
2560/2575
6002/7502
D060/LD075

Operating Instructions Copy Reference




-
- 1** Placing Originals
 - 2** Copying
 - 3** Program
 - 4** Troubleshooting
 - 5** User Tools (Copy/Document Server Features)
 - 6** Specifications

Type for 2560/6002/LD060 AG/Aficio 1060

Type for 2575/7502/LD075 AG/Aficio 1075

Printed in Japan

UE  B064-6607


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.



Notes

Some illustrations in this manual might be slightly different from the machine.
Certain options might not be available in some countries. For details, please contact your local dealer.



Laser Safety:

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains four 10-milliwatt, 770-810 nanometer wavelength, GaAIAs laser diodes. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Warning:

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

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, ⇒ p.2 “Machine Types”.)

- Type 1 : 2560/6002/LD060/Aficio 1060
- Type 2 : 2575/7502/LD075/Aficio 1075

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, the supplier recommends that you use genuine toner from the supplier.

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

Power Source

- 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 “Power Connection” in General Settings Guide.

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

I means **POWER ON.**

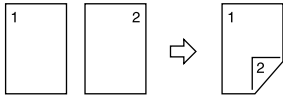
⏻ means **STAND BY.**

What You Can Do With This Machine

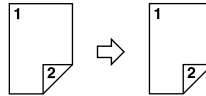
The following sections introduce the duplex and combining functions of this machine.

Types of Duplex Copies

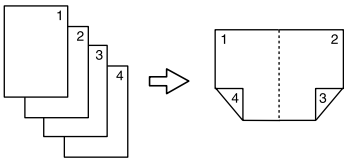
● 1-sided 2 Pages → 2-sided 1 Page ⇒ p.43
 " ❖ 1 Sided → 2 Sided"



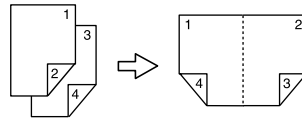
● 2-sided 1 Page → 2-sided 1 Page ⇒ p.43
 " ❖ 2 Sided → 2 Sided"



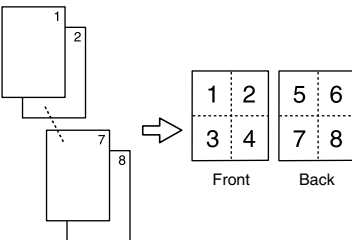
● 1-sided 4 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 1 Sided 4 Pages → Combine 2 Side"



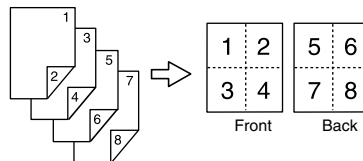
● 2-sided 2 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 2 Sided 4 Pages → Combine 2 Side"



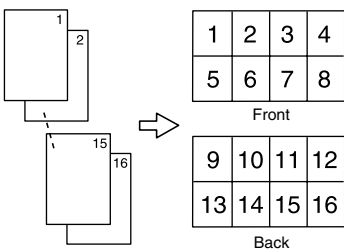
● 1-sided 8 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 1 Sided 8 Pages → Combine 2 Side"



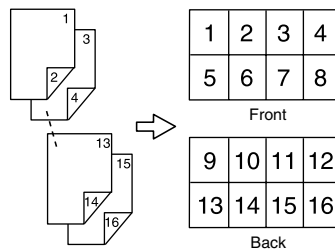
● 2-sided 4 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 2 Sided 8 Pages → Combine 2 Side"



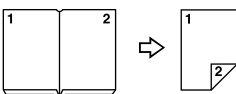
● 1-sided 16 Pages → 2-sided 1 Page ⇒ p.47
 " ❖ 1 Sided 16 Pages → Combine 2 Side"



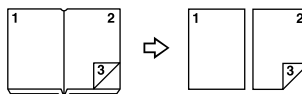
● 2-sided 8 Pages → 2-sided 1 Page ⇒ p.48
 " ❖ 2 Sided 16 Pages → Combine 2 Side"



● Bound Originals → 2-sided Pages ⇒ p.49
 " ❖ Book → 2 Sided"



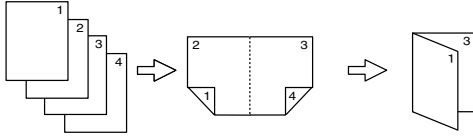
● Front/Back Bound Originals → 2-sided Pages ⇒ p.49
 " ❖ Front & Back → 2 Sided"



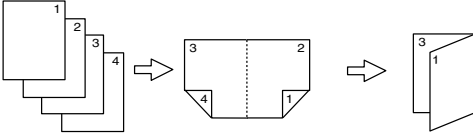
Copying Book Originals

1-sided 4 Pages → Booklet (⇒ P.50 " ❖ 1 Sided → Booklet")

Open to Left

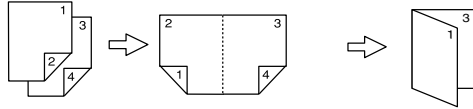


Open to Right

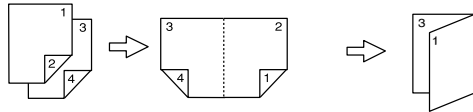


2-sided 2 Pages → Booklet (⇒ P.51 " ❖ 2 Sided → Booklet")

Open to Left

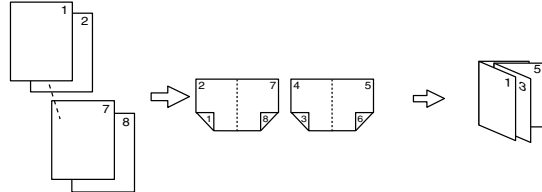


Open to Right

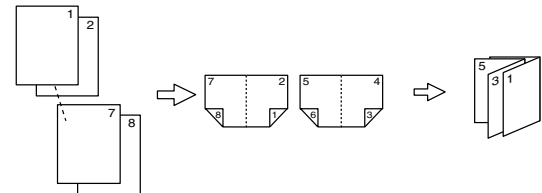


1-sided → Magazine (⇒ P.51 " ❖ 1 Sided → Magazine")

Open to Left

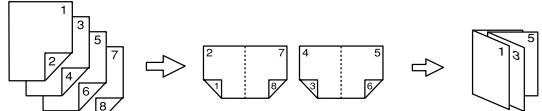


Open to Right

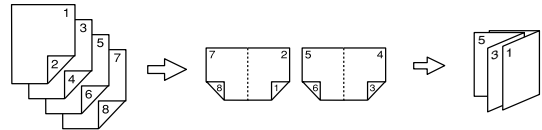


2-sided → Magazine (⇒ P.51 " ❖ 2 Sided → Magazine")

Open to Left

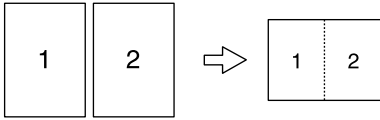


Open to Right

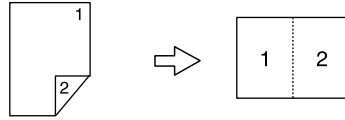


Combining Multiple Pages onto a Single Page (⇒ p.45 "1 Sided Combine")

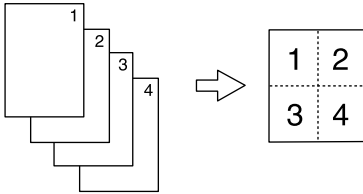
● 1-sided 2 Pages → 1-sided 1 Page



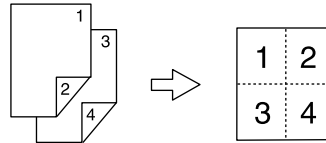
● 2-sided 1 Page → 1-sided 1 Page



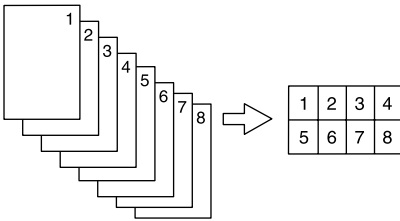
● 1-sided 4 Pages → 1-sided 1 Page



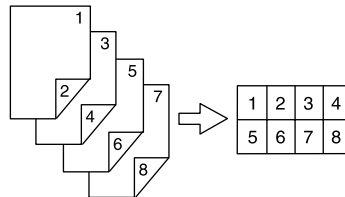
● 2-sided 2 Pages → 1-sided 1 Page



● 1-sided 8 Pages → 1-sided 1 Page

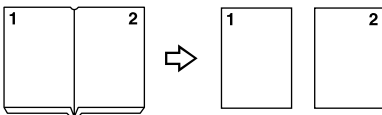


● 2-sided 4 Pages → 1-sided 1 Page



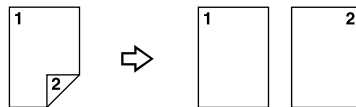
Copying Originals Such as Books (⇒ p.48 "Series Copies")

● Bound Originals → 1-sided Pages

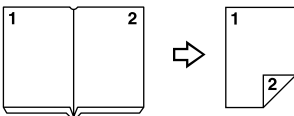


Copying 2-Sided Pages onto 1-Sided Pages (⇒ P.50 "2 Sided → 1 Sided")

● 2-sided 1 page → 1-sided 2 pages



● Bound Originals → 2-sided Pages



● Front/Back Bound Originals → 2-sided Pages

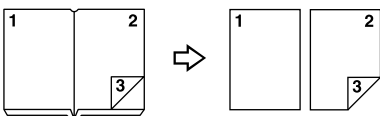


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How to Read this Manual

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 in the General Settings Guide.

 **CAUTION:**

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

- WARNINGS and CAUTIONS are notes for your safety.

 **Important**

If 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.

Notice

- B4 JIS  , B5 JIS  , B6 JIS  are referred as B4  , B5  , B6  in this manual.
- The image of the display panel may be different depending on the installed option.

Machine Types

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

	Type 1	Type 2
Copy speed	60 copies/minute (A4 \square , 8 ¹ / ₂ " \times 11" \square)	75 copies/minute (A4 \square , 8 ¹ / ₂ " \times 11" \square)

Functions that Require Options

Available functions depend on your machine configuration and which options you have. See the table below.

○ Required options

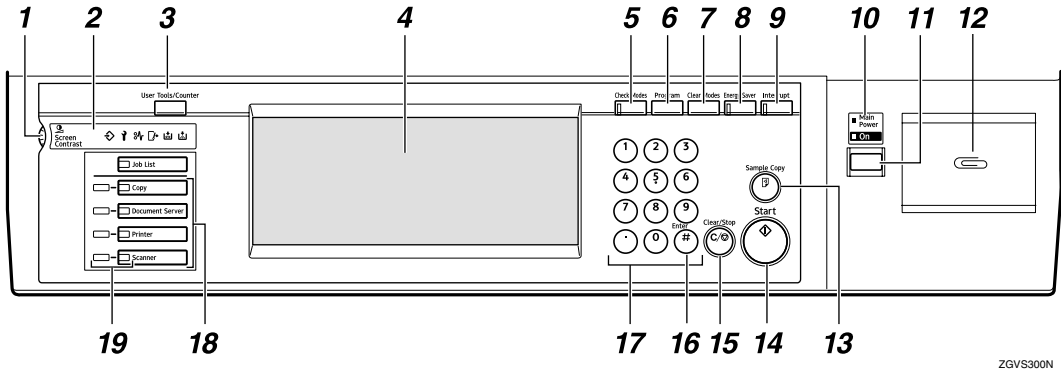
Functions		Copying onto the Tab Stock	Shift Sort	Stack	Staple	Staple (Saddle Stitch)	Punch
Options	Tab Sheet Holder	○					
	Finisher 3000M(50-sheet staples)		○	○	○		○ *1
	Booklet Finisher		○	○	○	○	○ *1
	Finisher 3000B(100-sheet staples)		○	○	○		○ *1

*1 To use the Punch function, you need an optional Punch Unit.

Control Panel

Note

- This illustration shows the Control Panel of the machine with options fully installed.



ZGVS300N

1. Screen Contrast knob

Adjusts the brightness of the display panel.

2. Indicators

These indicators show the status of the machine or indicate errors. ⇒ “Control Panel” in the General Settings Guide.

3. [User Tools/Counter] key

- User Tools
Press to change the default settings and conditions to meet your requirements. ⇒ p.89 “User Tools (Copy/Document Server Features)”
- Counter
Press to check or print the Counter value. ⇒ “Counter” in the General Settings Guide.
- Inquiry
Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. ⇒ “Inquiry” in the General Settings Guide.

4. Display panel

Shows operation status, error messages, and function menus. ⇒ “Display Panel” in the General Settings Guide.

5. [Check Modes] key

Press to check the entered copy job settings.

6. [Program] key

Press to store or recall a program. ⇒ p.79 “Programs”

7. [Clear Modes] key

Press to clear previously entered copy job settings.

8. [Energy Saver] key

Press to switch to and from Energy Saver mode. ⇒ “Saving Energy” in the General Settings Guide.

9. [Interrupt] key

Press to interrupt a long copy job to make copies. ⇒ p.18 “Interrupt Copy”

10. Main power indicator, On indicator

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

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

Important

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

11. Operation switch

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

12. Clip Tray

Holds clips and staples.

13. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ p.40 "Sample Copy"

14. [Start] key

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

15. [Clear/Stop] key

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

16. [#] key

Press to enter a value.

17. Number keys

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

18. Function keys

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

19. Function Status indicator

These show the status of the above functions:

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

Common Key Operations

The following keys are common to all screens.

[Exit]	Returns to the previous screen.
[Cancel]	Deletes a selected function or entered values, and then returns to the previous screen.
[OK]	Acknowledges a selected function or entered values, and then returns to the previous screen.
[▲Prev.] [▼Next]	Moves to the previous or next page when all the functions cannot be displayed on one page.

1. Placing Originals

Originals

Sizes and Weights of Recommended Originals

◆ Metric version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3☐ – B6☐☐	40 – 128 g/m ²
	2-sided originals: A3☐ – A5☐☐	52 – 128 g/m ²

◆ Inch version

Where Original Is Placed	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" ☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐	11 – 34 lb.
	2-sided originals: 11" × 17" ☐ – 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐☐	14 – 34 lb.

Note

- ☐ The number of originals that can be placed in the document feeder is about 100.
- ☐ The weight range for originals in the Mixed Size mode is 52–81.4 g/m², 13.8–21.7 lb.

Non-recommended originals for the document feeder

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

- Originals other than those specified in p.7 “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 raised parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Note

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

Sizes Detectable by Auto Paper Select

◆ **Metric version**

Size	A3	B4	A4	B5	A5	B6	11"	8 ¹ / ₂ "	8 ¹ / ₂ "	5 ¹ / ₂ "	8 ¹ / ₂ "	8K	16K
Location of the original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	× 17" <input type="checkbox"/>	× 14" <input type="checkbox"/>	× 11" <input type="checkbox"/> <input type="checkbox"/>	× 8 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/>	× 13" <input type="checkbox"/> *1	<input type="checkbox"/>	<input type="checkbox"/>
Exposure glass	○	○	○	○	×	×	×	×	×	×	○	×	×
Document feeder	○	○	○	○	○	○	○*2	×	○*3	×	○	○	○

*1 You can select from 8¹/₂" × 13", 8¹/₄" × 13" or 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the General Settings Guide.

*2 If you wish to switch detectable paper size from 8K to 11" × 17" , please contact your service representative.

*3 If you wish to switch detectable paper size from 16K to 8¹/₂" × 11" or from 16K to 8¹/₂" × 11" , please contact your service representative.

◆ **Inch version**

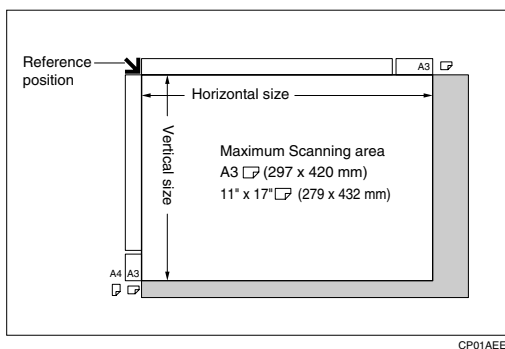
Size	A3	B4	A4	B5	A5	11"	8 ¹ / ₂ "	8 ¹ / ₂ "	5 ¹ / ₂ "	8 ¹ / ₂ "	11"	8" × 10"	10" × 14"
Location of the original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	× 17" <input type="checkbox"/>	× 14" <input type="checkbox"/>	× 11" <input type="checkbox"/> <input type="checkbox"/>	× 8 ¹ / ₂ " <input type="checkbox"/> <input type="checkbox"/>	× 13" <input type="checkbox"/>	× 15" <input type="checkbox"/>	<input type="checkbox"/>	× 14" <input type="checkbox"/>
Exposure glass	×	×	×	×	×	○	○	○	×	×	×	×	×
Document feeder	○	×	○	×	×	○	○	○	○	○*1	○*2	○*3	○

*1 If you wish to switch detectable paper size from 8¹/₂" × 14" to 8¹/₂" × 13" , please contact your service representative.

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

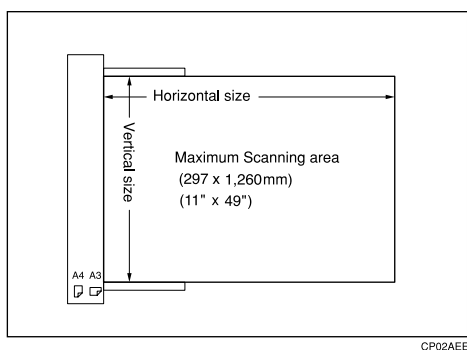
*3 If you wish to switch detectable paper size from 8¹/₂" × 11" to 8" × 10" , please contact your service representative.

❖ Exposure glass



1

❖ Document feeder



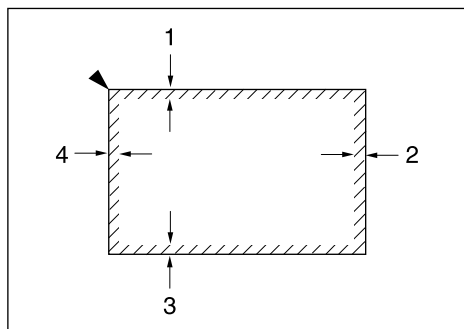
Sizes difficult to detect

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

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

Missing Image Area

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



GCGENK2E

1. 0.5 mm, 0.02"

3. 0.5 mm - 3.5 mm, 0.02" - 0.14"



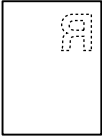



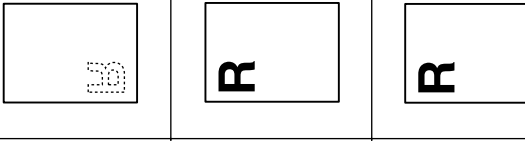


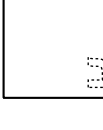


2. 1 mm or more, 0.04" or more

4. 2 - 6 mm, 0.08" - 0.24"

Direction-fixed paper or 2-sided paper

Direction-fixed (top to bottom) or 2-sided paper (e.g., letterhead paper, punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Set "Letterhead setting" in system settings, and then place the original and paper as shown below. ⇒ p.108 "Letterhead Setting"

1

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

*1 When the paper size is specified.

GGH100E

Placing Originals

Note

- Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will be copied.

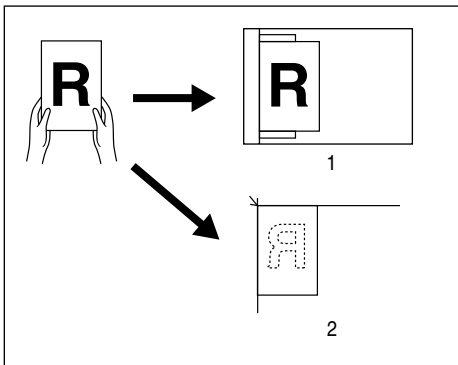
Reference

For document sizes you can set. => p.7 "Originals".

Original Orientation

When you place the original into the document feeder, place it face up so you can see the print.

When you place the original on the exposure glass, place it face down.



