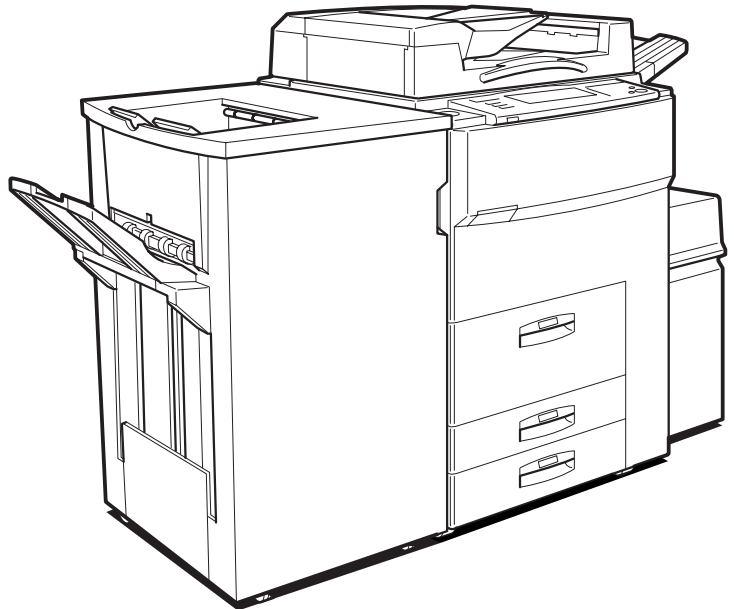


Savin 2555

Operating Instructions **COPY REFERENCE**

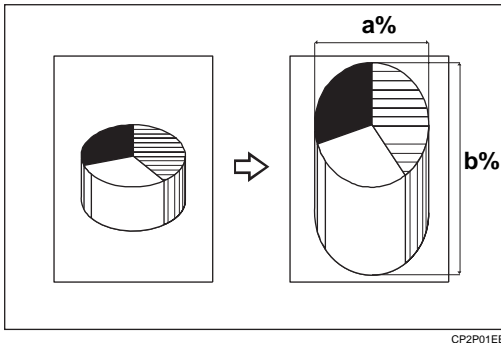


Read this manual carefully before you use this product and keep it handy for future reference.

For safety, please follow the instructions in this manual.

Directional Magnification (%)

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

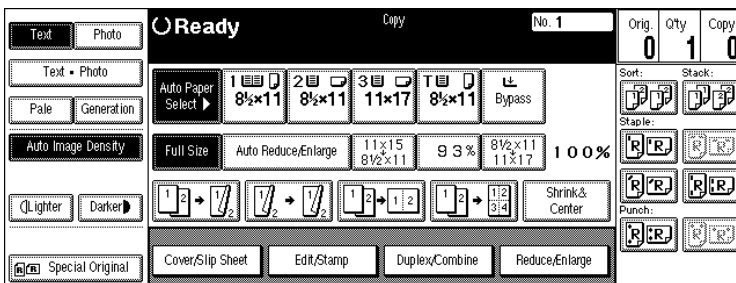


CP2P01EE

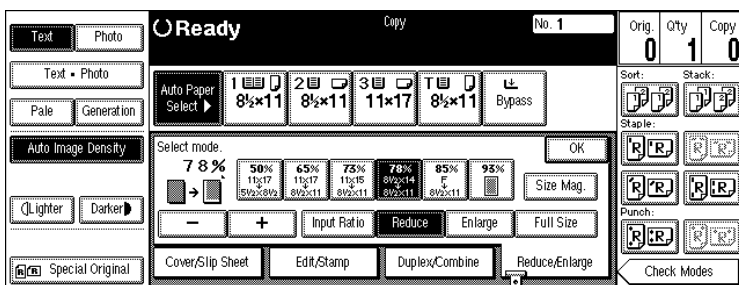
Note

- The following ratios can be selected:
 - Metric version: 25 – 400%
 - Inch version: 25 – 400%
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- You can also select a preset ratio which is close to the desired ratio by using Reduce or Enlarge, then adjust the ratio with the **[+]** or **[-]** key.

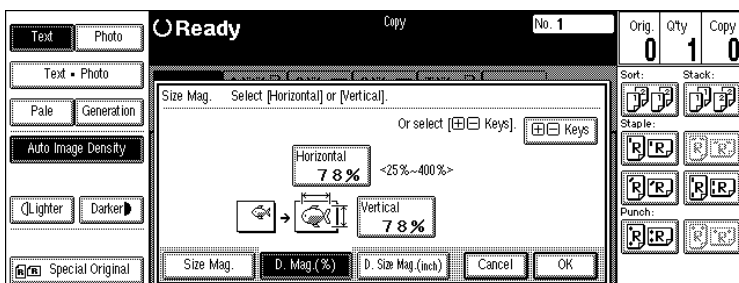
1 Press the [Reduce/Enlarge] key.



2 Press the [Size Mag.] key.



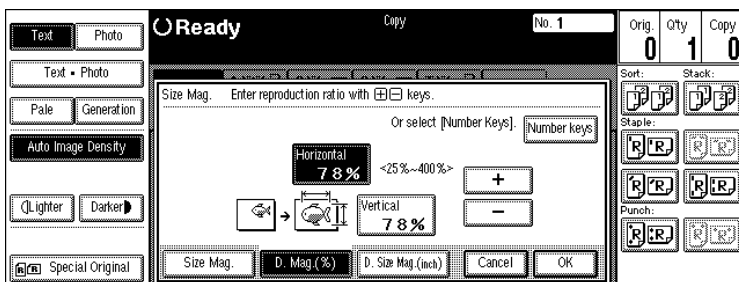
3 Press the [D. Mag.(%)] key.



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

1 Press the [+ - Keys] key.

2 Press the [Horizontal] key.



3 Adjust the ratio using the [+] or [-] key.

Note

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

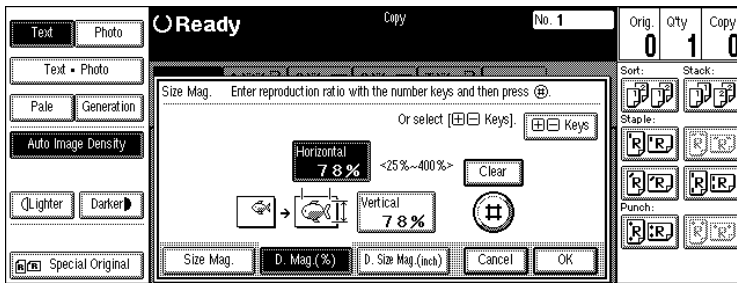
4 Press the [Vertical] key.

5 Adjust the ratio with the [+] or [-] key.

6 Press the [OK] key.

To enter the ratio with the number keys

- 1 Press the [Horizontal] key.



- 2 Enter the desired ratio with the number keys, followed by the [#] key.

Note

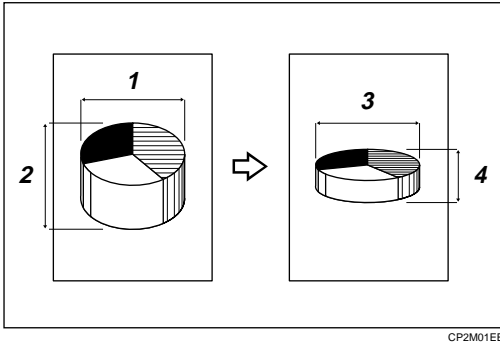
- To change the ratio entered, press the [Clear] or [Clear/Stop] key and enter the new ratio.

- 3 Press the [Vertical] key.
- 4 Enter the desired ratio with the number keys, followed by the [#] key.
- 5 Press the [OK] key.
- 4 Press the [OK] key.
- 5 Set your originals, then press the [Start] key.

Directional Size Magnification (inch)

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

2



- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

 **Preparation**

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

 **Limitation**

- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

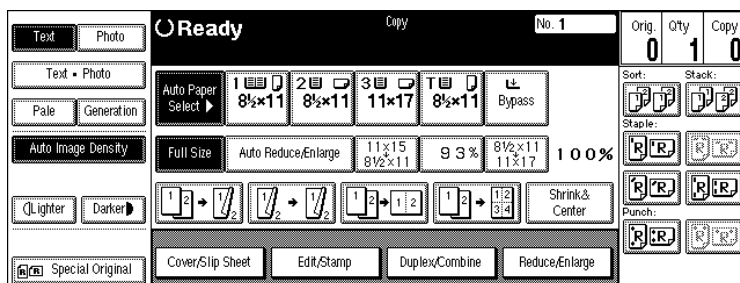
 **Note**

- You can enter sizes within the following ranges:

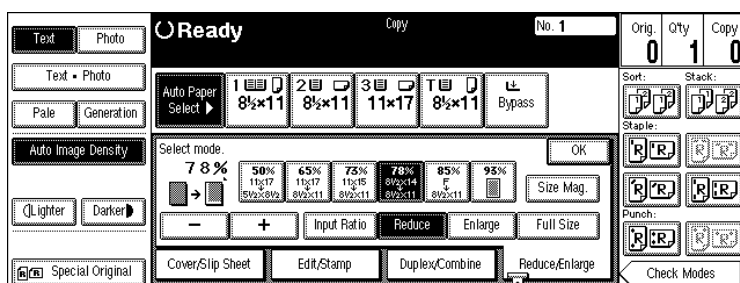
Metric version	1 – 999mm (in 1mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

- The following ratios can be selected:
 - Metric version: 25 – 400%
 - Inch version: 25 – 400%

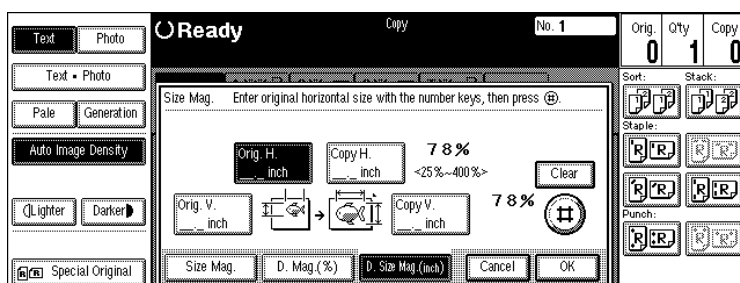
1 Press the [Reduce/Enlarge] key.



2 Press the [Size Mag.] key.



3 Press the [D. Size Mag.(inch)] key.



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

Note

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

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

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

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

 **Note**

- To change the length, press the place you wish to change and enter the new value.

8 Press the [OK] key.

9 Press the [OK] key.

2 **10** Set your originals, then press the **[Start]** key.

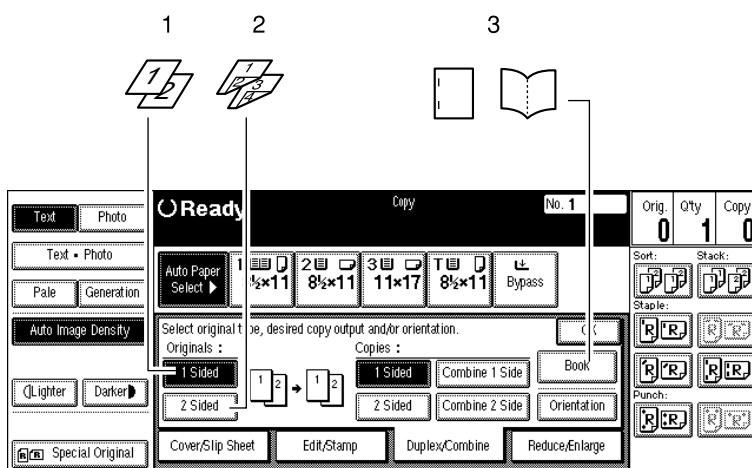
Duplex/Combine

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

2

1 Check your originals and select [1 Sided] or [2 Sided] for the originals.

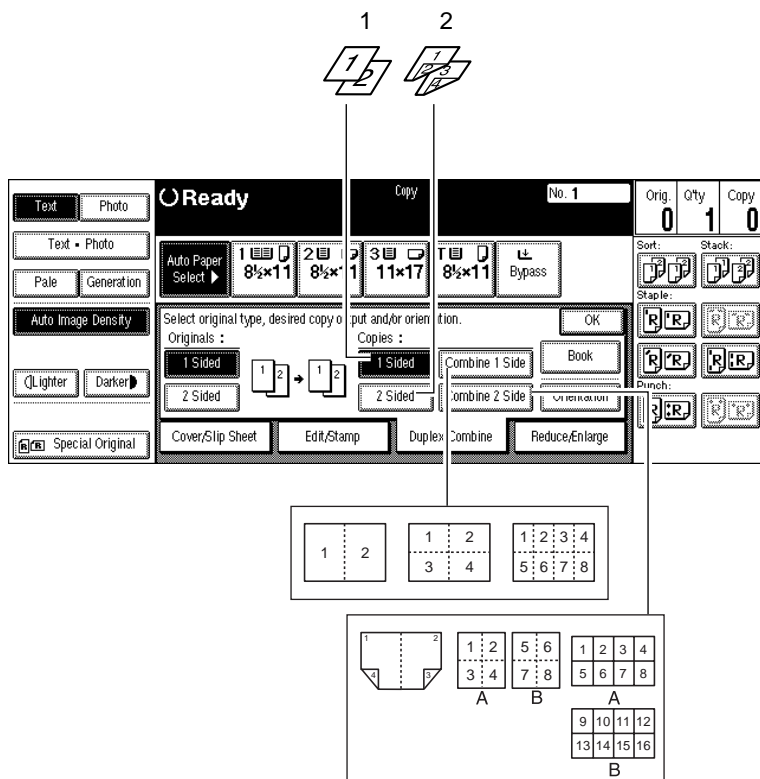


ZBQS100N

- 1: 1-sided
- 2: 2-sided
- 3: Book

2 Select [1 Sided] or [2 Sided] for copying.

2



1: 1-sided

2: 2-sided


A: Front

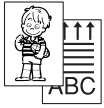
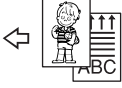

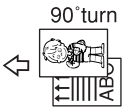

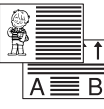
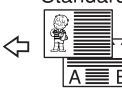

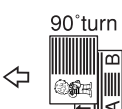

B: Back

3 Press the [OK] key.

ZBQS110E

Original Direction and Completed Copies

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

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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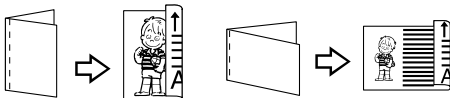
 **Note**

- The illustrations show the directions of copied images on the front and back, not the directions of delivery.

Originals and Copy Direction

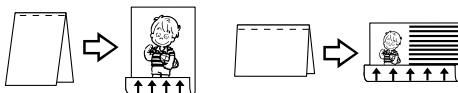
You can select the orientation ([**Top to Top**], [**Top to Bottom**]). See ⇒ P.110 “*Specifying Orientation of Bound Originals*”.

- Top to Top



Duplex1

- Top to Bottom



Duplex2

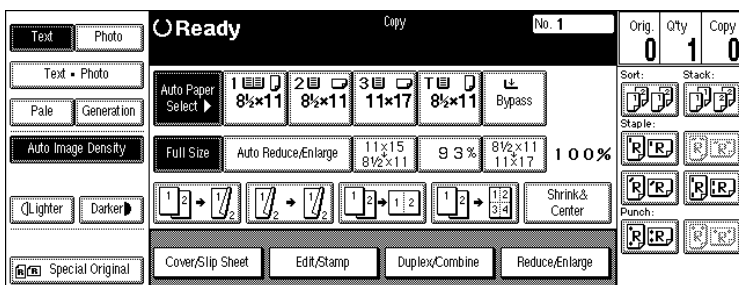
Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[Top to Top]**.

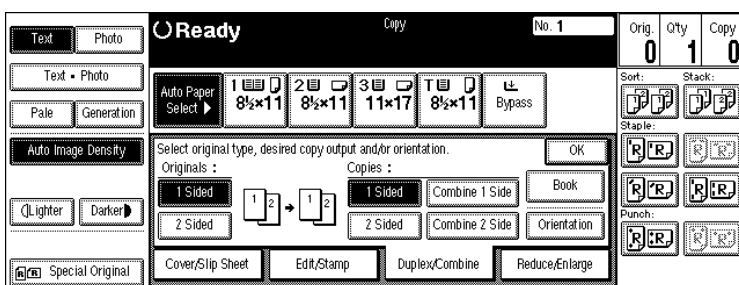
 **Note**

- You can change the orientation default with the User Tools. See “Copy Orientation in Duplex Mode” and “Original Orientation in Duplex Mode” in ⇒ P.313 “General Features ²/₃”.

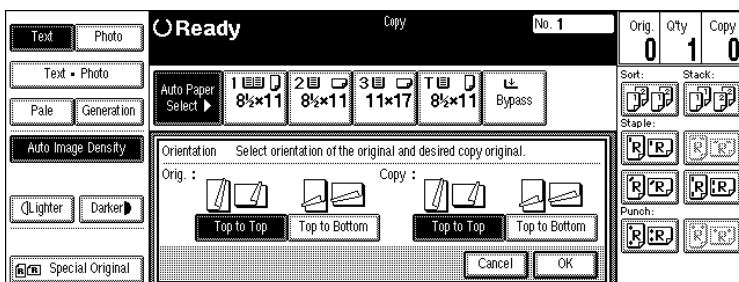
1 Press the **[Duplex/Combine]** key.



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



3 Select an original orientation and a copy orientation.



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

Duplex

This function can be used in two ways:

❖ 1 Sided → 2 Sided

This mode makes two-sided copies from one-sided originals.

❖ 2 Sided → 2 Sided

This mode makes two-sided copies from two-sided originals.

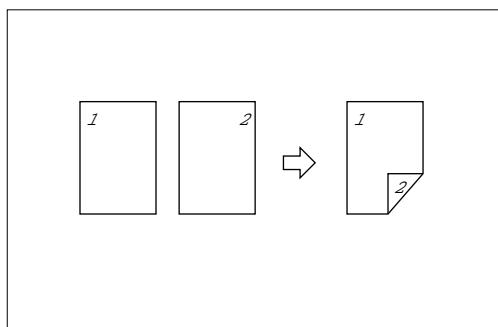
💡 Limitation

You cannot use the following copy paper in this function:

- Paper smaller than A5 , 5¹/₂" × 8¹/₂" (possible on A5 , 5¹/₂" × 8¹/₂")
- Paper thicker than 105g/m², 28 lb. Bond
- Paper thinner than 64g/m², 17 lb. Bond
- Translucent paper
- Adhesive labels
- OHP transparencies
- Postcards

You cannot use the bypass tray with this function.

1 Sided → 2 Sided



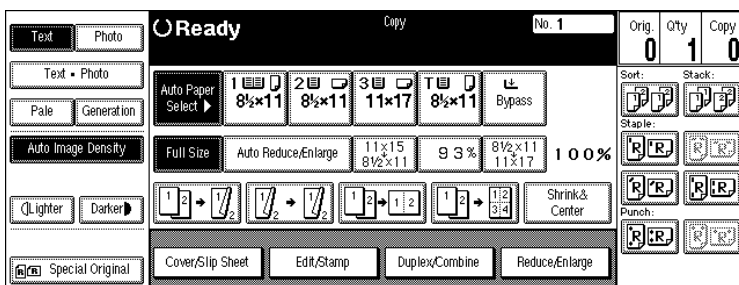
📌 Note

- If you set an odd number of 1-sided originals in the document feeder, the reverse side of the last page is left blank.
- If you set originals in the document feeder and select Sort mode, all the originals will be scanned before being copied. Therefore, the copy speed is faster than that when Sort mode is not selected. See "Auto Sort Mode" in ⇒ P.329 "Input/Output".

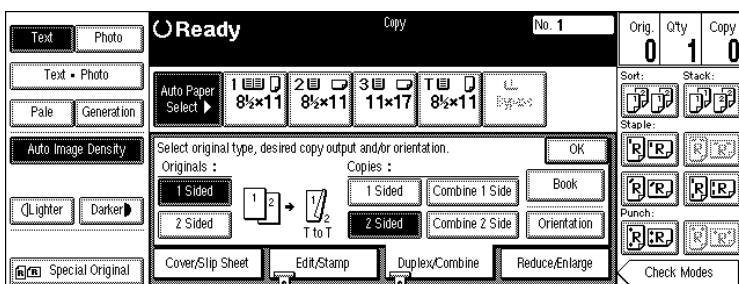
- ❑ When original images are copied, the images are shifted by a width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. See “Front Margin: Left/Right”, “Back Margin: Left/Right”, “Front Margin: Top/Bottom” and “Back Margin: Top/Bottom” in ⇒ P.317 “Page Format 1/2”.
- ❑ A binding margin can be automatically made on the back side. See “1 → 2 Duplex Auto Margin Adjust” in ⇒ P.317 “Page Format 1/2”.

2

1 Press the [Duplex/Combine] key.



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



Note

- ❑ To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

3 Press the [OK] key.

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

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

Reference

⇒ P.36 “Batch (SADF) mode”.

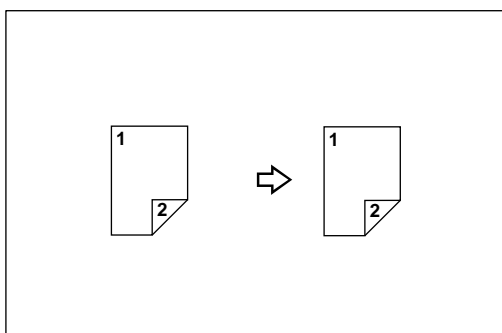
1 Set the original, then press the [Start] key.

Note

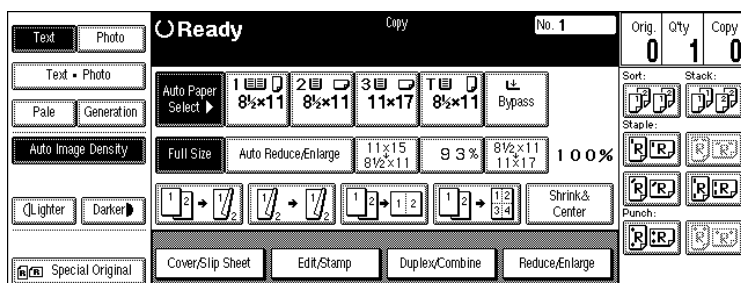
- ❑ Start with the first page to be copied.

- 2 Set the next original. When it is placed on the exposure glass, press the **[Start]** key.
- 3 Press the **[#]** key after the last original has been scanned.

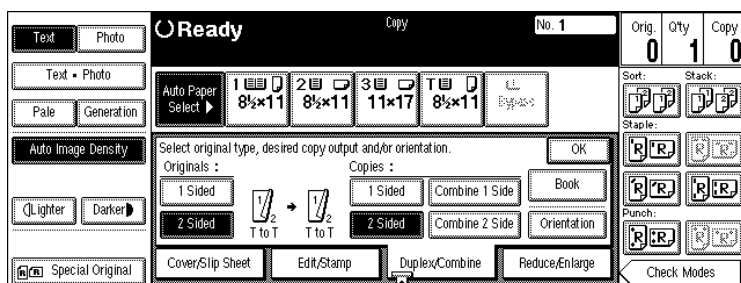
2 Sided → 2 Sided



- 1 Press the **[Duplex/Combine]** key.



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



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

- 3 Press the **[OK]** key.
- 4 Set your originals, then press the **[Start]** key.

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

 **Reference**

⇒ P.36 "*Batch (SADF) mode*".

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

 **Note**

Start with the first page to be copied.

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

3 Press the **【#】** key after the last original has been scanned.

Combine

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and 2 Sided Combine mode for 2-sided copies.

This function can be used in twelve ways:

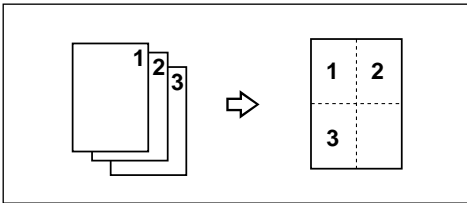
- ❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.
- ❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals together to one side of a sheet.
- ❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals together to one side of a sheet.
- ❖ **1 Sided 4 Pages → Combine 2 Side**
Copies four 1-sided originals to the two-page spread on both sides of a sheet.
- ❖ **1 Sided 8 Pages → Combine 2 Side**
Copies eight 1-sided originals together to both sides of a sheet.
- ❖ **1 Sided 16 Pages → Combine 2 Side**
Copies 16 1-sided originals together to both sides of a sheet.
- ❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.
- ❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.
- ❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.
- ❖ **2 Sided 4 Pages → Combine 2 Side**
Copies two 2-sided originals together to both sides of a sheet.
- ❖ **2 Sided 8 Pages → Combine 2 Side**
Copies four 2-sided originals together to both sides of a sheet.
- ❖ **2 Sided 16 Pages → Combine 2 Side**
Copies eight 2-sided originals together to both sides of a sheet.

📌 Limitation

- You cannot use the bypass tray with this function.
- If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied.

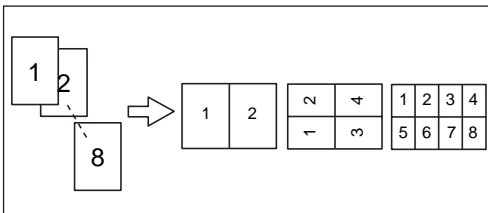
Note

- ❑ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- ❑ The machine uses ratios in the following range:
 - Metric version: 25 – 400%
 - Inch version: 25 – 400%
- ❑ A separation line between originals can be printed with the User Tools. See “Combine Separation Line” in ⇒ P.320 “Page Format $2/2$ ”.
- ❑ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- ❑ When making copies in Combine mode, the border of each original can be automatically erased by 3mm, 0.1”. See “Combine Orig. Shadow Erase” in ⇒ P.317 “Page Format $1/2$ ”.
- ❑ If the number of originals placed is less than the number specified for combining, the last page is copied blank as shown in the illustration.



