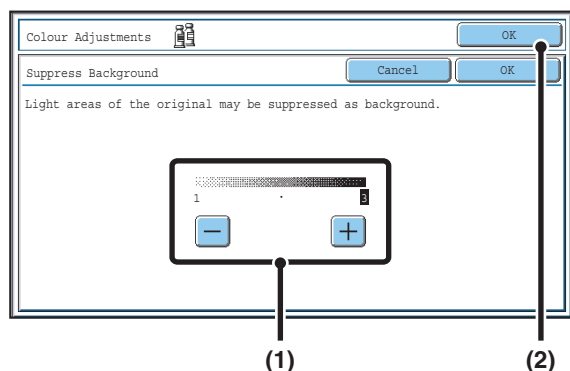
2

Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Colour Adjustments] key.
- (4) Touch the [Suppress Background] key.

 [\[Colour Adjustments\] KEY](#) (page 115)

3



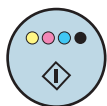
Select the suppress background setting.

(1) Adjust the background suppression level.

Touch the [+] key to suppress only faint background.
Touch the [-] key to suppress faint to dark background.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

**Press the [COLOUR START] key (●●●●).**

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [COLOUR START] key (●●●●). Repeat until all pages have been scanned and then touch the [Read-End] key.

**To cancel scanning and copying...**

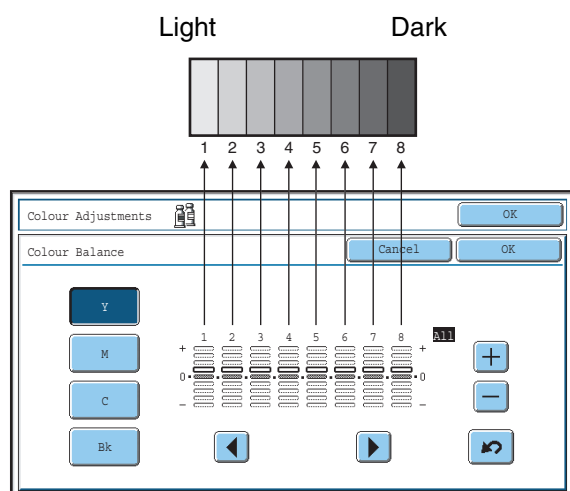
Press the [STOP] key (●).

**To cancel a suppress background setting...**

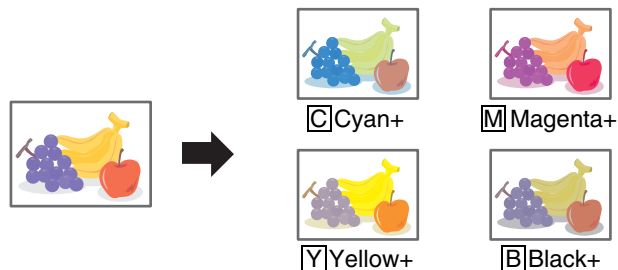
Touch the [Cancel] key in the screen of step 3.

ADJUSTING THE COLOUR (Colour Balance)

The colour, tone, and density of colour copies can be adjusted.



Each of the colours yellow, cyan, magenta, and black are divided into 8 gradations from light to dark, and the average density of each gradation can be adjusted, or all eight gradations can be adjusted at once.





1

Place the original.

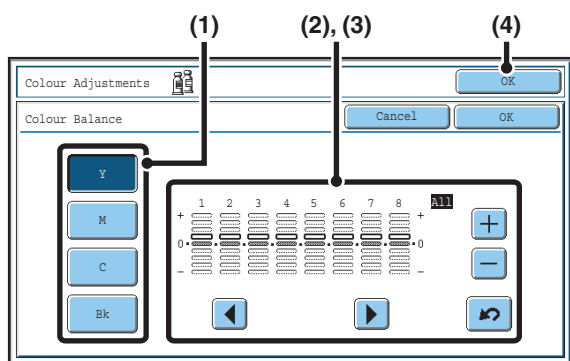
Place the original face up in the document feeder tray, or face down on the document glass.

2

Select the special modes.

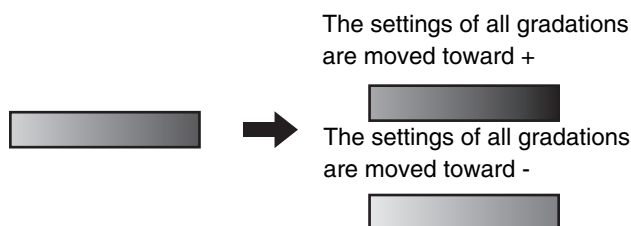
- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Colour Adjustments] key.
- (4) Touch the [Colour Balance] key.

 [\[Colour Adjustments\] KEY](#) (page 115)



Adjust the colour balance.

Examples of colour balance adjustment



(1) Select the colour to be adjusted.

Select [Y] (yellow), [M] (magenta), [C] (cyan), or [Bk] (black). If only the rectangular area around the letter in a key is highlighted, the settings have been changed from the factory default settings.

(2) Select the gradation to be adjusted.

Select the gradation with the ◀ ▶ keys. Touch the ◀ ▶ keys to move the highlighting to one of gradations "1" to "8" or "All". To adjust all eight gradations at once, move the highlighting to "All".

(3) Adjust the density.

To darken the density of the selected gradation, touch the [+] key. To lighten the density, touch the [-] key. Each time one of the keys is touched, the indicator frame moves up or down one level.

(4) To adjust other colours, repeat steps (1) to (3).

(5) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.



To return the colour balance values to the default settings...

Touch the [↩] key. The values of all eight gradations will return to the default colour balance values. The default colour balance values are set in "Initial Colour Balance Setting" in the system settings (administrator).



Press the [COLOUR START] key (●●●●).

Copying will begin. If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [COLOUR START] key (●●●●). Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key (⏏).



To cancel a colour balance setting...

Touch the [Cancel] key in the screen of step 3.

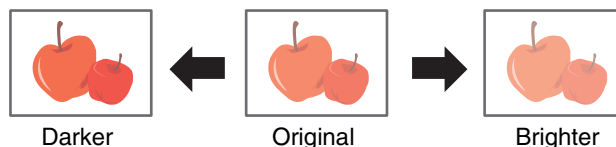


System Settings (Administrator): Initial Colour Balance Setting

This is used to set the default values to which the colour balance values return when the [↩] key is pressed.