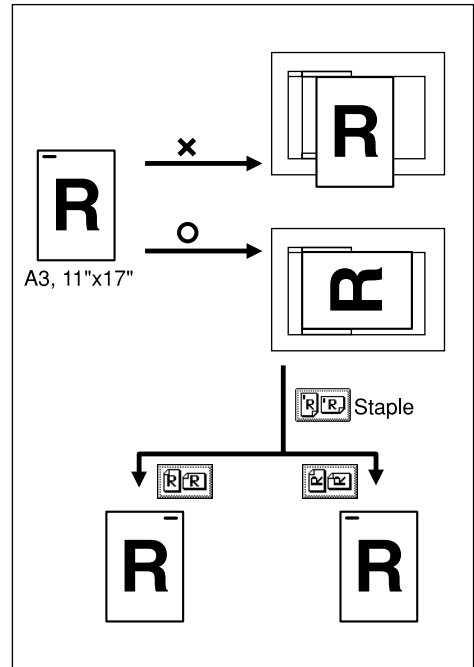
ZGVX010E

1. Document feeder

2. Exposure glass

When you cannot place originals as described because the size is A3 or A4 or because of its condition, you cannot staple copies as you want. In this case, select [Special Original] as the Original Orientation.

Example: When you want to staple copies, but you cannot select [Special Original] because the original size is A3, selecting [Special Original] enables you to staple copies correctly.

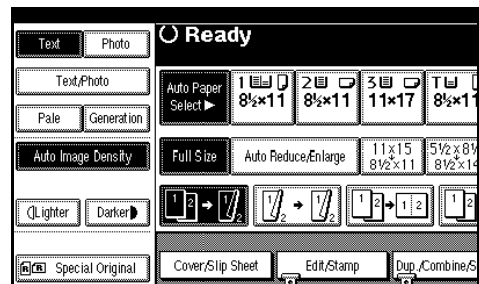


GCGSET3E

Note

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

1 Press the [Special Original] key.



2 Select the original orientation ([Special Original] or [Special Original]) and press the [OK] key.

Placing Originals on the Exposure Glass

Reference

Related Initial Settings ⇒ p.108
“Eject Copy Face Up/Down in Glass”

- 1** Lift the exposure glass cover or the document feeder.

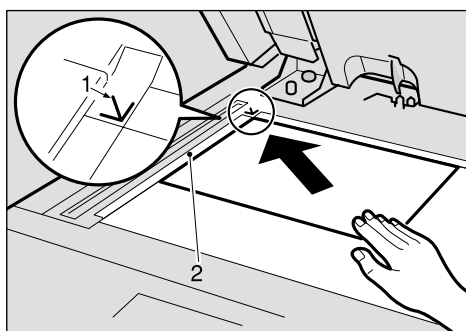
Important

- Do not open the exposure glass cover or the document feeder forcefully. Otherwise, the cover of the document feeder might open or be damaged.

Note

- Be sure to open the exposure glass cover or the document feeder by more than 30°. 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.



ZGMH012E

- 1.** Reference mark
- 2.** Left scale

Note

- Start with the first page to be copied.

- 3** Lower the exposure glass cover or the document feeder.

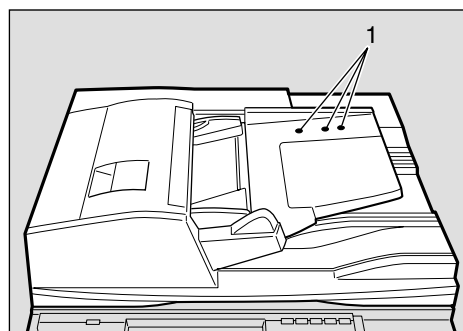
Placing Originals in the Document Feeder

Settings should be made in the following situations:

- ❖ **When placing originals one by one:**
⇒ p.15 “SADF mode”
- ❖ **When placing originals consisting of more than 100 pages:**
⇒ p.14 “Batch mode”
- ❖ **When copying originals of various sizes:**
⇒ p.15 “Mixed Size mode”
- ❖ **When placing custom size originals:**
⇒ p.16 “Placing Custom Size Originals”

Note

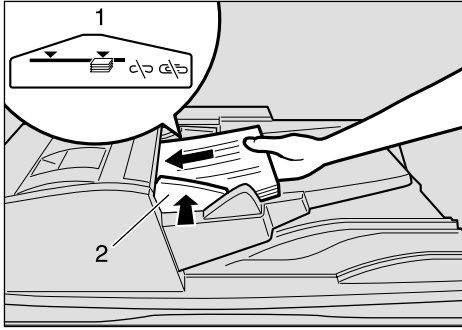
- Do not stack originals beyond the limit mark on the side fence of the document feeder.
- The last page should be on the bottom.
- When you copy 2-sided originals, both front and back sides of each original are scanned at once.
- Do not place any foreign objects on the sensors or cover them with your hands. This could cause a malfunction or the size to not be detected properly.



ZGUH011E

- 1.** Sensors

- 1** Set the document guide to the original size.
- 2** Align the edges of the original and place it on the document feeder (ADF) with the side to be copied facing up.



ZGUH020E

1. Limit mark
2. Document guide

Note

- Straighten curls in the original before placing it on the document feeder (ADF).
- To prevent multiple sheets from being fed at once, fan the original before placing it on the document feeder (ADF).
- Set the original squarely.

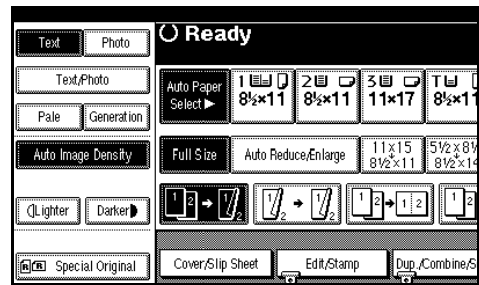
Batch mode

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

Important

- When placing special originals such as translucent paper, place one by one.

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



- 2** Select the [Batch] key, and then press the [OK] key.

Note

- When [Batch] is not displayed, change the settings in ⇒ p.106 "Switch to Batch (SADF)".

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

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

Note

- If you want to copy subsequent originals in this mode, repeat step 4.

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

SADF mode

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

Preparation

To use the SADF function, you should make a setting in "User Tools (Copy/Document Server Features)", so that **[SADF]** will be displayed when you press **[Special Original]**. ⇒ p.106 "Switch to Batch (SADF)"

Reference

Related Initial Settings ⇒ p.106 "SADF Auto Reset"

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



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

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

The Auto Feed indicator is shown on the display.

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.

Mixed Size mode

When you place different size originals in the document feeder at the same time, the machine automatically checks the size of the originals and makes copies.

Note

- ❑ When placing originals of different sizes in the document feeder and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.
- ❑ The sizes of the originals that can be placed together 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 "

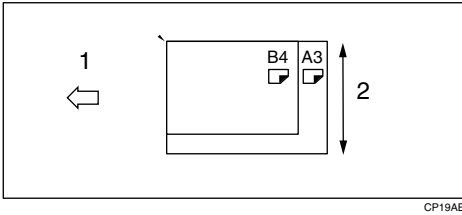
1 Press the **[Special Original]** key.



2 Press the **[Mixed size]** key, and then press the **[OK]** key.

1

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



1. Place into the document feeder.

2. Vertical size

4 Adjust the guide to the widest original size.

5 Place aligned originals face up into the document feeder.

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

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

Note

If you make a mistake, press the **[Print Inquiry List]** or **[Clear/Stop]** key, and then enter the value again.

4 Enter the vertical size of the original with the Number keys, and then press the **[#]** key.

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

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

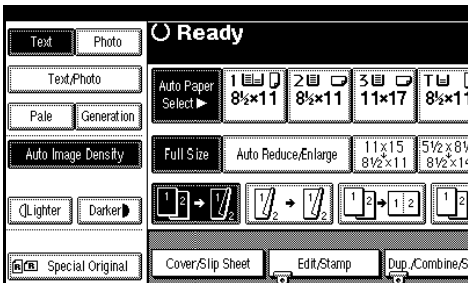
Placing Custom Size Originals

When placing custom size originals in the document feeder, specify the size of the originals.

Note

Paper that has a vertical length of 128–297 mm (5" – 11") and a horizontal length of 128–1260 mm (5" – 49.6") can be placed with this function.

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



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

2. Copying

Basic Procedure

- 1** When the machine is set for user codes, enter a user code (up to 8 digits) with the number keys, and then press the **[#]** key.

The machine is ready to copy.

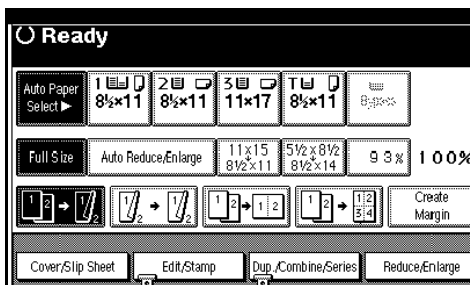
Reference

For Users Code, see ⇒ “Key Operator Tools” in the General Settings Guide.

- 2** Make sure "Ready" is displayed on the screen.

If any other function is displayed, press the **[Copy]** key.

❖ Initial copy display



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

Note

- When there are previous settings remaining, press the **[Reset]** key and enter again.

- 4** Place originals.

Reference

⇒ p.12 “Placing Originals”

- 5** Set desired settings.

Reference

Please refer to each functions.

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

Note

- The maximum copy quantity that can be set is 999.

- 7** Press the **[Start]** key.

The machine starts copying.

Note

- When you place originals on the exposure glass, press the **[#]** key after all originals are scanned.
- Copies are delivered face down.

How to Operate

- ❖ To stop the machine during a multi-copy run.
⇒ Press the **[Clear/Stop]** key.
- ❖ To return the machine to the initial condition after copying.
⇒ Press the **[Clear Modes]** key.
- ❖ When clearing entered values.
⇒ Press the **[Clear/Stop]** key or the **[Clear]** key on the display.
- ❖ To confirm settings.
⇒ Press the **[Check Modes]** key.

Auto Start

Copy starts automatically when the machine is ready.

1 Set the copy contents while “Select copy mode and press **[Start]**” and “Scanning originals can be started” are displayed alternately.

2 Set the original.

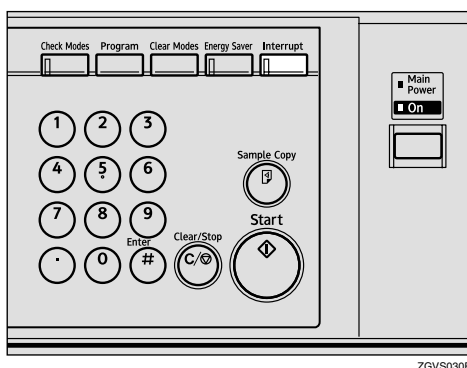
3 Press the **[Start]** key.

The machine scans the original. When the machine is ready, it starts copying automatically.

Interrupt Copy

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

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



When the originals stop scanning

1 Remove originals that have been copied and place originals you wish to copy.

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

The machine starts making your copies.

3 When the copy job is finished, remove originals and copies.

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

The **Interrupt** indicator goes off.

5 When the display prompts you, set the remaining originals again before interrupting.

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

Note

By pressing the **[Start]** key, the previous copy job settings will be restored and the machine will continue copying from where it left off.

When the machine keeps copying

1 Place the originals you wish to copy.

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

The machine stops the other original job and starts copying your original.

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

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

The **Interrupt** indicator goes off.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

Original Beeper

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

Reference

⇒ p.99 “Tone: Original remains”

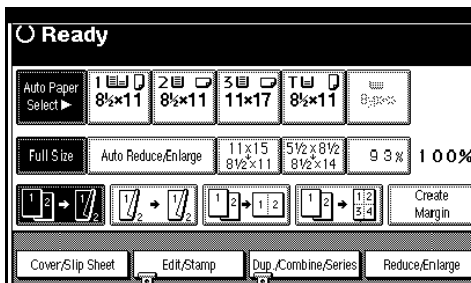
Copy Face Up

Use this function to reverse the order of copies.

Preparation

Before using this function, register "Face up" for a copy function key.
⇒ p.99 "Copy Function Key: F1–F5"

1 Press [Face Up] key.



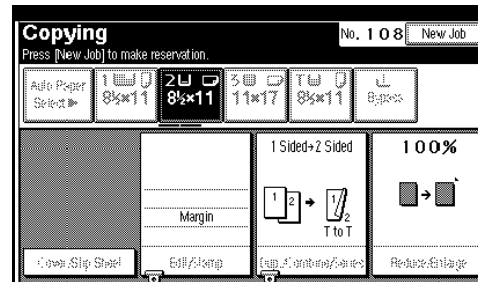
2 Place originals, and then press the [Start] key.

Job Preset

You can set up next copy content during copy.

If a long copy job is in progress and you do not wish 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 be started automatically. You can set up to 8 copy jobs.

1 Press the [New Job] key when "Copying" is shown.



2 Set up the next copy job.

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

All originals are scanned.

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

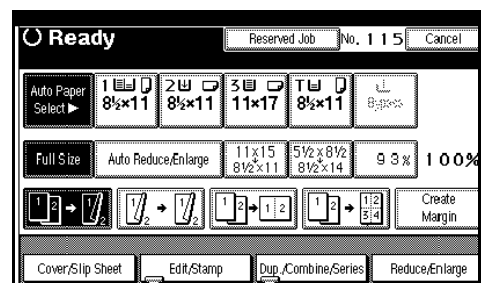
Note

- Each copy job set up is stored with a job number in the preserved job screen.
- To switch the display to the current copy job, press the [Reserved] key and then press the [Exit] key.

Editing Job Preset

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

1 Press the [Reserved Job] key.



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

3 Press the [Check/Change Job] key.
The contents of the job are displayed.

2

To check job contents

1 Check contents.

2 Press the [Confirmed] key.
You return to the Reserved Job screen.

To change job contents after checking

1 Check job contents.

2 Change contents and press the [Confirmed] key.

3 Press the [Change] key.
You return to the Reserved Job screen.

To delete a job after checking its contents

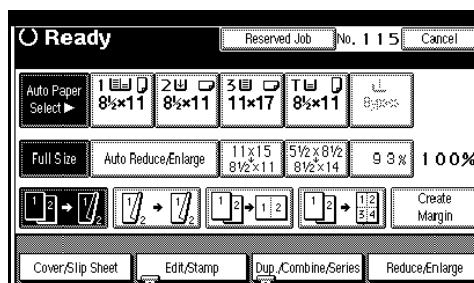
1 Check job contents.

2 Press the [Delete Job] key.

3 Press the [Delete] key.
You return to the Reserved Job screen.

Deleting a Preset Job

1 Press the [Reserved Job] key.



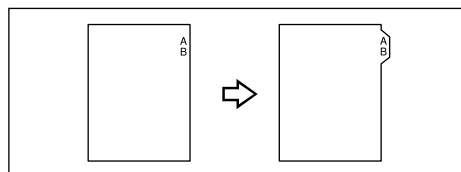
2 Select the number of the job you want to delete.

3 Press the [Delete Job] key.

4 Press the [Delete] key.
You return to the Reserved Job screen.

Copying onto Tab Stock

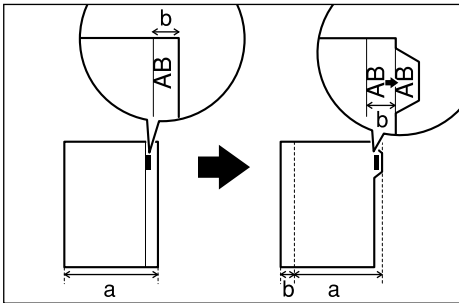
You can copy onto tab stock.



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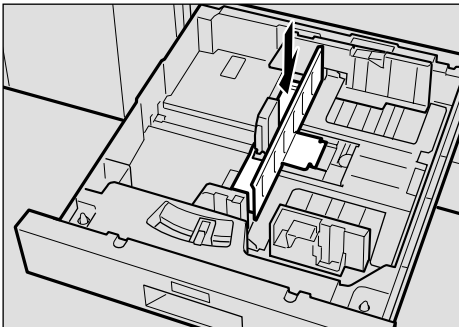
Preparation

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

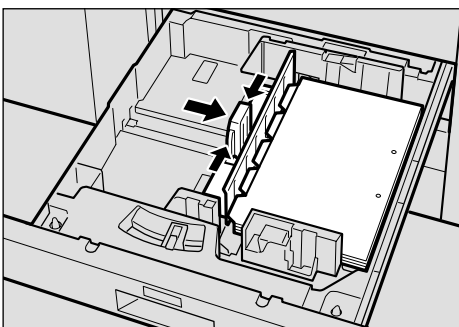


Important

- When you set tab stock, be sure to use the optional tab sheet fence.

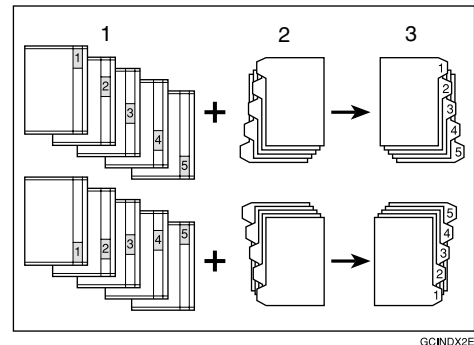


- Set tab stock so that it will be fed from the side without the tab first.
- Adjust the back fence position so that the tab sheet fence will fit the tab stock.



Note

- Check the position of the index tab to avoid cropping the image.
- Set the tab stock with the side to be copied facing down.
- Tab stock is always fed starting from the top tab.



1. Originals

2. Tab stock

3. Copies

- Select the paper tray where the tab stock is set.
- Place originals, and then press the **[Start]** key.

Copying from the Bypass Tray

Use the bypass tray to copy onto special paper (OHP transparencies, label paper, adhesive labels), thick paper (postcards and thin paper), and copy paper that cannot be loaded in the paper trays.

Preparation

When copying from the bypass tray, select [1 Sided→ 1 Sided] for copying in [Dup./Combine/Series]. You can change the initial settings. ⇒ p.99 “Duplex Mode Priority”

Important

- ❑ When paper larger than 433 mm in size is used, it may become wrinkled, may feed into the machine, or may cause jams.
- ❑ When copying onto special paper, such as adhesive labels, be sure to select “Face up” in ⇒ p.108 “Eject Copy Face Up/Down in Bypass Mode”. If you select “Face Down”, a paper misfeed may occur.

Note

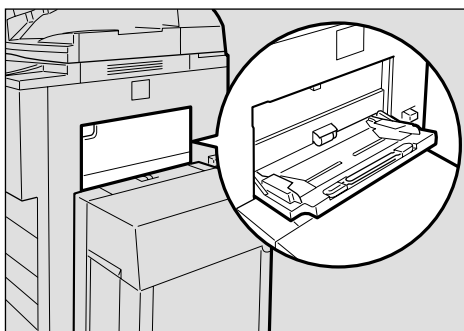
- ❑ The sizes of paper you can use with the bypass tray are as follows.

Metric version	<ul style="list-style-type: none"> • Vertical: 100 – 305 mm • Horizontal: 139.7 – 600 mm
Inch version	<ul style="list-style-type: none"> • Vertical: 3.9" – 12.0" • Horizontal: 5.5" – 23.6"

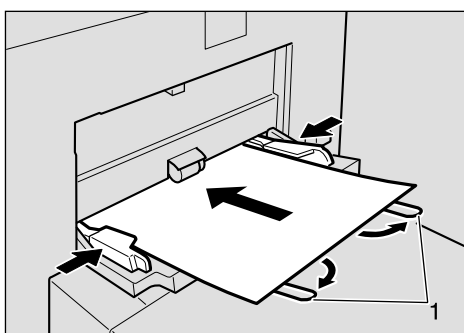
- ❑ The machine can automatically detect the following sizes as standard size copy paper.

