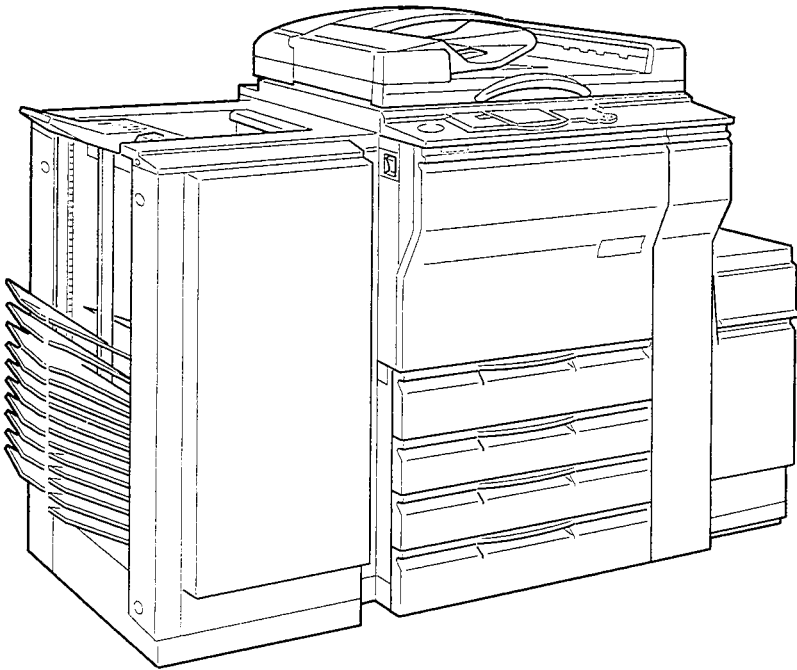


# SAVIN

## 9500 / 9600 / 9700

### Operating Instructions



Notes: The model names of the machines do not appear in the following pages.  
Check the model of your machine before reading this manual.  
(For details, see pages 1 ~ 3.)

**Model A :** 9500

**Model B :** 9600

**Model C :** 9700

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



As an Energy Star Partner, we have determined that this copier model meets Energy Star Guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving features such as Low Power mode, Auto Off mode and Duplex mode (Program 5).

For details, see the following pages.

❖ Low Power mode: see page 152.

❖ Auto Off mode: see page 153.

❖ Duplex mode (Program 5): see page 12 or 155.

Please contact your sales or service representative for recommended recycled paper types that may be used in this copier.

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

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

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

Note: Some illustrations may be slightly different from your machine.

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

**Power Source:** 120 V, 60 Hz, 20 A or more

Please make sure to connect the power cord to a power source as above. For details about power source, see page 167.

---

## INTRODUCTION

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

Please read the next section before using this copier. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

---

## SAFETY INFORMATION

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

### Safety During Operation



In this manual, the following important symbols are used:

 **WARNING:** *Ignoring this warning could cause serious injury or even death.*

 **Caution:** *Ignoring this caution could cause injury or damage to property.*

### Examples Of Indications

 **Symbol**  **means a situation that requires you take care.**

 **Do NOT carry out the operation represented by the symbol** .  
**This example means "Do not take apart".**

 **Symbols**  **means you MUST perform this operation. This example means "You must remove the wall plug".**

**⚠ WARNINGS:**

- ⊘ *Only connect the copier to the power source described on the inside front cover of this manual. Avoid multi-wiring as it could cause an electric shock or a fire.*

*Avoid using an extension cord. Make sure the wall outlet is near the copier and freely accessible so that in event of an emergency it can be unplugged easily.*

- ⊘ *Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.*



- ⊘ *Do not remove any covers or screws other than those specified in this manual. Some parts of the copier are at a high voltage and could give you an electric shock. When the copier needs to be checked, adjusted or repaired, contact your service representative.*

*Do not take apart or attempt any modifications to this copier. There is a risk of fire, electric shock, explosion or loss of sight.*








- ⊘ *If the copier looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the main power switch then unplug the power cord from the wall. Do not continue using the copier in this condition. Contact your service representative.*

- ⊘ *Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the copier. If the contents fall inside the copier a fire or electric shock could occur.*

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

-  ***If any metal, liquid or foreign matter falls into the copier, turn off the main switch and unplug the main power cord. Contact your service representative. Do not keep using the copier with a fault or defect.***
  
-  ***Do not plug or unplug the power cord with wet hands or an electric shock might occur.***

 ***Cautions:***

-  ***When you move the copier, unplug the power cord from the wall outlet to avoid fire or electric shock.***
  
-  ***When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.***
  
-  ***Keep the copier away from humidity and dust. A fire or an electric shock might occur.***  
  
***Do not place the copier on an unstable or tilted surface. If it topples over it could cause injury.***
  
-  ***When the copier will not be used for long time, unplug the power cord.***
  
-  ***If you use this copier in a confined space, make sure there is a continuous air turnover.***
  
-  ***When removing misfed paper, do not touch the fusing section because it could be very hot.***
  
-  ***This copier has been tested for safety using this supplier's parts and consumable. We recommend you only use these specified supplies.***

**SAFETY INFORMATION**

---

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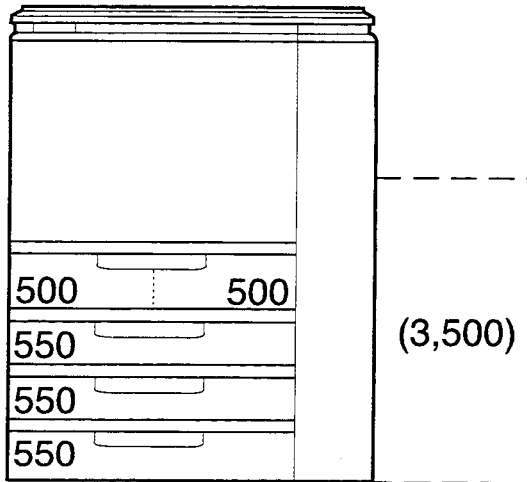
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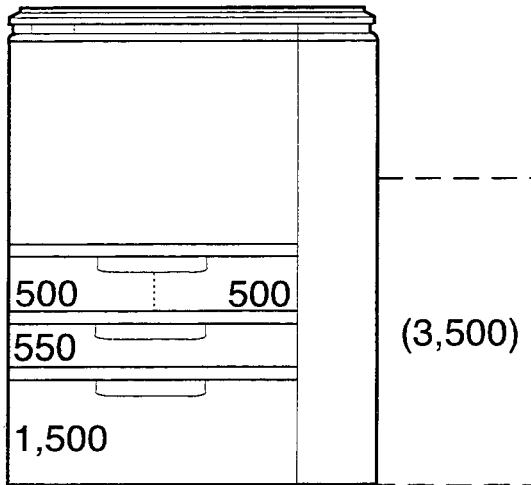