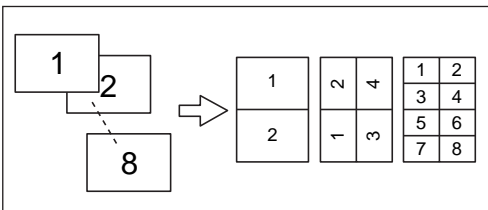
- ❑ You can change the copy order in Combination mode. See “Copy Order In Combine Mode” in ⇒ P.320 “Page Format $2/2$ ”.
- ❑ Direction of the originals and arrangement of combined images

❖ **Portrait (📄) originals**



GCSHUY1E

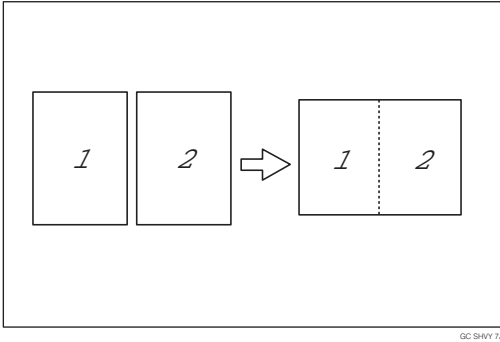
❖ **Landscape (📄) originals**



GCSHUY2E

1 Sided 2 Pages → Combine 1 Side

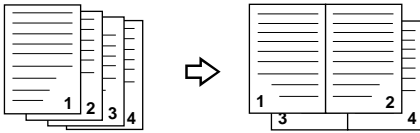
Copies two 1-sided originals to one side of a sheet.



GC SHVY TJ

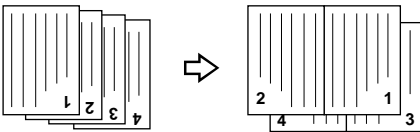
❖ Setting originals (Originals set in the document feeder)

- Originals read from left to right



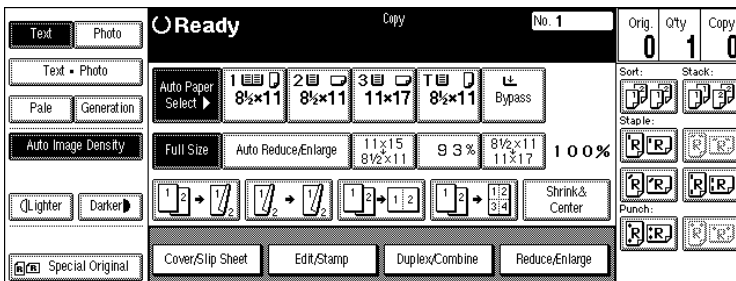
Combine5

- Originals read from top to bottom

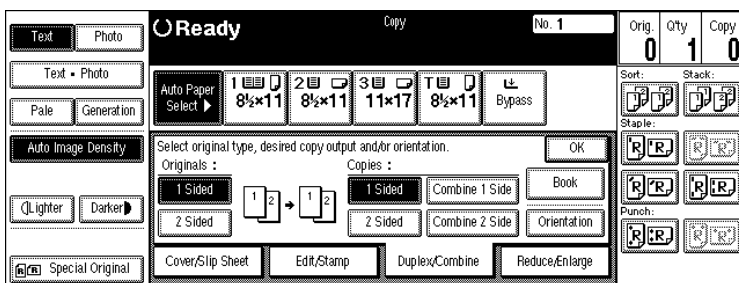


Combine6

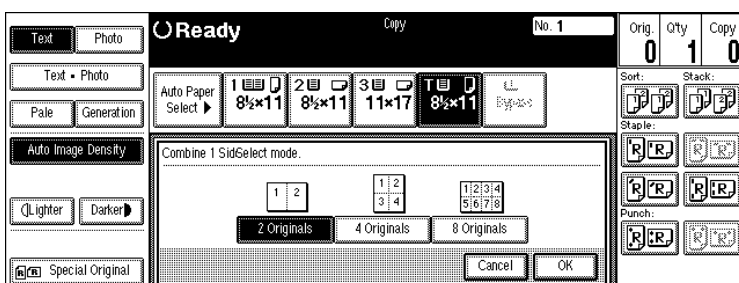
1 Press the [Duplex/Combine] key.



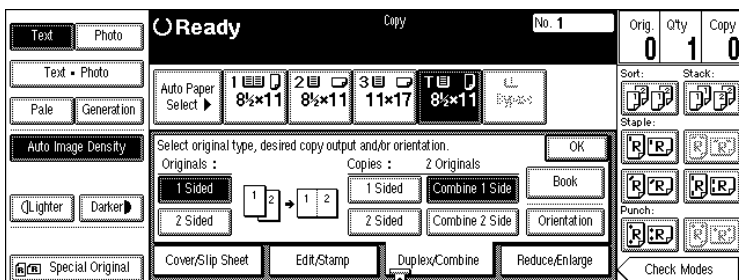
- Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



- Press the [2 Originals] key, then press the [OK] key.



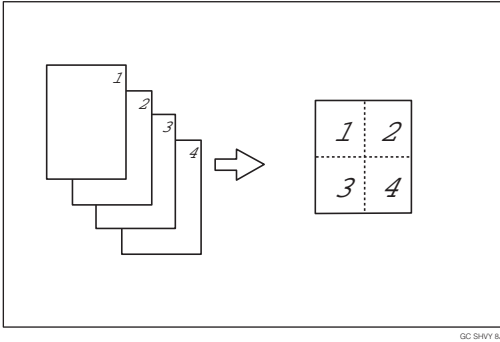
- Select the paper.



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

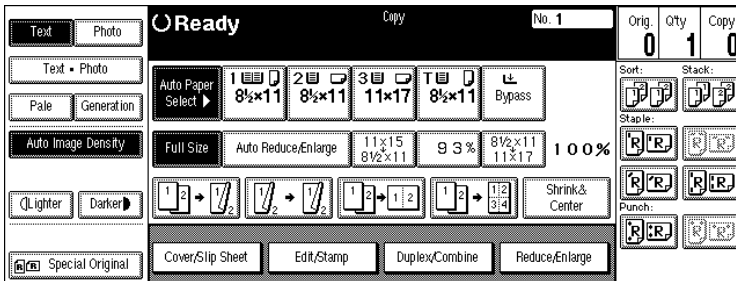
1 Sided 4 Pages → Combine 1 Side

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

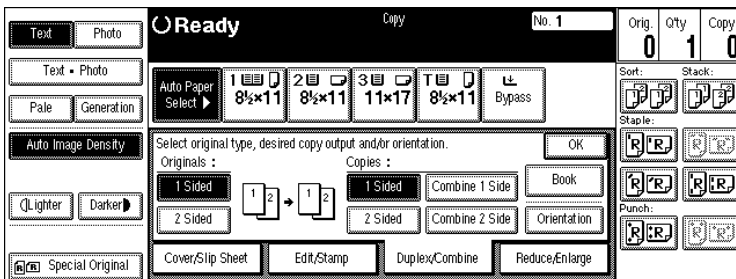


2

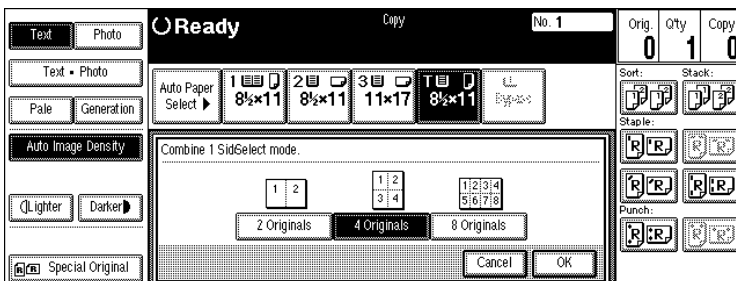
1 Press the [Duplex/Combine] key.



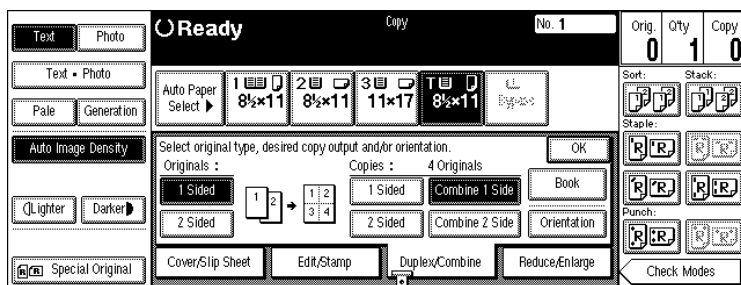
2 Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



3 Press the [4 Originals] key, then press the [OK] key.



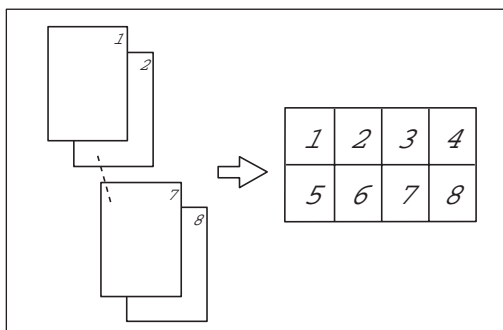
4 Select the paper.



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

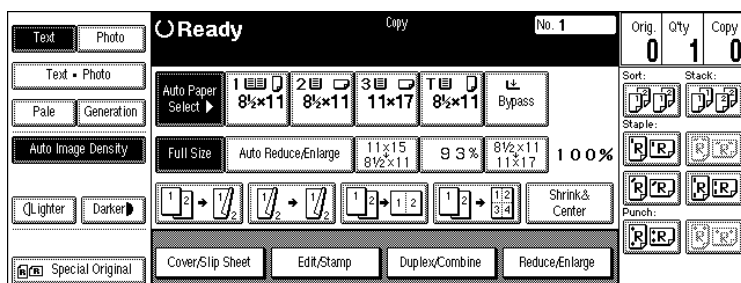
1 Sided 8 Pages → Combine 1 Side

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

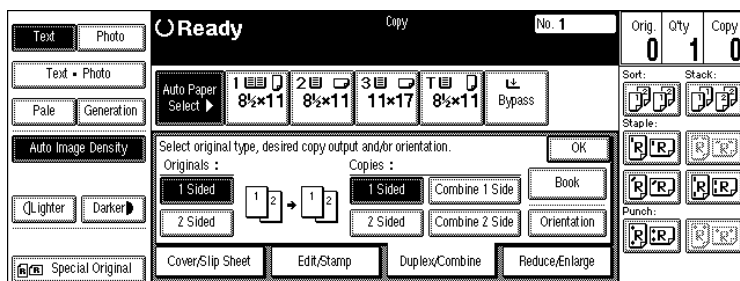


GC SHVY SJ

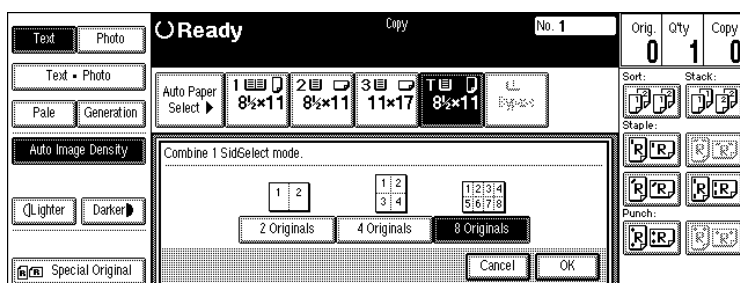
1 Press the **[Duplex/Combine]** key.



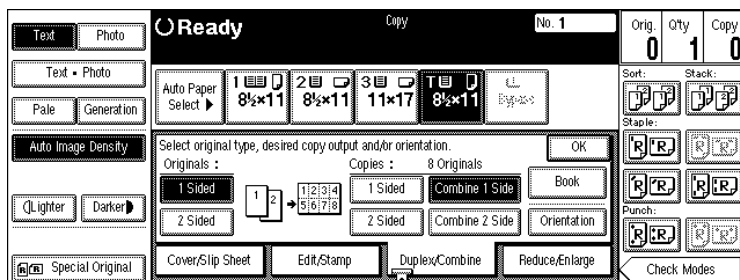
- 2** Press the [1 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



- 3** Press the [8 Originals] key, then press the [OK] key.



- 4** Select the paper.

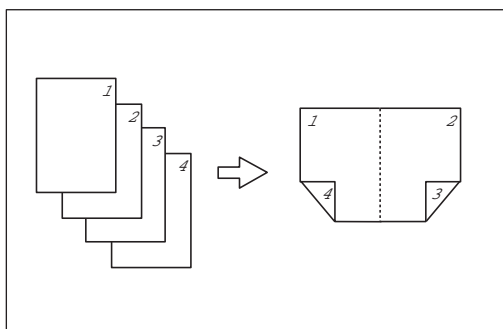


- 5** Set your originals, then press the [Start] key.

2

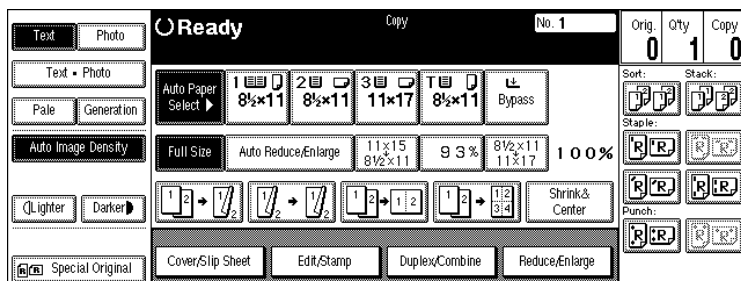
1 Sided 4 Pages → Combine 2 Side

Copies four 1-sided originals to the two-page spread on both sides of a sheet.

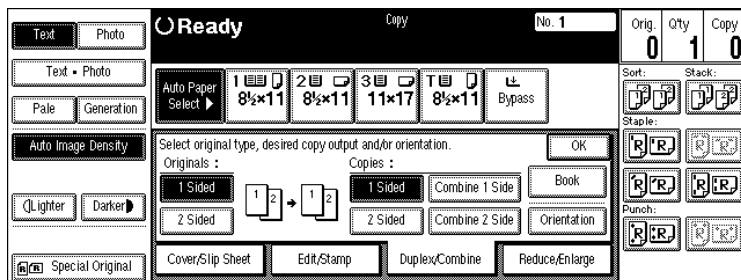


GC SHWY 01

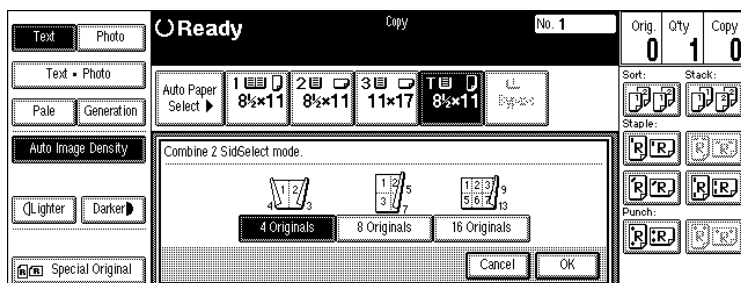
1 Press the [Duplex/Combine] key.



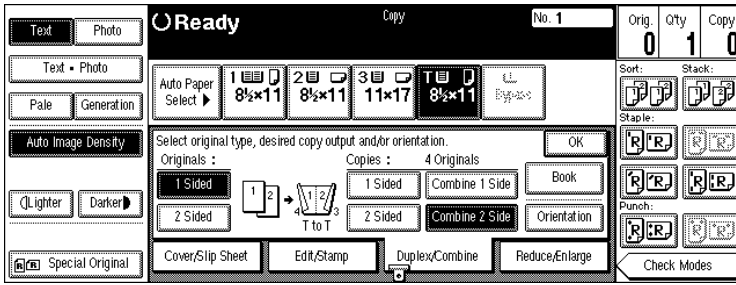
2 Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



3 Press the [4 Originals] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

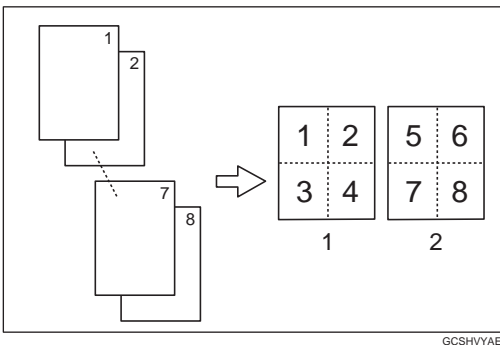
5 Press the **[OK]** key.

6 Select the paper.

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

1 Sided 8 Pages → Combine 2 Side

Copies eight 1-sided originals together to both sides of a sheet.

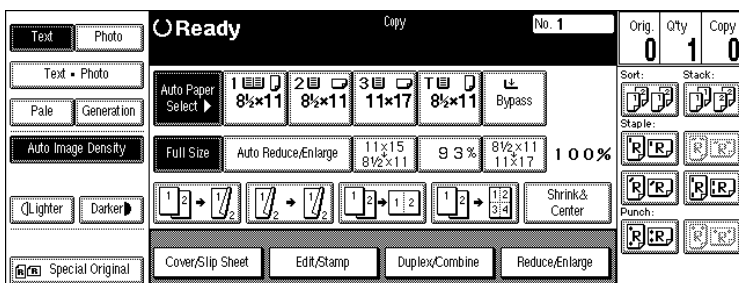


GCSHVYAE

1. Front

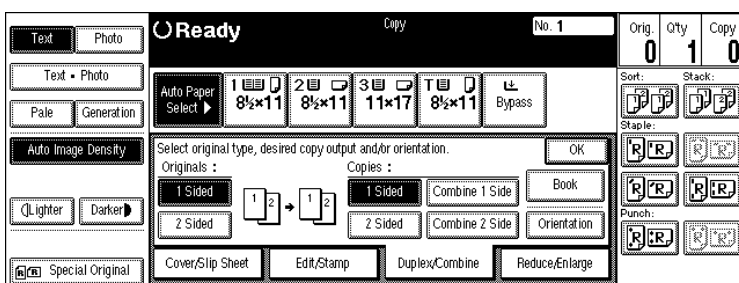
2. Back

1 Press the [Duplex/Combine] key.

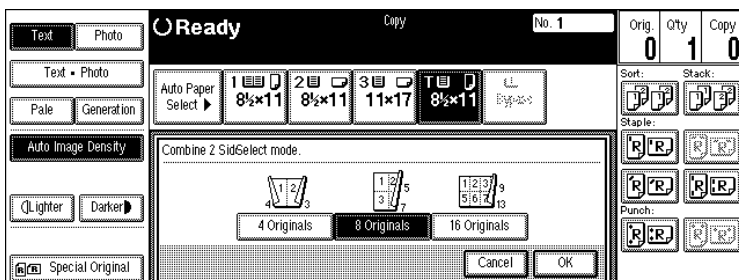


2

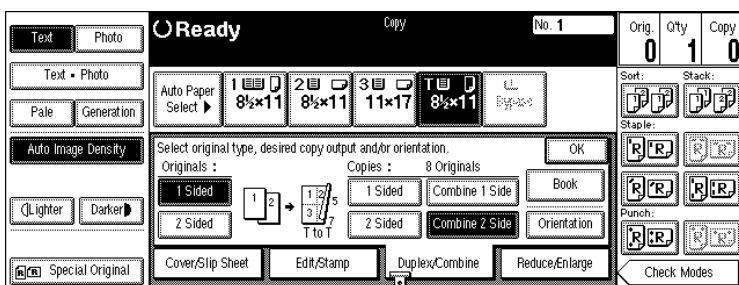
2 Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



3 Press the [8 Originals] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

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

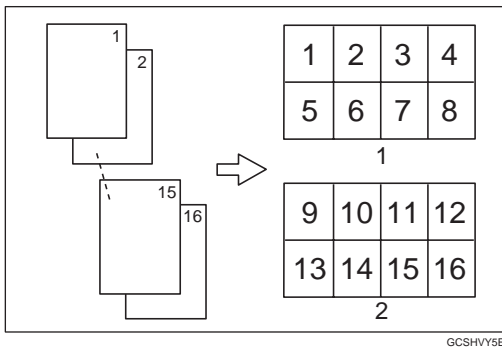
6 Select the paper.

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

2

1 Sided 16 Pages → Combine 2 Side

Copies sixteen 1-sided originals together to both sides of a sheet.

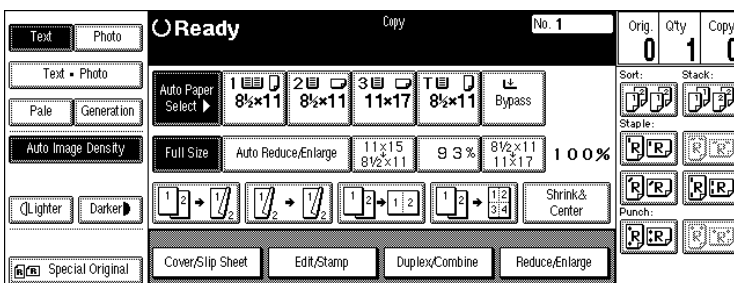


GCSHVY5E

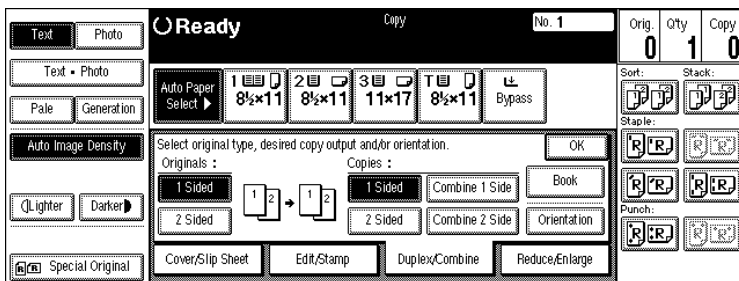
1. Front

2. Back

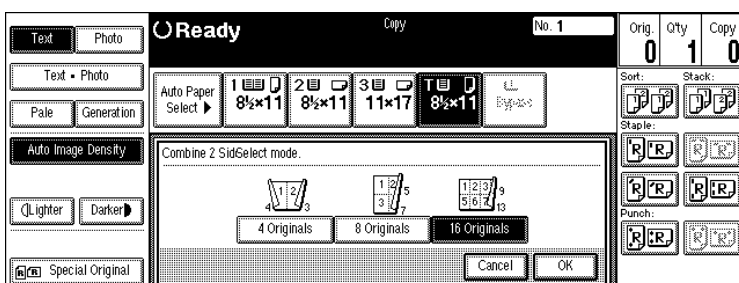
1 Press the **[Duplex/Combine]** key.



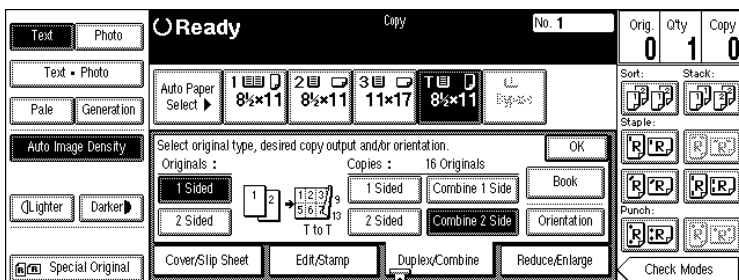
- Press the [1 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



- Press the [16 Originals] key, then press the [OK] key.



- Check the orientation.



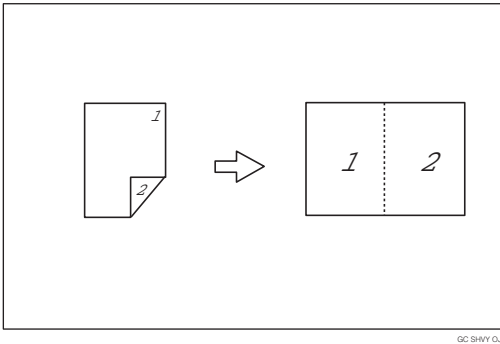
Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

- Press the [OK] key.
- Select the paper.
- Set your originals, then press the [Start] key.

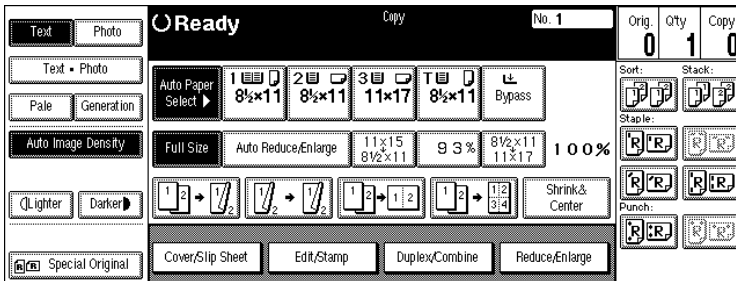
2 Sided 2 Pages → Combine 1 Side

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

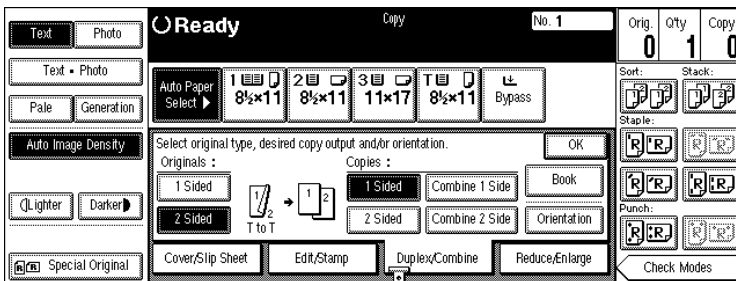


GC SHWY 00

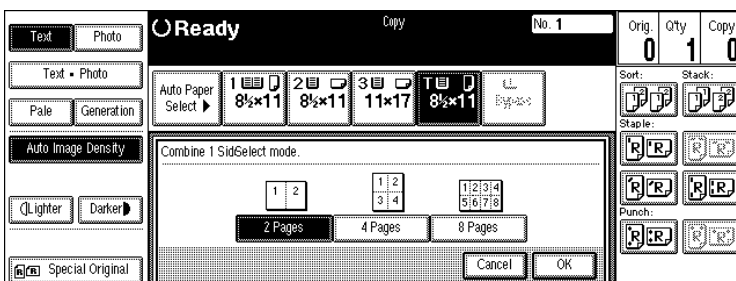
1 Press the [Duplex/Combine] key.



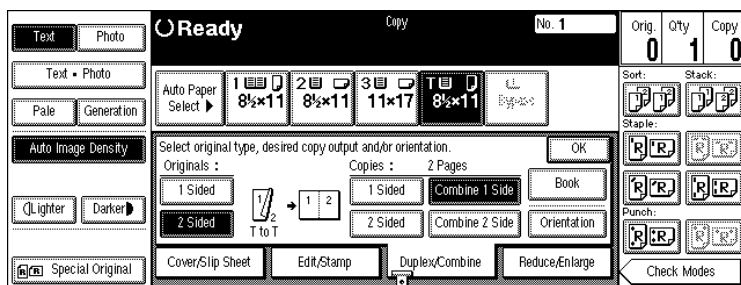
2 Press the [2 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



3 Press the [2 Pages] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

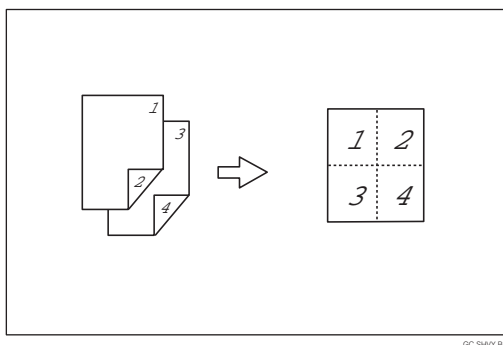
5 Press the **[OK]** key.

