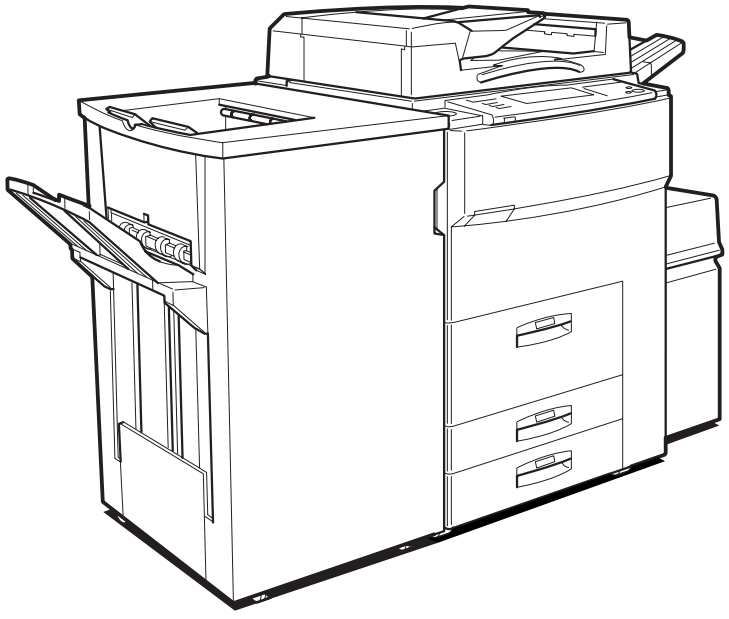
3355/3370

Operating Instructions

COPY REFERENCE



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes

Some illustrations may be slightly different from your machine.

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

Operator Safety

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two GaAIAs laser diodes, 5-milliwatt, 760-800 nanometer wavelength for each emitter. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

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

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see ⇒ P.1 *"Machine Types"*.)

- Type1: 2055DP, 3355
- Type2: 2070DP, 3370

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

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

For good copy quality, Savin recommends that you use genuine toner.

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts in your office product.

Power Source

120V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.335 *"Power Connection"*.

Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

SAVIN CORPORATION

333 Ludlow Street, Stamford, CT 06904

203-967-5000

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ ***WARNING:***

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:***
  - ***You spill something into the equipment.***
  - ***You suspect that your equipment needs service or repair.***
  - ***Your equipment's cover has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer or at appropriate collection sites.***
- ***Dispose of the used toner bottle in accordance with the local regulation.***

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner bottle out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section.

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

- WARNINGS and CAUTIONS are notes for your safety.

Important
If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation or actions to take after misoperation.

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

Reference
This symbol indicates a reference.

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

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

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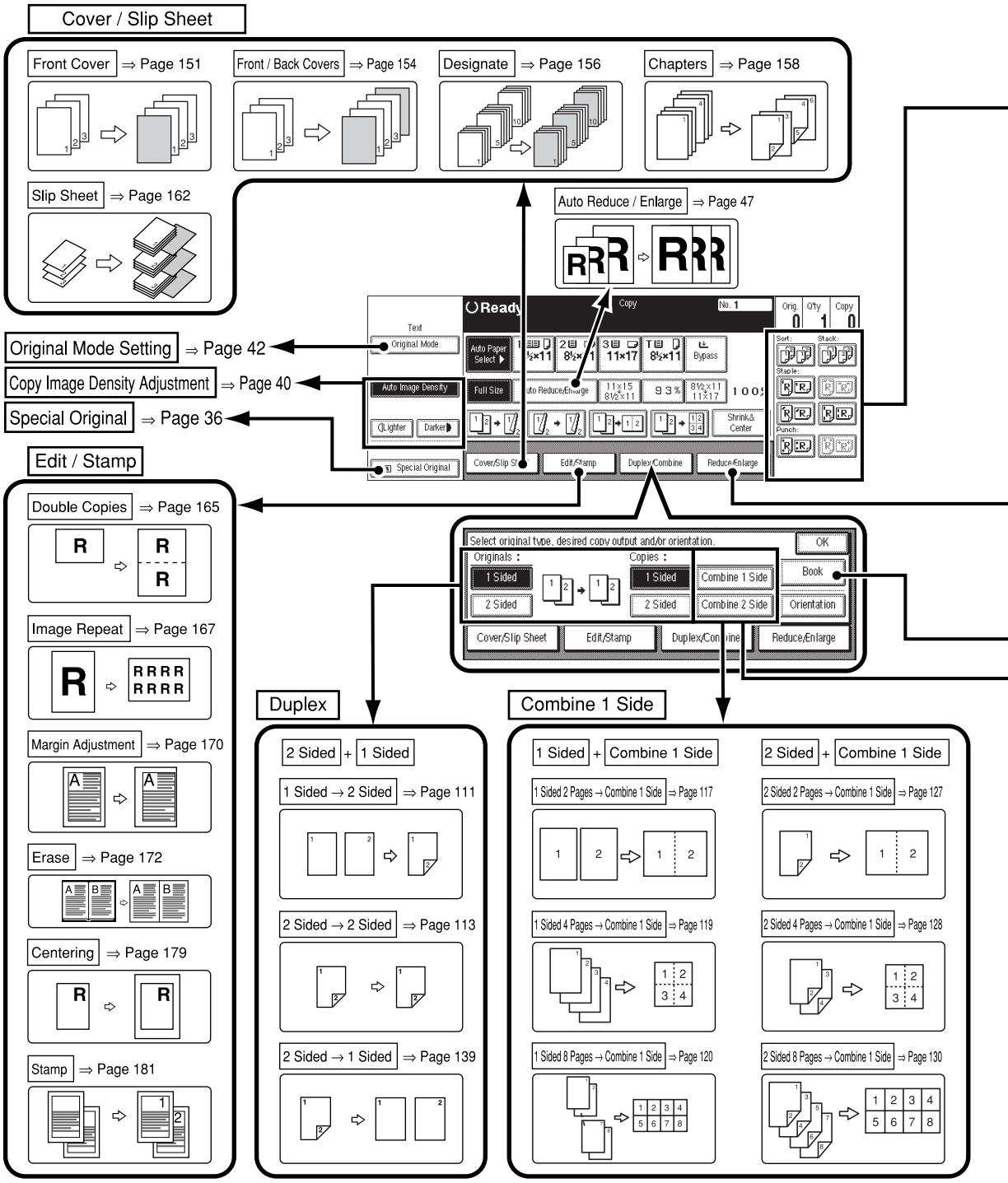
Machine Types

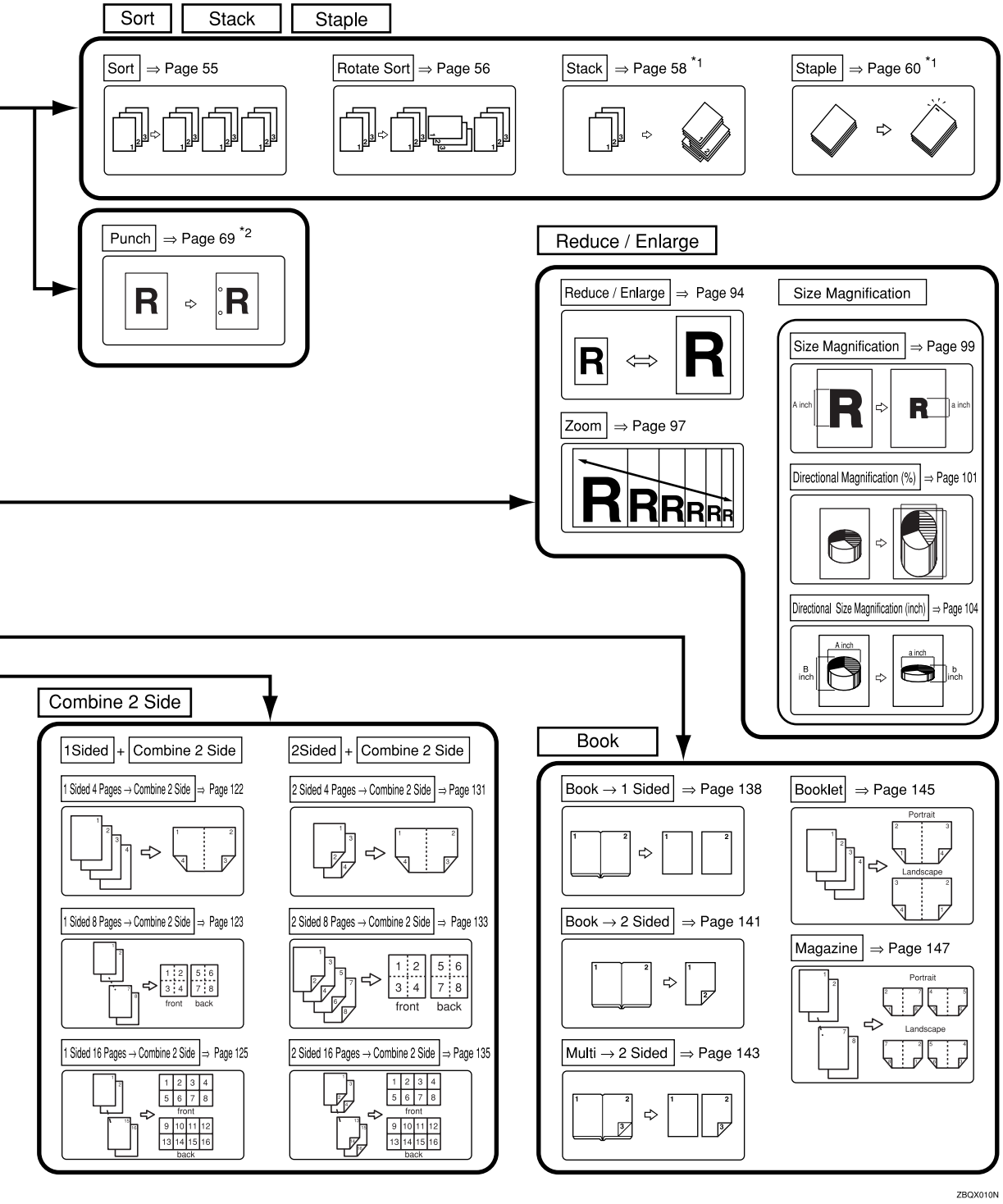
This machine comes in two models which vary in copy speed. To make sure which model you have, see the inside front cover.

	Type 1	Type 2
Copy speed	55 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)	70 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯)

What You Can Do with This Machine (Copy Mode)



*1 Optional finisher is required.
*2 Optional finisher and punch kit are required.



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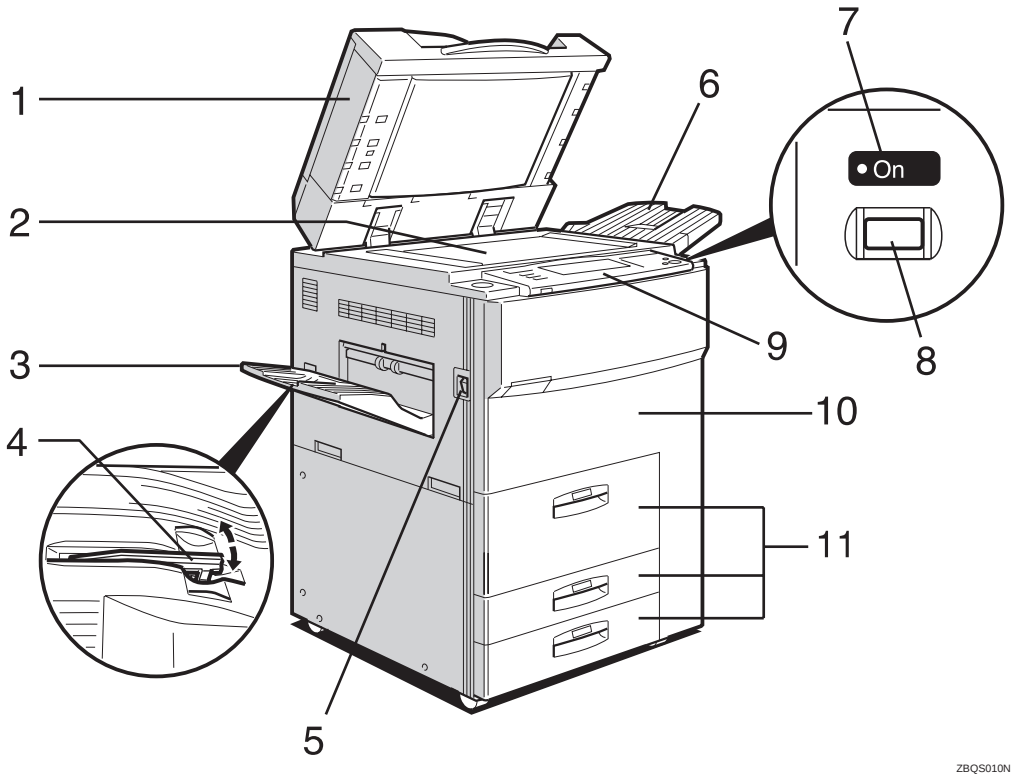
Guide To Components



1. Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure glass

Place originals here face down for copying.

3. Output tray

Copied paper is delivered here.