ADJUSTING THE BRIGHTNESS OF A COPY (Brightness)

The brightness of colour images can be adjusted.



1

Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

Select the special modes.

(1) Touch the [Special Modes] key.

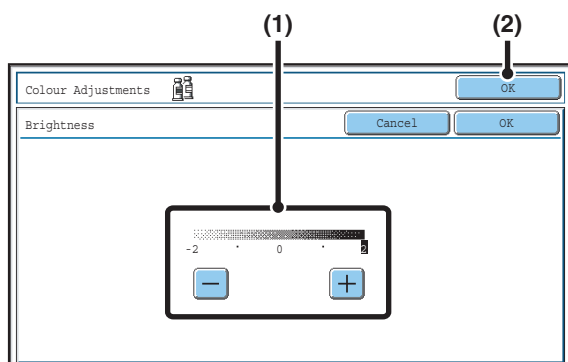
(2) Touch the   keys to switch through the screens.

(3) Touch the [Colour Adjustments] key.

(4) Touch the [Brightness] key.

 [\[Colour Adjustments\] KEY](#) (page 115)

3



Adjust the brightness.

(1) **Adjust the brightness.**

Touch the [+] key to make the image brighter, or the [-] key to make the image darker.

(2) **Touch the [OK] key.**

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.

4



Press the [COLOUR START] key (●●●●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [COLOUR START] key (●●●●). Repeat until all pages have been scanned and then touch the [Read-End] key.



To cancel scanning and copying...

Press the [STOP] key (⏏).

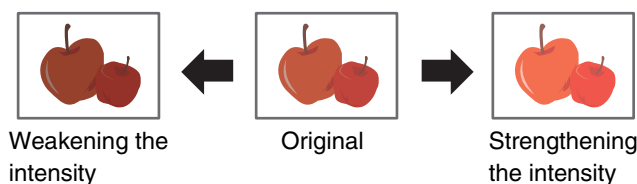


To cancel a brightness setting...

Touch the [Cancel] key in the screen of step 3.

ADJUSTING THE INTENSITY OF A COPY (Intensity)



This is used to adjust the intensity (saturation) of colour images.



1 Place the original.

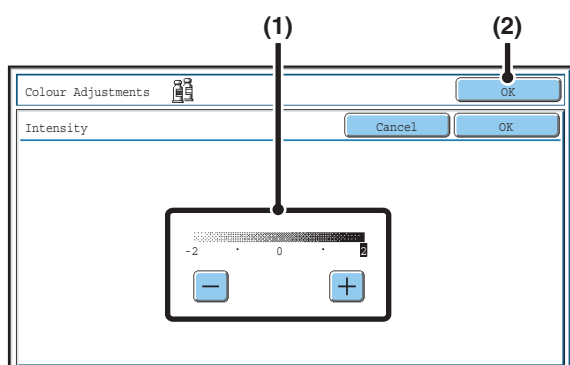
Place the original face up in the document feeder tray, or face down on the document glass.

2 Select the special modes.

- (1) Touch the [Special Modes] key.
- (2) Touch the   keys to switch through the screens.
- (3) Touch the [Colour Adjustments] key.
- (4) Touch the [Intensity] key.

 [\[Colour Adjustments\] KEY](#) (page 115)

3



Adjust the intensity.

(1) Adjust the intensity setting.

Touch the [+] key to strengthen the intensity, or the [-] key to weaken the intensity.

(2) Touch the [OK] key.

You will return to the special modes screen. Touch the [OK] key to return to the base screen of copy mode.


4



Press the [COLOUR START] key (●●●●).

Copying will begin.

If you are using the document glass to copy multiple original pages, copying will take place as you scan each original. If you have selected sort mode, change originals and press the [COLOUR START] key (●●●●). Repeat until all pages have been scanned and then touch the [Read-End] key.

 **To cancel scanning and copying...**
Press the [STOP] key (●).



This function cannot be used in combination with "Colour Tone Enhancement" in the copy exposure settings.



To cancel an intensity setting...
Touch the [Cancel] key in the screen of step 3.

CHECKING COPIES BEFORE PRINTING (Proof Copy)

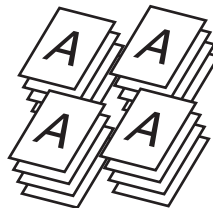
This feature prints only one set of copies, regardless of how many sets have been specified. After the first set is checked for errors, the remaining sets can be printed. Previously it was necessary to re-scan the original each time changes to settings were required. However, this feature makes it possible to change settings for the scanned original without scanning it again, allowing you perform copying more efficiently.

"Proof Copy" is selected and 5 sets of copies are executed

1 set of copies is printed for you to check

The remaining 4 sets are printed

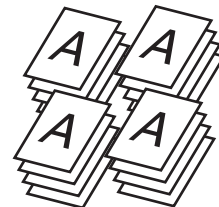
If OK



Adjust the settings



If OK



After adjustments are made, 1 set is printed for you to check

The remaining 4 sets are printed

1

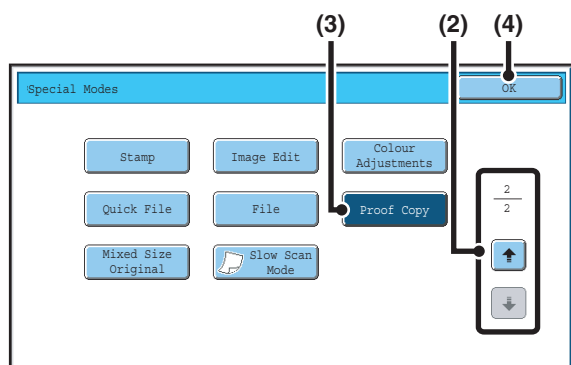
Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

2

Select copy settings in the base screen.

3



Select Proof Copy.

(1) Touch the [Special Modes] key.