## Model B / Model C

- Copy speed:    Model B:    60 copies/minute  
                         Model C:    70 copies/minute
- There are two types of paper trays for Model B and Model C.  
    **Type 1:** Tandem paper tray (two 500-sheet paper trays)  
                  Three 550-sheet paper trays  
                  Optional 3,500 sheet large capacity tray

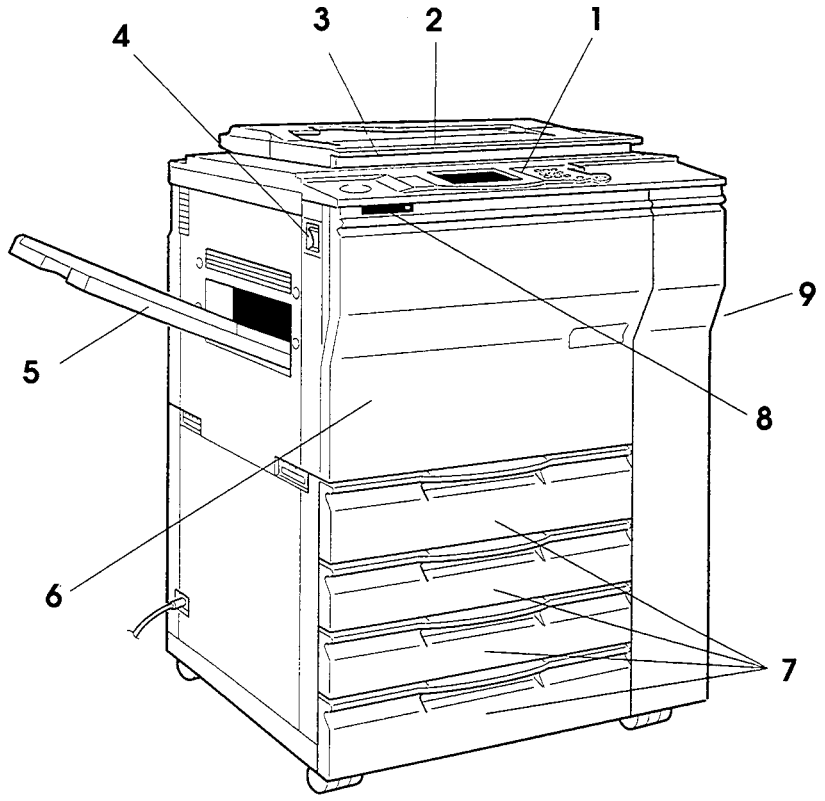


- **Type 2:** Tandem paper tray (two 500-sheet paper trays)
  - One 550-sheet paper tray
  - 1,500-sheet large capacity tray
  - Optional 3,500 sheet large capacity tray



## Copier Exterior

□ This illustration shows Model B (Type 1).

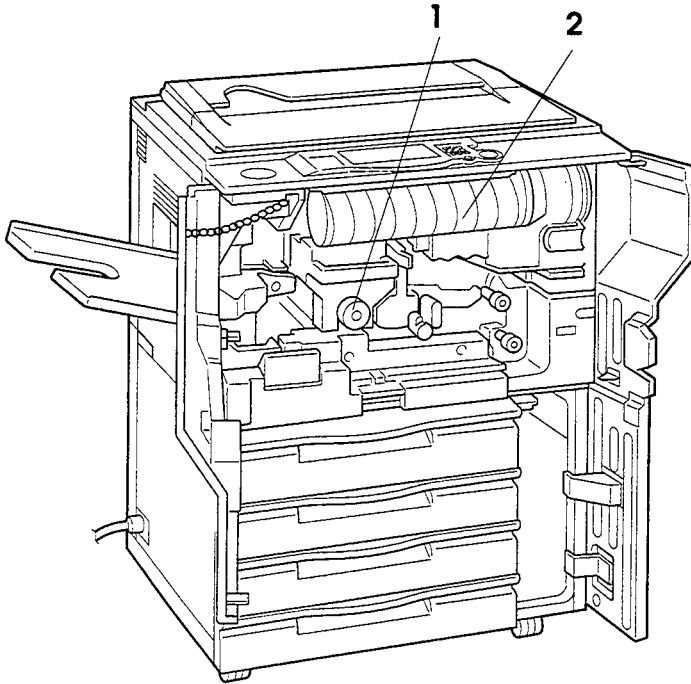




- 
1. **Operation unit** Operator controls and indicators are located here.
  2. **Platen cover (option)** Lower this cover over originals for copying.
  3. **Exposure glass** Position originals here face down for copying.
  4. **Main switch** Switches the copier between on and stand-by conditions ("stand-by" means that the anti-condensation heaters are on).
  5. **Copy tray (option)** Completed copies are delivered here.
  6. **Front door** Open to access the inside of the copier.
  7. **Paper trays** The number of trays and their capacities depend on which model you have. ➤ See page 1.
  8. **Auto response sensor** When the operator stands in front of this sensor, the copier automatically turns off the Screen Saver.
  9. **Bypass tray** Use this tray to copy onto paper that cannot be set in the paper tray. Using this tray, you can copy onto OHP transparencies, adhesive labels, translucent paper, or post cards.
- Other options: key counter, key counter bracket set

## Copier Interior

- ☐ This illustration shows Model A.



- 1. Fusing Unit** Fuses the copy image to the paper. When accessing the inside of the copier, use caution. This unit may be very hot.
  
- 2. Toner bottle** Replace the toner bottle when the copier instructs you to add toner.