6 Select the paper.

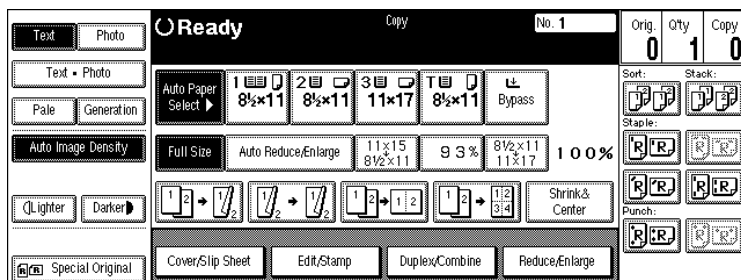
7 Set your originals, then press the **[Start]** key.

2 Sided 4 Pages → Combine 1 Side

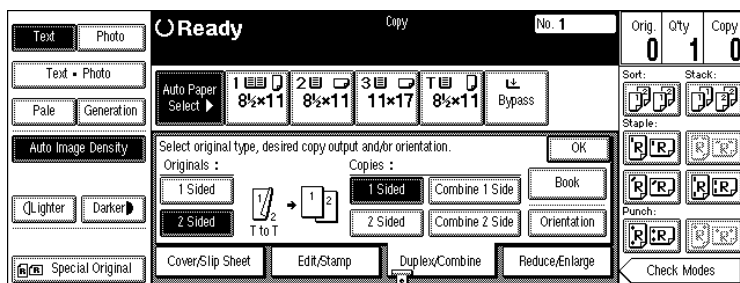
Copies two 2-sided originals to one side of a sheet.



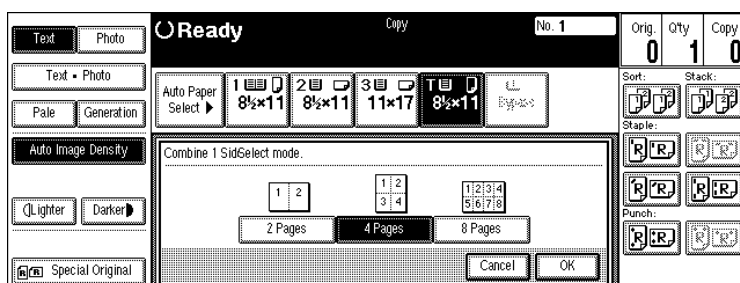
1 Press the **[Duplex/Combine]** key.



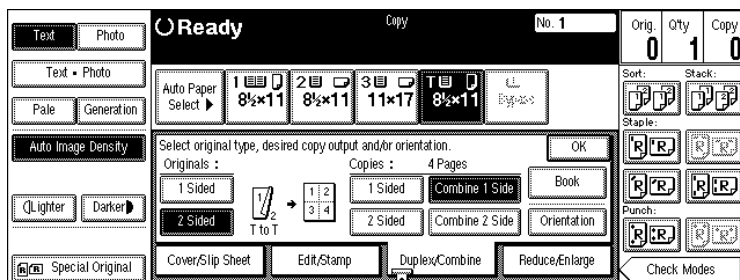
- 2** Press the [2 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



- 3** Press the [4 Pages] key, then press the [OK] key.



- 4** Check the orientation.



Note

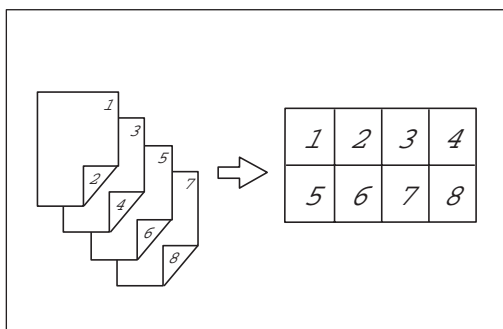
- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

- 5** Press the [OK] key.
- 6** Select the paper.
- 7** Set your originals, then press the [Start] key.

2

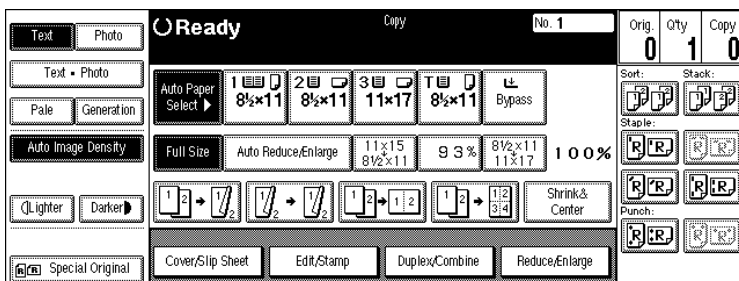
2 Sided 8 Pages → Combine 1 Side

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

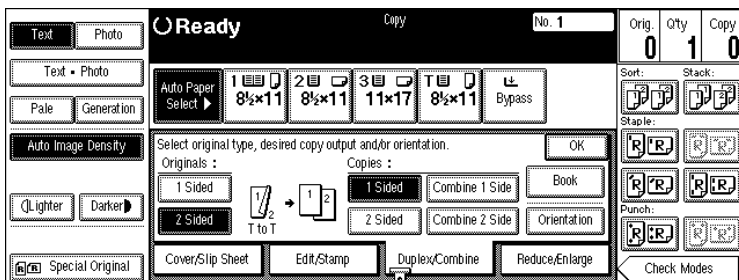


GC SHVY 4J

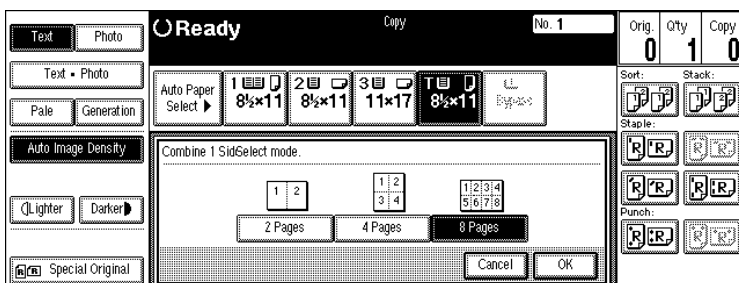
1 Press the [Duplex/Combine] key.



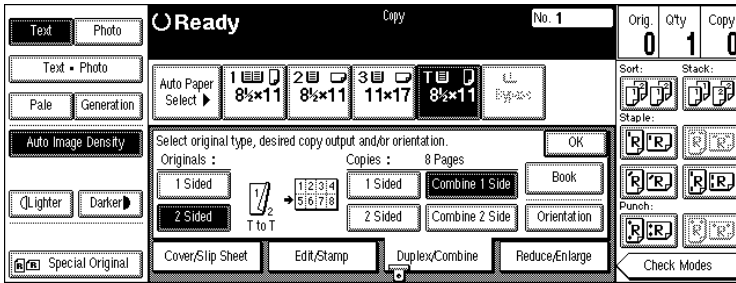
2 Press the [2 Sided] key for the original, then press the [Combine 1 Side] key for the copy.



3 Press the [8 Pages] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

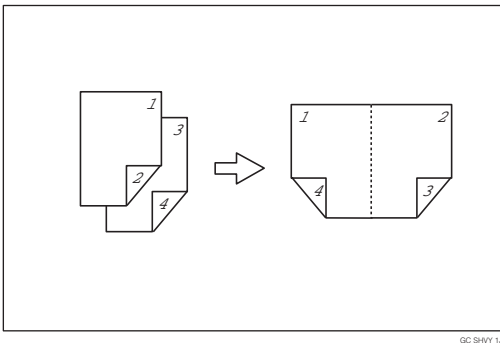
5 Press the **[OK]** key.

6 Select the paper.

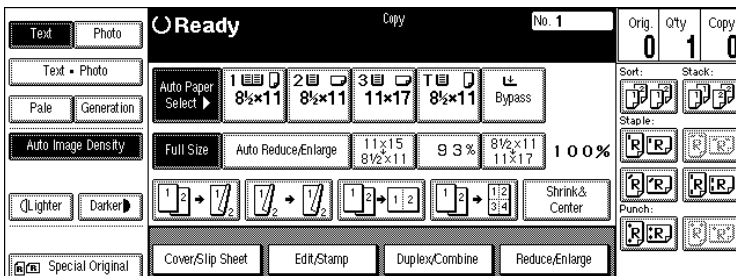
7 Set your originals, then press the **[Start]** key.

2 Sided 4 Pages → Combine 2 Side

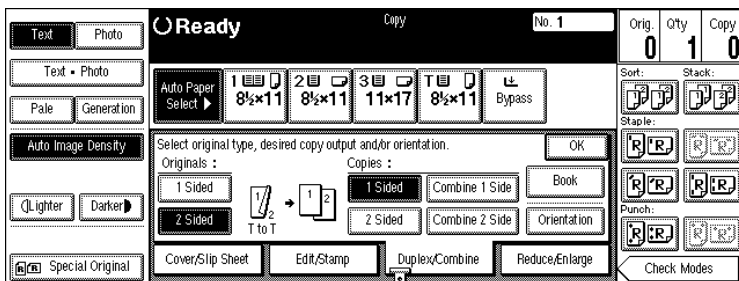
Copies 2-sided originals together to both sides of a sheet.



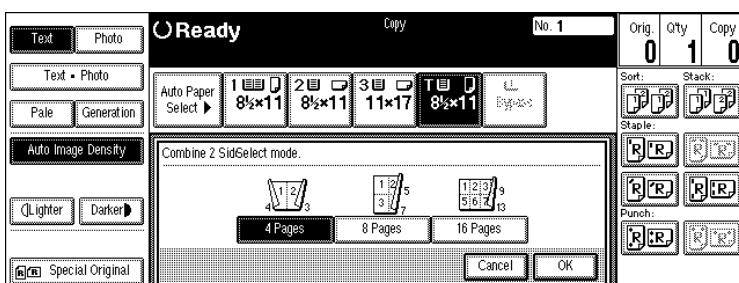
1 Press the **[Duplex/Combine]** key.



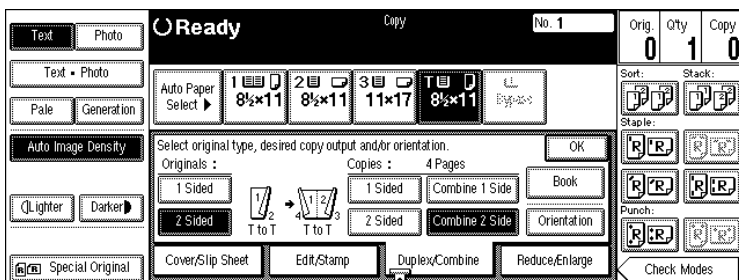
- Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



- Press the [4 Pages] key, then press the [OK] key.



- Check the orientation.



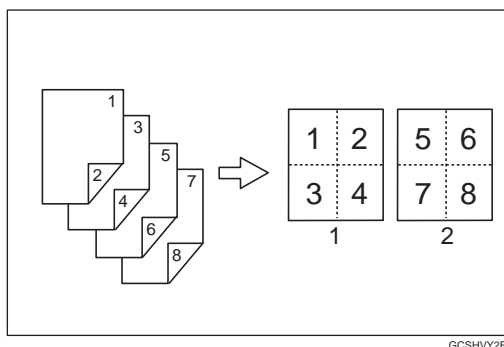
Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

- Press the [OK] key
- Select the paper.
- Set your originals, then press the [Start] key.

2 Sided 8 Pages → Combine 2 Side

Copies four 2-sided originals together to both sides of a sheet.

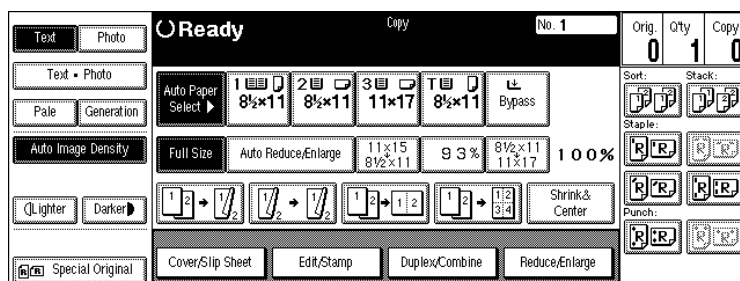


GCSHVY2E

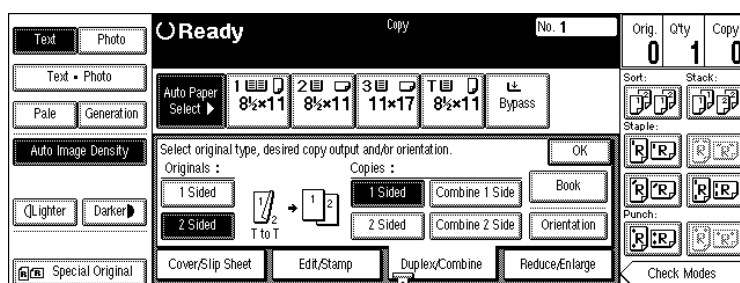
1. Front

2. Back

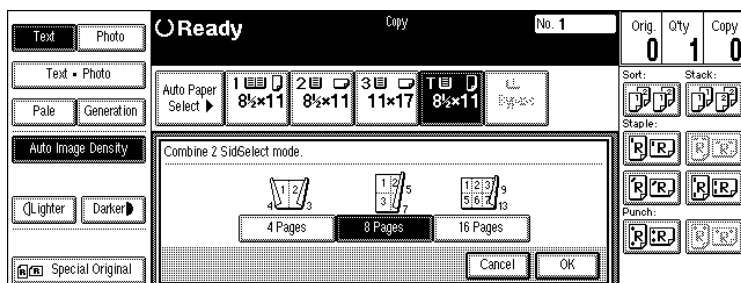
1 Press the [Duplex/Combine] key.



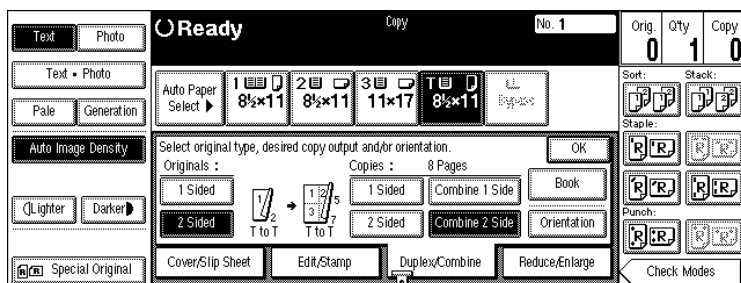
2 Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



3 Press the [8 Pages] key, then press the [OK] key.



4 Check the orientation.



Note

- To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

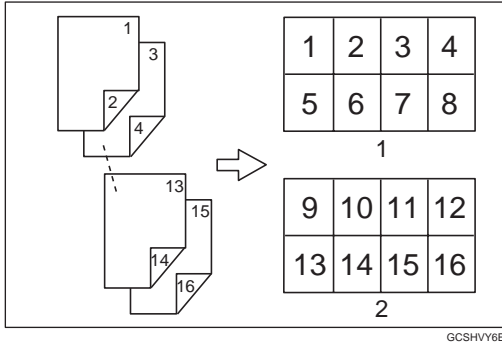
5 Press the [OK] key

6 Select the paper.

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

2 Sided 16 Pages → Combine 2 Side

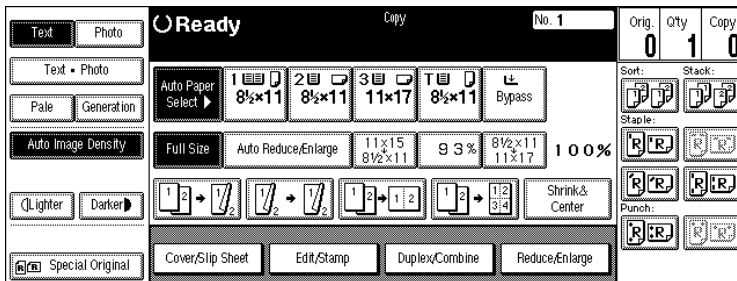
Copies eight 2-sided originals together to both sides of a sheet.



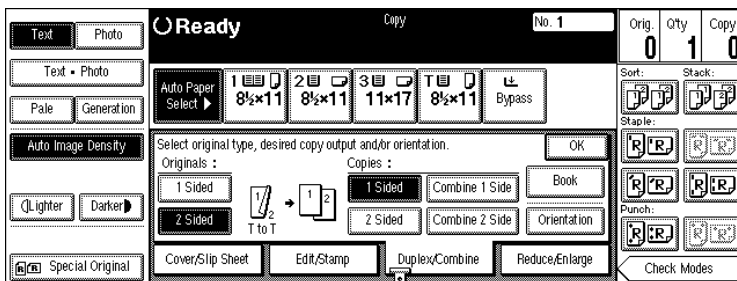
1. Front

2. Back

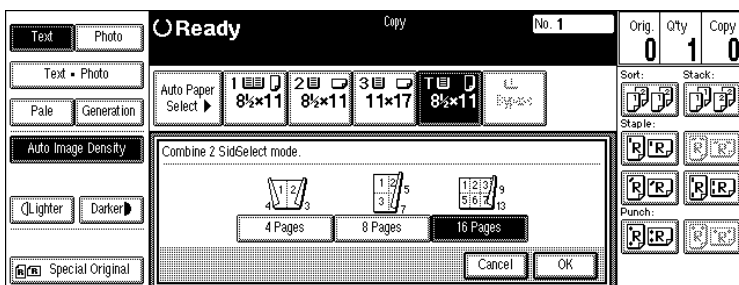
1 Press the [Duplex/Combine] key.



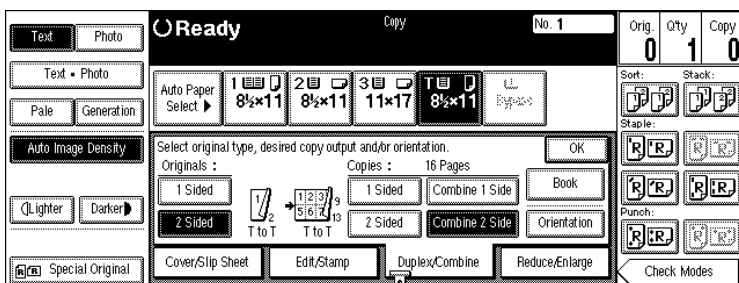
2 Press the [2 Sided] key for the original, then press the [Combine 2 Side] key for the copy.



3 Press the [16 Pages] key, then press the [OK] key.



4 Check the orientation.



Note

To change the copy orientation to “Top to Bottom”, press the [Orientation] key and select [Top to Bottom]. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

5 Press the [OK] key.

6 Select the paper.

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

Series/Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

The following types of Series and Book modes can be used:

Series Copies

❖ **Book → 1 Sided**

Copies the two facing pages of a spread original to make two 1-sided copies.

❖ **2 Sided → 1 Sided**

Copies the front and back of a 2-sided original to make two 1-sided copies.

Book

❖ **Book → 2 Sided**

Copies a spread two-page original onto both sides of a sheet.

❖ **Multi → 2 Sided**

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

❖ **Booklet**

Make copies in page order for a folded booklet.

❖ **Magazine**

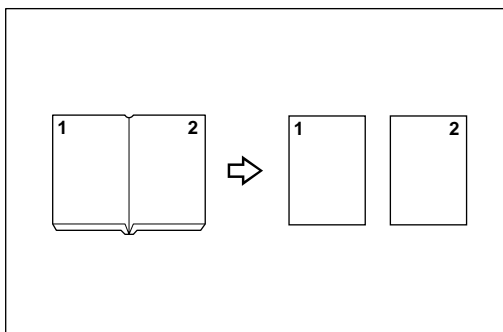
Copies two or more originals to make copies in page order (as when they are folded and stacked).

Series Copies

Book → 1 Sided

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

2



Note

See the following table when you select original and copy paper sizes with 100% ratio:

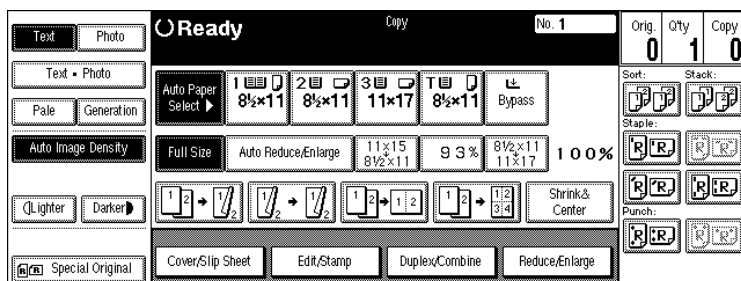
◆ Metric version

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

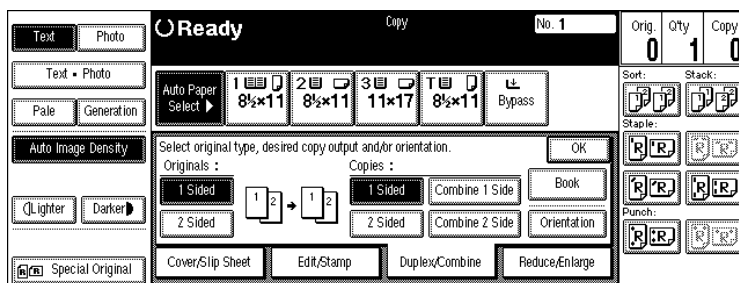
◆ Inch version

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

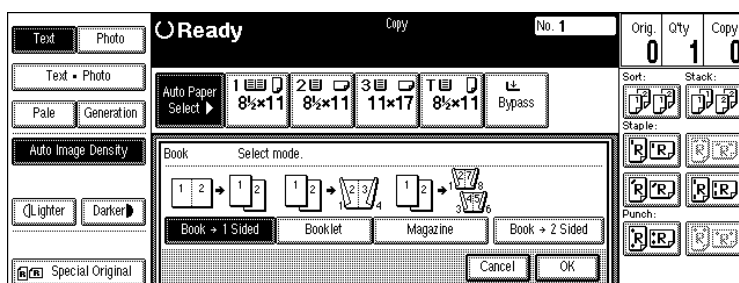
1 Press the [Duplex/Combine] key.



2 Press the [Book] key.



3 Press the [Book→1 Sided] key.



4 Press the [OK] key.

5 Press the [OK] key.

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

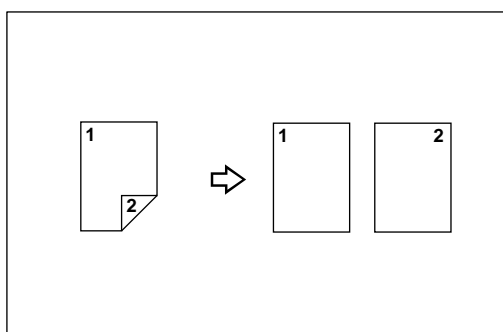
Note

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

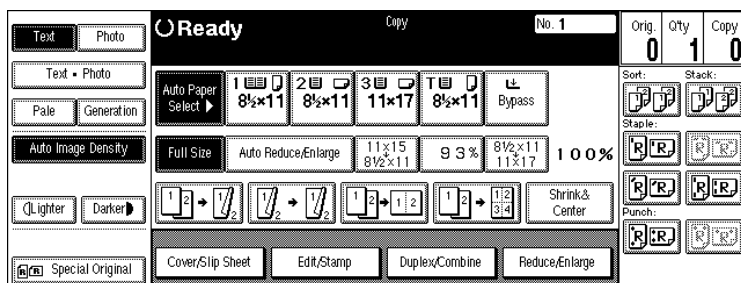
7 Set your originals, then press the [Start] key.

2 Sided→1 Sided

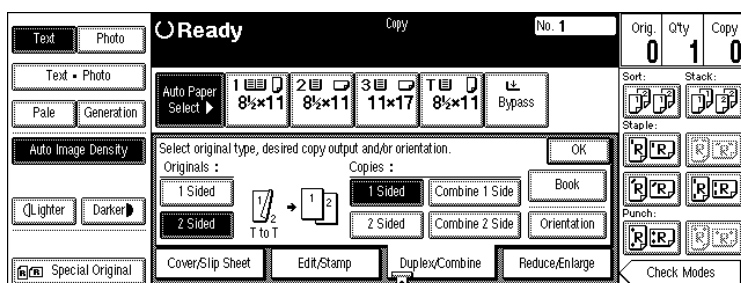
You can make one-sided copies from two-sided originals.



1 Press the [Duplex/Combine] key.



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



3 Check the orientation.

Note

- To change the original orientation to “Top to Bottom”, press the [Orientation] key, then select [Top to Bottom]. See ⇒ P.110 “Specifying Orientation of Bound Originals”.

4 Press the [OK] key

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

Copying Book Originals

Limitation

- You cannot use the bypass tray with this function.
- The machine cannot copy originals different in size and direction.

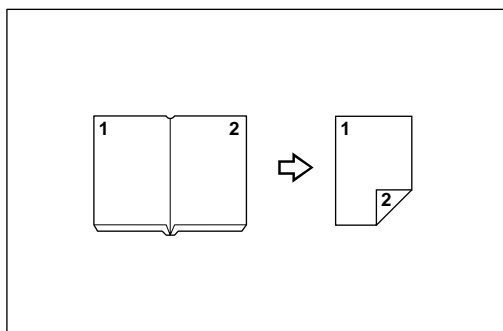
Note

- The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%.

- If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

Book→2 Sided




Copies a two-page spread original onto both sides of a sheet.