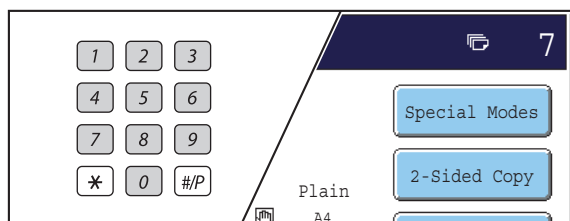
 [SPECIAL MODES](#) (page 44)

(2) Touch the   keys to switch through the screens.

(3) Touch the [Proof Copy] key so that it is highlighted.

(4) Touch the [OK] key.

4



Set the number of copies (number of sets) with the numeric keys.

If you will copy multiple originals using the document glass, switch to sort mode after this step.

☞ [Sort mode](#) (page 38)



Up to 999 copies (sets) can be set.



If an incorrect number of copies is set...

Press the [CLEAR] key () and then enter the correct number.

5



or



Press the [COLOUR START] key () or the [BLACK & WHITE START] key ().

One set of copies is printed.

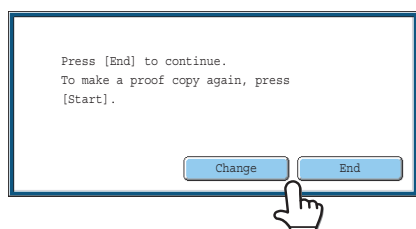
If you are using the document glass to copy multiple originals, change originals and press the [START] key. Repeat until all pages have been scanned and then touch the [Read-End] key. One set of copies will be printed. (For the second original and following originals, use the same [START] key as you did for the first original.



To cancel copying...

Press the [STOP] key ().

6



Check the printed set of copies. If the copies are acceptable, touch the [End] key. If you need to change the settings, touch the [Change] key.

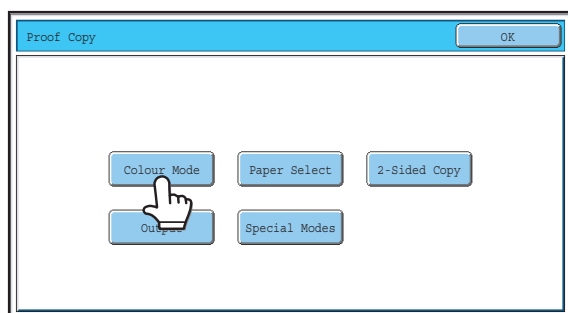
When the [End] key is touched, the remaining sets are printed. If you touched the [Change] key, go to the next step.



To cancel copying...

Press the [STOP] key ().

7



Change the settings.

(1) Touch the key of the setting that you want to change.

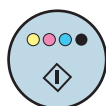
The setting screen of the touched key opens. Change the settings and touch the [OK] key.

(2) Touch the [OK] key.



- To change the number of sets printed, set the desired number of copies (sets) with the numeric keys. After changing the number of sets, touch the [End] key in the touch panel (not the [START] key) to print the sets.
- Special modes that can be adjusted are Margin Shift, Pamphlet Copy, Tandem Copy, Covers/Inserts, Transparency Inserts, Multi-Shot, and Stamp.
- For Pamphlet Copy, Covers/Inserts, and Multi Shot, only changes to the settings of the functions can be made; the functions cannot be newly added or deleted.
- For Transparency Inserts, settings can be changed and the function can be newly added; however, when the function has been previously selected, it cannot be cancelled.

8



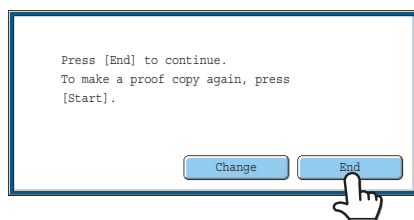
or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

One set of copies is printed again using the adjusted settings. Check the results. If further adjustments are needed, repeat steps 6 through 8. (Repeating Proof Copy does not decrease the remaining number of sets to be printed.)

9



Touch the [End] key.

You will return to the base screen of copy mode and the remaining sets will be printed.



To cancel scanning and copying...

Press the [STOP] key (⏻).

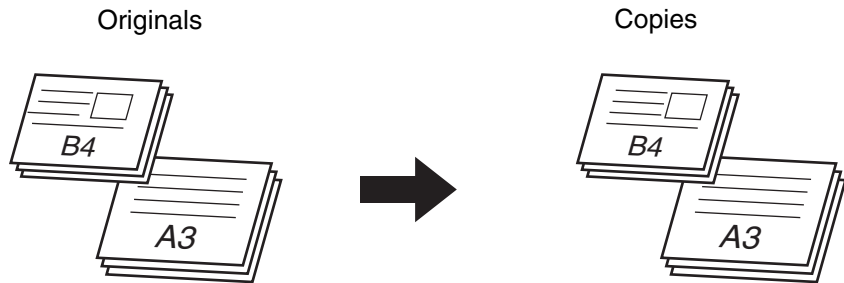


If Proof Copy is executed while the machine is printing another job, the other job is interrupted and the proof copies are printed. The previous job will resume after the proof copies are printed.

If the [End] key is touched to execute printing of the remaining sets while the machine is printing another job, the remaining sets will be printed after all previously reserved jobs are completed.

COPYING ORIGINALS OF DIFFERENT SIZES (Mixed Size Original)

Even when B4 (8-1/2" x 14") originals are mixed in with A3 (11" x 17") originals, all originals can be copied at once. When scanning the originals, the machine automatically detects the size of each original and uses paper appropriate for that size.



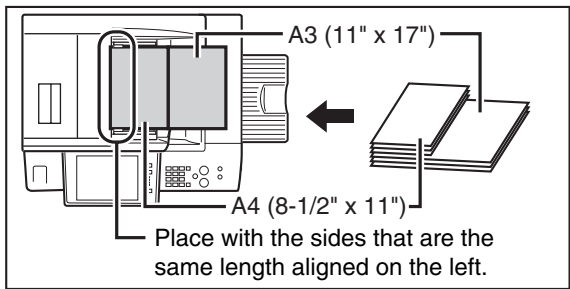
There are two settings for mixed size originals.