Metric version	A3☐, A4☐, A5☐, 100 × 148 mm
Inch version	A3☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐, 100 × 148 mm

- ❑ If you want to use the size of paper other than ones in the above table, be sure to specify the size. ⇒ p.23 “When copying onto standard size paper”, ⇒ p.79 “Program”
- ❑ When copying on OHP transparencies or paper heavier than 105 g/m² (about 27.9 lb.), you need to specify the paper type. ⇒ “Paper Type” in the General Settings Guide
- ❑ If you want copies to be delivered face down when placing originals on the exposure glass, select “Face down” for both “Eject Copy Face Up/Down in Glass Mode” and “Eject Copy Face Up/Down in Bypass Mode” of User Tools.
- ❑ If you have selected OHP transparencies or thick paper paper in “Special paper”, you cannot have copies delivered face down.
- ❑ If you use label paper, you cannot have copies to be delivered face down.
- ❑ If you use paper larger than 432 mm, 17" in size, you cannot make copies to be delivered face down.
- ❑ The maximum number of sheets you can load into the bypass tray depends on paper type. The number should not exceed the upper limit.

1 Open the bypass tray.

ZGUH030E

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

ZGUH040E

1. Extender**Note**

- If the guides are not flush against the paper, images might be skewed or misfeeds might occur.
- Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeeds might occur.
- Swing out the extender to support paper sizes larger than A4, 8¹/₂" × 11".
- Fan paper to get air between the sheets and avoid multi-sheet feed.

3 Select the type and size of the paper.

When copying onto standard size paper

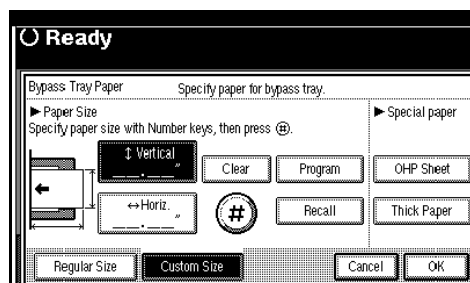
- 1** Press the [#] key.
- 2** Press the [Select Size] key.
- 3** Select the paper size.
- 4** Press the [OK] key.

When copying onto custom size paper

- 1** Press the [#] key.
- 2** Press the [Custom Size] key.
- 3** Press the [Vertical mm] key, enter the vertical size of the paper with the number keys, and then press the [#] key.
- 4** Enter the horizontal size of the paper with the number keys, and then press the [#] key.

Note

- If the [Horiz mm] key is not highlighted, press the [Horiz mm] key.
- To register the custom size entered, press the [Program] key and then press the [Exit] key.

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

When copying onto special paper

- ① Press the **【#】** key.
- ② Select paper type in "Special paper".
- ③ Press the **【OK】** key.

2

- ④ Place your originals, and then press the **【Start】** key.
- ⑤ When your copy job is finished, press the **【Clear Modes】** key to clear the settings.

Copy Functions

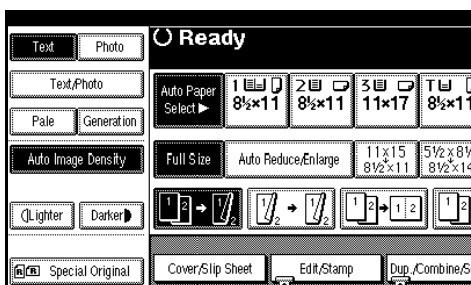
Adjusting Copy Image Density

There are three types of adjustment available:

- ❖ **Auto image density**
The machine automatically adjusts the image density.
- ❖ **Manual image density**
You can adjust the density of the original in seven increments.
- ❖ **Combined auto and manual image density**
Use when copying originals with dirty backgrounds (such as newspapers). You can adjust foreground density while leaving the background unchanged.

Auto image density

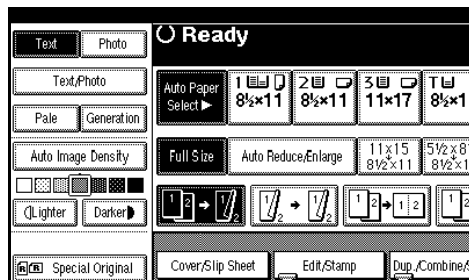
- 1** Make sure the [Auto Image Density] key is selected.



Manual image density

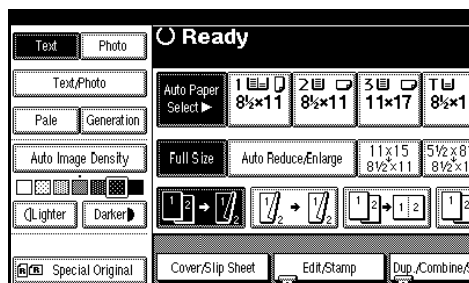
- 1** Press the [Auto Image Density] key to cancel it.

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



Combined auto and manual image density

- 1** Make sure the [Auto Image Density] key is selected.
- 2** Press the [Lighter] or [Darker] key to adjust the density.



Selecting Original Type Setting

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

❖ Text

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

❖ Photo

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

❖ Text/Photo

Select Text/Photo when your originals contain photographs or pictures with text.

❖ Pale

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

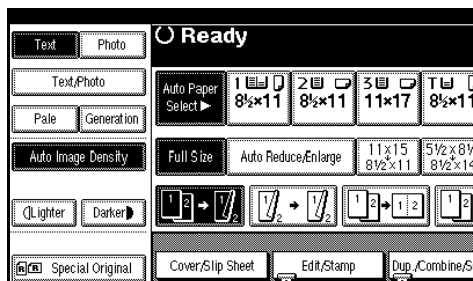
❖ Generation Copy

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

🔍 Reference

Related Initial Settings ⇒ p.98
 “Original Type Display”, ⇒ p.1
 “Notice”

1 Press the appropriate key to select the original type.



When the original type keys are not displayed

- ❶ Press the [Original Type] key.
- ❷ Select the original type, and then press the [OK] key.

Selecting Copy Paper

There are two ways to select copy paper:

❖ Auto Paper Select

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

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: a paper tray, bypass tray or large capacity tray (LCT).

🔍 Reference

⇒ p.9 "Sizes difficult to detect"

📌 Note

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

❖ Metric version

Where Original Is Placed	Paper Size and Direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 8 ¹ / ₂ " × 13"☐, 8K☐, 16K☐☐

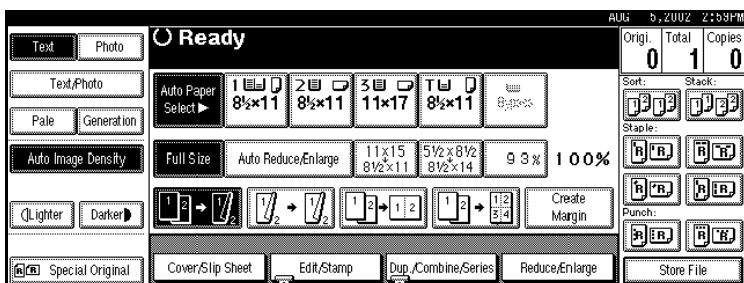
❖ Inch version

Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐
Document feeder	A3☐, A4☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 10" × 14"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 7 ¹ / ₄ " × 10 ¹ / ₂ "☐

- ❑ Only the paper trays set to "No Display" or "Recycled Paper" in "Paper Type" and also set to "Yes" in "Apply Auto Paper Select" can be selected in Auto Paper Select mode. ⇒ "Paper Size Settings" in the General Settings Guide

Auto Paper Select

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



2

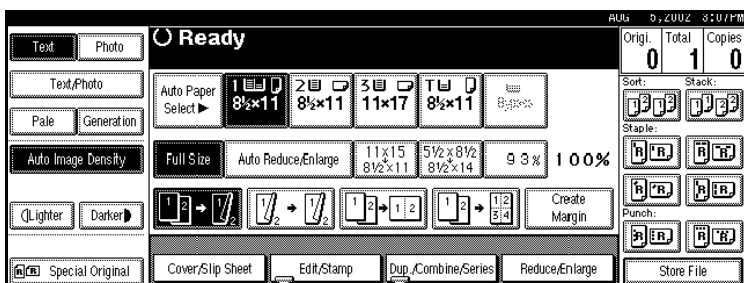
Note

- ❑ Trays with a key mark will not be automatically selected. ⇒ "Paper Size Settings" in the General Settings Guide

Manual Paper Select

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

The indicator corresponding to the selected paper tray is highlighted.





Reference

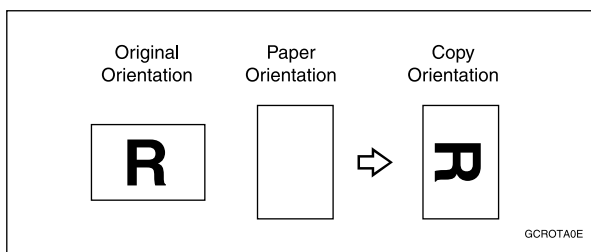
⇒ p.22 "Copying from the Bypass Tray"

When the paper type keys are not displayed


- 1** Press the [Auto Paper Select] key.
- 2** Select the type of paper.







Rotated copy

If the direction in which your original is placed ( or ) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ p.27 “Auto Paper Select”



Note

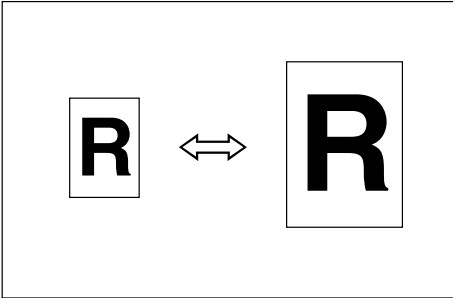
- The default setting for "Auto Tray Switching" is "With image rotation". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or "Off". ⇒ p.97 “Auto Tray Switching”
- You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, place your original in the  direction.

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

- Depending on the settings for the Staple or Punch function, you cannot use the Rotated Copy function. ⇒ p.37 “Staple”, ⇒ p.41 “Punch”

Preset Reduce/Enlarge

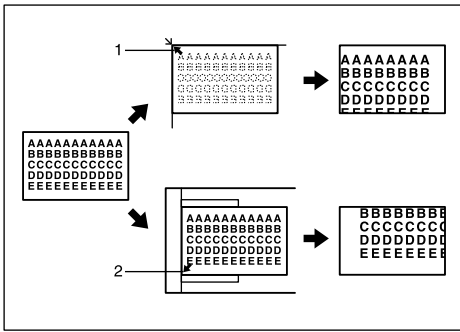
You can select a preset ratio for copying.



2

❖ Base Point

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



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1. Base point when setting on the exposure glass.

2. Base point when setting on the document feeder.

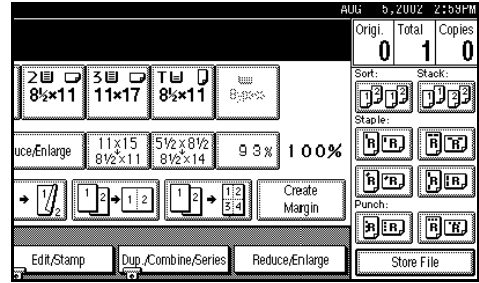
🔍 Reference

Related Initial Settings

⇒ p.99 "Copy Function Key: F1-F5"

⇒ p.100 "R/E Priority"

1 Press the [Reduce/Enlarge] key.



📌 Note

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

2 Press the [Enlarge] or [Reduce] key.

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

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

💡 Create Margin Mode

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

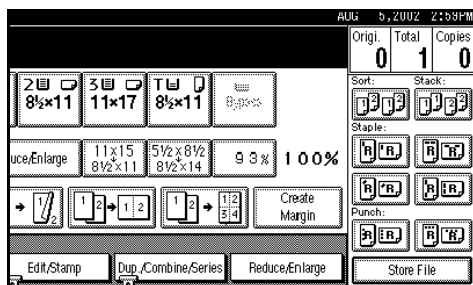
🔍 Reference

Related Initial Settings

⇒ p.99 "Copy Function Key: F1-F5"

⇒ p.100 "Ratio for Create Margin"

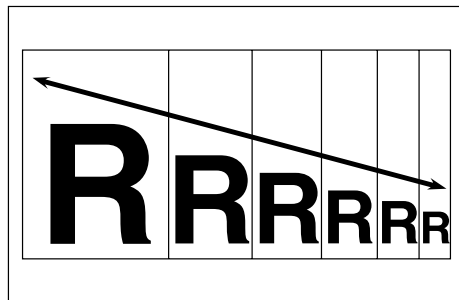
- 1 Press the **[Create Margin]** key displayed on the initial display.



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

Zoom

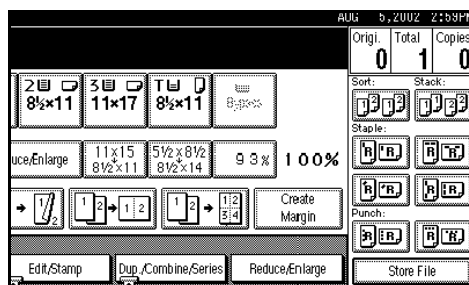
You can change the reproduction ratio in 1% steps.



📝 Note

- ❑ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[-]** keys.

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



- 2 Enter the ratio.

To select a ratio with the **[+]** and **[-]** keys

- 1 Select a preset ratio which is close to the desired ratio using **[Reduce]** or **[Enlarge]**.
- 2 Adjust the ratios with the **[+]** or **[-]** keys.

Note

- ❑ To change the ratio in 1% steps, just press the **[+]** or **[-]** keys. To change the ratio in 10% steps, press and hold down the **[+]** or **[-]** keys.
- ❑ If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[-]** keys.

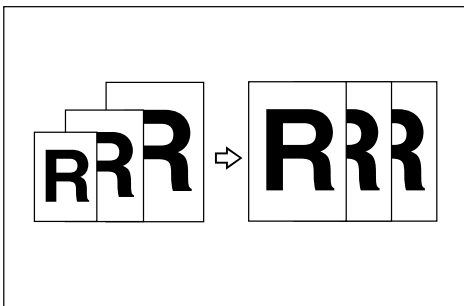
To enter a ratio with the number keys

- 1 Press the **[Mag. Ratio]** key.
- 2 Enter the desired ratio with the number keys.
- 3 Press the **[#]** key.
- 4 Press the **[OK]** key.

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

Auto Reduce/Enlarge

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



Note

- ❑ You cannot use the bypass tray with this function.
- ❑ When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use.

Metric version

Where Original Is Placed	Original Size and Direction
Exposure glass	A3, B4, A4, B5, 8 1/2" x 13"
Document feeder	A3, B4, A4, B5, A5, B6, 8 1/2" x 13"

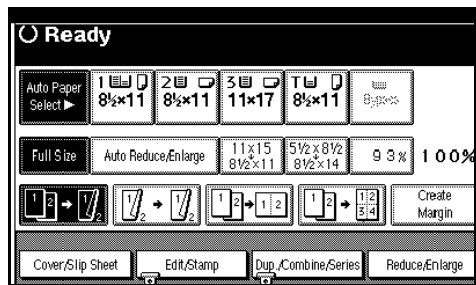
Inch version

Where Original Is Placed	Original Size and Direction
Exposure glass	11" x 17", 8 1/2" x 14", 8 1/2" x 11"
Document feeder	A3, A4, 11" x 17", 8 1/2" x 14", 8 1/2" x 11", 10" x 14", 5 1/2" x 8 1/2", 7 1/4" x 10 1/2"

Reference

⇒ p.9 "Sizes difficult to detect"

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

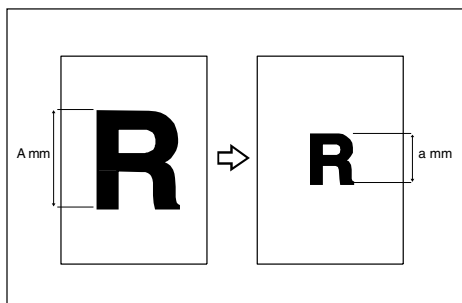


- 2 Select the paper tray.

- 3 Set the original, then press the **[Start]** key.

Size Magnification

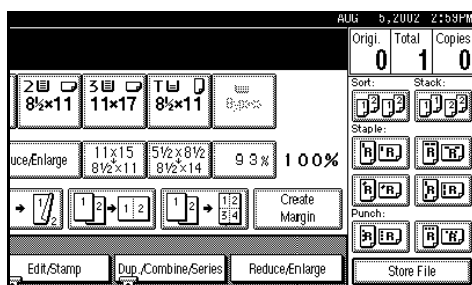
This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.



Note

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

1 Press the [Reduce/Enlarge] key.



2 Press the [Specifd. Ratio] key.

3 Make sure the [Size Magnification] key is highlighted.

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

Note

- ☐ You can enter sizes within the following ranges.

Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

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

Note

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

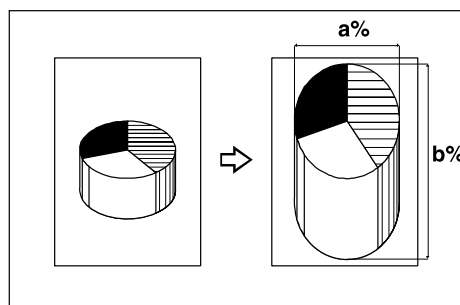
6 Press the [OK] key.

7 Press the [OK] key.

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

Directional Magnification (%)

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



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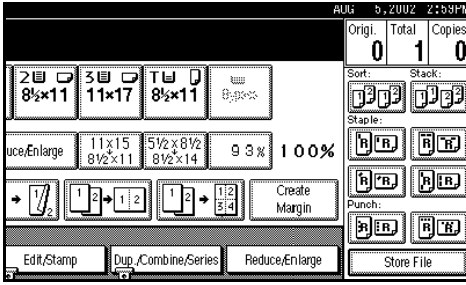
a: Horizontal ratio

b: Vertical ratio

Note

- ☐ You can also select a preset ratio that is close to the desired ratio using [Reduce] or [Enlarge], then adjust the ratio with the [+] or [-] keys.

1 Press the [Reduce/Enlarge] key.



2 Press the [Specifd. Ratio] key.

3 Press the [Direct. Mag. %] key.

To enter a ratio with the number keys

- 1** Press the [Horizontal] key.
- 2** Enter the desired ratio with the number keys, followed by the [#] key.
- 3** Press the [Vertical] key.
- 4** Enter the desired ratio with the number keys, followed by the [#] keys.
- 5** Press the [OK] key.

To specify a ratio with the [+] and [-] keys

- 1** Press the [With + -] key.
- 2** Press the [Horizontal] key.
- 3** Adjust the ratio using the [+] or [-] keys.

Note

- Pressing the [+] or [-] keys changes the ratio in 1% steps. Pressing and holding down the [+] or [-] keys changes it in 10% steps.
- If you have incorrectly entered the ratio, readjust the ratio with the [+] or [-] keys.

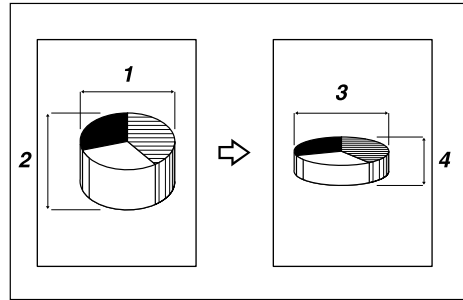
- 4** Press the [Vertical] key.
- 5** Adjust the ratio with the [+] or [-] keys.
- 6** Press the [OK] key.

4 Press the [OK] key.

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

Directional Size Magnification (mm)

Suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.



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- 1.** Horizontal original size
- 2.** Vertical original size
- 3.** Horizontal copy size
- 4.** Vertical copy size

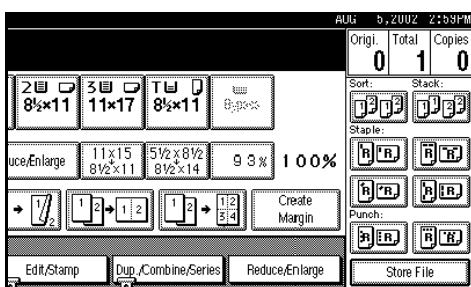
Note

- Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

- ❑ You can enter sizes within the following ranges.