Note

- See the following table when you select original and copy paper sizes with 100% ratio:

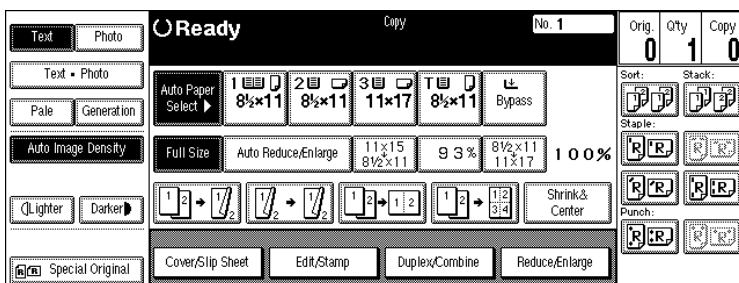
◆ Metric version

Original	Copy paper
A3 	A4 (2-sided)
B4 	B5 (2-sided)
A4 	A5 (2-sided)

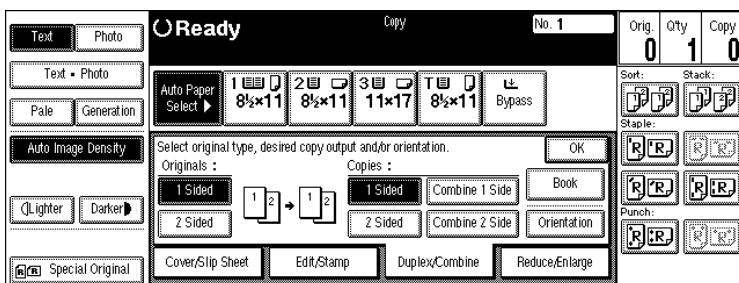
◆ Inch version

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

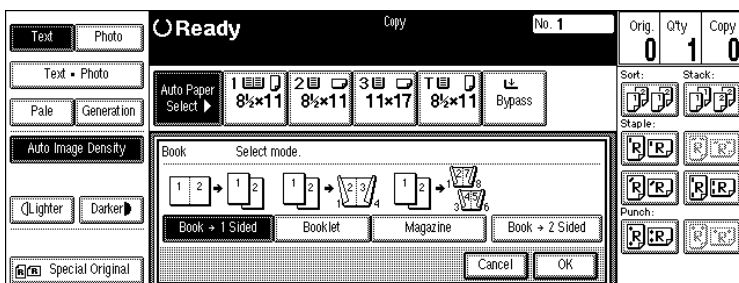
1 Press the [Duplex/Combine] key.



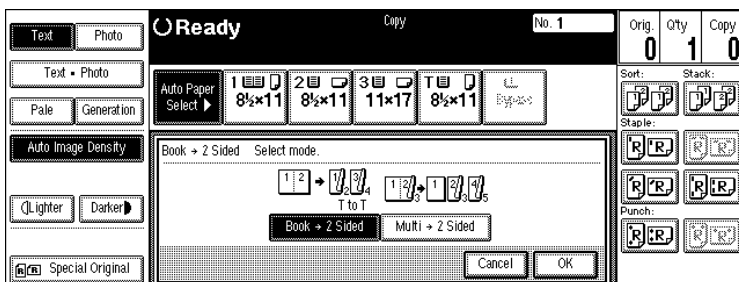
2 Press the [Book] key.



3 Press the [Book→2 Sided] key.



4 Press the [Book→2 Sided] key.



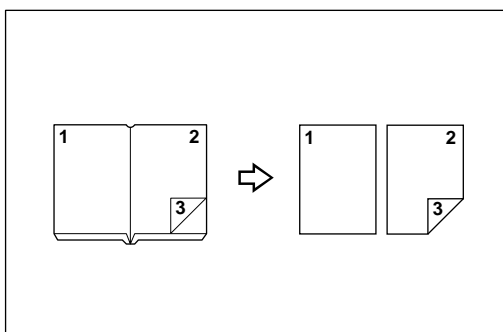
5 Press the [OK] key.

6 Select the paper.

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

Multi → 2 Sided

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



Note

- See the following table when you select original and copy paper sizes with 100% ratio:

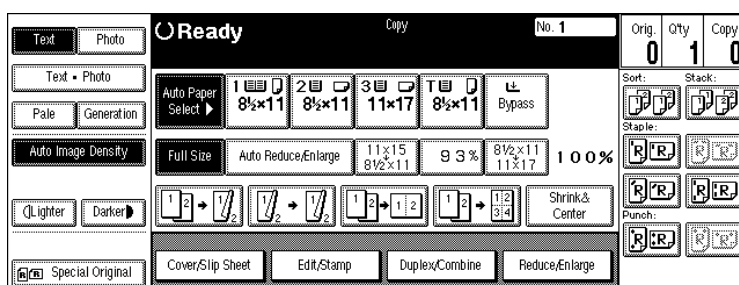
◆ Metric version

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

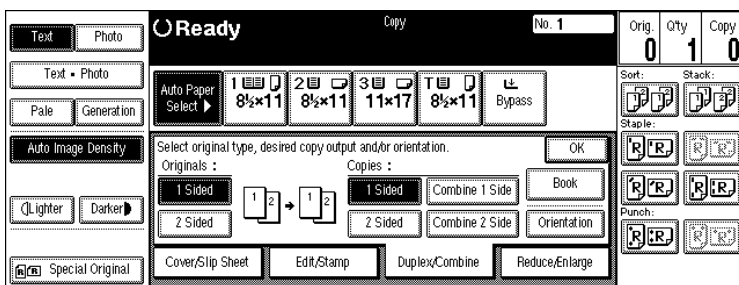
◆ Inch version

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

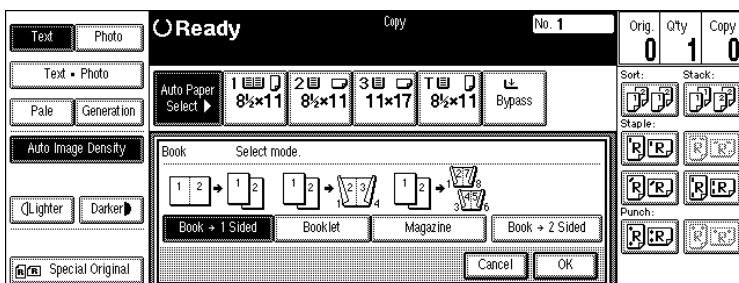
1 Press the [Duplex/Combine] key.



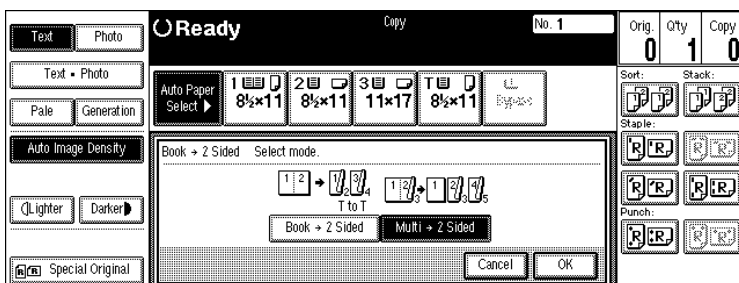
2 Press the [Book] key.



3 Press the [Book→2 Sided] key.



4 Press the [Multi→2 Sided] key.



5 Press the [OK] key.

6 Select the paper.

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

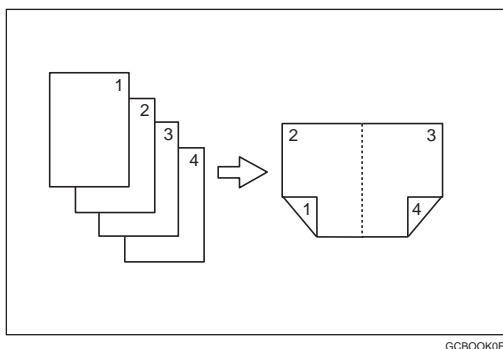
Note

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

Booklet

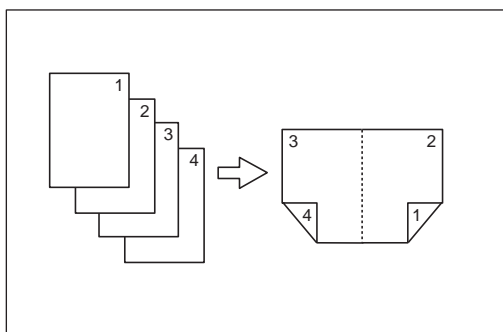
Make copies in page order for a folded booklet as shown in the following illustrations:

❖ Portrait



GCB00K0E

❖ Landscape



GCB00K1E

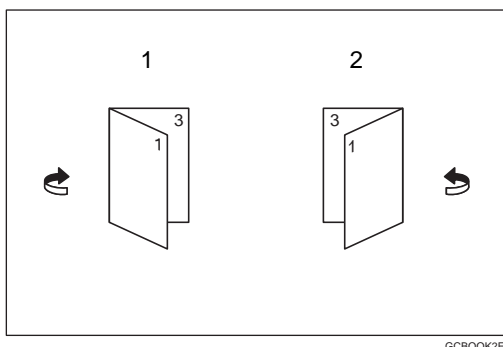
🔔 Important

- ❑ Before selecting this function, select “Portrait” or “Landscape” with the User Tools. See “Booklet/Magazine Original Orientation” in ⇒ P.320 “Page Format 2/2”.

📝 Note

- ❑ Four originals are copied onto each sheet of copy paper.
- ❑ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- ❑ A ratio is selected in the range of 25 to 400%.
- ❑ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- ❑ If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- ❑ You can have a 3mm, 0.1" bounding margin around all four edges of the original left blank (erased). See “Combine Orig. Shadow Erase” in ⇒ P.317 “Page Format 1/2”.

How to fold copies to make a booklet

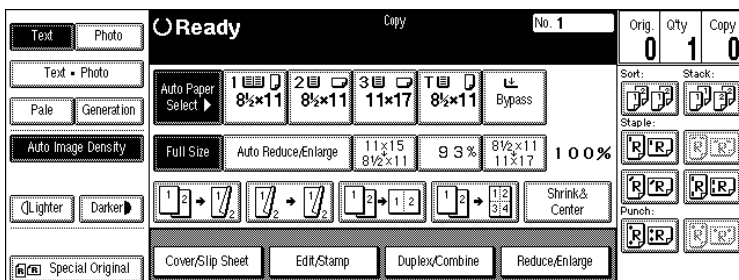


GCBOOK2E

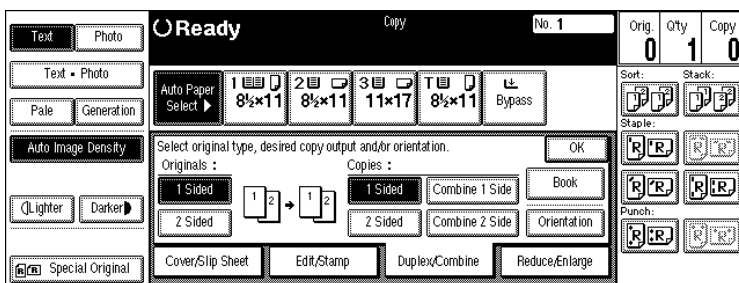
1. Portrait

2. Landscape

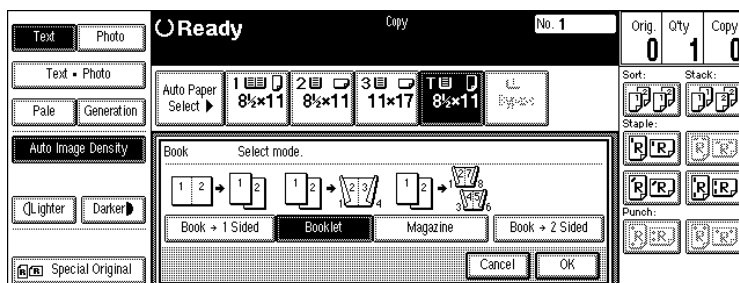
1 Press the [Duplex/Combine] key.



2 Press the [Book] key.



3 Press the [Booklet] key, followed by the [OK] key.



4 Select the paper.

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

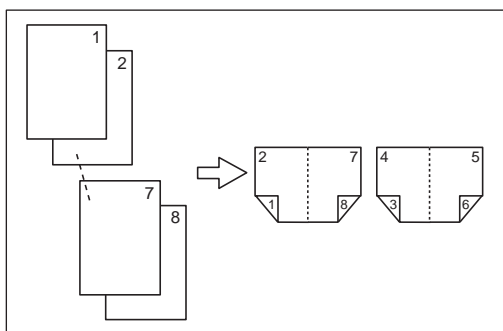
Note

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

Magazine

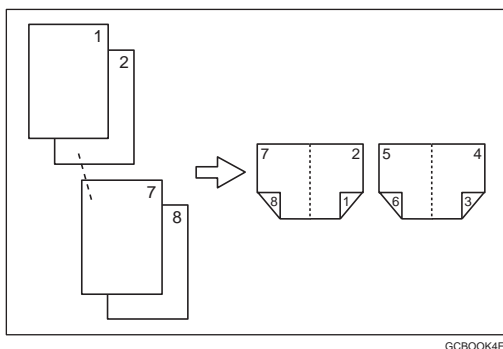
Copies two or more originals to make copies in page order when they are folded and stacked.

❖ **Portrait**



GCBOOK3E

❖ Landscape



GCBOOK4E

⚠ Important

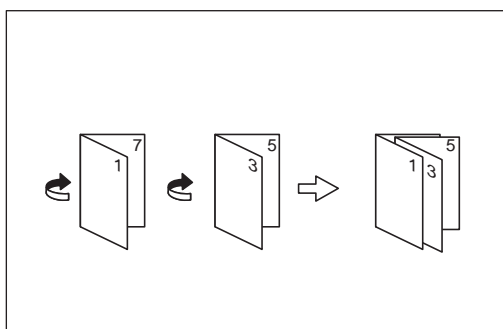
- ❑ Before selecting this function, select "Portrait" or "Landscape" with the User Tools. See "Booklet/Magazine Original Orientation" in ⇒ P.320 "Page Format $\frac{2}{2}$ ".

📝 Note

- ❑ To use this function with two-sided originals, select this function from the Shortcut Keys. See "Shortcut Keys" in ⇒ P.314 "General Features $\frac{3}{3}$ ".
- ❑ Four originals are copied onto each sheet of copy paper.
- ❑ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- ❑ A ratio is selected in the range of 25 to 400%.
- ❑ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- ❑ If the number of originals scanned is less than a multiple of 4, the last page is copied blank.
- ❑ You can have a 3mm bounding margin around all four edges of the original left blank (erased). See "Combine Orig. Shadow Erase" in ⇒ P.317 "Page Format $\frac{1}{2}$ ".
- ❑ The copying may take some time after scanning originals.

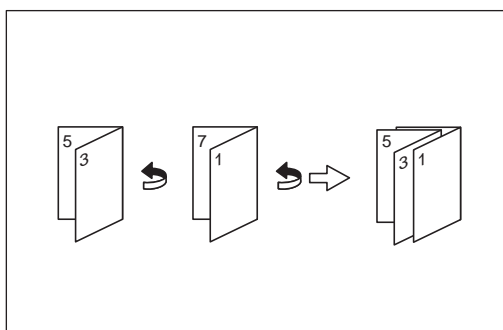
How to fold and unfold copies to make a magazine

❖ Portrait



GCBOOK5E

❖ Landscape



GCBOOK6E

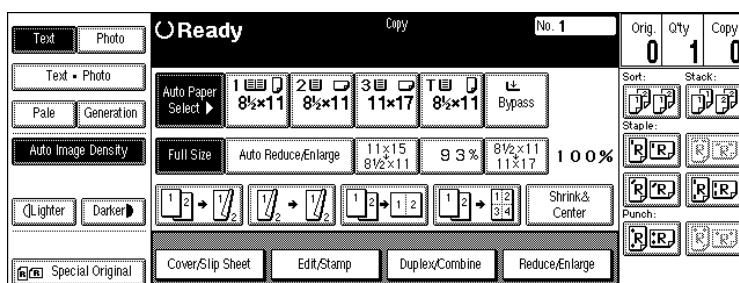
📌 Note

- ❑ If you select “Saddle Stitch” with the optional booklet finisher in Magazine mode, the machine staples the paper, and folds it like a book, then delivers the folded pages.

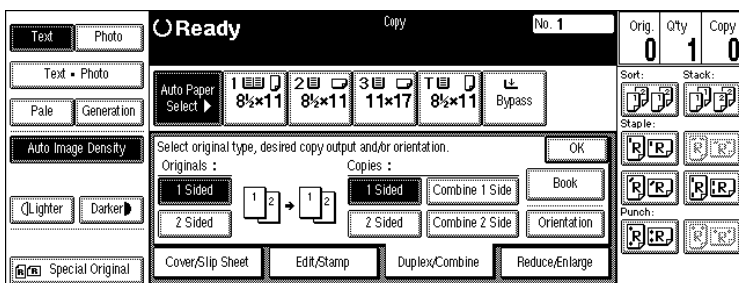
📌 Limitation

- ❑ If you select “Saddle Stitch” with the optional booklet finisher in Magazine mode when the number of originals is only one, the original image is copied onto the second page of the copy paper.

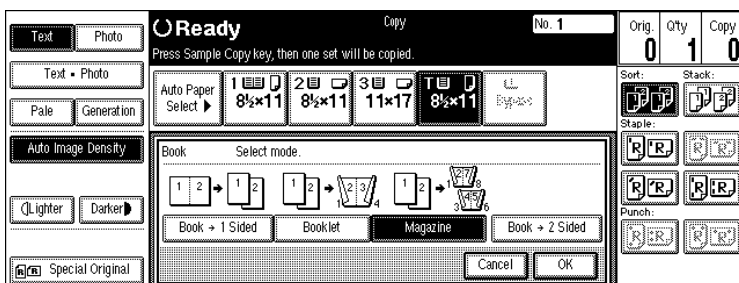
1 Press the [Duplex/Combine] key.



2 Press the [Book] key.



3 Press the [Magazine] key, followed by the [OK] key.



4 Select the paper.

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

Note

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

Cover/Slip Sheet

Using this function, you can add or insert cover or paper designate.

There are four types in this function:

❖ Front Cover

The first page of your originals is copied on a specific paper sheet for covers.

❖ Front/Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ Paper Designate

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

❖ Chapters

If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided → 2 sided mode.

Preparation

Before selecting this function, set the tray for front cover paper and slip sheet paper. See “Cover”, “Slip Sheet 1” and “Slip Sheet 2” in the System Settings manual.

The cover or slip sheets should be identical in size and direction with the copy paper.

Limitation

- You cannot set the copy paper in the bypass tray. Only set the cover or slip sheets in the bypass tray.

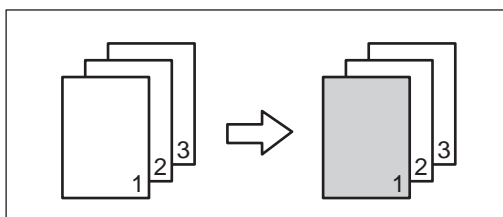
Note

- If Blank mode is selected, the cover will not be counted as a copy.

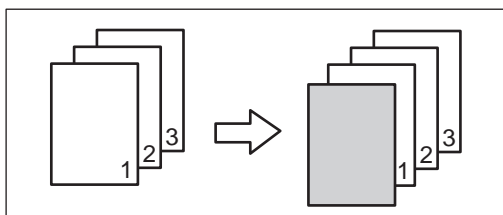
Front Cover

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

❖ Copy



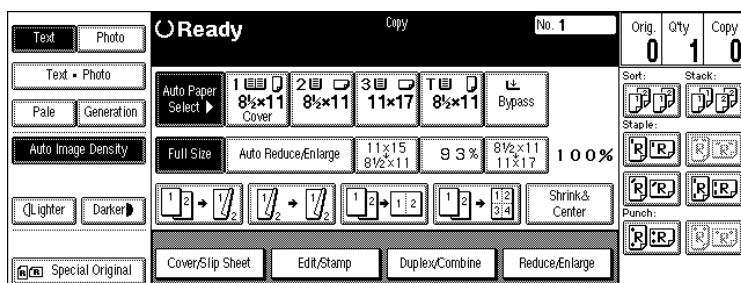
❖ Blank



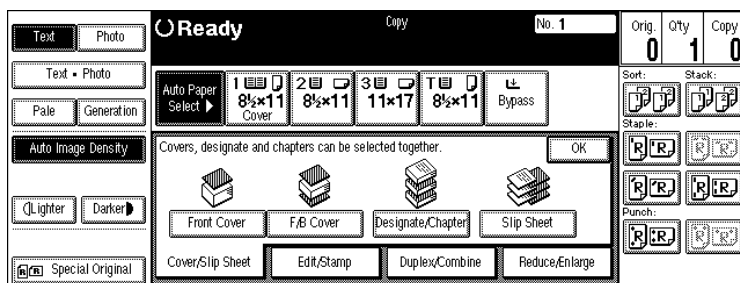
Note

- ❑ You can specify whether to make a copy on a sheet for covers. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.
- ❑ When choosing **[Copy]**, select whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). See “Cover” in the System Settings manual.
- ❑ In “Cover” of the User Tools (System Settings), if you selected “Mode Selected” for “Tray Display” setting, the machine refers to the settings in “Cover” about whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). If you selected “Display Always” for “Tray Display”, the machine refers to the settings in “Special Paper Indication” about whether the front and back covers are copied single-sided (“1 Sided Copy”) or double-sided (“Duplex Copy”). See “Special Paper Indication” and “Cover” in the System Settings manual.
- ❑ When you use this function with Combine mode, you can specify whether to combine the front cover or not. See “Cover page in combine mode” in ⇒ P.320 “Page Format 2/2”.

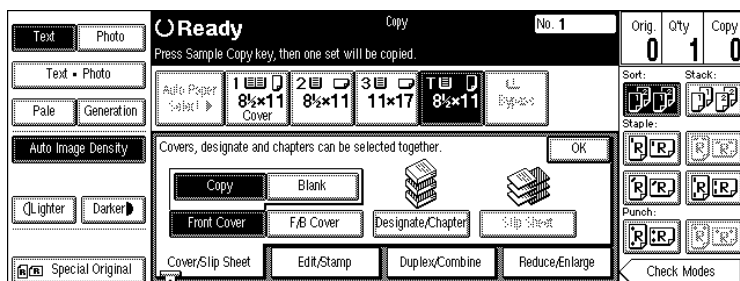
1 Press the **[Cover/Slip Sheet]** key.



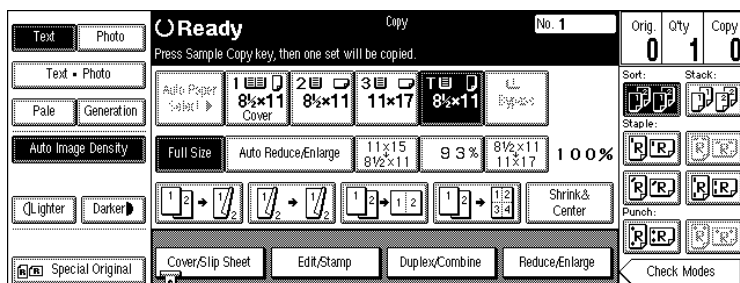
2 Press the [Front Cover] key.



3 Select [Copy] or [Blank] for a cover sheet, and then press the [OK] key.



4 Select the paper tray containing the non-cover sheet paper.



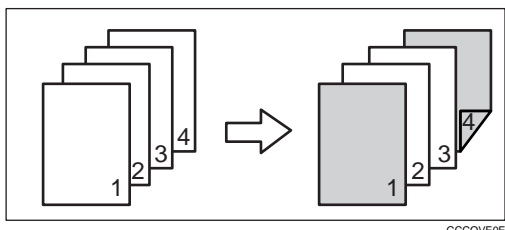
5 Set your originals in the document feeder, then press the [Start] key.

2

Front/Back Covers

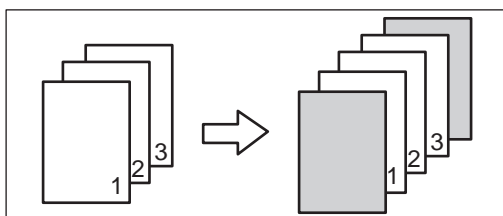
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ Copy



GCCOVE0E

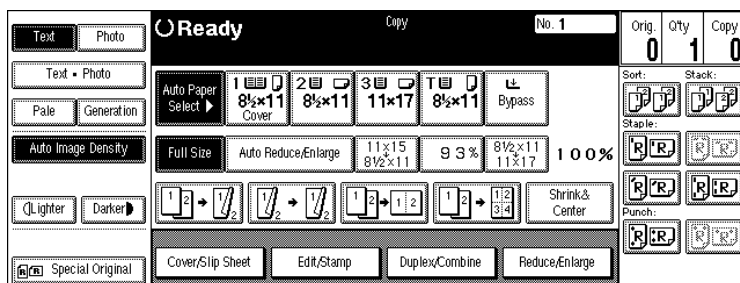
❖ Blank



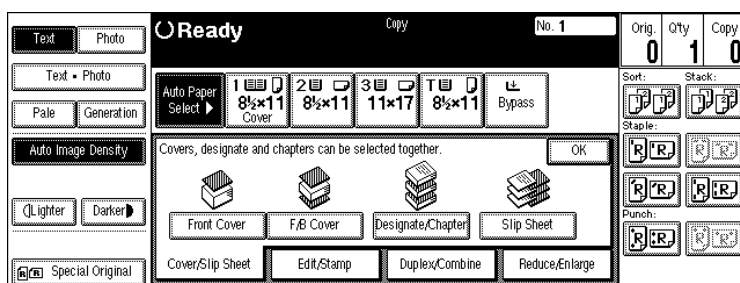
📌 Note

- ❑ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.
- ❑ When choosing **[Copy]**, select whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). See “Cover” in the System Settings manual.
- ❑ In “Cover” of the User Tools (System Settings), if you selected “Mode Selected” for “Tray Display” setting, the machine refers to the settings in “Cover” about whether the front and back covers are copied single-sided (“1 Sided Only”) or double-sided (“Duplex Copy”). If you selected “Display Always” for “Tray Display”, the machine refers to the settings in “Special Paper Indication” about whether the front and back covers are copied single-sided (“1 Sided Copy”) or double-sided (“Duplex Copy”). See “Special Paper Indication” and “Cover” in the System Settings manual.
- ❑ When making a 1-sided cover copy, you can specify whether to issue the back cover outside (outside page) or inside (inside page). See “Copy Back Cover” in ⇒ P.320 “Page Format $2/2$ ”.

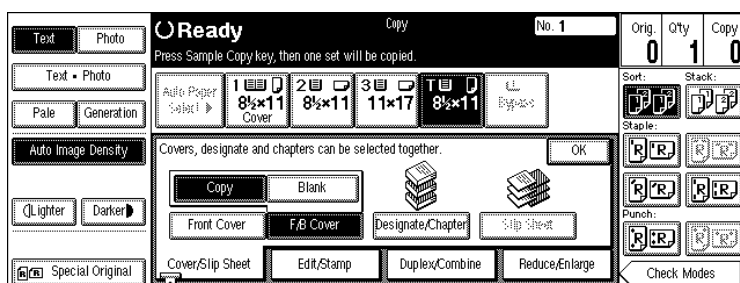
1 Press the [Cover/Slip Sheet] key.



