



***MP 2352/MP 2852/MP 3352***  
*MP 2352/MP 2852/MP 3352*  
**Aficio™** MP 2352/MP 2852/MP 3352

**Operating Instructions**  
**Copy and Document Server Reference**



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# Manuals for This Machine

Read this manual carefully before you use this machine.

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

## Important

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

## Manuals and Safety Information for This Machine

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

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

## About This Machine

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

## Troubleshooting

Provides a guide for resolving common usage-related problems.

## Copy and Document Server Reference

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

## Facsimile Reference

Explains Facsimile functions and operations.

## Printer Reference

Explains Printer functions and operations.

## Scanner Reference

Explains Scanner functions and operations.

## Network and System Settings Reference

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



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## Security Reference

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

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

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

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

## PostScript 3 Supplement

Explains how to set up and use PostScript® 3™.

## VM Card Extended Feature Settings Device Reference

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

## VM Card Extended Feature Settings Web Reference

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

## Other manuals

- UNIX Supplement
- Quick Reference Copy Guide
- Quick Reference Printer Guide
- Quick Reference Fax Guide
- Quick Reference Scanner Guide
- App2Me Start Guide

### Note

- Manuals provided are specific to machine types.
- For “UNIX Supplement”, please visit our Web site or consult an authorized dealer. This manual includes descriptions of functions and settings that might not be available on this machine.

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# Notice

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## Important

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In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

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

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# How to Read This Manual

## ↓ Note

- For proper use of this product, be sure to read About This Machine first.

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## Symbols

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This manual uses the following symbols:

### ★ Important

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

### ↓ Note

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

### 📖 Reference

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

[ ]

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

🌐 **Region A** (mainly Europe and Asia)

🌐 **Region B** (mainly North America)

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

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## Names of Major Items

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

- Auto document feeder → ADF
- Large capacity tray → LCT

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## Notes

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

Two kinds of size notation are employed in this manual.

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

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

Depending on which country you are in, certain units may be optional. For details, please contact your local dealer.

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# Laws and Regulations

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## Legal Prohibition

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

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

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

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

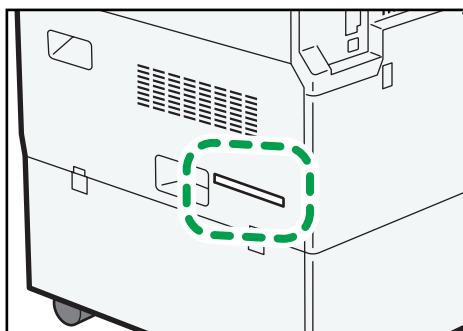
This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

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## Model-Specific Information

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

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



CGT021

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

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

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

- CODE XXXX -27, -29, -67, -69
- 220-240V

 **Region B** (mainly North America)

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

- CODE XXXX -17, -57
- 120-127V

### **Note**

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

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# Functions Requiring Optional Configurations

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

Function	Option
Batch	ADF
SADF	ADF
Mixed Sizes	ADF
Shift Sort	Internal shift tray, internal finisher, 500-sheet finisher, 1000-sheet finisher, or booklet finisher
Stack	Internal shift tray, internal finisher, 500-sheet finisher, 1000-sheet finisher, or booklet finisher
Staple	Internal finisher, 500-sheet finisher, 1000-sheet finisher, or booklet finisher
Staple (Center)	Booklet finisher
Punch	Internal finisher and punch unit, or booklet finisher and punch unit
Job Preset	HDD
Background Numbering	HDD
Preset Stamp	HDD
User Stamp	HDD
Store File (Document Server)	HDD
Booklet/Magazine	HDD

**Note**

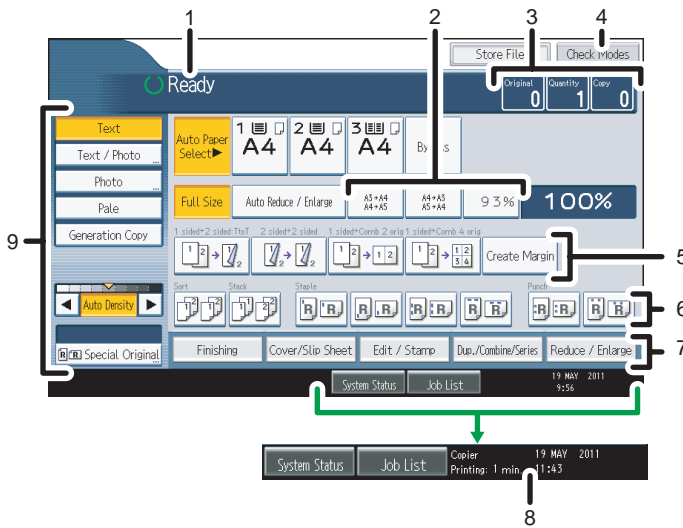
- To install the 500-sheet finisher, the bridge unit is required.
- To install the 1000-sheet finisher or booklet finisher, the bridge unit and either the lower paper trays or the LCT are required.
- Depending on the model you are using, some options may be provided as standard. For more information, see "Options", About This Machine.

# Display Panel

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

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

## Initial copy display



CHF001

1. Displays operational status and messages.
2. You can register up to three frequently used reduce/enlarge ratios other than the preset ratios under Reproduction Ratio in User Tools. For details, see "Reproduction Ratio".
3. Displays the numbers of originals scanned, copies set, and copies made.
4. Press the key to confirm the current settings.
5. Displays the Shortcut keys. You can register frequently used functions under General Features in User Tools. For details, see "General Features".
6. Displays the Sort, Stack, Staple, and Punch functions.
7. Displays available functions. Press a function to display its menu. When you select a function, a clip mark is displayed under the key.
8. Displays the estimated time of completion for the scanning and printing of a copy job. This time does not change, even if the job is interrupted.
9. Use this area to specify the original type, image density level, and other settings.



**Note**

- The illustration is an example of the panel display when the internal finisher, punch unit, and LCT are installed.

**Reference**

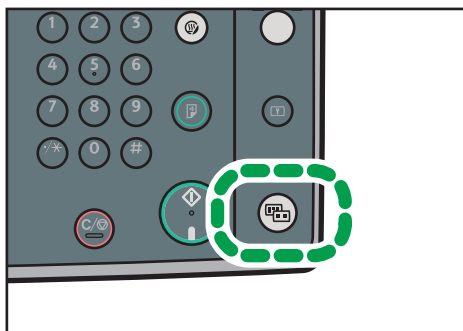
- p.201 "General Features"
- p.205 "Reproduction Ratio"

## Simplified Display

This section explains how to switch to the simplified display.

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

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



CHB027

### Example of a simplified display



#### 1. [Key Colour]

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

This is available only for the simplified display.

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**↓ Note**

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

# 1. Placing Originals

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

## Originals

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

### Sizes and Weights of Recommended Originals

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

Original location	Original size	Original weight
Exposure glass	Up to A3, 11 × 17	-
ADF	One-sided originals: A3 - A5, 11 × 17 - 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	40 - 128 g/m <sup>2</sup> (11 - 34 lb. Bond)
	Two-sided originals: A3 - A5, 11 × 17 - 5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub>	52 - 105 g/m <sup>2</sup> (14 - 28 lb. Bond) 11 × 17: 64 - 105 g/m <sup>2</sup> (17 - 28 lb. Bond)

#### Note

- About 50 originals can be loaded in the ADF.

### Non-compatible originals for the Auto Document Feeder

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

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

- Originals other than those specified on "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals

- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with adhesive tape, glue or paste stuck to them
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin or highly flexible originals
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper
- Originals that are still wet with ink or correction fluid










**Note**

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

## Sizes Detectable with Auto Paper Select

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

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

Size	A3 	B4 JIS <sup>*1</sup> 	A4 	B5 JIS 	A5 	A5 	11 x 17 	8 1/2 x 11 	8 1/2 x 13 
Original location									
Exposure glass	○*2	○*2	○ *2, *3	○*2	○*2	x*2, *4	x	x*3	○*7
ADF	○	○	○	○	○	○	○*5	○*6	○*7

○: Detectable size x: Undetectable size

\*1 JIS (Japanese Industrial Standard)

\*2 If you want to switch the detectable sizes from these sizes to 8K and 16K, contact your service representative.

\*3 Default is A4. If you want to switch the detectable size from A4 to 8 1/2 x 11, contact your service representative.

- \*4 If you want to make A5☐ size detectable, contact your service representative.
- \*5 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 8K, contact your service representative.
- \*6 Default is 8<sup>1</sup>/<sub>2</sub> × 11. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11 to 16K, contact your service representative.
- \*7 Default is 8<sup>1</sup>/<sub>2</sub> × 13. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 13 to 8<sup>1</sup>/<sub>4</sub> × 13 or 8 × 13, contact your service representative.

 Region **B** (mainly North America)

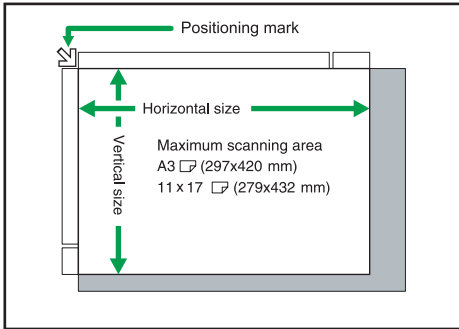
Size	11 × 17 ☐	8 <sup>1</sup> / <sub>2</sub> × 14☐	8 <sup>1</sup> / <sub>2</sub> × 11☐	8 <sup>1</sup> / <sub>2</sub> × 11☐	5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> ☐	10 × 14 ☐
Original location							
Exposure glass	○	○	○*1	○*1	○	x*2	x
ADF	○*3	○*4	○*5	○*6	○	○	○

Size	7 <sup>1</sup> / <sub>4</sub> × 10 <sup>1</sup> / <sub>2</sub> ☐	A3☐	A4☐☐
Original location			
Exposure glass	x	x	x*1
ADF	○	○	○

○: Detectable size x: Undetectable size

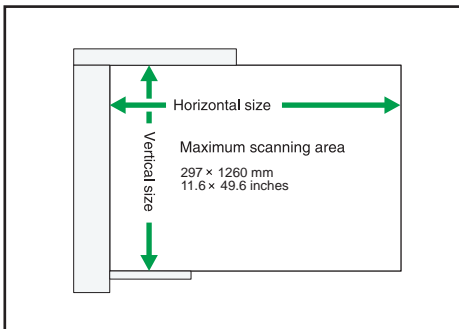
- \*1 Default is 8<sup>1</sup>/<sub>2</sub> × 11. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11 to A4, contact your service representative.
- \*2 If you want to make 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>☐ size detectable, contact your service representative.
- \*3 Default is 11 × 17. If you want to switch the detectable size from 11 × 17 to 11 × 15, contact your service representative.
- \*4 Default is 8<sup>1</sup>/<sub>2</sub> × 14. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 14 to 8<sup>1</sup>/<sub>2</sub> × 13, contact your service representative.
- \*5 Default is 8<sup>1</sup>/<sub>2</sub> × 11☐. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11☐ to 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>☐, contact your service representative.
- \*6 Default is 8<sup>1</sup>/<sub>2</sub> × 11☐. If you want to switch the detectable size from 8<sup>1</sup>/<sub>2</sub> × 11☐ to 8 × 10☐, contact your service representative.

## Exposure glass



BZH045

## ADF



BZK026

### Note

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

### Reference

- p.31 "Custom sizes"

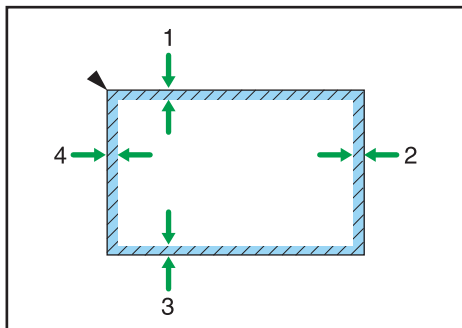
## Sizes difficult to detect

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

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

## Missing Image Area

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



BZH047

1.  $2 + 2.5 / - 1.5$  mm ( $0.08 + 0.10 / - 0.06$  inches)
2. 0.5 mm (0.02 inches) or more
3.  $2 \pm 1.5$  mm ( $0.08 \pm 0.06$  inches)
4.  $3 \pm 2$  mm ( $0.12 \pm 0.08$  inches)

# Placing Originals

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

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

## ↓ Note

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

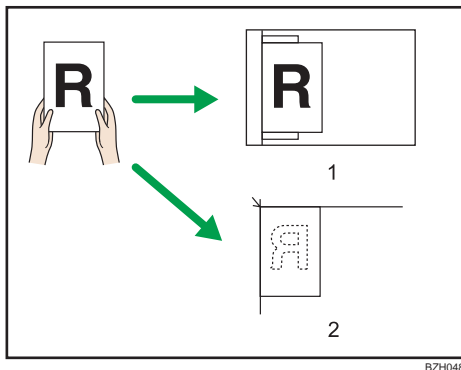
## 📖 Reference

- p.17 "Originals"

## Original Orientation

You can specify the original orientation if necessary.

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



### 1. ADF

### 2. Exposure glass

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

- Readable orientation

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

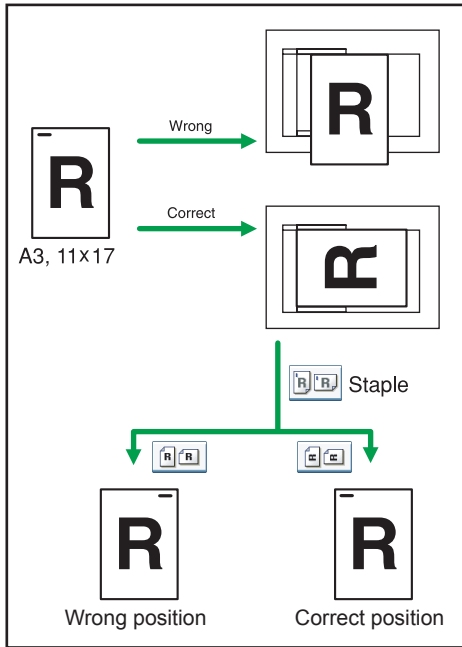
- Unreadable orientation

Select this mode when you want to copy A3<sup>□</sup>, B4 JIS<sup>□</sup>, or 11 × 17<sup>□</sup> size originals. The machine rotates the copy image by 90 degrees and you can make copies as you want.

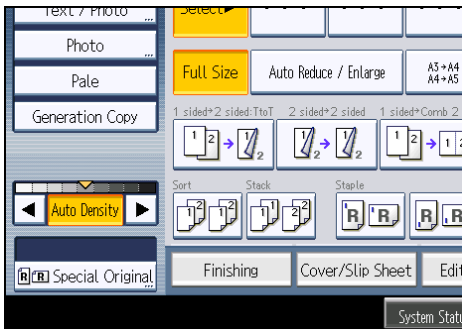
This is useful for copying large originals with the Staple, Duplex, Combine or Stamp functions.

For example, to copy A3<sup>□</sup> or 11 × 17<sup>□</sup> originals with the Staple function selected:

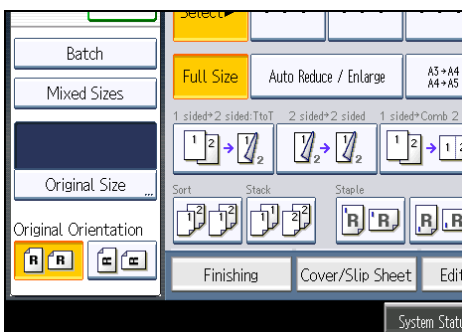




## 1. Press [Special Original].



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



**Note**

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

1

## Left Original Beeper

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

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

**Reference**

- p.201 "General Features"

## Placing Originals on the Exposure Glass

Place originals on the exposure glass.

**Important**

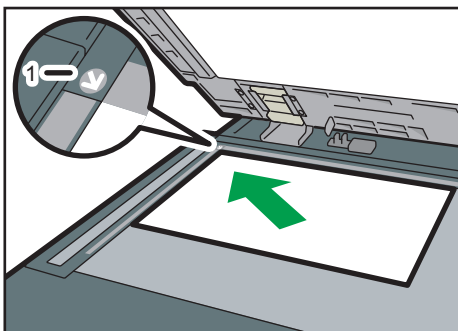
- **Do not lift the ADF forcefully. Otherwise, the cover of the ADF might open or be damaged.**

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

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

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

Start with the first page to be copied.



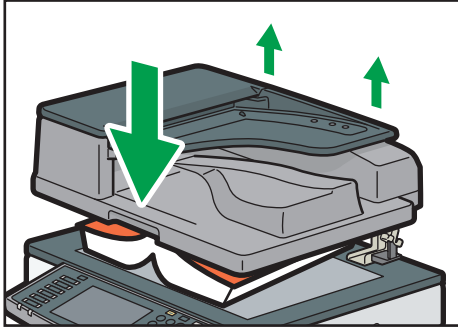
CHF030

**1. Positioning mark**

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

### Note

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



CHF031

- For details about how to specify the original size, see "Specifying Original Sizes".
- When the Sort, Combine, or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.

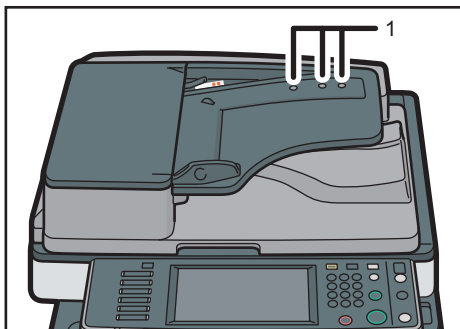
### Reference

- p.30 "Specifying Original Sizes"

## Placing Originals in the Auto Document Feeder

Place originals in the ADF.

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



CHF004

### 1. Sensors

Settings should be made in the following situations:

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

See "Batch Mode".

**When placing originals one by one:**

See "SADF Mode".

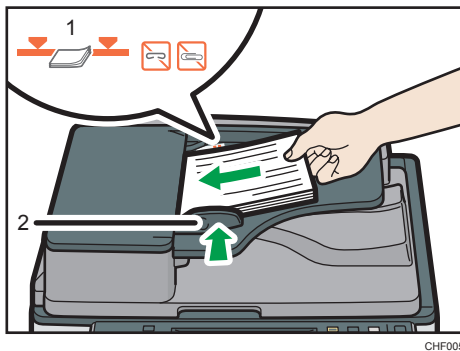
**When copying originals of various sizes:**

See "Mixed Sizes Mode".

1. Adjust the document guide to the original size.
2. Set the aligned originals face up into the ADF.

Do not stack originals beyond the limit mark.

The first page should be on the top.



CHF005

1. Limit mark
2. Document guide

**Note**

- For details about how to specify the original size, see "Specifying Original Sizes".
- Straighten curls in the originals before placing them in the ADF.
- To prevent multiple sheets from being fed at once, fan the original before placing it in the ADF.
- Set the original squarely.

**Reference**

- p.27 "Batch Mode"
- p.27 "SADF Mode"
- p.28 "Mixed Sizes Mode"
- p.30 "Specifying Original Sizes"

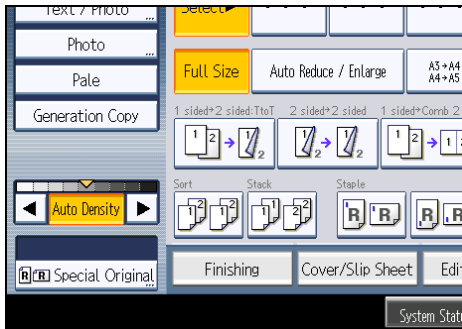
## Batch Mode

When copying in Batch mode, the machine copies originals of 50 or more pages as single documents, even if those originals are divided when fed into the ADF.

### ★ Important

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

#### 1. Press [Special Original].



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

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

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

### ↓ Note

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

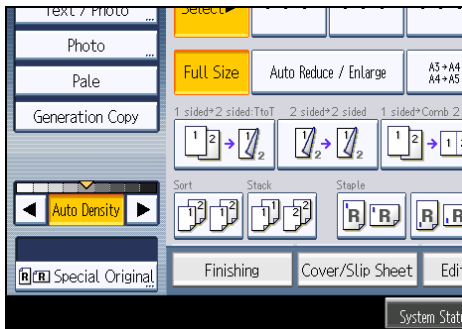
### 📖 Reference

- p.219 "Input / Output"

## SADF Mode

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

### 1. Press [Special Original].



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

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

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

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

#### Note

- When [Batch] is displayed instead of [SADF], specify the SADF mode under Switch to Batch in User Tools. For details about Switch to Batch, see "Input / Output".
- When the Sort, Combine or 1 Sided → 2 Sided function has been set, press the [#] key after all originals have been scanned.
- In SADF mode, an original must be set within a specified time after the previous original has been fed. You can adjust this time under SADF Auto Reset in User Tools. For details, see "Input / Output".
- You cannot switch between 1-sided and 2-sided originals during copying.

#### Reference

- p.219 "Input / Output"

## Mixed Sizes Mode

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

#### Important

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

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

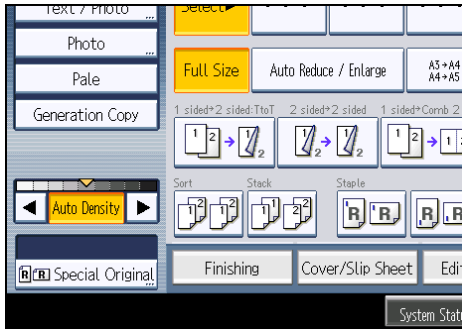
**Region A** (mainly Europe and Asia)

A3, A4, B4 JIS, B5 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11

 **Region B** (mainly North America)

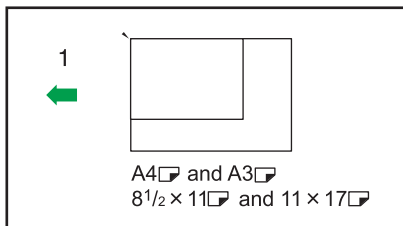
11 × 17 $\square$ , 8 $\frac{1}{2}$  × 14 $\square$ , 8 $\frac{1}{2}$  × 11 $\square$  $\square$ , 10 × 14 $\square$ , 7 $\frac{1}{4}$  × 10 $\frac{1}{2}$  $\square$ , A3 $\square$ , A4 $\square$  $\square$

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



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

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



**1. Orientation in which original is fed**

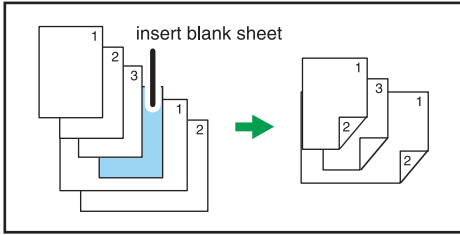
**4. Adjust the document guide to the widest original size.**

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

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

**Note**

- Since small originals may not be correctly aligned with the original guide, the copy image may be slanted.
- You can place originals of two different sizes at a time.
- Copying speed and scanning speed will be reduced.
- The weight range for originals in the Mixed Sizes mode is 52 - 105 g/m<sup>2</sup> (14 - 28 lb. Bond).
- When using this function with 1 Sided → 2 Sided mode, always ensure that the originals of each size are in even numbers. If you have an odd number of originals, insert blank sheets to adjust the total.



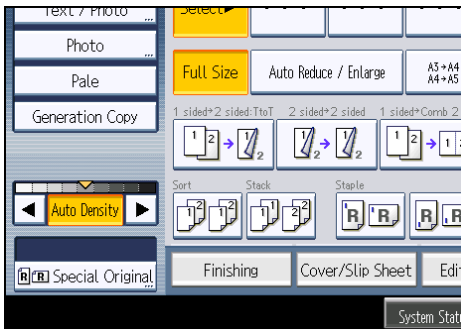
## Specifying Original Sizes

Specify the size of the originals.

### Regular sizes

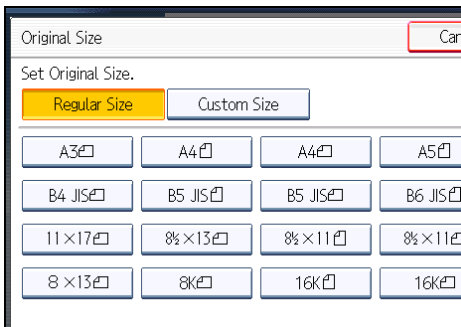
Select the size of the originals from the regular sizes.

1. Press [Special Original].



2. Press [Original Size].

3. Press [Regular Size].



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

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



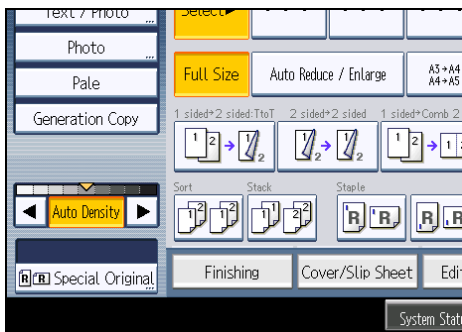
## Custom sizes

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

### ★ Important

- Originals that have a horizontal length of 128 - 1260 mm (5.1 - 49.6 inches) and a vertical length of 128 - 297 mm (5.1 - 11.6 inches) can be placed with this function. If the ADF is not installed, the maximum horizontal length is 432 mm (17.0 inches). However, the size range of copy paper is limited to 148.0 - 600.0 mm (5.83 - 23.62 inches) horizontally and 90.0 - 305.0 mm (3.55 - 12.00 inches) vertically.

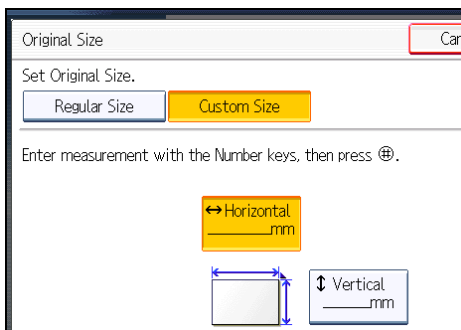
#### 1. Press [Special Original].



#### 2. Press [Original Size].

#### 3. Press [Custom Size].

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



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

#### 6. Press [OK] twice.

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

### ↓ Note

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



## 2. Basic Copying

This chapter describes the basic procedure for making copies.

### Basic Procedure

This section describes the basic procedure for making copies.

2

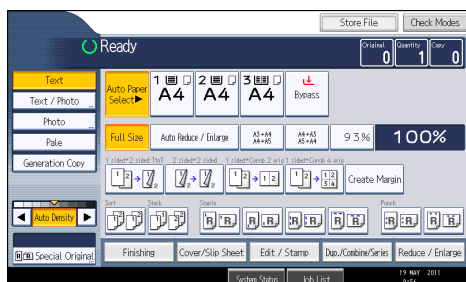
#### ★ Important

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

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

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

#### Initial copy screen



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

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

#### 3. Place the originals.

#### 4. Make desired settings.

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

The maximum copy quantity that can be set is 999. The default quantity is 99.

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

The machine starts copying.

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

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

**Note**

- After logging in the machine, be sure to log out of it to prevent unauthorized usage.
- To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- To cancel all copy functions and return the machine to the default condition, press the [Clear Modes] key.
- To clear entered values, press the [Clear/Stop] key or [Cancel] on the screen.
- To confirm settings, press [Check Modes].
- You can change the maximum copy quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".

**Reference**

- p.201 "General Features"

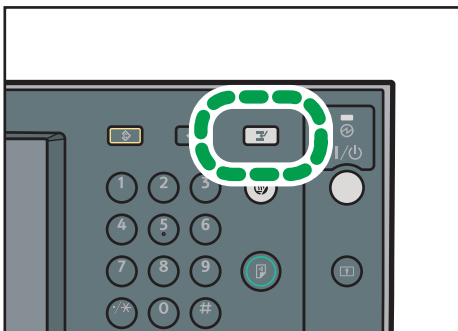
## Interrupt Copy

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

**Important**

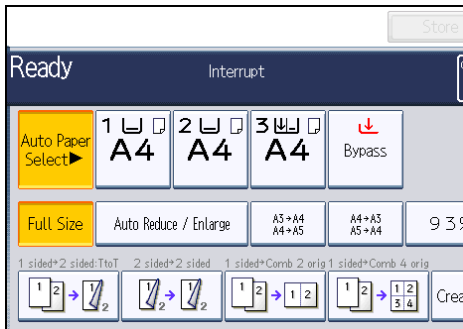
- You cannot use the Interrupt Copy function when fax originals are being scanned or the scanner function is being used.
- You cannot use the Staple function with this function if another copy job is already using the Staple function.

1. Press the [Interrupt] key.



CHF006

The interrupt key indicator lights. The machine stops scanning.



2. Remove the originals that were being copied.
3. Place the originals you want to copy.
4. Press the [Start] key.  
The machine starts making copies.
5. When copying is complete, remove the originals and copies.
6. Press the [Interrupt] key again.  
The interrupt key indicator goes off.
7. Replace the originals that you were copying, and then press the [Start] key.  
Following the instructions on the display.

#### ↓ Note

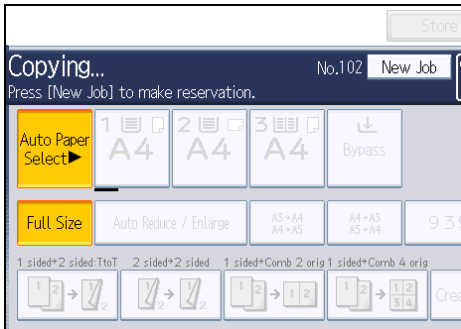
- The previous copy job settings are restored. Simply press the [Start] key to continue copying from where it left off.

## Job Preset

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

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

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



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

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

All originals are scanned.

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

**4. Press [Exit].**

The initial copy display appears.

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

**Note**

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

**Reference**

- p.93 "Managing Jobs"

# Copying from Tray 1

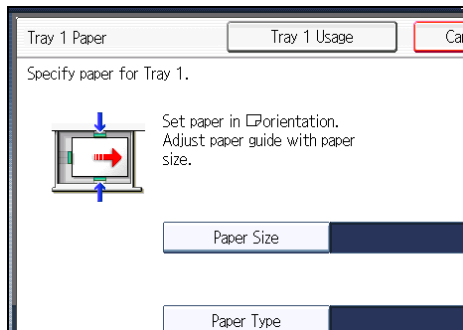
Tray 1 allows you to copy onto non-standard paper. Use tray 1 to copy onto OHP transparencies, adhesive labels, translucent paper, and paper that cannot be loaded in trays 2 to 4.

## ★ Important

- Paper that has a vertical length of 100.0 - 297.0 mm (3.94 - 11.69 inches) and a horizontal length of 148.0 - 432.0 mm (5.83 - 17.00 inches) can be copied from tray 1.
- For sizes, types, and thicknesses of paper you can use, or the maximum number of sheets you can load at once, see "Recommended Paper Sizes and Types", About This Machine.
- When copying onto special paper such as OHP transparencies, thick paper such as postcards, thin paper, and adhesive label paper, you must specify the paper type. For details, see "Copying onto Special Paper from Tray 1".
- If the paper size shown on the key for tray 1 is different from that of the paper loaded in tray 1, paper might misfeed. Be sure to remove any paper left in the tray after copying.
- Paper size and type specified by pressing the [#] key are cleared and reset when Auto Clear has been performed, when the [Clear Modes] key has been pressed, or when the power has been turned off.
- To load paper, see "Loading Paper into Trays 1 - 4", About This Machine.

## [Tray 1 Usage]

Press [Tray 1 Usage] to display a description on using the tray 1.



## 📖 Reference

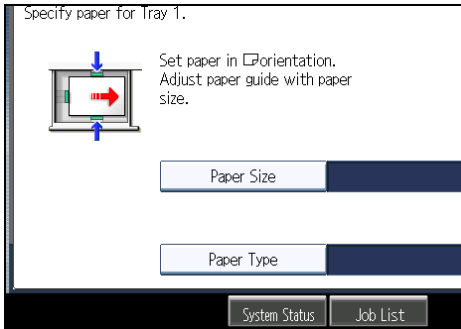
- p.39 "Copying onto Special Paper from Tray 1"

## Copying onto Regular Size Paper from Tray 1

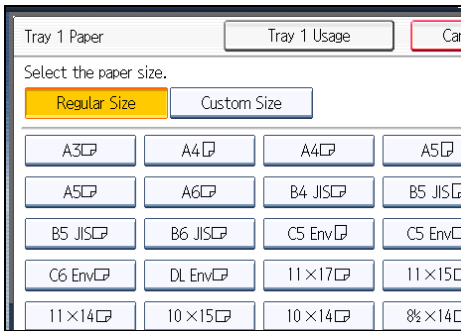
Makes copies onto regular size paper from tray 1.