Metric version	Vertical: 1 – 999 mm (in 1 mm steps) Horizontal: 1 – 9999 mm (in 1 mm steps)
Inch version	Vertical: 0.1" – 99.9" (in 0.1" steps) Horizontal: 0.1" – 99.9" (in 0.1" steps)

- 1 Press the [Reduce/Enlarge] key.



- 2 Press the [Specifd. Ratio] key.
- 3 Press the ["Dir. Size Mag mm"] key.
- 4 Enter the horizontal size of the original with the number keys, and then press the [#] key.
- 5 Enter the horizontal size of the copy with the number keys, and then press the [#] key.
- 6 Enter the vertical size of the original with the number keys, and then press the [#] key.
- 7 Enter the vertical size of the copy with the number keys, and then press the [#] key.

Note

- ❑ To change a length, press the key you wish to change and enter the new value.

- 8 Press the [OK] key.

- 9 Press the [OK] key.

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

Sort

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

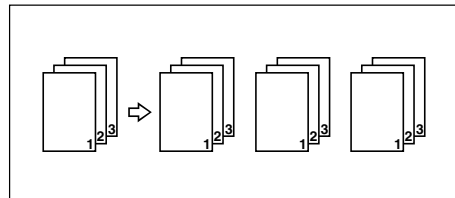
Reference

Related Initial Settings

- ⇒ p.107 "Select Stack Function"
- ⇒ p.106 "Memory Full Auto Scan Restart"
- ⇒ p.106 "Rotate Sort: Auto Paper Continue"
- ⇒ p.97 "Auto Tray Switching"

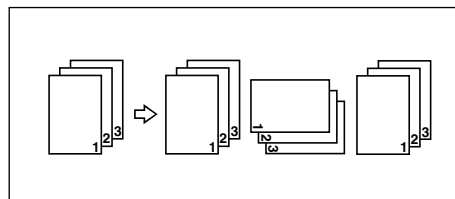
❖ Sort

Copies are assembled as sets in sequential order.



❖ Rotate Sort

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



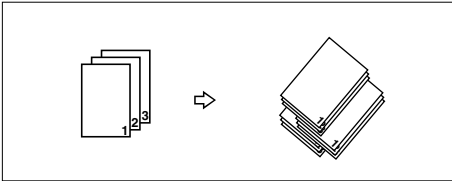
Note

- ❑ To use the Rotate Sort function, two paper trays with paper identical in size but different in direction () are required.

❖ Shift Sort

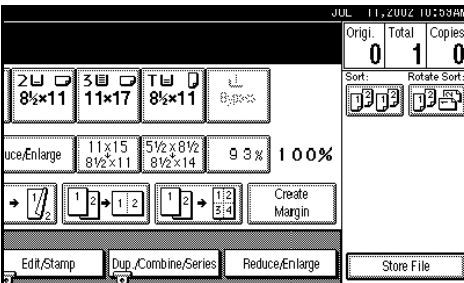
- The optional Finisher 3000B (100-sheet staples), Finisher 3000M(50-sheet staples) or Booklet finisher is required to use this function.

Each time the copies of one set or those of a different job are delivered, the next copy set is shifted when delivered, so that you can separate sets or jobs.

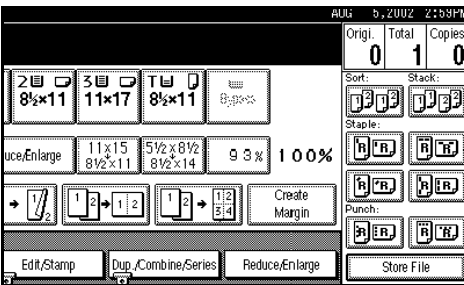


1 Press the [Sort] or [Rotate Sort] key.

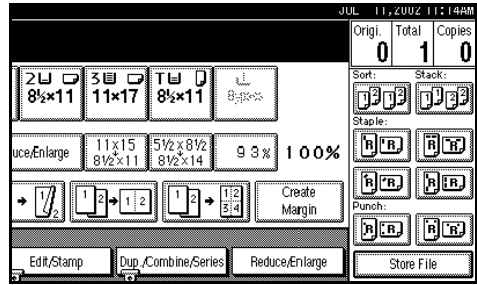
❖ When a finisher is not installed



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



❖ When the Booklet Finisher is installed



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

Note

- ❑ The maximum number of sets is 999.
- ❑ To confirm the type of finishing, press the **[Sample Copy]** key. ⇒ p.40 “Sample Copy”

3 Place your originals.

Note

- ❑ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.
- ❑ When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the **[#]** key after all the originals have been scanned.

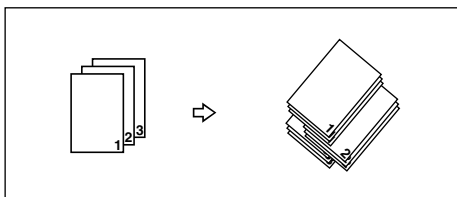
4 Press the **[Start]** key.

Reference

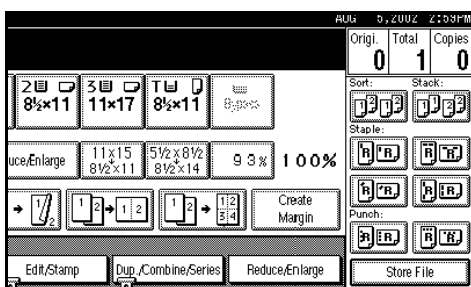
- ⇒ p.40 “Sample Copy”
- ⇒ p.40 “Changing the Number of Sets”

Stack

This function collates copies of pages from a multi-page original. Stacks of each page's copies are shifted for ease of separation.



1 Press the [Stack] key.



2 Enter the number of copies with the number keys.

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

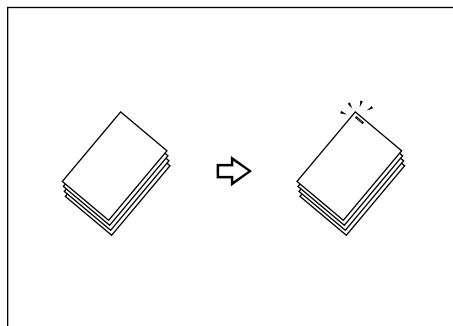
Note

- When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the document feeder (ADF), set so that the last page is on the bottom.
- When placing originals on the exposure glass or in the document feeder (ADF) using batch mode, press the [#] key after all have been scanned.

Staple

An optional finisher is required to use this function.

Each copy set can be stapled together.



Important

- If you staple copies without the stapler cartridge for Saddle Stitch when using the Booklet Finisher, a paper misfeed may occur.

Note

- You cannot use the Bypass Tray with this function.

Reference

Related Initial Settings

⇒ p.106 "Select Stapling Position (Top Left)"

⇒ p.107 "Select Stapling Position (Bottom Left)"

⇒ p.107 "Select Stapling Position (Top Right)"

⇒ p.107 "Select Stapling Position (Bottom Right)"

Stapling position and original setting

Place all the originals in the automatic document feeder (ADF) in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to your original, the staple positions are as follows.

◆ Finisher 3000B(100-sheet staples)

		Original location		Stapling position *1
		Exposure glass	Document Feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			
	Top 2			

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- *1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.
- *2 You cannot staple at this position when copying onto A3 or A4 size paper.
- *3 If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

◆ Finisher 3000M(50-sheet staples)

		Original location		Stapling position *1
		Exposure glass	Document Feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			
	Top 2			

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- *1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.
- *2 You cannot staple at this position when copying onto A3 or A4 size paper.
- *3 If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

◆ Booklet Finisher

		Original location		Stapling position *1
		Exposure glass	Document Feeder	
	Top			
	Top slant			
	Bottom			
	Left 2			*2
				*2
	Top 2			*3
				*2
	Saddle stitch			

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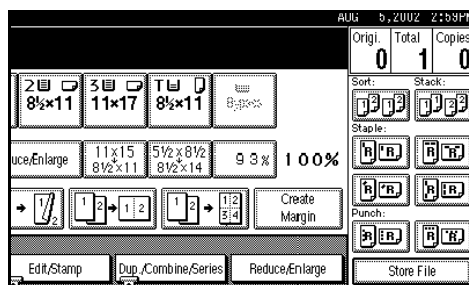
*1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.

*2 You cannot staple at this position when copying onto A3 or A4 size paper.

*3 If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

1 Select one of the stapling positions.

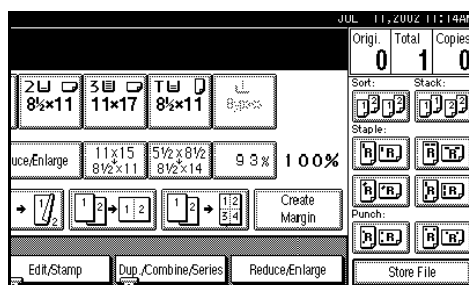
◆ Finisher 3000B(100-sheet staples), Finisher 3000M(50-sheet staples)



✎ Note

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

◆ Booklet Finisher



✎ Note

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

🔍 Reference

⇒ p.38 "Stapling position and original setting"

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

3 Place your originals, 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 document feeder (ADF), set so that the last page is on the bottom.
- ❑ When placing original on the exposure glass or in the document feeder (ADF) using batch mode, press the **[#]** key after all have been scanned.

Sample Copy

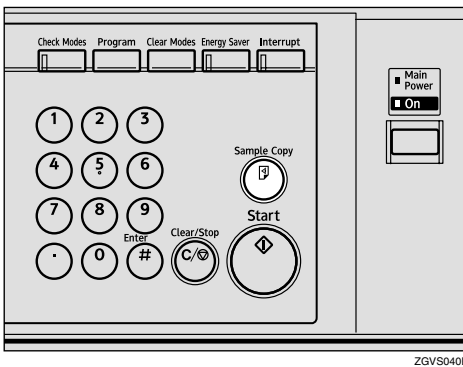
Use this function to check copy settings before making a long copy run.

Note

- ❑ This function can be used only when the Sort function has been turned on.

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

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



One copy set is delivered as a sample.

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

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

Note

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

Changing the Number of Sets

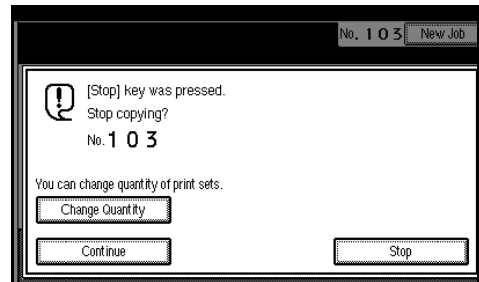
You can change the number of copy sets during copying.

Note

- ❑ This function can only be used when the Sort function has been turned on.

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

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



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

Note

- ❑ The number of sets you can enter depends on when the **[Clear/Stop]** key is pressed.

4 Press the **[Continue]** key.

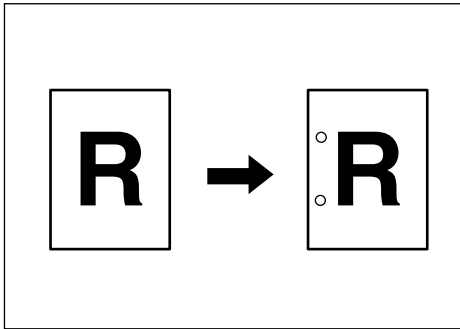
Copying starts again.

Punch

The optional finisher and punch unit are required to use this function.

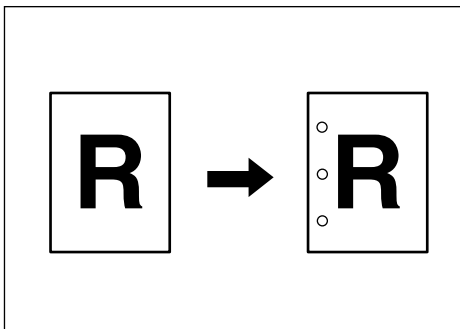
This function is used to make punch holes in copies.

❖ 2 holes



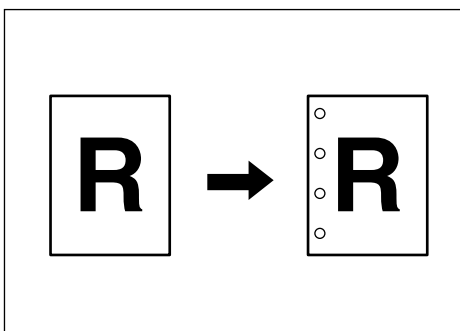
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❖ 3 holes



GCPNCH3E

❖ 4 holes



















































GCPNCH0E

Note

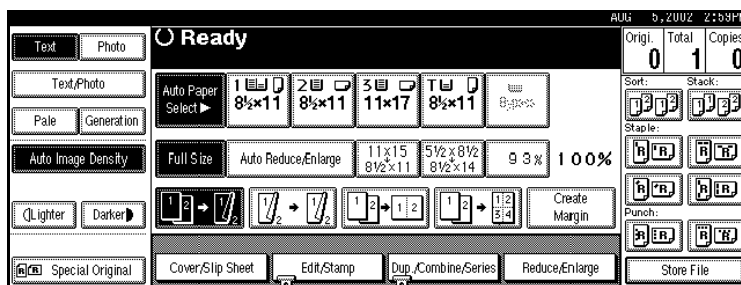
- You cannot use the bypass tray with this function.
- The 4 – hole punch type is only capable of punching in the 4 – hole format.

Punch hole positions

		Direction in which Original is Set		Punch Hole Positions ^{*1}	
		Exposure glass	Document feeder		
Standard	2 holes				
					
	3 holes				
					
	4 holes				
					
90° Turn	2 holes				
					
	3 holes				
					
	4 holes				
					

^{*1} This table shows the punch hole positions. The orientation of the paper does not indicate direction of delivery.

1 Select the punch position.



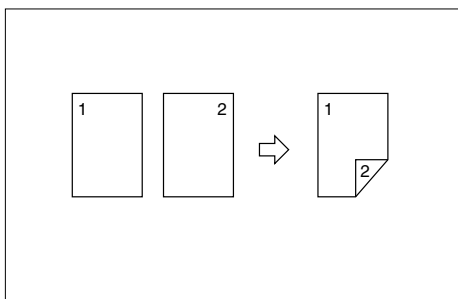
2 Place your originals, then press the [Start] key.

Duplex

There are two types of duplex.

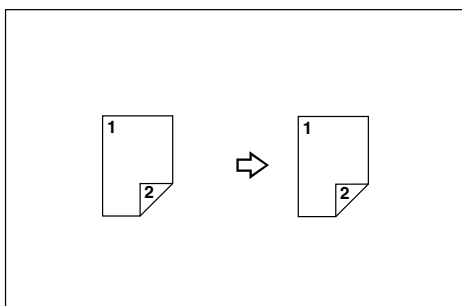
◆ 1 Sided → 2 Sided

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



◆ 2 Sided → 2 Sided

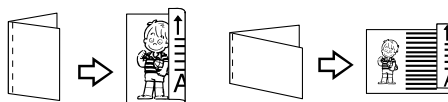
Copies one 2-sided page onto one 2-sided page.



Originals and Copy Direction

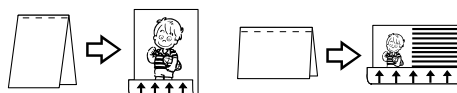
You can select the orientation.

• Top to Top



Duplex1

• Top to Bottom

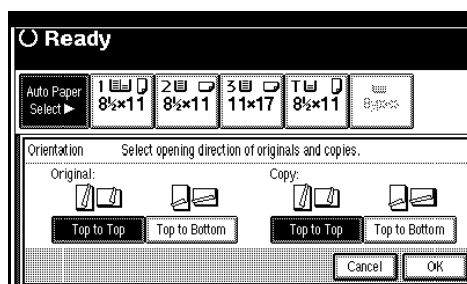


Duplex2



Note

- You can change the default orientation with the User Tools. ⇒ p.99 "Copy Orientation in Duplex Mode", ⇒ p.99 "Original Orientation in Duplex Mode"

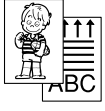


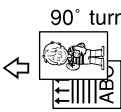

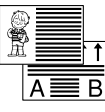


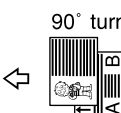

1 Press the [Orientation] key and the select orientation (Original/Copy). Then press the [OK] key.



Original Direction and Completed Copies

The resulting copy image will differ according to the direction in which you place your original (widthwise  or lengthwise .

2

Original	How to Set Your Original	Copy
Vertical 	Standard 	Top to Top 
	90° turn 	Top to Bottom 
Horizontal 	Standard 	Top to Top 
	90° turn 	Top to Bottom 

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

Reference

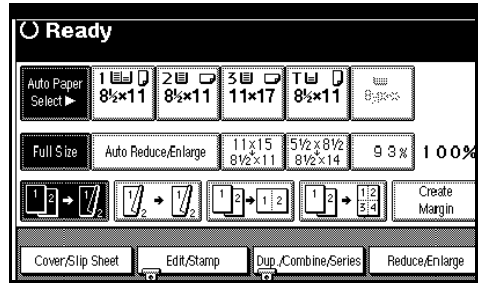
Related Initial Settings

⇒ p.62 "Margin Adjustment"

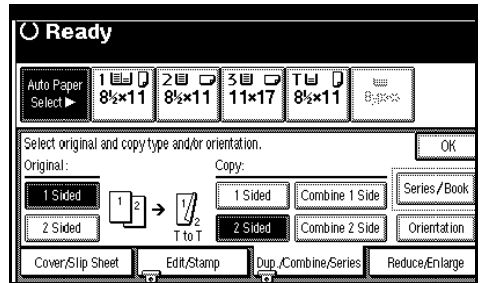
⇒ p.101 "Back Margins : Left/Right"

⇒ p.101 "Back Margin : Top/Bottom"

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



2 Select the **([1 Sided]/[2 Sided])** key for "Original", and then press the **([1 Sided]/[2 Sided])** key for "Copy".



Note

To change the copy orientation, press the **[Orientation]** key. ⇒ p.43 "Originals and Copy Direction"

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

4 Place your 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 document feeder (ADF), set so that the last page should be on the bottom.

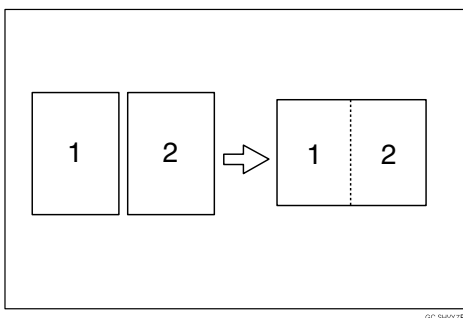
When placing originals on the exposure glass or in the document feeder (ADF) using batch mode, press the **[#]** key after all have been scanned.

1 Sided Combine

Combine several pages onto one side of a sheet.

❖ 1 Sided, 2 Pages → Combine 1 Side

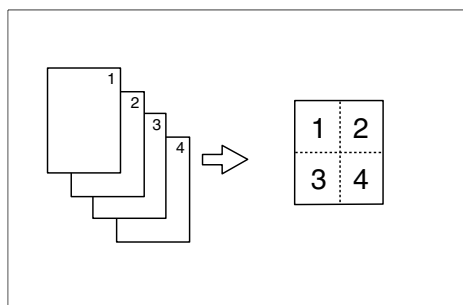
Copies two 1-sided originals to one side of a sheet.



GCSHVY7E

❖ 1 Sided, 4 Pages → Combine 1 Side

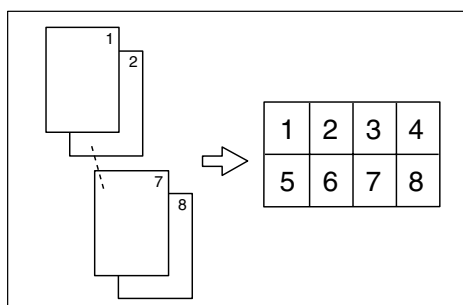
Copies four 1-sided originals to one side of a sheet.