4. Output tray guide

This guide prevents copied OHP transparencies and translucent paper from being curled when delivered.

5. Main power switch

If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. ADF external tray

When copying one-sided originals, the originals are delivered here.

7. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

9. Control panel

See ⇒ P.8 *"Control Panel"*.

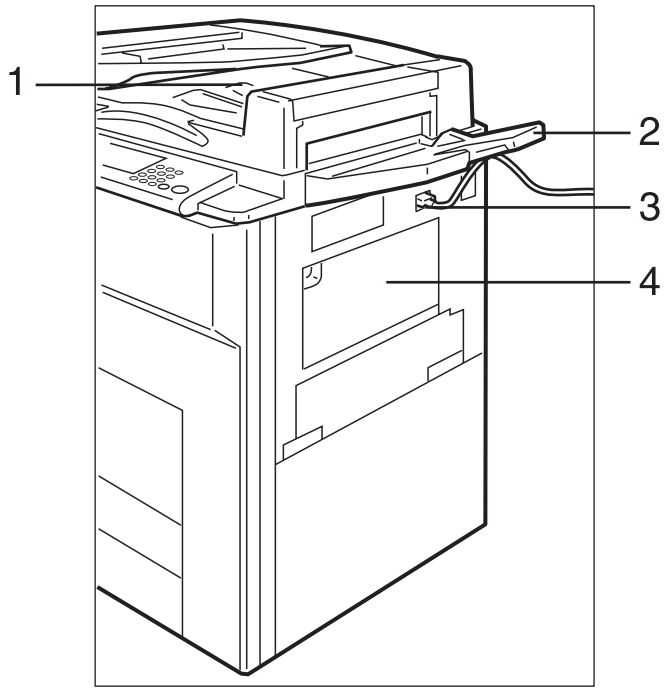
10. Front cover

Open to access the inside of the machine.

11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out.



1. ADF tray

When copying two-sided originals, the originals are delivered here.

Note

❒ Even when copying one-sided originals, you can select the ADF tray.

2. ADF external tray

When copying one-sided originals, the originals are delivered here.

3. Connect Copy port

Attach the optional Connect Copy cable here.

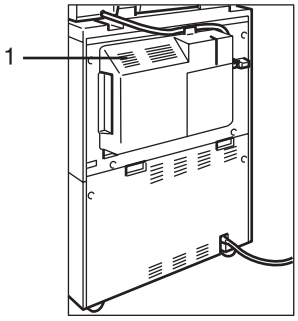
Important

❒ Do not connect any other equipment to the Connect Copy port.

❒ Be sure to turn off the main power switch on both the master unit and sub-unit before you disconnect the Connect Copy cable. Unplugging the cable while power is on could damage the machines.

4. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, and non-standard size paper.



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1. Ventilation hole

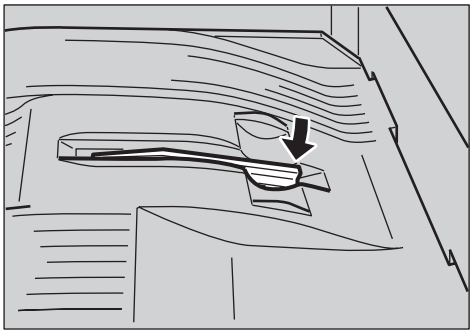
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Output Tray Guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

❖ **To copy onto normal paper and thick paper**

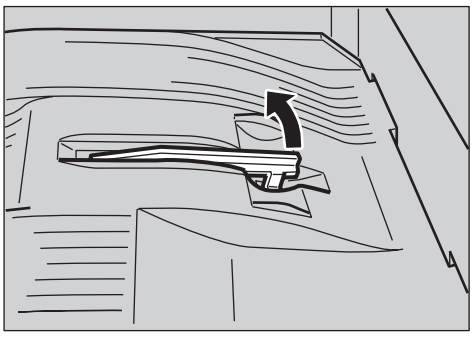
Pinch the right end of the guide, and then lower it until it clicks into place.



TSPH020E

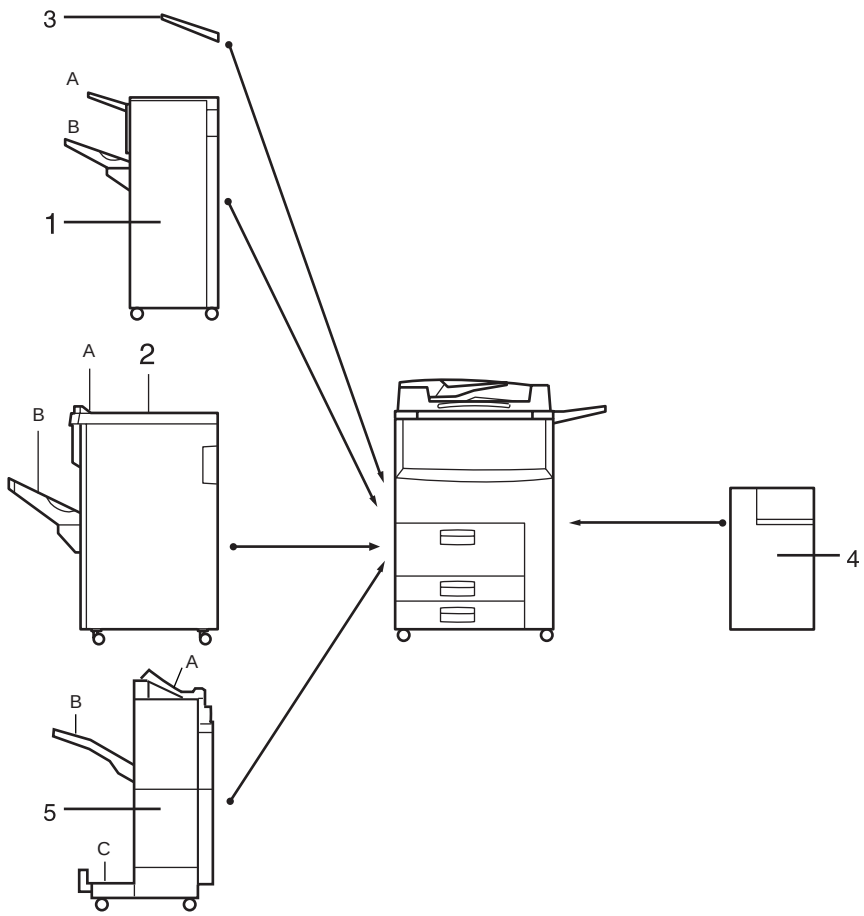
❖ **To copy onto OHP transparencies and translucent paper**

Raise the right end of the guide until it clicks.



TSPH030E

Options



1. 50-Sheet Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- A: Finisher proof tray
- B: Finisher shift tray

2. 100-Sheet Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

- A: Finisher proof tray
- B: Finisher shift tray

3. Output tray (Can be installed when the finisher is not installed.)

Copied paper is delivered here.

4. Large Capacity Tray (LCT)

Holds 3,500 sheets of paper.

5. Booklet Finisher

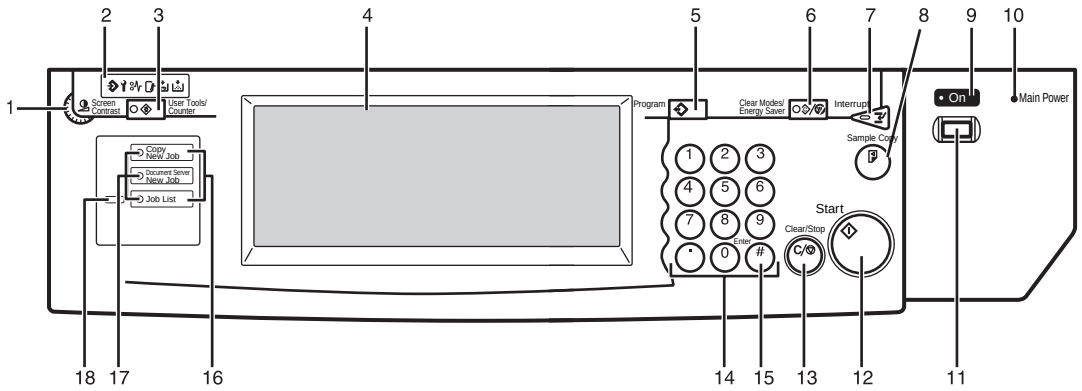
Sorts, stacks, and staples copies. The Saddle Stitch function is also available.

- A: Finisher proof tray
- B: Finisher shift tray
- C: Booklet tray

Other options:

- Punch kit
- Copy Connector kit
- Tab sheet tray
- $8^1/_2$" × 14" paper size tray (inch version only)

Control Panel



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1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

These indicators show errors or the status of the machine. See ⇒ P.247 *"What to Do If Something Goes Wrong"*.

3. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements.
- Counter
  Press to check or print the total number of copies made.

See ⇒ P.305 *"User Tools (Copy/Document Server Features)"*.

4. Display panel

Shows operation status, error messages, and function menus. See ⇒ P.10 *"Display Panel"*.

5. 【Program】 key

Press to select the program mode. See ⇒ P.78 *"Programs"*.

6. 【Clear Modes/Energy Saver】 key

- Clear Modes
  Press to clear any previously entered copy job settings.
- Energy Saver
  Press to switch to and from Energy Saver mode. See ⇒ P.88 *"Energy Saver Mode"*.

7. 【Interrupt】 key

Press to make interrupt copies during a copy run. See ⇒ P.88 *"Interrupt Copy"*.

8. 【Sample Copy】 key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ P.91 *"Sample Copy"*.

9. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

10. Main power indicator

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

11. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

12. 【Start】 key

Press to start copying. Use to set Auto Start. See ⇒ P.90 *"Auto Start"*.

13. 【Clear/Stop】 key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a copy job in progress.

14. Number keys

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

15. 【#】 key

Press to enter a value.

16. Function keys

Press the appropriate key to choose any of the following functions:

- Copy
- Document Server
- Job List

17. Function indicators

These indicators go on when the function is selected.

18. Function Status indicator

These show the status of the above functions:

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

Display Panel

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

Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. Otherwise, the display might be damaged.

Note

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

❒ When you select or specify an item on the display panel, it is highlighted like Full Size.

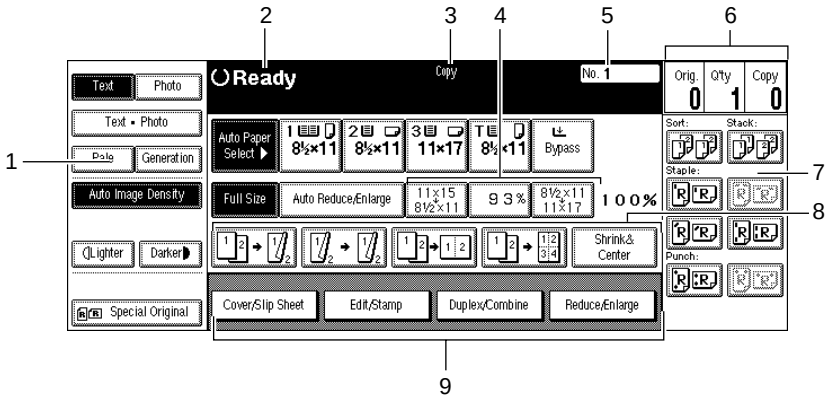
❒ Keys appearing as OK cannot be used.

Displays and Key Operations

Note

❒ The following illustrations are examples for the machine with the optional 50-sheet finisher and large capacity tray (LCT) installed.