Same Width	Use this setting for originals that are different sizes but have sides that are the same length. The originals are inserted in the document feeder tray with the sides that are the same length aligned together on the left. <ul style="list-style-type: none">• A3 and A4 • B4 and B5 • A4R and A5• 11" x 17" and 8-1/2" x 11" • 8-1/2" x 14" and 8-1/2" x 11"R • 8-1/2" x 14" and 5-1/2" x 8-1/2"• 8-1/2" x 13" and 8-1/2" x 11"R • 8-1/2" x 13" and 5-1/2" x 8-1/2" • 8-1/2" x 11"R and 5-1/2" x 8-1/2"
Different Width	Use this setting when the originals are different sizes and do not have sides that are the same length. This setting can only be used for the following combinations of sizes: <ul style="list-style-type: none">• A3 and B4 • A3 and B5 • B4 and A4 • A4 and B5 • B4 and A4R • B4 and A5• B5 and A4R • B5 and A5• 11" x 17" and 8-1/2" x 14" • 11" x 17" and 8-1/2" x 13" • 11" x 17" and 5-1/2" x 8-1/2"

Insert the originals face up in the document feeder tray.

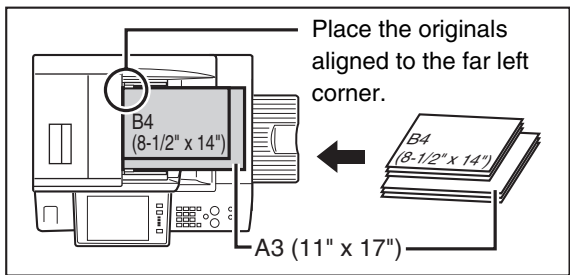
● When "Same Width" is used

Place the originals with the sides that are the same length aligned on the left.



● When "Different Width" is used

Place the originals with the corners aligned in the far left corner of the document feeder tray.



Select the special modes.

(1) Touch the [Special Modes] key.

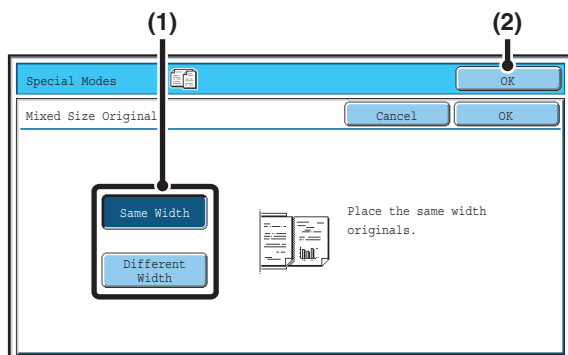
2

(2) Touch the   keys to switch through the screens.

(3) Touch the [Mixed Size Original] key.

 [Special modes menu \(2nd screen\)](#) (page 45)

3



Select Mixed Size Original settings.

(1) Touch the [Same Width] key or the [Different Width] key as appropriate for the originals.

(2) Touch the [OK] key.

You will return to the base screen of copy mode.

4



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (●●).

Copying will begin.



To cancel scanning and copying...

Press the [STOP] key ().



- When [Different Width] is selected, the "1-Sided to 2-Sided" mode of automatic 2-sided copying cannot be used.
- When [Different Width] is selected, the staple function cannot be used.
- The mixed size original function cannot be used to copy originals that are the same size but are placed in different orientations (A4 and A4R (8-1/2" x 11" and 8-1/2" x 11"R), etc.).



To cancel the mixed size original setting...

Touch the [Cancel] key in the screen of step 3.

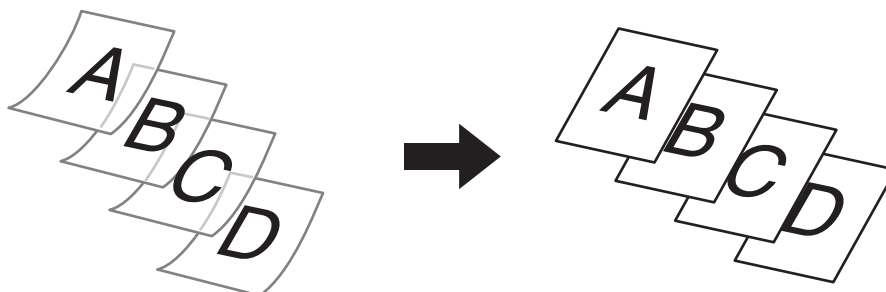


System Settings (Administrator): Original Feeding Mode

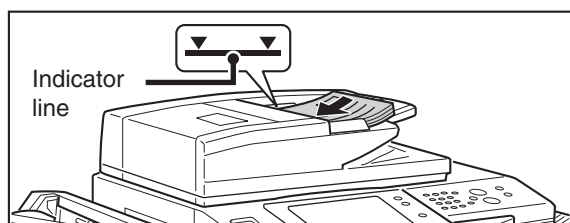
The original feeding mode can be set to always scan mixed size originals.

COPYING THIN ORIGINALS (Slow Scan Mode)

Use this function when you wish to scan thin originals using the automatic document feeder. This function helps prevent thin originals from misfeeding.



1



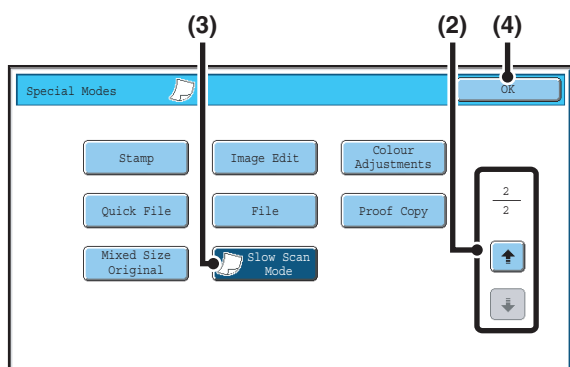
Insert the originals face up in the document feeder tray.

Insert the originals all the way into the document feeder tray. Multiple originals can be placed in the document feeder tray. The stack of originals must not be higher than the indicator line on the tray.



If the originals are inserted with too much force, they may crumple and misfeed.

2



Select Slow Scan Mode.

(1) Touch the [Special Modes] key.

[SPECIAL MODES](#) (page 44)

(2) Touch the keys to switch through the screens.

(3) Touch the [Slow Scan Mode] key so that it is highlighted.

(4) Touch the [OK] key.

You will return to the base screen of copy mode.