1. Select tray 1, and then press the [#] key.

**2. Press [Paper Size].**



**3. Select the paper size.**



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

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

**Note**

- Steps 2 to 4 are not necessary if the size displayed on the key for tray 1 and that of the paper loaded in tray 1 are the same.

## Copying onto Custom Size Paper from Tray 1

Makes copies onto custom size paper from tray 1.

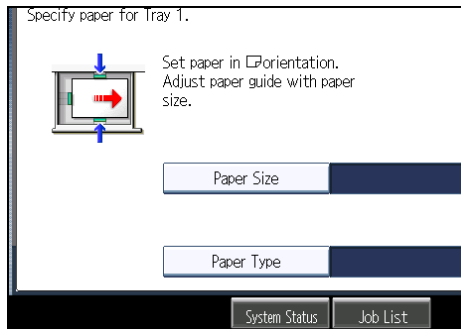
**★ Important**

- The Duplex function cannot be performed on custom size paper. If [1 Sided → 2 Sided] is selected, cancel the setting.
- Paper will be delivered automatically to the internal tray.

**1. Select tray 1, and then press the [#] key.**

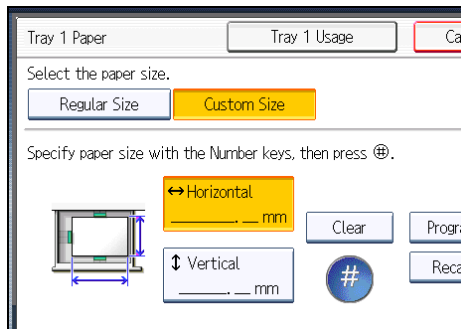


## 2. Press [Paper Size].



## 3. Press [Custom Size].

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



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

## 6. Press [OK] twice.

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

### Note

- To change the value you entered, press the item you want to change, and then enter a new value.
- To register the custom size entered in step 5, press [Program] and then press [Exit] in the confirmation screen.
- Only one custom size can be stored.
- To recall the custom size stored, press [Recall].
- If you do not register the custom size, the size you set is deleted when modes are cleared.

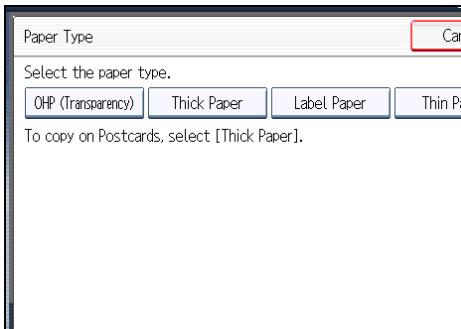
## Copying onto Special Paper from Tray 1

When copying onto special paper such as OHP transparencies, thick paper such as postcards, adhesive label paper, and thin paper, select the type and size of paper.

**★ Important**

- We recommend that you use specified OHP transparencies.
- Do not use OHP transparencies for color copying.
- When copying onto OHP transparencies, remove copied sheets one by one.
- The Duplex function cannot be performed on thick paper, OHP transparencies, or label paper. If [1 Sided → 2 Sided] is selected, cancel the setting.
- Select [Thick Paper] if the paper weight is 106 g/m<sup>2</sup> (28 lb. Bond) or greater.

1. Select tray 1, and then press the [#] key.
2. Press [Paper Type].
3. Select the paper type, and then press [OK].



4. Specify the paper size, and then press [OK] twice.
5. Place the originals, and then press the [Start] key.

**↓ Note**

- Special paper can also be loaded in the bypass tray. For the details about copying onto special paper, see "Copying onto Special Paper from the Bypass Tray".
- The maximum limit for stacking special paper is different to that for plain paper. For details, see "Recommended Paper Sizes and Types", About This Machine.

**📖 Reference**

- p.50 "Copying onto Special Paper from the Bypass Tray"

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## Copying onto Envelopes from Tray 1

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This section describes how to copy onto envelopes from tray 1.

### ★ Important

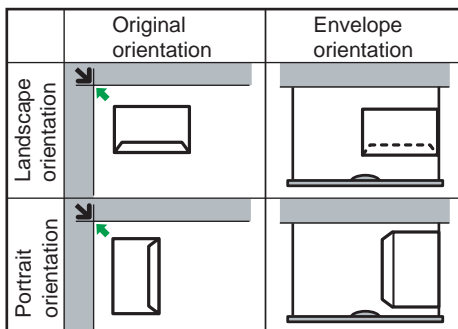
- Specify the paper type and thickness under Paper Type: Tray 1 in User Tools in advance. For the paper type, select [Envelope]. Specify the paper thickness depending on the thickness of the envelopes. For details, see “System Settings”, Network and System Settings Reference.
- Before loading self-adhesive envelopes, be sure to fan them thoroughly. This will prevent them sticking together. If fanning does not prevent them sticking together, load them one by one. Note that some types of envelope cannot be used with this machine.
- For the procedure for loading envelopes in tray 1, see “Envelopes”, About This Machine.
- For details about supported envelope types, see “Envelopes”, About This Machine.
- Some kinds of envelopes might cause misfeeds or wrinkle. If this happens, push down the envelope lever of the fusing unit.
- The Duplex function cannot be used with envelopes. If [1 Sided → 2 Sided] is selected, cancel the setting.

2

### Envelope orientation

When loading envelopes in the landscape (☐) orientation, set them print side up with their flaps closed and pointing toward the front of the machine.

When loading envelopes in the portrait (☐) orientation, set them print side up with their flaps open and pointing away from the paper feed direction.

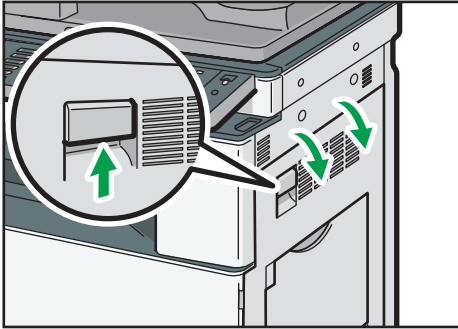


BZK067

The illustration shows the orientation of copy envelopes loaded in tray 1.

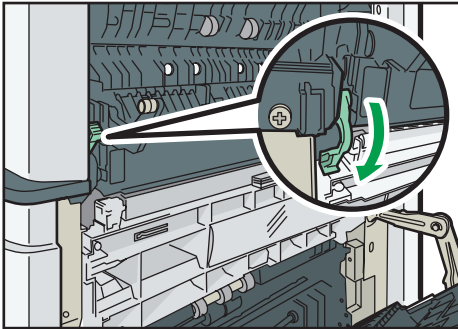
2

1. Open the right cover by lifting the catch.



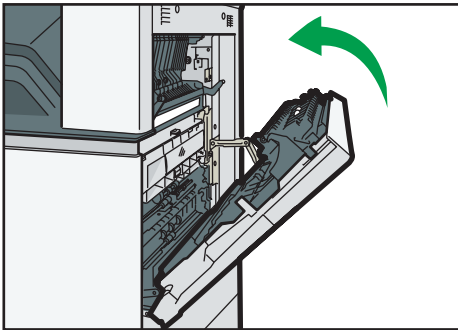
CHF036

2. Push down the envelope lever of the fusing unit on the left.



CHF037

3. Close the right cover.



CHF038

4. Select tray 1, and then press the [#] key.
5. Press [Paper Size].
6. Select the envelope size, and then press [OK] twice.
7. Place the originals, and then press the [Start] key.

**8. When the copy job is finished, be sure to return the envelope lever to its original position.**

If you copy onto plain paper without returning the lever to its original position, the copy quality might be reduced.

**Note**

- Envelopes can also be loaded in the bypass tray. For the details about copying onto envelopes, see "Copying onto Envelopes from the Bypass Tray".

**Reference**

- p.51 "Copying onto Envelopes from the Bypass Tray"



## Copying from the Bypass Tray

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

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

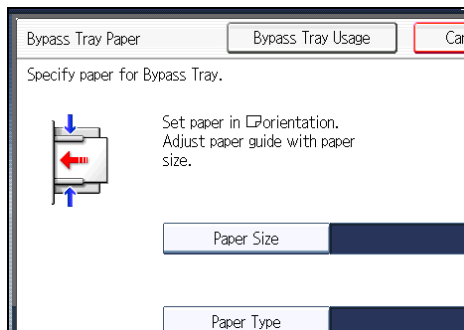
### 2

#### ★ Important

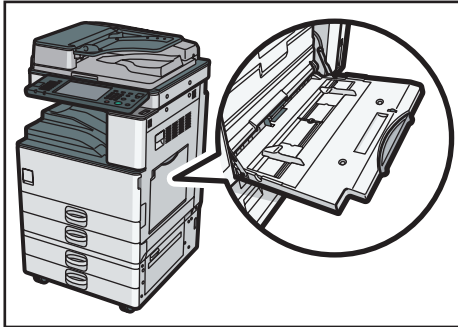
- Paper that has a vertical length of 90.0 - 305.0 mm (3.55 - 12.00 inches) and a horizontal length of 148.0 - 600.0 mm (5.83 - 23.62 inches) can be fed in from the bypass tray.
- Paper that has a horizontal length of 433 mm (17 inches) or more is prone to creasing, feed failures, and jamming.
- The machine can automatically detect the following sizes as regular size copy paper:
  -  **Region A** (mainly Europe and Asia)
    - A3, A4, A5, B4 JIS, B5 JIS, B6 JIS
  -  **Region B** (mainly North America)
    - 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 11, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>
- When copying onto custom size paper, paper will be delivered automatically to the internal tray.
- If the paper you want to copy onto is not shown on the Paper Type screen or its paper weight is between 82 - 105 g/m<sup>2</sup> (21 - 28 lb. Bond), you must specify the paper type under Tray Paper Settings in User Tools. For details about Tray Paper Settings, see "System Settings", Network and System Settings Reference.
- The maximum number of sheets you can load at the same time depends on paper type. Load only as much paper as can be held between the paper guides on the bypass tray.

#### [Bypass Tray Usage]

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



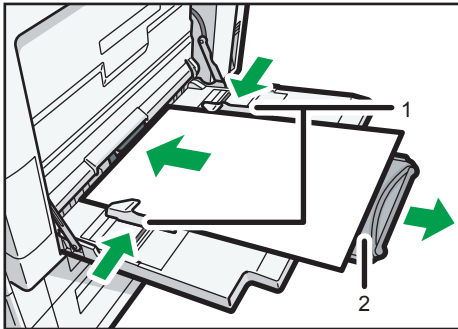
### 1. Open the bypass tray.



CHF007

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

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



CHF008

1. Paper guides

2. Extender

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

#### ↓ Note

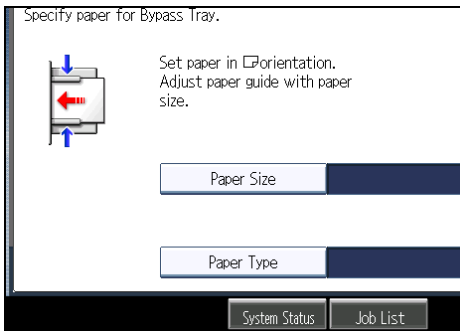
- Certain types of paper might not be detected properly when placed on the bypass tray. If this happens, remove the paper and place it on the bypass tray again.
- Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images.
- The following paper sizes can be selected as the standard sizes:

- A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10 1/2, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 4 1/8 × 9 1/2, 3 7/8 × 7 1/2, C5 Env, C6 Env, DL Env, 8K, 16K
- To support A4, 8 1/2 × 11 or larger paper sizes, pull out the extender.
- To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.
- When the Panel Key Sound is turned off, it will not sound if you insert paper into the bypass tray. For details about Panel Key Sound, see “System Settings”, Network and System Settings Reference.
- Depending on the environment where the machine is being used, you might at times hear a rustling noise from paper moving through the machine. This noise does not indicate a malfunction.

## Copying onto Regular Size Paper from the Bypass Tray

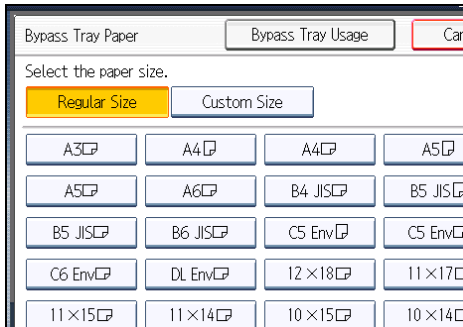
Makes copies onto regular size paper from the bypass tray.

1. Open the bypass tray, and then insert the paper face down until you hear the beep.
2. Align the paper guides to the paper size.
3. Press [Bypass], and then press the [#] key.
4. Press [Paper Size].





## 5. Select the paper size.



6. Press [OK] twice.

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

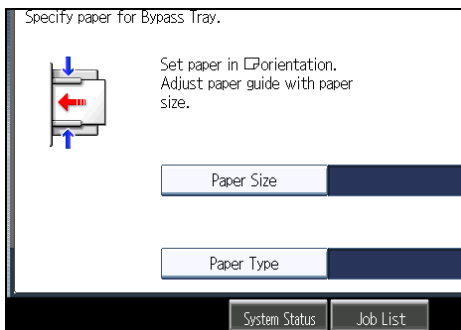
## Copying onto Custom Size Paper from the Bypass Tray

Makes copies onto custom size paper from the bypass tray.

### ★ Important

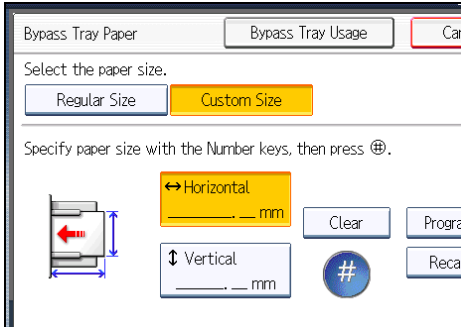
- The Duplex function cannot be performed on custom size paper. If [1 Sided → 2 Sided] is selected, cancel the setting.

1. Open the bypass tray, and then insert the paper face down until you hear the beep.
2. Align the paper guides to the paper size.
3. Press [Bypass], and then press the [#] key.
4. Press [Paper Size].



5. Press [Custom Size].

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



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

8. Press [OK] twice.

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

**Note**

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

**Reference**

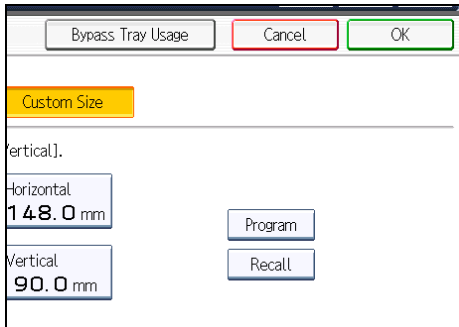
- p.48 "Registering a custom size"
- p.49 "Recalling the registered custom size"

### Registering a custom size

Register a custom paper size.

1. Press [Bypass], and then press the [#] key.
2. Press [Paper Size].
3. Press [Custom Size].
4. Enter the horizontal size with the number keys, and then press [#].
5. Enter the vertical size with the number keys, and then press [#].

## 6. Press [Program].



The confirmation screen appears.

## 7. Press [Exit].

## 8. Press [OK] twice.

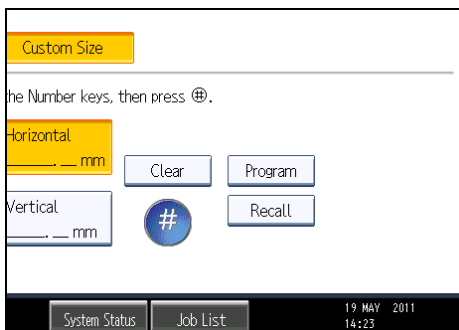
### ↓ Note

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

## Recalling the registered custom size

Recalls the registered paper size.

1. Press [Bypass], and then press the [#] key.
2. Press [Paper Size].
3. Press [Custom Size].
4. Press [Recall].



The registered size is displayed.

## 5. Press [OK] twice.

## Copying onto Special Paper from the Bypass Tray

When copying onto special paper such as OHP transparencies, thick paper such as postcards, adhesive label paper, and thin paper, select the type and size of paper.

### ★ Important

- We recommend that you use specified OHP transparencies.
- Do not use OHP transparencies for color copying.
- When copying onto OHP transparencies, remove copied sheets one by one.
- The Duplex function cannot be performed on thick paper, OHP transparencies or label paper. If [1 Sided → 2 Sided] is selected, cancel the setting.
- Select [Thick Paper] if the paper weight is 106 g/m<sup>2</sup> (28 lb. Bond) or greater.
- Postcards should be fed from tray 1 or the bypass tray.

### 1. Open the bypass tray, and then insert the paper face down until you hear the beep.

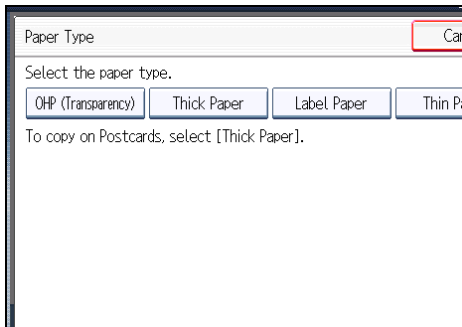
Load OHP transparencies one by one to prevent them jamming.

### 2. Align the paper guides to the paper size.

### 3. Press [Bypass], and then press the [#] key.

### 4. Press [Paper Type].

### 5. Select the paper type, and then press [OK].



### 6. Specify the paper size, and then press [OK] twice.

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

### ↓ Note

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

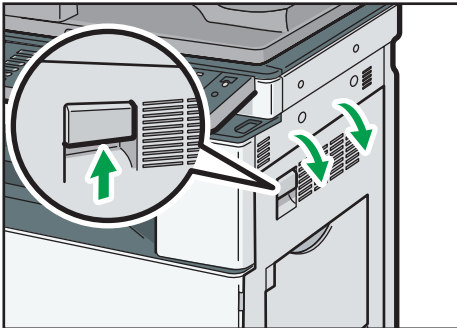
## Copying onto Envelopes from the Bypass Tray

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

### ★ Important

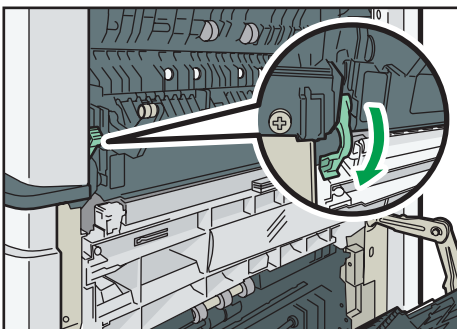
- Envelopes should be fed from tray 1 or the bypass tray.
- Some kinds of envelopes might cause misfeeds or wrinkle. If this happens, push down the envelope lever of the fusing unit.
- The Duplex function cannot be used with envelopes. If [1 Sided → 2 Sided] is selected, cancel the setting.
- Specify the paper type and thickness under Paper Type: Bypass Tray in User Tools in advance. For the paper type, select [Envelope]. Specify the paper thickness depending on the thickness of the envelopes. For details, see "System Settings", Network and System Settings Reference.
- Before loading self-adhesive envelopes, be sure to fan them thoroughly. This will prevent them sticking together. If fanning does not prevent them sticking together, load them one by one. Note that some types of envelope cannot be used with this machine.

1. Open the right cover by lifting the catch.



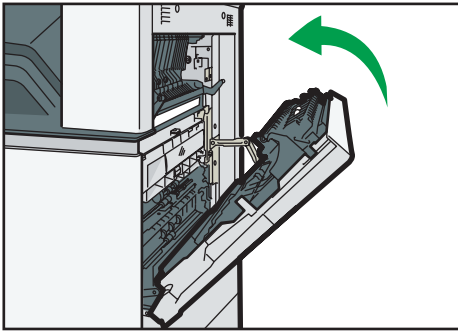
CHF036

2. Push down the envelope lever of the fusing unit on the left.



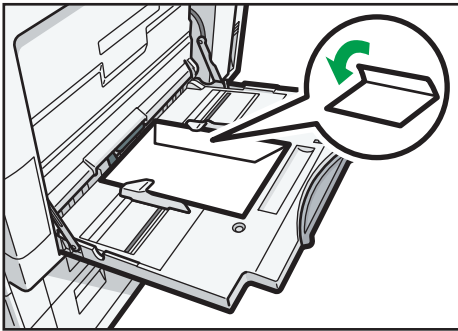
CHF037

3. Close the right cover.



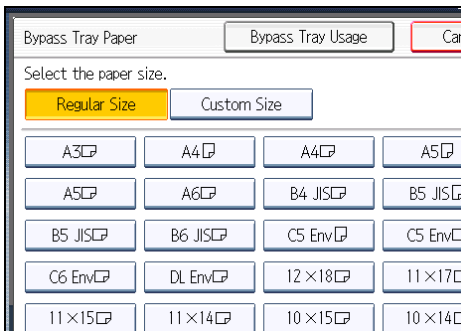
CHF038

4. Open the bypass tray and set the envelopes print side down with their flaps closed and pointing toward the back of the machine. Push the envelopes into the machine until you hear the beep.



CHF041

- 5. Align the paper guides to the envelope size.
- 6. Press [Bypass], and then press the [#] key.
- 7. Press [Paper Size].
- 8. Select the envelope size, and then press [OK] twice.



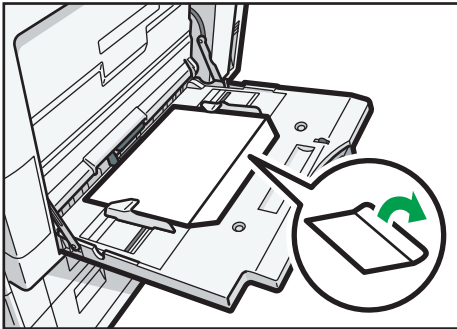
9. Place the originals, and then press the [Start] key.

## 10. When the copy job is finished, be sure to return the envelope lever to its original position.

If you copy onto plain paper without returning the lever to its original position, the copy quality might be reduced.

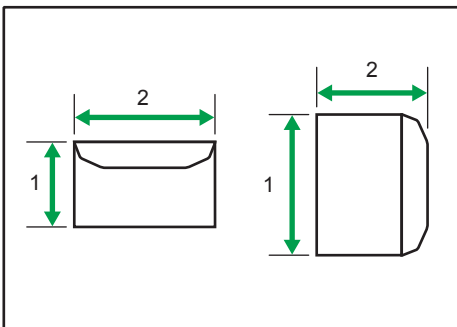
### Note

- When loading envelopes in the landscape (☐) orientation, place the original on the exposure glass with the right edge aligned to the left scale, or place the original in the ADF with the right edge inserted.
- When loading envelopes in the portrait (☐) orientation, set them print side down with their flaps open and pointing away from the machine. Load envelopes with flaps fully open. Otherwise, they might not feed into the machine.



CHF009

- When loading envelopes in the portrait orientation (☐), place the original on the exposure glass with the bottom edge aligned to the left scale, or place the original in the ADF with the bottom edge inserted.
- To copy onto custom size envelopes, you must specify the envelope's dimensions. When loading envelopes in the portrait orientation (☐), be sure to include the fully open flap in the horizontal dimension.



CHF002

1. Vertical size
  2. Horizontal size
- Check the envelopes are not damp.

- Load only as much envelopes as can be held between the paper guides on the bypass tray. For the number of envelopes that you can set on the bypass tray, see “Recommended Paper Sizes and Types”, About This Machine.
- Check there is no air in the envelopes before loading.
- To get better print quality, it is recommended that you set the right, left, top, and bottom print margin, to at least 15 mm (0.6 inches) each.
- Load only one size and type of envelope at a time.
- Before loading envelopes, flatten leading edges (the side going into the machine) by pressing a pencil or ruler across them.
- Before loading envelopes, check they are rectangular in shape.
- Printing on envelopes may be slower than printing on plain paper.
- For details about supported envelope types, see “Envelopes”, About This Machine.



# Reducing or Enlarging Originals

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

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

## Reference

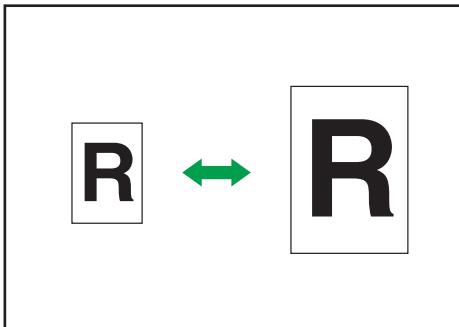
- p.115 "Advanced Reduce/Enlarge Copying"

2

## Preset Reduce / Enlarge

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

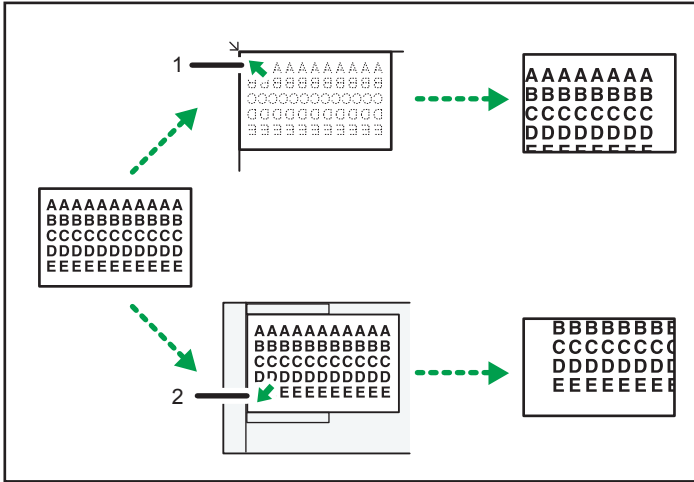
You can register up to three frequently used reproduction ratios other than the preset Reduce / Enlarge ratios.



BZH062

### Base Point

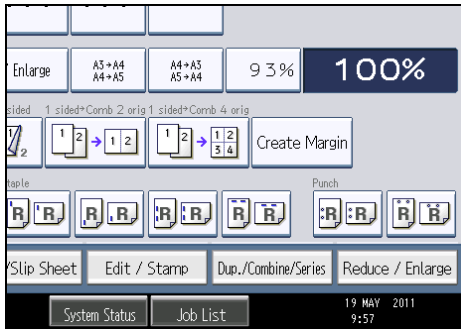
The base point of reduce/enlarge differs depending on how the original is scanned. When the original is placed on the exposure glass, the upper left corner will be the base point. When it is placed in the ADF, the bottom left corner will be the base point.



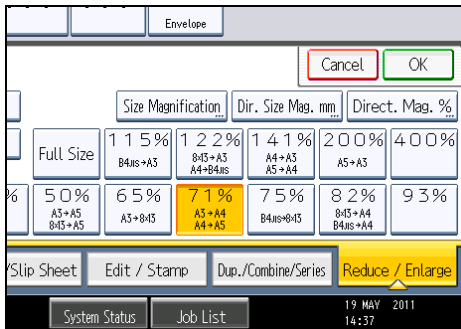
BZK029

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

1. Press [Reduce / Enlarge].



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



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

**Note**

- You can change reproduction ratios shown on the initial display under Reproduction Ratio in User Tools. For details about Reproduction Ratio, see "Reproduction Ratio".
- You can also select a preset ratio on the initial display, press the shortcut reduce/enlarge key. In the case, proceed to step 3.
- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

**Reference**

- p.205 "Reproduction Ratio"

**Zoom**

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



BZH064

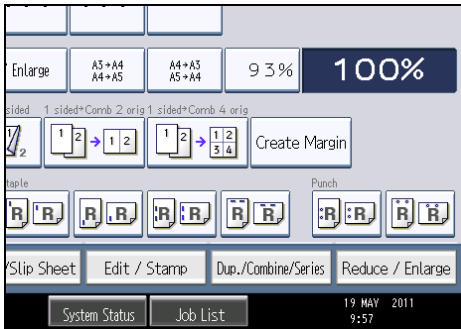
**Note**

- The reproduction ratios you can specify are 25 - 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

**Specifying the ratio with [−] and [+]**

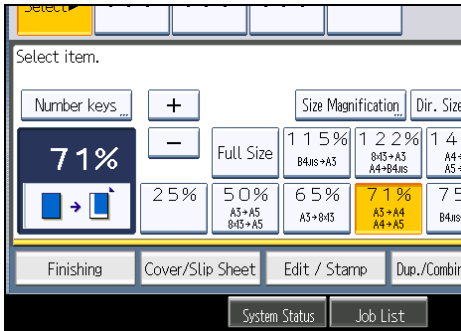
Specify a ratio using [−] and [+].

1. Press [Reduce / Enlarge].



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

3. Adjust the ratio with [−] and [+].



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

4. Press [OK].

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

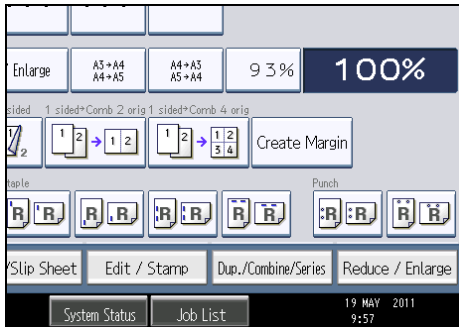
**Note**

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

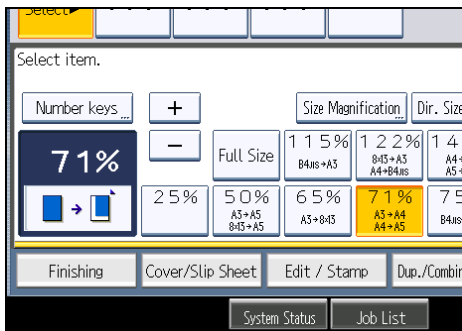
**Entering the ratio with the number keys**

Enter a ratio using the number keys.

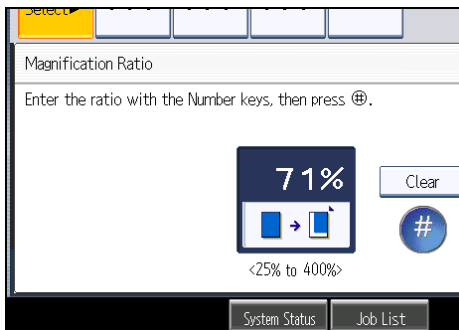
## 1. Press [Reduce / Enlarge].



## 2. Press [Number keys].



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



## 4. Press [OK] twice.

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

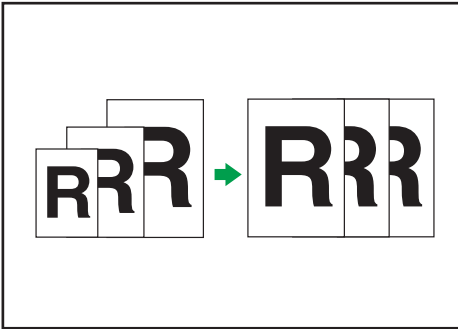
### Note

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

## Auto Reduce / Enlarge

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

2



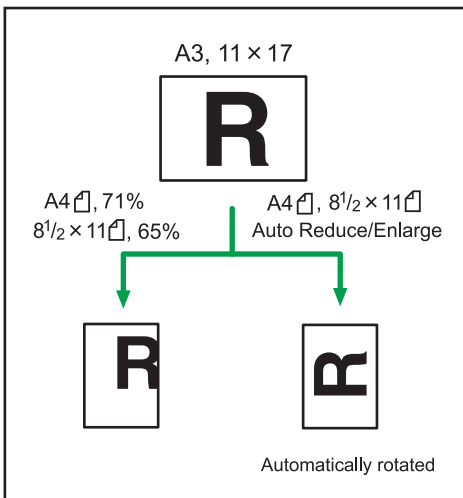
BZH027

### ★ Important

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

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

If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees and fits it on the copy paper (Rotate Copy). For example, to reduce A3 ( $11 \times 17$ ) originals to fit onto A4 ( $8\frac{1}{2} \times 11$ ) paper, select a paper tray containing A4 ( $8\frac{1}{2} \times 11$ ) paper, and then press [Auto Reduce / Enlarge]. The image is automatically rotated.