❖ Initial copy display



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

2. **Operational status or messages.**

3. **The currently selected function (Copy, Document Server).**

4. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Shortcut R/E" in ⇒ P.315 *"Reproduction Ratio $^{1}/_{2}$"*.**

5. **Job ID of the scanned document.**

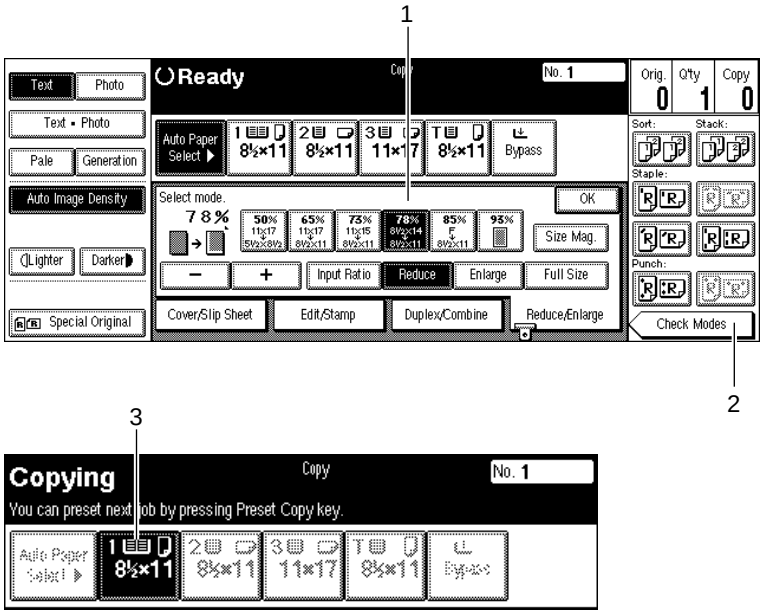
6. **The number of originals scanned into memory, number of copies set, and number of copies made.**

7. **Sort, Stack, Staple or Punch mode.**

8. **Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut Keys" in ⇒ P.314 *"General Features $^{3}/_{3}$"*.**

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

❖ Function menu



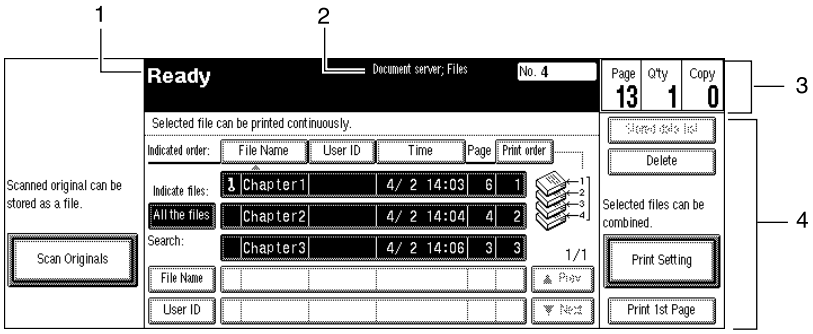
ZBQS060N

1. **Items you can select.**

2. **The [Check Modes] key appears when you have selected function(s). Press this key to view the functions currently selected.**

3. **The key highlighted with the lower line underlined indicates the tray feeding the paper.**

❖ Document Server initial display



ZBQS070N

1. **Operational status and messages.**

2. **Display titles.**

3. **The number of originals scanned into memory, number of copies set, and number of copies made.**

4. **Operational keys.**

Function List Based on Options

The functions that are available to you depend on your machine configuration and which options you have. See the table below.

❍…Available

×…Not available

	50-Sheet/100-Sheet Finisher (Option)		Booklet Finisher (Option)		Place originals		Connect Copy (Option) *3
	not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
Batch (SADF)	❍	❍	❍	❍	--	❍	❍
Mixed Sizes	❍	❍	❍	❍	--	❍	❍
Thin	❍	❍	❍	❍	--	❍	❍
Adjusting Image Density	❍	❍	❍	❍	❍	❍	❍
Selecting Original Type	❍	❍	❍	❍	❍	❍	❍
Selecting Copy Paper	❍	❍	❍	❍	❍	❍	❍
Auto Reduce/ Enlarge	❍	❍	❍	❍	❍	❍	❍
Sort	❍	❍	❍	❍	❍	❍	❍
Rotate Sort	❍	❍ *1	❍	❍ *1	❍	❍	❍
Stack	×	❍	×	❍	❍	❍	❍
Punch	×	❍	×	×	❍	❍	❍
Staple	×	❍	×	❍ *2	❍	❍	❍
Copying from the Bypass Tray	❍	❍	❍	❍	❍	❍	× *4
Program	❍	❍	❍	❍	❍	❍	❍ *5
Job Preset	❍	❍	❍	❍	❍	❍	×
Reduce/Enlarge	❍	❍	❍	❍	❍	❍	❍
Zoom	❍	❍	❍	❍	❍	❍	❍
Size Magnification	❍	❍	❍	❍	❍	❍	❍
Directional Magnification (%)	❍	❍	❍	❍	❍	❍	❍
Directional Size Magnification (inch)	❍	❍	❍	❍	❍	❍	❍

		50-Sheet/100-Sheet Finisher (Option)		Booklet Finisher (Option)		Place originals		Connect Copy (Option) *3
		not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
Duplex	1 Sided → 2 Sided	❍	❍	❍	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍	❍	❍	❍
Combine	1 Sided 2 pages → 1 Side	❍	❍	❍	❍	❍	❍	❍
	1 Sided 4 pages → 1 Side	❍	❍	❍	❍	❍	❍	❍
	1 Sided 8 pages → 1 Side	❍	❍	❍	❍	❍	❍	❍
	1 Sided 4 pages → 2 Side	❍	❍	❍	❍	❍	❍	❍
	1 Sided 8 pages → 2 Side	❍	❍	❍	❍	❍	❍	❍
	1 Sided 16 pages → 2 Side	❍	❍	❍	❍	❍	❍	❍
	2 Sided 2 pages → 1 Side	❍	❍	❍	❍	❍	❍	❍
	2 Sided 4 pages → 1 Side	❍	❍	❍	❍	❍	❍	❍
	2 Sided 8 pages → 1 Side	❍	❍	❍	❍	❍	❍	❍
	2 Sided 4 pages → 2 Side	❍	❍	❍	❍	❍	❍	❍
	2 Sided 8 pages → 2 Side	❍	❍	❍	❍	❍	❍	❍
	2 Sided 16 pages → 2 Side	❍	❍	❍	❍	❍	❍	❍

		50-Sheet/100-Sheet Finisher (Option)		Booklet Finisher (Option)		Place originals		Connect Copy (Option) *3
		not installed	installed	not installed	installed	on the exposure glass	in the document feeder	
Book	Book → 1 Sided	❍	❍	❍	❍	❍	❍	❍
	2 Sided → 1 Sided	❍	❍	❍	❍	❍	❍	❍
	1 Sided → 2 Sided	❍	❍	❍	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍	❍	❍	❍
	Booklet	❍	❍	❍	❍	❍	❍	❍
	Magazine	❍	❍	❍	❍	❍	❍	❍
Cover/Designate/ Chapters		❍	❍	❍	❍	❍	❍	❍
Slip Sheet		❍	❍	❍	❍	❍	❍	❍
Double		❍	❍	❍	❍	❍	❍	❍
Repeat		❍	❍	❍	❍	❍	❍	❍
Margin Adjust		❍	❍	❍	❍	❍	❍	❍
Erase		❍	❍	❍	❍	❍	❍	❍
Centering		❍	❍	❍	❍	❍	❍	❍
Stamp	Background Numbering	❍	❍	❍	❍	❍	❍	❍
	Preset Stamp	❍	❍	❍	❍	❍	❍	❍
	User Stamp	❍	❍	❍	❍	❍	❍	❍ *5
	Date Stamp	❍	❍	❍	❍	❍	❍	❍
	Page Numbering	❍	❍	❍	❍	❍	❍	❍

*1 You can use this function when "Rotate Sort" is selected in "Select Stack or Rotate sort" of the User Tools.

*2 The Saddle Stitch function is available.

*3 When the same type of finishers are equipped with the master and sub-unit.

*4 You can set only cover sheets and slip sheets.

*5 The program stored in the master unit is recalled. However, functions not available in Connect Copy mode or in the sub-unit are canceled.

Turning On the Power

To turn the machine on, press the operation switch.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "Auto Off" in ⇒ P.29 *"Basic Procedure"* and "Auto Off Timer" in the System Settings manual.

Power switches

This machine has two power switches.

❖ **Operation switch (right side of the control panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

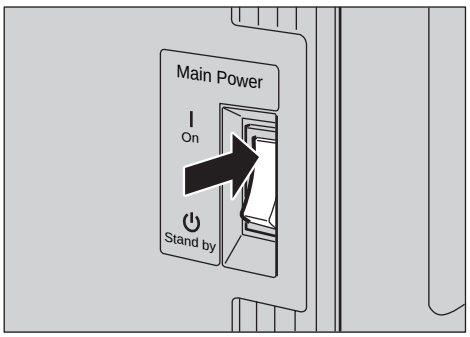
❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

1 Make sure that the power cord is firmly plugged into the wall outlet.

2 Turn on the main power switch.

The **main power** indicator on the control panel goes on.

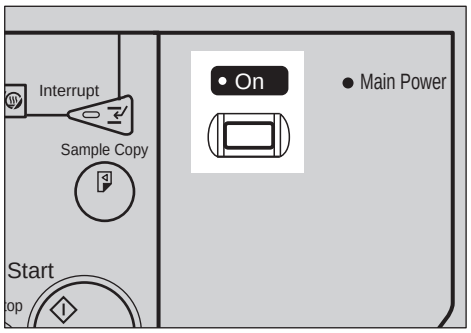


SWN

Starting the Machine

1 **Press the operation switch to make the On indicator go on.**

The display panel will come on.



Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ P.90 *"Auto Start"*.

❒ You can set up a copy job and press the【Start】key while the "Select modes and press the start key. Scanning originals can be started." message is displayed.

❒ When "Input user code, then press # ." is displayed, enter your user code. See ⇒ P.90 *"User Codes"*.

Shutting Down the Machine

1 **Press the operation switch to make the On indicator go off.**

Turning Off the Main Power

1 **Turn off the main power switch.**

The **main power** indicator of the control panel goes off.

Originals

Sizes and Weights of Recommended Originals

❖ Metric version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3□ – A5□	52 – 157g/m^2 *2
	2-sided originals: A3□ – A5□□	52 – 128g/m^2
	Thin originals: A3□ – B6□□ *1	41 – 157g/m^2

*1 Except B6□
*2 A5□, B6□□, 52 – 128g/m^2

❖ Inch version

Where Original Is Set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17"□ – 5$^1/_2$" × 8$^1/_2$"□	14 – 42 lb. Bond *1
	2-sided originals: 11" × 17"□ – 5$^1/_2$" × 8$^1/_2$"□□	14 – 34 lb. Bond
	Thin originals: 11" × 17"□ – 5$^1/_2$" × 8$^1/_2$"□□	11 – 42 lb. Bond

*1 5$^1/_2$" × 8$^1/_2$"□, 14 – 34 lb. Bond

Note

❒ The number of originals that can be set in the document feeder is about 100.

Non-recommended originals for the document feeder

Setting the following types of originals in the document feeder can cause paper misfeeds or damage to the originals. Set these originals on the exposure glass instead.

- Originals other than those specified in ⇒ P.19 *"Sizes and Weights of Recommended Originals"*

- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Originals of inappropriate weight
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Detectable by the Auto Paper Select

❖ Metric version

Size / Place of original	A3 ▭	B4 ▭	A4 ▯ ▭	B5 ▯ ▭	A5 ▯	A5 ▭	B6 ▯ ▭	11 " × 17" ▭	11 " × 15" ▭	8 1/2" × 14" ▭	8 1/2" × 11" ▯ ▭	5 1/2" × 8 1/2" ▯ ▭	8 1/2" × 13" ▭ *1	8K ▭	16 K ▯ ▭
Exposure glass	❍	❍	❍	❍	❍	×	×	×	×	×	×	×	❍	×	×
Document feeder	❍	❍	❍	❍	❍	❍	❍	❍	×	×	❍	×	❍	❍	❍

*1 You can select from $8\frac{1}{2}" \times 13"$, $8\frac{1}{4}" \times 13"$ and $8" \times 13"$ with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❖ Inch version

Size Place of original	A3 ▭	B4 ▭	A4 ▯ ▭	B5 ▯ ▭	A5 ▯	A5 ▭	B6 ▯ ▭	11" × 17" ▭	11" × 15" ▭	10" × 14" ▭	8" × 10" ▭	$8\frac{1}{2}$" × 14" ▭	$8\frac{1}{2}$" × 11" ▯ ▭	$5\frac{1}{2}$" × $8\frac{1}{2}$" ▯ ▭	$8\frac{1}{2}$" × 13" ▭ *1
Exposure glass	×	×	×	×	❍	×	×	❍	×	×	×	❍	❍	×	×
Document feeder	×	×	❍	×	×	×	×	❍	×	❍	❍	❍	❍	❍	❍

*1 You can select from $8\frac{1}{2}$" × 13", $8\frac{1}{4}$" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

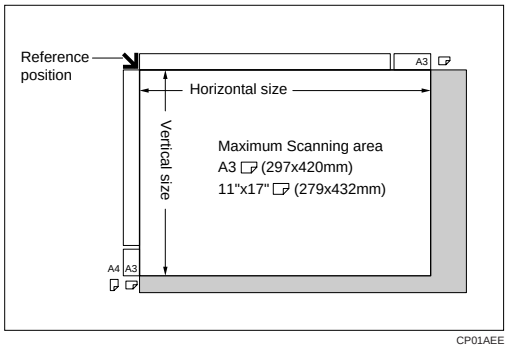
Sizes difficult to detect

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

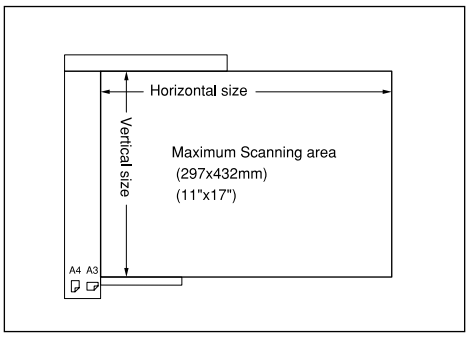
- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain a solid image
- Originals which have solid images at their edges