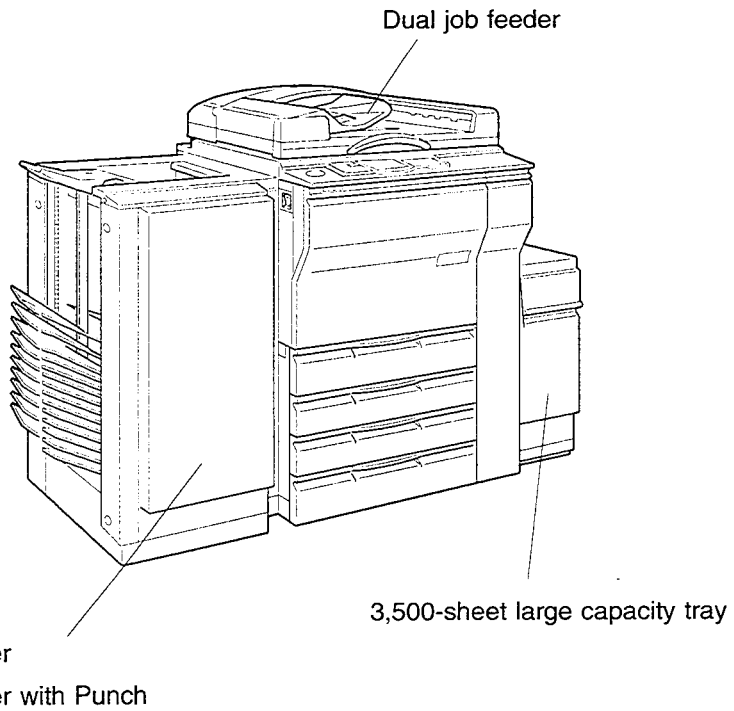
## Options

All models (Model A, B, and C) can be provided with the following options:

### DJF + S/S

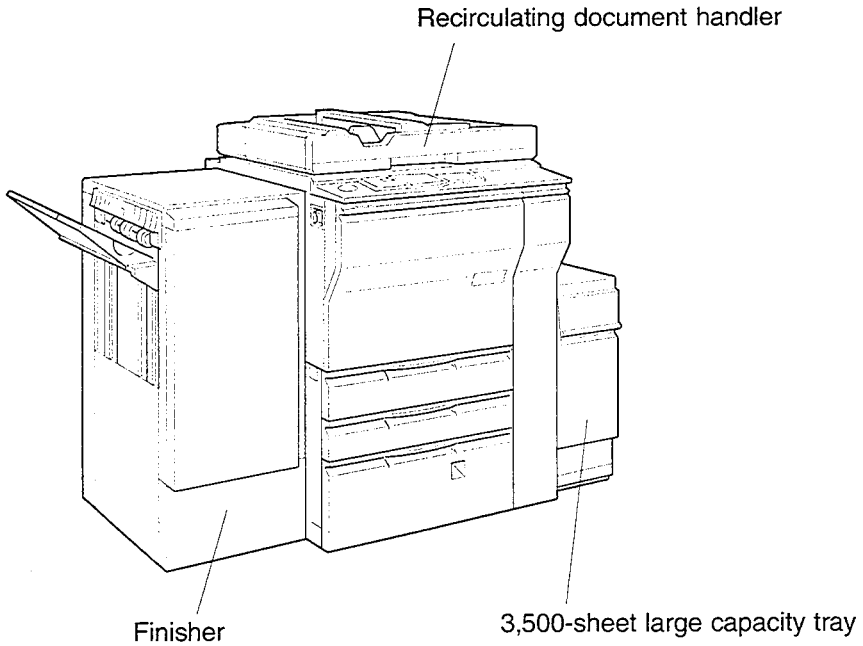
### DJF + S/S with Punch

- DJF = Dual job feeder
- S/S = Sorter stapler



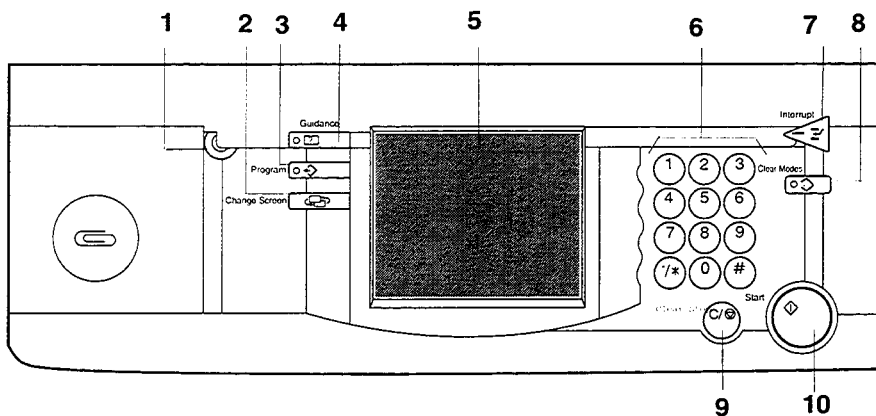
## RDH + Finisher

- RDH = Recirculating document handler  
Finisher = Finisher



- Other options: key counter, key counter bracket set

# OPERATION UNIT



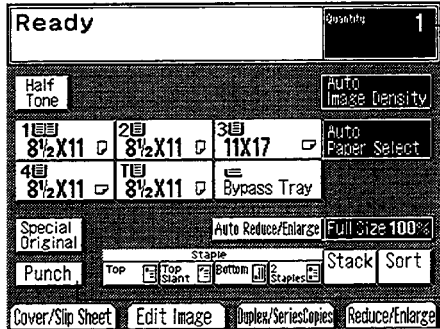
1. **Brightness knob** Turn to adjust the brightness of the display.
2. **Change Screen key** Press to select Regular Screen or Casual Screen. See page 31.
3. **Program key** Press to select the program mode. See pages 65.
4. **Guidance key** Press for help on functions. See page 32.
5. **Touch panel display** Operation status and messages appear here. See page 28.
6. **Number keys** Use to enter the desired number of copies or data for selected functions.
7. **Interrupt key** Press to make interrupt copies during a copy run. See page 67.
8. **Clear Modes key** Press to clear the copier of previously entered settings and functions.
9. **Clear/Stop key** Press to cancel the copy number entered. While copying, press to stop copying.
10. **Start key** Press to start copying.

## Touch Panel Display

### Initial Display

- Depending on the options that your machine is equipped with, the displays are different.