GCSHVY8E

❖ 1 Sided, 8 Pages → Combine 1 Side

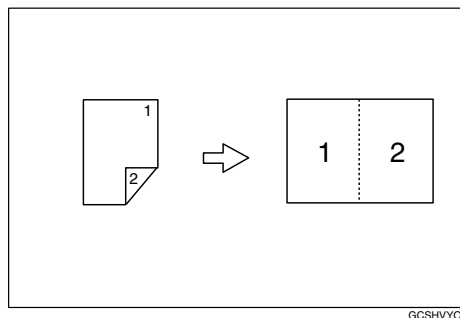
Copies eight 1-sided originals to one side of a sheet.



GCSHVY3E

❖ 2 Sided, 1 Page → Combine 1 Side

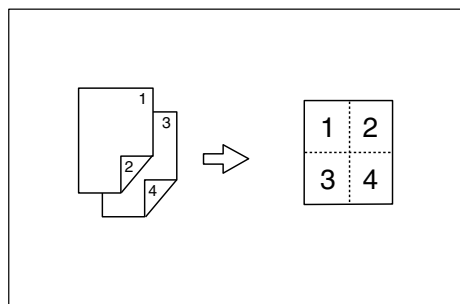
Copies one 2-sided original to one side of a sheet.



GCSHVY0E

❖ 2 Sided, 2 Pages → Combine 1 Side

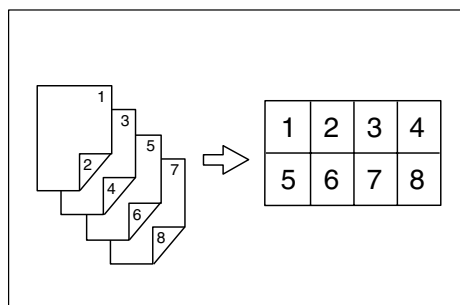
Copies two 2-sided originals to one side of a sheet.



GCSHVY5E


❖ 2 Sided, 4 Pages → Combine 1 Side

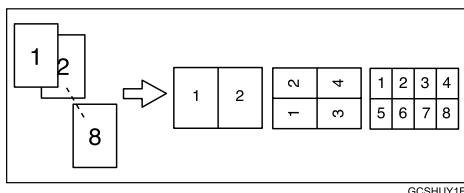
Copies four 2-sided originals to one side of a sheet.




GCSHVY4E

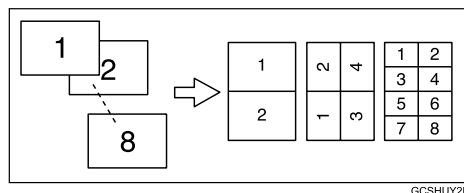
❖ **Orientation of the Original and Image Position of Combine**

Open to Left  Originals



GCSHUY1E

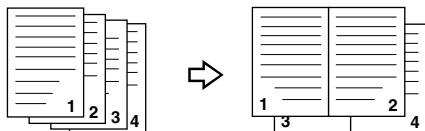
Open to Top  Originals



GCSHUY2E

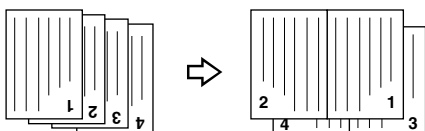
❖ **Placing Originals (Originals Placed in the Document Feeder)**

- Originals read from left to right



Combine5

- Originals read from top to bottom



Combine6

 **Note**

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

 **Reference**

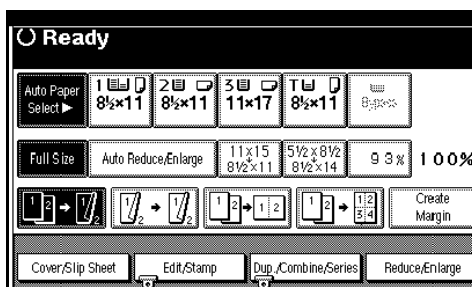
Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

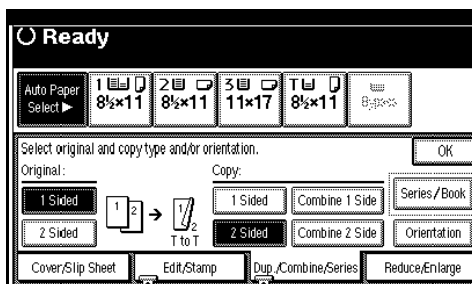
⇒ p.103 "Copy Order in Combine"

⇒ p.103 "Separation Line in Combine"

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



2 Press the ([1 Sided]/[2 Sided]) key for "Original", and then press the [Combine 1 Side] key for "Copy".



 **Reference**

⇒ p.43 "Originals and Copy Direction"

3 Select the number of originals to combine.

4 Select the paper.

5 Press the [OK] key.

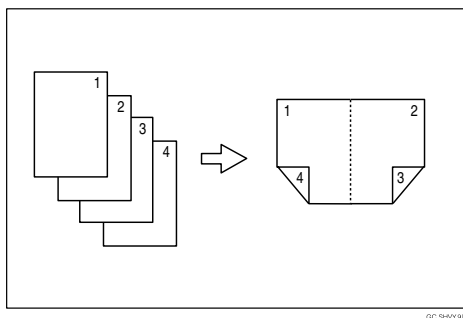
6 Place your originals, and then press the [Start] key.

2 Sided Combine

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

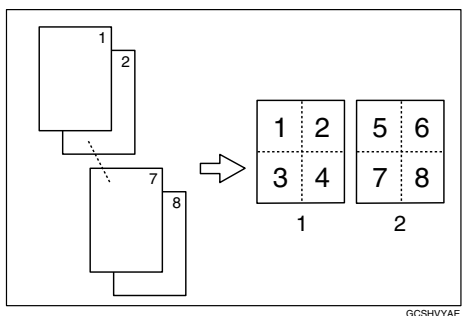
❖ 1 Sided, 4 Pages → Combine 2 Side

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



❖ 1 Sided, 8 Pages → Combine 2 Side

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

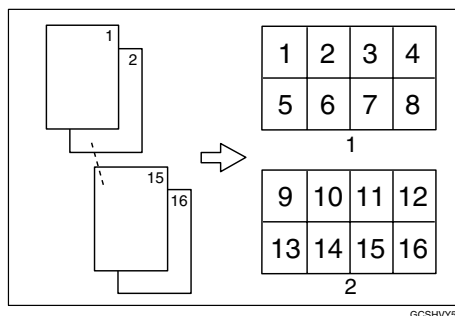


1. Front

2. Back

❖ 1 Sided, 16 Pages → Combine 2 Side

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

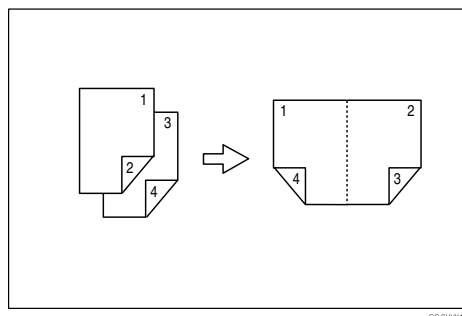


1. Front

2. Back

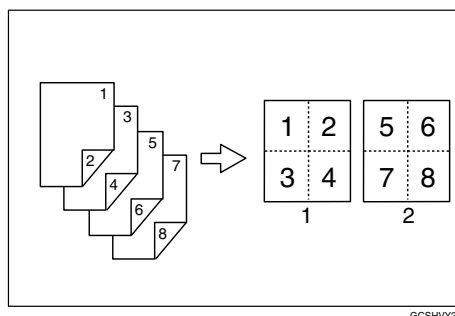
❖ 2 Sided, 4 Pages → Combine 2 Side

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



❖ 2 Sided, 8 Pages → Combine 2 Side

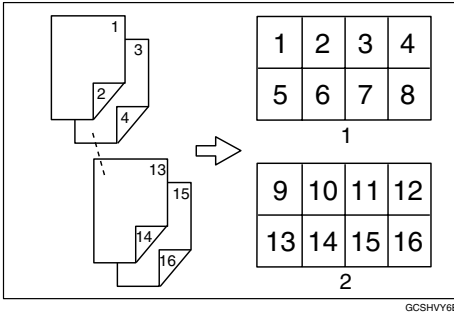
Copies four 2-sided originals to one sheet with four pages per side.



1. Front

2. Back

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



1. Front

2. Back

Note

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

Reference

⇒ p.46 "Orientation of the Original and Image Position of Combine"

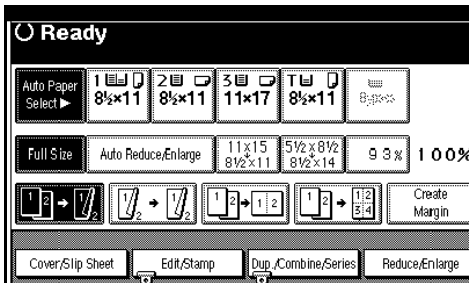
Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

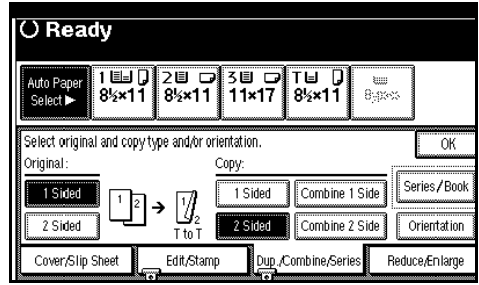
⇒ p.103 "Copy Order in Combine"

⇒ p.103 "Separation Line in Combine"

- 1 Press the [Dup./Combine/Series] key.



- 2 Press the ([1 Sided]/[2 Sided]) key for "Original", and then press the [Combine 2 Side] key for "Copy".



Reference

⇒ p.43 "Originals and Copy Direction"

- 3 Select the number of originals to combine.

- 4 Select the paper.

- 5 Press the [OK] key.

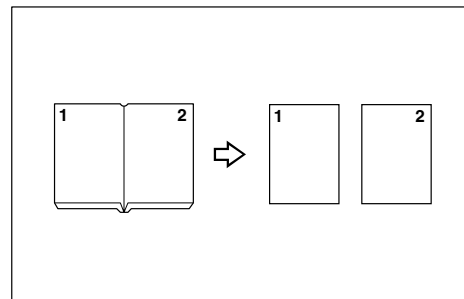
- 6 Place your originals, and then press the [Start] key.

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.

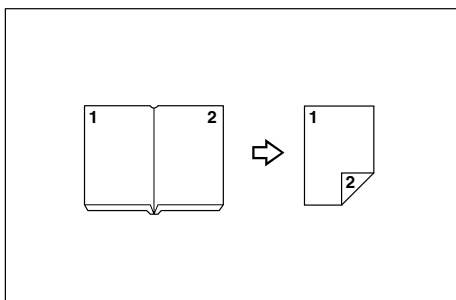
- ❖ **Book → 1 Sided**

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



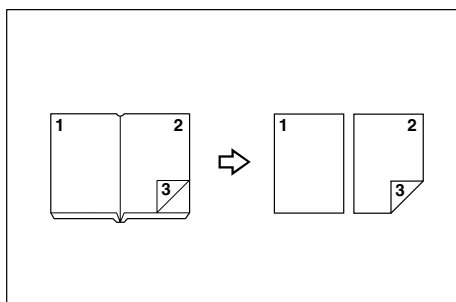
❖ Book → 2 Sided

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



❖ Front & Back → 2 Sided

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



📖 Note

- ❑ See the following table for original and copy paper sizes when making 2 sided copies using a 100% ratio.

❖ Metric version

Original	Copy paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

❖ Inch version

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

- ❑ See the following table for original and copy paper sizes when making 1 sided copies using a 100% ratio.

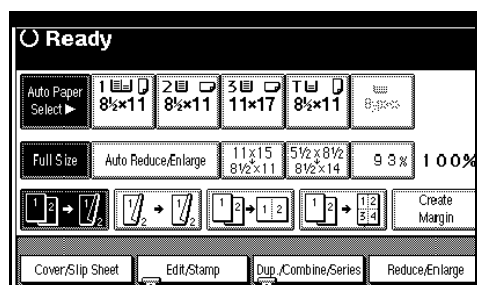
❖ Metric version

Original	Copy paper
A3	A4 2 sided
B4	B5 2 sided
A4	A5 2 sided

❖ Inch version

Original	Copy paper
11" × 17"	8 ¹ / ₂ " × 11" 2 sided
8 ¹ / ₂ " × 11"	5 ¹ / ₂ " × 8 ¹ / ₂ " 2 sided

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



2 Press the [Series/Book] key.

3 Select a series type ([Book → 1 Sided] / [Book → 2 Sided] / [Front&Back → 2 Sided]), then press the [OK] key.

4 Press the [OK] key.

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

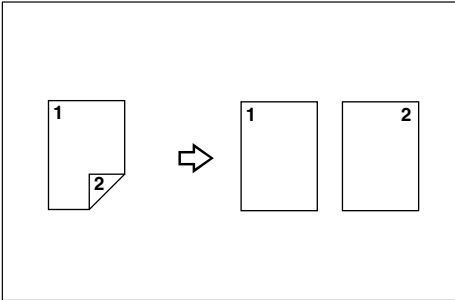
6 Place your originals on the exposure glass, and then press the [Start] key.

📖 Note

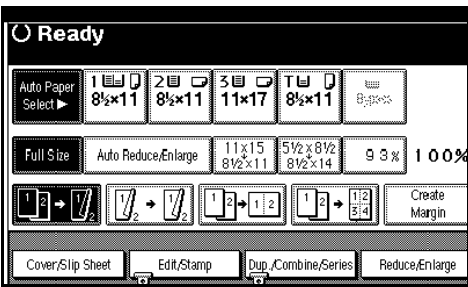
- ❑ Press the [#] key after all originals have been scanned.

2 Sided → 1 Sided

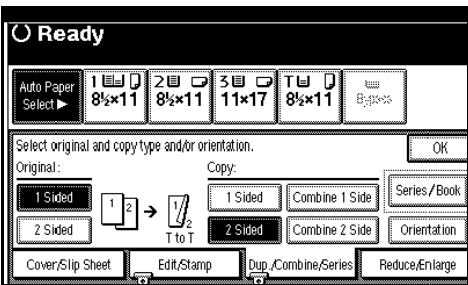
You can make one-sided copies from two-sided originals.



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



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



Reference

⇒ p.43 "Originals and Copy Direction"

3 Press the [OK] key

4 Set your originals, then press the [Start] key.

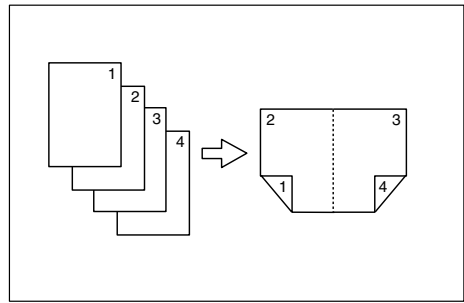
Copying Book Originals

You can copy multiple originals in page order when they are folded or folded and stacked.

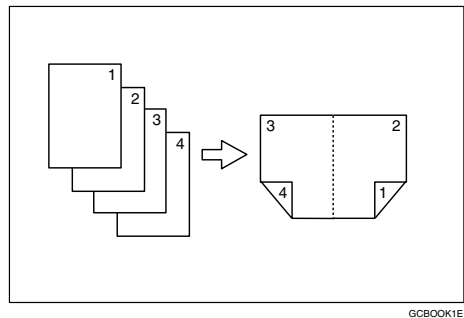
❖ 1 Sided → Booklet

Make copies in page order for a folded booklet as shown in the following illustrations:

- Open to Left



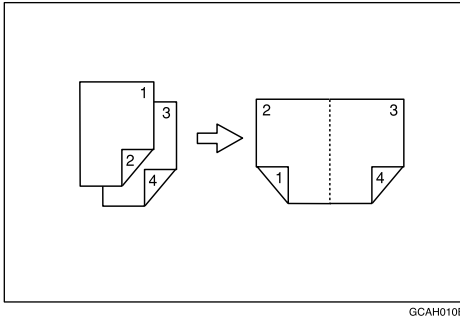
- Open to Right



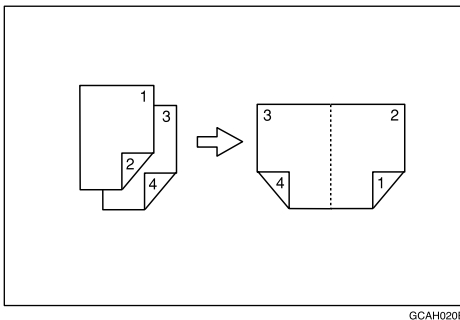
❖ **2 Sided → Booklet**

Make 2 sided originals into page ordered copies for a folded booklet, as shown in the following illustrations:

- Open to Left



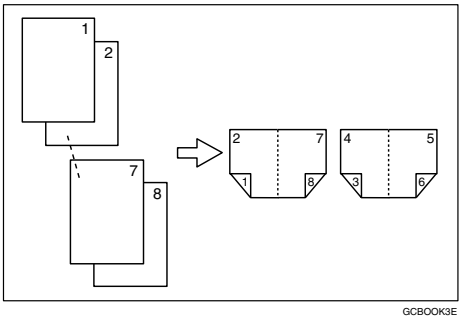
- Open to Right



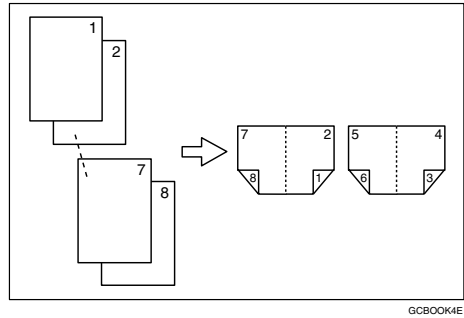
❖ **1 Sided → Magazine**

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

- Open to Left



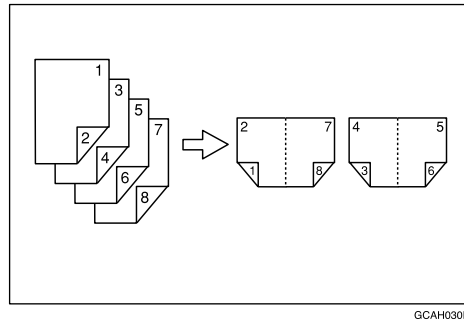
- Open to Right



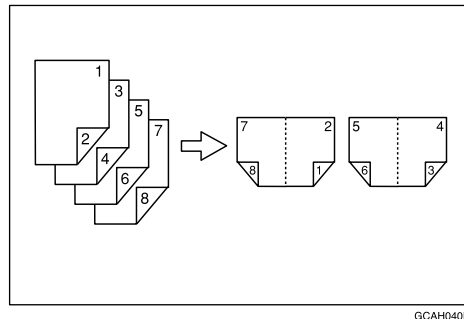
❖ **2 Sided → Magazine**

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

- Open to Left

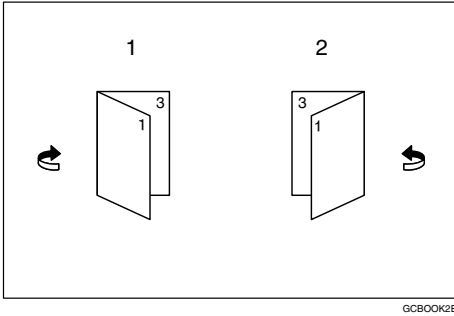


- Open to Right



How to fold copies to make a booklet

Fold the copy so that a crease is in the center and open as shown in the following illustration:



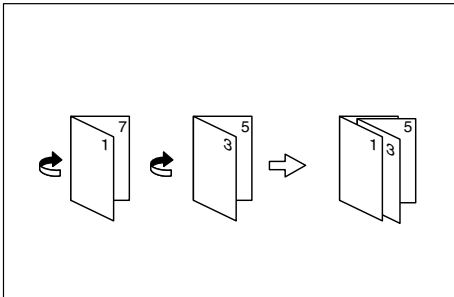
GCBOOK2E

1. Open to Left
2. Open to Right

How to fold and stack copies to make a magazine

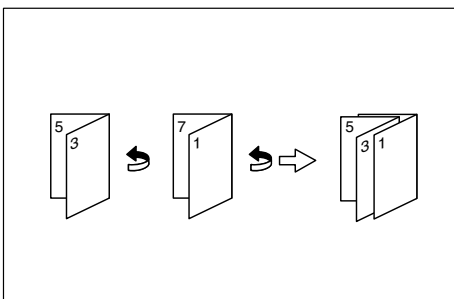
Fold and stack copies to make a magazine, and open as shown in the following illustrations:

❖ Open to Left



GCBOOK5E

❖ Open to Right



GCBOOK5E

Note

- You cannot use the bypass tray with these functions.
- The machine automatically selects the reproduction ratio automatically to the paper size.