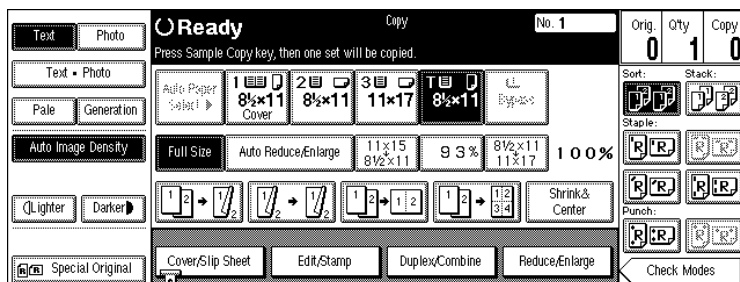
2 Press the [F/B Cover] key.



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



4 Select the paper tray containing the non-cover sheet paper.

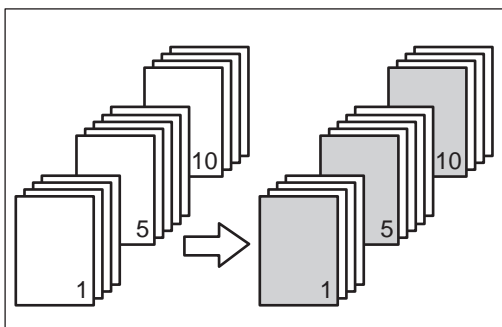


5 Set your originals in the document feeder, then press the [Start] key.

2

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. See “Slip Sheet 1”, “Slip Sheet 2” in the System Settings manual.

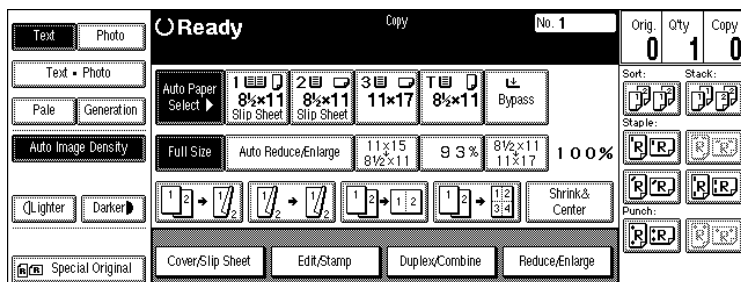
Limitation

- You cannot use this function with Slip Sheet mode.

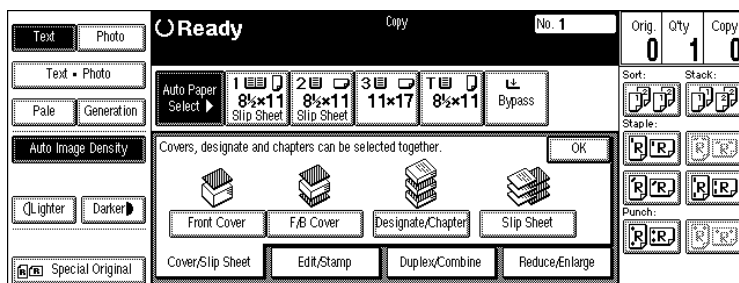
Note

- You can specify the pages up to 20.
- When Combine mode (“1 Sided → 2 Sided”) has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.

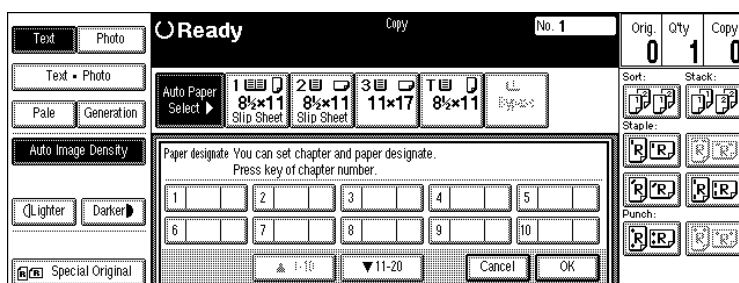
1 Press the [Cover/Slip Sheet] key.



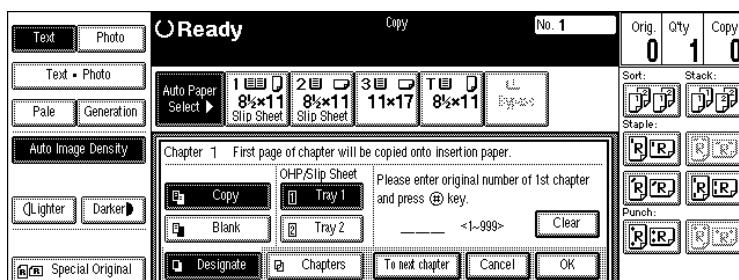
2 Press the [Designate/Chapter] key.



3 Press the key to select the chapter number.



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



Note

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

5 Select [Copy] or [Blank] for a slip sheet.

6 Select the paper tray for slip sheets.

7 Press the [OK] key.

Note

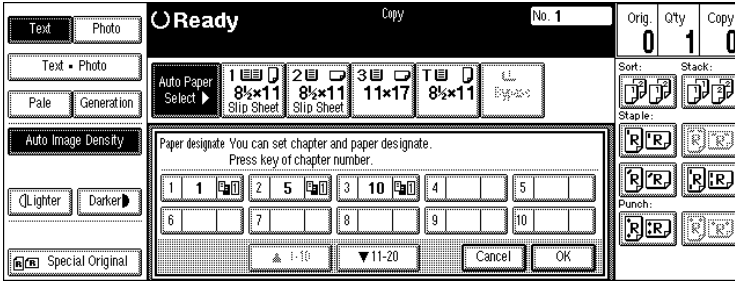
- To display the settings for the next chapter, press the [To next chapter] key.

8 To specify another page location, repeat steps 3 to 7.

Note

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

9 When you wish to finish specifying page location, press the [OK] key.

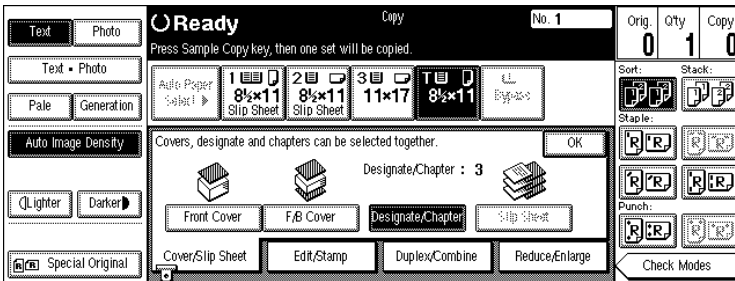


This display shows example settings.

Note

- To change the number entered, enter the new number in the same way as steps **3** to **7**.

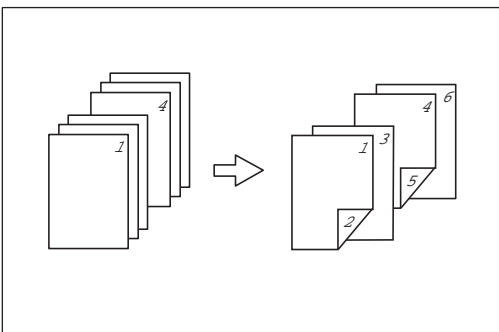
10 Select the paper tray containing the non-slip sheet paper.



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

Chapters

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



GC SHOW 01

Preparation

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

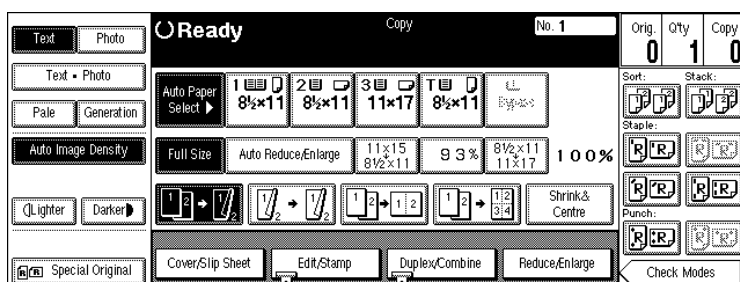
Limitation

- You cannot use this function with Slip Sheet mode.

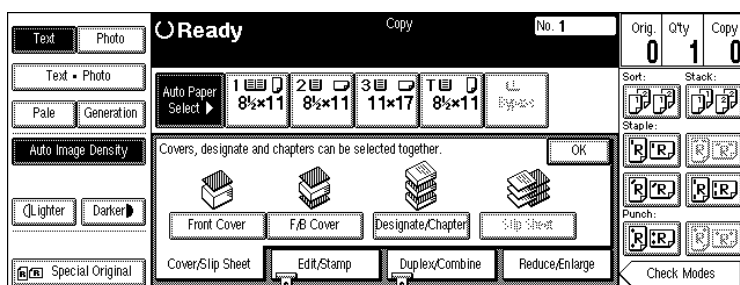
Note

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

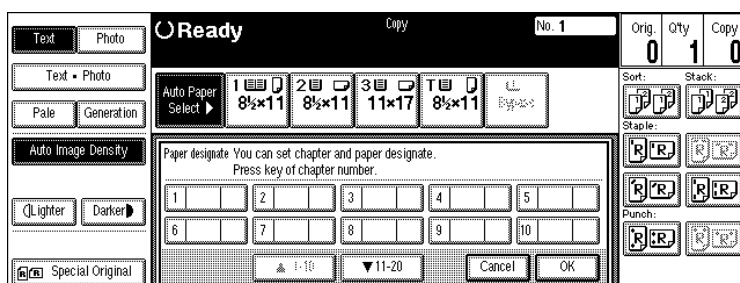
1 Press the **[Cover/Slip Sheet]** key.



2 Press the **[Designate/Chapter]** key.



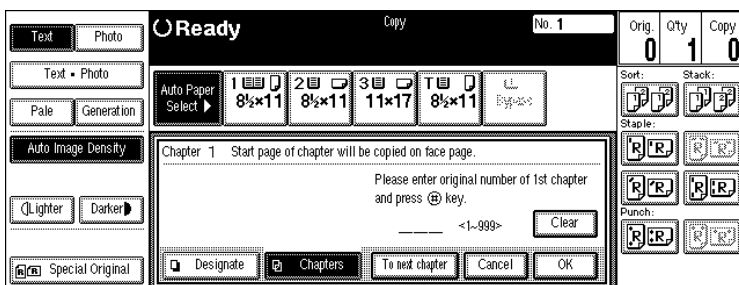
3 Press the key to select the chapter number.



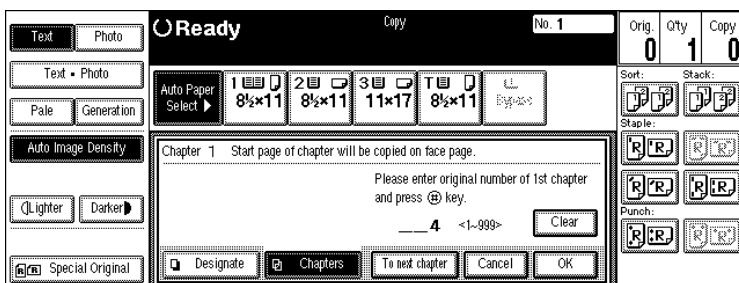
Note

- To select chapters 11 to 20, press the **[▼11-20]** key.

4 Press the [Chapters] key.



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



Note

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

6 Press the [OK] key.

Note

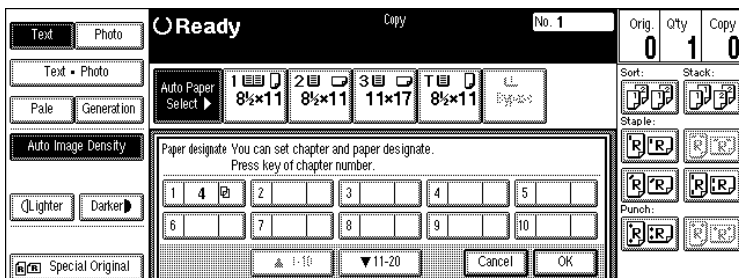
- To display the settings for the next chapter, press the [To next chapter] key before pressing the [OK] key.

7 To specify another page location, repeat steps 3 to 6.

Note

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

8 When you finish specifying the page location, press the [OK] key.



This display shows example settings.

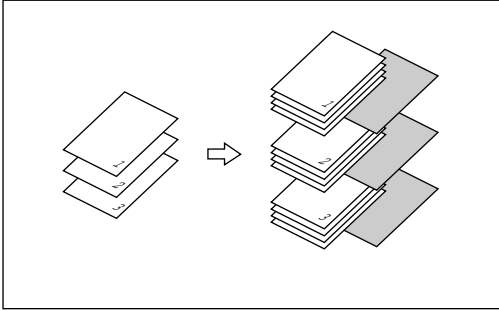
 **Note**

- To change the number entered, enter the new number in the same way as in steps **3** to **6**.

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

Slip Sheets

Every time the original's 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. See “Slip Sheet 1”, “Slip Sheet 2” in the System Settings manual.

Limitation

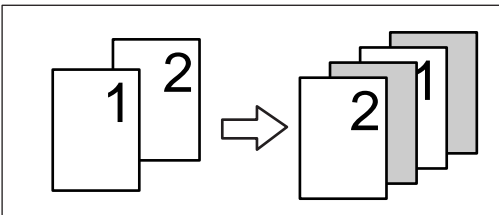
- You cannot use this function with Chapters and Paper Designate modes.
- In Connect Copy mode, you cannot use the non-standard size paper.

Note

- Set the slip sheets in the same orientation as originals.
- You can specify whether to make copies onto the inserted slip sheets or not.
- If you do not copy onto slip sheets, they are excluded from the number of copies counted.
- In Connect Copy mode, specify the paper settings before you press the **[Connect]** key.

When using OHP transparencies set on the bypass tray

❖ Blank



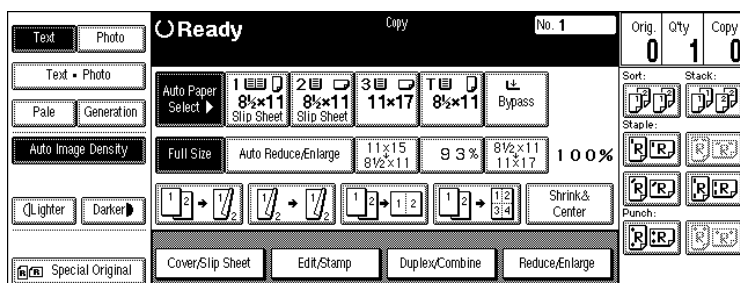
Limitation

- When copying two or more originals using the bypass tray, the copies are delivered in the reversed page order.

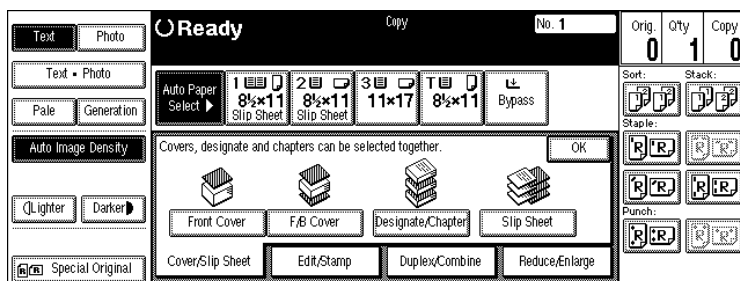
Note

- Press the [#] key and set the “Special Paper” setting to [OHP]. See ⇒ P.76 “When Copying onto OHP Transparencies or Thick Paper”.
- When you select [OHP], copy paper is delivered face up even if you have set the “Face-Up/Down Selection in Bypass Mode” setting to “Face Down Exit”. See “Face-Up/Down Selection in Bypass Mode” in ⇒ P.331 “Count Manager”.

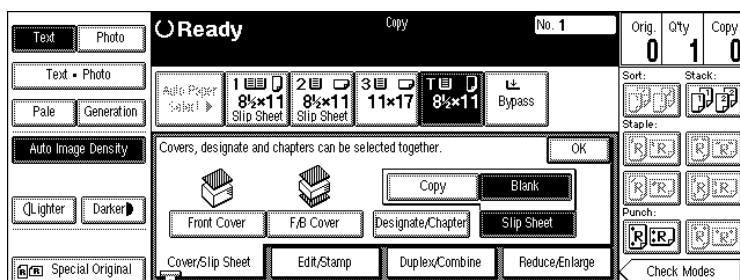
1 Press the [Cover/Slip Sheet] key.



2 Press the [Slip Sheet] key.

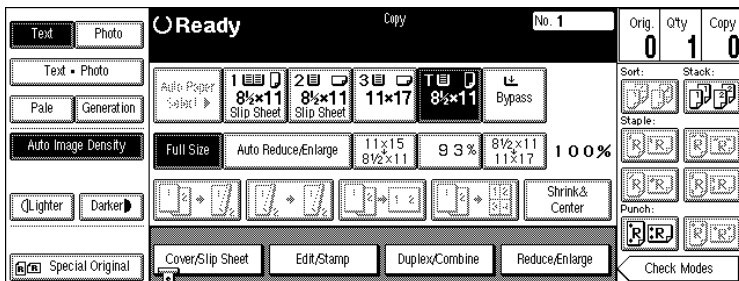


3 Select [Copy] or [Blank], followed by the [OK] key.



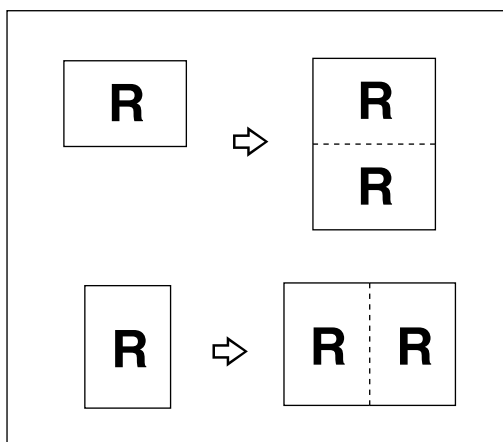
4 Select the paper tray containing the non-slip sheet paper.

When using OHP transparencies, open the bypass tray.

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

Double Copies

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



! Limitation

- The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the document feeder.

Metric version	A5 <input type="checkbox"/> , B6 <input type="checkbox"/> <input type="checkbox"/>
Inch version	5 ¹ / ₂ " × 8 ¹ / ₂ " <input type="checkbox"/>

- You cannot use the bypass tray with this function.







✎ Note

- You can insert separation lines between repeated images. See "Double Copies Separation Line" in ⇒ P.320 "Page Format ²/₂".
- See the following table when you select original and copy paper sizes with 100% ratio:

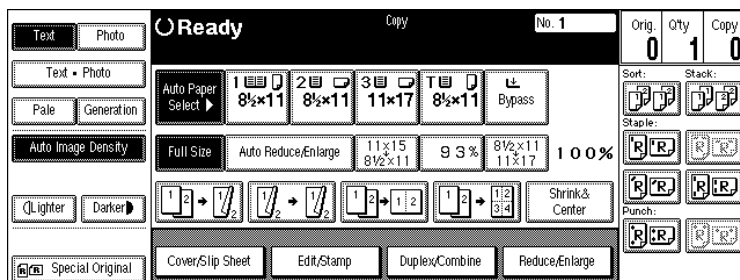
❖ Metric version

Original Size and Direction	Copy Paper Size and Direction
A5 <input type="checkbox"/>	A4 <input type="checkbox"/>
B6 <input type="checkbox"/>	B5 <input type="checkbox"/>
A4 <input type="checkbox"/>	A3 <input type="checkbox"/>
A5 <input type="checkbox"/>	A4 <input type="checkbox"/>
B6 <input type="checkbox"/>	B5 <input type="checkbox"/>

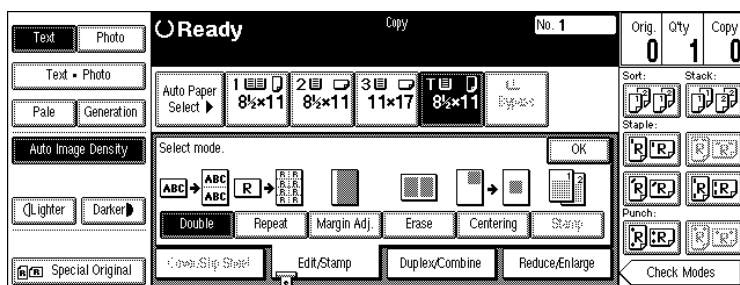
❖ Inch version

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" 

1 Press the [Edit/Stamp] key.



2 Press the [Double] key.



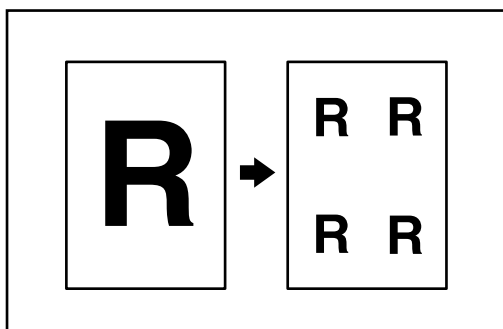
3 Press the [OK] key.

4 Select the paper.

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

Image Repeat


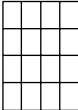
The original image is copied repeatedly.




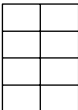
Note

- ❑ The number of repeated images depends on the 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%)
 Repeat1	 Repeat2

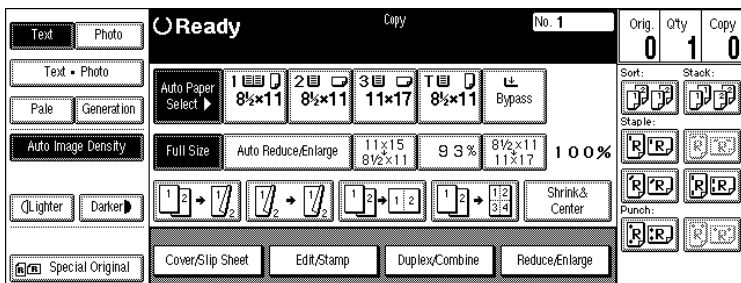
❖ Original: A5 /Copy paper: A4 or Original: A5 /Copy paper A4

2 repeats (100%)	8 repeats (50%)
 Repeat3	 Repeat4

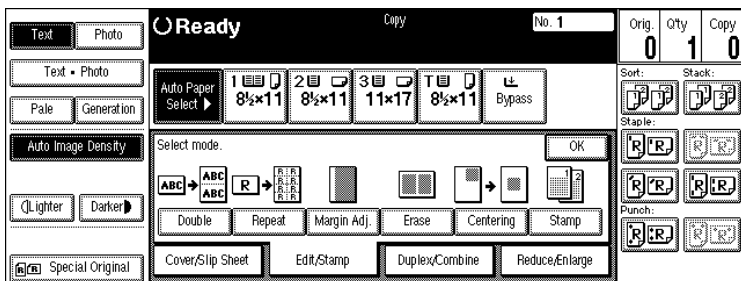
- ❑ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.
- ❑ You can insert separation lines between repeated images. See “Repeat Separation Line” in ⇒ P.317 “Page Format 1/2”.
- ❑ You can select the area of the images to be repeated. See ⇒ P.169 “To repeat the image of the selected area”.

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

2 Press the [Edit/Stamp] key.



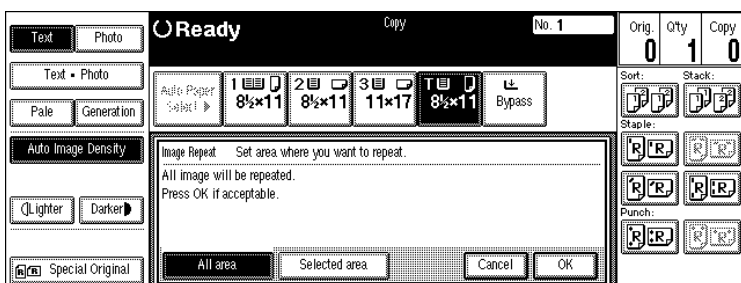
3 Press the [Repeat] key.



4 Specify the area to be repeated.

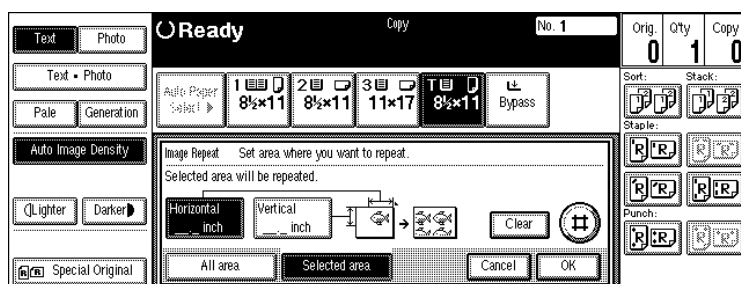
To repeat the whole image of the original

1 Press the [All area] key.

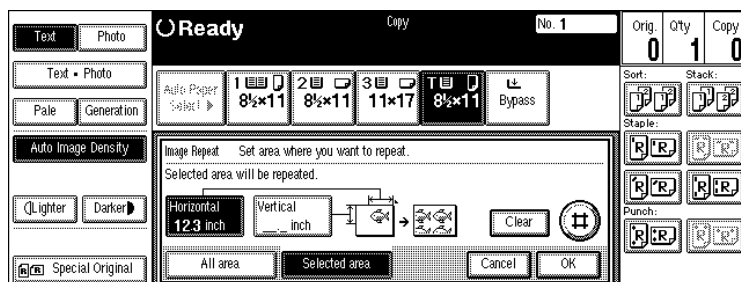


To repeat the image of the selected area

1 Press the **[Selected area]** key.



2 Enter the horizontal size of the area with the number keys, then press the **[#]** key.



Note

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

3 Enter the vertical size of the area with the number keys, then press the **[#]** key.

Note

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

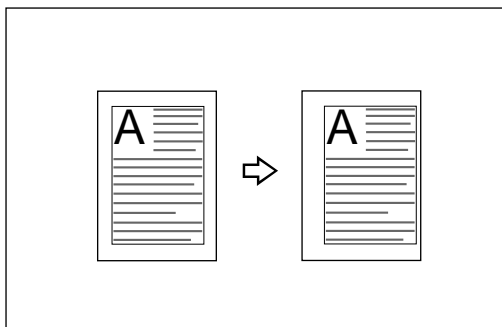
5 Press the **[OK]** key.

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

7 Set your original, then press the **[Start]** key.

Margin Adjustment

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



! Limitation

- If you set the margin too wide, areas you do not want to delete might be erased.