3



or



Press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

Copying will begin.



To cancel scanning and copying...
Press the [STOP] key (●).



The "2-Sided to 2-Sided" and "2-Sided to 1-Sided" modes of automatic 2-sided copying cannot be used.



To cancel the slow scan mode setting...

Touch the [Slow Scan Mode] key in the screen of step 2 so that it is not highlighted.



System Settings (Administrator): Original Feeding Mode

This is used to have scanning always take place in slow scan mode.

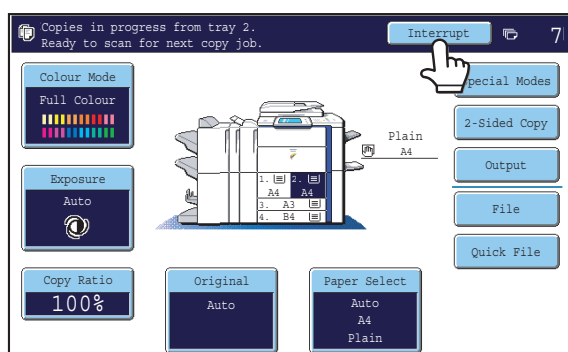
4 CONVENIENT COPY FUNCTIONS

This chapter explains convenient copy functions such as interrupting a copy run, changing the order of reserved copy jobs, and storing copy settings in a program.

INTERRUPTING A COPY RUN (Interrupt copy)

When you need to make an urgent copy and the machine is busy with a long copy run or other job, use interrupt copy. Interrupt copy temporarily stops the job in progress and lets you perform the interrupt copy job first.

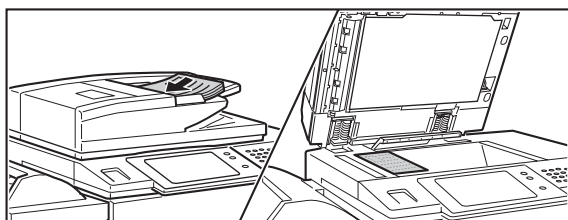
1



Touch the [Interrupt] key.

The [Interrupt] key does not appear while an original is being scanned.

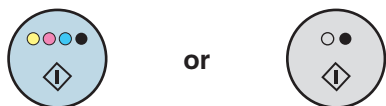
2



Place the original.

Place the original face up in the document feeder tray, or face down on the document glass.

3



Select copy settings and press the [COLOUR START] key (●●●●) or the [BLACK & WHITE START] key (○●).

The interrupt copy job begins.

4

When the interrupt copy job is completed, the interrupted job resumes.



To cancel scanning and copying...
Press the [STOP] key (●).

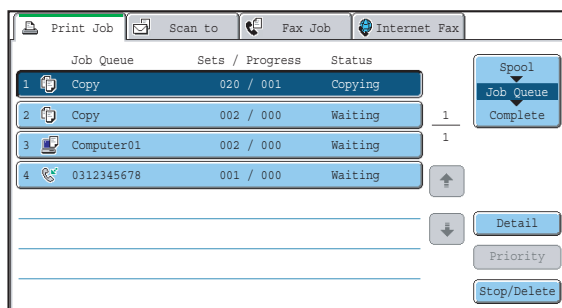


- If user authentication is enabled, the login screen will appear when the [Interrupt] key is pressed. Enter your user name and password to log in. The number of copies made will be added to the count of the user that logged in.
- Depending on the settings of the job in progress, the [Interrupt] key may not appear.
- Depending on the settings of the job in progress, the [Reserve] key may appear instead of the [Interrupt] key. Unlike interrupt copy, reserve copy does not temporarily stop the job in progress. Instead, the reserve copy job begins when the job in progress is finished.
- Interrupt copy cannot be used in combination with the following special modes:
Job Build, Tandem Copy, Book Copy, Card Shot, Multi-Page Enlargement, Proof Copy
- If the document glass is used for an interrupt copy job, 2-sided copying, sort copying, and staple sort copying cannot be selected. If any of these functions are necessary, use the automatic document feeder.


JOB STATUS SCREEN

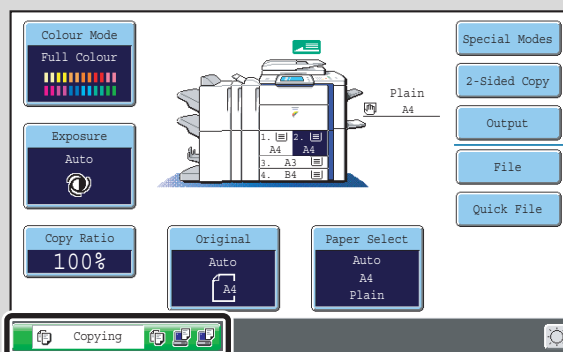
The job status screen is displayed when the [JOB STATUS] key on the operation panel is pressed. The job status screen shows the status of jobs by mode. When the [JOB STATUS] key is pressed, the job status screen of the mode that was being used before the key was pressed appears.

Example: Pressing the key in copy mode



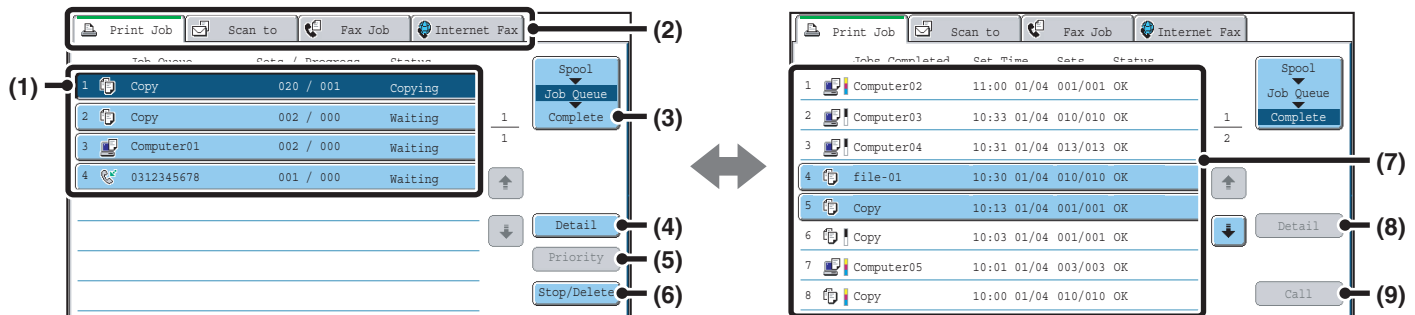
Job Queue	Sets / Progress	Status
1 Copy	020 / 001	Copying
2 Copy	002 / 000	Waiting
3 Computer01	002 / 000	Waiting
4 0312345678	001 / 000	Waiting

 The job status display is in the lower left corner of the touch panel. The job status display can be touched to display the job status screen.