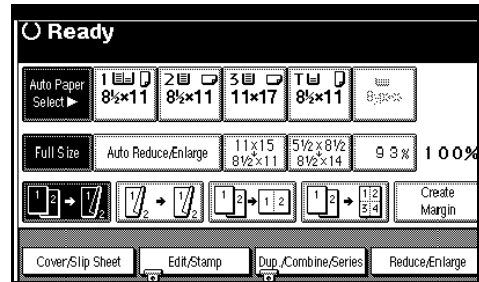
Reference

Related Initial Settings

⇒ p.101 “Erase Original Shadow in Combine”

1 Select “Open to Left” or “Open to Right” with User Tools.

2 Press the [Dup./Combine/Series] key.



3 Press the [Series/Book] key.

4 Press the [Book] key.

5 Select a book type from [1 Sided → Booklet], [2 Sided → Booklet], [1 Sided → Magazine] and [2 Sided → Magazine], and then press the [OK] key.

6 Press the [OK] key.

7 Select the paper.

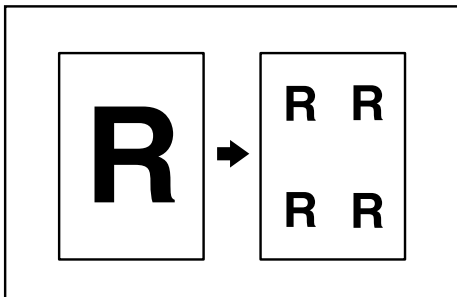
8 Place your originals, and then press the [Start] key.

Note

- When placing individual originals on the exposure glass or in the document feeder in Batch mode, press the [#] key after all are scanned.

Image Repeat

The original image is copied repeatedly.



Note

- The number of repeated images depends on original size, copy paper size, and reproduction ratio. See the following table.

- Original: A5 / Copy paper: A4
- or Original: A5 / Copy paper A4

4 repeats (71%)	16 repeats (35%)
<p>Repeat 1</p>	<p>Repeat 2</p>

- Original: A5 / Copy paper: A4
- or Original: A5 / Copy paper A4

2 repeats (100%)	8 repeats (50%)	32 repeats (25%)
<p>Repeat 3</p>	<p>Repeat 4</p>	<p>Repeat 5</p>

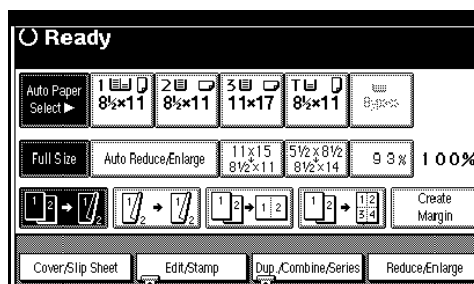
Reference

Related Initial Settings

⇒ p.102 "Image Repeat Separation Line"

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

- Press the [Edit/Stamp] key.



- Press the [Edit Image] key.

- Press the [Image Repeat] key.

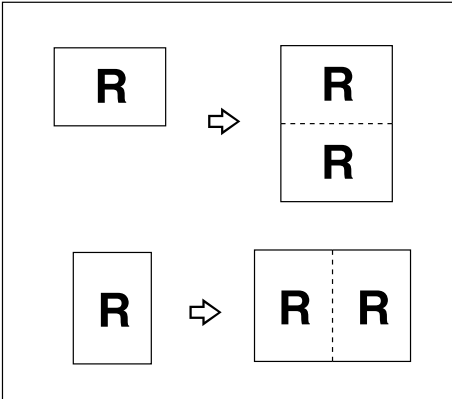
- Press the [OK] key.

- Press the [OK] key.

- Place your original, and then press the [Start] key.

Double Copies

One original image is copied twice onto one copy, as shown in the illustration.



Note

- ❑ You cannot use the bypass tray with this function.
- ❑ See the following table for original and copy paper sizes when using a 100% ratio.

❖ **Metric version**

Original Size and Direction	Copy Paper Size and Direction
A5	A4
B6	B5
A4	A3
A5	A4
B6	B5

❖ **Inch version**

Original Size and Direction	Copy Paper Size and Direction
5 ¹ / ₂ " × 8 ¹ / ₂ "	8 ¹ / ₂ " × 11"
5 ¹ / ₂ " × 8 ¹ / ₂ "	8 ¹ / ₂ " × 11"
8 ¹ / ₂ " × 11"	11" × 17"

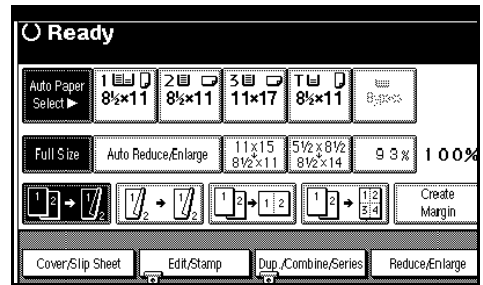
- ❑ Originals of size A5 and B6 (5¹/₂" × 8¹/₂") cannot be detected properly on the exposure glass. Be sure to select such copy paper manually, or set the originals in the document feeder.

Reference

Related Initial Settings

⇒ p.102 "Double Copies Separation Line"

1 Press the [Edit/Stamp] key.



2 Press the [Edit Image] key.

3 Press the [Double Copies] key.

4 Press the [OK] key.

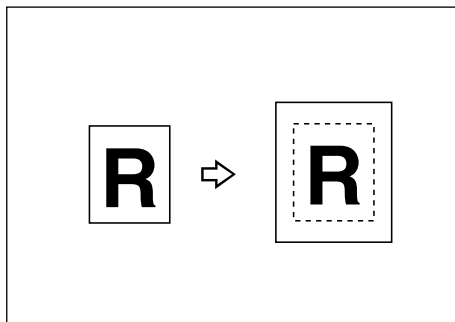
5 Press the [OK] key.

6 Select the paper.

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

Centering

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



GCCNTR0E

Note

- You cannot use the bypass tray with this function.
- Original sizes and directions for centering are listed below.

❖ Metric version

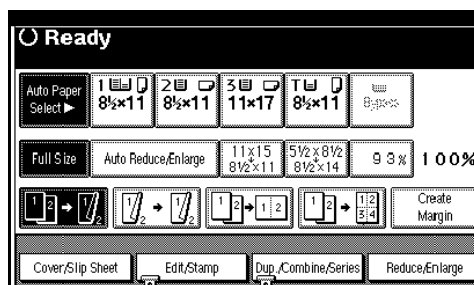
Original placed on:	Original size and direction
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐
Docu-ment feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐

❖ Inch version

Original placed on:	Original size and direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐
Docu-ment feeder	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 8 ¹ / ₂ " × 13"☐, 11" × 15"☐, 8" × 10"☐, 10" × 14"☐

- 1** Select the paper.

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



- 3** Press the [Edit Image] key.

- 4** Press the [Centring] key.

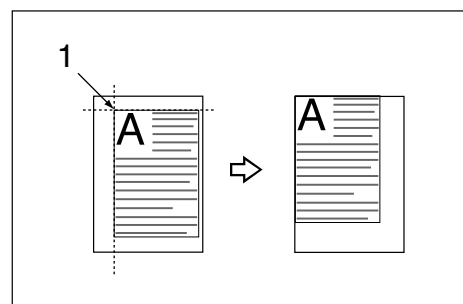
- 5** Press the [OK] key.

- 6** Press the [OK] key.

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

Scanning Position

You can move the scanned position of originals.

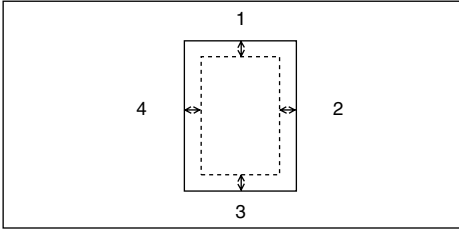


- 1.** Point where the machine starts scanning.

Note

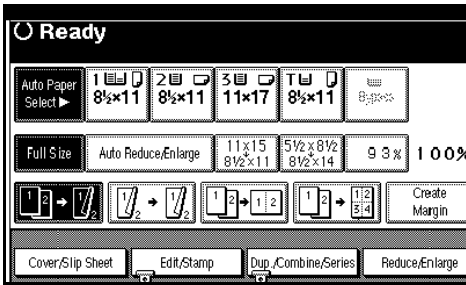
- You can move the scanned position up to 30 mm (in 1mm steps) upward, downward, to left and to right.

2



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

1 Press the [Edit/Stamp] key.



- 2** Press the [Edit Image] key.
- 3** Press the [Scan Position] key.
- 4** Set the scanned position for the face of the original. Press the [↑] or [↓] key to set the top or bottom position. Press the [←] or [→] key to set the left or right position.

Note

- If you have incorrectly set the position, readjust with the [↑], [↓], [←] or [→] key.
- If you don't need to set the scanned position of the back of the original, go to step **6**.

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

Note

- The scanned position for the back set here is valid when you copy 2-sided originals.

6 Press the [OK] key.

7 Press the [OK] key.

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

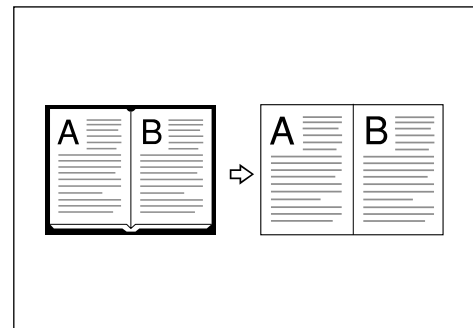
Erase

This function erases the center and/or all four sides of the original image. This function also erases the inside or outside of a specified area.

This function has the following three types:

❖ **Border**

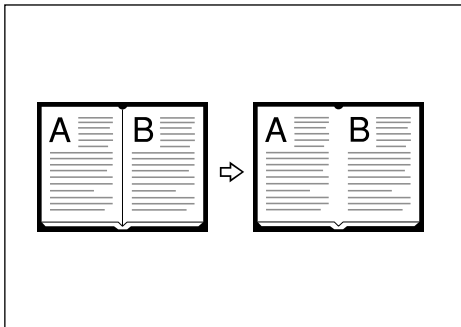
This mode erases edge margin of the original image.



GCCENT2E

❖ Center

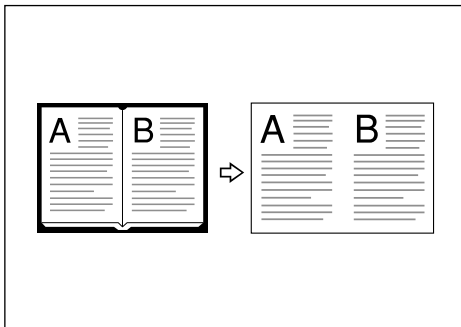
This mode erases center margin of the original image.



GCCENT1E

❖ Center/Border

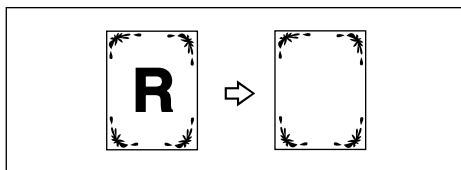
This mode erases both center and edge margins of the original image.



GCCENT3E

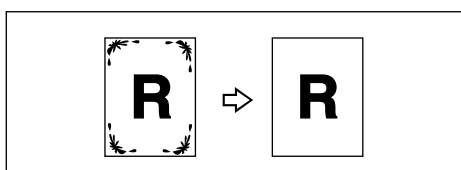
❖ Inside

This mode blanks out a designated area of the copy image.



❖ Outside

This mode blanks out all areas of the copy image except the area you choose.

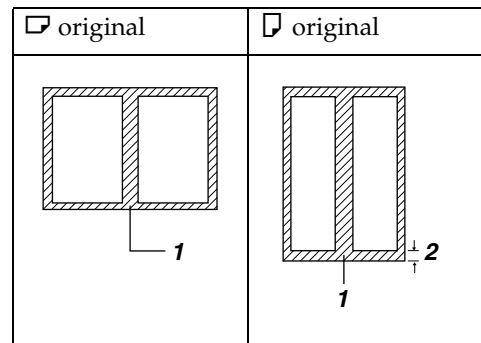


🔍 Reference

The erase width in the Border, Center and Center/Border modes is set to 10 mm (0.4") at default settings. You can change this settings with the User Tools. ⇒ p.101 "Erase Center Width", ⇒ p.101 "Erase Border Width"

📝 Note

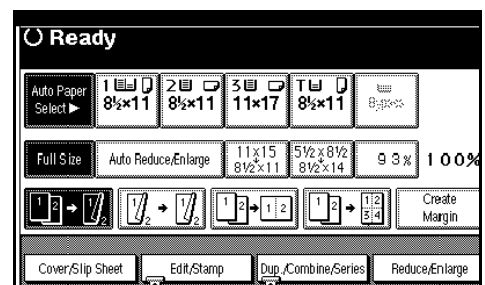
- ❑ The relation between the original's orientation and the erased part is as follows:



1. Erased part
2. 2 – 99 mm, 0.1" – 3.9"

Border Erase

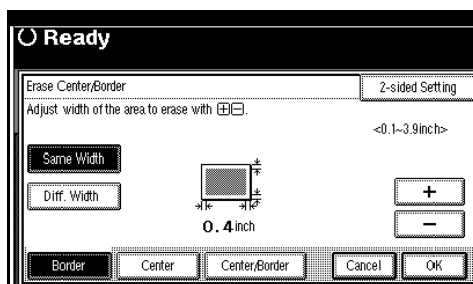
- 1** Press the [Edit/Stamp] key.



- 2** Press the [Erase] key.
- 3** Press the [Erase Center/Border] key.
- 4** Set an erase border width.

Selecting [Same Width]

- 1 Press the [Same Width] key.



- 2 Set an erase border width with the [+] and [-] keys.

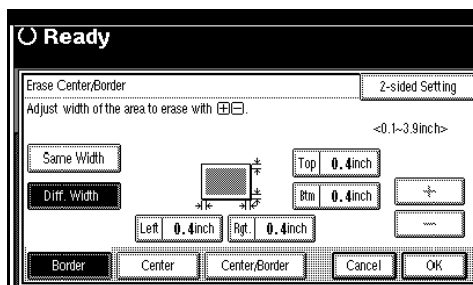
Note

- To change the value entered, press the [+] and [-] keys to set the new value.

- 3 Press the [OK] key.

Selecting [Diff. Width]

- 1 Press the [Diff. Width] key.



- 2 Press the key for the border you wish to change, and set an erase border width with the [+] and [-] keys.

- 3 Press the [OK] key.

- 5 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't need to erase the border of the back of the original, go to step 7.

- 6 Set the border to be erased from of the back.

Note

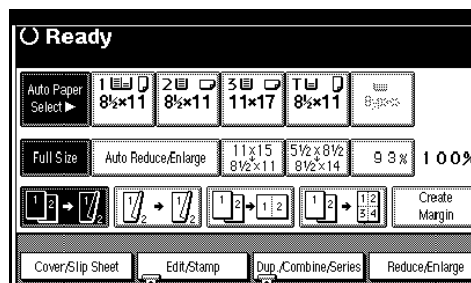
- Erasing the border of the back is valid only when you copy 2-sided originals.

- 7 Press the [OK] key.

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

Center Erase

- 1 Press the [Edit/Stamp] key.



- 2 Press the [Erase] key.

- 3 Press the [Erase Center/Border] key.

- 4 Press the [Center] key.

- 5 Set the erase center width with the [+] and [-] keys, and then press the [OK] key.

- 6 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't erase the center of the back of the original, go to step 8.

- 7 Set the center to be erased from of the back.

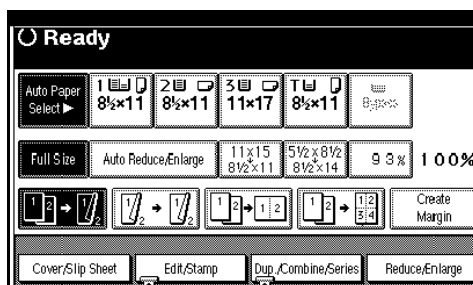
Note

- Erasing the center of the back is valid only when you copy 2-sided originals.

- 8 Press the [OK] key.
- 9 Place your originals, and then press the [Start] key.

Center/Border Erase

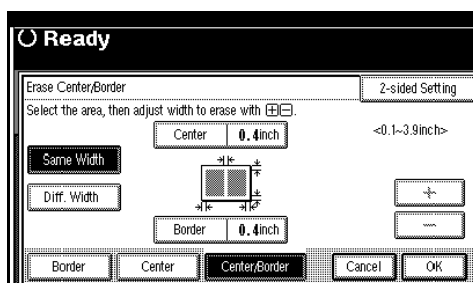
- 1 Press the [Edit/Stamp] key.



- 2 Press the [Erase] key.
- 3 Press the [Erase Center/Border] key.
- 4 Press the [Center/Border] key.
- 5 Set the border to be erased.

Selecting [Same Width]

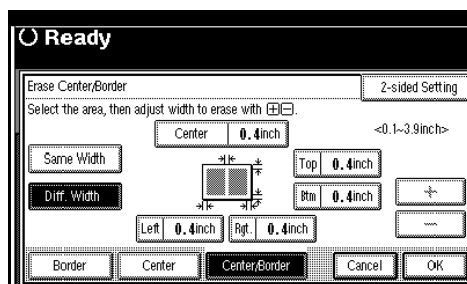
- 1 Press the [Same Width] key.



- 2 Press the [Center] key, and then set the erase center width with the [+] and [-] keys.
- 3 Press the [Border] key, and then set the erase border width with the [+] and [-] keys.
- 4 Press the [OK] key.

Selecting [Diff. Width]

- 1 Press the [Diff. Width] key.



- 2 Press the key for the part you wish to change, and then set an erase margin width with the [+] and [-] keys.
- 3 Press the [OK] key.
- 6 Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't need to erase the center or border from the back of the original, go to step 8.

- 7 Set the center or border to be erased from the back.

Note

- Erasing the center or border from the back is valid only when you copy 2-sided originals.

- 8 Press the [OK] key.
- 9 Place your originals, and then press the [Start] key.

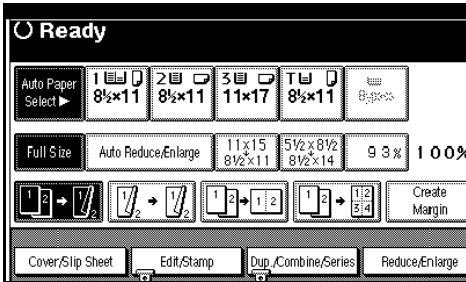
Inside Erase

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

Note

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

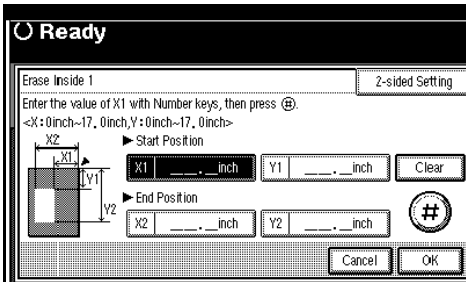
2 Press the [Edit/Stamp] key.