✎ Note

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

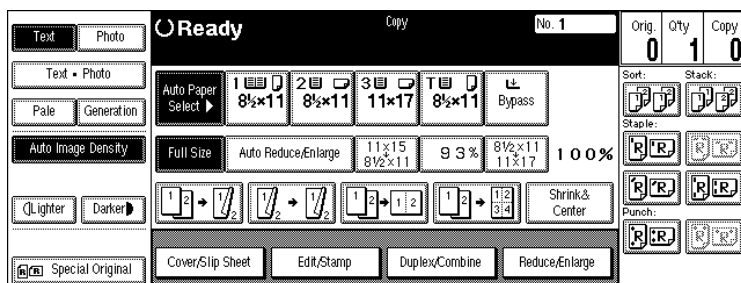
Metric version	0 – 30mm (in 1mm steps)
Inch version	0" – 1.2" (in 0.1" steps)

- The margin width default is as follows. You can change this default setting with the User Tools. See “Front Margin: Left/Right”, “Back Margin: Left/Right”, “Front Margin: Top/Bottom”, “Back Margin: Top/Bottom” in ⇒ P.317 “Page Format $\frac{1}{2}$ ”.

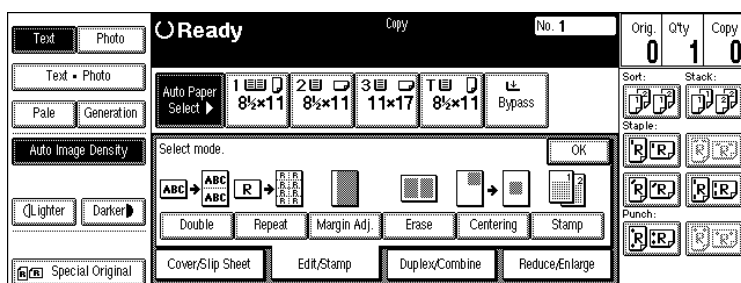
Metric version	<ul style="list-style-type: none"> • Front: 5mm Left • Back: 5mm Right
Inch version	<ul style="list-style-type: none"> • Front: 0.2" Left • Back: 0.2" Right

- When making two-sided copies from one-sided originals, you can set a binding margin for back pages. See “1 → 2 Duplex Auto Margin Adjust” in ⇒ P.317 “Page Format $\frac{1}{2}$ ”.
- When making copies in Combine mode, the binding margins are made on the copies after the combining is finished.
- When “2 Sided → 1 Sided” is selected, set the binding margins for front and back pages of the original.

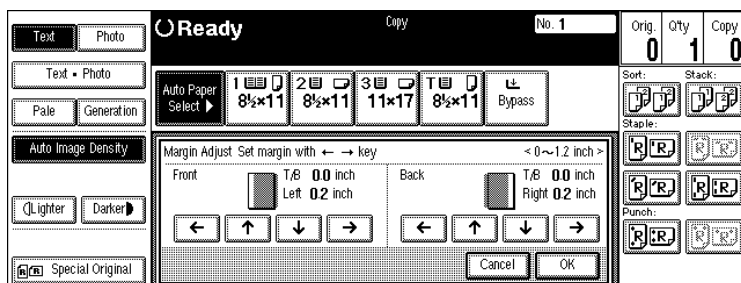
1 Press the [Edit/Stamp] key.



2 Press the [Margin Adj.] key.



3 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 and enter the new value.

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

Note

- You can specify the back margin only when the Duplex or the Two Sided copy with Combine is selected.
- If you do not need to specify the back margin, press the [OK] key and go to step 5.

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

Erase

This function erases the center and/or all four sides of the original image. This is useful for avoiding shadows on the copy image caused by the bound originals, such as books.

This function can be used in three ways:

❖ Border

This mode erases the edge margin of the original image.

❖ Center

This mode erases the center margin of the original image.

❖ Center/Border

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

Note

- You can change the width of the erased margin as follows:

Metric version	3 – 50mm (in 1mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

- The default setting of the erased margin is as follows. You can change this settings with the User Tools. See “Erase Border” and “Erase Center” in ⇒ P.317 “Page Format 1/2”.

Metric version	10mm
Inch version	0.4"














- The width of the erased margin varies depending on the reproduction ratio.
- If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

❖ Metric version

Where Original Is Set	Paper Size and Orientation
Exposure glass	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 11" × 15"☐, 8 ² / ₁ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}



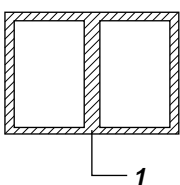
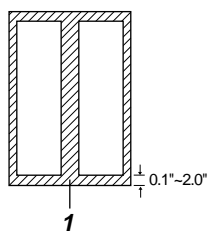
^{*1} You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See “<F/F4>Size Setting” in the System Settings manual.

❖ Inch version

Where Original Is Set	Paper Size and Orientation
Exposure glass	11" × 17"  , 8 1/2" × 14"  , 8 1/2" × 11"  
Document feeder	A4  , 11" × 17"  , 11" × 15"  , 8 1/2" × 14"  , 8 1/2" × 11"   , 5 1/2" × 8 1/2"   , 8 1/2" × 13"  *1

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

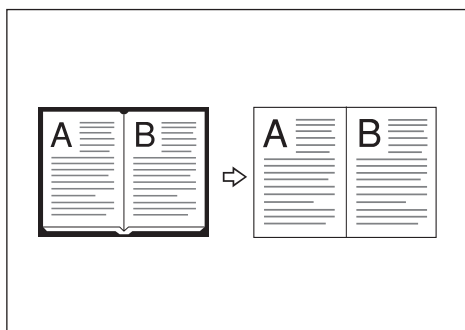
- The relationship between the original orientation and the erased part is as follows:

 original	 original
	

- 1: Erased part

Border Erase

This function erases the edge margins. You can set the same margin width for all four sides, or you can set different margin widths for each side.

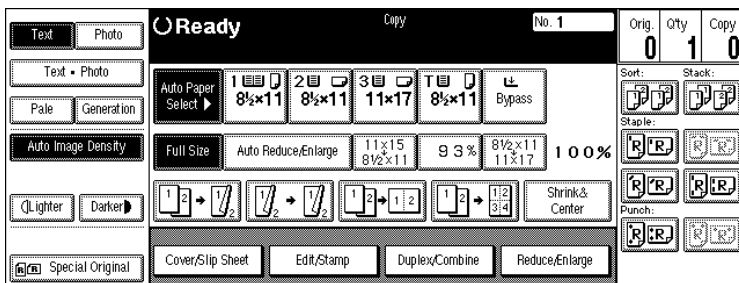


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Note

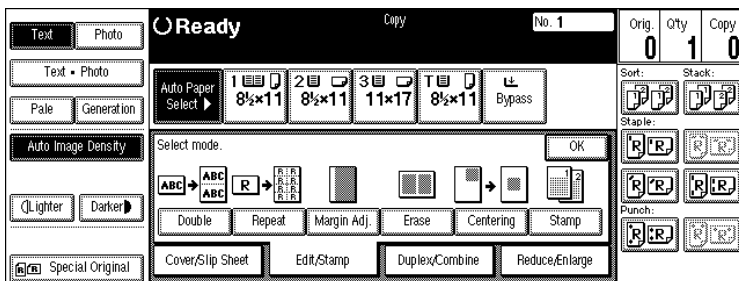
- If you want to erase the center margin too, use the Center/Border function. See ⇒ P.177 "Center/Border Erase".

1 Press the [Edit/Stamp] key.

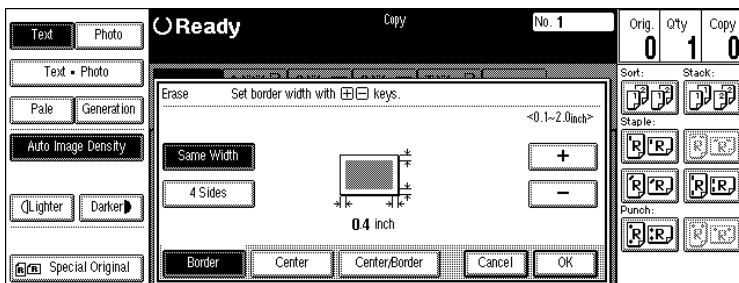


2

2 Press the [Erase] key.



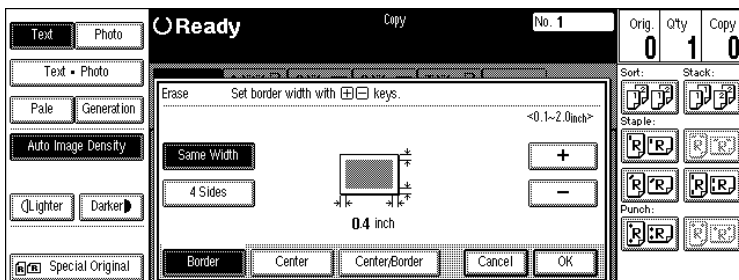
3 Press the [Border] key.



4 Set the erase border width.

Selecting [Same Width]

1 Press the [Same Width] key.



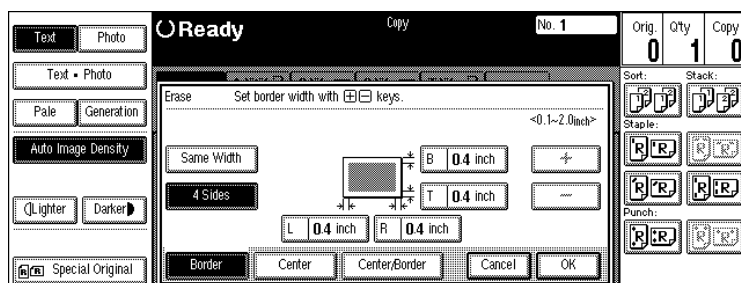
- ② Set an erase border width with the **[+]** and **[-]** keys, followed by the **[OK]** key.

 **Note**

- To change the value entered, press the **[+]** and **[-]** keys and enter the new value.

Selecting [4 Sides]

- ① Press the **[4 Sides]** key.



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

 **Note**

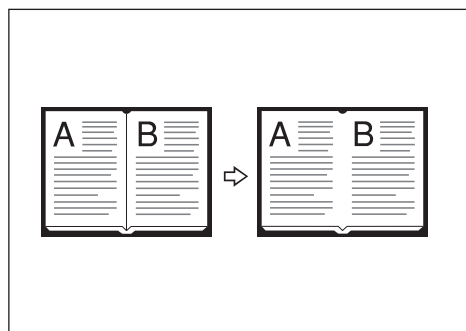
- To change the value entered, press the **[+]** and **[-]** keys and enter the new value.

- ③ Press the **[OK]** key.

- ⑤ Set your originals, then press the **[Start]** key.

Center Erase

This function erases the center margin.

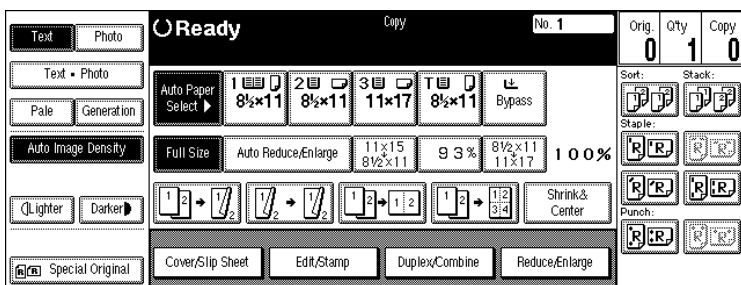


GCCENT1E

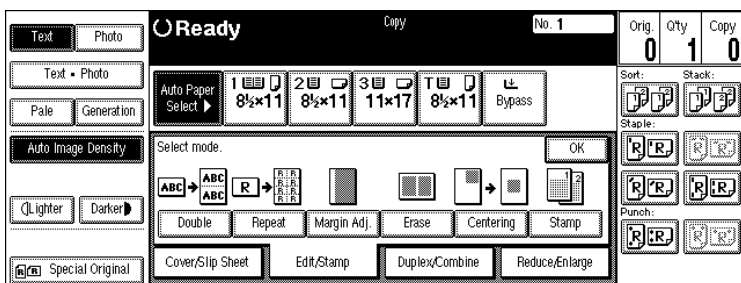
 **Note**

- If you want to erase the border margin too, use the Center/Border function. See ⇒ P.177 "Center/Border Erase".

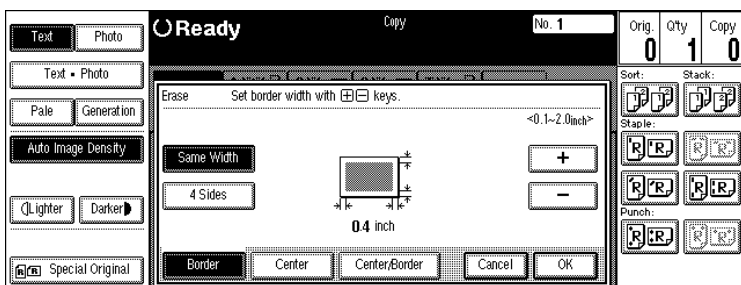
1 Press the [Edit/Stamp] key.



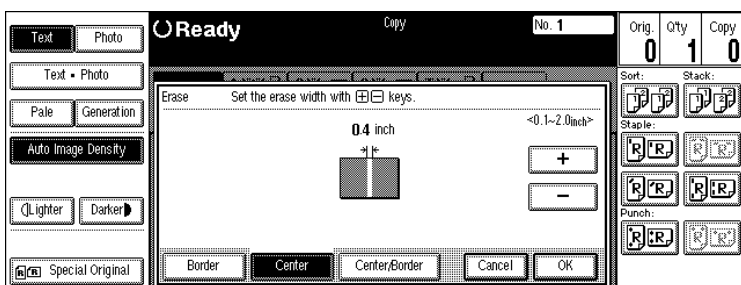
2 Press the [Erase] key.



3 Press the [Center] key.



4 Set the erase center width with the [+] and [-] keys. Then press the [OK] key.



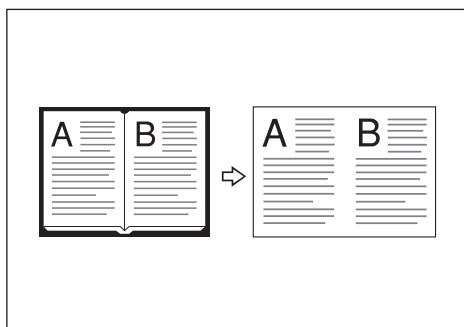
Note

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

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

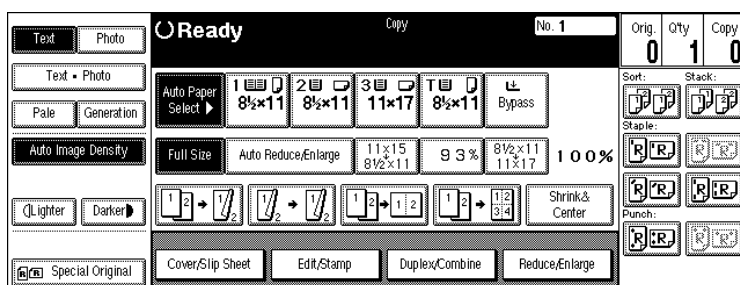
Center/Border Erase

This mode erases both the center and edge margins. You can set the same margin width for all four sides and center, or you can set different margin widths for each.

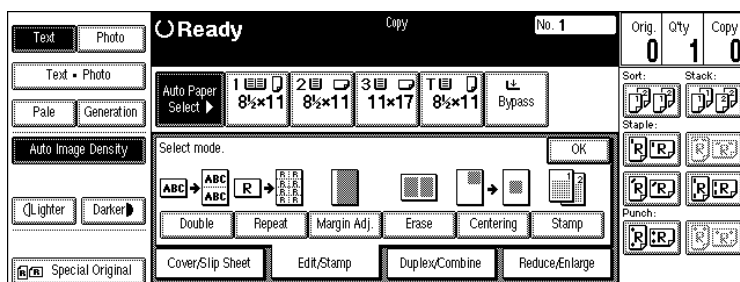


GCCENT3E

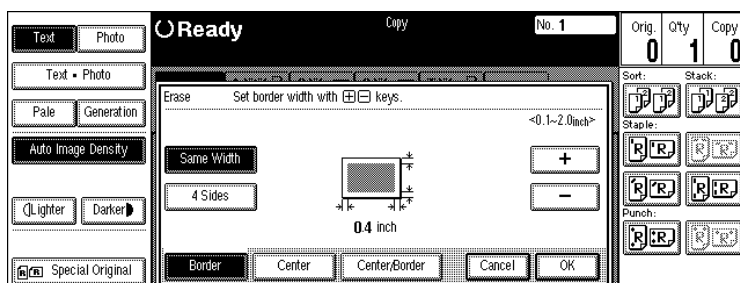
1 Press the [Edit/Stamp] key.



2 Press the [Erase] key.



3 Press the [Center/Border] key.



4 Set the erase margin width.

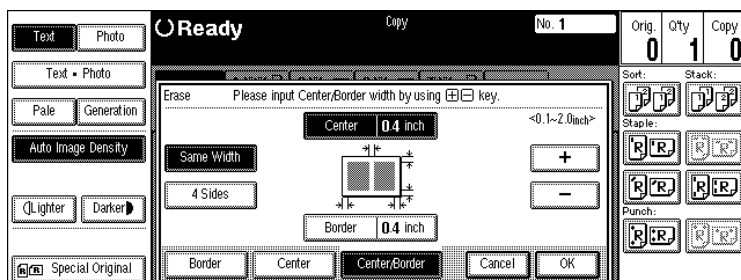
Selecting [Same Width]

- 1 Press the [Center] key, then set the erase center width with the [+] and [-] keys.

Note

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

- 2 Press the [Same Width] key.



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

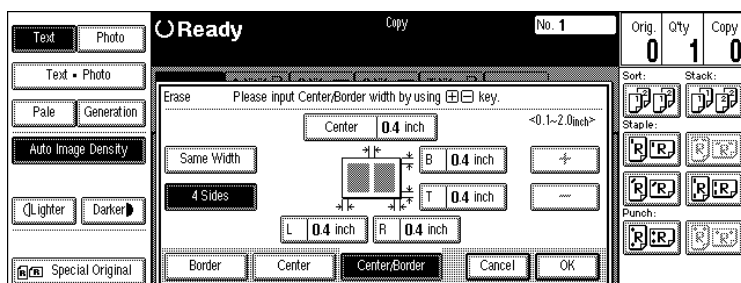
Note

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

- 4 Press the [OK] key.

Selecting [4 Sides]

- 1 Press the [4 Sides] key.



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

Note

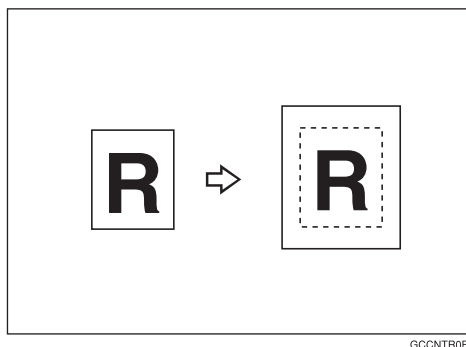
- To change the value entered, press the [+] and [-] keys and enter the new value.

- 3 Press the [OK] key.

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

Centering

You can make copies by moving the image to the center of the copy paper.



GCCNTRE

⚠ Limitation

- You cannot use the bypass tray with this function.
- If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90° (rotated copy).
- If the original size cannot be measured, the centering function will not work.

📝 Note

- The 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"☐ ^{*1} , 8K☐, 16K☐☐
Document feeder	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" × 17"☐, 11" × 15"☐, 8 ¹ / ₂ " × 11"☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}

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

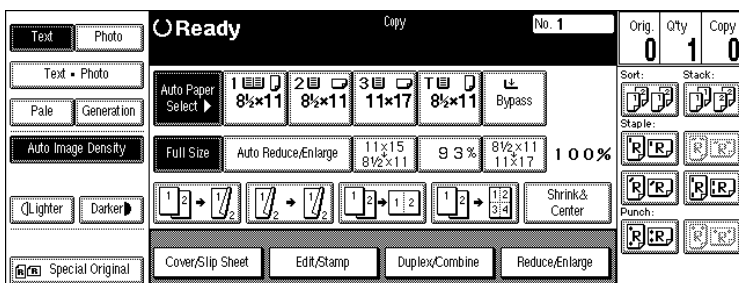
❖ Inch version

Original placed on:	Original size and direction
Exposure glass	11" × 17"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐
Document feeder	A4☐☐, 11" × 17"☐, 11" × 15"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 11"☐☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐, 8 ¹ / ₂ " × 13"☐ ^{*1}

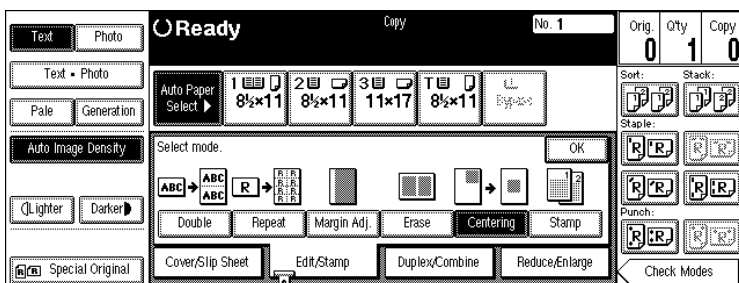
^{*1} You can select from 8¹/₂" × 13", 8¹/₄" × 13" and 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the System Settings manual.

1 Select the paper.

2 Press the [Edit/Stamp] key.



3 Press the [Centering] key.



4 Press the [OK] key.

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

Stamp

This function prints stamp on the copies. Stamp modes are as follows:

❖ Background Numbering

This function prints numbers on the background of copies.

❖ Preset Stamp

This function prints preset messages on copies.

❖ User Stamp

This function prints custom messages on copies.

❖ Date Stamp

This function prints the date on copies.

❖ Page Numbering

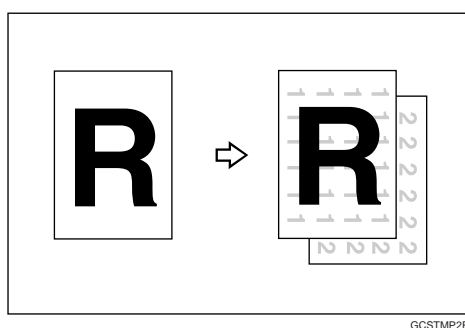
This function prints page numbers on copies.

2

Background Numbering

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

This function can help you to keep track of confidential documents.



GCSTMP2E

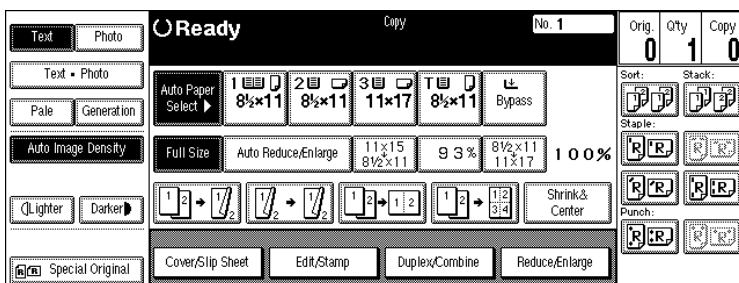
💡 Limitation

- You cannot use the bypass tray with this function.

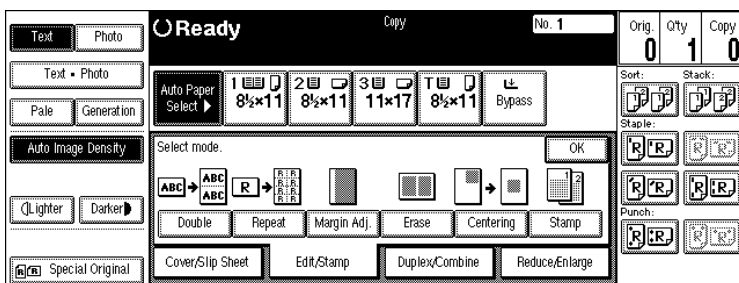
📝 Note

- You can change the size of the numbers with the User Tools. See “Size” in ⇒ P.323 “Background Numbering”.
- You can change the density of the numbers with the User Tools. See “Density” in ⇒ P.323 “Background Numbering”.
- Numbers are printed on all pages.
- You can select whether the Background Numbering is printed negative if it overlaps black parts of image. See “Superimpose” ⇒ P.323 “Background Numbering”.
- You can change the starting number of the Background Numbering (1 – 999).

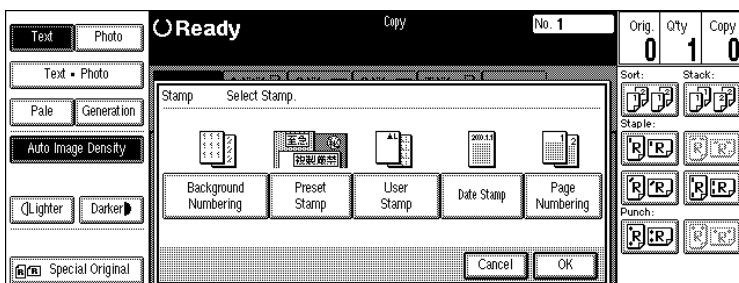
1 Press the [Edit/Stamp] key.



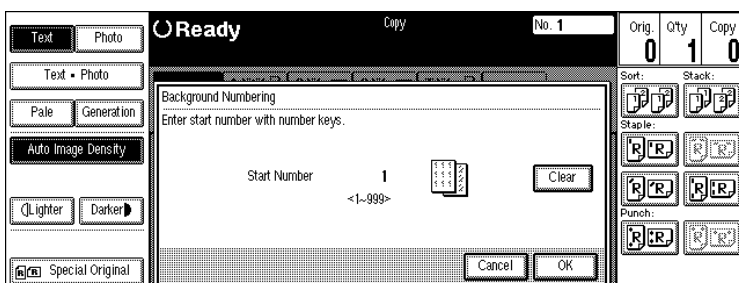
2 Press the [Stamp] key.



3 Press the [Background Numbering] key.



4 Enter the number to start counting from with the number keys. Then press the [OK] key.



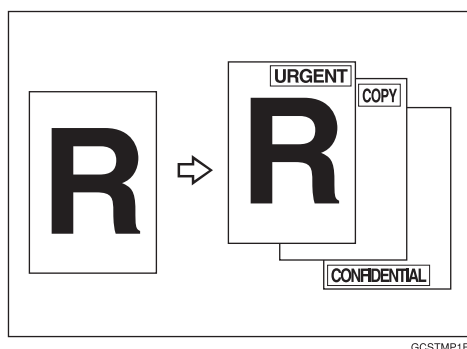
Note

- The number can be set from 1 to 999.
- To change the entered number, press the [Clear] or [Clear/Stop] key and enter the new number.