Missing Image Area

❖ Exposure glass



❖ Document feeder



❗ Limitation

❒ Even if you correctly set originals in the document feeder or on the exposure glass, 3mm (0.1") margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 *1	A4 ▯, 8 1/2" × 11" ▯		52 – 128g/m², 14 – 34 lb. Bond *6	1550 + 1550 sheets
Tray 2	A3 ▭, (B4 ▭), A4 ▯ ▭, (B5 ▯ ▭), A5 ▯ ▭, (11" × 17" ▭), (8 1/2" × 14" ▭), (8 1/2" × 11" ▭), (8 1/2" × 13" ▯), 8 1/2" × 13" ▭, (8" × 10 1/2" ▭), (8" × 10" ▭), (8" × 13" ▭), 8 1/4" × 13" ▭, (10" × 14" ▭), (11" × 15" ▭), (5 1/2" × 8 1/2" ▯ ▭) (8K ▭ *8), (16K ▯ ▭ *9), (tab stocks) **Note** ❒ You have to specify the paper size with the User Tools (System Settings). See "Paper Size Setting" in the System Settings manual. ❒ When selecting paper sizes in parentheses, set the paper size selector knob to the ✳ mark on the left. See ⇒ P.282 *"Changing the Paper Size"*.	(A3 ▭), (B4 ▭), (A4 ▯ ▭), (B5 ▯ ▭), (A5 ▯ ▭), 11" × 17" ▭, 8 1/2" × 14" ▭, 8 1/2" × 11" ▯ ▭, (8 1/2" × 13" ▭), 8" × 10 1/2" ▭, 8" × 10" ▭, 8" × 13" ▭, (8 1/4" × 13" ▭), 10" × 14" ▭, (11" × 15" ▭), 5 1/2" × 8 1/2" ▯ ▭, (tab stocks) **Note** ❒ You have to specify the paper size with the User Tools (System Settings). See "Paper Size Setting" in the System Settings manual. ❒ When selecting paper sizes in parentheses, set the paper size selector knob to the ✳ mark on the left. See ⇒ P.282 *"Changing the Paper Size"*.	52 – 128g/m², 14 – 34 lb. Bond *6	550 sheets

		Metric version	Inch version	Paper weight	Paper capacity
Tray 3 *1		A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 8 1/2" × 13"□, 8" × 10 1/2"□, 8" × 10"□, 8" × 13"□, 8 1/4" × 13"□, 10" × 14"□, 11" × 15"□, 5 1/2" × 8 1/2"□□	A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 8 1/2" × 13"□, 8" × 10 1/2"□, 8" × 10"□, 8" × 13"□, 8 1/4" × 13"□, 10" × 14"□, 11" × 15"□, 5 1/2" × 8 1/2"□□	52 – 128g/m², 14 – 34 lb. Bond *6	550 sheets
Large Capacity Tray (LCT) *1		A4□, B5□, 8 1/2" × 11"□	A4□, B5□, 8 1/2" × 11"□, 8 1/2" × 14"□ *7	64 – 105g/m², 16 – 24 lb. Bond	3,500 sheets
By-pass tray *3 *4 *5	Standard size	A3□, B4□, A4□□, B5□□, A5□□, B6□, A6□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 8 1/2" × 13"□, 8" × 10 1/2"□□, 8" × 10"□□, 8" × 13"□, 8 1/4" × 13"□, 10" × 14"□, 11" × 15"□, 5 1/2" × 8 1/2"□□	A3□, B4□, A4□□, B5□□, A5□□, B6□, A6□, 11" × 17"□, 8 1/2" × 11"□□, 8 1/2" × 13"□, 8" × 10 1/2"□□, 8" × 10"□□, 8" × 13"□, 8 1/4" × 13"□, 10" × 14"□ 11" × 15"□, 5 1/2" × 8 1/2"□□	52 – 157g/m², 14 lb. Bond – 90 lb. Index 52 – 200g/m², 14 lb. Bond – 110 lb. Index *10	50 sheets
	Non-standard size *2	Vertical: 100 – 300mm Horizontal: 140 – 432mm	Vertical: 4.0" – 11.7" Horizontal: 5.5" – 17.0"	52 – 157g/m², 14 lb. Bond – 90 lb. Index 52 – 200g/m², 14 lb. Bond – 110 lb. Index *10	1 sheet
		Postcards, adhesive labels, translucent paper, OHP transparencies *4			

*1 The paper tray fence is fixed. If you wish to change the size of paper set in this tray, contact your service representative.

*2 If you wish to copy onto non-standard size paper, set the paper in the bypass tray and specify the size. See ⇒ P.73 *"Copying from the Bypass Tray"*.

*3 If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.76 *"When Copying onto OHP Transparencies or Thick Paper"*.

*4 Always set one sheet at a time. See ⇒ P.73 *"Copying from the Bypass Tray"*.

*5 When setting copy paper, make sure that the stack height does not exceed the limit mark. The maximum number of sheets you can set at a time depends on the paper thickness and condition.

*6 If you wish to copy onto thick (105g/m², 28 lb. Bond or heavier) paper, select Thick Paper mode. See "Special Paper Indication" in the System Settings manual.

*7 The optional 8 1/2" × 14" paper size tray is required to set this size of paper.

*8 8K (Ba-kai) = 267 × 390mm

*9 16K (Shi-Liu-kai) = 195 × 267mm

*10 When the optional 100 sheet finisher is installed.

Important

❒ If you use damp or curled paper, a misfeed might occur. In this case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

❒ When you use the bypass tray, be sure to set the copy paper direction to ▭.

❒ Postcards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called "Auto Tray Switching". (If you put recycled paper, translucent paper, user color paper 1, or user color paper 2 in paper trays with "Special Paper Indication", this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select" in ⇒ P.43 *"Selecting Copy Paper"*, "Auto Tray Switching" and "Special Paper Indication" in the System Settings manual.

❒ If you select Thick Paper mode or Tab Stock mode, copying speed might be reduced.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or equipment failure.*

Important

❒ Do not use any of the following kinds of paper or a fault might occur.

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Colored OHP transparencies
- Paper with perforated lines
- Hemmed paper

❒ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

❒ Do not use the following kinds of paper or a misfeed might occur.
- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make a copy on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Important

❒ If you use toner other than the recommended type, a fault might occur.

Toner Storage

When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Store on a flat surface.
- Store toner containers laid down.

Used Toner

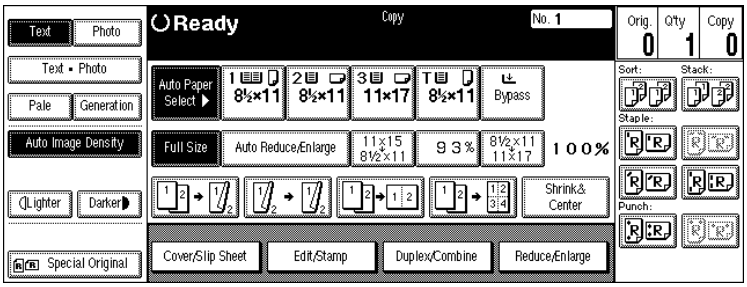
Note

❒ Used toner cannot be re-used.

Basic Procedure

1 **Make sure that the machine is in Copy mode.**

If the machine is not in Copy mode, press the 【**Copy/New Job**】 key.



2 **When the machine is set for the user code, enter the user code with the number keys and then press the 【#】 key.**

Reference

⇒ P.90 *"User Codes"*.

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the 【**Clear Modes/Energy Saver**】 key.

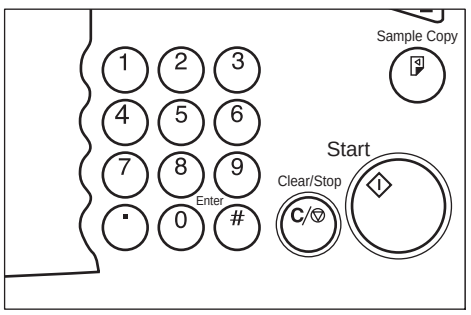
4 **Set your originals.**

Reference

⇒ P.31 *"Setting Originals"*.

5 **Set your desired settings.**

6 **Enter the number of copies required with the number keys.**



TSPS020N

Note

❒ The maximum copy quantity can be set between 1 and 999 (default: *999*). See "Maximum Copy Quantity" in ⇒ P.313 *"General Features 2/3"*.

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

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

❒ Usually, when you set a single original on the exposure glass or in the document feeder, the copied paper is delivered face up. However, with some functions, copies will be delivered face down.

❒ You can choose to have copies delivered either face up or face down (except for copying through the bypass tray). See "Face-Up/Down Selection in Platen Mode" in ⇒ P.329 *"Input/Output"*.

❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes/Energy Saver】 key.

Auto Reset

The machine returns to its initial condition automatically when your job is finished, after a certain period of time. This function is called "Auto Reset".

Note

❒ You can change the Auto Reset time. See "Auto Reset Timer" in ⇒ P.310 *"General Features 1/3"*.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. See "Auto Off Timer" in the System Settings manual.

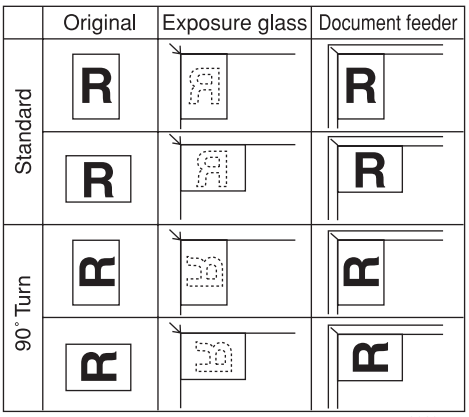
Setting Originals

Limitation

❒ Set originals after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

❒ Basically originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see the explanations of each function.



Reference
⇒ P.19 *"Originals"*.

Setting Originals on the Exposure Glass

1 **Lift the document feeder.**

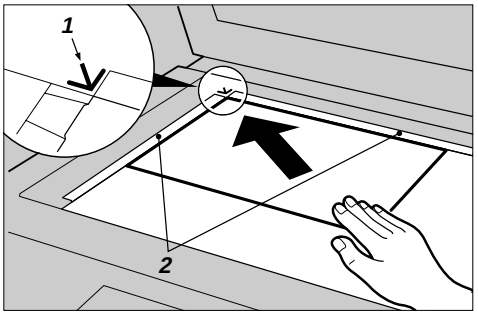
Important

❒ Do not open the document feeder with a force. Otherwise, the cover of the document feeder might open or be damaged.

Note

❒ Be sure to open the document feeder by more than 30°. Otherwise the original size might not be detected correctly.

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



1: Reference mark

2: Scale

Note

❒ Start with the first page to be copied.

3 **Lower the document feeder.**

Setting Originals in the Document Feeder

Note

❒ The last page should be on the bottom.

❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❒ When copying thin originals (40 – 52g/m^2, 11 – 14 lb. Bond), set one original in the document feeder at a time or place it on the exposure glass to avoid damage due to a multi-sheet feed (several pages fed together at the same time).

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

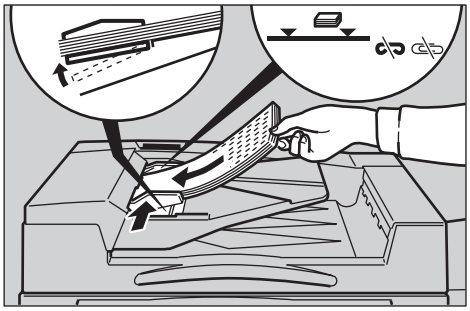
❒ Usually, one-sided originals are delivered to the ADF external tray, and two-sided originals to the ADF tray.

Reference

Regarding originals that the document feeder can handle, see ⇒ P.19 *"Originals"*.

1 **Set the aligned originals face up into the document feeder.**

Setting a stack of originals is completed when the bottom plate rises.



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Important

❒ After the bottom plate of the document feeder rises, do not add or force in originals.

Note

❒ Straighten curls in the originals before setting them in the document feeder.

❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

❒ You can set the timing for the bottom plate of the document feeder to rise. See "ARDF Original Table Rise Time" in ⇒ P.329 *"Input/Output"*.

Original Orientation

You can set the original orientation separately in the following ways.

This function is useful for copying torn originals or large originals.

❖ **Standard Orientation**

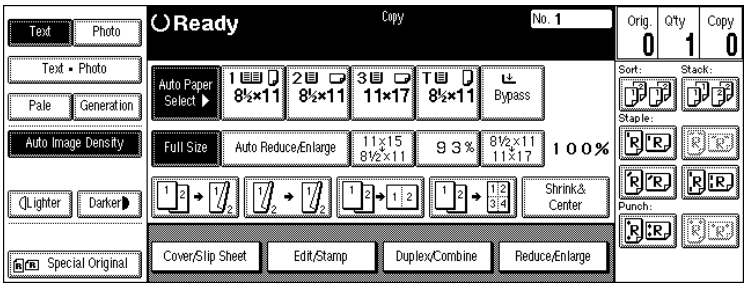
Select this function when the original direction is the same as the copy paper direction.

❖ **90° Turn**

This function rotates the copy image by 90°.

Use this function when you want to copy onto A3, B4, 11" × 17" paper.