3 Press the [Erase] key.

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

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



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

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

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

9 Press the [2-sided Setting] key and the [Back Side] key.

Note

If you don't need to erase the image on the back, go to step 10.

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

Note

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

11 Press the [OK] key.

12 Press the [OK] key.

13 Press the [OK] key.

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

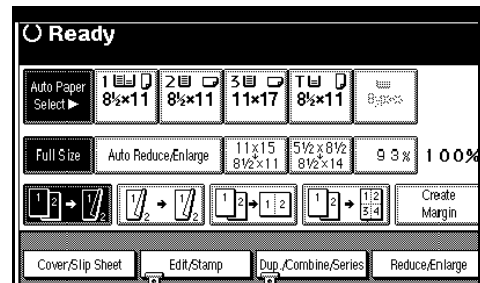
Outside Erase

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

Note

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

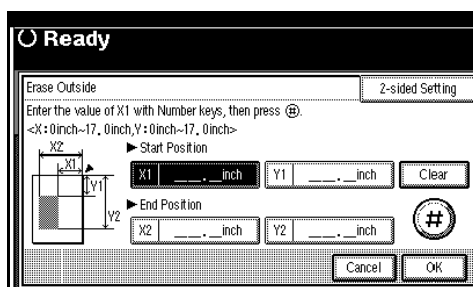
2 Press the [Edit/Stamp] key.



3 Press the [Erase] key.

4 Press the [Erase Outside] key.

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



- 6** Enter the value of [Y1] with the number keys, and then press the [#] key.
- 7** Enter the value of [X2] with the number keys, and then press the [#] key.
- 8** Enter the value of [Y2] with the number keys, and then press the [#] key.
- 9** Press the [2-sided Setting] key and the [Back Side] key.

Note

- If you don't need to erase the image on the back, go to step 11.

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

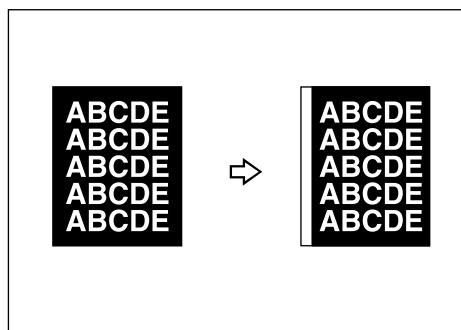
Note

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

- 11** Press the [OK] key.
- 12** Press the [OK] key.
- 13** Press the [OK] key.
- 14** Place your originals, and then press the [Start] key.

3 Edges Full Bleed

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

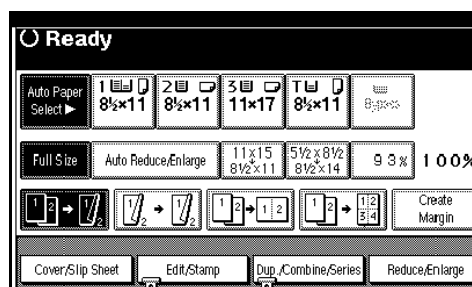


GCBLEE1E

Preparation

Before using this function, select [3 Edges Full Bleed] for a Copy Function Key. ⇒ p.99 "Copy Function Key: F1–F5"

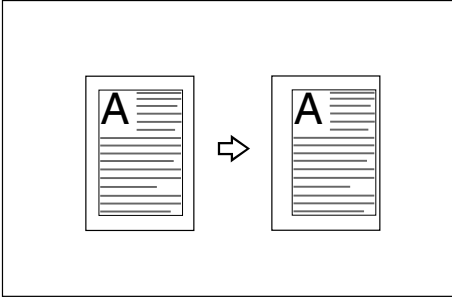
- 1** Press the [3 Edges Full Bleed] key.



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

Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.



Reference

Related Initial Settings

⇒ p.101 “Front Margin : Left/Right”

⇒ p.101 “Back Margins : Left/Right”

⇒ p.101 “Front Margin : Top/Bottom”

⇒ p.101 “Back Margin : Top/Bottom”

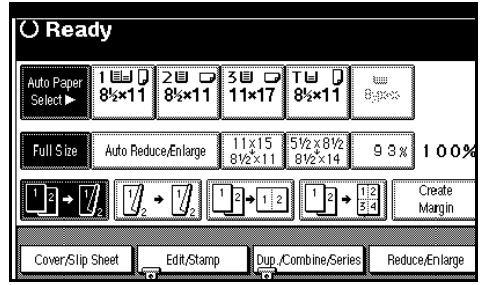
⇒ p.101 “1 sided→2 sided Auto Margins:T to T”

Note

- You can change the width of the binding margin as follows.

Metric version	0 – 30 mm (in 1 mm increments)
Inch version	0" – 1.2" (in 0.1" increments)

- Press the [Edit/Stamp] key.



- Press the [Erase/Margin Adj.] key.

- Press the [Margin Adjustment] key.

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

Note

- To change the value entered, press the [←], [→], [↓], [↑] keys to set the new value.

- If you do not need to specify the margins for the back side pages, press the [OK] key and go to step 6.

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

Note

- Margin on the back side of the page is available only when [Duplex] or [Duplex] of Combine is selected.

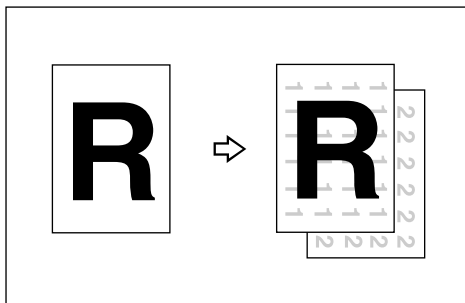
- Press the [OK] key.

- Press the [OK] key.

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

Background Numbering

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



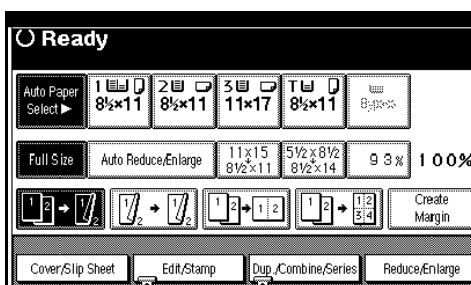
GCSTMP2E

Reference

Related Initial Settings

⇒ p.104 "Size" and "Density" in "Background Numbering".

1 Press the [Edit/Stamp] key.



2 Press the [Stamp] key.

3 Press the [Background Numbering] key.

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

Note

- To change the entered number, press the [Clear] or [Clear/Stop] key and enter the new number.

5 Press the [OK] key.

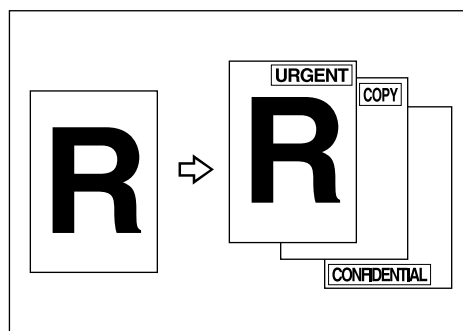
6 Press the [OK] key.

7 Press the [OK] key.

8 Set your originals, then press the [Start] key.

Preset Stamp

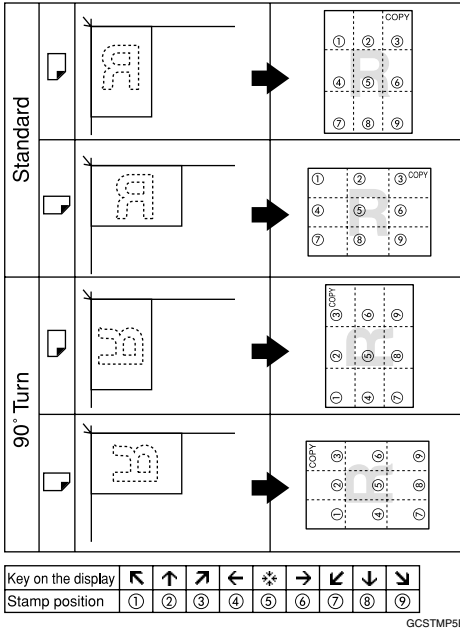
Messages you use frequently can be stored in memory and stamped on copies.



GCSTMP1E

One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "Preliminary", "For internal use", "CONFIDENTIAL", "DRAFT".

Stamp Position and Original Direction



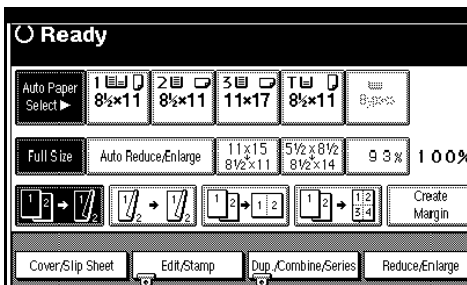
Note

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

Reference

- ⇒ p.104 "Stamp Language"
- ⇒ p.104 "Stamp Position"
- ⇒ p.104 "Stamp Format"

1 Press the [Edit/Stamp] key.

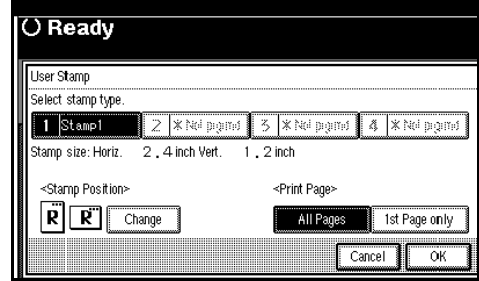


2 Press the [Stamp] key.

3 Press the [Preset Stamp] key.

4 Select the desired message.

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



Note

- You can change the position, size, and density of the stamp.
⇒ p.64 "Changing stamp position, size and density"

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

7 Press the [OK] key.

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

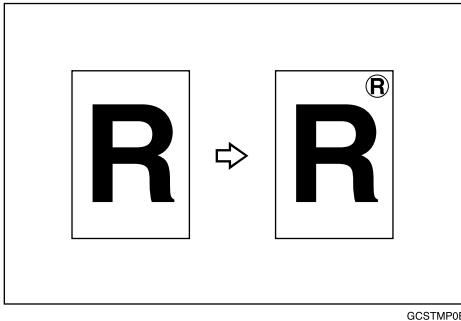
Changing stamp position, size and density

1 Press the [Change] key.

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

User Stamp

Copies with the registered stamp.



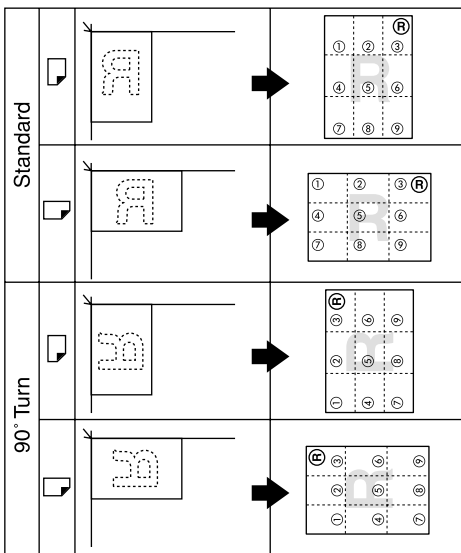
GCSTMP0E

Preparation

Before using this function, you have to program a user stamp.

⇒ p.66 “To program the user stamp”

Stamp position and original orientation



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

GCSTMP0E

Note

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

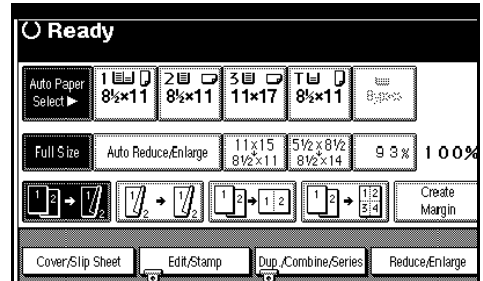
Reference

Related Initial Settings

⇒ p.104 “Stamp Position”

⇒ p.104 “Stamp Format”

1 Press the [Edit/Stamp] key.



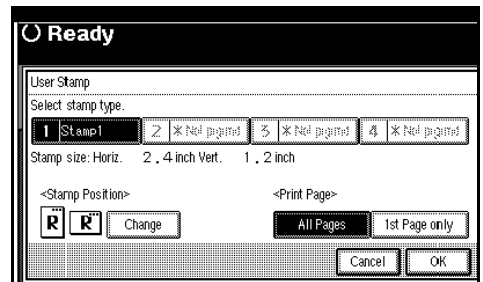
2

2 Press the [Stamp] key.

3 Press the [User Stamp] key.

4 Select the stamp you require.

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



Note

- You can change the stamp position. ⇒ p.66 “To change the stamp position”

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

7 Press the [OK] key.

8 Place the original, then press the [Start] key.

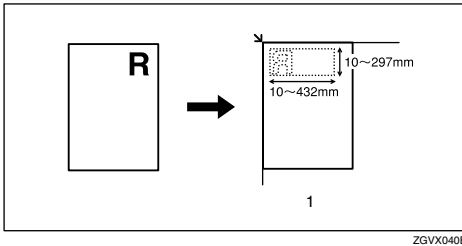
To change the stamp position

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

To program the user stamp

Note

- The range of stamp images for readability is 10 – 297 mm high (0.4" – 11.7") and 10 – 432 mm (0.4" – 17") wide.

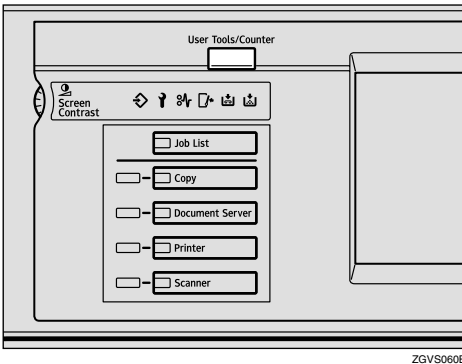


1. Placing the original on the exposure glass

- Up to four messages that you use frequently can be stored in memory.

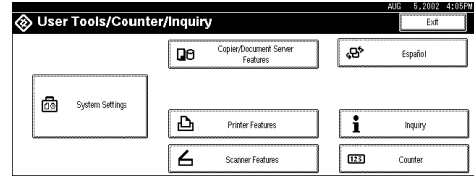
1 Make sure the machine is in Copy mode.

2 Press the [User Tools/Counter] key.



3 Press the [Copier/Document Server Features] key.

The main menu of the Copier/Document Server features appears.



4 Press the [Stamp] key.

5 Press the [User Stamp] key.

6 Press the [Program/Delete Stamp] key.

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

Note

- Stamp numbers with already have settings in them.
- If the stamp number is already being used, the machine will ask you if you wish to overwrite it — Press the [Yes] or [No] key.

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

Reference

⇒ “Entering Text Characters” in the General Settings Guide

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

10 Press the [Vertical] key, and then enter the vertical size in the same way as step **9**.

- 11** Place the user stamp on the exposure glass, and then press the ["Start Scanning"] key.

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

 **Note**

- Originals cannot be scanned from the document feeder when programming the user stamp.

- 12** Press the [Exit] key.

- 13** Press the [Exit] key.

The display returns to the main menu of the Copier/Document Server features.

- 14** Press the [Exit] key.

Exits the settings and prepares to copy.

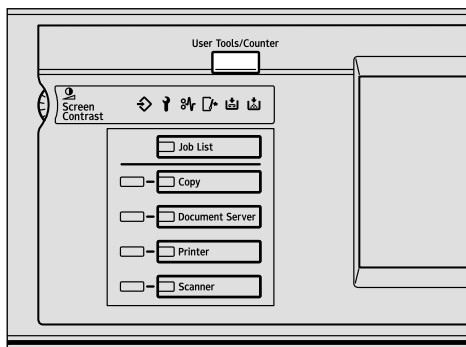
To delete the user stamp

 **Important**

- You cannot restore a deleted stamp.

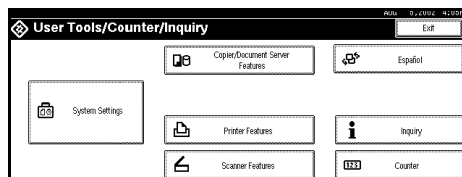
- 1** Make sure the machine is in Copy mode.

- 2** Press the [User Tools/Counter] key.



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



- 4** Press the [Stamp] key.

- 5** Press the [User Stamp] key.

- 6** Press the [Program/Delete Stamp] key.

- 7** Press the [Delete] key, then press the stamp number (1–4) you want to delete.

- 8** Select the [Delete] key, then press the [OK] key.

- 9** Press the [Exit] key.

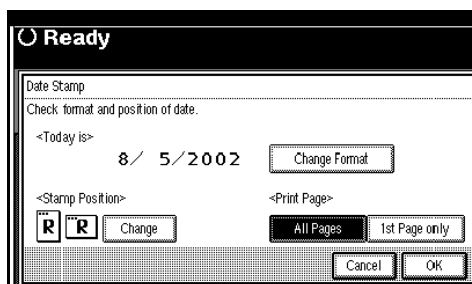
The display returns to the main menu of the Copier/Document Server features.

- 10** Press the [Exit] key.

Exits the settings and prepares to copy.

3 Press the [Date Stamp] key.

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



Note

- You can change the font and position of the date to be stamped.
⇒ p.69 "To change the date format"

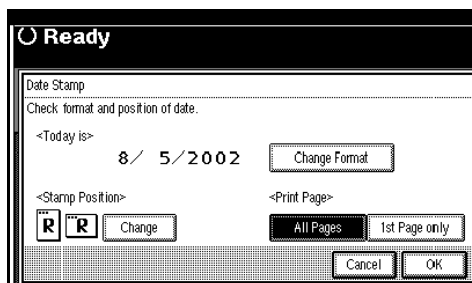
5 After all settings are complete, press the [OK] key.

6 Press the [OK] key.

7 Place the original, then press the [Start] key.

To change the date format

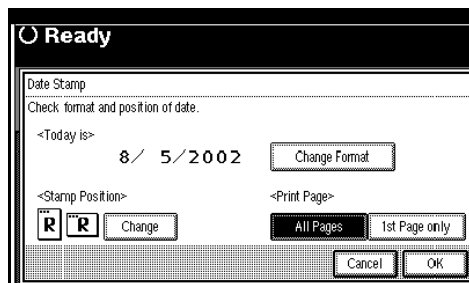
1 Press the [Change Format] key.



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

To change the stamp position

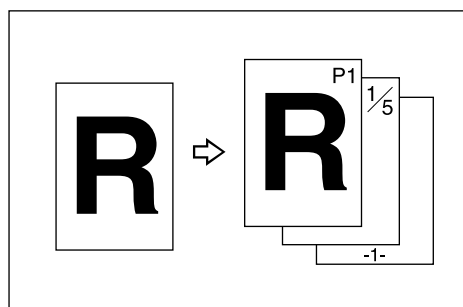
1 Press the left bottom [Change] key.



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

Page Numbering

Use this function to print page numbers on your copies.

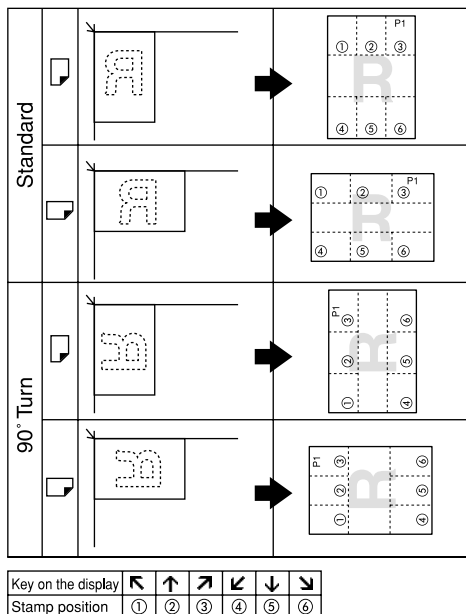


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There are six types of Page Numbering (n is the total number of pages in your original):

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

Stamp position and orientation of originals



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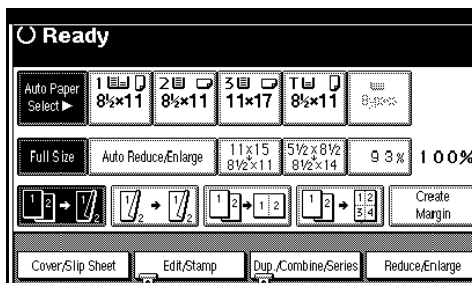
Note

- You cannot use the bypass tray with this function.