JOB QUEUE SCREEN AND COMPLETED JOB SCREEN

The job status screen consists of the job queue screen that shows copy and print jobs waiting to be printed and the job currently in progress, the completed job screen that shows jobs that have been completed, and the spool screen that shows print jobs that have been spooled and encrypted PDF jobs that are waiting for a password to be entered. This section explains the job queue screen and the completed jobs screen, which are related to copy mode. The job status screen switches between the job queue screen and the completed jobs screen each time the job status screen selector key is touched.



(1) Job list (job queue screen)

Jobs waiting to be printed appear in the job queue as keys. The jobs are printed in order from the top of the queue. Each job key shows information on the job and the current status of the job.

(2) Mode select tabs

Use these tabs to select the mode that is shown in the job status screen. The status of copy jobs can be checked by touching the [Print Job] tab.

(3) Job status screen selector key

Touch this key to switch through the job queue screen, the completed jobs screen, and the spool screen.

(4) [Detail] key (job queue screen)

Touch this key to display detailed information on a job.

(5) [Priority] key

Touch this key to give priority to a selected job.

(6) [Stop/Delete] key

Touch this key to stop or delete a selected job.

(7) Job list (completed jobs screen)

This shows up to 99 completed jobs. The result (status) of each completed job is shown. Copy jobs that used the document filing function are indicated as keys.

(8) [Detail] key (completed jobs screen)

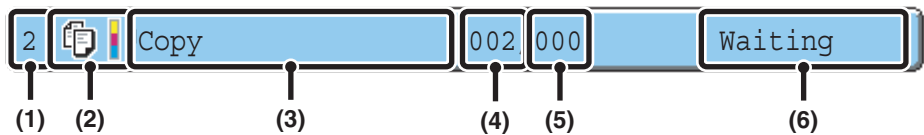
When a job is shown as a key in the job list, the [Detail] key can be touched to show detailed information on the job.

(9) [Call] key

Touch this key to retrieve and use a copy job stored using the document filing function.

Job key display


Each job key shows the position of the job in the job queue and the current status of the job.



(1) Indicates the number (position) of the job in the job queue.

When the job currently being printed is finished, the job moves up one position in the job queue.
This number does not appear in keys in the completed jobs screen.

(2) Mode icon

The  icon appears when the job is a copy job. In the completed jobs screen, a colour bar appears next to the icon to indicate whether the job was executed in colour or black & white. (However, the colour bar icon does not appear in the key of a job stored using the document filing function.)

(3) Job name

"Copy" appears for a copy job.
When user authentication is enabled, the name of the user that performed the job appears.

(4) Number of copies (sets) entered

This shows the number of copies (sets) specified.

(5) Number of completed copies

This shows the number of copies (sets) completed. "000" appears while the job is waiting in the job queue.

(6) Status

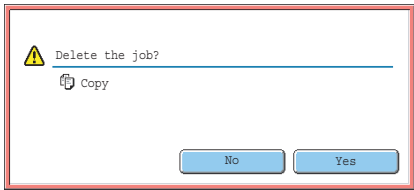
Shows the job status.

Message	Status
"Copying"	Copying is in progress.
"Waiting"	The job is waiting to be executed.
"Toner Empty"	The toner cartridge is out of toner. Replace the toner cartridge with a new cartridge.
"Paper Empty"	The paper used for the job has run out. Add paper or change to a different paper tray.
"Limit"	The copy page limit has been exceeded. Check with the administrator of the machine.
"Error"	An error occurred while the job was being executed. Clear the error condition.

CANCELLING A JOB THAT IS WAITING IN THE QUEUE

To cancel a job that is waiting in the queue, touch the job key and then the [Stop/Delete] key. The following screen will appear. Touch the [Yes] key.

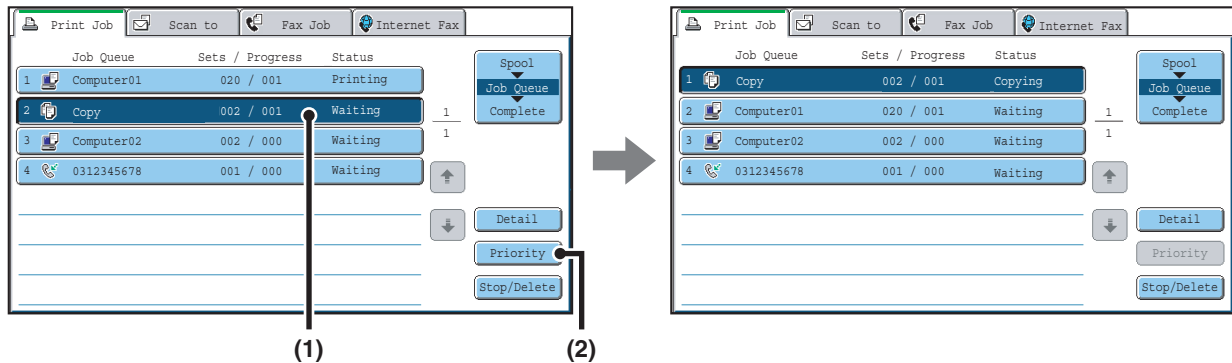
The job will be deleted from the queue.



If the job in progress is a copy job, you can also press the [STOP] key (⏏) to display the above screen.
To cancel, touch the [Yes] key.