<DJF + S/S> <DJF + S/S with Punch>

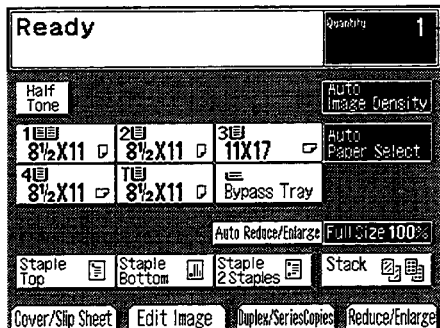


#### COPY COUNTER

Indicates the number of copies entered, and the number of copies made.

\*If your machine is equipped with the sorter stapler, there is no [Punch] key on the display.

<RDH + Finisher>



#### COPY COUNTER

Indicates the number of copies entered, and the number of copies made.

To operate the machine, touch the key you want to use. Instructions telling you what to do next will then appear.

- Regarding detailed information about each key and function, see page 13.
- For how to use the touch panel display, see page 28.
- You can change the display from Regular Screen to Casual Screen. For details, see page 31.

To save paper resources, Duplex mode (1 sided originals → 2 sided copy) is the default setting with this machine.

- ❑ If you want to cancel Duplex mode, touch the **[Duplex/Series Copies]** key.
- ❑ You can change this default setting using the User Tools. ➔ See page 155.
- ❑ In Duplex mode (1 sided originals → 2 sided copy), a right margin of 5 mm, 1/4" is set on the back side automatically. If you want to change this margin, touch the **[Edit Image]** key, then touch the **[Margin Adj.]** key. ➔ See page 92.



# WHAT YOU CAN DO WITH THIS COPIER

## Regular Screen

<DJF + S/S> <DJF + S/S with Punch>

The screenshot shows the copier's control panel with the following settings and callouts:

- Ready** (top left)
- Quantity** 1 (top right)
- Half Tone** (left side)
- Auto Image Density** (right side)
- 1 8 1/2 X 11**, **2 8 1/2 X 11**, **3 11 X 17** (paper size options)
- Auto Paper Select** (right side)
- 4 8 1/2 X 11**, **1 8 1/2 X 11** (paper size options)
- Bypass Tray** (right side)
- Special Original** (left side)
- Auto Reduce/Enlarge** **Full Size 100%** (right side)
- Punch** (left side)
- Staple** options: **Top**, **Top Slant**, **Bottom**, **2 Staples**
- Stack** **Sort** (right side)
- Cover/Slip Sheet**, **Edit Image**, **Duplex/SeriesCopies**, **Reduce/Enlarge** (bottom row)

Callouts with arrows point to the following pages:

- See page 58. (points to Half Tone)
- See page 58. (points to Auto Image Density)
- See page 59. (points to Auto Paper Select)
- See page 63. (points to Bypass Tray)
- See page 62. (points to Auto Reduce/Enlarge)
- See page 118. (points to Full Size 100%)
- See page 112. (points to Stack Sort)
- See page 115. (points to Stack Sort)
- See page 102. (points to Cover/Slip Sheet)
- See page 74. (points to Edit Image)
- See page 70. (points to Duplex/SeriesCopies)
- See page 123. (points to Punch)
- See page 92. (points to Edit Image)
- See page 48. (points to Cover/Slip Sheet)

<RDH + Finisher>

The screenshot shows the copier's control panel with the following settings and callouts:

- Ready** (top left)
- Quantity** 1 (top right)
- Half Tone** (left side)
- Auto Image Density** (right side)
- 1 8 1/2 X 11**, **2 8 1/2 X 11**, **3 11 X 17** (paper size options)
- Auto Paper Select** (right side)
- 4 8 1/2 X 11**, **1 8 1/2 X 11** (paper size options)
- Bypass Tray** (right side)
- Auto Reduce/Enlarge** **Full Size 100%** (right side)
- Staple** options: **Top**, **Staple Bottom**, **Staple 2 Staples**
- Stack** (right side)
- Cover/Slip Sheet**, **Edit Image**, **Duplex/SeriesCopies**, **Reduce/Enlarge** (bottom row)

Callouts with arrows point to the following pages:

- See page 58. (points to Half Tone)
- See page 58. (points to Auto Image Density)
- See page 59. (points to Auto Paper Select)
- See page 63. (points to Bypass Tray)
- See page 62. (points to Auto Reduce/Enlarge)
- See page 115. (points to Stack)
- See page 118. (points to Stack)
- See page 92. (points to Edit Image)
- See page 70. (points to Duplex/SeriesCopies)
- See page 102. (points to Cover/Slip Sheet)
- See page 74. (points to Edit Image)

## Casual Screen

<DJF + S/S> <DJF + S/S with Punch>

The screenshot shows the 'Casual Screen' menu with the following elements:

- Ready** 100 % **Quantity** 1
- Half Tone** **Auto Image Density**
- 1** 8½X11 **2** 8½X11 **3** 11X17 **Auto Paper Select**
- 4** 8½X11 **1** 8½X11 **Bypass Tray**
- Sort/Staple** **Duplex** **Reduce/Enlarge**
- Select mode.**
- 1 Sided → 2 Sided** **2 Sided → 2 Sided**
- Even** **Odd** **Autocount** **2 Sided → 2 Sided**

Annotations with arrows point to the following items:

- Quantity 1: See page 58.
- Auto Image Density: See page 58.
- Auto Paper Select: See page 59.
- Bypass Tray: See page 63.
- Reduce/Enlarge: See page 70.
- Select mode: See page 74.
- 1 Sided → 2 Sided: See page 112.

<RDH + Finisher>

The screenshot shows the '<RDH + Finisher>' menu with the following elements:

- Ready** 100 % **Quantity** 1
- Half Tone** **Auto Image Density**
- 1** 8½X11 **2** 8½X11 **3** 11X17 **Auto Paper Select**
- 4** 8½X11 **1** 8½X11 **Bypass Tray**
- Staple** **Duplex** **Reduce/Enlarge**
- Select modes.**
- 1 Sided → 2 Sided** **2 Sided → 2 Sided**

Annotations with arrows point to the following items:

- Quantity 1: See page 58.
- Auto Image Density: See page 58.
- Auto Paper Select: See page 59.
- Bypass Tray: See page 63.
- Reduce/Enlarge: See page 70.
- Select modes: See page 74.
- 1 Sided → 2 Sided: See page 118.