Reference

- Related Initial Settings
- ⇒ p.105 "Font"
- ⇒ p.105 "Size"
- ⇒ p.105 "Superimpose"
- ⇒ p.105 "Stamp Format"
- ⇒ p.105 "Duplex Back Page Stamping Position"
- ⇒ p.105 "Stamp Position"
- ⇒ p.105 "Stamp on Designated Slip Sheet"

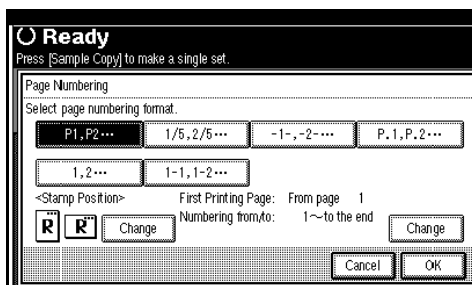
1 Press the [Edit/Stamp] key.



2 Press the [Stamp] key.

3 Press the [Page Numbering] key.

4 Select the format.



Note

- You can specify the stamp position, pages to be stamped, and numbering. ⇒ p.71 "Changing the stamp position" ⇒ p.71 "Specify the first printing page and start number"

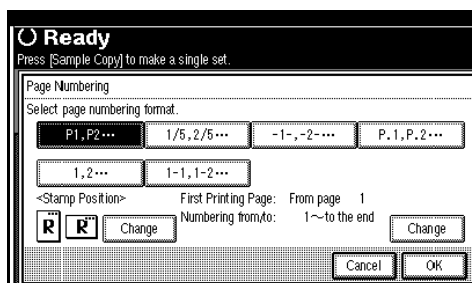
5 After you have made all desired settings, press the [OK] key.

6 Press the [OK] key.

7 Set the originals, then press the [Start] key.

Changing the stamp position

- 1 Press the left bottom [Change] key.



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

Specify the first printing page and start number

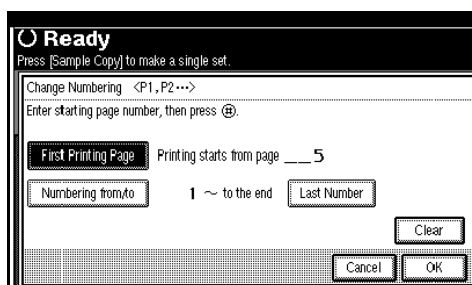
If you selected (P1,P2..., -1-, -2..., P.1, P.2..., 1, 2...,)

Note

- Below gives an example based on when (P1, P2...) is selected. The steps are the same for other cases.

- 1 Press the right bottom [Change] key.

- 2 Press the [First Printing Page] key, and then use the number keys to enter the original sheet number to start numbering from.



Note

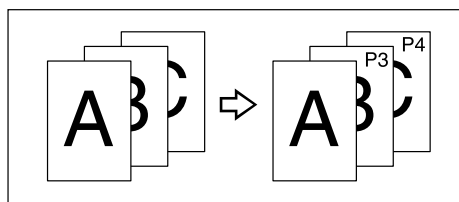
- To change the number entered, press the [Print Inquiry List] or [Clear/Stop] key, and then enter a new number.

- 3 Press the [#] key.

- 4 Press the [Numbering from/to] key, and then use the number keys to enter the number to start numbering from, then press the [#] key.

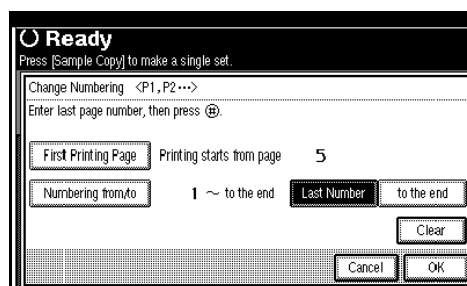
Note

- The following gives an example based on when the first printing page is "2" and the first page number is "3".



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- 5 Press the [Last Number] key, and then use the number keys to enter the page number at which to stop numbering, then press the [#] key.



Note

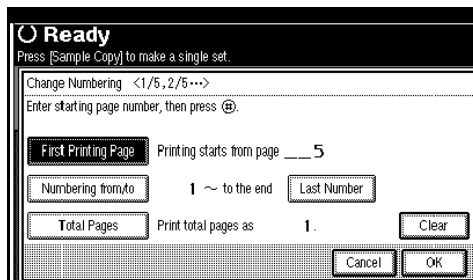
- If you wish to print until the last page, press the [to the end] key.

- 6 When page designation is complete, press the [OK] key.

- 7 Press the [OK] key.

If you selected (1/5, 2/5...)

- 1** Press the right bottom **[Change]** key.
- 2** Press the **[First Printing Page]** key, and then use the number keys to enter the original sheet number to start numbering from.



Note

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

- 3** Press the **[#]** key.
- 4** Press the **[Numbering from/to]** key, and then use the number keys to enter the page number to start numbering from, and then press the **[#]** key.
- 5** Press the **[Last Number]** key, and then use the number keys to enter the page number at which to stop numbering, then press the **[#]** key.

Proceed to step **6** when not changing.

Note

- If you wish to print until the last page, press **[To the end]** key.

- The last number is the last page printed on. For example, if the **[Total Pages]** is 10, and you wish to print up to 7 but do not wish to print from page 8 on, enter **[7]** as **[Last Number]**. Normally, you do not need to enter a last page number.

- 6** Press the **[Total Pages]** key, and then use the number keys to enter the total number of original pages, then press the **[#]** key.

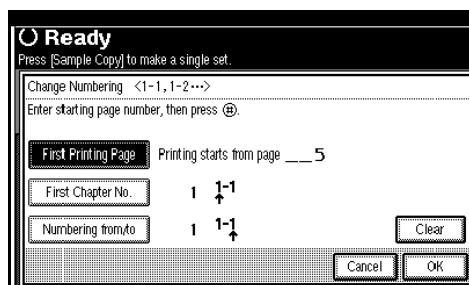
- 7** Press the **[OK]** key.

Note

- To change settings after pressing the **[OK]** key, press the right bottom **[Change]** key, and then enter the numbers again.

If you selected (1-1, 1-2,...)

- 1** Press the right bottom **[Change]** key.
- 2** Press the **[First Printing Page]** key, and then use the number keys to enter the original sheet number to start numbering from.



Note

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

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

4 Press the [First Chapter No.] key, and then use the number keys to enter the chapter number to start numbering from, then press the [#] key.

5 Press the [Numbering from/to] key, and then use the number keys to enter the page number to start numbering from, then press the [#] key.

6 Press the [OK] key.

7 If page designation is complete, press the [OK] key.

Covers

Using this function, you can add cover sheets or designate certain pages to be copied on slip sheets.

Preparation

Before selecting this function, set the tray for the front cover paper. ⇒ “Cover Sheet Tray” in the General Settings Guide

Note

- The cover sheet should be the same size and direction as the copy paper.
- You cannot set copy paper in the bypass tray. Only set cover sheets in the bypass tray.
- When selecting [Copy], select whether the front and back covers are copied 1-sided or 2-sided. ⇒ “Cover Sheet Tray” in the General Settings Guide

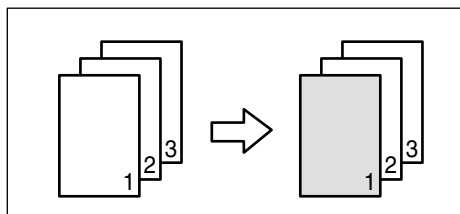
Reference

To set paper when using the interposer, see “Loading Paper in the Interposer” in the General Settings Guide.

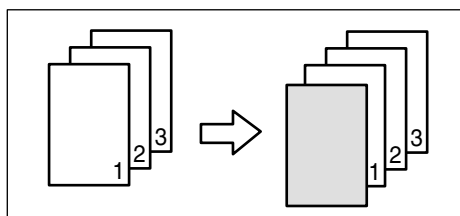
❖ Front Cover

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

- Copy



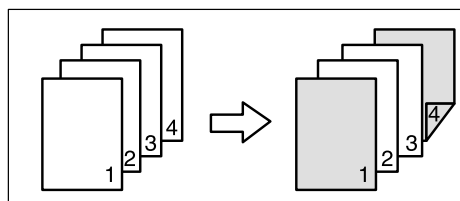
- Blank



❖ Front/Back Covers

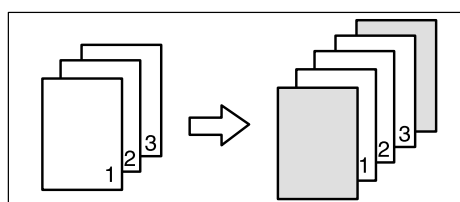
The first and last pages of your original are copied on separate paper for cover use.

- Copy



GCCOVE0E

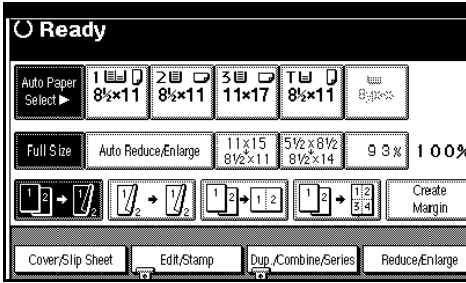
- Blank



Reference

⇒ p.103 “Front Cover Copy in Combine”

1 Press the [Cover/Slip Sheet] key.



2 Press the (["Front Cover" / [Front/Back Cover]) key.

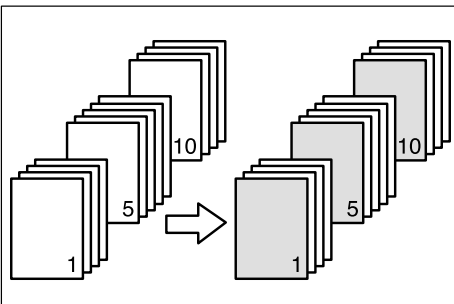
3 Select [Copy] or [Blank] for the cover sheet.

4 Select the paper tray containing non-cover sheet paper, and then press the [OK] key.

5 Place your originals in the document feeder, and then press the [Start] key.

Designate

Use this function to have certain pages of your original copied onto slip sheets.



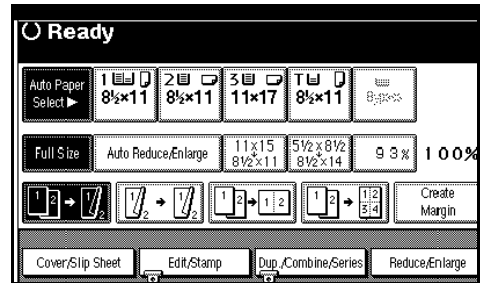
Preparation

Before using this function, set the special paper tray for slip sheets. ⇒ "Slip Sheet 1", "Slip Sheet 2" in the General Settings Guide.

Note

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

1 Press the [Cover/Slip Sheet] key.



2 Press the [Design./Chapter] key.

3 Press the key to select the chapter number.

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

5 Select the paper tray for slip sheets.

6 Press the [Copy] key to copy onto the slip sheets. Press the [Blank] key not to copy onto them.

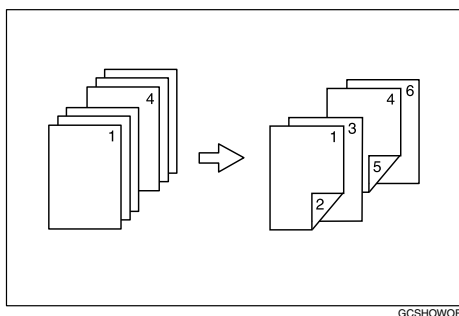
7 Press the [Next Chapter] key.

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

- 9 When you wish to finish specifying pages, press the [OK] key.
- 10 Press the [OK] key.
- 11 Select the paper tray that contains paper for copying originals onto.
- 12 Set originals, then press the [Start] key.

Chapter

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



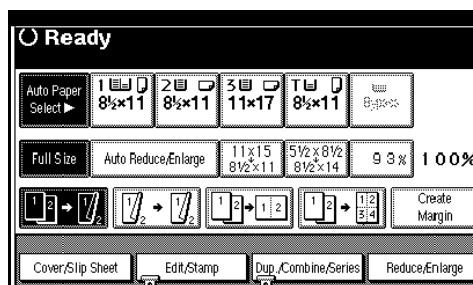
Preparation

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

Note

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

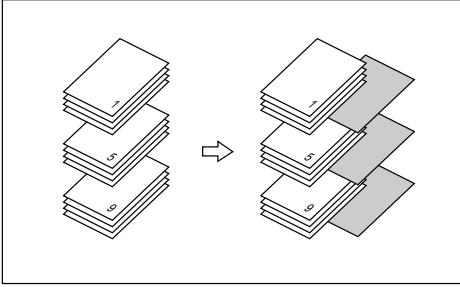
- 1 Press the [Cover/Slip Sheet] key.



- 2 Press the [Desig./Chapter] key.
- 3 Press the key to select a chapter number.
- 4 Press the [Chapter] key.
- 5 Enter the number of the first page of the first chapter using the number keys. Then, press the [#] key.
- 6 Press the [Next Chapter] key.
- 7 To specify another page, repeat steps 4 to 6.
- 8 When you finish specifying the pages, press the [OK] key.
- 9 Press the [OK] key.
- 10 Set originals, and then press the [Start] key.

Blank Slip Sheets

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



2

Preparation

Before using this function, select a tray for slip sheets. ⇒ “Slip Sheet 1 Tray”, “Slip Sheet 2 Tray” in the General Settings Guide

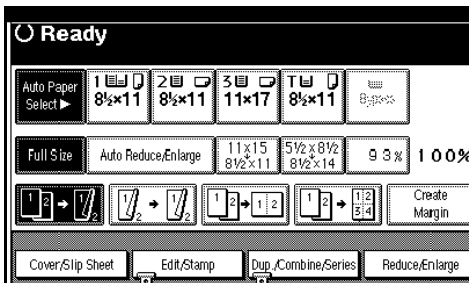
Note

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

Reference

For how to set paper when using the interposer, see ⇒ “Loading Paper in the Interposer” in the General Settings Guide.

1 Press the [Cover/Slip Sheet] key.



2 Press the [Desig./Chapter] key.

3 Press the key to select the chapter number.

4 Press the [Insert Sheet] key.

5 Select the paper tray for slip sheets.

6 Select [Before] to insert slip sheets before the page you specify. Select [After] to insert slip sheets after the page you specify. Enter the page number with the number keys.

7 Press the [Insert Quantity] key, and enter the number of sheets you wish to insert with the number keys.

8 Press the [Next Chapter] key.

9 To specify another location where to insert sheets, repeat steps **4** to **8**.

10 When you have finished specifying all settings, press the [OK] key.

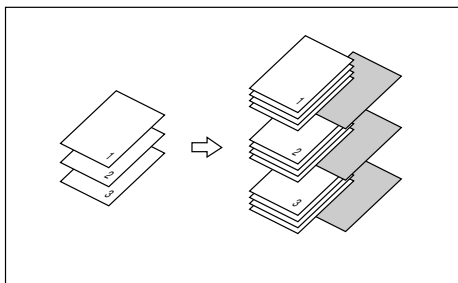
11 Press the [OK] key.

12 Select the paper tray that contains paper for copying originals.

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

Slip Sheets

Every time an original page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



Preparation

Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet Tray" in the General Settings Guide

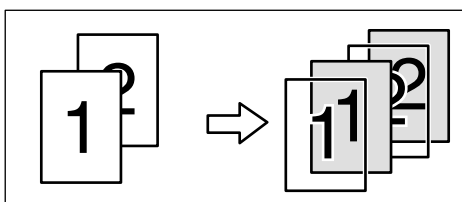
If "1 Sided → 2 Sided" is selected, change it to "1 Sided → 1 Sided".

Note

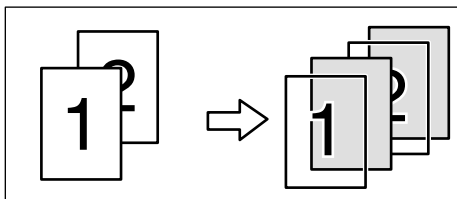
- ❑ Load slip sheets of the same size and in the same orientation as the copy paper or OHP transparency.

❖ When using OHP transparencies set on the bypass tray

- Copy



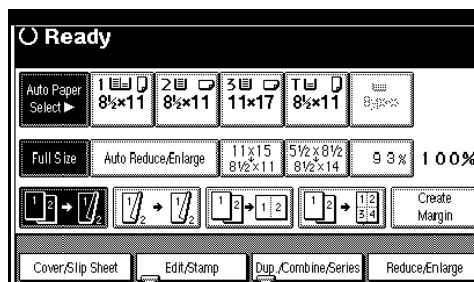
- Blank



Note

- ❑ OHP slip sheet(s) cannot be copied when using the interposer.

1 Press the [Cover/Slip Sheet] key.



2 Press the [Slip Sheet] key.

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

4 Select the paper tray that contains paper for copying originals.

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

Storing Originals in the Document Server

The Document Server enables you to save documents in memory and print them as required.

Important

- ❑ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from loss of data.

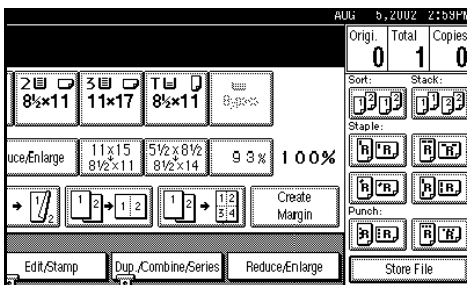
Note

- ❑ Data stored in the Document Server is deleted after 3 days (72 hours) the default setting. You can set stored data not to be deleted automatically, or specify a period after which the stored data is deleted automatically. ⇒ “Auto Delete File” in the General Settings Guide

Reference

Refer to the General Settings Guide. For information on functions you can use with the Document Server, see p.109 “Combination Chart”.

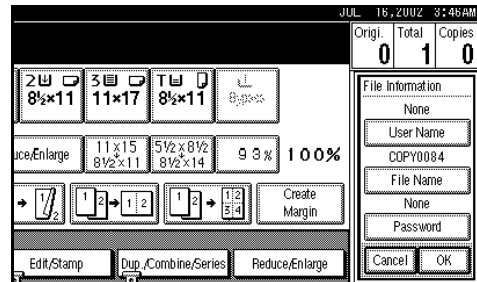
- 1 Press the **[Stored File]** key.



Note

- ❑ To stop scanning, press the **[Clear/Stop]** key. To resume a paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete saved

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



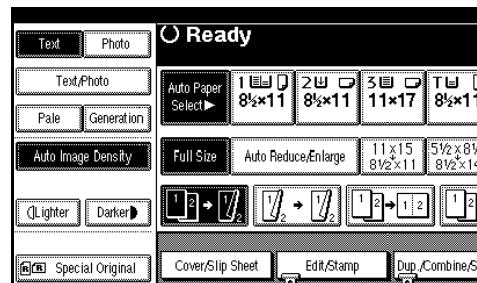
- 3 Press the **[OK]** key.

- 4 Place your originals.

Reference

For more information on types of originals that can be placed and how to place them, see p.12 “Placing Originals”.

- 5 Make scanning settings for the original.



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

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

images and cancel a job, press the **[Cancel]** key.

- ❑ To check a document has been stored, press the **[Document Server]** key to display the document selection screen.