BZH065

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

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

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

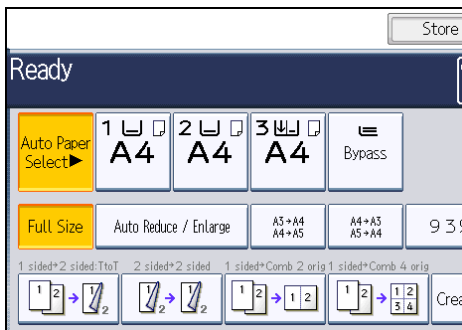
Original location	Original size and orientation
Exposure glass	A3, B4 JIS, A4, B5 JIS, A5, 8 1/2 × 13
ADF	A3, B4 JIS, A4, B5 JIS, A5, 11 × 17, 8 1/2 × 11, 8 1/2 × 13

2

 **Region B (mainly North America)**

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

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



**2. Select the paper size.**

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

 **Note**

- You can place originals of different sizes in the ADF at once.
- The machine selects reproduction ratios of between 25 and 400%.

 **Reference**

- p.113 "Rotate Copy"

# Duplex Copying

This section describes how to make duplex copies.

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

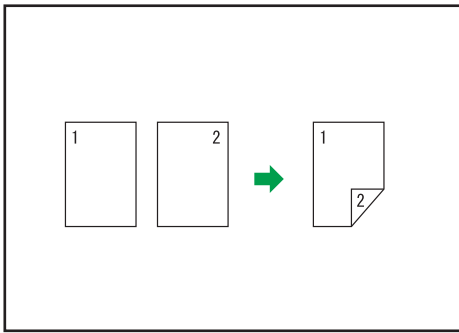
**★ Important**

- The paper weight that can be used with this function is 52 - 105 g/m<sup>2</sup> (14 - 28 lb. Bond).

2

## 1 Sided → 2 Sided

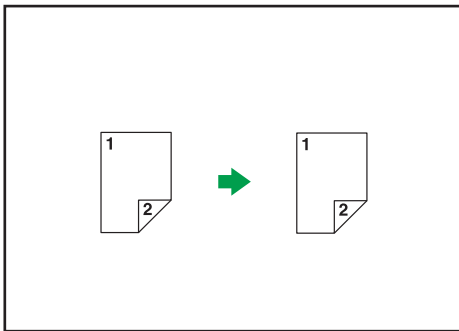
Copies two 1-sided pages on one 2-sided page.



BZH028

## 2 Sided → 2 Sided

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



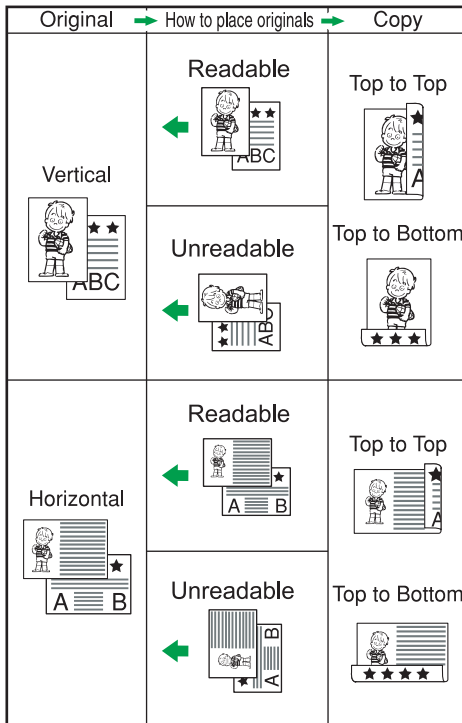
BZH029

## Original orientation and completed copies

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

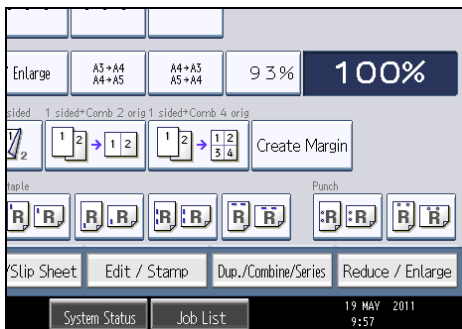
The table shows the orientation of images on the front and back of copies, not the orientation of delivery.





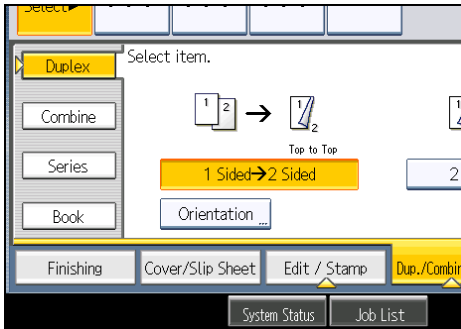
BZH066

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



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

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



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

### 4. Press [OK].

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

#### ↓ Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can also select [1 Sided → 2 Sided] or [2 Sided → 2 Sided] directly by pressing the copy function key. In that case, proceed to step 5.
- You can specify the margins under Edit in User Tools. For details about Edit, see "Edit".
- You can use the following copy paper with this function:
  - A3, A4, A5, B4 JIS, B5 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8 1/2 × 14, 8 1/2 × 13, 8 1/2 × 11, 8 1/4 × 14, 8 1/4 × 13, 8 × 13, 8 × 10 1/2, 8 × 10, 7 1/4 × 10 1/2, 5 1/2 × 8 1/2, 8K, 16K
- You cannot use the following copy paper with this function:
  - Translucent paper
  - Label paper (adhesive labels)
  - OHP transparencies
  - Postcards
  - Envelopes
  - Thick paper
- When an odd number of originals are placed in the ADF, the back of the last page of copied paper is blank.
- During copying, the image is shifted to allow for the binding margin.

- By default, a binding margin is made on the back side.

### Reference

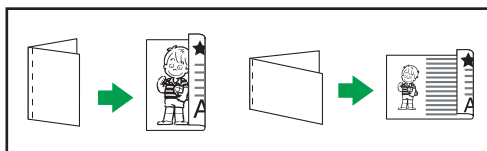
- p.207 "Edit"

## Originals and Copy Orientation

2

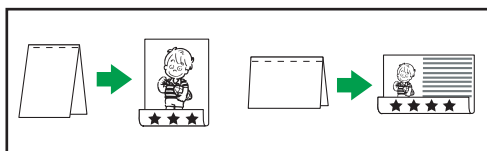
You can select the orientation of originals and copies.

- Top to Top



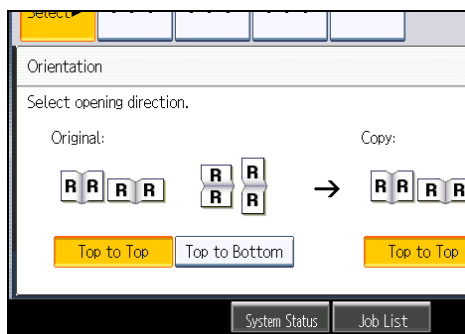
BZH067

- Top to Bottom



BZH068

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



### Note

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

### Reference

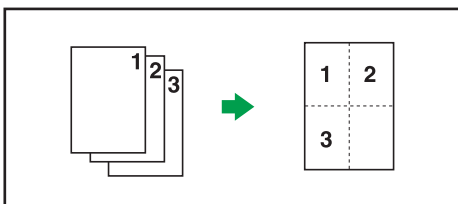
- p.201 "General Features"

## Combined Copying

This section describes how to make combined copies.

### Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.
- When placing originals on the exposure glass or in the ADF using the Batch function, press the [#] key after all the originals have been scanned.
- If you selected [2 Sided] for Original or [Combine 2 Sides] for Copy, you can change the orientation. See "Originals and Copy Orientation".
- You can change the initial settings for 1-Sided Combine or 2-Sided Combine under Edit in User Tools. For details, see "Edit".
- In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on copy paper sizes and the number of originals.
- The machine selects reproduction ratios of between 25 and 400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.
- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.
- If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown.



BZH165

### Reference

- p.65 "Originals and Copy Orientation"
- p.207 "Edit"

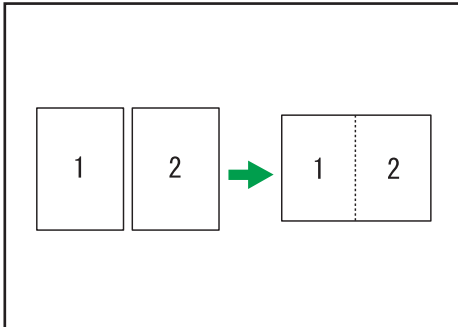
## One-Sided Combine

Combine several pages onto one side of a sheet.

There are six types of One-Sided Combine.

**1 Sided 2 Pages → Combine 1 Side**

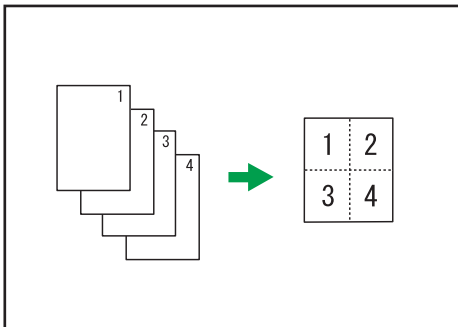
Copies two 1-sided originals to one side of a sheet.



BZH030

**1 Sided 4 Pages → Combine 1 Side**

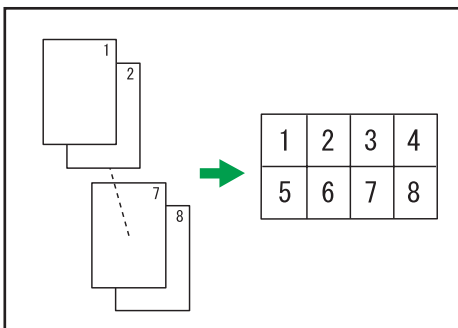
Copies four 1-sided originals to one side of a sheet.



BZH069

**1 Sided 8 Pages → Combine 1 Side**

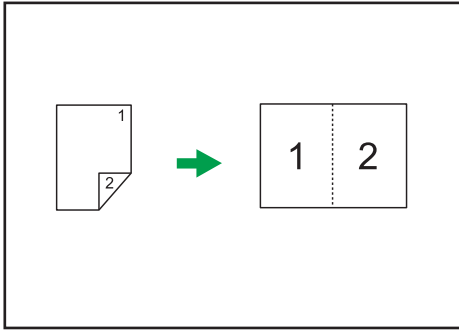
Copies eight 1-sided originals to one side of a sheet.



BZH070

**2 Sided 1 Page → Combine 1 Side**

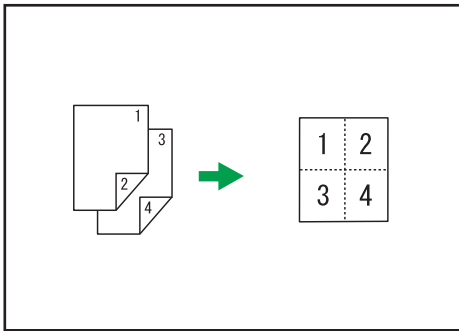
Copies one 2-sided original to one side of a sheet.



BZH031

**2 Sided 2 Pages → Combine 1 Side**

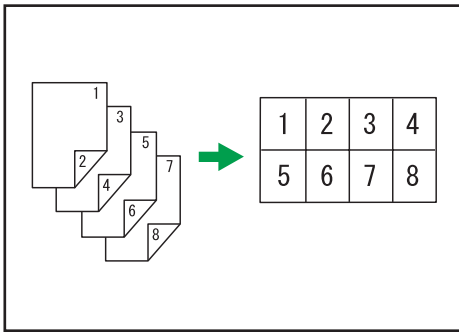
Copies two 2-sided originals to one side of a sheet.



BZH071

**2 Sided 4 Pages → Combine 1 Side**

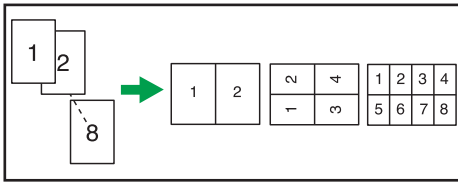
Copies four 2-sided originals to one side of a sheet.



BZH072

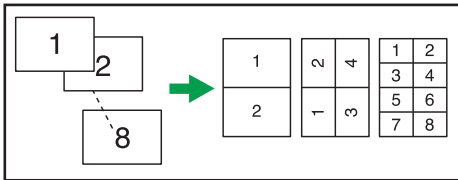
**Orientation of the original and image position of combine**

Portrait (📄) originals



BZH073

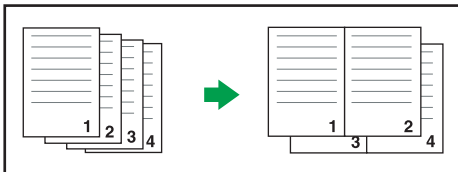
Landscape (☐) originals



BZH074

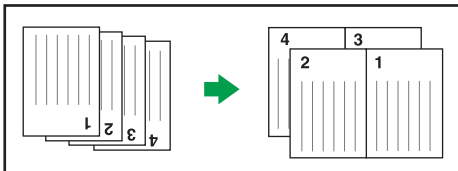
Placing originals (originals placed in the ADF)

- Originals read from left to right



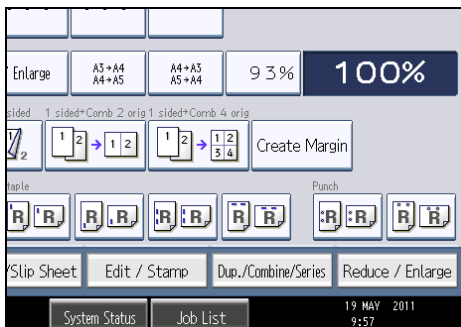
BZH075

- Originals read from top to bottom



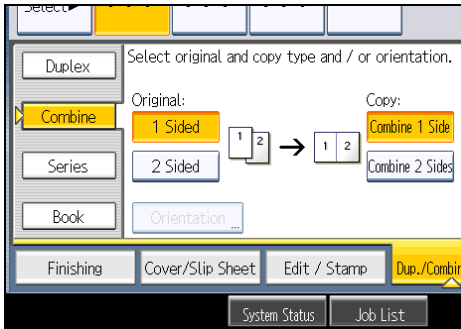
BZH076

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



**2. Press [Combine].**

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



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

**Note**

- You can also select [1 sided → Comb 2 orig] or [1 sided → Comb 4 orig] directly by pressing the copy function key. In that case, proceed to step 6.

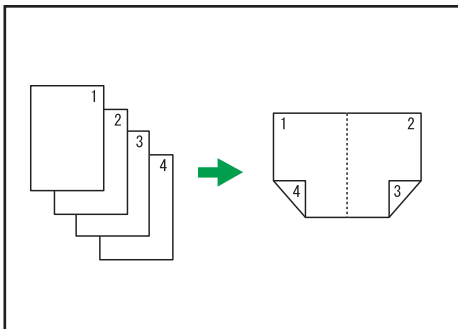
## Two-Sided Combine

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

There are six types of Two-Sided Combine.

### 1 Sided 4 Pages → Combine 2 Sides

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

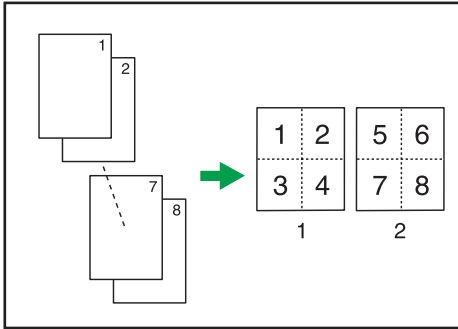


BZH032

### 1 Sided 8 Pages → Combine 2 Sides

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



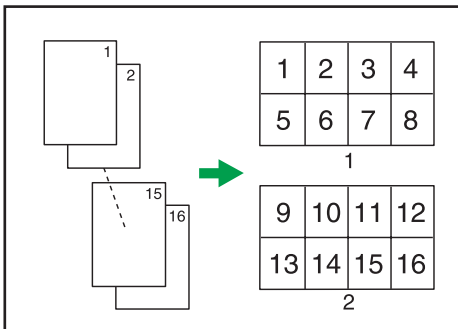


BZH077

1. Front
2. Back

**1 Sided 16 Pages → Combine 2 Sides**

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

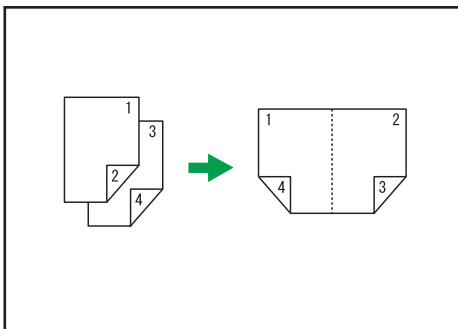


BZH078

1. Front
2. Back

**2 Sided 2 Pages → Combine 2 Sides**

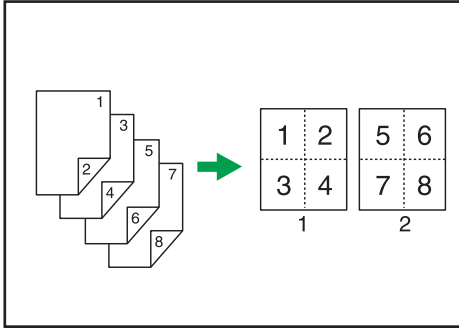
Copies two 2-sided originals to one sheet with two pages per side.



BZH033

### 2 Sided 4 Pages → Combine 2 Sides

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

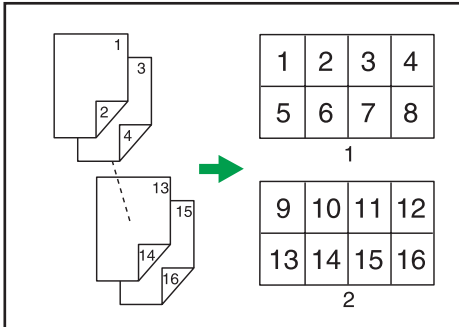


BZH079

1. Front
2. Back

### 2 Sided 8 Pages → Combine 2 Sides

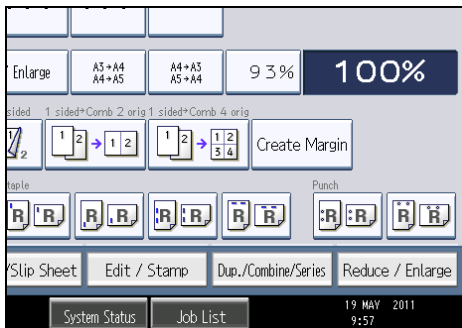
Copies eight 2-sided originals to one sheet with eight pages per side.



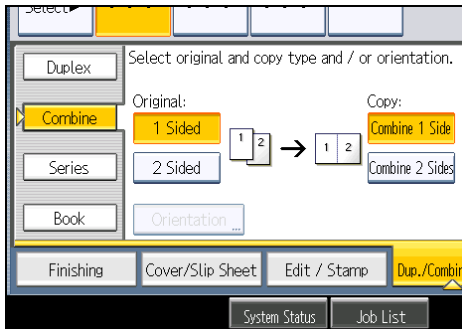
BZH080

1. Front
2. Back

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



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



4. Press [Orientation].
5. Select orientation ([Top to Top]/[Top to Bottom]), and then press [OK].
6. Select the number of originals to combine.
7. Press [OK].
8. Select the paper size.
9. Place the originals, and then press the [Start] key.

#### ↓ Note

- You cannot use custom size paper.

# Finishing

You can sort, staple, and punch your copies.

## Note

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

## Reference

- p.13 "Functions Requiring Optional Configurations"

## Sort

The machine assembles copies as sets in sequential order.

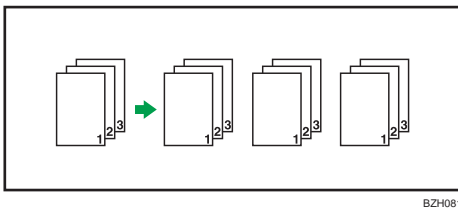
## Important

- To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation (☐☐) are required. See "System Settings", Network and System Settings Reference.
- You cannot use the bypass tray with Rotate Sort.

## Sort/Shift Sort

Copies are assembled as sets in sequential order.

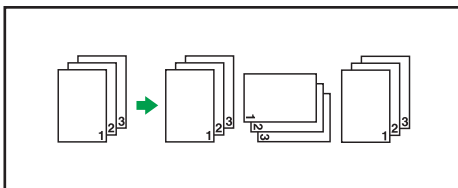
To use Shift Sort, a finisher or the internal shift tray is required. Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job.



BZH081

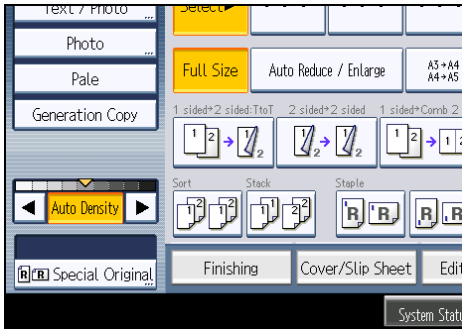
## Rotate Sort

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



BZK027

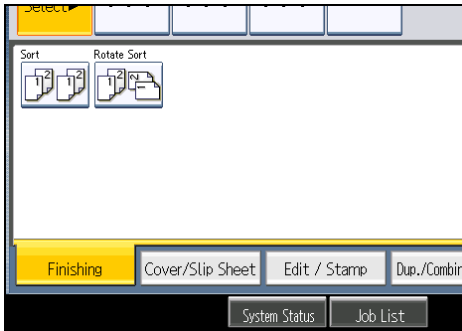
1. Press [Finishing].



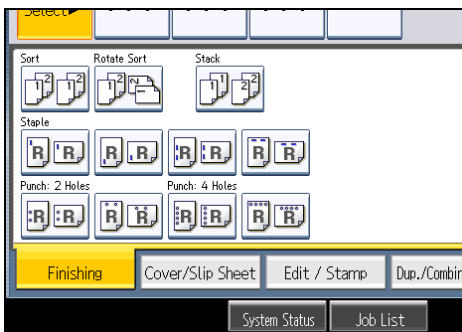
2

2. Select [Sort] or [Rotate Sort].

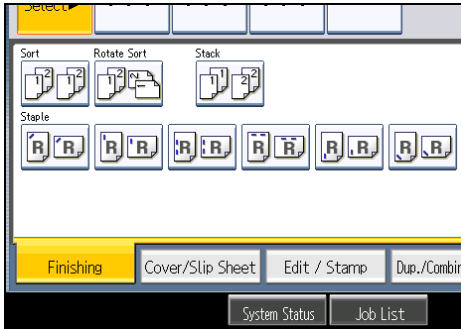
When the finisher is not attached:



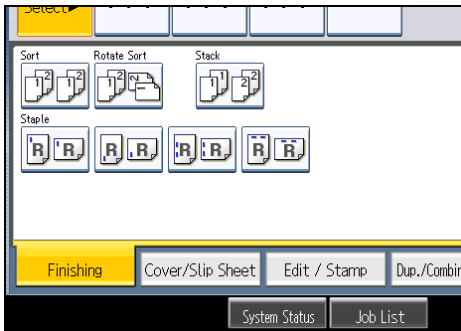
When the internal finisher is attached:



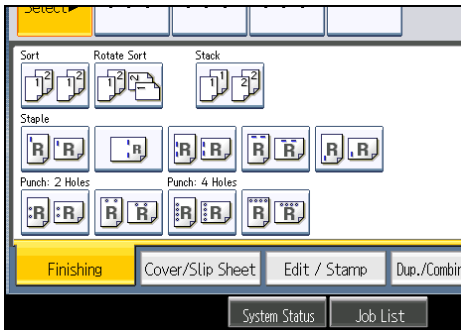
When the 500-sheet finisher is attached:



When the 1000-sheet finisher is attached:



When the booklet finisher is attached:



3. Press [OK].
4. Enter the number of copy sets using the number keys.
5. Place the originals.  
To confirm the type of finishing, press the [Sample Copy] key.
6. Press the [Start] key.

**Note**

- If you are copying from the exposure glass, a single copy of each original is made first. If the first copy set is acceptable, you can make the remaining copy sets by pressing the [#] key. The time required for copy sets to be delivered varies depending on the print settings.

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- You can change the settings for the Sort function under Input / Output in User Tools. For details, see "Input / Output".
- Paper sizes and orientations that can be shifted when delivered to the shift tray are as follows:
  - Internal shift tray
    - Standard size  
A3, A4, A5, A6, B4 JIS, B5 JIS, B6 JIS, 12 × 18, 11 × 17, 11 × 15, 11 × 14, 10 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10<sup>1</sup>/<sub>2</sub>, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>, 4<sup>1</sup>/<sub>8</sub> × 9<sup>1</sup>/<sub>2</sub>, 3<sup>7</sup>/<sub>8</sub> × 7<sup>1</sup>/<sub>2</sub>, C5 Env, C6 Env, DL Env, 8K, 16K
    - Custom size  
Horizontal size: 148.0 - 600.0 mm (5.83 - 23.62 inches), Vertical size: 90.0 - 305.0 mm (3.55 - 12.00 inches)
  - Finisher shift tray for the internal finisher
    - Standard size  
A3, A4, B4 JIS, B5 JIS, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 13, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 8K, 16K
  - Finisher shift tray for the 500-sheet finisher
    - Standard size  
A3, A4, B4 JIS, B5 JIS, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 8K
  - Finisher shift tray for the 1000-sheet finisher and booklet finisher
    - Standard size  
A3, A4, B4 JIS, B5 JIS, 11 × 17, 11 × 15, 10 × 14, 8<sup>1</sup>/<sub>2</sub> × 14, 8<sup>1</sup>/<sub>2</sub> × 13, 8<sup>1</sup>/<sub>2</sub> × 11, 8<sup>1</sup>/<sub>4</sub> × 14, 8<sup>1</sup>/<sub>4</sub> × 13, 8 × 13, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 8K
- Paper sizes and orientations that can be used in the Rotate Sort function are as follows:
  - A4, B5 JIS, A5, 8<sup>1</sup>/<sub>2</sub> × 11, 8 × 10<sup>1</sup>/<sub>2</sub>, 8 × 10, 7<sup>1</sup>/<sub>4</sub> × 10<sup>1</sup>/<sub>2</sub>, 16K

- When the number of copies exceeds capacity, copying stops. If this happens, remove copies from the tray to resume copying. For details about the number of copy sheets that the output tray can accommodate, see "Appendix", About This Machine.

**Reference**

- p.219 "Input / Output"

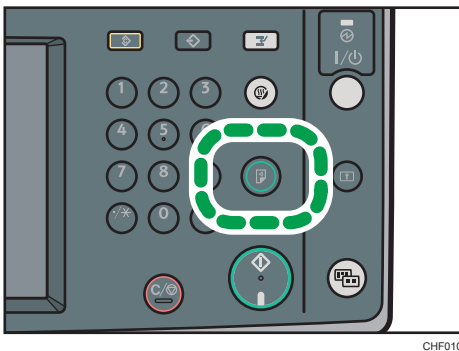
2

## Sample Copy

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

**Important**

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



One copy set is delivered as a sample.

4. If the sample is acceptable, press [Continue].

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

**Note**

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

## Changing the number of sets

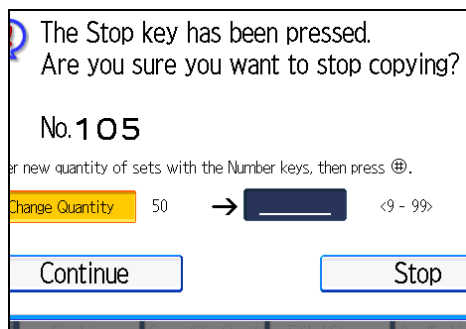
You can change the number of copy sets during copying.

**Important**

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



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



4. Press [Continue].

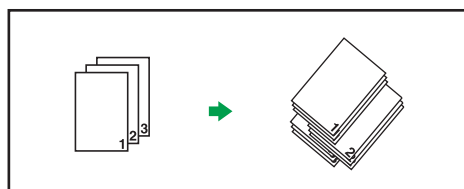
Copying starts again.

#### ↓ Note

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

## Stack

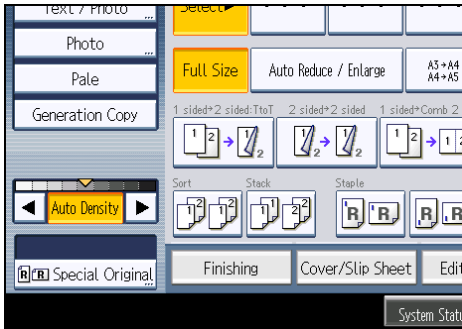
Groups together copies of each page in a multi-page original.



BZH083

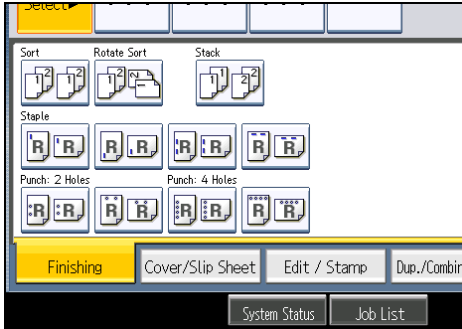
If the internal shift tray or a finisher is attached, each time the copies of one page are delivered, the next copy is shifted when delivered so you can separate each job by page.

### 1. Press [Finishing].

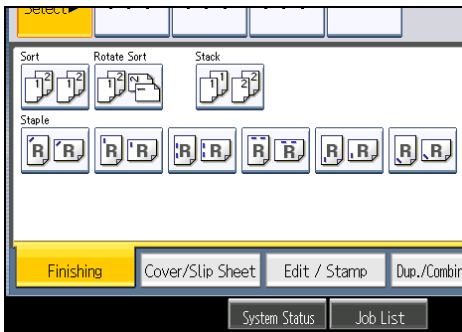


### 2. Press [Stack].

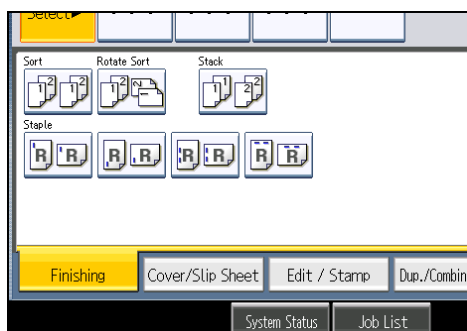
When the internal finisher is attached:



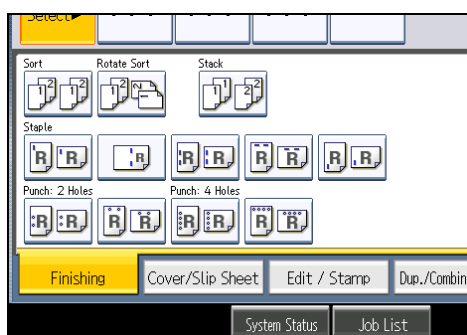
When the 500-sheet finisher is attached:



When the 1000-sheet finisher is attached:



When the booklet finisher is attached:



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

#### ↓ Note

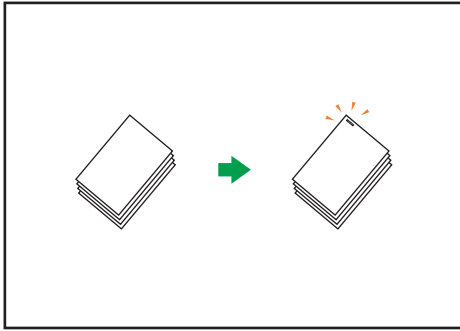
- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using the Batch mode, press the [#] key after all the originals have been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

#### 📖 Reference

- p.74 "Sort"

## Staple

Each copy set can be stapled together.



BZH084

**★ Important**

- You cannot use the bypass tray with this function.