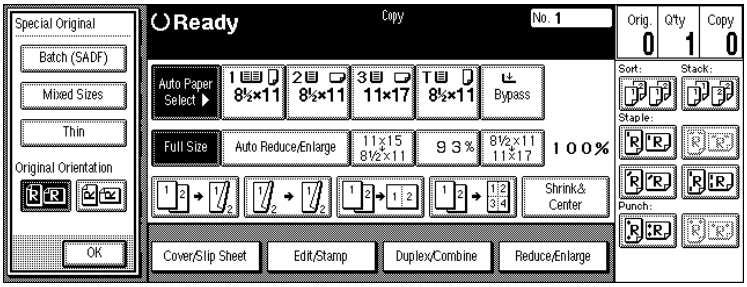
1 **Press the [Special Original] key.**



2 Select the original orientation.

Standard Orientation

❶ Make sure that the [Standard Orientation] key is selected.



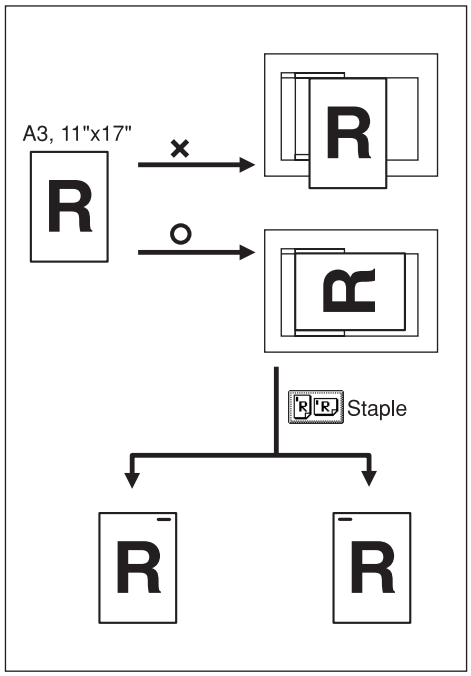
90° Turn

When you want to copy A3□, B4□ or 11" × 17"□ size originals, set your original in the landscape orientation and then press the **[90° Turn]** key. The machine rotates the original image and you can make copies as you wish. This is useful for copying large originals with the Staple, Punch, Duplex, Combine or Stamp functions.

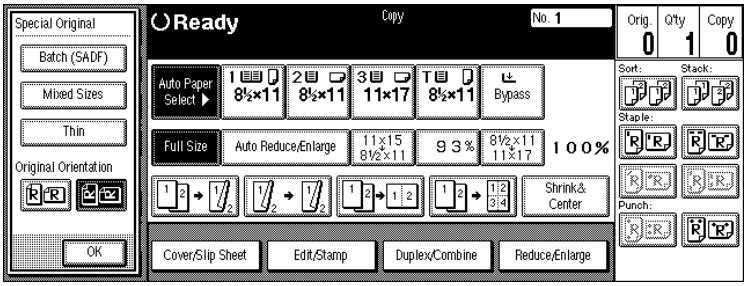
For example, if you want to copy A3□ or 11" × 17"□ originals with for the Staple function configured as shown below:

Note

❒ It is recommended to use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.



❶ **Press the [90° Turn] key.**



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

Setting Special Originals

Use this function when you want to use Batch (SADF), Mixed Sizes, Thin mode, or when you select the original orientation.

Batch (SADF) mode

2

Up to 100 standard originals can be set in the document feeder at a time. If there are more than 100 originals, set Batch (SADF) mode so that originals can be fed automatically without pressing the【Start】key each time they are set in the document feeder.

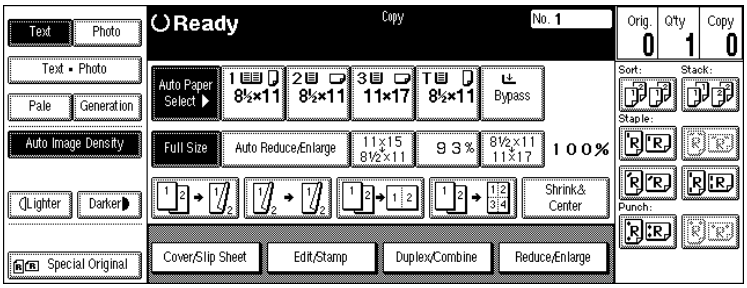
Important

❒ When setting special originals such as translucent paper, set them one by one.

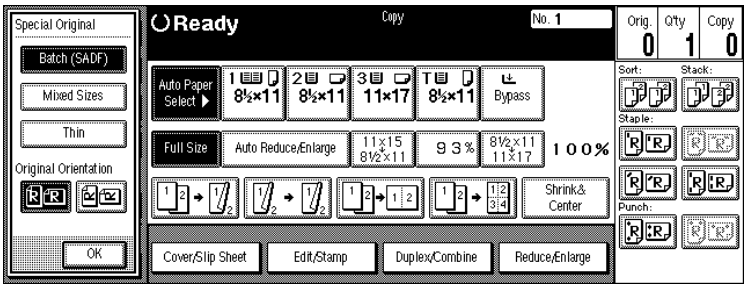
Note

❒ In Batch (SADF) mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

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



2 **Press the [Batch (SADF)] key.**



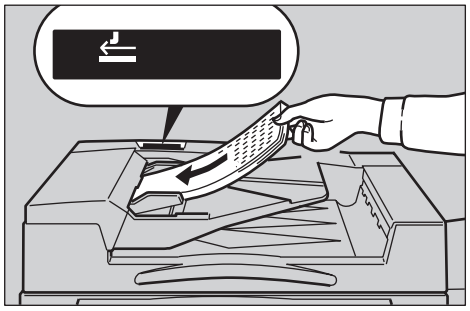
3 **Press the [OK] key.**

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

The **Auto Feed** indicator of the document feeder goes on.

5 After all the previously set originals are fed, set the next originals while the Auto Feed indicator is on.

The second and subsequent originals can be fed automatically without pressing the【Start】key.



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Note

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

❒ You can change the lighting-up time of the **Auto Feed** indicator. See "Batch (SADF) Auto Reset Time" in ⇒ P.329 *"Input/Output"*.

Mixed Sizes mode

When originals of different sizes are set on the document feeder at a time, the machine automatically checks the size of the originals and makes copies.

Limitation

❒ When setting originals of different sizes on the document feeder and making copies without using Mixed Sizes mode, parts of the original image might not be copied.

❒ The weight of originals that can be set with this function is 52 – 81g/m^2, 14 – 20 lb. Bond.

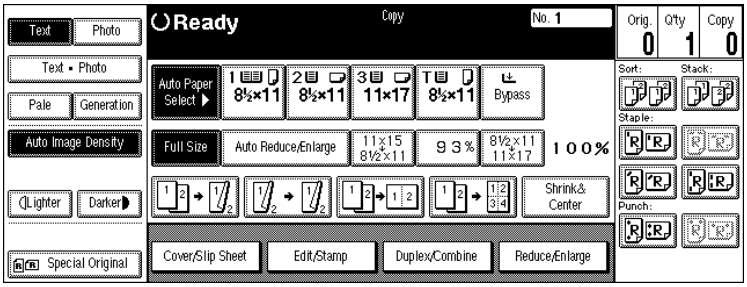
❒ The original sizes that can be set with this function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□

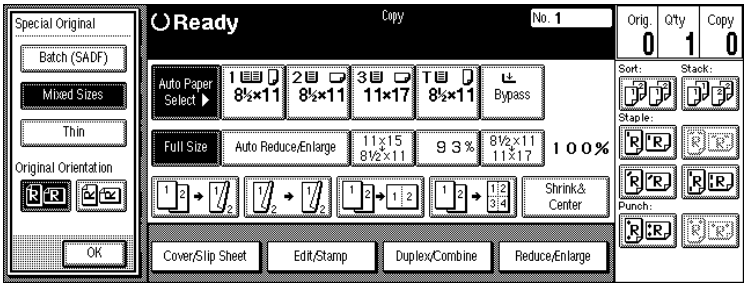
❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

2

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

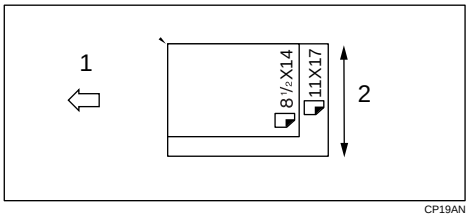


2 **Press the [Mixed Sizes] key.**



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

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



1: Set into the document feeder.

2: Vertical size

Important

❒ If the originals are of different vertical sizes, put the longer original on the bottom, otherwise the sizes might not be detected correctly.

5 **Adjust the guide to the widest original size.**

6 **Set the aligned originals face up into the document feeder.**

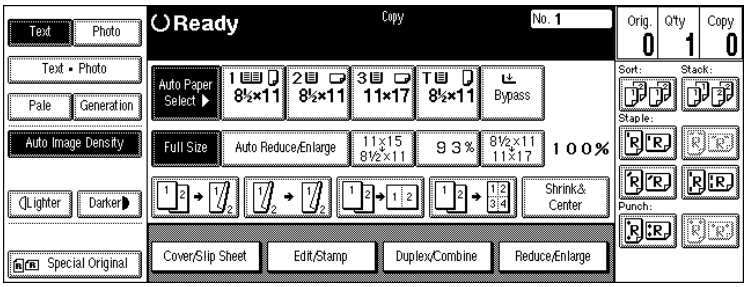
Thin mode

Use Thin mode if the scanned image is distorted at the edges when copying thin (52g/m^2, 14 lb. Bond or lighter) originals.

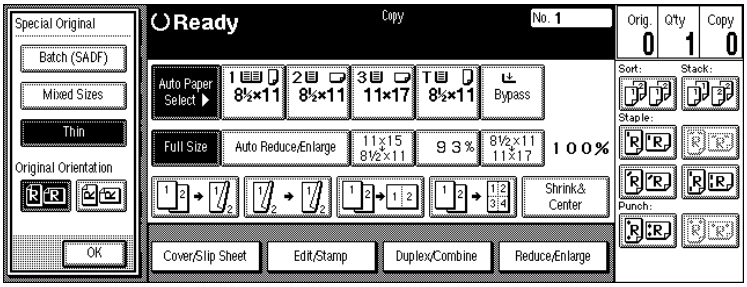
Important

❒ Set to Thin mode when you place thin paper into the document feeder, otherwise your originals might be damaged.

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



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



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

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo, Pale, Generation Copy

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

❒ You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ P.310 *"General Features 1/3"*.

❒ You can change default settings for basic functions. See ⇒ P.310 *"Settings You Can Change with the User Tools"*.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types in this function:

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

❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Note

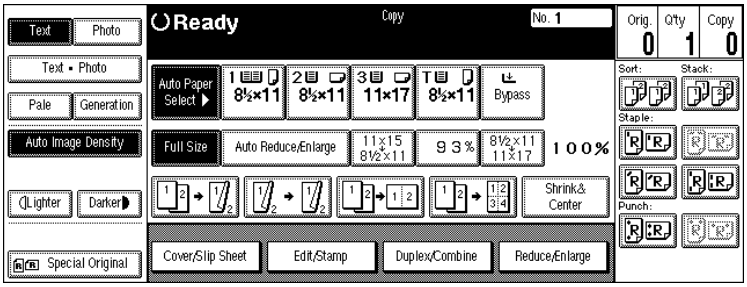
❒ In Connect Copy mode, make adjustments to copy image density on the master unit.

- The image density level set on the master unit will be used by both units, However, in order to produce similar images on both units, make sure that the "Original Mode Quality Level" settings are the same on each unit. If they are not the same, the finish of images may differ. See "Original Mode Quality Level" in ⇒ P.310 *"General Features 1/3"*.

1 Select one of Image Density modes.

Auto Image Density

❶ Make sure that the [Auto Image Density] key is selected.



Note

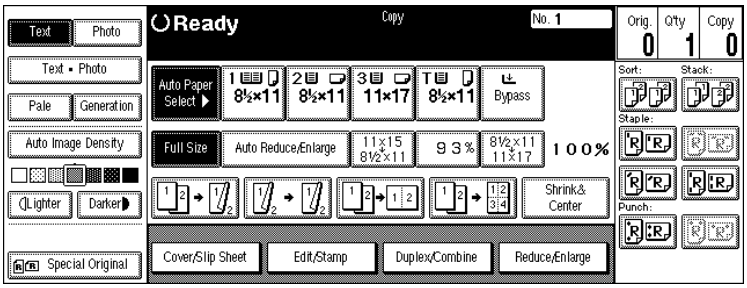
❒ If the **[Auto Image Density]** key is not selected, press the **[Auto Image Density]** key.

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Manual Image Density

❶ Press the [Auto Image Density] key to cancel it.

❷ Press the [Lighter] or [Darker] key to adjust the image density.



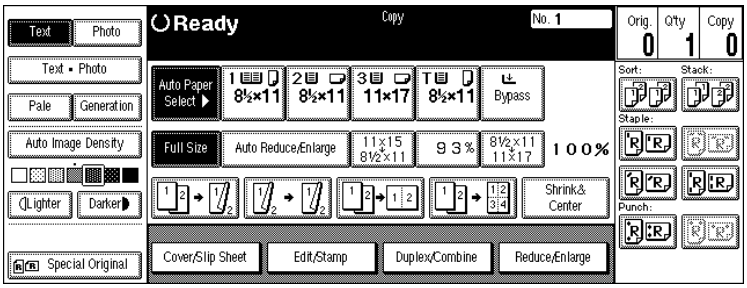
Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Combined Auto and Manual Image Density

❶ **Make sure that the [Auto Image Density] key is selected.**

❷ **Press the [Lighter] or [Darker] key to adjust the density.**



Note

❒ If you do not wish to set any other functions, press the【**Start**】key to start copying.

Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**

Select this mode when your originals contain only letters (no pictures).

❖ **Text·Photo**

Select Text·Photo when your originals contain photographs or pictures with letters.

❖ **Photo**

Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **Pale**

Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

❖ **Generation Copy**

If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

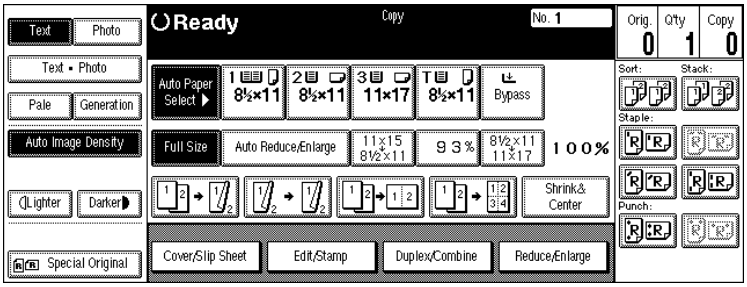
Note

❒ You can directly display the **[Original Mode]** key on the copy original display. See "Original Mode Display" in ⇒ P.310 *"General Features 1/3"*.

❒ You can adjust the quality level for each original type. See "Original Mode Quality Level" in ⇒ P.310 *"General Features 1/3"*.

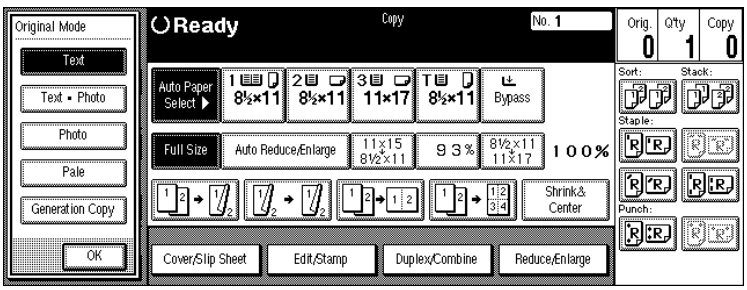
❒ In Connect Copy mode, make adjustments to the original type on the master unit.

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



Note

❒ If "Yes" has been selected in "Original Mode Display" of the User Tools, press the **[Original Mode]** key to select the original type, then press the **[OK]** key. See "Original Mode Display" in ⇒ P.310 *"General Features 1/3"*.



❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ P.46 *"Rotated copy"*.

❖ **Manual Paper Select**

Choose the tray containing the paper you wish to copy onto: Paper Tray, Bypass Tray or large capacity tray (LCT).

Reference

⇒ P.73 *"Copying from the Bypass Tray"*.

Limitation

❒ Auto Paper Select mode is intended for normal and recycled paper.

❒ If you set all the paper trays other than "No Display" or "Recycled Paper", you cannot use Auto Paper Select.

Note

❒ See the following table for possible copy paper sizes and directions with Auto Paper Select (when copying at a ratio of 100%):

❖ Metric version

Where Original Is Set	Paper Size and Direction
Exposure glass	A3□, B4□, A4□□, B5□□, $8^1/_2$" × 13"□ *1
Document feeder	A3□, B4□, A4□□, B5□□, A5□□, B6□□, 11" × 17"□, $8^1/_2$" × 11"□□, $8^1/_2$" × 13"□ *1, 8K□, 16K□□

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❖ Inch version

Where Original Is Set	Paper Size and Direction
Exposure glass	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□
Document feeder	A4□□, 11" × 17"□, 11" × 15"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, 8" × 10"□, 10" × 14"□, $5^1/_2$" × $8^1/_2$"□□, $8^1/_2$" × 13"□ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❒ For some originals, the original size might not be detected correctly. See ⇒ P.21 *"Sizes difficult to detect"*.

❒ When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "Special Paper Indication" in the System Settings manual.

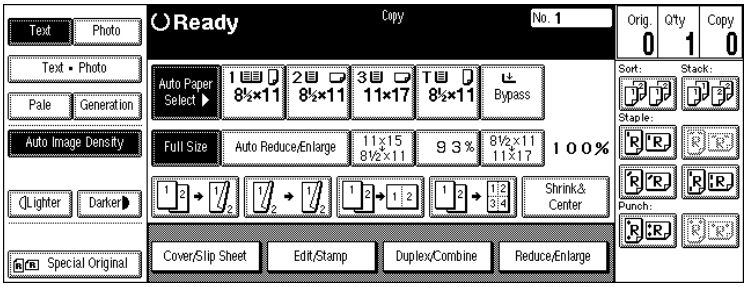
❒ In Connect Copy mode, select the copy paper in the master unit.

- We recommend that both units have the same paper settings. Only paper trays loaded with the paper of the same size, direction and type installed in both the master unit and sub-unit are available.
- When you press the **[Connect]** key, only the paper trays that have the same settings in both units are displayed. Other trays are shown grayed out and cannot be selected.
- If the multiple trays are available in Connect Copy mode, each unit selects the paper tray detected in each "Paper Tray Priority" setting. See "Paper Tray Priority" in the System Settings manual.
- If the paper tray in use runs out of paper in the sub-unit, the paper tray that has the paper identical in size and different in direction is selected, and the original image is rotated (if "On (Rotate)" is selected in "Auto Tray Switching"). See "Auto Tray Switching" in the System Settings manual.

1 Select the copy paper.

Auto Paper Select

❶ Make sure that the [Auto Paper Select] key is selected.



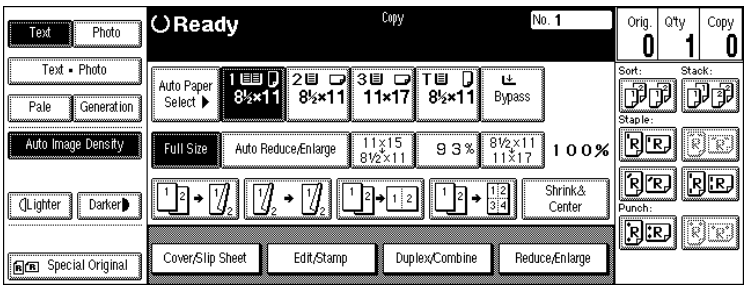
Note

❒ If the **[Auto Paper Select]** key is not selected, press the **[Auto Paper Select]** key.

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Manual Paper Select

❶ Select the paper tray, bypass tray or large capacity tray (LCT).



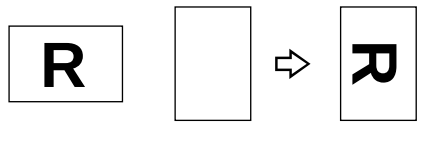
Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Rotated copy

If the direction in which your original is set (landscape or portrait) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See "Auto Paper Select" in ⇒ P.43 *"Selecting Copy Paper"* and ⇒ P.47 *"Auto Reduce/Enlarge"*.

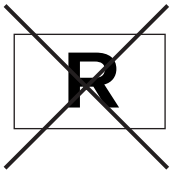
Original Orientation	Paper Orientation	Copy Orientation



Limitation

❒ You cannot use the Rotated Copy function with Auto Paper Select if the "Auto Tray Switching" setting of the User Tools (System Settings) is set to "On (No Rotate)" or "No". See "Auto Tray Switching" in the System Settings manual.

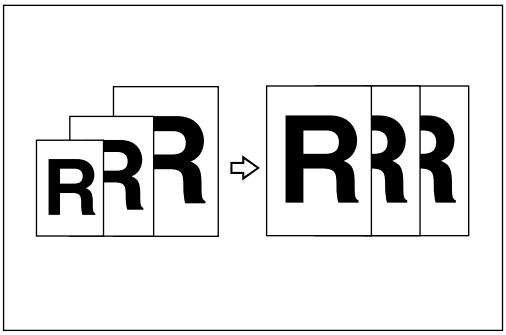
❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, set your original in the landscape direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 portrait		When enlarging to →	B4, A3	
However, you can rotate:	A4, B5, or A5 landscape		When enlarging to →	B4, A3	

❒ You cannot use the Rotated Copy function when "Top Slant", "Left 2" or "Saddle Stitch" is selected for stapling or if the Punch function is selected. See ⇒ P.60 *"Staple"* and ⇒ P.69 *"Punch"*.

Auto Reduce/Enlarge

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



Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When you use Auto Reduce/Enlarge, see the following table for possible original sizes and directions:

❖ Metric version

Where Original Is Set	Original Size and Direction
Exposure glass	A3▭, B4▭, A4▯▭, B5▯▭, $8^1/_2$" × 13"▭ *1, 8K▭, 16K▯▭
Document feeder	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭, B6▯▭, 11" × 17"▭,11" × 15"▭, $8^1/_2$" × 11"▯▭, $8^1/_2$" × 13"▭ *1, 8K▭, 16K▯▭

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❖ Inch version

Where Original Is Set	Original Size and Direction
Exposure glass	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭
Document feeder	A4▯▭, 11" × 17"▭, 11" × 15"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭, $5^1/_2$" × $8^1/_2$"▯▭, $8^1/_2$" × 13"▭ *1

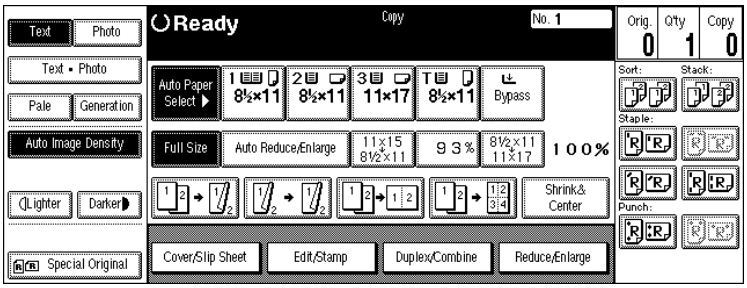
*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

❒ The reproduction ratios the machine will select are 25 – 400%.

❒ For some originals, the original size might not be detected correctly. See ⇒ P.21 *"Sizes difficult to detect"*.

❒ You can set originals of different sizes in the document feeder at a time. See ⇒ P.37 *"Mixed Sizes mode"*.

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



2 **Select the paper tray.**

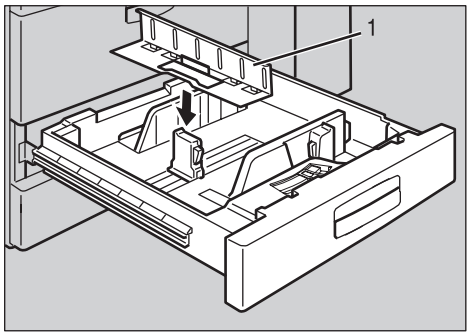
Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Copying onto Tab Stock

The options which are required to use this function are as follows:

- *Output tray or 100-sheet finisher*
- *Tab sheet tray*



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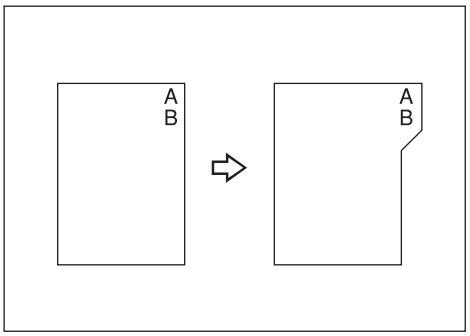
1. **Tab sheet tray**

To make copies onto tab stock, you need to specify the paper type. For details, see "Tray 2: Special Paper Indication" in the System Settings manual.



Preparation

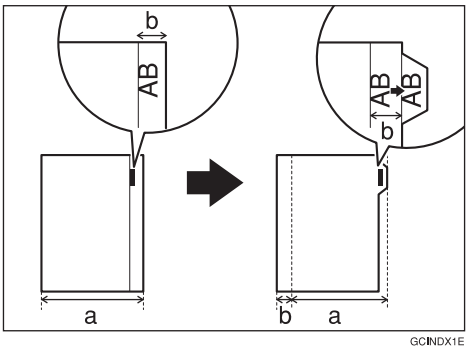
Select "Tab Stock" in "Tray 2: Special Paper Indication" of the User Tools (System Settings). See "Tray 2: Special Paper Indication" in the System Settings manual.

Specify the paper size in "Tray 2:Paper Size Setting" of the User Tools (System Settings) as follows:

- Metric version: A4
- Inch version: $8^1/_2$" × 11"

Set the tab stock in tray 2.

Check the position of the index tab to avoid cropping the image. See "Tray 2: Special Paper Indication" in the System Settings manual.

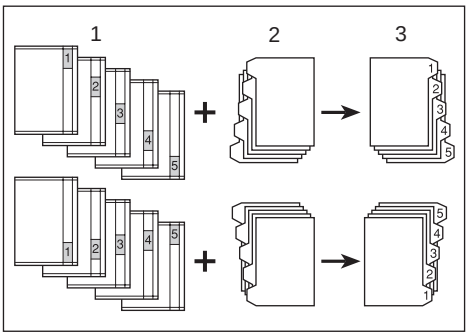


Limitation

- ❒ Use originals which contain only text.
- ❒ The image area of one original should be 6% or less of the whole area of the original.
- ❒ The font size of the letters on the originals should be 16 points or less.
- ❒ When using the tab stock, the temperature should be 20°C, 68°F or more.