5 Press the [OK] key.

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

Preset Stamp



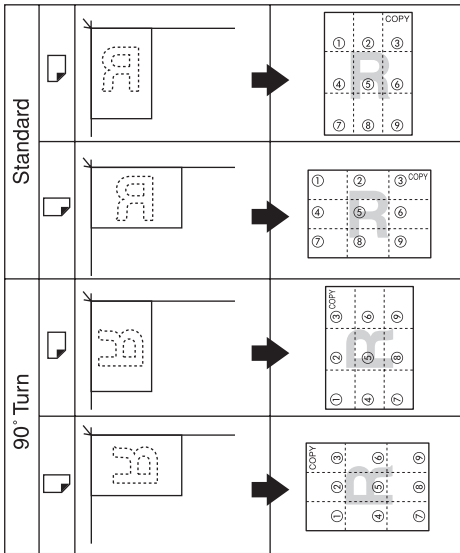
! Limitation

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

📝 Note

- 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".
- You can change the print page with the User Tools.
- You can change the size and density of the stamp with the User Tools.
- Depending on the paper size, if you change the stamp size, parts of the stamp might not be printed.
- You can choose the default settings for the position, size and density of the stamp with the User Tools. See "Stamp position", "Stamp condition" in ⇒ P.323 "Preset Stamp".
- You can choose the default settings for the print page with the User Tools. See "Stamp condition" in ⇒ P.323 "Preset Stamp".
- You can change the stamp language with the User Tools. See "Stamp Language" in ⇒ P.323 "Preset Stamp".
- You can select whether the Preset Stamp is printed negative if it overlaps black parts of the image. See "Superimpose" in ⇒ P.323 "Preset Stamp".
- You cannot combine the Preset Stamp function with the Image Repeat or Double Copies function.
- When you combine this function with the Magazine or Booklet function, only the first page is stamped.

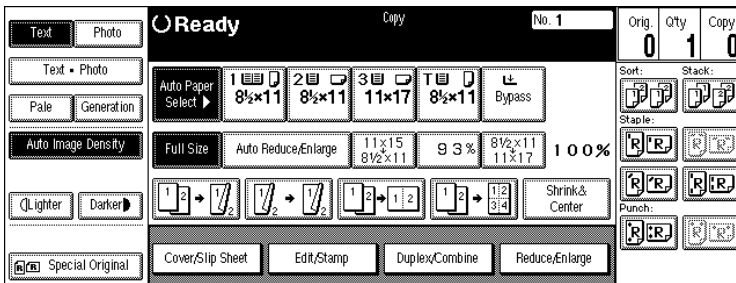
- The relationship between the direction in which you set the original and stamp orientation/position is as follows:



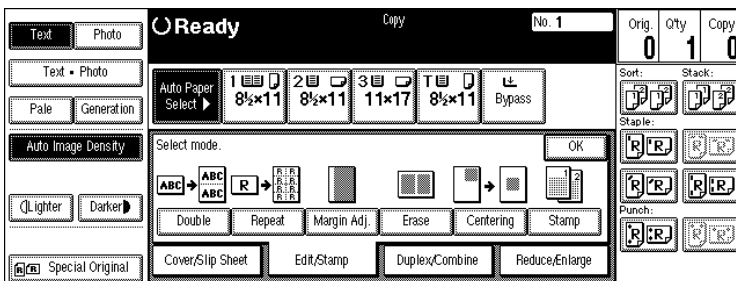
GCSTMP5E

- You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See "Stamp position" in ⇒ P.323 "Preset Stamp".

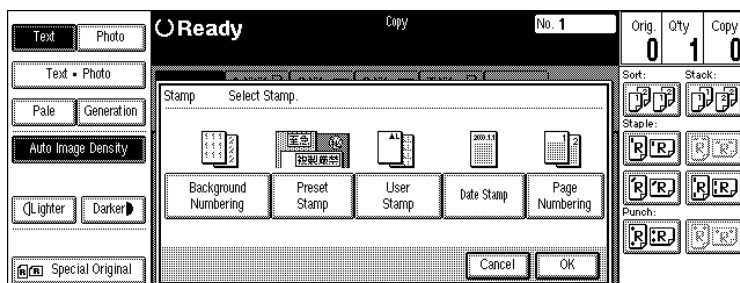
1 Press the [Edit/Stamp] key.



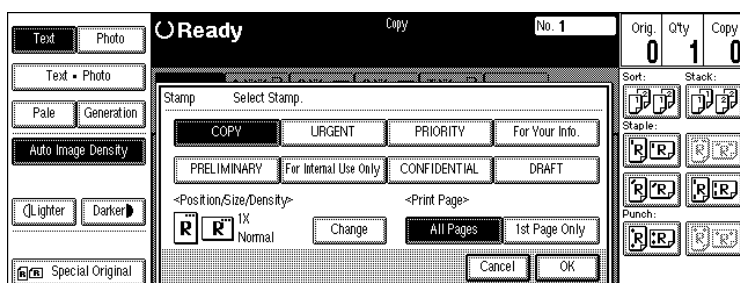
2 Press the [Stamp] key.



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.

⚠ Limitation

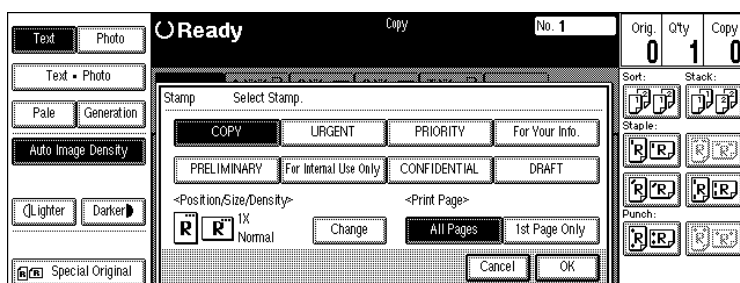
- If you combine this function with the Magazine or Booklet function, "1st Page Only" is selected automatically.

6 Change the stamp position, size or density.

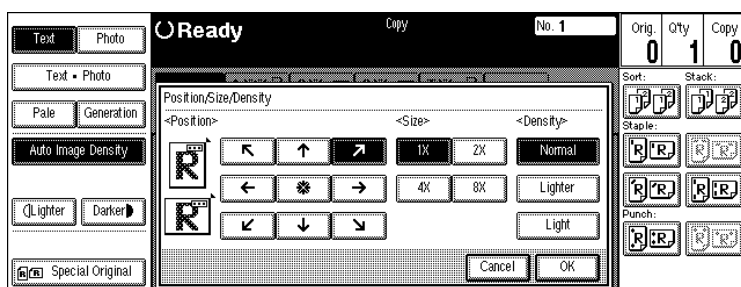
If you do not wish to change, go to step 7.

To change the stamp position, size or density

1 Press the [Change] key.



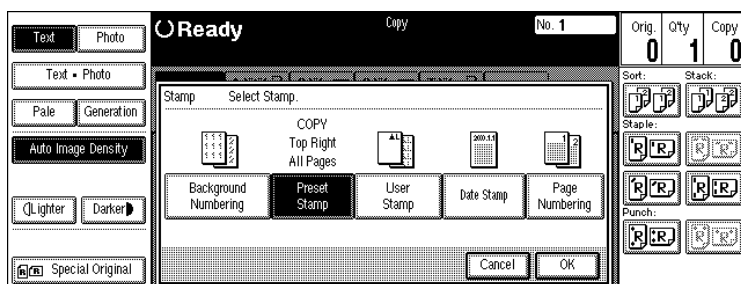
2 Select the desired position, size and density.



3 Press the [OK] key.

7 After you specified all the desired settings, press the [OK] key.

8 Press the [OK] key.



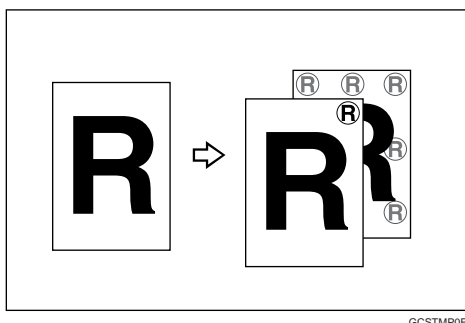
Note

To cancel the settings, press the [Cancel] key.

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

User Stamp

Up to four messages which you use frequently can be stored in the machine's memory and stamped on copies.



GCSTMP0E

Preparation

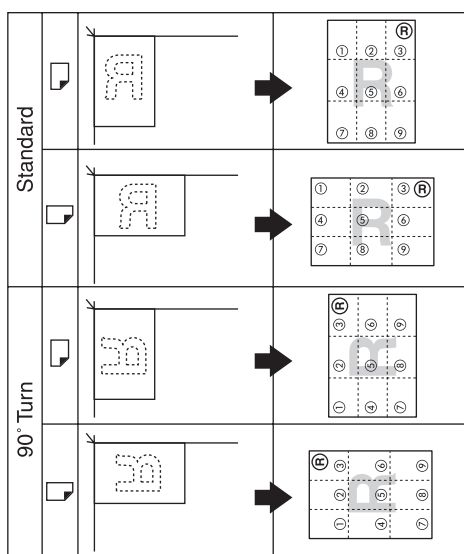
Before using this function, you have to store your messages with the User Tools. See ⇒ P.189 "Program/Delete User Stamp".

⚠ Limitation

- You cannot use the bypass tray with this function.
- One message can be stamped at a time.
- In Connect Copy mode, register the same user stamp on the master unit and sub-unit.
- If the position exceeds the page boundary, the stamp will not be printed on copies.

📝 Note

- You can change the print page with the User Tools.
- You can choose the default settings for the print page and the stamp position with the User Tools. See “Stamp condition” and “Stamp position” in ⇒ P.325 “User Stamp”.
- You can combine this function with only one Preset Stamp.
- You cannot combine the User Stamp function with the Image Repeat or Double Copies function.
- The relationship between the direction in which you set the original and stamp Orientation/Position is as follows:

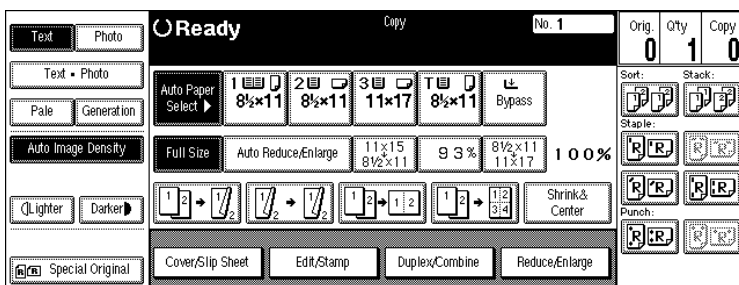


Key on the display								
Stamp position	①	②	③	④	⑤	⑥	⑦	⑧

GCSTMP6E

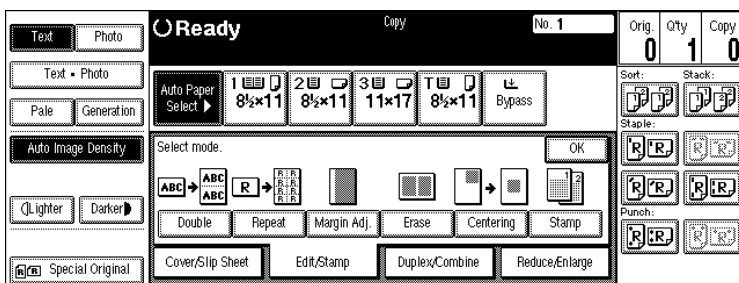
- You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See “Stamp position” in ⇒ P.325 “User Stamp”.

1 Press the [Edit/Stamp] key.

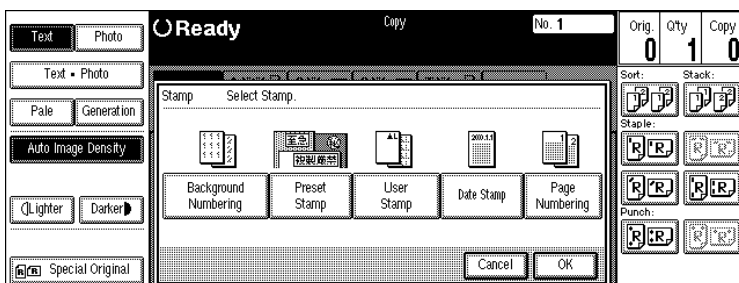


2

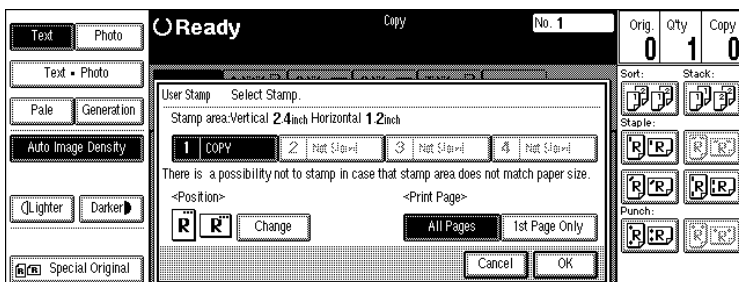
2 Press the [Stamp] key.



3 Press the [User Stamp] key.



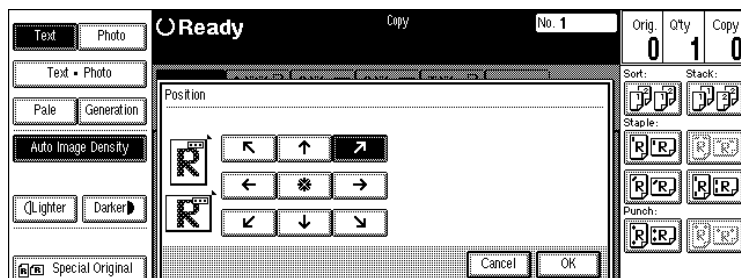
4 Select the stamp you require.



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

To change the stamp position

- 1 Press the [Change] key.
- 2 Select the desired position.

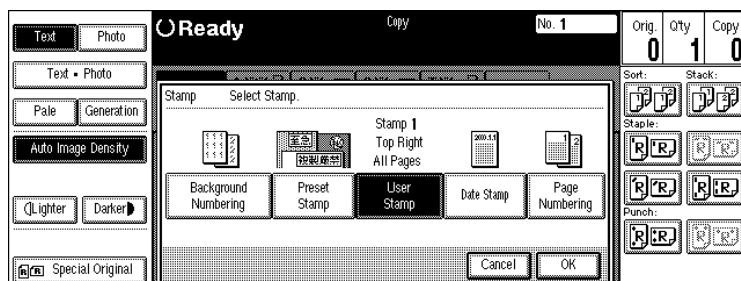


- 3 Press the [OK] key.
- 6 After you specified all the desired settings, press the [OK] key.

Note

- To cancel the settings, press the [Cancel] key.

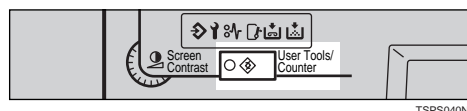
- 7 Press the [OK] key.



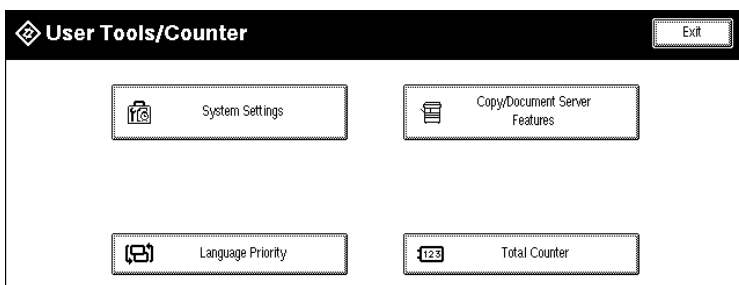
- 8 Set your originals, then press the [Start] key.

Program/Delete User Stamp

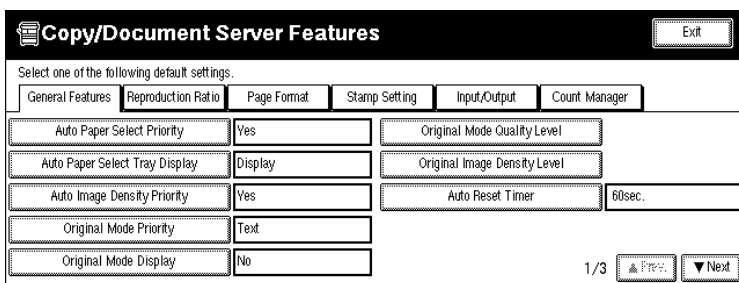
- 1 Make sure that the machine is in Copy mode.
- 2 Press the [User Tools/Counter] key.



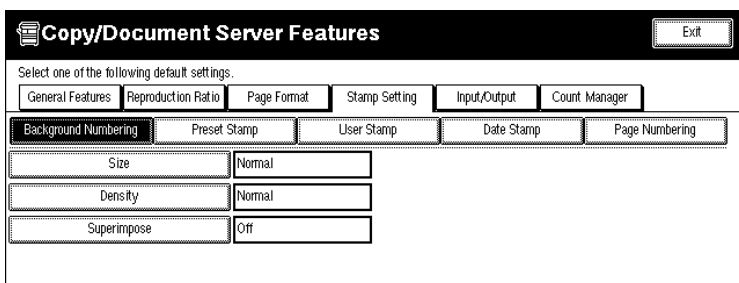
3 Press the [Copy/Document Server Features] key.



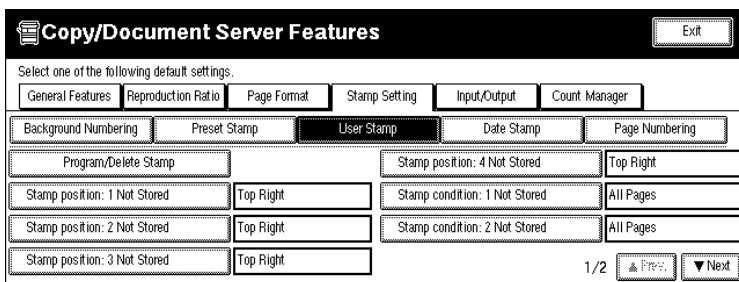
4 Press the [Stamp Setting] key.



5 Press the [User Stamp] key.

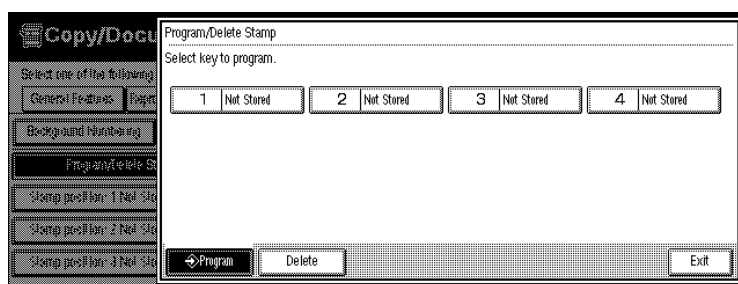


6 Press the [Program/Delete Stamp] key.




To program the User Stamp

1 Press the [Program] key.

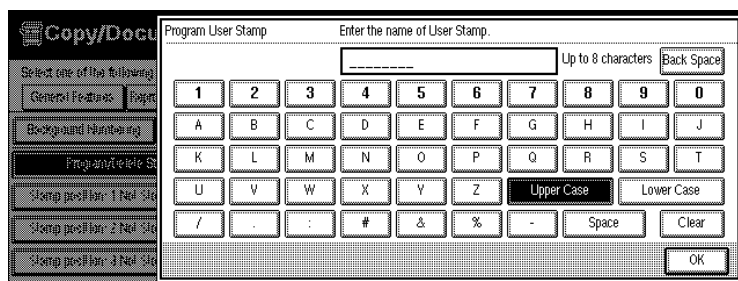


2 Press the stamp number (1 – 4) you want to program.

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.

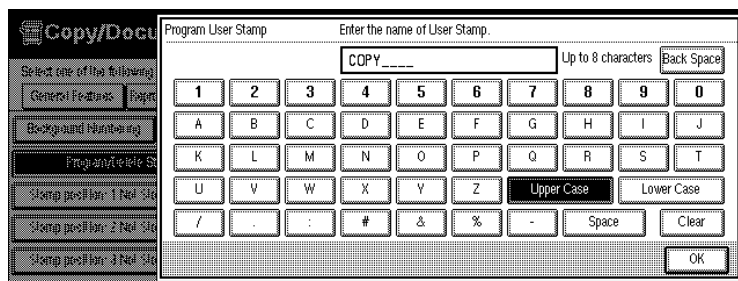
3 Enter the user stamp name with the letter keys on the display panel.



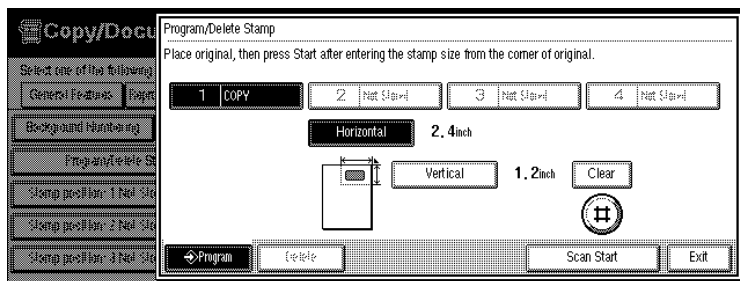
Note

- You can register up to 8 characters.
- To change the name entered, press the [Back Space], [Clear] or [Clear/Stop] key and enter new letters.

4 Press the [OK] key.



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



Note

- To change the value entered, press the **[Clear]** or **[Clear/Stop]** key and enter the new value.
 - You can enter sizes within 10 – 432mm, 1.0" – 17.0" horizontal, and 10 – 297mm, 1.0" – 11.7" vertical. However, if the value exceeds the maximum value of the area (5,000mm², 7.75 inch²), it is corrected within the range of the area automatically.
- 6 Press the **[Vertical]** key, and enter the vertical size in the same way as step 5.
- 7 Set the user stamp on the exposure glass, and then press the **[Scan Start]** key.

Note

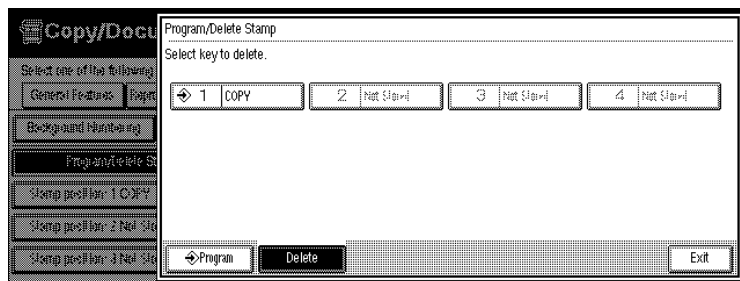
- Do not set the original in the document feeder.
 - The machine scans the original three times. Do not lift the document feeder until the main menu of the Copy features appears.
 - If you press the **[Exit]** key, the main menu of the Copy features appears with nothing programmed.
- 8 Press the **[Exit]** key.

To delete the User Stamp

Important


You cannot restore a deleted stamp.

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

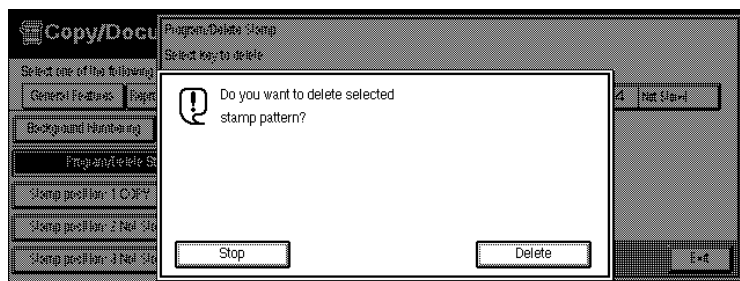


2 Press the stamp number (1 – 4) you want to delete.

Note

Only programs with  contain a user stamp.

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



Note

To cancel the deletion, press the **[Stop]** key.

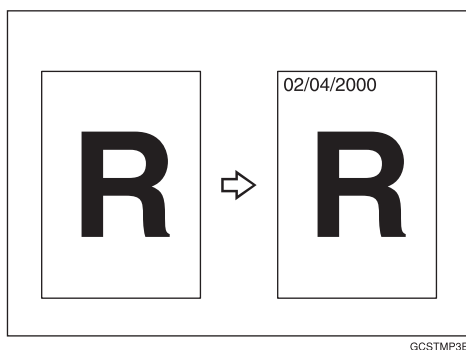
4 Press the **[Exit]** key.

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

7 Press the **[Exit]** key.

The initial display appears.

Date Stamp



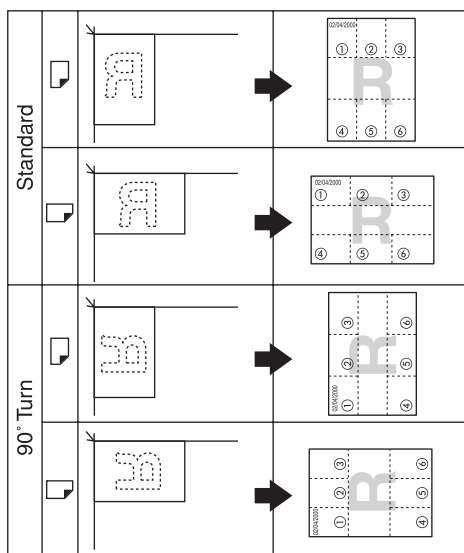
! Limitation

- You cannot use the bypass tray with this function.

✎ Note

- You can select the following styles:
 - MM/DD/YYYY
 - MM.DD.YYYY
 - DD/MM/YYYY
 - DD.MM.YYYY
 - YYYY.MM.DD
 - DD.JUN.YYYY
- You can change the Date Stamp settings with the User Tools. See ⇒ P.325 "Date Stamp".
- The font and size of the Date Stamp can be changed with the User Tools. See "Font" and "Size" in ⇒ P.325 "Date Stamp".
- You can select whether the Date Stamp is printed negative if it overlaps black parts of an image. See "Superimpose" in ⇒ P.325 "Date Stamp".
- For how to set the date, see "Set Date" in the System Settings manual.
- You can choose the default settings for the stamp position with the User Tools. See "Position Priority" in ⇒ P.325 "Date Stamp".
- The size, font and superimpose settings are linked with the Page Numbering functions.
- You cannot combine the Date Stamp function with the Image Repeat or Double Copies function.