GIVING PRIORITY TO A JOB IN THE QUEUE

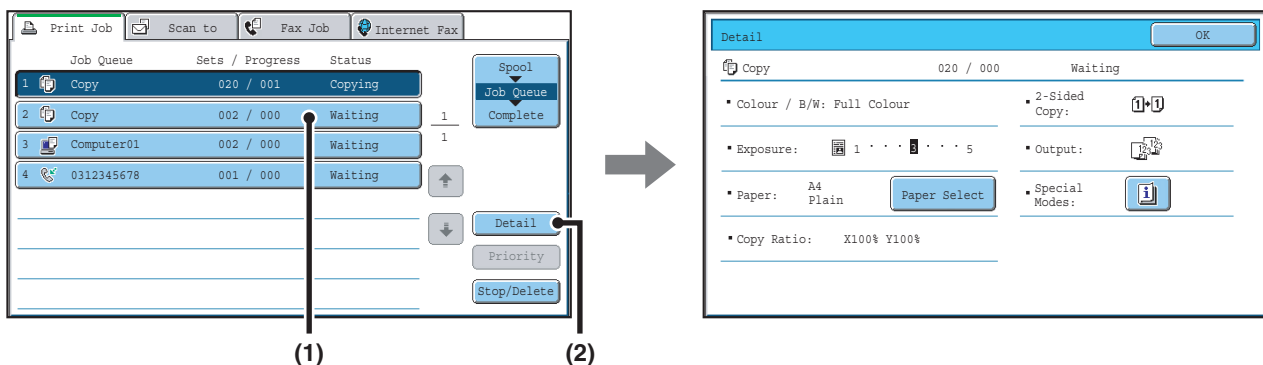
If a copy job is begun when there are already multiple jobs in the queue, the copy job will appear at the end of the queue. However, if you have an urgent copy job, you can give priority to the job and have it executed first. Touch the key of the urgent job and then touch the [Priority] key. The job will move to the top of the queue and copying will begin.



The job that was in progress will be moved to the second position in the queue and will wait. The job will resume when the priority job is finished.

CHECKING INFORMATION ON A COPY JOB WAITING IN THE QUEUE

Detailed information can be displayed on a copy job waiting in the queue. Touch the key of the job that you wish to check and then touch the [Detail] key. The job information screen will appear.



[Paper Select] key

If a copy job is stopped because the paper ran out, the [Paper Select] key can be pressed to change to a different paper tray.

When the [Paper Select] key is pressed, the paper tray selection screen appears.

PAPER TRAYS (page 14)

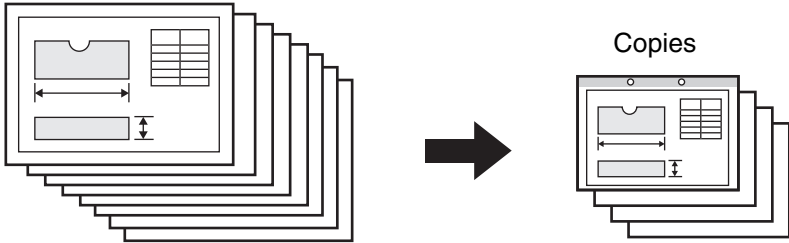
Touch the key of the tray that has the size of paper that you wish to use and then touch the [OK] key. The stopped copy job will resume.

STORING COPY OPERATIONS (Job Programs)

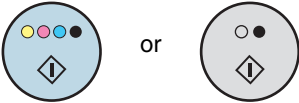




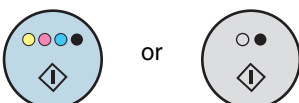

A job program is a group of copy settings stored together. When copy settings are stored in a job program, the settings can be retrieved and used for a copy job by means of a simple operation.

For example, suppose A3 (11" x 17") size CAD drawings are copied once a month for archive purposes using the following settings:

A3 (11" x 17") size CAD drawings



- (1) The A3 (11" x 17") size CAD drawings are reduced to A4 (8-1/2" x 11") size.
- (2) The drawings have fine lines that do not show clearly, and thus a dark exposure setting (level 4) is used.
- (3) To reduce paper use by half, 2-sided copying is used.
- (4) Margin shift is used so that holes can be punched for filing.

When a job program is not stored	When a job program is stored
<div>Set A3 (11" x 17") to A4 (8-1/2" x 11") reduction</div> <div>↓</div> <div>Change the exposure setting</div> <div>↓</div> <div>Select 2-sided copying</div> <div>↓</div> <div>Select margin shift</div> <div>↓</div> <div>Select punch hole settings</div> <div>↓</div> <div></div> <div>or</div> <div></div> <div>Press the [START] key.</div>	<div></div> <div>Press the [# / P] key ().</div> <div>↓</div> <div></div> <div>Touch the stored program key.</div> <div>↓</div> <div></div> <div>or</div> <div></div> <div>Press the [START] key.</div>
Considerable time is required to copy the drawings each month because the above settings must be selected. In addition, mistakes are occasionally made when selecting the settings, so some copies must be redone.	The settings are stored in a job program, so they can be selected by the touch of a key. This is simple and takes no time. In addition, the settings are all stored so there are no chances for mistakes, and thus no need to redo copies due to setting mistakes.

- Up to 48 job programs can be stored. The job programs are retained even if an interruption occurs in the power supply.
- Job programs can also be stored in the Web pages. Click [Job program] and then [Copy] in the Web page menu to store a job program.

STORING (EDITING/DELETING) A JOB PROGRAM

The procedures for storing copy settings in a job program and deleting a job program are explained below.

1

1

2

3

4

5

6

7

8

9

*

LOGOUT

0

#

P

Press the [# / P] key (

#

 /

P

).

2

Job Programs

Exit

Press program number.

1

2

3

4

5

6

7

8

9

10

11

12

1

4

↑

↓

Recall

Store/Delete

Touch the [Store/Delete] tab.

Job Programs

Exit

Press program number.

1

2

3

4

5

6

7

8

9

10

11

12

1

4

↑

↓

Recall

Store/Delete

Touch a numeric key.

Numeric keys in which job programs are already stored are highlighted.

• To store a job program, touch a numeric key that is not highlighted.

• To edit or delete a job program, touch the key in which the job program is stored (highlighted key).

3

Editing or deleting a job program...

When a highlighted numeric key is touched, the following screen appears.

The [Store] key can be touched to delete the stored settings and store new settings. Go to the next step.