**Original orientation and stapling position**

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

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

- Internal finisher or 1000-sheet finisher

		Original location		Stapling position *1
		Exposure glass	ADF	
	Top 1			
	Bottom 1			
	Left 2			
	Top 2			

CHF011

- 500-sheet finisher

		Original location		Stapling position *1
		Exposure glass	ADF	
	Top 1			
	Bottom 1			
	Left 2			*2
	Top 2			*3
				*2 *3
	Slant			
	Bottom Slant			

CHF012

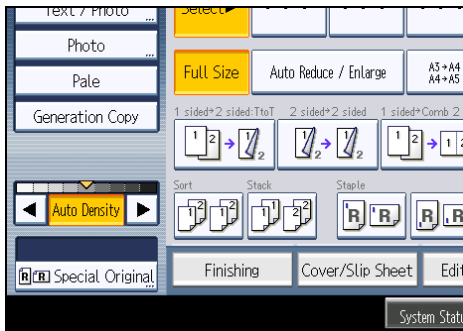
- Booklet finisher

		Original location		Stapling position *1
		Exposure glass	ADF	
	Top 1			
	Bottom 1			
	Left 2			
	Top 2			
	Centre			

CHF014

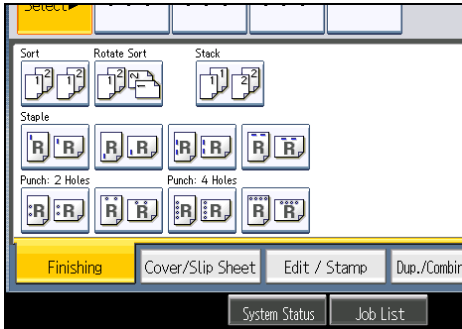
- \*1 The above tables show staple positioning. The orientation of the paper does not indicate orientation of delivery.
- \*2 You cannot staple at this position when copying onto B4 JIS, 8 × 13 or larger.
- \*3 If you want to staple at this position, select unreadable orientation in Original Orientation and then select Top 2.

**1. Press [Finishing].**

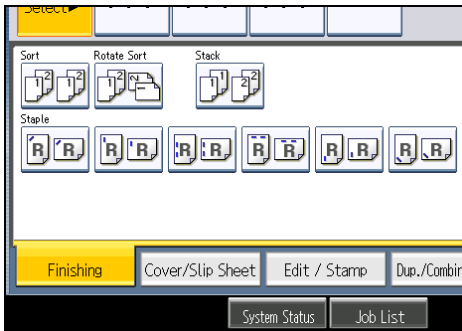


**2. Select one of the stapling positions.**

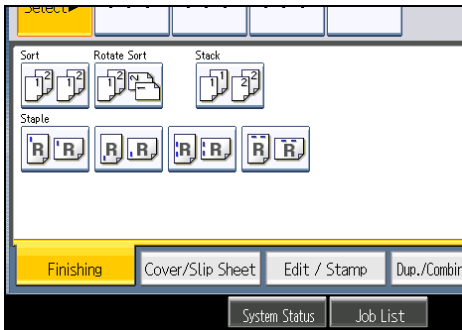
When the internal finisher is attached:



When the 500-sheet finisher is attached:



When the 1000-sheet finisher is attached:



When the booklet finisher is attached:



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

**3. Press [OK].**



























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

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

**Note**

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- If you specify Staple: Centre, you must specify the Magazine function. For details about Magazine, see "Booklet/Magazine".
- You can change the staple positions shown on the initial display under Input / Output in User Tools. For details about staple positions, see "Input / Output".
- The following type of paper cannot be stapled:
  - Postcards
  - Translucent paper
  - OHP transparencies
  - Label paper (adhesive labels)
  - Envelopes
  - Thin paper
  - Thick paper
  - Curled paper
  - Paper of low stiffness
- You can specify how the machine responds if its memory becomes full during copying, or if the number of copies exceeds the capacity of the stapler:
  - Divides the copies into the number of sheets that can be stapled
  - Cancels the stapling job



- To specify Left 2 or Top 2 together with 2 Originals or 8 Originals of Combine 1 Side, or 4 Originals or 16 Originals of Combine 2 Sides: specify  paper for  orientation originals and specify  paper for  orientation originals.
- To specify Left 2 or Top 2 together with Double Copies: specify  paper for  orientation originals and specify  paper for  orientation originals.
- Even if you place different size originals in the ADF, appropriate size of copy paper can be automatically selected and stapled using the Mixed Sizes mode and Auto Paper Select function. Load the paper you want to use in the paper trays beforehand.
- When using the internal finisher, booklet finisher, or 500-sheet finisher, you can combine the following sizes of paper and staple them together:
  - Internal finisher or booklet finisher
    - A3 and A4
    - B4 JIS and B5 JIS
    - 11 × 17 and 8<sup>1</sup>/<sub>2</sub> × 11
  - 500-sheet finisher
    - A3 and A4
    - B4 JIS and B5 JIS
    - 11 × 17 and 8<sup>1</sup>/<sub>2</sub> × 11
    - 8<sup>1</sup>/<sub>2</sub> × 14 and 8<sup>1</sup>/<sub>2</sub> × 11
- When using the 1000-sheet finisher, you can combine different sizes of paper and staple them together if the widths of the paper are the same such as A3 and A4. For details about the sizes and orientations of paper that can be stapled, see "Appendix", About This Machine.
- When stapling B4 JIS, 8<sup>1</sup>/<sub>2</sub> × 14 or larger paper sizes, be sure to extend the paper support plate of the finisher shift tray.
- You cannot change stapling positions during copying.
- When the original image is rotated, the staple orientation changes by 90 degrees.
- The maximum original image size that can be rotated is A4.
- When using Left 2 or Top 2 with the Combine, Double Copies or Auto Reduce / Enlarge function, "Orig. and paper orientation mismatched for Staple mode. Cancel Staple mode or change paper orientation in tray." message may appear depending on the orientation of originals and paper you placed. In this case, change the paper orientation.
- When Top or Bottom is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.
- When Left 2 or Top 2 is selected, the following settings are useful to rotate images appropriately:
  - Auto Reduce / Enlarge or Auto Paper Select

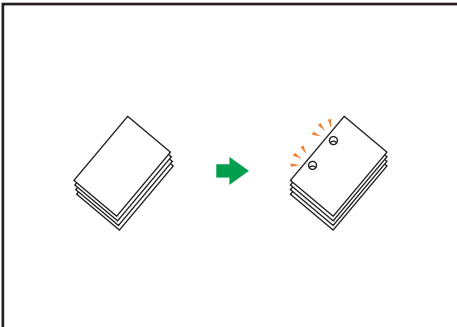
- Replace Auto Tray Switching with With Image Rotation in User Tools.
- If you select Staple: Centre with the booklet finisher, the machine staples and folds the paper in the center, then delivers the paper folded.
- If you select Staple: Centre for the Magazine function, the machine staples the paper, and folds it like a book, then delivers the paper folded.
- When the number of copies exceeds tray capacity, copying stops. If this happens, remove the copies from the finisher shift tray to resume copying.
- Depending on the settings for the Staple, you may not be able to use the Rotate Copy function.
- For details about the number of sheets that can be stapled together, the sizes, weights, and orientations of paper that can be stapled, and the number of stapled copies that can be stacked on each tray, see "Appendix", About This Machine.

### Reference

- p.159 "Booklet/Magazine"
- p.219 "Input / Output"

## Punch

You can make punch holes in copies.




CHF032

### Important

- You cannot use the bypass tray with this function.

The available number of punch holes is shown below:

 **Region A** (mainly Europe and Asia): 2 holes, 4 holes















 **Region B** (mainly North America): 2 holes, 3 holes

### Original orientation and punch hole position

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

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

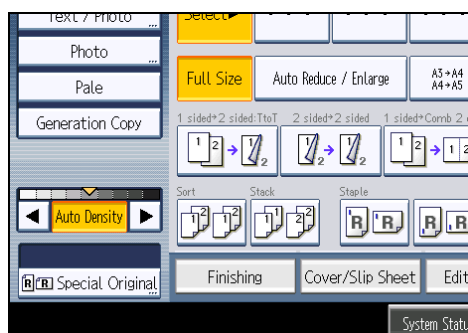
In the following illustration, two holes is specified, however the punch hole positions are the same regardless of the number of holes.

		Original location		Punch hole position*1
		Exposure glass	ADF	
	2 hole left			 *3
				
	2 hole top			 *2
				 *2*3

CHF033

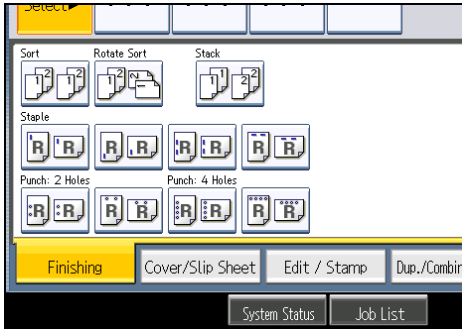
- \*1 The above table shows punch hole positioning. Punched sheets might not be delivered in the orientation shown in this table.
- \*2 If you want to punch holes in this position, select unreadable orientation in Original Orientation, and then select the punch hole position.
- \*3 You cannot punch holes in this position when copying onto B4 JIS, 8 × 13 or larger, or 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>.

## 1. Press [Finishing].

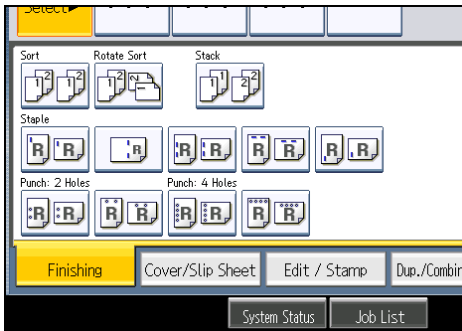


## 2. Select one of the punch hole positions.

When the internal finisher is attached:



When the booklet finisher is attached:



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

#### ↓ Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set so that the first page is on the top.
- You can change the punch hole types shown on the initial display under Input / Output in User Tools. For details, see "Input / Output".
- Paper can be punched only if it meets the machine's size and orientation requirements. For details about which sizes and weights of paper that can be punched, see "Appendix", About This Machine.
- When using the Punch and Combine, Double Copies, or Auto Reduce / Enlarge, the message "Orig. and paper orientation mismatched for Punch mode. Cancel Punch mode or change paper orientation in tray." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.
- Since punch holes are made in each copy, the punch hole positions vary slightly.

#### 📖 Reference

- p.219 "Input / Output"

# Storing Data in the Document Server

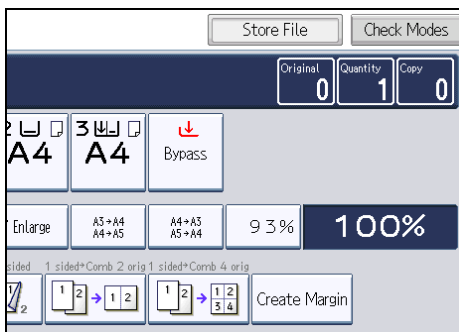
The Document Server enables you to store documents being read with the copy feature on the hard disk of this machine. Thus you can print them later applying necessary conditions.

## ★ Important

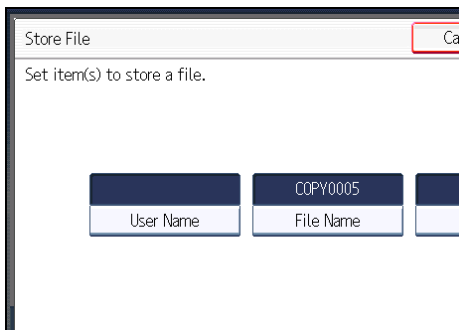
- **Machine failure can result in data loss. Important data stored on the hard disk should be backed up. The manufacturer shall not be responsible for any damage that might result from the loss of data.**

2

### 1. Press [Store File].



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



### 3. Press [OK].

### 4. Place the originals.

### 5. Make the scanning settings for the original.

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

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

## ↓ Note

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

2

- When placing originals on the exposure glass, press the [#] key after all the originals have been scanned.
- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto Delete File in Document Server in User Tools. For details about changing settings, see “System Settings”, Network and System Settings Reference.
- To check if the document has been stored, press the [Document Server] key.
- If the ADF cannot detect the size of an original automatically, the scan will be made at the closest available size.
- If you want to store another document, do so after copying is complete.
- For details about the Document Server, see “Using the Document Server”.
- For details about printing stored documents, see “Printing Stored Documents”.
- For details about setting user name, file name, and password, see “Using the Document Server”.
- Depending on the security setting, Access Privileges may appear instead of User Name. For details about Access Privileges, consult the administrator.
- For details about how to enter text, see “Entering Text”, About This Machine.

 Reference

- p.178 "Using the Document Server"
- p.187 "Printing Stored Documents"

# Managing Jobs

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

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

## ↓ Note

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

2

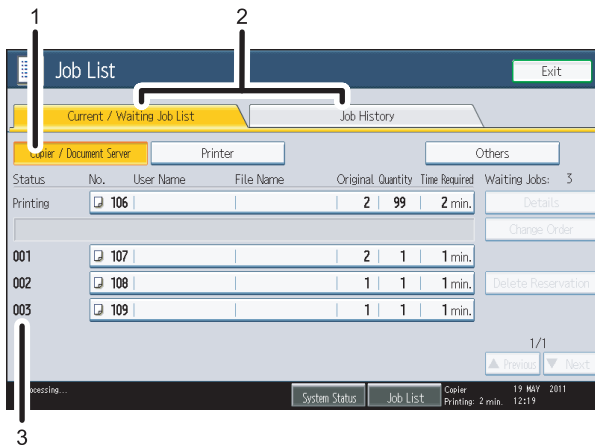
## Job List Screen

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

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

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

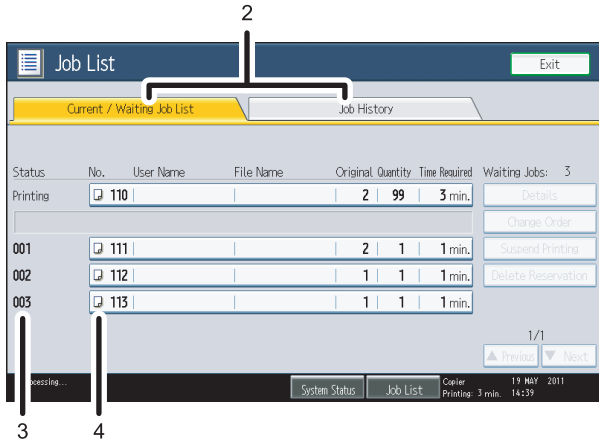
The job list is displayed for each of the functions.







CHF015

### When [Job Order] is selected:

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



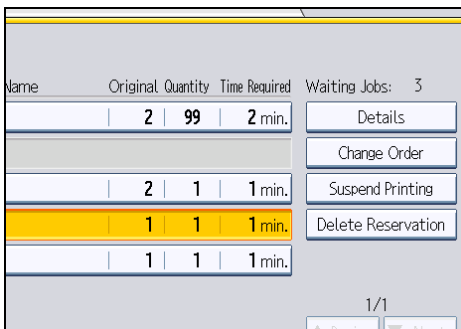
CHF016

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

## Checking Jobs in the Job List

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

1. Press [Job List].
2. Select the job whose contents you want to check.
3. Press [Details], and then check the contents.



4. Press [Exit] twice.

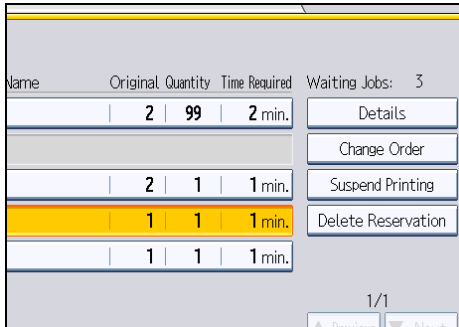


## Changing the Order of Jobs

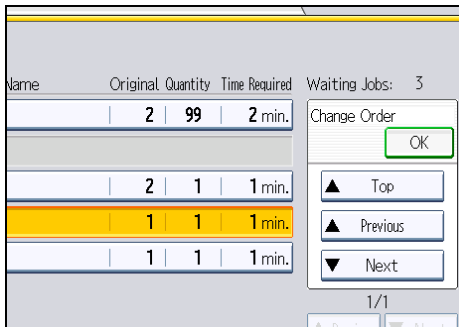
You can change the order of jobs in the job list.

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

2



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



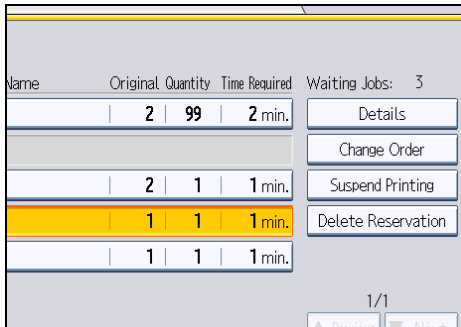
5. Press [OK].
6. Press [Exit].

## Holding Jobs

You can hold jobs that are queued or currently printing.

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

### 3. Press [Suspend Printing].



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

### 4. Press [Exit].

#### ↓ Note

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

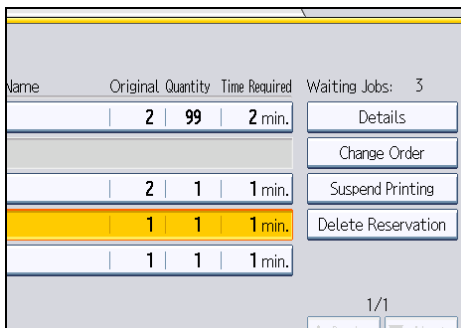
## Deleting Jobs

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

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

To delete two or more print jobs, select them.

### 3. Press [Delete Reservation].



4. Press [OK].
5. Press [Exit].

---

## Checking the Job History

---

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

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

## Registering Frequently Used Functions

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

You can store up to 10 programs.

The settings you can register are Original Type, Density, Special Original, Original Orientation, Finishing, Cover/Slip Sheet, Edit / Stamp, Dup./Combine/Series, Reduce / Enlarge, Store File, paper tray, and number of copies.

2

### Note

- When a specified program is registered as the default, its values become the default settings, which are displayed without pressing the [Program] key, when modes are cleared or reset, and after the operation switch is turned on. See "Changing the Default Functions of the Copy's Initial Display".
- Paper settings are stored based on paper size. So if you place more than one paper tray of the same size, the paper tray prioritized under System Settings in User Tools will be selected first. For details, see "System Settings", Network and System Settings Reference.
- Programs are not deleted by turning the power off or by pressing the [Clear Modes] key.

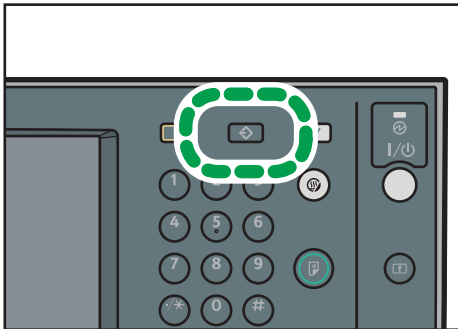
### Reference

- p.102 "Changing the Default Functions of the Copy's Initial Display"

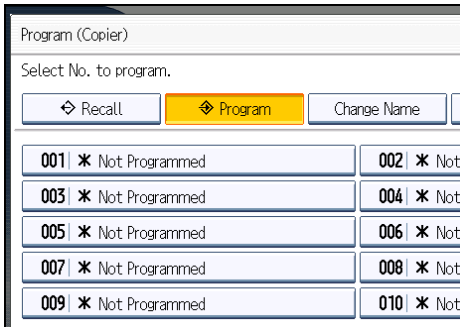
## Registering Functions in a Program

You can register functions in a program.

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



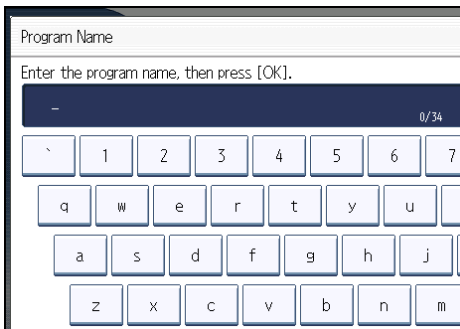
### 3. Press [Program].



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

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


You can enter up to 34 characters.



### 6. Press [OK].

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

#### ↓ Note

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

## Changing a Stored Program

Changes program settings.

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

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

You can enter up to 34 characters.

8. Press [OK].

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

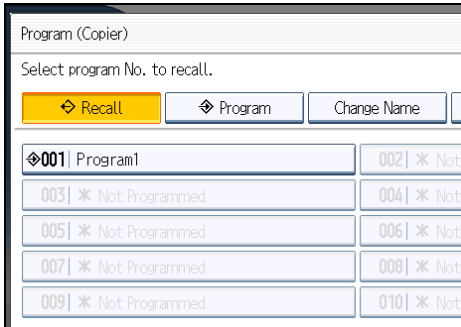
**Note**

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

## Recalling a Stored Program

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

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



The stored settings are displayed.

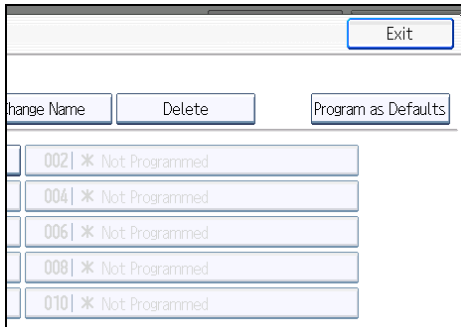
**Note**

- Only programs with ↔ against them contain a program.

## Deleting a Stored Program

Erases the contents of a program.

1. Press the [Program] key.

**2. Press [Delete].****3. Press the program number you want to delete.****4. Press [Yes].**

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

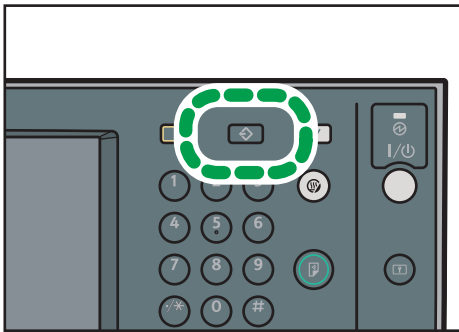
# Changing the Default Functions of the Copy's Initial Display

You can configure the settings of the initial screen so that the default display contains the functions you use most often.

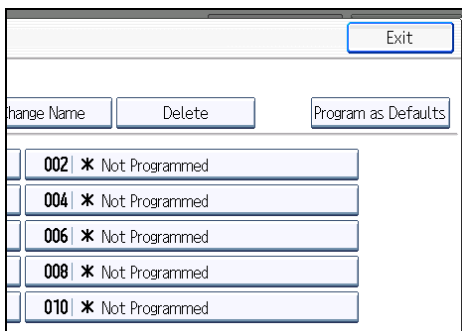
**2** For example: if the default selection is the Duplex function, but the function you use most frequently is 1-sided copying, you can change the default selection to 1-sided copying instead.

The settings you can register as defaults are Original Type, Density, Special Original, Original Orientation, Cover/Slip Sheet, Edit / Stamp, Dup./Combine/Series, Reduce / Enlarge, Finishing, Store File, paper tray, and number of copies.

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

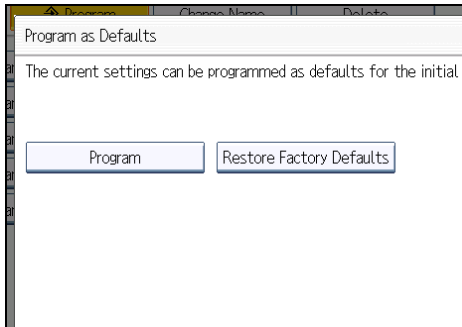


3. Press [Program as Defaults].





#### 4. Press [Program].



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

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

#### ↓ Note

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



# 3. Advanced Copying

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

## Adjusting Copy Image Density

There are three types of adjustment available.

### Auto image density

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

### Manual image density

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

### Combined auto and manual image density

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

---

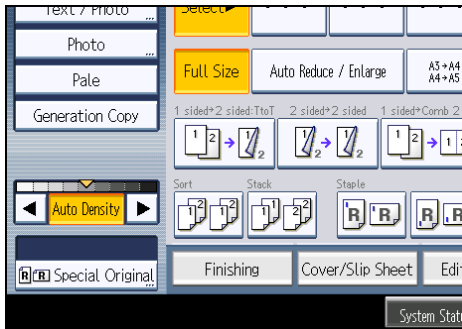
## Auto Image Density

---

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

### 1. Make sure that [Auto Density] is selected.

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



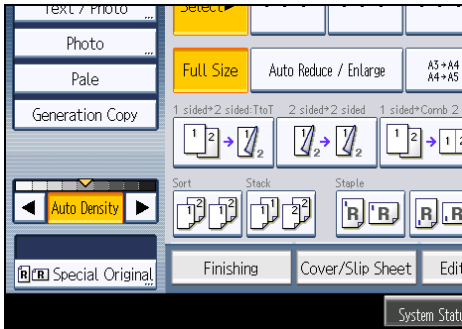
---

## Manual Image Density

---

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

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



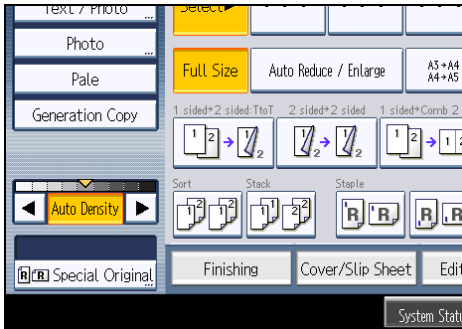
2. Press [◀] or [▶] to adjust the image density. The density indicator “▽” moves.

## Combined Auto and Manual Image Density

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

1. Make sure [Auto Density] is selected.

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



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

# Image Adjustment

Adjusts image qualities.

The following three types of image adjustments are available:

## Sharp / Soft

Adjusts the outline of an image.

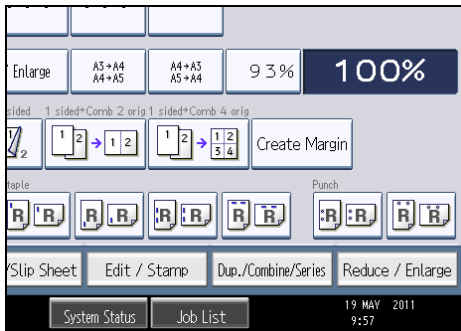
## Contrast

Adjusts the shades of an image.

## Background Density

Adjusts the background density of an image.

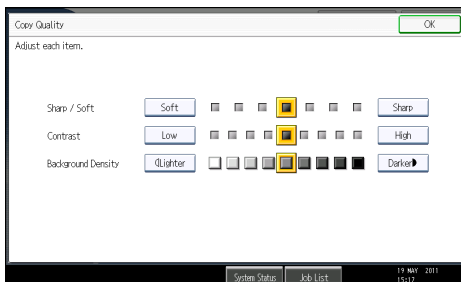
### 1. Press [Edit / Stamp].



### 2. Press [Copy Quality].

### 3. Press [Copy Quality].

### 4. Adjust the settings.



### 5. Press [OK] twice.

#### ↓ Note

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

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

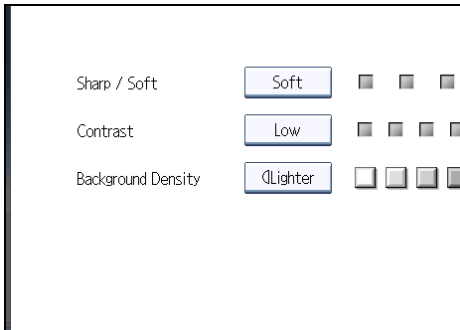
---

## Sharp / Soft

---

Adjusts the outline of an image.

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



2. Press [OK].

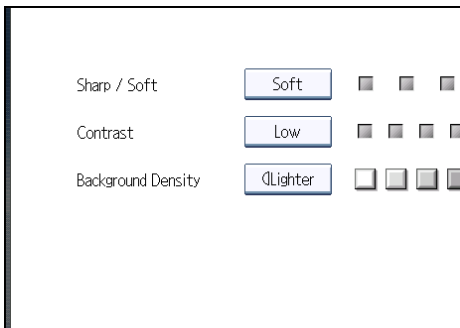
---

## Contrast

---

Adjusts the shades of an image.

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



2. Press [OK].

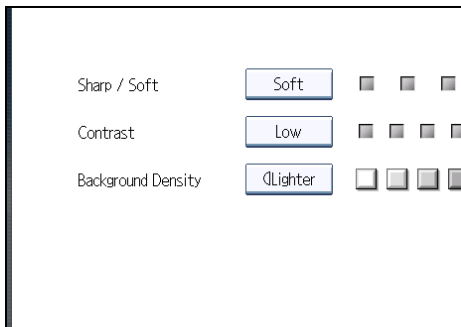
---

## Background Density

---

Adjusts the background density of an image.

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



### 2. Press [OK].

#### ↓ Note

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

# Selecting the Original Type

Select an original type that is suitable for your originals.

There are five original types available:

### Text

For originals that contain mainly text or printed characters.

### Text / Photo

For originals that contain both text and photographs or pictures.

### Photo

For photographs or pictures.

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

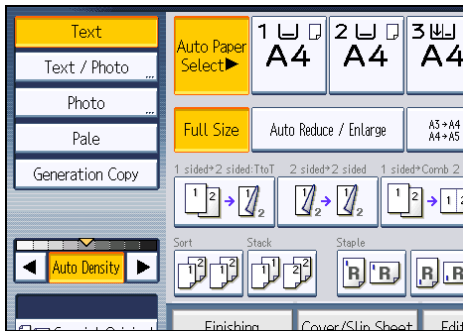
### Pale

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

### Generation Copy

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

#### 1. Select the original type.



### Note

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



 **Reference**

- p.201 "General Features"

## Selecting Copy Paper

Select paper you want to copy onto.

There are two ways to select copy paper:

### Auto Paper Select

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

### Manual Paper Select

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

Original sizes and orientations that can be used with Auto Paper Select are as follows (when copied at a ratio of 100%):

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

Original location	Original size and orientation
Exposure glass	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 8 <sup>1</sup> / <sub>2</sub> × 13☐
ADF	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐☐, 11 × 17☐, 8 <sup>1</sup> / <sub>2</sub> × 11☐☐, 8 <sup>1</sup> / <sub>2</sub> × 13☐

#### Region B (mainly North America)

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

#### Note

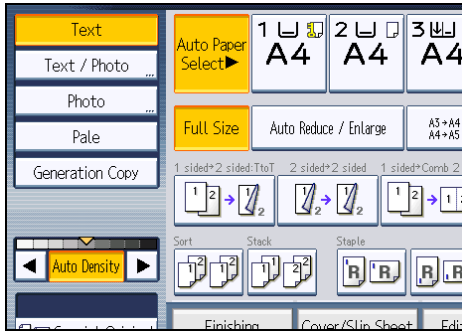
- Only the paper trays set to [Do not Display] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select under Tray Paper Settings can be selected in Auto Paper Select mode. For details, see "System Settings", Network and System Settings Reference.

### Auto Paper Select

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

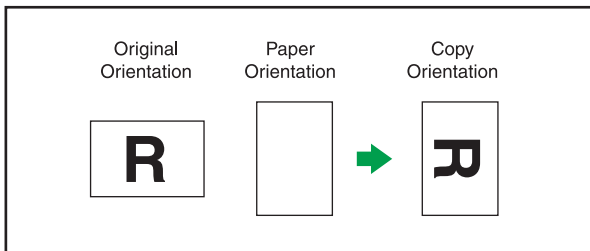
**1. Make sure that [Auto Paper Select] is selected.**

Trays with a key mark (Ⓜ) will not be automatically selected. For details about which trays are unavailable when [Auto Paper Select] is applied, see “Tray Paper Settings”, Network and System Settings Reference.





**Rotate Copy**



If the orientation in which your original is placed is different from that of the paper you are copying onto, the machine rotates the original image by 90 degrees to fit it on the paper.