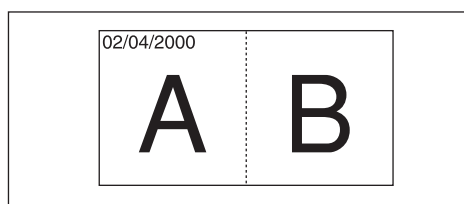
- The relationship between the direction in which you set the original and the stamp position is as follows:



Key on the display	↶	↷	↘	↙	↵	↶
Stamp position	①	②	③	④	⑤	⑥

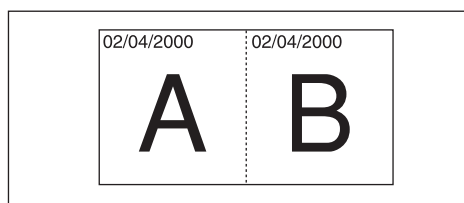
GCSTMP7E

- You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See "Position Priority" in ⇒ P.325 "Date Stamp".
- If you combine this function with the Combine, Magazine or Booklet function, the page is stamped as follows.
 - Combined with the Combine function



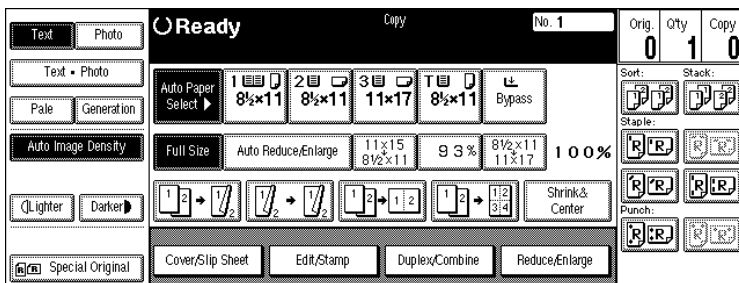
GCSTMPAE

- Combined with the Magazine or Booklet function

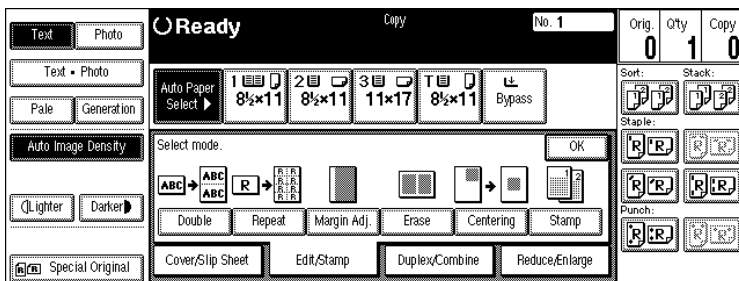


GCSTMP9E

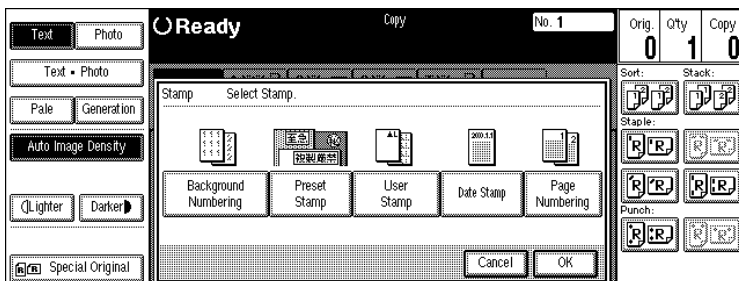
1 Press the [Edit/Stamp] key.



2 Press the [Stamp] key.



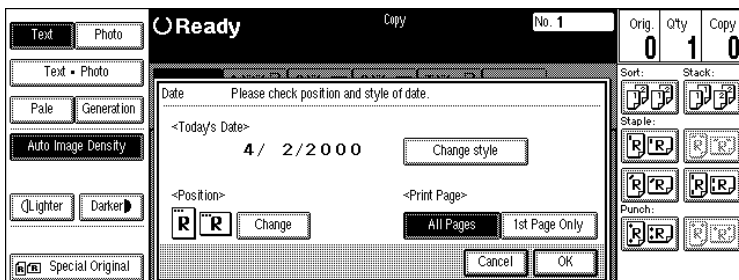
3 Press the [Date Stamp] key.



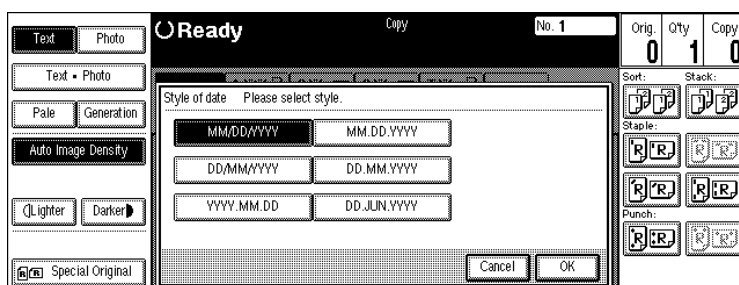
4 Press the [All Pages] or [1st Page Only] to select the print page.

To change the style of date

1 Press the [Change style] key.



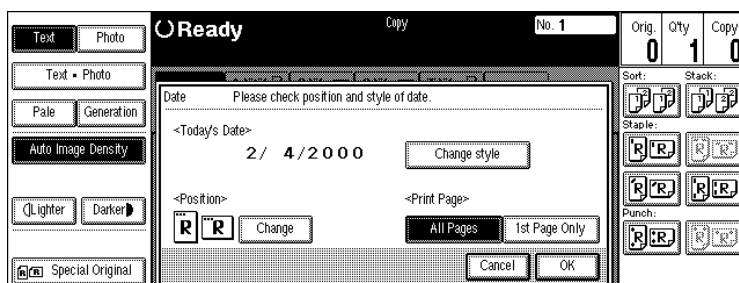
2 Select the style of date.



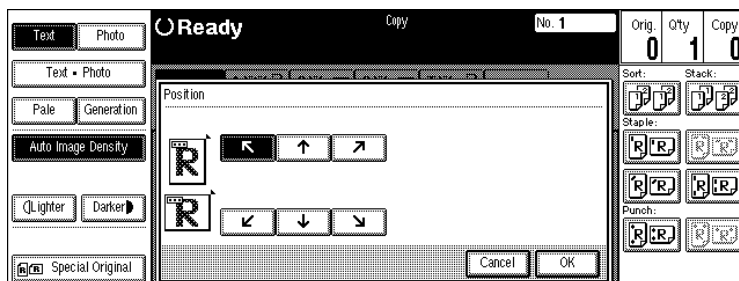
3 Press the [OK] key.

To change the stamp position

1 Press the [Change] key.



2 Select the desired position of the Date Stamp.



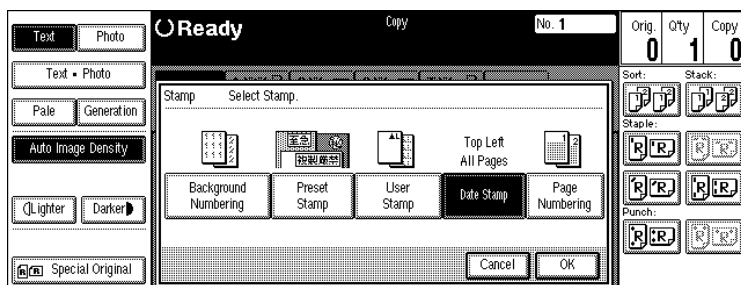
3 Press the [OK] key.

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

Note

- To cancel the settings, press the [Cancel] key.

6 Press the [OK] key.



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

Page Numbering

Use this function to print page numbers on your copies. There are six types of Page Numbering (n is the total number of pages in your original):

- Type A: P1,P2,...Pn
- Type B: 1/n,2/n,...n/n
- Type C: -1-,-2-,...-n-
- Type D: P.1,P.2,...P.n
- Type E: 1, 2...n
- Type F: 1-1,1-2,..1-n

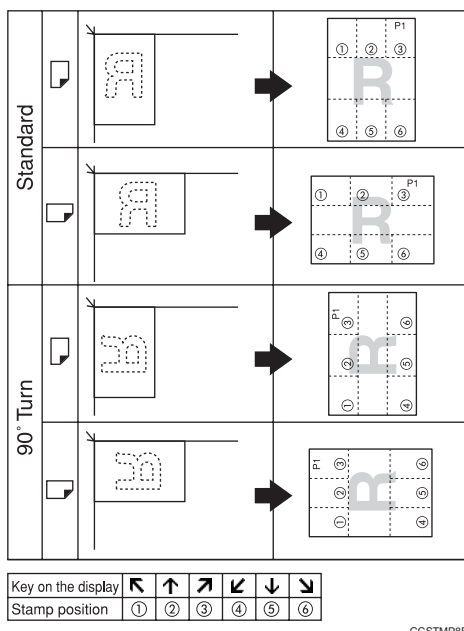
Limitation

- You cannot use the bypass tray with this function.

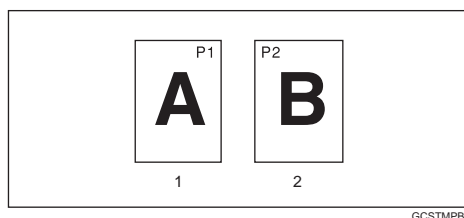
Note

- You can change the Page Numbering settings with the User Tools. See ⇒ P.326 "Page Numbering".
- The font and size of Page Numbering can be changed with the User Tools. See "Font" and "Size" in ⇒ P.326 "Page Numbering".
- You can select whether the Page Numbering is printed negative if it overlaps black parts of image. See "Superimpose" in ⇒ P.326 "Page Numbering".
- You can choose the default settings for the stamp position with the User Tools. See "Position Priority" in ⇒ P.326 "Page Numbering".
- You can choose the default settings for the stamp format with the User Tools. See "Format Priority" in ⇒ P.326 "Page Numbering".
- The font, size and superimpose settings are linked with the Date Stamp function.
- You cannot combine the Page Numbering function with the Image Repeat or Double Copies function.

- ❑ The relationship between the direction in which you set the original and the Page Numbering orientation/position is as follows:



- ❑ You can change the stamp position to top, bottom, left and right each way in 1mm, 0.1" steps. See "Position Priority" in ⇒ P.326 "Page Numbering".
- ❑ If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" style, the page numbers on the back of the copy paper are printed as follows.



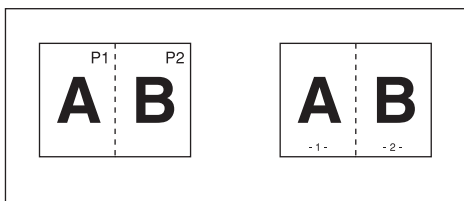
1. Front

2. Back

- ❑ If you combine this function with the Duplex (Top to Top) function, you can change the setting to stamp on the back side in the same position as the front side. See "Duplex Back Page Number Position" in ⇒ P.326 "Page Numbering".
- ❑ If you use this function with the Combine, Magazine, or Booklet function, the page is stamped as follows.

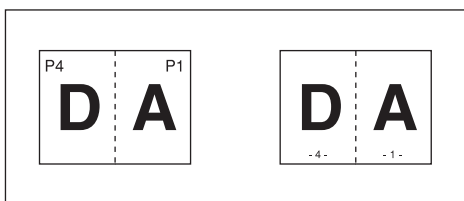
❖ **Page Numbering per original**

- Combined with 1 Sided/2 Sided in the Combine function



GCANPE0E

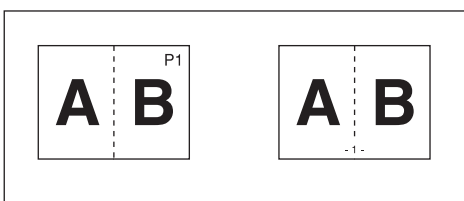
- Combined with the Magazine or Booklet function



GCANPE1E

❖ **Page Numbering per copy**

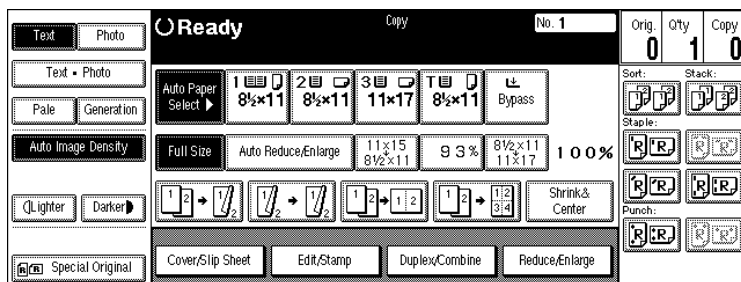
- Combined with 1 Sided/2 Sided in the Combine function



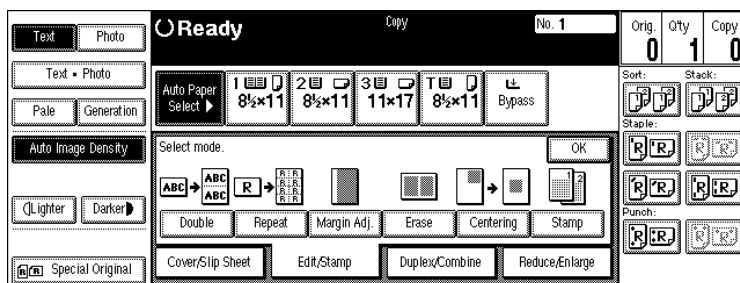
GCANPE2E

- ❑ See “Page Numbering In Combine Mode” in ⇒ P.326 “Page Numbering”.
- ❑ If you use the “1-1, 1-2” style, you can print page numbers on the slip sheets in Designate or Chapters mode. See “Copy On Slip Sheet In Designate Mode” in ⇒ P.326 “Page Numbering”.

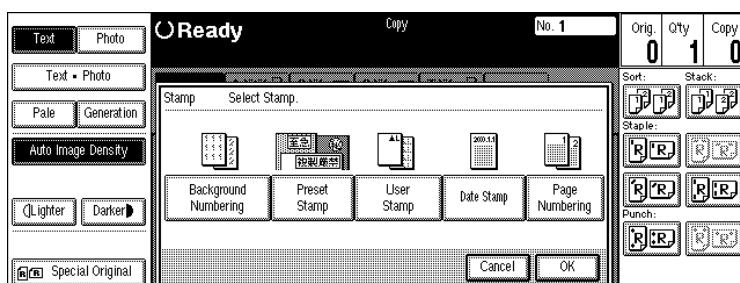
1 Press the [Edit/Stamp] key.



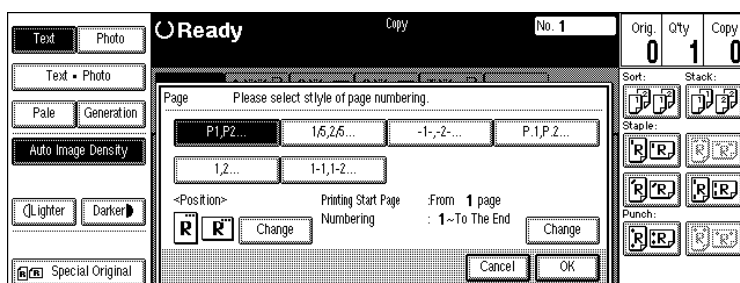
2 Press the [Stamp] key.



3 Press the [Page Numbering] key.



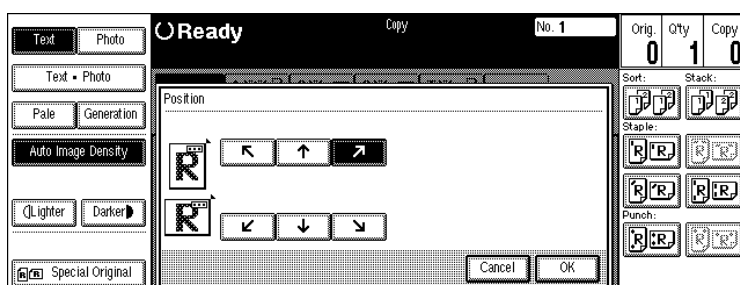
4 Select the style.



5 To change the stamp position, press the [Change] key.

If you do not wish to change the stamp position, go to step 7.

6 Select the stamp position, then press the [OK] key.



7 To change the first printing page and start number, press the [Change] key.

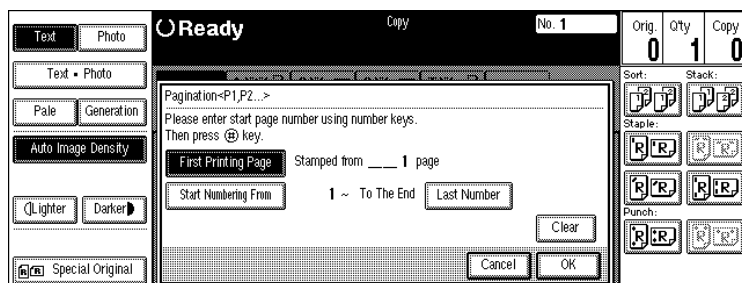
Note

- The display differs depending on the selected style.
- If you do not wish to change, press the **[OK]** key and set your originals, then press the **[Start]** key.

8 Specify the page and number.

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

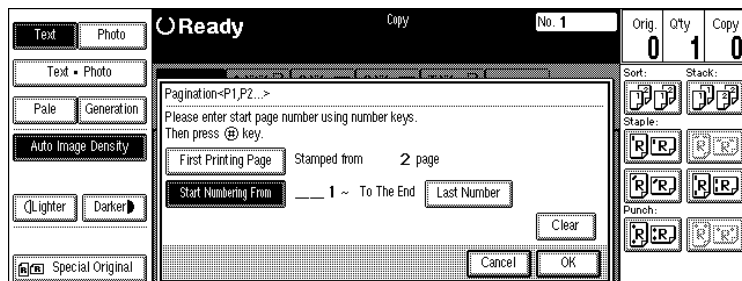
- 1 Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.**



Note

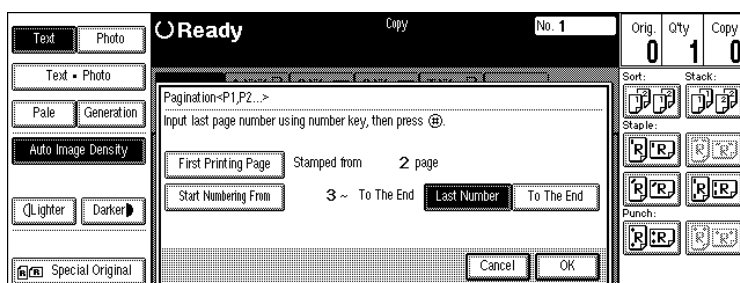
- To change the number entered, press the **[Clear]** or **[Clear/Stop]** key and enter a new number.

- 2 Press the [#] key.**
- 3 Press the [Start Numbering From] key, then enter the number from which to start numbering with the number keys.**



- 4 Press the [#] key.**

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



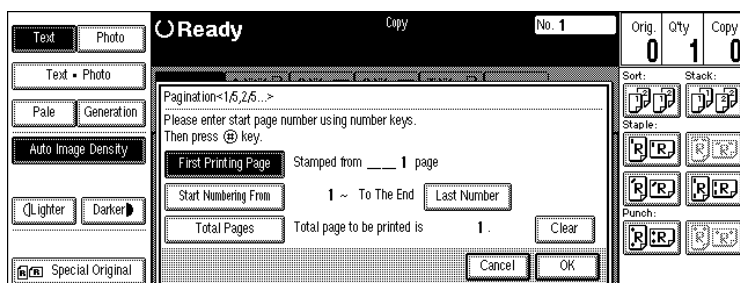
Note

- If you wish to print onto the last page, press the [To The End] key and go to step 10.

- 6 Press the [#] key.

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

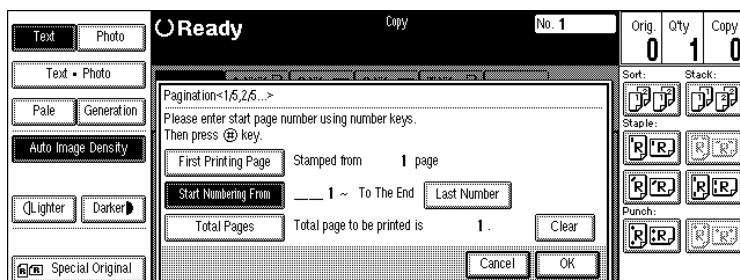
- 1 Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.



Note

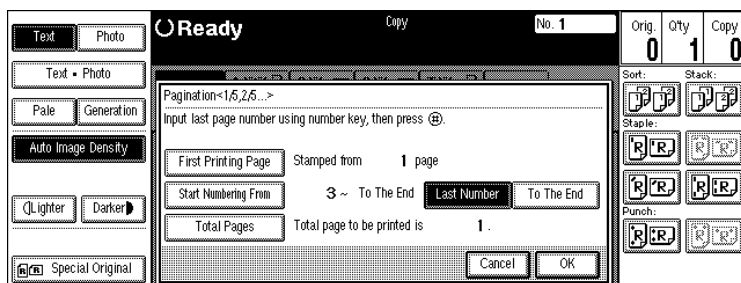
- To change the number entered, press the [Clear] or [Clear/Stop] key and enter a new number.

- 2 Press the [#] key.
- 3 Press the [Start Numbering From] key, then enter the page number from which to start numbering with the number keys.



- 4 Press the [#] key.

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

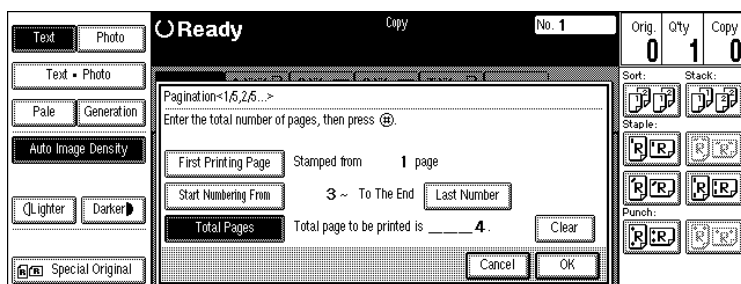


Note

- If you wish to print onto the last page, press [To The End] key and go to step 6.

- 6 Press the [#] key.

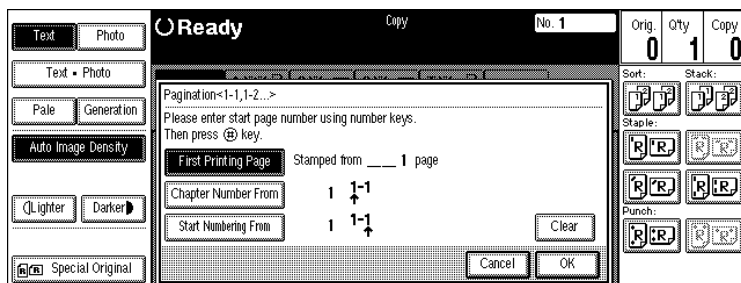
- 7 Press the [Total Pages] key, then enter the total number of original pages with the number keys.



- 8 Press the [#] key.

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

- 1 Press the [First Printing Page] key, then enter the original sheet number from which to start numbering with the number keys.

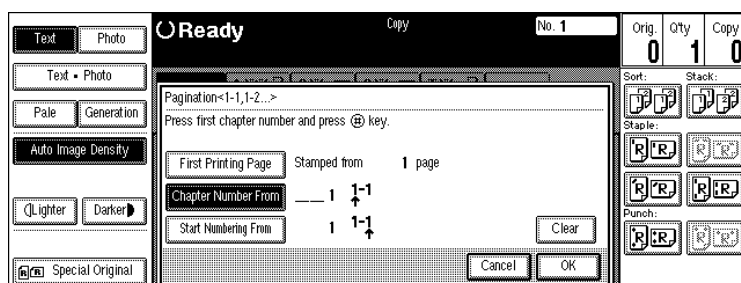


Note

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

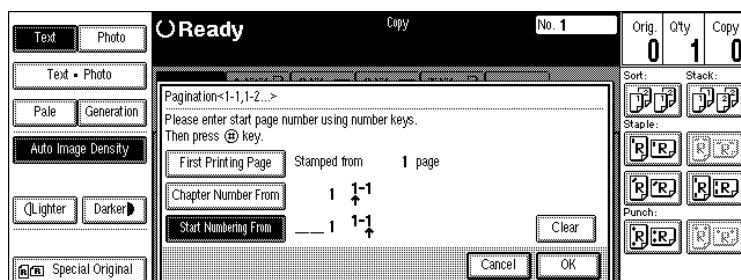
- 2 Press the [#] key.

- 3 Press the [Chapter Number From] key, then enter the chapter number from which to start numbering with the number keys.



- 4 Press the [#] key.

- 5 Press the [Start Numbering From] key, then enter the page number from which to start numbering with the number keys.



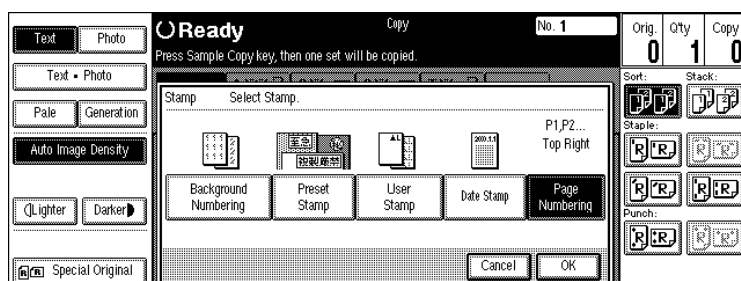
- 6 Press the [#] key.

- 9 Press the [OK] key.

Note

- To change the settings after pressing the [OK] key, press the [Change] key and enter the new value.

- 10 Press the [OK] key.



Note

- To cancel the settings, press the [Cancel] key.

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

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, see the following table:

○	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

		Mode after you Select																												
		Batch (SADF)	Mixed Sizes	Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort	Stack	Staple	Punch	Copying From The Bypass Tray	Preset Reduce/Enlarge	Shrink&Center	Zoom	Size Magnification	Duplex	Combine	Book	Book	Book	Book	Cover/Designate/Chapters	Cover/Slip Sheet	Edit/Stamp	Stamp	Stamp	Stamp	Stamp	
Mode before you select	Batch (SADF)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Mixed Sizes	○	→	○	○	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Selecting Copy Paper	○	○	→	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Auto Paper Select	○	○	○	→	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Auto Reduce/Enlarge	○	○	○	○	→	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Sort	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Rotate Sort	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Stack	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Staple	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Punch	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Copying From The Bypass Tray	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Preset Reduce/Enlarge	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Shrink&Center	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Zoom	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Size Magnification	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Duplex	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Combine	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○