When the [Delete] key is touched, the stored settings are deleted. After the deletion is finished, touch the [Exit] key to return to the base screen.

A job program has been already stored in this location.

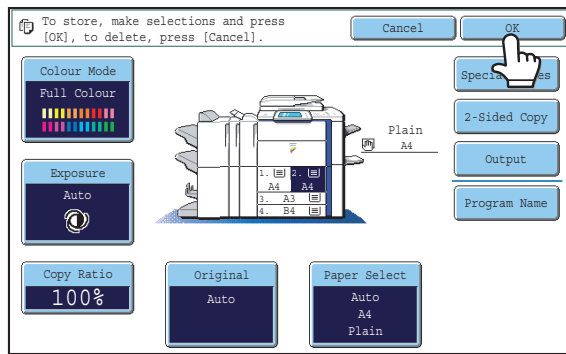
Cancel

Delete

Store

When "Disabling Deletion of Job Programs" is enabled in the system settings, a stored job program cannot be edited or deleted.

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Select the copy settings that you wish to store in the job program and touch the [OK] key.

To assign a name to the program, touch the [Program Name] key. A text entry screen will appear.

Up to 10 characters can be entered for the name.

To enter text, see "6. ENTERING TEXT" in the User's Guide.

When you have finished, touch the [OK] key.

You will return to the base screen with the stored information reflected in the screen.



The number of copies cannot be stored.

APPENDIX

Examples of covers and inserts

The relations between the originals and finished copies when covers or inserts are inserted are shown on the following pages.

Covers

- 1-sided copying of 1-sided originals
- 1-sided copying of 2-sided originals
- 2-sided copying of 1-sided originals
- 2-sided copying of 2-sided originals

Inserts

- 1-sided copying of 1-sided originals
- 1-sided copying of 2-sided originals
- 2-sided copying of 1-sided originals
- 2-sided copying of 2-sided originals

Symbols used for covers and inserts







The following symbols are used to make the explanations easier to understand.























































The numbers that appear indicate what original a copy corresponds to, and will vary depending on the settings.

Type	Symbol	Meaning	Icon appearing in display	Type	Symbol	Meaning	Icon appearing in display	
Front cover		Front cover when not copied on.		Inserts		Insert when not copied on.		
		Front cover when one side is copied on.				Insert when one side is copied on.		
		Front cover when a 2-sided original is copied on one side of the cover. (One page is not copied.)				Insert when a 2-sided original is copied on one side of the insert. (One page is not copied.)		
		Front cover when both sides are copied on.				Insert when both sides are copied on.		
Back cover		Back cover when not copied on.		Other symbols		1-sided original or output page of regular 1-sided copying.		
		Back cover when a 1-sided original is copied on one side of the back cover.				2-sided original or output page of regular 2-sided copying.		
		Back cover when a 2-sided original is copied on one side of the back cover. (One page is not copied.)				1-sided original or output page of regular 1-sided copying.		
		Back cover when both sides are copied on.				Output page of 2-sided copying when only 1 side is copied on due to lack of originals.		

Covers (1-sided copying of 1-sided originals)







1-sided copies are made of the following 1-sided originals.







































1st page	2nd page	3rd page	4th page	5th page	6th page
					

Cover copying condition		Resulting copies							
Front cover	Back cover								
No copying	No copying								
1-sided copying	No copying								
2-sided copying	No copying								
No copying	1-sided copying								
No copying	2-sided copying								
1-sided copying	1-sided copying								
1-sided copying	2-sided copying								
2-sided copying	1-sided copying								
2-sided copying	2-sided copying								

Covers (2-sided copying of 1-sided originals)




2-sided copies are made of the following 1-sided originals.



















1st page	2nd page	3rd page	4th page	5th page	6th page
					

Cover copying condition		Resulting copies				
Front cover	Back cover					
No copying	No copying					
1-sided copying	No copying					
2-sided copying	No copying					
No copying	1-sided copying					
No copying	2-sided copying					
1-sided copying	1-sided copying					
1-sided copying	2-sided copying					
2-sided copying	1-sided copying					
2-sided copying	2-sided copying					

Covers (1-sided copying of 2-sided originals)




1-sided copies are made of the following 2-sided originals.


































1st page	2nd page	3rd page
		

Cover copying condition		Resulting copies							
Front cover	Back cover								
No copying	No copying		1	2	3	4	5	6	
1-sided copying	No copying		2	3	4	5	6		
2-sided copying	No copying		3	4	5	6			
No copying	1-sided copying		1	2	3	4	5		
No copying	2-sided copying		1	2	3	4			
1-sided copying	1-sided copying		2	3	4	5			
1-sided copying	2-sided copying		2	3	4				
2-sided copying	1-sided copying		3	4	5				
2-sided copying	2-sided copying		3	4					

Covers (2-sided copying of 2-sided originals)







2-sided copies are made of the following 2-sided originals.





























1st page	2nd page	3rd page
		

Cover copying condition		Resulting copies				
Front cover	Back cover					
No copying	No copying					
1-sided copying	No copying					
2-sided copying	No copying					
No copying	1-sided copying					
No copying	2-sided copying					
1-sided copying	1-sided copying					
1-sided copying	2-sided copying					
2-sided copying	1-sided copying					
2-sided copying	2-sided copying					

Inserts (copying of 1-sided originals)




1-sided and 2-sided copying of the following 1-sided originals. The example of adding an insert at the 3rd sheet is shown. (when "Insertion Page" is set to "3" in the insertion settings of the insert settings in the special modes)




























1st page	2nd page	3rd page	4th page	5th page	6th page
					

Insert copying condition	Resulting copies (1-sided copying)							Resulting copies (2-sided copying)			
No copying											
1-sided copying											
2-sided copying											

Inserts (copying of 2-sided originals)

1-sided and 2-sided copying of the following 2-sided originals. The example of adding an insert at the 3rd sheet is shown. (when "Insertion Page" is set to "3" in the insertion settings of the insert settings in the special modes)

1st page	2nd page	3rd page
		

Insert copying condition	Resulting copies (1-sided copying)							Resulting copies (2-sided copying)			
No copying											
1-sided copying											
2-sided copying											

Copier Guide

MODEL: MX-5500N
MX-6200N
MX-7000N



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