BZH101

You cannot use Rotate Copy when enlarging onto A3, B4 JIS, 11 × 17, or 8 1/2 × 14 size paper. In this case, place your original in the Ⓜ orientation.

	Original size and orientation			Copy paper size and orientation	
You cannot rotate:	A4, B5 JIS, A5, 8 1/2 × 11, or 5 1/2 × 11 Ⓜ	 CHF044	When enlarging to →	B4 JIS, A3, 8 1/2 × 14, or 11 × 17	 CHF043

	Original size and orientation			Copy paper size and orientation	
However, you can use:	A4, B5 JIS, 8 1/2 × 11, or 5 1/2 × 11		When enlarging to →	B4 JIS, A3, 8 1/2 × 14, or 11 × 17	

**Note**

- This function works when Auto Paper Select or Auto Reduce / Enlarge is selected. See "Auto Paper Select" and "Auto Reduce / Enlarge".
- The default setting for Auto Tray Switching is [With Image Rotation]. You cannot use the Rotate Copy function if this setting is changed to [Without Image Rotation] or [Off]. For details about Auto Tray Switching, see "General Features".
- The Rotate Copy function is not available in combination with certain finishing settings.

**Reference**

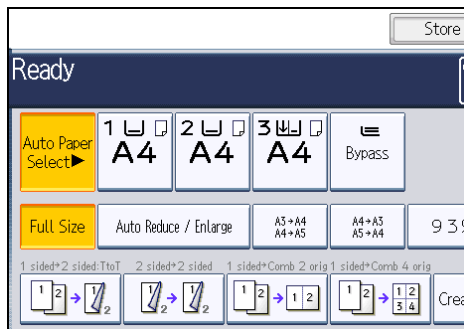
- p.60 "Auto Reduce / Enlarge"
- p.112 "Auto Paper Select"
- p.201 "General Features"

## Manual Paper Select

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

**1. Select the tray you want to use.**

The indicator corresponding to the selected paper tray is highlighted.



# Advanced Reduce/Enlarge Copying

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

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

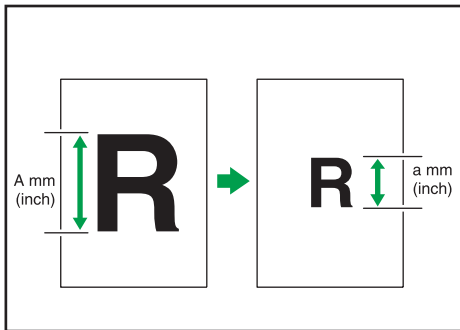
## Reference

- p.55 "Reducing or Enlarging Originals"

## Size Magnification

3

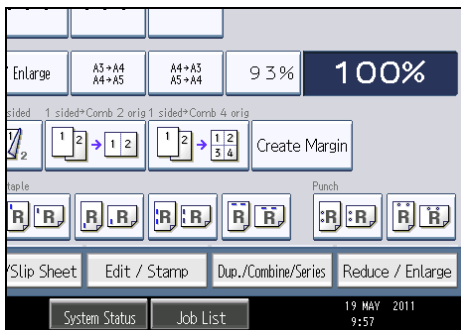
This function calculates a reproduction ratio based on the lengths of the original and copy.



BZK054

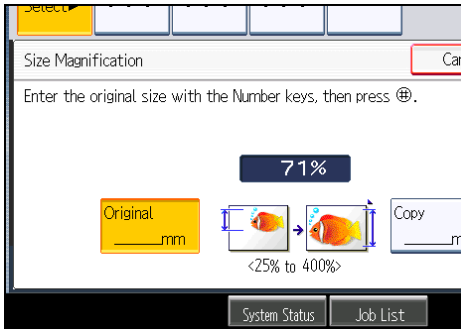
Measure and specify the lengths of the original and copy by comparing "A" with "a".

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



### 2. Press [Size Magnification].

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



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

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

5. Press [OK] twice.

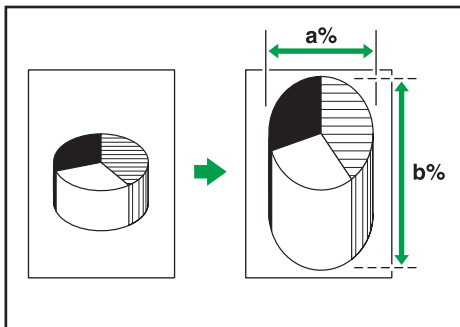
**Note**

- To change the value you entered, press the key you want to change, and then enter a new value.
- If the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.
- The machine selects reproduction ratios of between 25 and 400%.

## Directional Magnification (%)

Specify the horizontal and vertical reproduction ratios, individually.

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



BZK053

a: Horizontal ratio

b: Vertical ratio

### Note

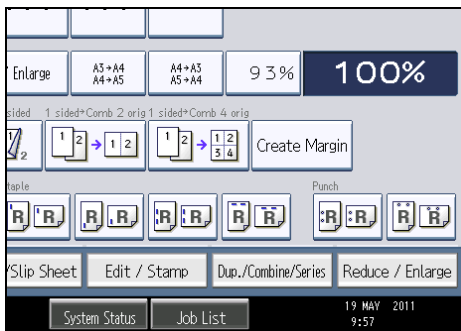
- The reproduction ratios you can specify are 25 - 400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of original or copy paper size. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear on copies.

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

Specify a ratio using [−] and [+].

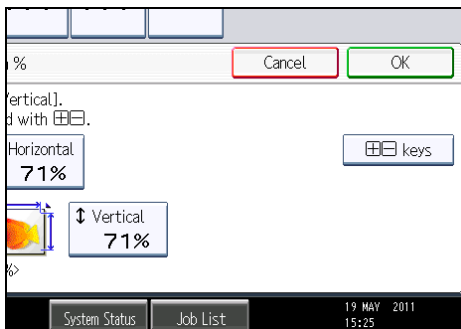
3

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



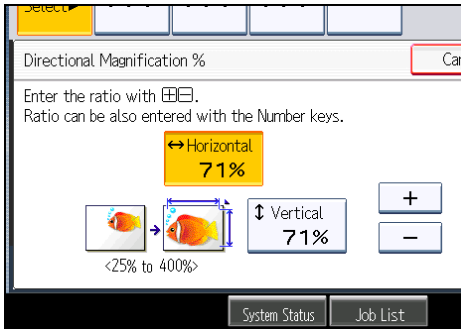
### 2. Press [Direct. Mag. %].

### 3. Press [[+] [-] keys].



### 4. Press [Horizontal].

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



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

6. Press [Vertical].

7. Adjust the ratio with [−] and [+].

8. Press [OK] twice.

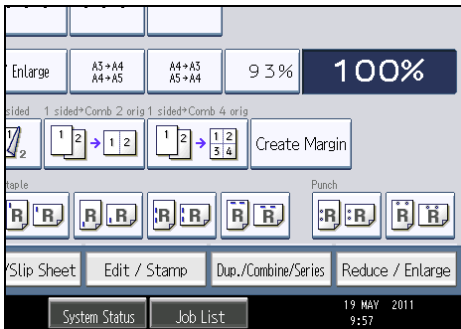
**Note**

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

Entering the ratio with the number keys

Enter a ratio using the number keys.

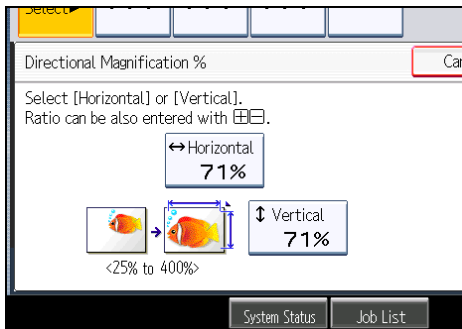
1. Press [Reduce / Enlarge].



2. Press [Direct. Mag. %].



### 3. Press [Horizontal].



4. Enter the desired ratio with the number keys, and then press [#].
5. Press [Vertical].
6. Enter the desired ratio with the number keys, and then press [#].
7. Press [OK] twice.

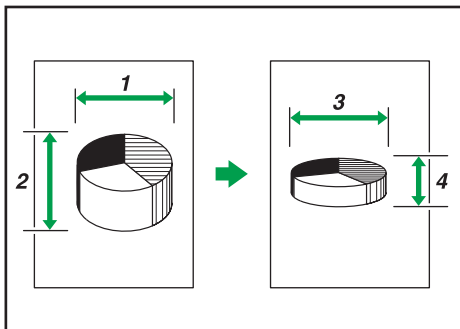
#### ↓ Note

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

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

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

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

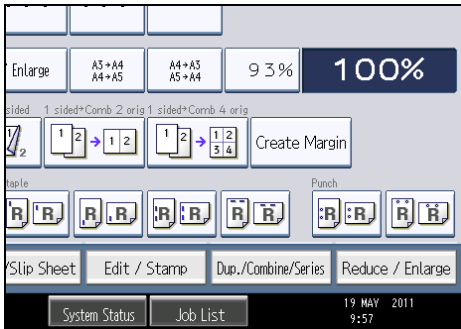


BZK064

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

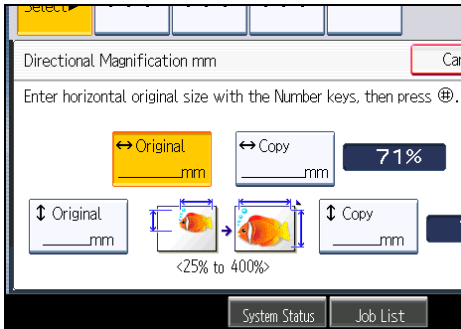
Measure and specify the lengths of the original and copy by comparing "A" with "a" and "B" with "b".

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



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

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



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

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

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

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

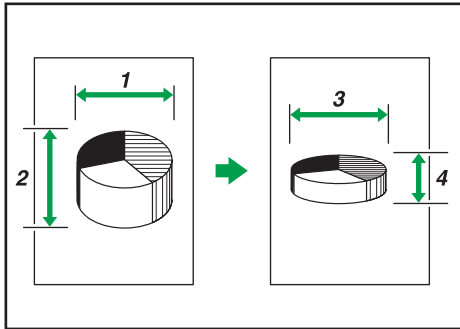
**Note**

- You can enter the horizontal length of an original and copies between 1 and 9999 mm in increments of 1 mm. You can enter the vertical length of an original and copies between 1 and 999 mm in increments of 1 mm.
- To change the value you entered, press the key you want to change, and then enter a new value.
- The machine selects reproduction ratios of between 25 and 400%.
- When entering a size in mm, if the calculated ratio is over the maximum or under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied or margins will appear on copies.

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

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

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

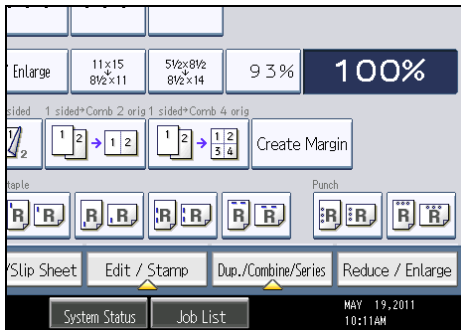


BZK064

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

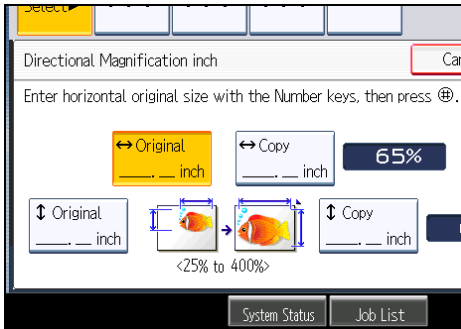
Measure and specify the lengths of the original and copy by comparing "A" with "a" and "B" with "b".

1. Press [Reduce / Enlarge].



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

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



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

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

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

7. Press [OK] twice.

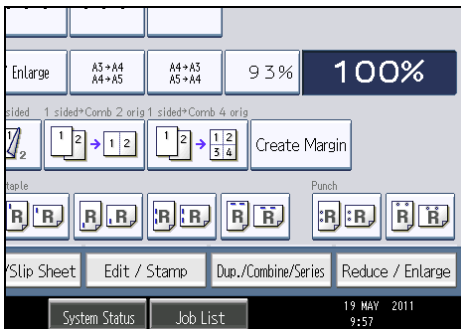
**Note**

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

## Create Margin

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

1. Press [Create Margin].



2. Select the reproduction ratio, if necessary.

**Note**

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

**Reference**

- p.205 "Reproduction Ratio"

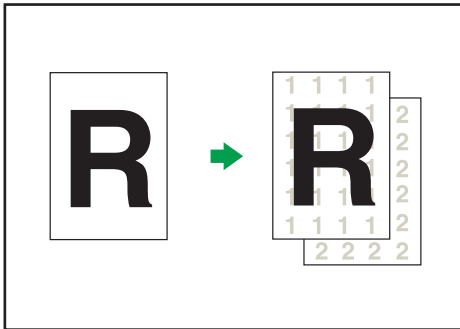
# Stamps

Copies with the date, page numbers, etc.

## Background Numbering

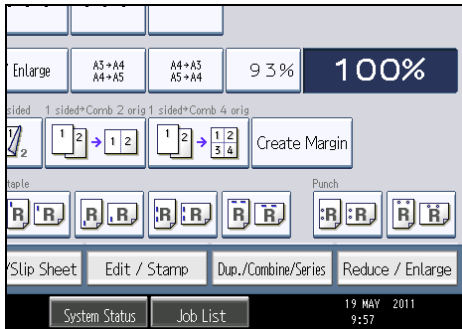
Use this function to have numbers printed on the background of copies.

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



BZK031

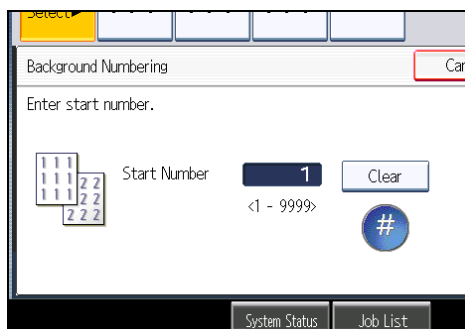
### 1. Press [Edit / Stamp].



### 2. Press [Stamp].

### 3. Press [Background Numbering].

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



5. Press [OK] twice.

#### ↓ Note

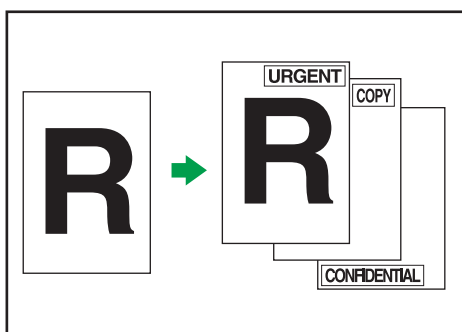
- To change the value you entered, press [Clear], and then enter a new value.
- You can enter a number between 1 and 9999.
- You can change the settings for Background Numbering under Stamp in User Tools. For details about Stamp, see "Stamp".
- The numbers appear to overlap the copied image in some cases.

#### 📖 Reference

- p.212 "Stamp"

## Preset Stamp

Messages are stamped on copies.



BZH108

#### ★ Important

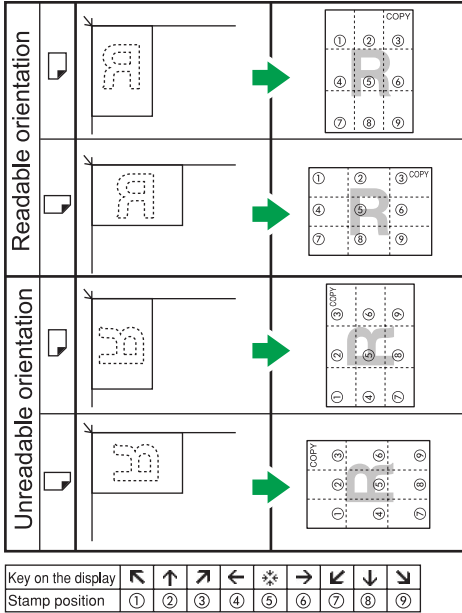
- You cannot use the bypass tray with this function.
- Only one message can be stamped at a time.

The following eight messages are available for Preset Stamp:

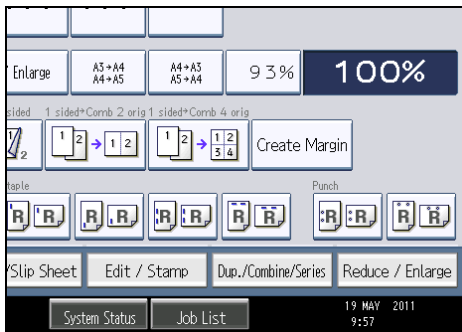
“COPY”, “URGENT”, “PRIORITY”, “For Your Info.”, “PRELIMINARY”, “For Internal Use Only”, “CONFIDENTIAL”, “DRAFT”

**Stamp position and original orientation**

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



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

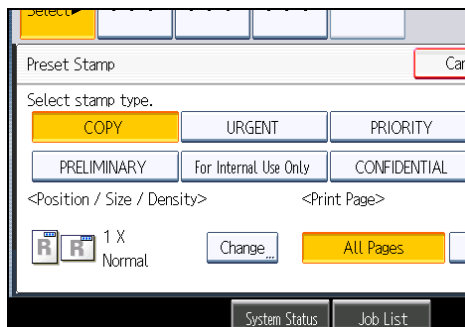


**2. Press [Stamp].**

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



#### 4. Select the desired message.



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

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

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

#### 7. Press [OK].

#### Note

- You can change the settings for Preset Stamp under Stamp in User Tools. Depending on the setting, density may change. For details about Stamp, see "Stamp".
- Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.

#### Reference

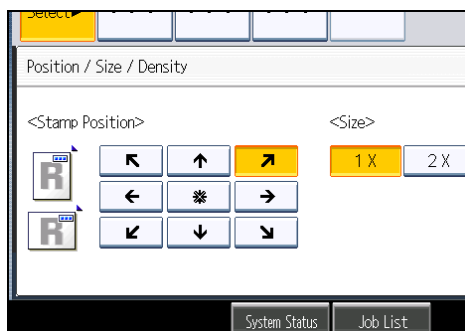
- p.212 "Stamp"

## Changing the stamp position, size, and density

Changes the stamp position, size, and density.

#### 1. Press [Change] under Position / Size / Density.

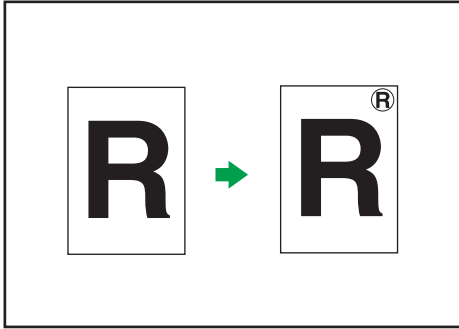
#### 2. Select the stamp position, size, and density, and then press [OK].



## User Stamp

Copies a scanned image as a stamp.

Letters or images you use frequently can be registered.



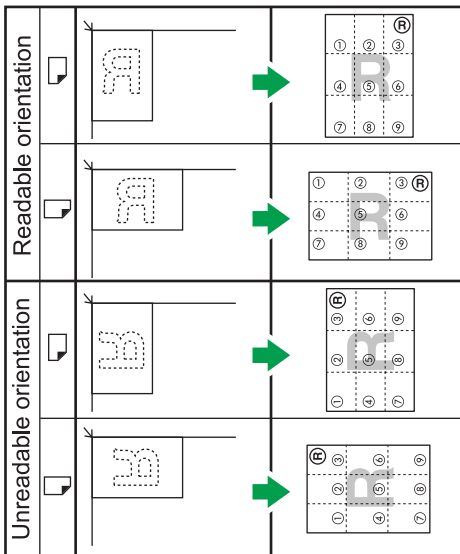
BZH110

### ★ Important

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

### Stamp position and original orientation

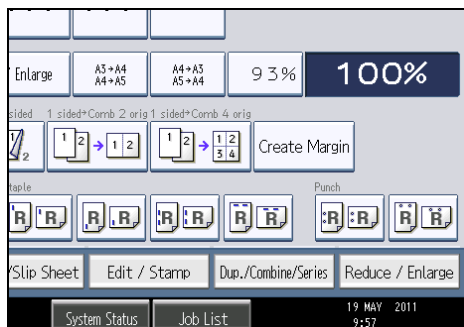
The user stamp positions differ according to the orientation in which you place the originals.



Key on the display									
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧	⑨

BZK033

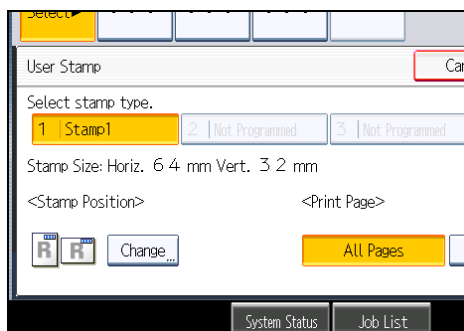
### 1. Press [Edit / Stamp].



### 2. Press [Stamp].

### 3. Press [User Stamp].

### 4. Select the stamp you require.



You can change the stamp position.

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

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

### 7. Press [OK].

#### ↓ Note

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

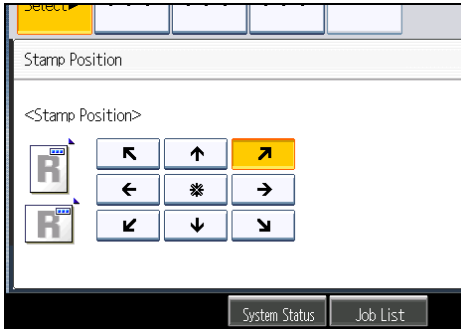
#### 📖 Reference

- p.130 "Registering a user stamp"
- p.212 "Stamp"

## Changing the stamp position

Changes the stamp position.

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

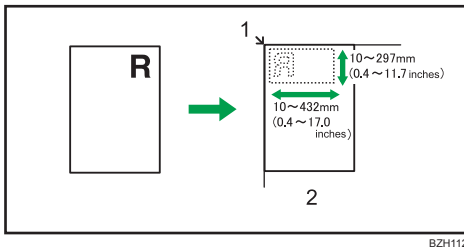


### Registering a user stamp

Scans an image that is used as a user stamp.

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

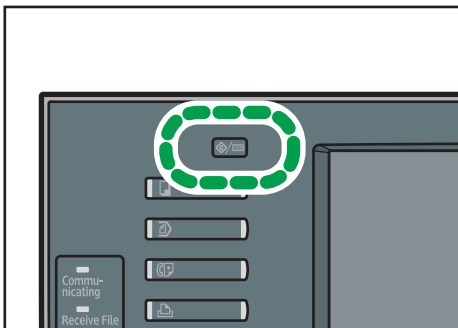
Up to four frequently used images can be stored in memory.



BZH112

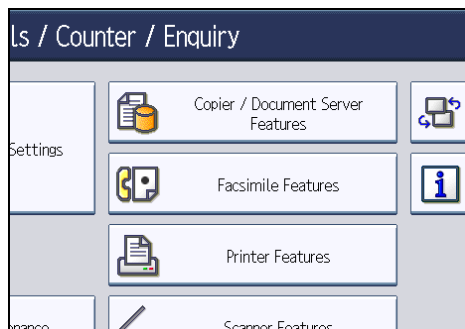
1. Base point
2. Exposure glass

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



CHB029

## 2. Press [Copier / Document Server Features].



## 3. Press [Stamp].

## 4. Press [User Stamp].

## 5. Press [Program / Delete Stamp].

## 6. Press [Program], and then press the stamp number you want to program.

## 7. Enter the user stamp name (up to 10 characters) with the letter keys, and then press [OK].

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

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

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

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

## 11. Press [Exit].


## 12. Press [Exit].

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

## 13. Press [Exit].

Exits settings and gets ready to copy.

### ↓ Note

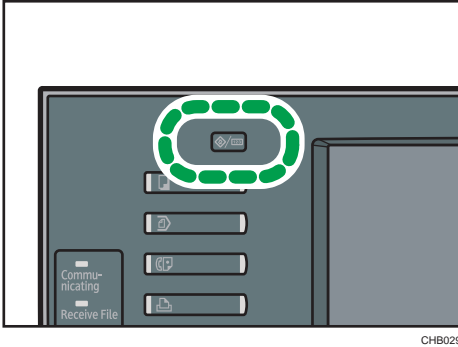
- Stamp numbers with  already have settings in them. Stamp numbers that are not registered yet are marked with "Not Programmed".
- If the stamp number is already being used, the machine will ask you if you want to overwrite it. Press [Yes] or [Stop].
- You cannot restore the overwritten stamp.
- Originals cannot be scanned from the ADF when programming the user stamp.
- For details about how to enter text, see "Entering Text", About This Machine.

## Deleting the user stamp

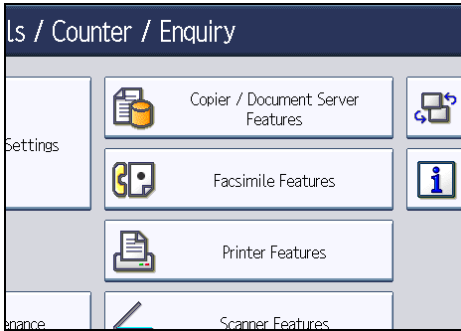
Deletes an image registered as a user stamp.

You cannot restore a deleted stamp.

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



2. Press [Copier / Document Server Features].



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

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

9. Press [Exit].

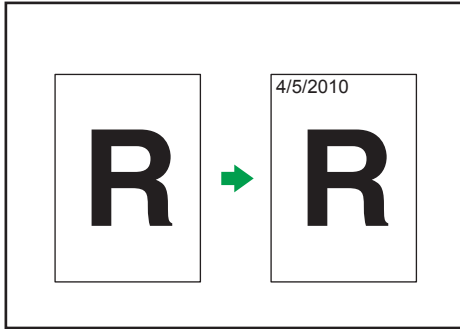
Exits settings and gets ready to copy.

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## Date Stamp

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Use this function to print dates on your copies.



BZH203

### ★ Important

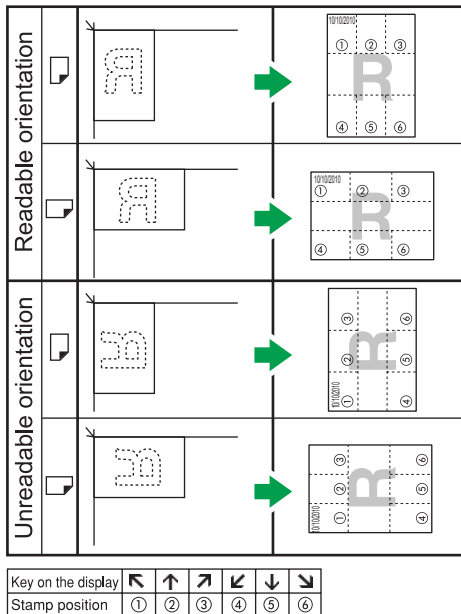
- You cannot use the bypass tray with this function.

You can select from the following styles:

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

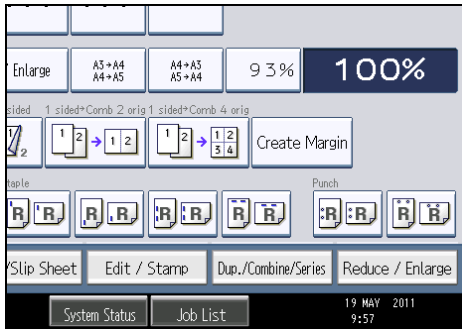
### Stamp position and original orientation

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



BZK034

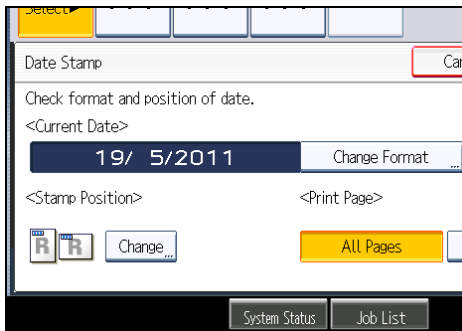
1. Press [Edit / Stamp].



2. Press [Stamp].

3. Press [Date Stamp].

4. Select the stamp format.



You can change the style and position of the date.

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

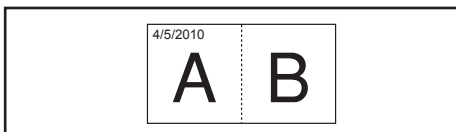
6. After making all settings, press [OK].

7. Press [OK].

↓ Note

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

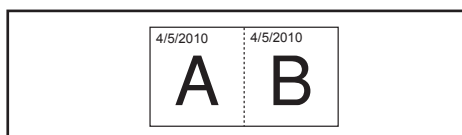
- With the Combine function



BZH204

- With the Magazine or Booklet function





BZH205

## Reference

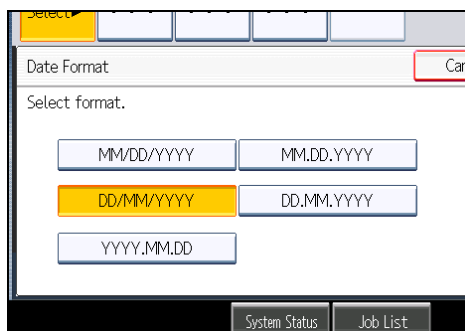
- p.212 "Stamp"

## Changing the format of date

3

Changes the format of date.

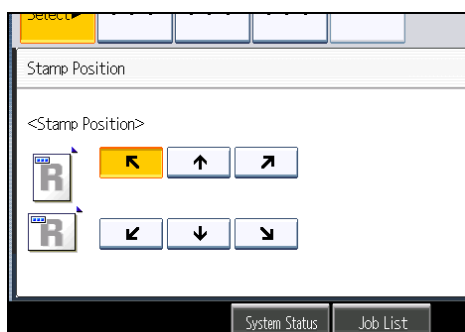
1. Press [Change Format] under Current Date.
2. Select the date format, and then press [OK].



## Changing the stamp position

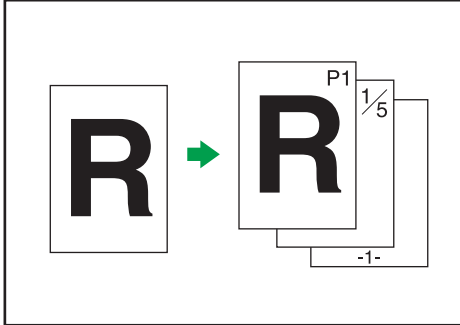
Changes the stamp position.

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



## Page Numbering

Use this function to print page numbers on your copies.



BZH115

### ★ Important

- You cannot use the bypass tray with this function.

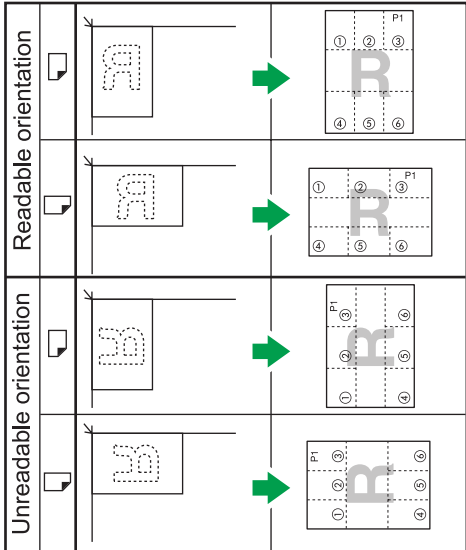
### Page number formats

There are six formats available for page numbering.

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

### Stamp position and original orientation

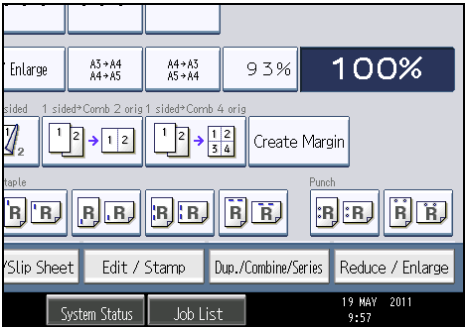
The page stamp positions differ according to the orientation in which you place the originals.