□ Regular Screen and Casual Screen, See page 31.

## Reducing And Enlarging

See page 70.

### Reducing and enlarging using preset ratios (Preset R/E)



### Reducing and enlarging in 1% steps (Zoom)



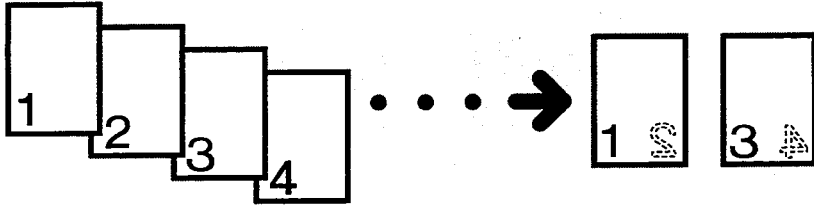
### Fitting the original to a copy of a different size (Size Magnification)



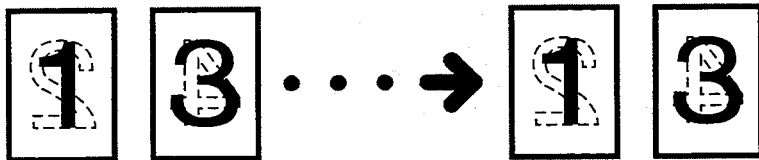
**Working With Both Sides Of Originals And Copies**

• See page 74.

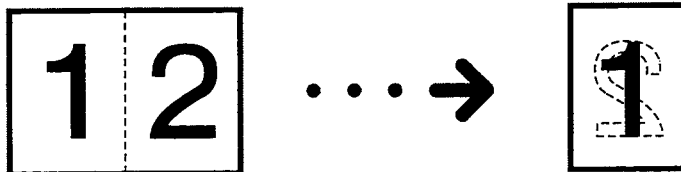
**Making two-sided copies from one-sided originals (Duplex, 1 Sided Originals → 2 Sided Copy)**



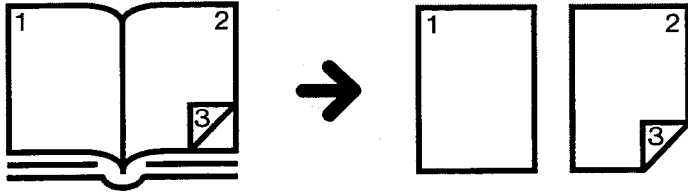
**Making two-sided copies from two-sided originals (Duplex, 2 Sided Originals → 2 Sided Copy)**



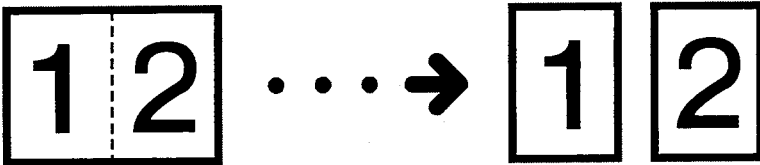
**Making two-sided copies from facing pages (Series Duplex, Single)**



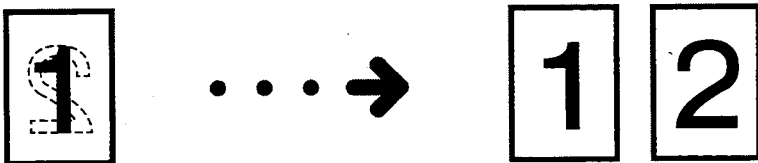
**Making two-sided copies from a book (Series Duplex, Multi)**



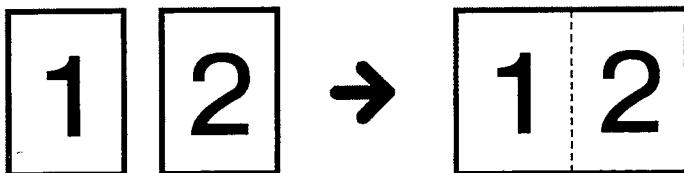
**Making one-sided copies from facing pages (Series Copies, Book → 1 Sided Copy)**



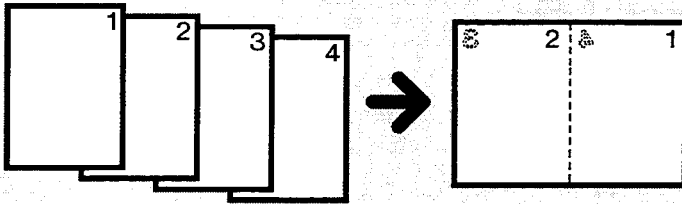
**Making one-sided copies from two-sided originals (Series Copies, 2 Sided Originals → 1 Sided Copy)**



**Combining two originals (Combine, Combine 2 Originals)**



**Combining four originals (Combine, Combine 4 Originals)**

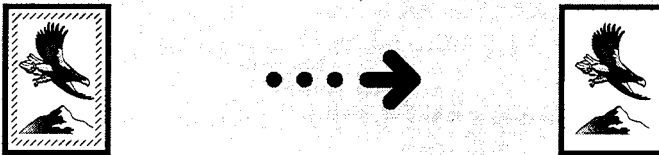


**Editing The Copy Image**

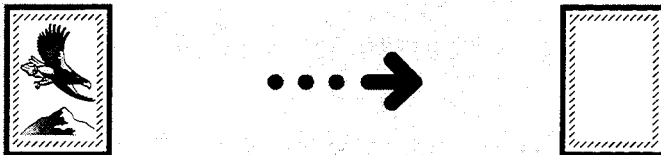
• See page 92.