Important

- ❒ Tab stock is always fed starting with the top tab.



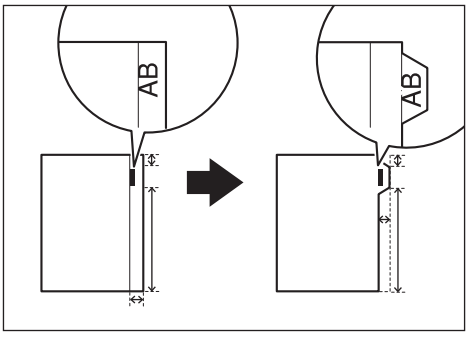
2

1. Set originals

2. Place the tab stocks in tray 2

3. Make copies

❒ Use the originals which do not have any images on the top or bottom part of the index tab. If the images are on the top or bottom part of the index, the images are not copied on the paper, and the machine will be damaged.



Note

❒ When copying onto the tab stock, copying speed will be reduced.

❒ Copies are delivered face down.

❒ The number of tabs, weights and types of the tab stock that can be placed in tray 2 are as follows:

	Number of Tabs	Weight of Tab Stock	Type of Tab Stock
Metric version	Tab 5	160g/m^2, 110 lb. Index or lighter	Small tab only (large tab is not available)
Inch version	Tab 1 – 5, Tab 8, Tab 12		

❒ You can store the optional tab sheet tray using the hook which is packed with the tab sheet tray.

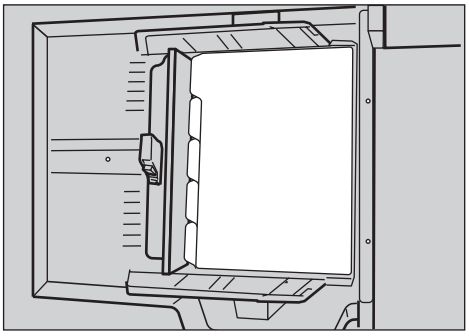
1 Pull out tray 2 until it stops.

2 **Adjust the back fence as follows:**

- Metric version: 10" (Paper Size Settings is A4 ▯)
- Inch version: B5 (Paper Size Settings is $8^1/_2$" × 11" ▯)

3 **Attach the tab sheet tray to the back fence in the paper tray.**

4 **Place the tab stock in the ▯ direction as shown below.**



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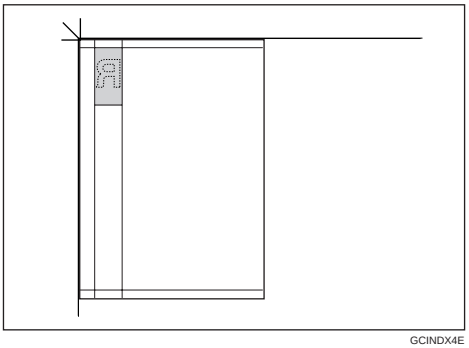
5 **Select the paper tray (tray 2).**

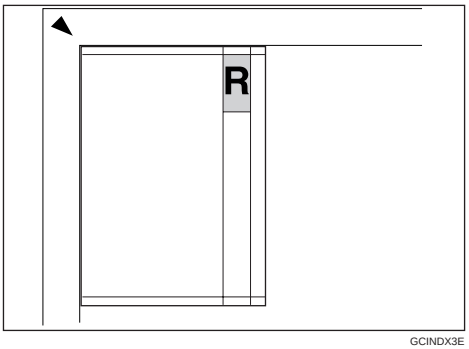
6 **Place your originals as follows:**

❖ **Exposure glass**



GCINDX4E

❖ **Document feeder**



GCINDX3E

7 **Press the 【Start】 key.**

Sort/Stack/Staple

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

❖ **Sort**

- Sort
- Rotate Sort

❖ **Stack (optional finisher required)**

- Stack
  (optional finisher required)

❖ **Staple (optional finisher required)**

50-Sheet/100-Sheet Finisher

- Top
- Top Slant
- Bottom
- Left 2
- Top 2 (only when "90° Turn" is selected with the original orientation)

Booklet Finisher

- Top Slant
- Bottom
- Left 2
- Top 2 (only when "90° Turn" is selected with the original orientation)
- Saddle Stitch

Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When the number of copies exceeds the tray capacity, remove copies from the tray.

❒ The maximum tray capacity is as follows.

❖ **Metric version**

Output tray	• A5, B5, A3: 250 sheets (80g/m^2) • A4, B4: 500 sheets (80g/m^2)
50-Sheet Finisher	Finisher proof tray (Without punch): • B4 or larger: 50 sheets (80g/m^2) • A4 or smaller: 250 sheets (80g/m^2)
	Finisher shift tray (Without punch): • A5⊐: 100 sheets (80g/m^2) • Except A5⊐, A4⊐: 1,500 sheets (80g/m^2) • A4⊐: 3,000 sheets (80g/m^2)
100-Sheet Finisher	Finisher proof tray (Without punch): • B4 or larger: 250 sheets (80g/m^2) • A4 or smaller: 500 sheets (80g/m^2)
	Finisher shift tray (Without punch): • A5⊐: 100 sheets (80g/m^2) • Except A5⊐, A4⊐: 1,500 sheets (80g/m^2) • A4⊐: 3,000 sheets (80g/m^2)
Booklet Finisher	Finisher proof tray: • A4⊐ or larger: 75 sheets (80g/m^2) • A4⊐ or smaller: 150 sheets (80g/m^2)
	Finisher shift tray (Without staple): *1 • Except A4⊐, B5⊐: 500 sheets (80g/m^2) • A4⊐, B5⊐: 1,000 sheets (80g/m^2)
	Booklet tray: • 1 – 5 sheets: 25 sets (80g/m^2) • 6 – 10 sheets: 15 sets (80g/m^2) • 11 – 15 sheets: 10 sets (80g/m^2)

*1 If you copy when paper remains on the tray, the capacity might be reduced.

❖ Inch version

Output tray	• $5^1/_2$" × $8^1/_2$", 11" × 17": 250 sheets (20 lb. Bond) • $8^1/_2$" × 11", $8^1/_2$" × 13": 500 sheets (20 lb. Bond)
50-Sheet Finisher	Finisher proof tray (Without punch): • $8^1/_2$" × 14" or larger: 50 sheets (20 lb. Bond) • $8^1/_2$" × 11" or smaller: 250 sheets (20 lb. Bond)
	Finisher shift tray (Without punch): • $5^1/_2$" × $8^1/_2$"⧉: 100 sheets (20 lb. Bond) • Except $5^1/_2$" × $8^1/_2$"⧉, $8^1/_2$" × 11"▯: 1,500 sheets (20 lb. Bond) • $8^1/_2$" × 11"▯: 3,000 sheets (20 lb. Bond)
100-Sheet Finisher	Finisher proof tray (Without punch): • $8^1/_2$" × 14" or larger: 250 sheets (20 lb. Bond) • $8^1/_2$" × 11" or smaller: 500 sheets (20 lb. Bond)
	Finisher shift tray (Without punch): • $5^1/_2$" × $8^1/_2$"⧉: 100 sheets (20 lb. Bond) • Except $5^1/_2$" × $8^1/_2$"⧉, $8^1/_2$" × 11"▯: 1,500 sheets (20 lb. Bond) • $8^1/_2$" × 11"▯: 3,000 sheets (20 lb. Bond)
Booklet Finisher	Finisher proof tray: • $8^1/_2$" × 11"⧉ or larger: 75 sheets (20 lb. Bond) • $8^1/_2$" × 11"▯ or smaller: 150 sheets (20 lb. Bond)
	Finisher shift tray (Without staple): [*1] • Except $8^1/_2$" × 11"▯: 500 sheets (20 lb. Bond) • $8^1/_2$" × 11"▯: 1,000 sheets (20 lb. Bond)
	Booklet tray: • 1 – 5 sheets: 25 sets (20 lb. Bond) • 6 – 10 sheets: 15 sets (20 lb. Bond) • 11 – 15 sheets: 10 sets (20 lb. Bond)

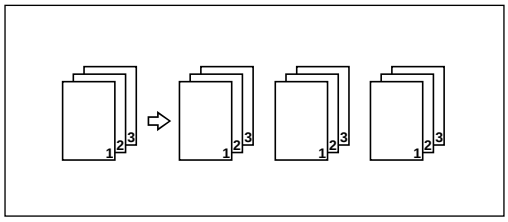
[*1] If you copy when paper remains on the tray, the capacity might be reduced.

Sort

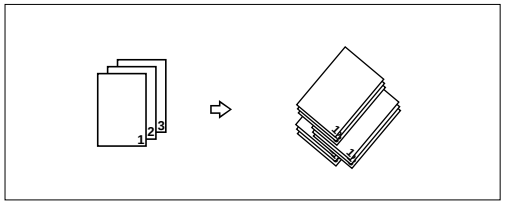
Copies can be assembled as sets in sequential order.

❖ **Sort**

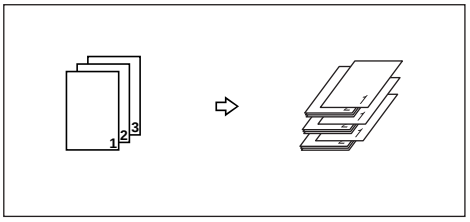
Copies can be assembled as sets in sequential order.



- 50-Sheet/100-Sheet Finisher
  The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can differentiate each set or job.



- Booklet Finisher
  The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the top sheet of each set to shift when delivered so that you can differentiate each set or job.



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Note

❒ The paper sizes that can be used in the Sort function are as follows:

❖ **Metric version**

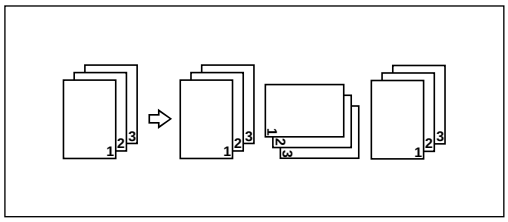
Output tray	A3□, B4□, A4□□, B5□□, 8K□, 16K□□
50-Sheet Finisher	A3□, B4□, A4□□, B5□□, A5□□
100-Sheet Finisher	A3□, B4□, A4□□, B5□□, A5□□
Booklet Finisher	A3□, B4□, A4□□, B5□

❖ **Inch version**

Output tray	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□
50-Sheet Finisher	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□
100-Sheet Finisher	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□
Booklet Finisher	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□

❖ **Rotate Sort**

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



Note

❒ When the optional finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. See "Select Stack or Rotate sort" in ⇒ P.329 *"Input/Output"*.

❒ The paper sizes that can be used in the Rotate Sort function are as follows:

❖ **Metric version**

Output tray	A4□□, B5□□, A5□□, $8^1/_2$" × 11"□□, 8K□, 16K□□
50-Sheet Finisher	A4□□, B5□□, A5□□
100-Sheet Finisher	A4□□, B5□□, A5□□
Booklet Finisher	A4□□, B5□□

❖ **Inch version**

Output tray	$8^1/_2$" × 11"□□
50-Sheet Finisher	$8^1/_2$" × 11"□□
100-Sheet Finisher	$8^1/_2$" × 11"□□
Booklet Finisher	$8^1/_2$" × 11"□□

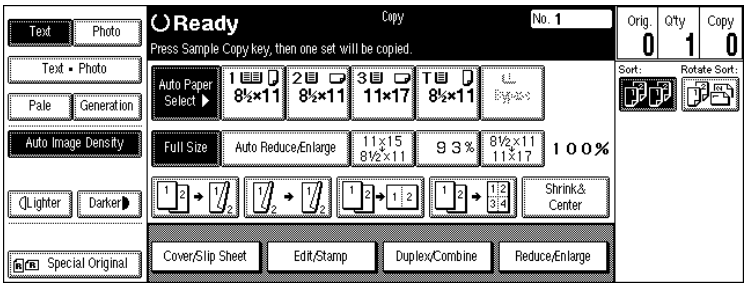
❒ To use the Rotate Sort function, two paper trays identical in size and different in direction (□□) are required.

Reference

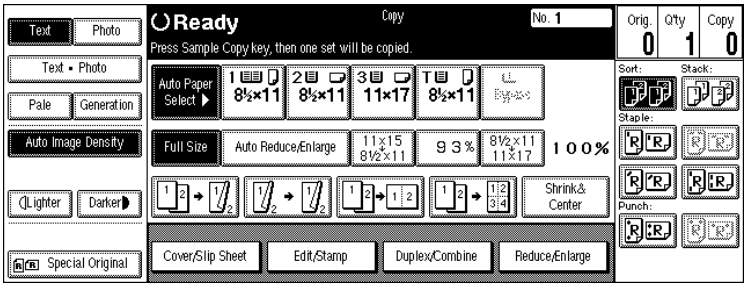
For the paper capacity of the optional finishers, see ⇒ P.344 *"50-Sheet Finisher"*, ⇒ P.346 *"100-Sheet Finisher"* and ⇒ P.348 *"Booklet Finisher"*.