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

BZK024

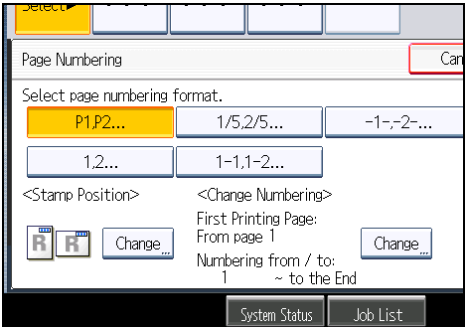
1. Press [Edit / Stamp].



2. Press [Stamp].

3. Press [Page Numbering].

4. Select the page numbering format.



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

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

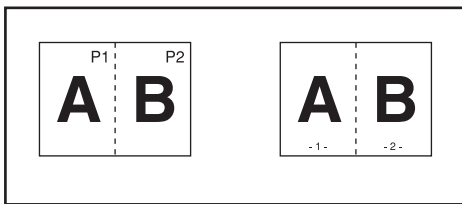
6. Press [OK].

**Note**

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

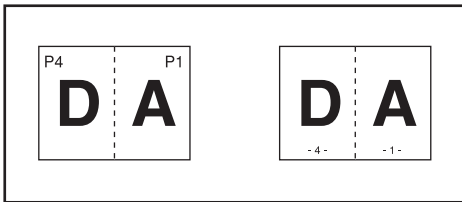
- Per Original is selected in Page Numbering in Combine:

With 1 Sided/2 Sided using the Combine function



BZH170

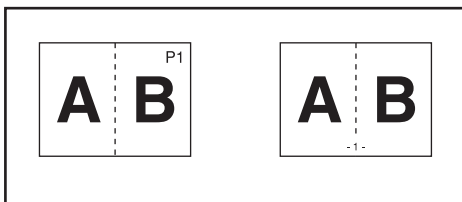
With the Magazine or Booklet function



BZH171

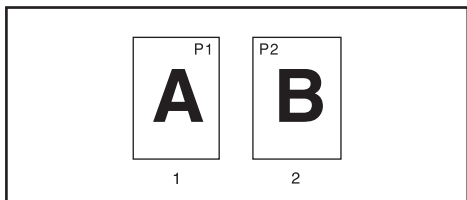
- Per Copy is selected in Page Numbering in Combine:

With 1 Sided/2 Sided using the Combine function



BZH172

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



BZH173

1. Front
2. Back

### Reference

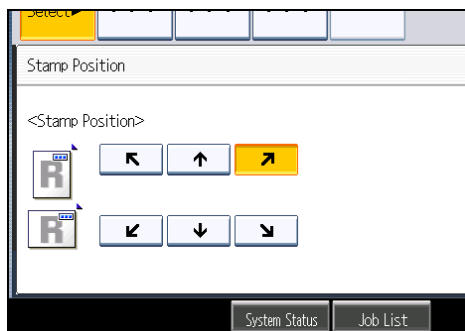
- p.212 "Stamp"

3

## Changing the stamp position

Changes the stamp position.

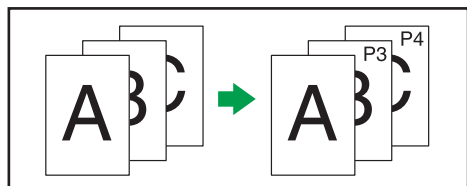
1. Press [Change] under Stamp Position.
2. Select the stamp position, and then press [OK].



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

Specify the first printing page and start number.

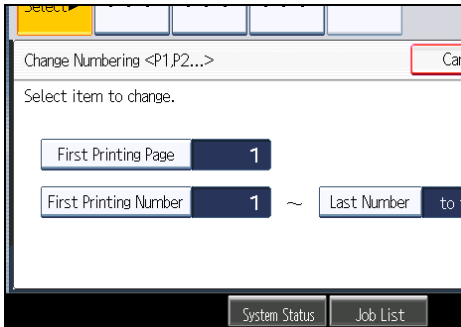
The example below shows when the first printing page is "2" and the start number is "3".



BZH117

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

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



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

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

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

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

#### ↓ Note

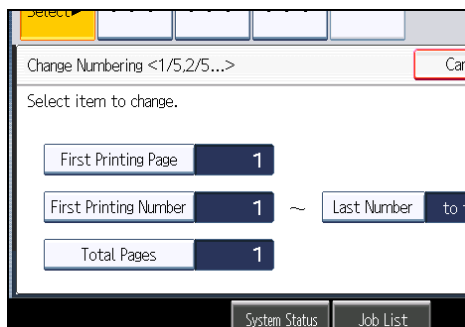
- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing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

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

Specify the first printing page and start number.

1. Press [Change] under Change Numbering.

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



3. Press [First Printing Number], enter the number of page from which to start numbering with the number keys, and then press [#].
4. Press [Last Number], enter the number of page at which to stop numbering with the number keys, and then press [#].
5. Press [Total Pages], enter the total number of original pages with the number keys, and then press [#].

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

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

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

#### ↓ Note

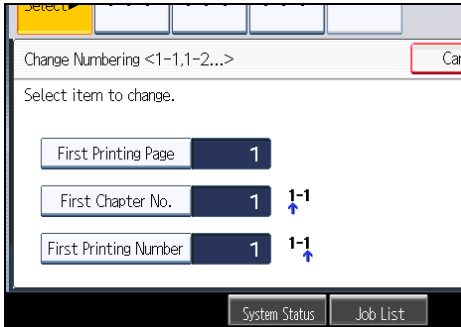
- The last number is the last page number to print. For example, if Total Pages is ten, when you want to print up to seven pages and do not want to print from page 8 on, enter "7" for Last Number. Normally, you do not need to enter the number.
- You can set a value from 1 to 9999 for [First Printing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

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

Specify the first printing page and start number.

1. Press [Change] under Change Numbering.

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



3. Press [First Chapter No.], enter the chapter number from which to start numbering with the number keys, and then press [#].
4. Press [First Printing Number], enter the page number from which to start printing with the number keys, and then press [#].
5. After making all settings, press [OK].

**Note**

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

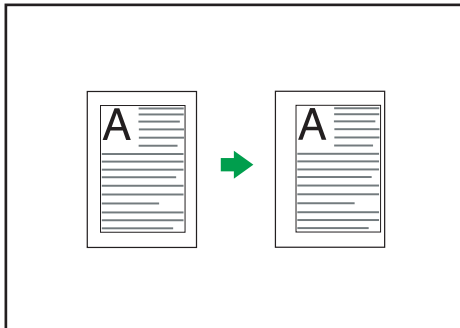


# Advanced Copier Functions

This section describes the machine's advanced copy functions.

## Margin Adjustment

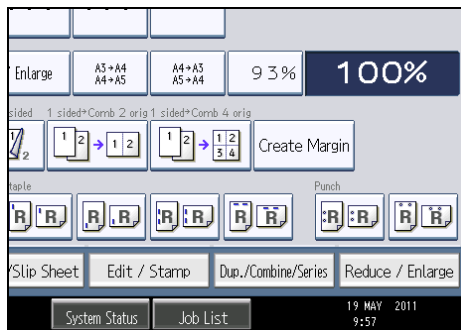
Copies originals leaving a binding margin.



BZH122

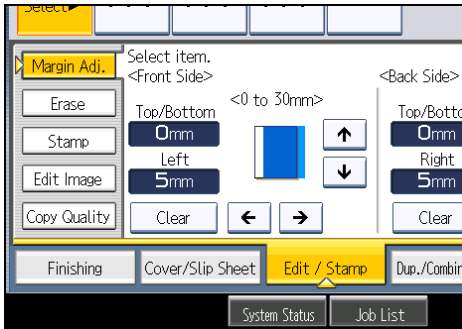
3

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



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

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



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

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

#### Note

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

#### Reference

- p.207 "Edit"

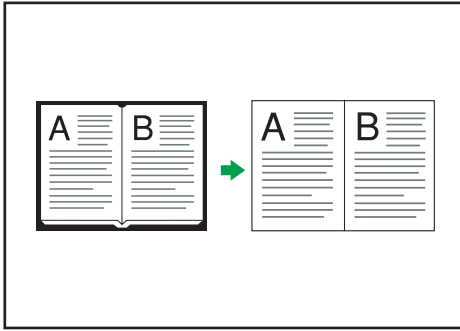
## Erase Centre / Border

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

This function has the following three types:

### Erase Border

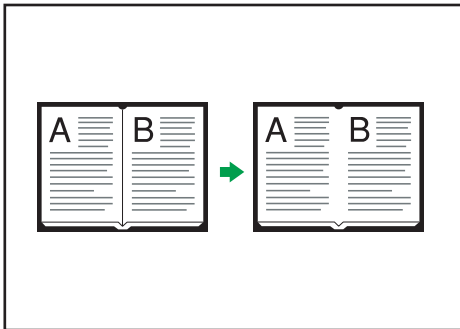
Erases the edge margin of the original image.



BZH123

### Erase Centre

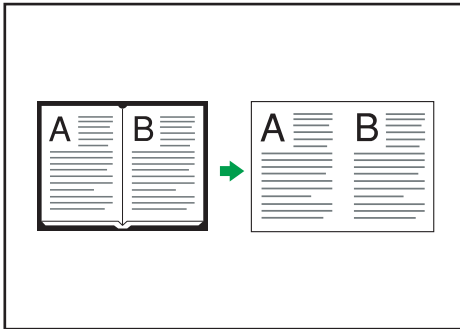
Erases the center margin of the original image.



BZH124

### Erase Centre / Border

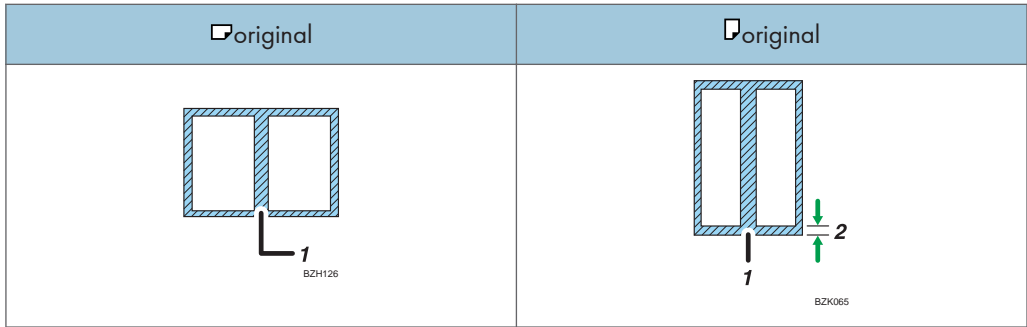
Erases both the center and edge margins of the original image.



BZH125

### Note

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



3

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

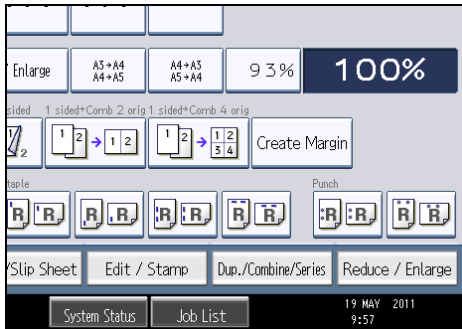
**Reference**

- p.207 "Edit"

**Erase Border (same width)**

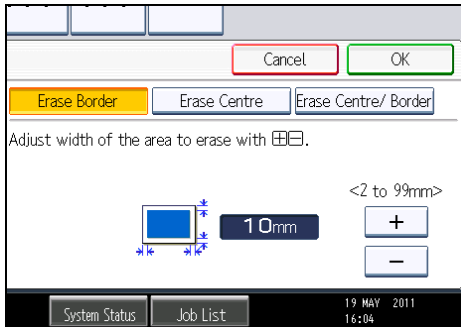
Erases the edge margin of the original image.

1. Press [Edit / Stamp].



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

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



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

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

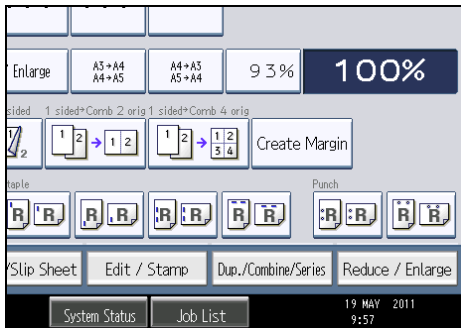
### ↓ Note

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

## Erase Border (different width)

Erases the edge margins of the original image.

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



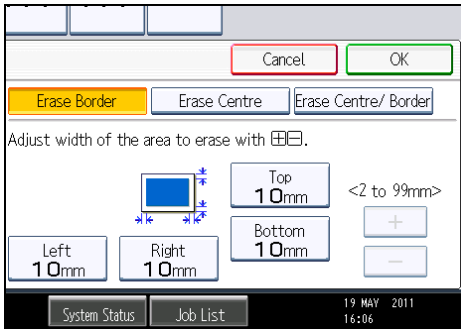
### 2. Press **[Erase]**.

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

### 4. Press **[Erase Border]**.

### 5. Press **[Different Width]**.

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



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

To specify another erase width, repeat step 6.

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

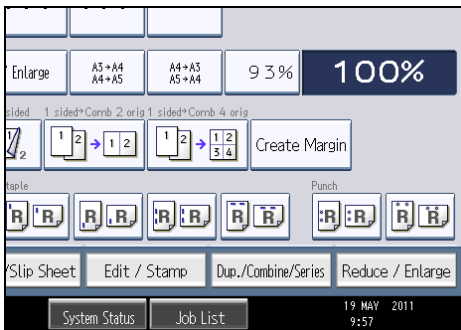
**Note**

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

## Erase Centre

Erases the center margin of the original image.

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

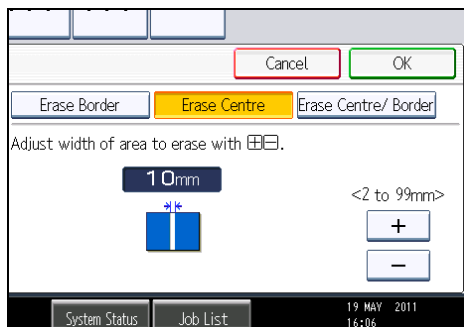


2. Press **[Erase]**.

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

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

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



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

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

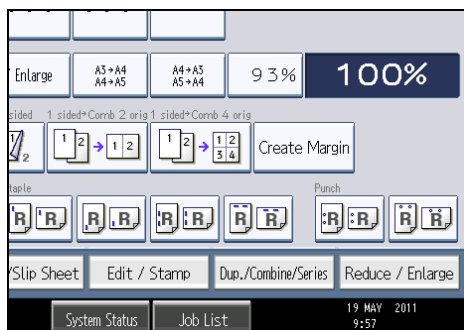
#### ↓ Note

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

## Erase Centre / Border (same width)

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

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



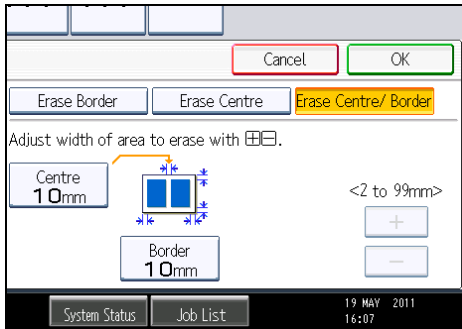
### 2. Press **[Erase]**.

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

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

### 5. Press **[Same Width]**.

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



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

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

8. Press [OK] twice.

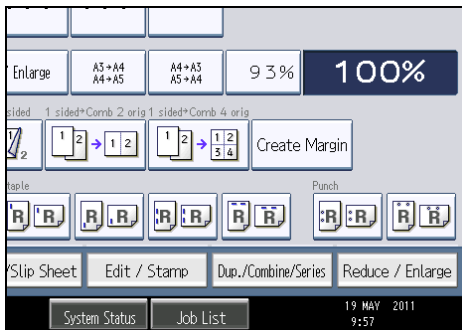
**Note**

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

### Erase Centre / Border (different width)

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

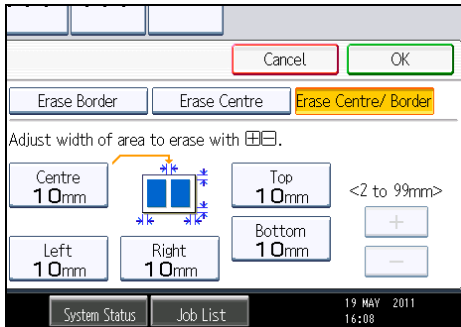
1. Press [Edit / Stamp].



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



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



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

To specify another erase width, repeat step 6.

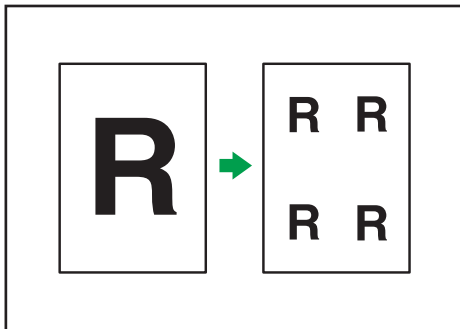
7. Press **[OK]** twice.

**Note**

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

## Image Repeat

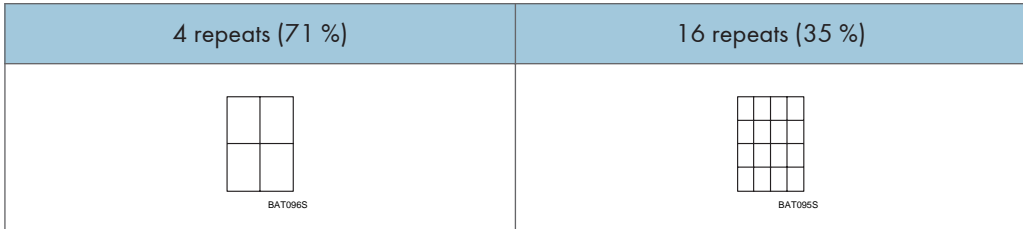
The original image is copied repeatedly.



BZH131

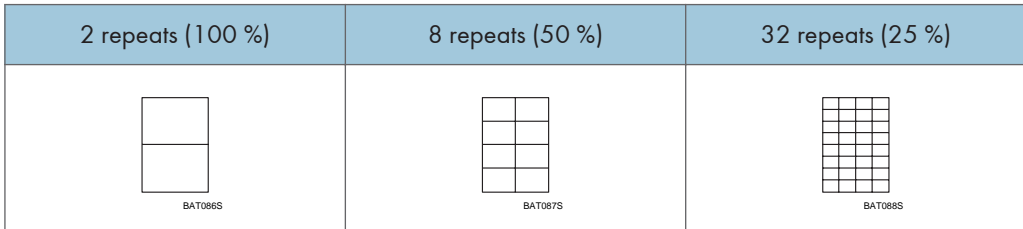
The number of repeated images depends on the original size, paper size, and reproduction ratio. For example, see the following table:

Original: A5□/Copy paper: A4□, Original: A5□/Copy paper: A4□, Original: 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□/ Copy paper: 8<sup>1</sup>/<sub>2</sub> × 11□, or Original: 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□/ Copy paper: 8<sup>1</sup>/<sub>2</sub> × 11□

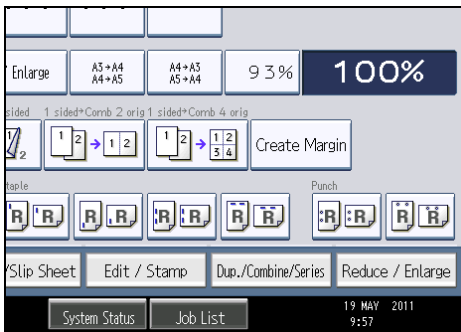


3

Original: A5□/Copy paper: A4□, Original: A5□/Copy paper: A4□, Original: 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□/ Copy paper: 8<sup>1</sup>/<sub>2</sub> × 11□, or Original: 5<sup>1</sup>/<sub>2</sub> × 8<sup>1</sup>/<sub>2</sub>□/ Copy paper: 8<sup>1</sup>/<sub>2</sub> × 11□



1. Select the size of copy paper and the reproduction ratio.
2. Press [Edit / Stamp].

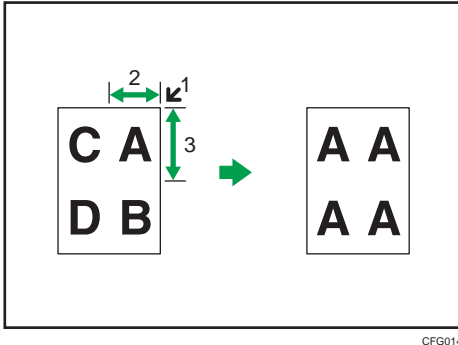


3. Press [Edit Image].
4. Press [Image Repeat].
5. Press [OK].

**Note**

- You can change the settings for Image Repeat under Edit in User Tools. For details about Edit, see "Edit".
- Depending on the paper size, ratio, and orientation, parts of repeated images may not be copied.

- You can repeatedly copy the image of the specified area. Measure the vertical and horizontal lengths of the area you want to copy from the base point, and then enter each length in Custom Size in Original Size. Place the original on the exposure glass to copy.



CFG014

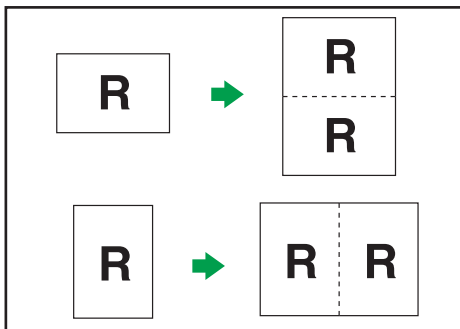
- Base point
- Horizontal length
- Vertical length

### Reference

- p.207 "Edit"

## Double Copies

One original image is copied twice on one sheet.



BZH133

### Important

- You cannot use the bypass tray with this function.
- The following original sizes cannot be detected properly on the exposure glass:
  - Region **A** (mainly Europe and Asia)  
A5, 11 × 17, 8<sup>1</sup>/<sub>2</sub> × 11
  - Region **B** (mainly North America)

$5\frac{1}{2} \times 8\frac{1}{2}$  □,  $10 \times 14$  □,  $7\frac{1}{4} \times 10\frac{1}{2}$  □, A3 □, A4 □

- If your originals are one of the above sizes, be sure to manually select the copy paper or place the originals in the ADF.

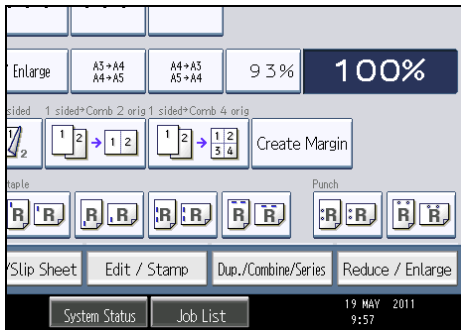
See the following table for original and copy paper sizes when using a 100% ratio:

Original size and orientation	Copy paper size and orientation
A5 □	A4 □
A4 □	A3 □
A5 □	A4 □
B5 JIS □	B4 JIS □
$5\frac{1}{2} \times 8\frac{1}{2}$ □	$8\frac{1}{2} \times 11$ □
$5\frac{1}{2} \times 8\frac{1}{2}$ □	$8\frac{1}{2} \times 11$ □
$8\frac{1}{2} \times 11$ □	$11 \times 17$ □

CHF027

3

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



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

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

**4. Press [OK].**

**5. Select the paper size.**

**Note**

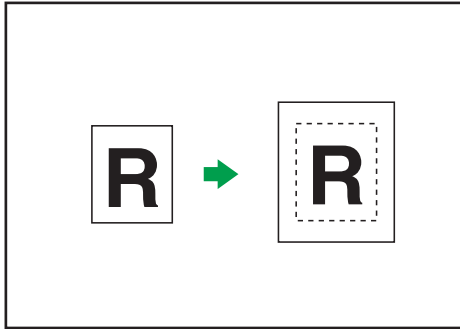
- You can change the settings for Double Copies under Edit in User Tools. For details about Edit, see "Edit".

**Reference**

- p.207 "Edit"

**Centring**

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



BZH136

### ★ Important

- You cannot use the bypass tray with this function.

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

#### 🌐 Region A (mainly Europe and Asia)

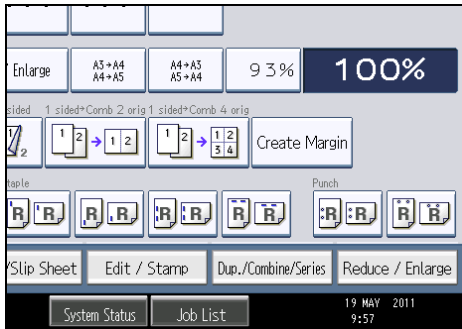
Original location	Original size and orientation
Exposure glass	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐, 8 <sup>1</sup> / <sub>2</sub> × 13☐
ADF	A3☐, B4 JIS☐, A4☐☐, B5 JIS☐☐, A5☐☐, 11 × 17☐, 8 <sup>1</sup> / <sub>2</sub> × 11☐☐, 8 <sup>1</sup> / <sub>2</sub> × 13☐

#### 🌐 Region B (mainly North America)

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

- Select the paper size.

2. Press [Edit / Stamp].



3

3. Press [Edit Image].

4. Press [Centring].

5. Press [OK].

↓ Note

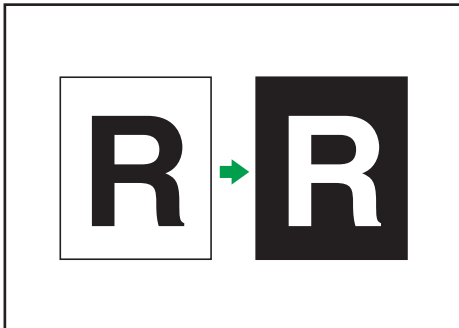
- Though the original is set to a different orientation from the paper loaded, the machine will not rotate the image by 90 degrees (Rotate Copy).

---

## Positive / Negative

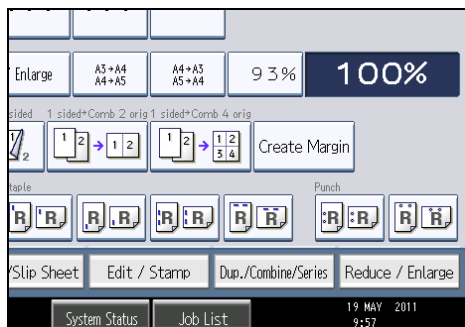
---

Copies an image inverted.



BZH137

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



### 2. Press [Edit Image].

### 3. Press [Positive / Negative].

### 4. Press [OK].

## Series Copies

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

### ★ Important

- You cannot use the Book → 1 Sided function from the ADF.

The following table shows the paper sizes for Book → 1 Sided when the reproduction ratio is 100%:

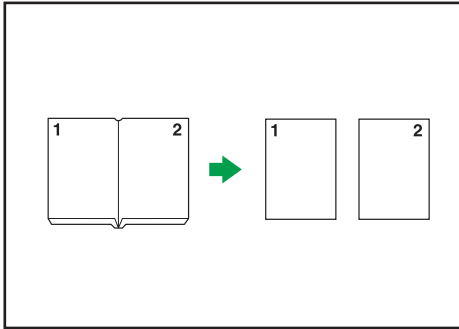
Original	Paper for 1-sided copy
A3	A4 × 2 sheets
B4 JIS	B5 JIS × 2 sheets
A4	A5 × 2 sheets
11 × 17	8 <sup>1</sup> / <sub>2</sub> × 11 × 2 sheets
8 <sup>1</sup> / <sub>2</sub> × 11	5 <sup>1</sup> / <sub>2</sub> × 8 <sup>1</sup> / <sub>2</sub> × 2 sheets

CHF028

There are two types of Series Copies.

### Book → 1 Sided

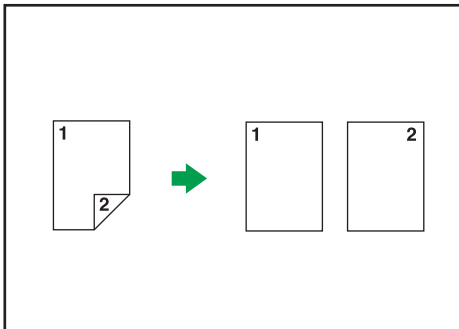
You can make 1-sided copies from two facing pages of a bound original (book).



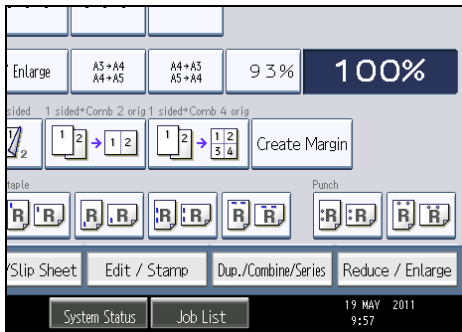
3

2 Sided → 1 Sided

You can make 1-sided copies from 2-sided originals.



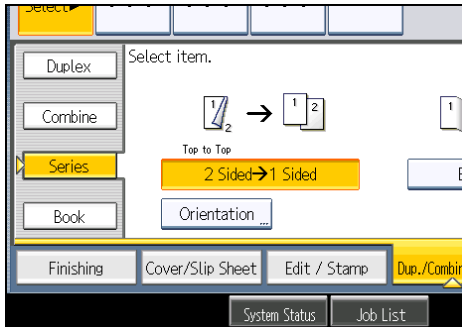
1. Press [Dup./Combine/Series].



2. Press [Series].



### 3. Select [2 Sided → 1 Sided] or [Book → 1 Sided], and then press [OK].



If you specified [2 Sided → 1 Sided], you can specify the orientation. For details, see "Originals and Copy Orientation".

#### ↓ Note

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

#### 📖 Reference

- p.65 "Originals and Copy Orientation"

## Booklet/Magazine

Copies two or more originals in page order.

#### ★ Important

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

The following table shows the paper sizes for Book → 2 Sided when the reproduction ratio is 100%:

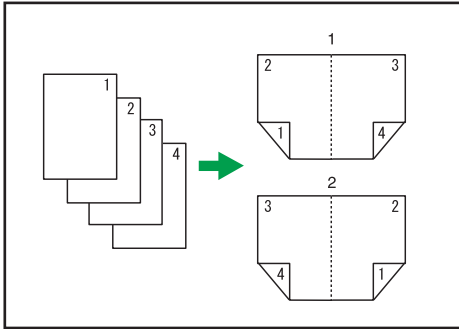
Original	Paper
A3	A4  (2-sided)
B4 JIS	B5 JIS  (2-sided)
A4	A5  (2-sided)
11 × 17	8 1/2 × 11  (2-sided)
8 1/2 × 11	5 1/2 × 8 1/2  (2-sided)

CHF029

There are six types of Booklet/Magazine.