**Erasing part of original image**

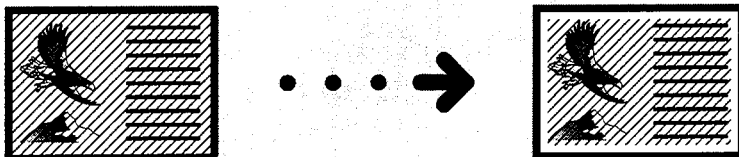
- Save Area



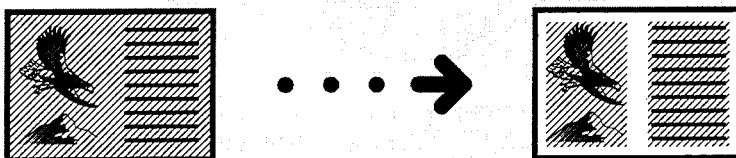
- Delete Area



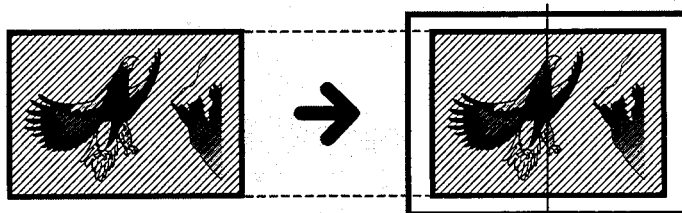
- Erase Border



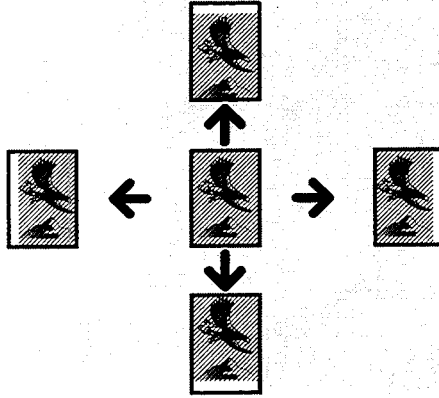
- Erase Center and Border



Centering the copy image (Centering)



### Adding margins for binding (Margin Adjustment)

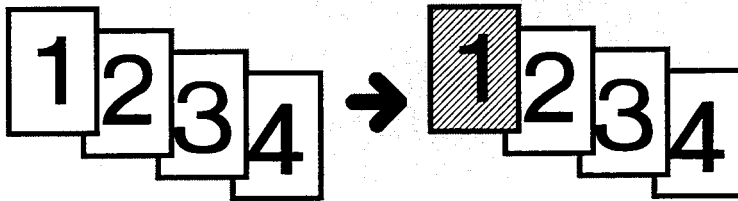


### Adding Or Inserting Sheets

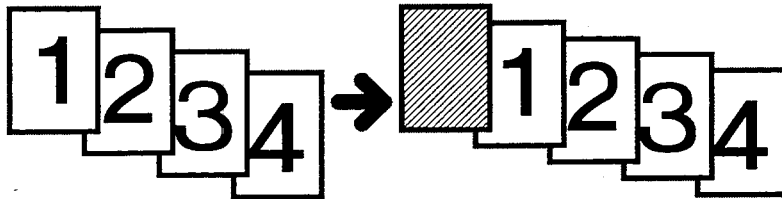
See page 102.

### Copying or adding a front cover (Front Cover)

- Copying



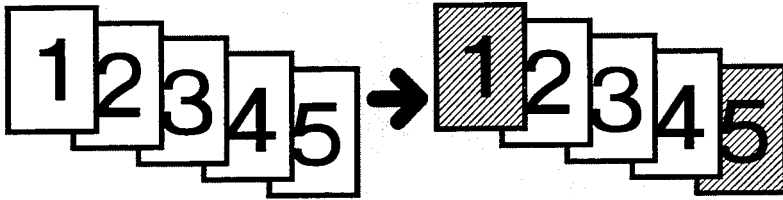
- Adding



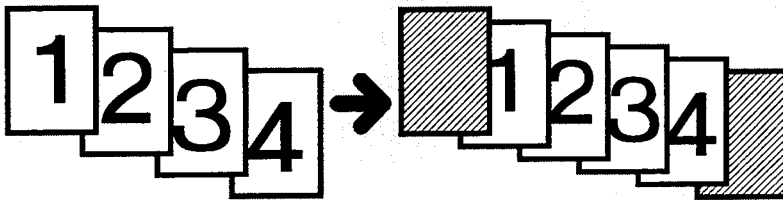


**Copying or adding front and back covers (Front/Back)**

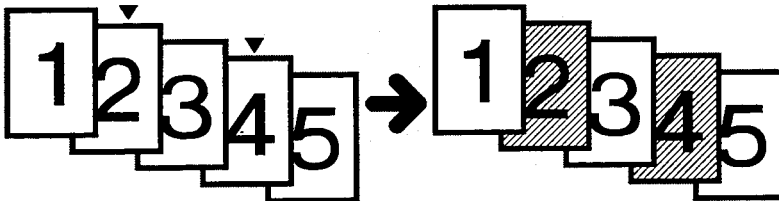
- Copying



- Adding

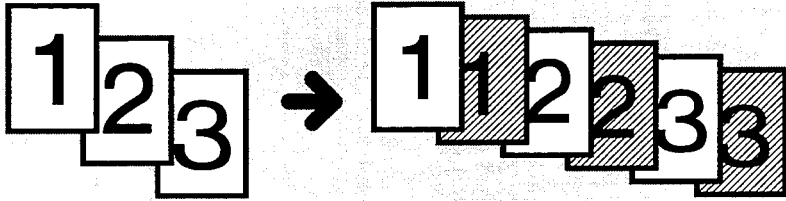


**Copying designated pages of originals onto slip sheets (Paper Designate)**

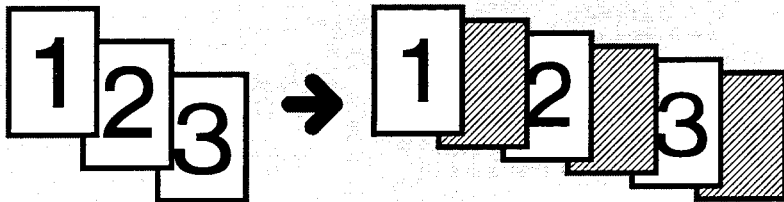


**Copying or inserting slip sheets (OHP Slip Sheet)**

- Copying



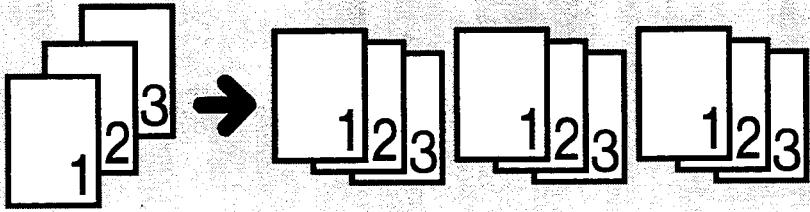
- Inserting



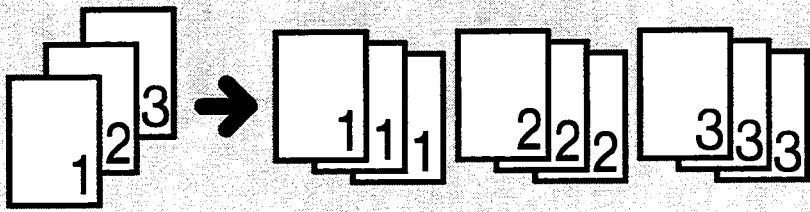
**Finishing (Option)**

➤ See page 112.