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

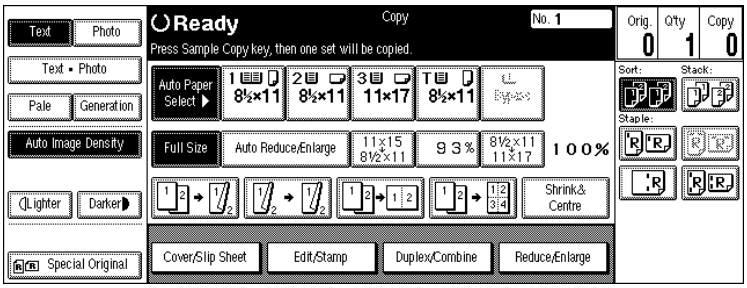
❖ **When the finisher is not installed**



❖ **When the 50-Sheet/100-Sheet Finisher is installed**



❖ **When the booklet finisher is installed**



Note

❒ When the optional finisher is installed, use the User Tools to display **[Rotate Sort]**. See "Select Stack or Rotate sort" in ⇒ P.329 *"Input/Output"*.

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

Limitation

❒ The maximum number of sets is 999.

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

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

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the【Start】key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the document feeder according to the instructions on the display. The display will indicate the number of scanned originals.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ P.36 *"Batch (SADF) mode"*.

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the【Start】key.**

Note

❒ Set the original in the same direction as the first one.

❸ **After all originals are scanned, press the【#】key.**

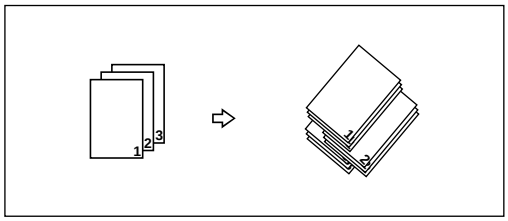
Stack

The optional finisher is required to use this function.

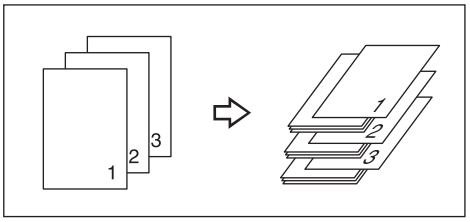
❖ **Stack**

This function groups copies of each page in a multi-page original together. Every other page stack is shifted for ease of separation. The finisher shift tray of the finisher provides this function by sliding from side to side.

- 50-Sheet/100-Sheet Finisher



- Booklet Finisher



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Note

❒ The paper sizes that can be used in the Stack function are as follows:

❖ **Metric version**

50-Sheet Finisher	A3, B4, A4, B5, A5
100-Sheet Finisher	A3, B4, A4, B5, A5, 8K, 16K
Booklet Finisher	A3, B4, A4, B5

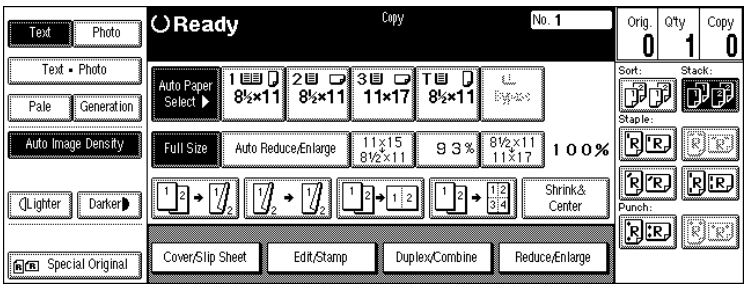
❖ **Inch version**

50-Sheet Finisher	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11"
100-Sheet Finisher	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
Booklet Finisher	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11"

Reference

For the maximum tray capacity of the optional finisher, see ⇒ P.344 *"50-Sheet Finisher"*, ⇒ P.346 *"100-Sheet Finisher"*, and ⇒ P.348 *"Booklet Finisher"*.

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



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

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

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

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the【Start】key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ P.36 *"Batch (SADF) mode"*.

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the【Start】key.**

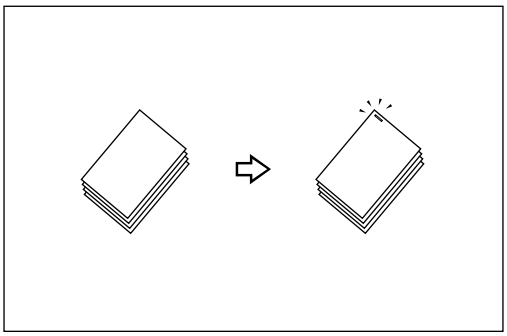
Note

❒ Set the original in the same direction as the first one.

Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



Limitation

❒ You cannot use the following paper in this function:

- Tab stocks
- Postcards
- Translucent paper

- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different vertical sizes

Note

❒ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

❖ **Metric version**

	With 50-Sheet Finisher	With 100-Sheet Finisher	With Booklet Finisher
Paper size	A3, B4, A4, B5, 8K, 16K	A3, B4, A4, B5, 8K, 16K	A3, B4, A4 (*3), B5 Saddle stitch function: A3, B4, A4
Stapler capacity	(without punch) • A4 or smaller: 50 sheets (80g/m²) • B4 or larger: 30 sheets (80g/m²)	(without punch) • A4, B5: 100 sheets (80g/m²) • Except A4, B5: 50 sheets (80g/m²)	• A4 or smaller: 50 sheets (80g/m²) • A4 or larger: 30 sheets (80g/m²) • Saddle stitch function: 15 sheets (80g/m²)
Shift tray capacity (A4) *1	3,000 sheets (80g/m²)	3,000 sheets (80g/m²)	750 sheets (80g/m²) *2

*1 Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.
*2 If you copy when the paper remains on the tray, the capacity might be reduced.
*3 Available staple positions are “Top” and “Bottom”.

❖ **Inch version**

	With 50-Sheet Finisher	With 100-Sheet Finisher	With Booklet Finisher
Paper size	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□	11" × 17"□, 8 1/2" × 11"□(□) *3 Saddle stitch function: 11" × 17"□, 8 1/2" × 11"□
Stapler capacity	(without punch) • 8 1/2" × 11" or smaller: 50 sheets (20 lb. Bond) • 8 1/2" × 14" or larger: 30 sheets (20 lb. Bond)	(without punch) • 8 1/2" × 11"□: 100 sheets (20 lb. Bond) • Except 8 1/2" × 11"□: 50 sheets (20 lb. Bond)	• 8 1/2" × 11"□ or smaller: 50 sheets (20 lb. Bond) • 8 1/2" × 11"□ or larger: 30 sheets (20 lb. Bond) • Saddle stitch function: 15 sheets (20 lb. Bond)
Shift tray capacity (8 1/2" × 11"□) *1	3,000 sheets (20 lb. Bond)	3,000 sheets (20 lb. Bond)	750 sheets (20 lb. Bond) *2

*1 Depending on the number of sheets to be stapled and whether sheets have punched holes or not, the maximum tray capacity might be reduced.
*2 If you copy when the paper remains on the tray, the capacity might be reduced.
*3 Available staple positions are "Top" and "Bottom".

❒ In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

❒ When you select Staple, Sort mode is automatically selected.

Reference

If you want to add staples, see ⇒ P.285 "*Adding Staples*".

When staple is jammed, see ⇒ P.293 "*Removing Jammed Staples*".

Stapling position and original setting

When there is copy paper that is identical in size and direction as your original, stapling positions are as follows:

❖ 50-Sheet /100-Sheet Finisher

		Original setting		Stapling position
		Exposure glass	Document Feeder	
STAPLEAE	Top			
*1 STAPLEBE	Top Slant			
STAPLECE	Bottom	STAPLE25	STAPLE26	STAPLE27
		STAPLE28	STAPLE29	STAPLE30
*1 STAPLEDE	Left 2			
		STAPLE31	STAPLE32	STAPLE33

*2 STAPLEEE	Top 2		STAPLE22	STAPLE23	STAPLE24
			STAPLE10	STAPLE14	STAPLE20

*1 Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.

*2 This position is available if "90° Turn" is selected with the original orientation.

Note

- ❒ You cannot change stapling positions during copying.
- ❒ When the original image is rotated, the stapling direction turns by 90°.
- ❒ With "Top" or "Bottom" selected at the stapling position, if no paper oriented in the same direction as the original is available, the image will be rotated and the paper of the same size as the original but oriented in the different direction will be selected.
- ❒ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2" \times 11"$

- ❒ You cannot use the Rotated Copy function when "Top Slant"or "Left 2" is selected.

❖ Booklet Finisher

		Original setting		Stapling position
		Exposure glass	Document Feeder	
STAPLEBE	Top Slant			

STAPLECE	Bottom		STAPLE25	STAPLE26	STAPLE27
			STAPLE28	STAPLE29	STAPLE30
*1 STAPLEDE	Left 2				
			STAPLE31	STAPLE32	STAPLE33
*2 STAPLEEE	Top 2		STAPLE22	STAPLE23	STAPLE24
			STAPLE10	STAPLE14	STAPLE20
STAPLEFE	Saddle Stitch		STAPLE34	STAPLE35	STAPLE36

*1 Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.

*2 This position is available if "90° Turn" is selected with the original orientation.

Note

❒ If you select "Top Slant" when using A4□, $8^1/_2$" × 11"□ or $8^1/_2$" × 14"□ copy paper, the result will be "Top".

❒ If you select "Left 2", the machine will not rotate the image by 90°.

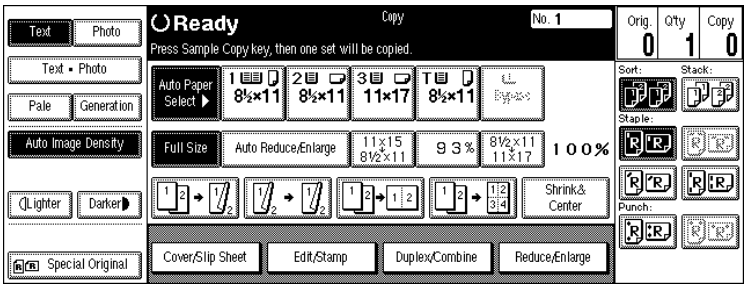
❒ If you select “Saddle Stitch”, the machine staples and folds the paper in the center, then delivers the paper folded.

❒ If you select “Saddle Stitch” in Magazine mode, the machine staples the paper, and folds it like a book, then delivers the paper folded. See ⇒ P.147 *“Magazine”*.

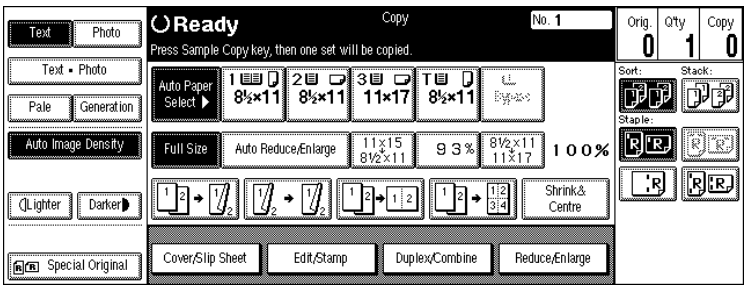
1 Select one of the stapling positions.

2

❖ **50-Sheet/100-Sheet Finisher**



❖ **Booklet Finisher**



Note

❒ If the number of sheets of one set exceeds 15 when using “Saddle Stitch”, the message asking you if you wish to “Print” or “Cancel” the job appears. If you press the **[Print]** key, the booklet finisher staples 15 sheets as one set. If you press the **[Cancel]** key, stapling is canceled and you need to remove the paper remaining in the staple unit.

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

Reference

⇒ P.63 *“Stapling position and original setting”*

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

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

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

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the【Start】key.**
After all the originals are scanned, the copies are delivered to the tray.

Note
❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference
⇒ P.36 *"Batch (SADF) mode"*.

❶ **Set the original, then press the【Start】key.**

Note
❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the【Start】key.**

Note
❒ Set the original in the same direction as the first one.

❸ **After all originals are scanned, press the【#】key.**

To Stop Scanning Temporarily

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 **Press the【Clear/Stop】key to stop originals from being scanned into memory.**

To resume scanning

❶ **Press the [Resume] key to resume scanning.**

Note
❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ **Press the [Cancel] key.**
Scanning is stopped with the images cleared.

When Memory Reaches 0%

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

❒ There is enough memory to store approximate 200 to 1,000 originals of A4, $8^1/_2$" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type.

Reference

Scanning will stop when memory reaches 0% during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "Memory Full Auto Scan Restart" in ⇒ P.329 *"Input/Output"*.

1 Press the 【Start】 key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

2 Remove the copies and continue copying by following the instructions on the display.

To Remove the Paper from the Staple Unit

If you cancel the stapling copy job in the middle of the job, the paper might be left in the staple unit. In this case, remove the paper from the staple unit.

1 Press the 【Clear Modes/Energy Saver】 key to cancel the copy settings.

2 Set the next original, then press the 【Start】 key.

The paper left in the staple unit is automatically delivered, then the next job starts.

Note

❒ When the paper is not delivered and the message is displayed, follow the instructions on the display to remove the paper.