### 1 Sided → Booklet

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

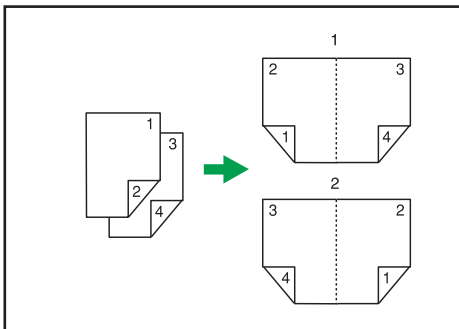


BZH035

1. Open to left
2. Open to right

**2 Sided → Booklet**

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

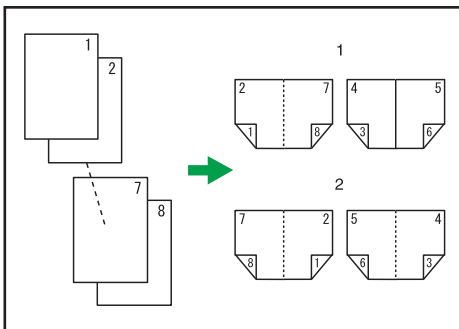


BZH036

1. Open to left
2. Open to right

**1 Sided → Magazine**

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



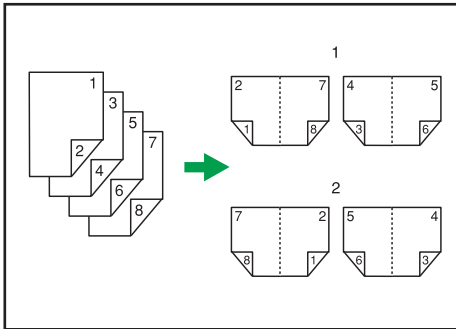
BZH037

1. Open to left

## 2. Open to right

### 2 Sided → Magazine

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



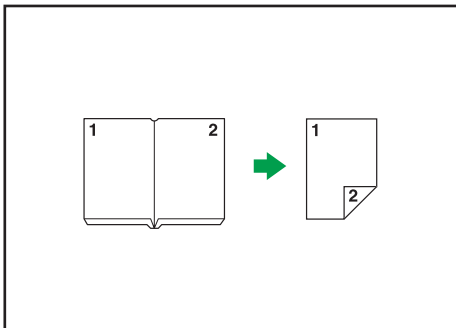
BZH038

## 1. Open to left

## 2. Open to right

### Book → 2 Sided

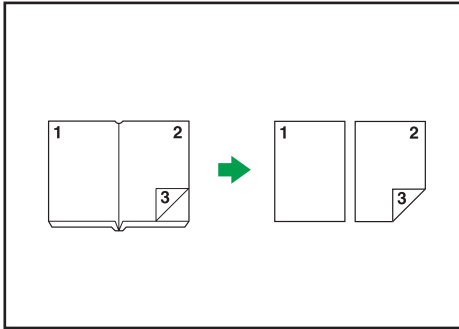
Copies a two-page spread original onto one sheet with one page per side.



BZH041

### Front&Back → 2 Sided

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

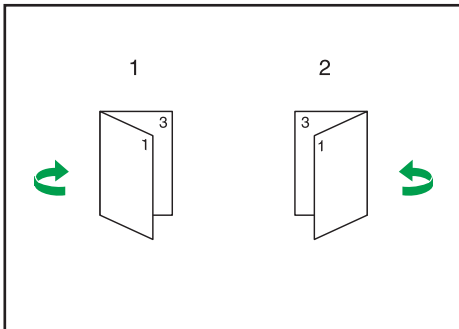


BZH042

3

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

Fold a copy along the centerline, and open.

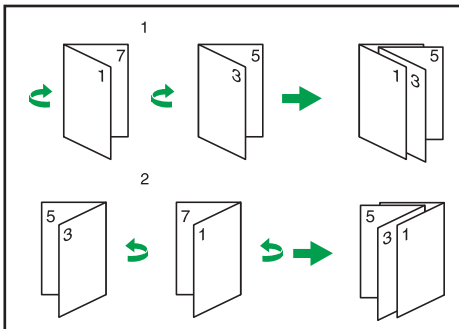


BZH144

1. Open to left
2. Open to right

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

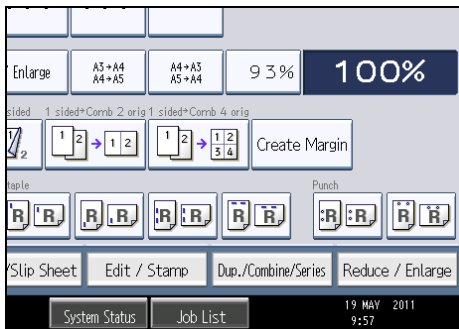
Fold and stack copies to make a magazine, and open.



BZH145

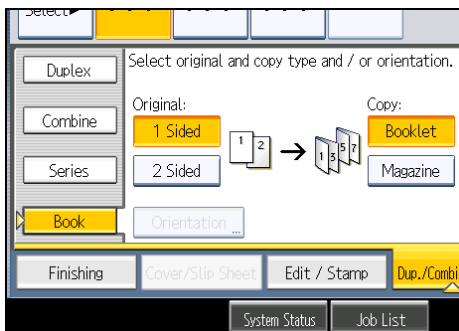
1. Open to left
2. Open to right

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



### 2. Press [Book].

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



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

### 4. Press [OK].

### 5. Select the paper size.

#### ↓ Note

- When placing originals on the exposure glass, or in the ADF using Batch mode, press the [#] key after all the originals have been scanned.
- The default setting for the orientation of Booklet and Magazine is [Open to Left]. You can change the default under Orientation: Booklet, Magazine in User Tools. For details, see "Edit".
- In the Booklet or Magazine mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine selects reproduction ratios of between 25 and 400%.
- If the calculated ratio is under the minimum ratio, it is automatically adjusted to within available range. However, with some ratios, parts of the image might not be copied.

- If the orientation of originals is different from that of the copy paper, the machine will automatically rotate the image by 90 degrees to make copies properly.
- You cannot copy with originals different in size and orientation.
- If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- In Magazine mode, the copying may take some time after scanning originals.
- When the booklet finisher is installed, if you select Staple: Centre in Magazine mode, the machine staples and folds the paper in the center, then delivers the paper folded.

**Reference**

- p.65 "Originals and Copy Orientation"
- p.207 "Edit"

3

## Covers

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

**Important**

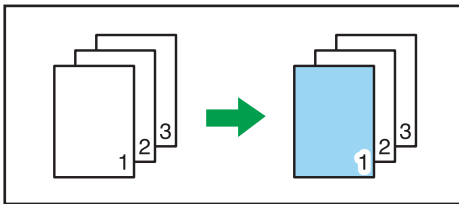
- **Before using this function, select the trays for covers under Cover Sheet Tray in Tray Paper Settings. For details, see "System Settings", Network and System Settings Reference.**
- **You cannot specify the bypass tray as the Main Sheet Tray.**
- **When selecting [Copy], select whether the front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

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

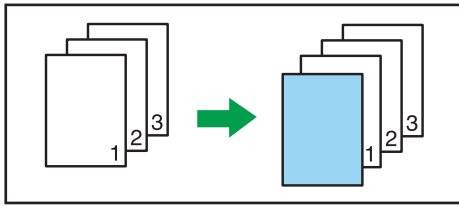
### Front Cover

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

- Copy



- Blank



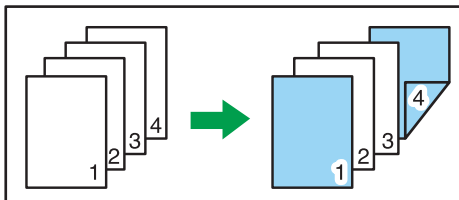
BZH148

### Front/Back Cover

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

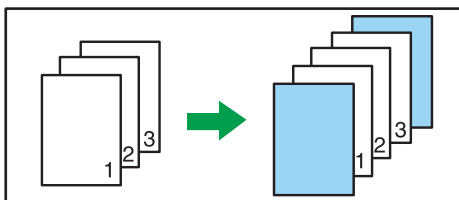
3

- Copy



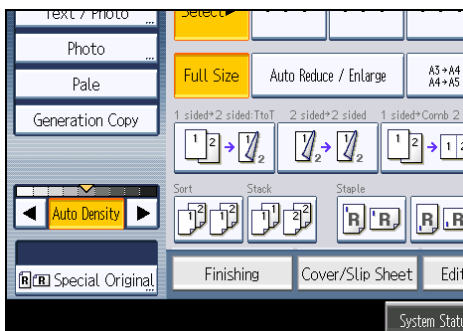
BZK036

- Blank

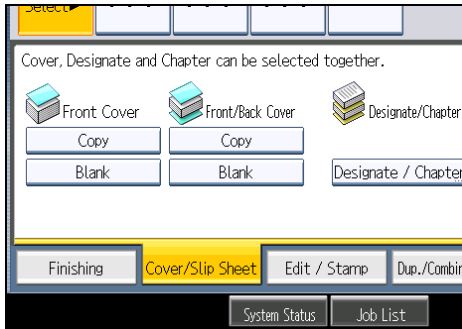


BZK037

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



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



3

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

**Note**

- You cannot specify both Front Cover and Front/Back Cover at the same time.
- The cover sheets should be the same size and orientation as the main sheets.
- You can make a combined copy on the front cover sheet. For details about Front Cover Copy in Combine, see "Edit".
- If Blank mode is selected, the cover will not be counted as a copy.
- The settings made under Cover Sheet Tray in User Tools determine whether or not the front and back covers are duplex printed.
  - At Mode Selected... Settings made in Cover Sheet Tray will take priority.
  - Full Time... Settings made in Paper Type will take priority.

For details, see "System Settings", Network and System Settings Reference.

**Reference**

- p.207 "Edit"

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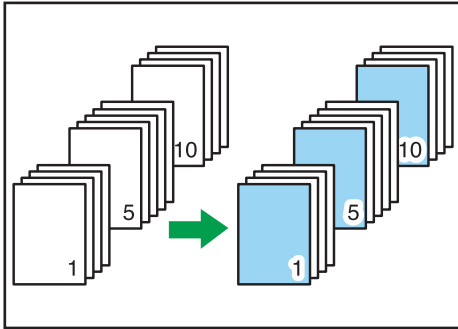
## Designate

---

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

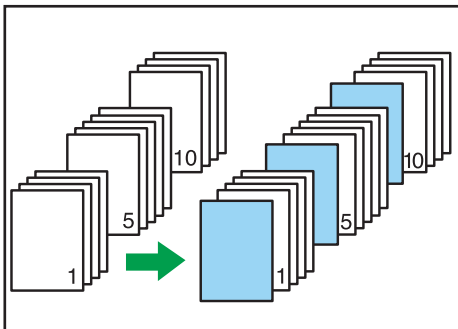
- Copy





BZH151

- Blank

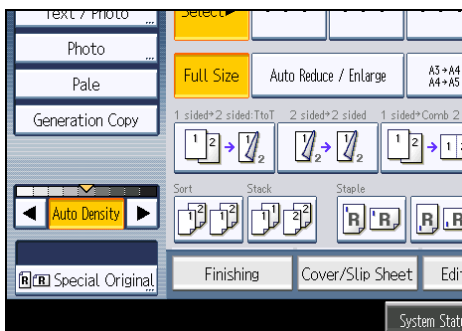


BZH152

### ★ Important

- You cannot specify the bypass tray as the Main Sheet Tray.
- Before using this function, select the tray for designation sheets under Slip Sheet Tray in User Tools. For details, see “System Settings”, Network and System Settings Reference.

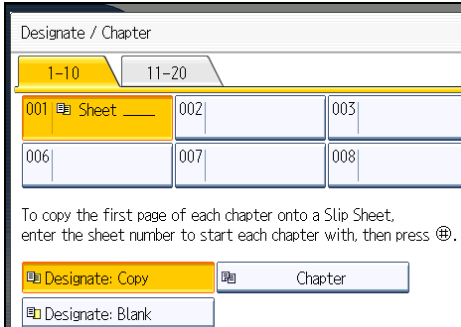
#### 1. Press [Cover/Slip Sheet].



#### 2. Press [Designate / Chapter].

#### 3. Select [Designate: Copy] or [Designate: Blank].

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



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

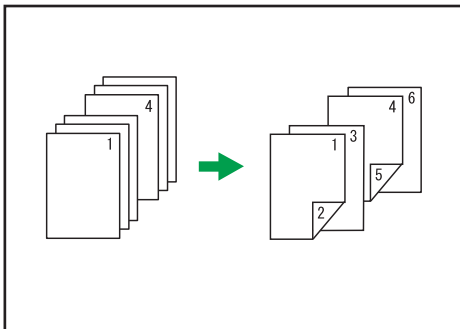
- 5. Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.**
- 6. To specify another page location, repeat steps 3 to 5.**  
Up to 20 locations can be specified.
- 7. Select the main sheet tray that contains the paper to copy the originals.**
- 8.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

**Note**

- To change the value you entered, press the key you want to change, and then enter a new value.
- The designation sheets should be the same size and orientation as the main sheets.
- If you select [Designate: Blank], the specified pages will be excluded from the copy count.
- When Duplex (1 Sided → 2 Sided) has been selected, specified pages will always be copied on the front of copies in the same way as in Chapters mode.

**Chapters**

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

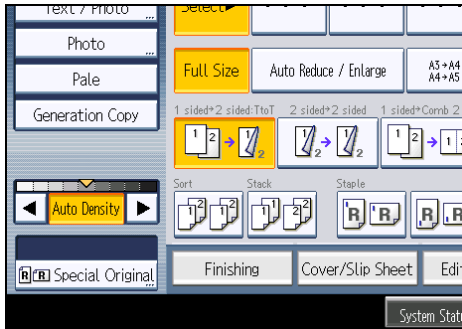


BZH153

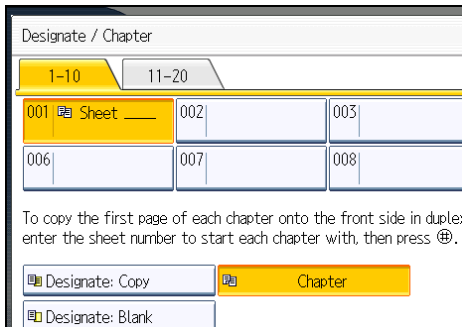
### ★ Important

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

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



2. Press [Designate / Chapter].
3. Press [Chapter].
4. Press the key to select the chapter number.



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

5. Enter the page location of the first page of the chapter with the number keys, and then press the [#] key.  
Up to 20 locations can be specified.
6. To specify another page location, repeat steps 4 to 5.
7. Select the main sheet tray that contains the paper to copy the originals.
8. After making all settings, press [OK] twice.

### ↓ Note

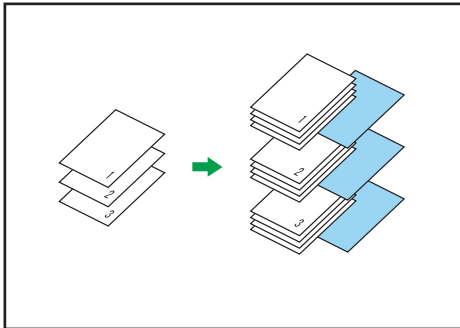
- To change the value you entered, press the key you want to change, and then enter a new value.

## Slip Sheet

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

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

3



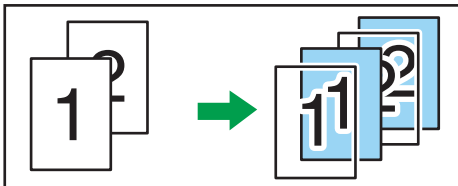
BZH156

### ★ Important

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

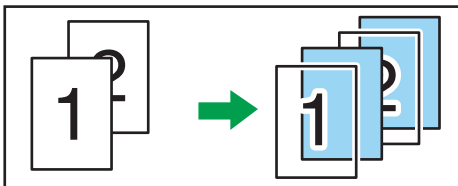
### When copying onto OHP transparencies

- Copy



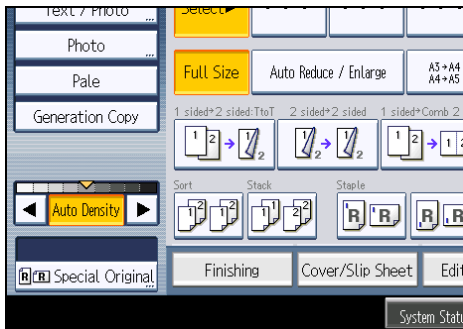
BZK038

- Blank

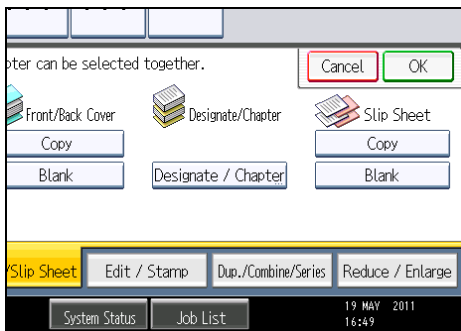


BZK039

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



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



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

When copying onto OHP transparencies, use tray 1 or the bypass tray.

#### ↓ Note

- When loading OHP transparencies on tray 1 or the bypass tray, press the [#] key and select [OHP (Transparency)] in Paper Type. For details, see "Copying onto Special Paper from Tray 1" or "Copying onto Special Paper from the Bypass Tray".
- The slip sheets should be the same size and orientation as the copy paper or the OHP transparency.
- If you do not copy onto slip sheets, they are excluded from the number of copies counted.

#### 📖 Reference

- p.39 "Copying onto Special Paper from Tray 1"
- p.50 "Copying onto Special Paper from the Bypass Tray"



# 4. Document Server

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

## Relationship between Document Server and Other Functions

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

### Copier functions

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

### Printer functions

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

### Facsimile functions

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

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

### Scanner functions

- Storing method: Scanner
- List display: Unavailable

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

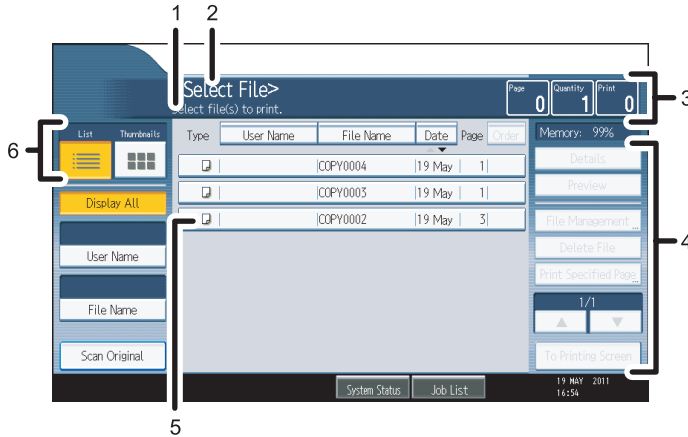
- Printing: Unavailable
- Transmission: Available

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

# Document Server Display

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

## Document Server initial display



CHF019

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

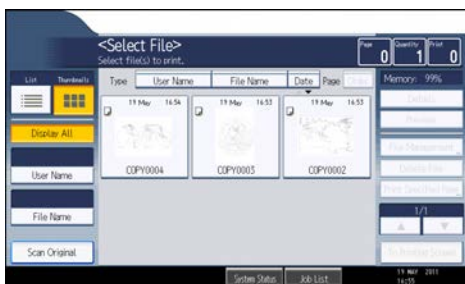
The following icons appear in the list of the Document Server to indicate the function used to store a document.

Function	Copier	Facsimile	Printer
Icons			

### Thumbnail screen

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





**Note**

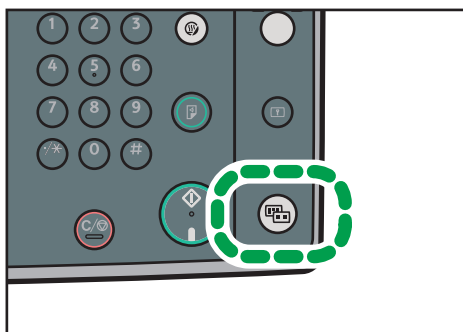
- All the stored documents may not be displayed depending on the security function specified.

## Simplified Display

This section explains how to switch to the simplified display.

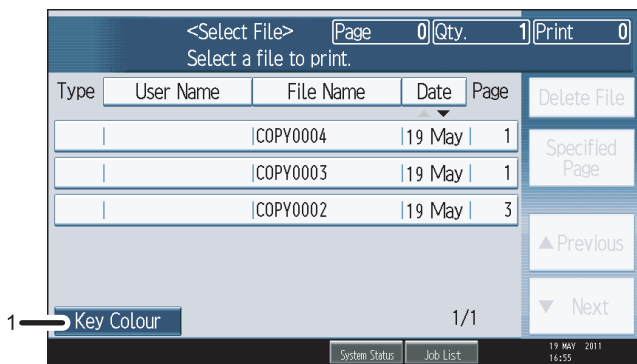
When you press the [Simplified Display] key, the screen changes from the initial display to the simplified display.

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



CHB027

## Simplified Document Server Screen



CHF020

### 1. [Key Colour]

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

This is available only for the simplified display.

#### ↓ Note

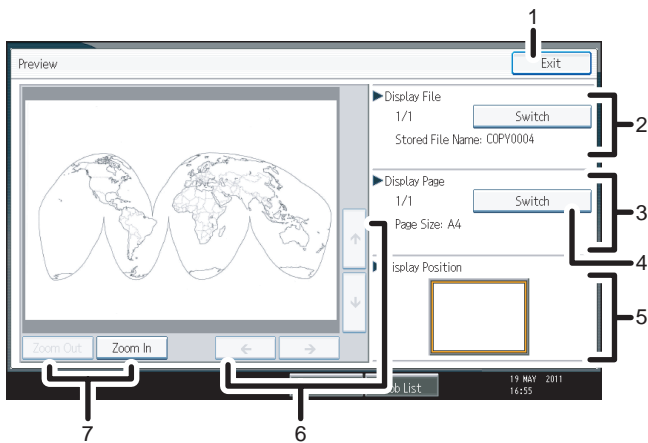
- To return to the initial display, press the [Simplified Display] key again.
- Certain keys do not appear on the simplified display.

## Preview Display

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

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

### Preview Display



CHF021

#### 1. [Exit]

Closes the preview display.

#### 2. Display File

Displays the file name.

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

#### 3. Display Page

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

#### 4. [Switch]

Flips the page of the selected file.

**5. Display Position**

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

**6. [←][→][↑][↓]**

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

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

Scales the displayed page down or up.

**↓ Note**

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

# Using the Document Server

The following describes how to use the Document Server.

---

## Storing Data

---

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

### ★ Important

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

### File Name

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

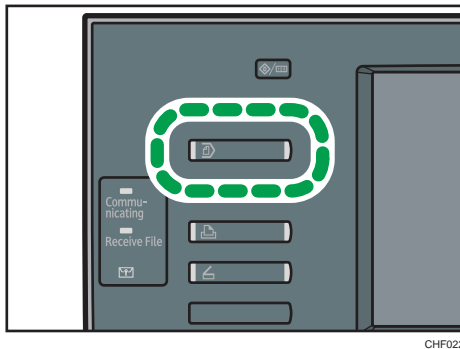
### User Name

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

### Password

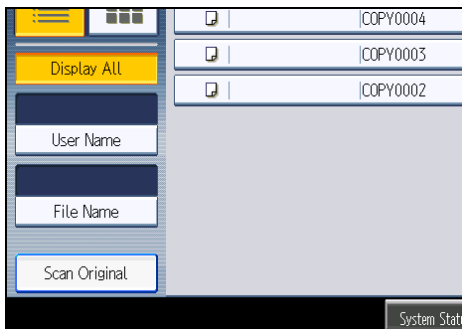
To prevent unauthorized printing, you can set a password for any stored document. A protected document can only be accessed if its password is entered. If a password is set for the documents, the key icon appears next to the documents.

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



CHF022

### 2. Press [Scan Original].



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

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

### 4. Set the original.

### 5. Specify the original scanning conditions.

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

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

#### ↓ Note

- Enter the password in the range of four and eight digits.
- To stop scanning, press the [Clear/Stop] key. To restart a paused scanning job, press [Continue] in the confirmation display. To delete saved images and cancel the job, press [Stop]. The original placed in the ADF will be ejected.
- If a password is set, the key icon appears on the left side of the file name.
- After scanning, a list of stored documents will be displayed. If the list does not appear, press [Finish Scanning].
- Data stored in the Document Server is set to be deleted after three days (72 hours) by the factory default. You can specify the period after which the stored data is deleted automatically under Auto

Delete File in Document Server in User Tools. See “System Settings”, Network and System Settings Reference.

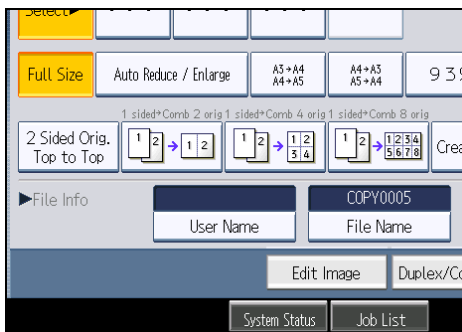
- If you do not want stored documents to be automatically deleted, select [Off] in Auto Delete File in Document Server before storing a document. If you select [On] later, data stored after will be automatically deleted.
- When storing another document in the Document Server after storing a document from the copy feature, be sure that its copy is completed.
- If the ADF cannot detect the size of an original automatically, the scan will be made at the closest available size.
- Depending on the security setting, [Access Privileges] may appear instead of [User Name]. For details about specifying [Access Privileges], consult the administrator.
- For details about how to enter text, see “Entering Text”, About This Machine.

## 4

## Specifying a user name

You can specify a user name for the stored file.

1. Press [Scan Original].
2. Press [User Name].



A list of user names appears.

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

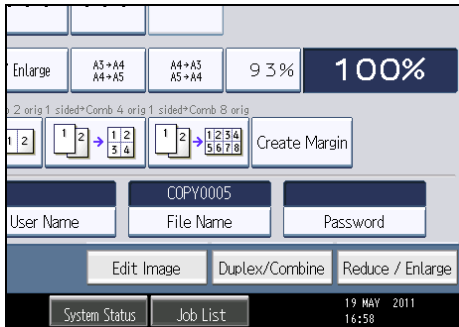
The user names shown are names that were registered in the Address Book. To specify a name not shown in the display, press [Manual Entry], and then enter a user name.

## Specifying a file name

You can change the name of a stored document.

1. Press [Scan Original].

## 2. Press [File Name].



The soft keyboard appears.

## 3. Press [Delete All] to delete automatically generated document name.

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

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

### Note

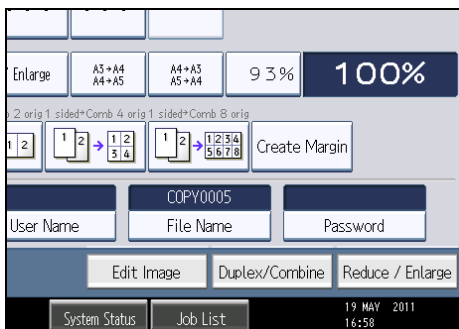
- You can enter up to 20 characters for a document name. In the list, however, up to 16 characters are displayed as the document name. If above limits are exceeded, the list will display up to 15 characters for the document name.

## Specifying a password

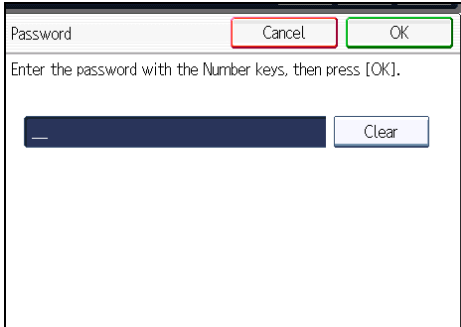
You can specify a password for the stored document.

### 1. Press [Scan Original].

### 2. Press [Password].



3. Enter a password with the number keys, and then press [OK].



You can use four to eight digits for the password.

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

4

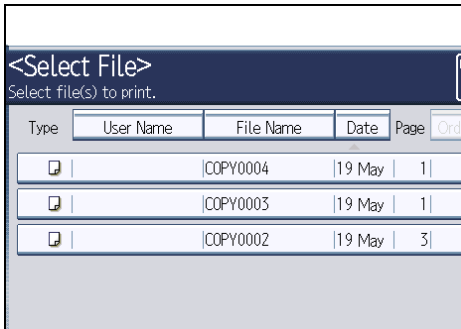
---

## Changing the User Name of a Stored Document

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You can change the user name for a stored document.

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

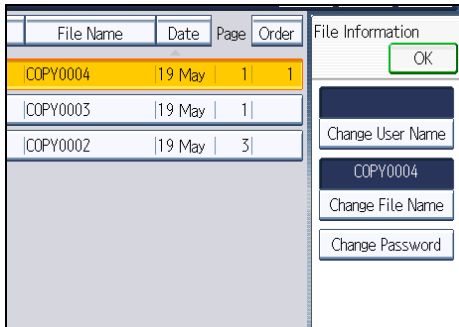


If a password is set, enter it, and then press [OK].

2. Press [File Management].



### 3. Press [Change User Name].



### 4. Enter a new user name, and then press [OK].

### 5. Press [OK].

#### Note

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

## Changing the File Name of a Stored Document

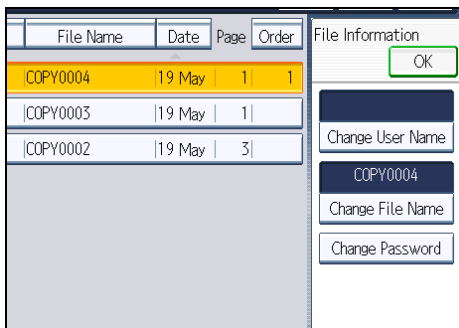
You can change the file name of a stored document.

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

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

### 2. Press [File Management].

### 3. Press [Change File Name].



### 4. Enter a new file name, and then press [OK].

### 5. Press [OK].

### ↓ Note

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

## Changing the Password of a Stored Document

You can change the password of a stored document.

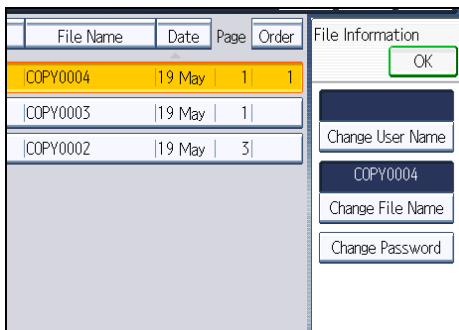
4

### 1. Select the document whose password you want to change.

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

### 2. Press [File Management].

### 3. Press [Change Password].



### 4. Enter a new password, and then press [OK].

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

### 6. Press [OK].

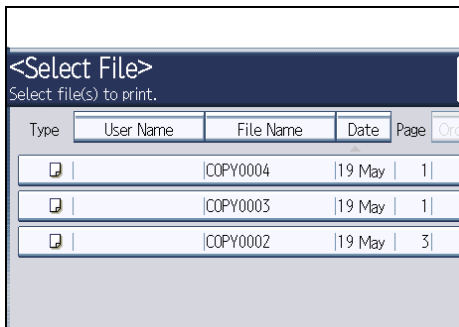
### ↓ Note

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

## Checking the Details of a Stored Document

You can confirm the details of a stored document.

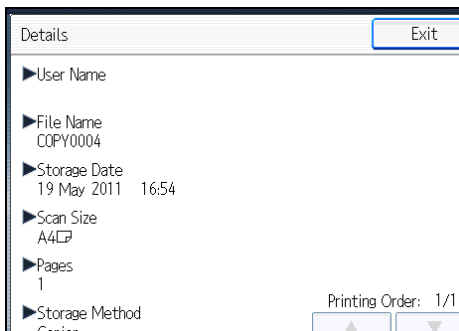
## 1. Select the document whose details are to be displayed.



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

## 2. Press [Details].

Details of the document will be displayed.



### Note

- If you have selected two or more documents, press [▲] or [▼] to view their information.
- To cancel the selection, press the selected (highlighted) key.
- Pressing [Exit] restores the document selection screen.

## Searching for Stored Documents

Searches for stored documents by user name or file name.

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

### Searching by file name

Searches for stored documents by file name.

### Searching by user name

Searches for stored documents by user name.

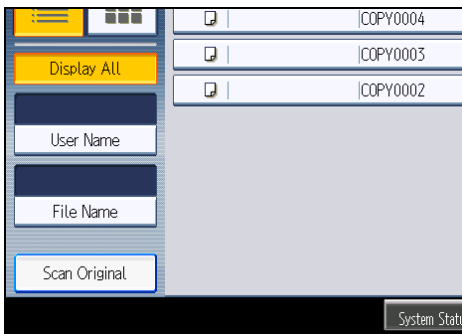
**Note**

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

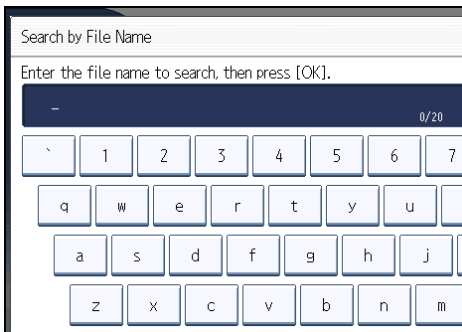
### Searching by file name

Searches for stored documents by file name.

**1. Press [File Name].**



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



Document names that match completely from the starting character will be searched and displayed on the screen.