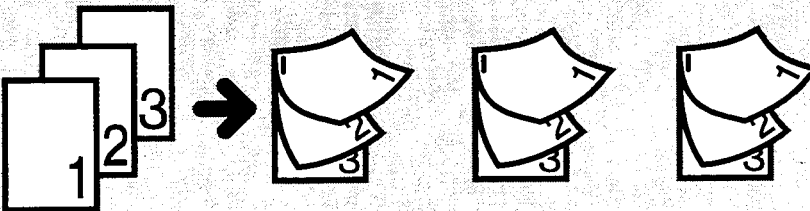
**Sorting into sets (Sort)**



**Stacking together all copies of a page (Stack)**

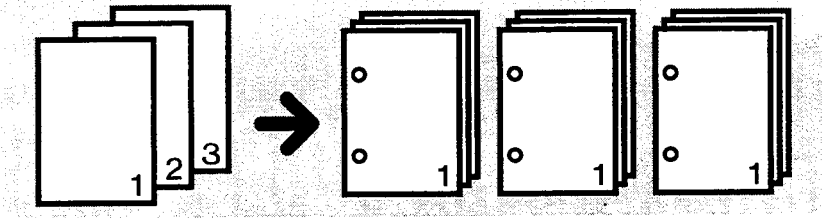


**Stapling copies (Staple)**

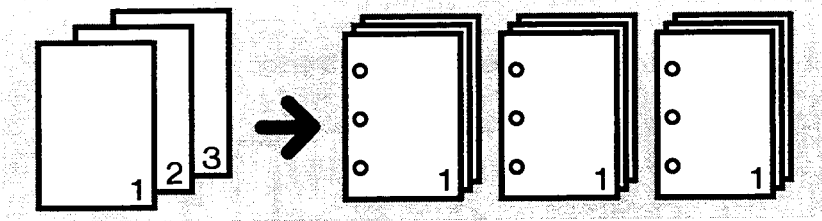


## Punching copies (Punch)

- 2 holes version



- 3 holes version



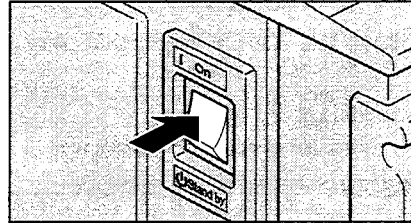
# BASICS

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## STARTING THE COPIER

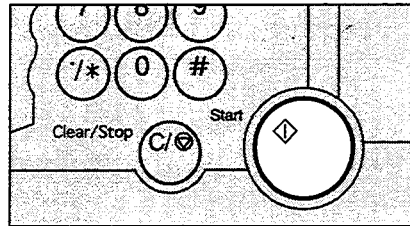
### When The Main Switch Is In The Stand-by Position

- 1 Turn on the main switch.



- 2 Wait for the copier to warm-up. During the warm-up period, the **Start** key is red.

- The warm-up period:
  - Model A: less than 5 minutes
  - Models B and C: less than 5 minutes and 30 seconds



- 3 After warm-up, the copier goes into the ready condition and the **Start** key lights green.

## When The Touch Panel Display Is Off

The copier is in Low Power mode.

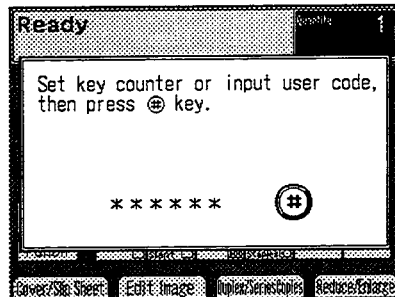
Stand in front of the auto-response sensor to return to the ready condition.

- ❑ For details about Low Power mode, ➡ see page 156.

## When The Copier Is Set For User Codes

Input your user code (6 digits) using the **Number** keys. Then touch the [#] key.

- ❑ To prevent others from making copies using your user code, press the **Clear/Stop** and **Clear Modes** key simultaneously after copying.
- ❑ The copier returns in User Code mode after your job is finished, after the selected time. This time can be changed with User Tools. ➡ See page 153.
- ❑ For details about user codes, ➡ see page 158.
- ❑ If you input the wrong user code, press the **Clear/Stop** key and input the code again.

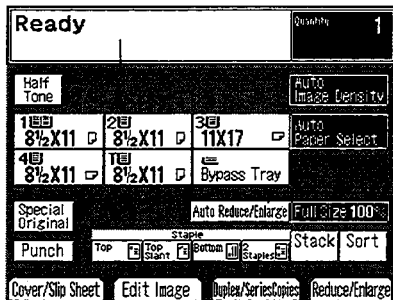


# USING THE TOUCH PANEL DISPLAY

## Selecting Functions

On the touch panel display, you can find keys, instructions and messages. By touching keys on the display, you can select or deselect functions and enter data for the selected modes. If you make a mistake and wish to clear the current settings, press the **Clear Modes** key.

- The following samples are the displays of the copier that is equipped with DJF + S/S with Punch.



Messages and instructions appear here.

Keys that have been selected.

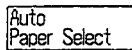
Keys that have the option of being selected.

Keys that do not have the option of being selected are screened.