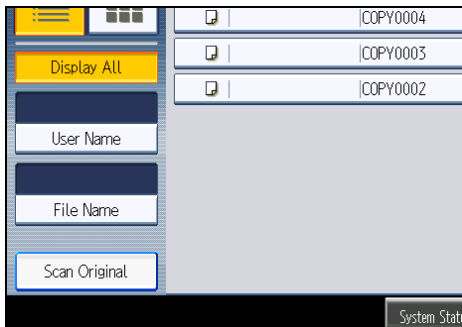
**Note**

- Pressing [Display All] displays all stored documents.

### Searching by user name

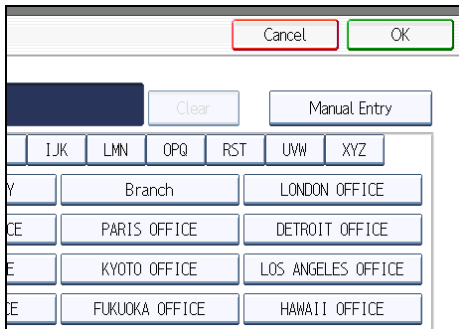
Searches for stored documents by user name.

### 1. Press [User Name].



### 2. When specifying a registered user name, select it.

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



### 4. Press [OK].

User names that match completely from the starting character will be searched and displayed on the screen.

#### ↓ Note

- Pressing [Display All] displays all stored documents.

## Printing Stored Documents

Prints stored documents.

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

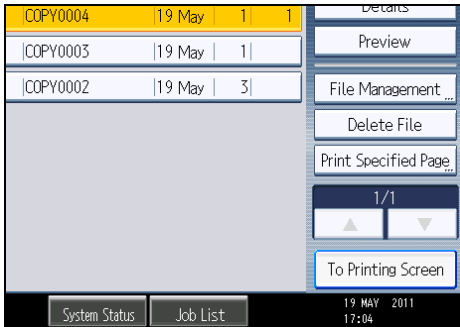
### 1. Select a document to be printed.

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

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

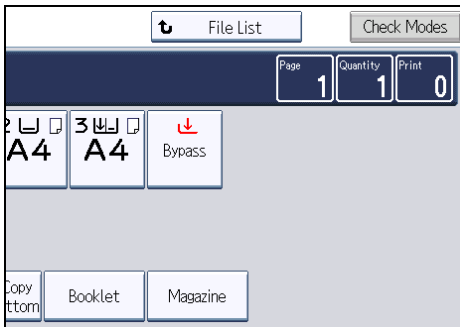
Up to 30 documents can be printed.

### 3. When specifying printing conditions, press [To Printing Screen].



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

### 4. Enter the number of print copies with the number keys.



The maximum quantity that can be set is 999. The default quantity is 99.

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

Printing will be started.

#### Note

- You can search the target document using [User Name] or [File Name] situated in the left side of the screen. For details about searching the target document, see "Searching for Stored Documents".
- You can sort the documents by user name, file name, or creation date. Press the item to be used for the sorting on the top of the list.
- To cancel the selection, press the selected (highlighted) key.
- Some of the selected documents may not be printed due to the difference in the size or resolution.
- When changing the printing order, cancel the highlight and then specify the order correctly.
- Pressing the [Clear Modes] key cancels every selection.
- Pressing [Order] displays the selected documents in the printing order.

- The copy and printer features hold the specified printing conditions after the operation is over and apply them at the next printing. The facsimile features do not have the function of storing the printing conditions.
- When two or more documents are specified, the printing conditions are stored on the first document but not on the succeeding documents.
- Following settings are available for the printing conditions. For respective printing results, see "Basic Copying" and "Advanced Copying".
  - Paper tray
  - The number of prints
  - 2 Sided Copy (Top to Top, Top to Bottom), Booklet, Magazine
  - Finishing (Sort / Rotate Sort / Stack / Staple / Punch)
  - Cover/Slip Sheet (Front Cover, Front/Back Cover, Designate / Chapter, Slip Sheet)
  - Edit / Stamp (Margin Adj., Stamp)
- When printing two or more copies while selecting the Sort function, you can confirm the finish by printing only one copy. For details about sample print function, see "Sample print".
- When printing two or more documents at a time, you can print them as a single continuous document by specifying the order of their printing.
- When printing two or more documents at a time, the printing conditions set for the first document are applied to all the remaining documents.
- When two or more documents are selected, press [▲] [▼] to confirm the user name, document name and printing order of the document.
- Pressing [File List] restores the document selection screen.
- The Stamp function is not specifiable to the documents being stored from the facsimile features.
- You can change the maximum print quantity under Max. Copy Quantity in User Tools. For details about Max. Copy Quantity, see "General Features".
- Web Image Monitor allows you to print a document stored in the Document Server from your computer. For the Web Image Monitor starting procedure, see "Displaying Stored Documents with Web Image Monitor".

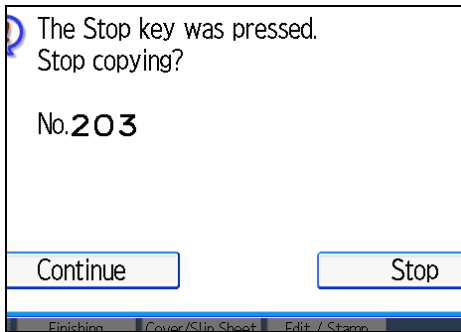
#### Reference

- p.185 "Searching for Stored Documents"
- p.191 "Sample print"
- p.194 "Displaying Stored Documents with Web Image Monitor"
- p.201 "General Features"

## Interrupting a print job

Interrupts a print job.

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



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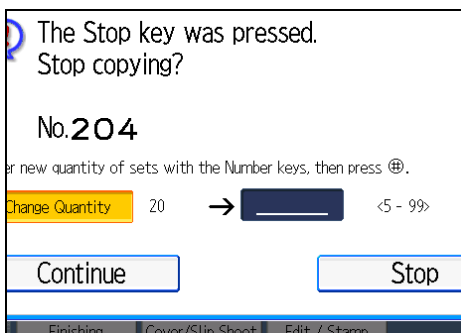
## Changing the number of print copies while printing is in progress

You can change the number of sets during printing.

### ★ Important

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

1. Press the [Clear/Stop] key.
2. Press [Change Quantity].
3. Enter the number of sets anew with the number keys.



4. Press the [#] key.
  5. Press [Continue].
- Printing will be resumed.



**Note**

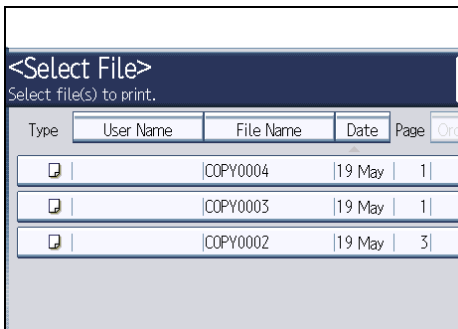
- The number of sets you can enter in step 3 differs depending on when the [Clear/Stop] key is pressed.

**Sample print**

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

**Important**

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

**1. Select the document to be printed.**

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

- Press [To Printing Screen].
- Enter the number of print copies with the number keys.
- Select [Sort] or [Rotate Sort].
- Press the [Sample Copy] key.

Only one set will be printed.

- Press [Continue].

Printing will be resumed.

**Note**

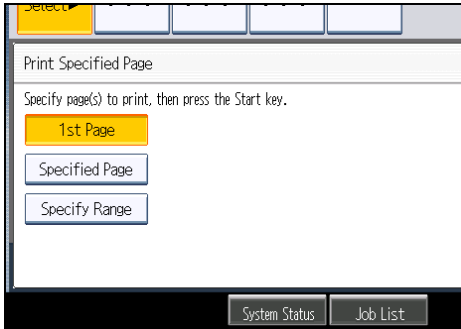
- To cancel the printing, press [Suspend]. The print screen will appear, enabling to set another item.

**Printing the first page**

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

When two or more documents are selected, the first page of the respective documents is printed.

1. **Select the document to be printed.**  
If a password is set, enter it, and then press [OK].
2. **Press [Print Specified Page].**
3. **Press [1st Page].**

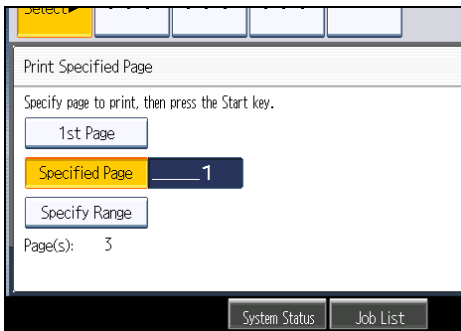


4. **Press the [Start] key.**

### Printing a specified page

You can print the specified page alone of the document selected on the Select File screen.

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



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

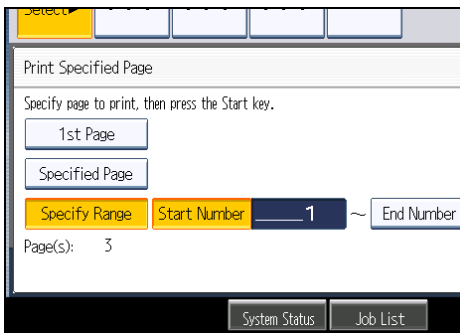
**Note**

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

## Printing a specified range

You can print the pages in the specified range alone of the document selected on the Select File screen.

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



5. **Specify the printing end page with the number keys, and then press [#].**
6. **Press the [Start] key.**

### ↓ Note

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

## Deleting a Stored Document

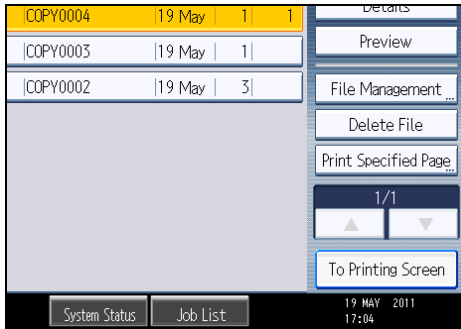
Deletes a stored document.

### ★ Important

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

1. **Select the document to be deleted.**  
If a password is set, enter it, and then press [OK].

## 2. Press [Delete File].



## 3. Press [Yes].

### Note

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

### Reference

- p.194 "Displaying Stored Documents with Web Image Monitor"

## Displaying Stored Documents with Web Image Monitor

You can display stored documents in the Document Server on the computer screen with Web Image Monitor.

### 1. Start a Web browser.

### 2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.

When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor will be displayed.

**3. Click [Document Server].**




The list of documents in the Document Server will be displayed.

**4. Click  of the document you want to confirm.**

Information of the document will be displayed.

**5. Confirm contents of the document.**

**Note**

- You can change the format of the list. Click the  (Thumbnails),  (Icons), or  (Details).
- When you want to enlarge the preview display, click [Enlarge Image].

## Downloading Stored Documents with Web Image Monitor

You can download stored documents to the computer with Web Image Monitor.

**Important**

- The file format converter is required if you want to download documents saved under the copy or printer function.

**1. Start a Web browser.**

**2. Enter "http://(IPv4 address, IPv6 address or host name of this machine)/" in the address bar.**

When entering an IPv4 address, do not begin segments with zeros.

For example: If the address is "192.168.001.010", you must enter it as "192.168.1.10" to connect to the machine.

The top page of Web Image Monitor will be displayed.

**3. Click [Document Server].**

The list of documents in the Document Server will be displayed.




**4. Click  of the document you want to download.**

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

The data will be downloaded.

**6. Click [OK].**

**Note**

- You can change the format of the list. Click the  (Thumbnails),  (Icons), or  (Details).

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

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

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

The settings you can store are as follows:

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

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

### Reference

- p.98 "Registering Frequently Used Functions"

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

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

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

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

- Initial document print screen  
Finishing, Cover/Slip Sheet, Edit / Stamp, 2 Sided Copy, Booklet, Magazine, number of prints
- Initial scan original screen  
Original Type, Density, Special Original, Original Orientation, Edit Image, Duplex/Combine, Reduce / Enlarge, paper tray

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

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

 **Reference**

- p.102 "Changing the Default Functions of the Copy's Initial Display"





# 5. Copier and Document Server Features

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

## Accessing User Tools

This section describes how to access User Tools menu.

User Tools allow you to change or set defaults.

### ↓ Note

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

### 📖 Reference

- p.200 "Quitting User Tools"

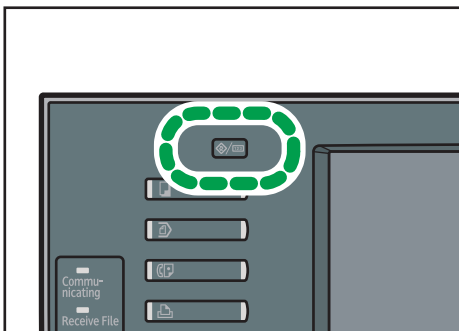
## Changing Default Settings

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

### ★ Important

- If the Administrator Authentications Management is specified, contact your administrator.

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



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

**Note**

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

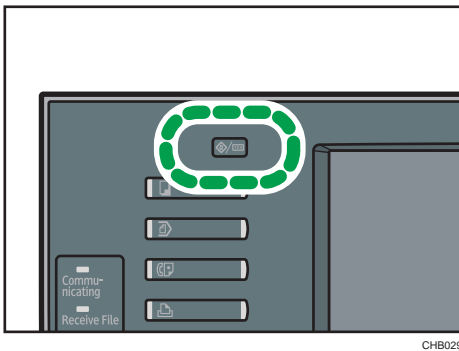
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## Quitting User Tools

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

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



**Note**

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

# General Features

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

## Auto Image Density Priority

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

Default for "Photo": [Off]

Default for "Non-photo": [On]

## Original Photo Type Priority

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

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

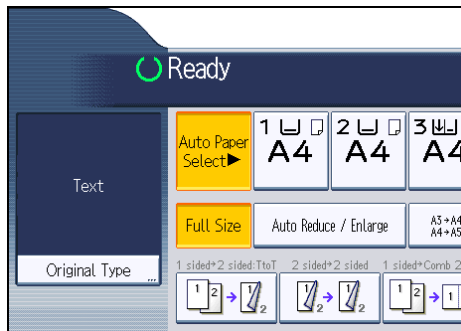
Default for "Photo": [Printed Photo]

## Original Type Display

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

Default: [Display]

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

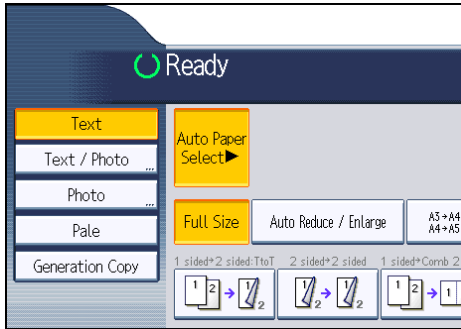


## Paper Display

You can choose to have the available paper trays and sizes shown on the initial display.

Default: [Display]

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



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

### Original Orientation in Duplex Mode

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

Default: **[Top to Top]**

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### Copy Orientation in Duplex Mode

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

Default: **[Top to Top]**

### Max. Copy Quantity

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

Default: **[99 sheet(s)]**

### Auto Tray Switching

If you load paper of the same size in two or more trays, the machine automatically shifts to the other when the first tray runs out of paper (when Auto Paper Select is selected). This function is called "Auto Tray Switching". This setting specifies whether to use Auto Tray Switching or not.

Default: **[With Image Rotation]**

- With Image Rotation  
Use to copy when using the Auto Tray Switching function.
- Without Image Rotation  
Only copies with Auto Tray Switching if you load paper of the same size and in the same orientation in two or more trays. If the paper is not the same size and in the same orientation, copying is interrupted and the message that prompts you to add paper to the tray will be displayed.
- Off  
When a paper tray runs out of paper, copying is interrupted and the message that prompts you to add paper to the tray will be displayed.

### Alert Sound: Original left on Exposure Glass

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

Default: **[On]**

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

### Job End Call

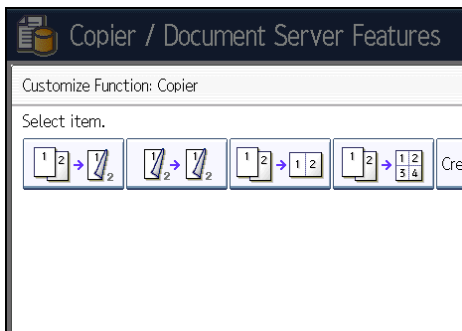
You can set whether to generate a buzzer sound ("pi") when a copy is completed.

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

Default: **[On]**

### Customize Function: Copier

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



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

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

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

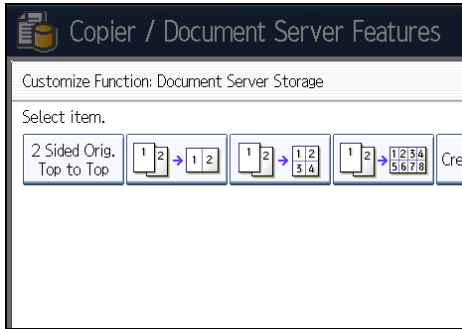
Default for "Customize Function: Copier 4": **[1 sided → Comb 4 orig]**

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

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

### Customize Function: Document Server Storage

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



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

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

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

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

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

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



- $8 \times 13 \rightarrow A4$ , B4 JIS  $\rightarrow A4$  (82%)
- 93%
- B4 JIS  $\rightarrow A3$  (115%)
- $8 \times 13 \rightarrow A3$ , A4  $\rightarrow B4$  JIS (122%)
- A4  $\rightarrow A3$ , A5  $\rightarrow A4$  (141%)
- A5  $\rightarrow A3$  (200%)
- 400%
- User Reduce/Enlarge Ratio (25 - 400%)

#### Region B (mainly North America)

- 25%
- $11 \times 17 \rightarrow 5\frac{1}{2} \times 8\frac{1}{2}$  (50%)
- $11 \times 17 \rightarrow 8\frac{1}{2} \times 11$  (65%)
- $11 \times 15 \rightarrow 8\frac{1}{2} \times 11$  (73%)
- $8\frac{1}{2} \times 14 \rightarrow 8\frac{1}{2} \times 11$  (78%)
- $8\frac{1}{2} \times 13 \rightarrow 8\frac{1}{2} \times 11$  (85%)
- 93%
- $8\frac{1}{2} \times 14 \rightarrow 11 \times 17$  (121%)
- $8\frac{1}{2} \times 11 \rightarrow 11 \times 17$  (129%)
- $5\frac{1}{2} \times 8\frac{1}{2} \rightarrow 8\frac{1}{2} \times 14$  (155%)
- $5\frac{1}{2} \times 8\frac{1}{2} \rightarrow 11 \times 17$  (200%)
- 400%
- User Reduce/Enlarge Ratio (25 - 400%)

#### Reduce/Enlarge Ratio Priority

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

Default:

 Region A (mainly Europe and Asia)

[71%]

 Region B (mainly North America)

[65%]

#### Ratio for Create Margin

You can set a reduce/enlarge ratio when registering Create Margin in a shortcut key.

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



Default: [93%]





# Edit

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

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

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

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

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

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

## Front Margin: Left / Right

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

Default:

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

[Left: 5 mm]

 **Region B** (mainly North America)

[Left: 0.2 inch]

## Back Margin: Left / Right

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

Default:

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

[Right: 5 mm]

 **Region B** (mainly North America)

[Right: 0.2 inch]

## Front Margin: Top / Bottom

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

Default:

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

[T / B: 0 mm]

 **Region B** (mainly North America)

[T / B: 0.0 inch]

### Back Margin: Top / Bottom

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

Default:

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

[T / B: 0 mm]

 **Region B** (mainly North America)

[T / B: 0.0 inch]

### 1 Sided → 2 Sided Auto Margin: TtoT

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

The margin is set to the same value of “Back Margin: Left / Right”.

Default:

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

[Right: 5 mm]

 **Region B** (mainly North America)

[Right: 0.2 inch]

### 1 Sided → 2 Sided Auto Margin: TtoB

In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

The value set for “Back Margin: Top / Bottom” is used.

Default:

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

[T / B: 0 mm]

 **Region B** (mainly North America)

[T / B: 0.0 inch]

### Erase Border Width

Specify the width for erasing border.

Default:

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

[10 mm]

 **Region B** (mainly North America)

[0.4 inch]

### Erase Original Shadow in Combine

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

Default: **[On]**

### Erase Centre Width

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

Default:

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

**[10 mm]**

 **Region B** (mainly North America)

**[0.4 inch]**

### Front Cover Copy in Combine

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

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

BZK040

Default: **[Combine]**

### Copy Order in Combine

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

From Left to Right	From Top to Bottom																
<table border="1"> <tr><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td></tr> </table>	1	2	3	4	<table border="1"> <tr><td>1</td><td>3</td></tr> <tr><td>2</td><td>4</td></tr> </table>	1	3	2	4								
1	2																
3	4																
1	3																
2	4																
<table border="1"> <tr><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td></tr> </table>	1	2	3	4	5	6	7	8	<table border="1"> <tr><td>1</td><td>3</td><td>5</td><td>7</td></tr> <tr><td>2</td><td>4</td><td>6</td><td>8</td></tr> </table>	1	3	5	7	2	4	6	8
1	2	3	4														
5	6	7	8														
1	3	5	7														
2	4	6	8														

BZK041

Default: **[From Left to Right]**

### Orientation: Booklet, Magazine

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

Default: **[Open to Left]**

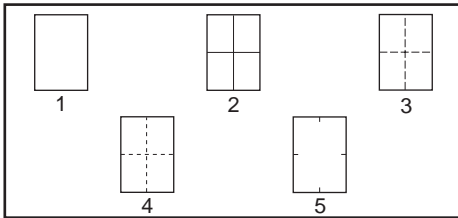
### Copy on Designating Page in Combine

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

Default: **[Combine]**

### Image Repeat Separation Line

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



CBA052

5

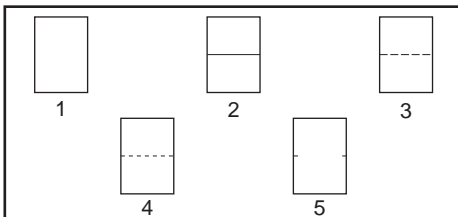
1. **None**
2. **Solid**
3. **Broken A**
4. **Broken B**
5. **Crop Marks**

Default: **[None]**

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

### Double Copies Separation Line

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



CBA053

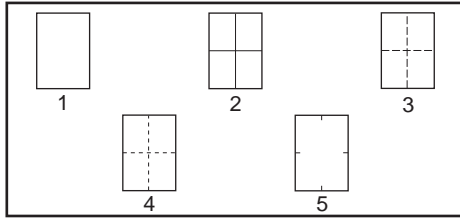
1. **None**
2. **Solid**
3. **Broken A**
4. **Broken B**
5. **Crop Marks**

Default: **[None]**

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

### Separation Line in Combine

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



CBA052

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

Default: **[None]**

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

# Stamp

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

---

## Background Numbering

---

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

### Size

You can set the size of the numbers.

Default: **[Normal]**

### Density

You can set the density of the numbers.

Default: **[Normal]**

5

---

## Preset Stamp

---

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

### Stamp Language

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

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

Default: **[English]**

### Stamp Priority

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

Default: **[COPY]**

### Stamp Format

Specify how each of stamps is printed.

- Stamp Position

Specify where to print the stamp.

Default: **[Top Right]**

- Adjust Stamp Position

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

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

"Top Left" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Top Centre" T/B: 4 - 144 mm, L/R: 72 - 72 mm

"Top Right" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Centre Left" T/B: 72 - 72 mm, L/R: 4 - 144 mm

"Centre" T/B: 72 - 72 mm, L/R: 72 - 72 mm

"Centre Right" T/B: 72 - 72 mm, L/R: 4 - 144 mm

"Bottom Left" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Bottom Centre" T/B: 4 - 144 mm, L/R: 72 - 72 mm

"Bottom Right" T/B: 4 - 144 mm, L/R: 4 - 144 mm

 **Region B** (mainly North America)

"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Center Left" T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

"Center" T/B: 2.8 - 2.8 inches, L/R: 2.8 - 2.8 inches

"Center Right" T/B: 2.8 - 2.8 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

- Size

You can set the size of the stamp.

Default: **[1 X]**

- Density

You can set the pattern used to print the stamp.

Default: **[Normal]**

- Normal

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

- Lighter

The image can be seen through the stamp.

- Lightest

The image appears even clearer than in the Lighter setting.

- Page to Stamp

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

Default: **[All Pages]**

## User Stamp

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

### Program / Delete Stamp

You can register, change, or delete user stamps.

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

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

### Stamp Format: 1 ~ 4

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

- Stamp Position

Specify where to print the user stamp.

Default: **[Top Right]**

- Adjust Stamp Position

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

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

"Top Left" T/B: 4 ~ 144 mm, L/R: 4 ~ 144 mm

"Top Centre" T/B: 4 ~ 144 mm, L/R: 72 ~ 72 mm

"Top Right" T/B: 4 ~ 144 mm, L/R: 4 ~ 144 mm

"Centre Left" T/B: 72 ~ 72 mm, L/R: 4 ~ 144 mm

"Centre" T/B: 72 ~ 72 mm, L/R: 72 ~ 72 mm

"Centre Right" T/B: 72 ~ 72 mm, L/R: 4 ~ 144 mm

"Bottom Left" T/B: 4 ~ 144 mm, L/R: 4 ~ 144 mm

"Bottom Centre" T/B: 4 ~ 144 mm, L/R: 72 ~ 72 mm

"Bottom Right" T/B: 4 ~ 144 mm, L/R: 4 ~ 144 mm

 **Region B** (mainly North America)

"Top Left" T/B: 0.1 ~ 5.7 inches, L/R: 0.1 ~ 5.7 inches

"Top Center" T/B: 0.1 ~ 5.7 inches, L/R: 2.8 ~ 2.8 inches

"Top Right" T/B: 0.1 ~ 5.7 inches, L/R: 0.1 ~ 5.7 inches

"Center Left" T/B: 2.8 ~ 2.8 inches, L/R: 0.1 ~ 5.7 inches

"Center" T/B: 2.8 ~ 2.8 inches, L/R: 2.8 ~ 2.8 inches

"Center Right" T/B: 2.8 ~ 2.8 inches, L/R: 0.1 ~ 5.7 inches

"Bottom Left" T/B: 0.1 ~ 5.7 inches, L/R: 0.1 ~ 5.7 inches



"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

- Page to Stamp  
Sets whether to print the stamp on all pages or only the first page.  
Default: **[All Pages]**

## Reference

- p.128 "User Stamp"

## Date Stamp

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

### Format

You can select the date format for Date Stamp mode.

Default:

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

**[DD / MM / YYYY]**

 **Region B** (mainly North America)

**[MM / DD / YYYY]**

### Font

You can select the date stamp font.

Default: **[Font 1]**

### Size

You can set the date stamp size.

Default: **[Auto]**

### Superimpose

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

Default: **[Off]**

### Stamp Setting

Specify how the date stamp is printed.

- Stamp Position  
Specify where to print the date stamp.  
Default: **[Top Left]**
- Adjust Stamp Position

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

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

"Top Left" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Top Centre" T/B: 4 - 144 mm, L/R: 72 - 72 mm

"Top Right" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Bottom Left" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Bottom Centre" T/B: 4 - 144 mm, L/R: 72 - 72 mm

"Bottom Right" T/B: 4 - 144 mm, L/R: 4 - 144 mm

 **Region B** (mainly North America)

"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

- **Page to Stamp**  
Sets whether to print the stamp on all pages or only the first page.  
Default: **[All Pages]**

## Page Numbering

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

### Stamp Format

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

Default: **[P1,P2...]**

### Font

You can select the font in Page Numbering mode.

Default: **[Font 1]**

### Size

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

Default: **[Auto]**

### Duplex Back Page Stamping Position

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

Default: **[Opposite Position]**

## Page Numbering in Combine

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

Default: **[Per Original]**

## Stamp on Designating Slip Sheet

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

Default: **[Off]**

## Stamp Position

Specify how each of stamps is printed.

- Stamp Position

Specify where to print the stamp.

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

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

- Adjust Stamp Position

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

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

"Top Left" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Top Centre" T/B: 4 - 144 mm, L/R: 72 - 72 mm

"Top Right" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Bottom Left" T/B: 4 - 144 mm, L/R: 4 - 144 mm

"Bottom Centre" T/B: 4 - 144 mm, L/R: 72 - 72 mm

"Bottom Right" T/B: 4 - 144 mm, L/R: 4 - 144 mm

 **Region B** (mainly North America)

"Top Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Top Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Top Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Left" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

"Bottom Center" T/B: 0.1 - 5.7 inches, L/R: 2.8 - 2.8 inches

"Bottom Right" T/B: 0.1 - 5.7 inches, L/R: 0.1 - 5.7 inches

## Superimpose

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

Default: **[Off]**

### Page Numbering Initial Letter

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

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

# Input / Output

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

## Switch to Batch

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

Default: **[Batch]**

## SADF Auto Reset

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

Default: **[5 seconds]**

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

## Rotate Sort: Auto Paper Continue

Specify whether or not the machine continues copying when paper of the required orientation runs out during rotate sort.

Default: **[Off]**

- On

Copying continues using copy paper of a different orientation. The copy job will finish even if you have left the machine.

- Off

When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. After you have loaded paper, the machine will continue copying.

## Memory Full Auto Scan Restart

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

Default: **[Off]**

- On

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

- Off

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

## Letterhead Setting

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

Default: **[No]**

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

### Staple Position

Specify which staple type has priority to be shown on the initial display.

- When the internal finisher is installed:
  - Default for “Staple Position 1”: **[Staple: Top 1]**
  - Default for “Staple Position 2”: **[Staple: Bottom 1]**
  - Default for “Staple Position 3”: **[Staple: Left 2]**
  - Default for “Staple Position 4”: **[Staple: Top 2]**
- When the 500-sheet finisher is installed:
  - Default for “Staple Position 1”: **[Staple: Slant]**
  - Default for “Staple Position 2”: **[Staple: Bottom Slant]**
  - Default for “Staple Position 3”: **[Staple: Left 2]**
  - Default for “Staple Position 4”: **[Staple: Top 2]**
- When the 1000-sheet finisher is installed:
  - Default for “Staple Position 1”: **[Staple: Top 1]**
  - Default for “Staple Position 2”: **[Staple: Bottom 1]**
  - Default for “Staple Position 3”: **[Staple: Left 2]**
  - Default for “Staple Position 4”: **[Staple: Top 2]**
- When the booklet finisher is installed:
  - Default for “Staple Position 1”: **[Staple: Top 1]**
  - Default for “Staple Position 2”: **[Staple: Centre]**
  - Default for “Staple Position 3”: **[Staple: Left 2]**
  - Default for “Staple Position 4”: **[Staple: Top 2]**

### Punch Type

Specify which punch type has priority to be shown on the initial display.

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

Default for “Punch Type 1”: **[Punch: 2 Holes Left]**

Default for “Punch Type 2”: **[Punch: 2 Holes Top]**

 **Region B** (mainly North America)

Default for “Punch Type 1”: **[Punch: 3 Holes Left]**

Default for “Punch Type 2”: **[Punch: 3 Holes Top]**

### **Simplified Screen: Finishing Types**

You can select which key is displayed with higher priority for "Finishing Types" on the Simplified Screen.

Default for "Simplified Screen: Finishing Types 1": **[Do not Display]**

Default for "Simplified Screen: Finishing Types 2": **[Do not Display]**

Default for "Simplified Screen: Finishing Types 3": **[Do not Display]**

# Administrator Tools

This section describes the User Tools in the Administrator Tools menu under Copier / Document Server Features.

## **Menu Protect**

You can prevent unauthenticated users from changing the user tools settings.

For details, consult the administrator.





- \*4 Date Stamp with Covers, if an HDD is not installed.
- \*5 Background Numbering with Slip Sheet
- \*6 Top 1/Slant/Bottom Slant/Bottom 1/Left2/Top 2 of Staple with Magazine
- \*7 Top 2 of Staple with Left 2/Left 3/Left 4 of Punch, Staple: Centre with Punch, or Bottom 1/Left 2 of Staple with Top 2/Top 3/Top 4 of Punch

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