In this manual, keys on the display are indicated as follows:

Example:

Key on the display:



In the manual: **[Auto Paper Select]** key

*Note: Do not press the touch panel display with any hard or sharp object (pen, pencil, etc.) Always use your fingers or something with a soft tip.*

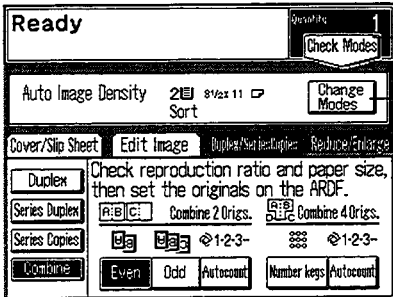


## Checking The Functions You Have Selected

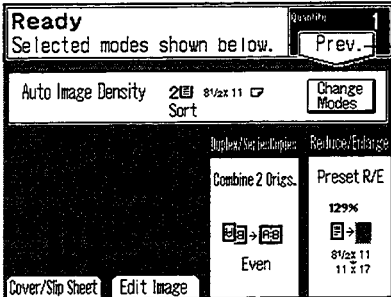
When you choose one or more copy settings, the last item you selected will remain on the screen.

To check all the settings you have chosen so far, touch the **[Check Modes]** key.

To change the settings you have chosen, touch the **[Change Modes]** key.



↓ Touching the **[Check Modes]** key



Touch to go back to the last display.

## Entering Numbers

When the display prompts you to enter a number, type it in with the **Number** keys and touch the [#] key on the display to accept it.

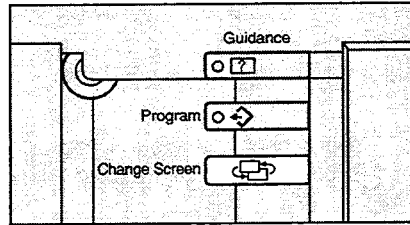
Should you make a mistake:

- If you have not touched the [#] key yet, touch the **[Clear]** key and then re-enter it. If the **[Clear]** key is not on the display, press the **Clear/Stop** key.
- If you have already touched the [#] key, touch the item you wish to change on the display and re-enter the number with the **Number** keys. Touch the [#] key on the display to accept it.

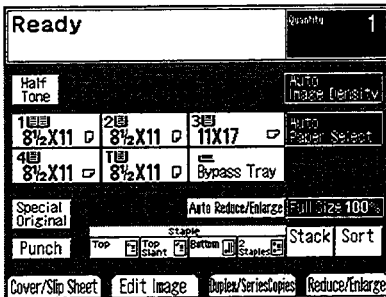
# Regular Screen and Casual Screen

BASICS

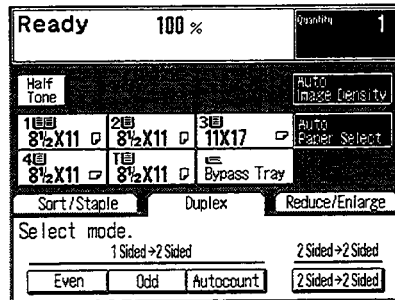
Press the **Change Screen** key to switch between Regular and Casual Screens.



Regular Screen



Casual Screen



- ❑ When you select Casual Screen, you cannot use the following functions:
  - Cover/Slip Sheet
  - Edit Image
  - Zoom, Size Magnification
  - Series Duplex (Single)
  - Series Copies (Book → 1 Sided Copies, 2 Sided Original → 1 Sided Copies)
  - Combine (Combine 2 Originals, Combine 4 Originals)
  - Preset
  - Stack (Option)
  - Special Original
- ❑ Regular Screen is selected by default. You can change this setting with User Tools. ➡ See page 155.
- ❑ Which folder (Sort/Staple, Duplex, Reduce/Enlarge) on Casual Screen is open by default can be changed with User Tools. ➡ See page 156.
- ❑ When you change from Casual Screen to Regular Screen, the copy settings on Casual Screen are reflected in Regular Screen. But you change from Regular Screen to Casual Screen, those on Regular Screen are not reflected in Casual Screen.

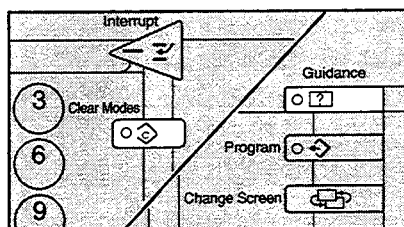
## GETTING HELP ON THE DISPLAY

Press the **Guidance** key when you want to know detailed information about functions you use. You can use this key in the Stand-by condition or when entering settings for a copy job.

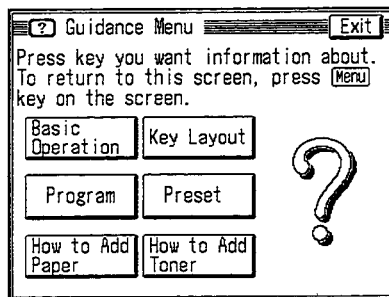
- You cannot use this function with Casual Screen. If you want to use it, select Regular Screen by pressing the **Change Screen** key.

### Seeking Guidance In The Stand-by Condition

- 1** Press the **Clear Modes** key then the **Guidance** key.

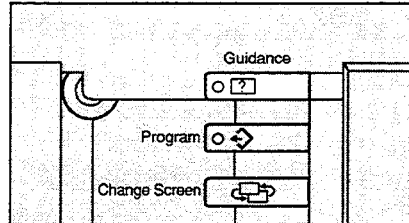


- 2** Touch the key you want to know about on the touch panel display.



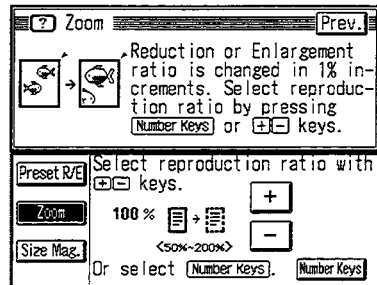
## Seeking Guidance While Entering Copy Job Settings

- 1 Press the **Guidance** key.



BASICS

- The information about functions you are trying to use will be displayed on the touch panel display.





# COPY PAPER AND TONER

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COPY PAPER AND TONER

# COPY PAPER

## Paper Sizes that can be set

### Model A

- You can change the paper size of the 2nd feed station by yourself, see page 148.
- If you want to change the paper size of 1st, 3rd, or 4th feed stations, contact your service representative.

Paper Feed Station	1st paper feed station (550 sheets)		2nd paper feed station (550 sheets)		3rd paper feed station (550 sheets)		4th paper feed station (550 sheets)		Bypass feed tray		Optional large capacity tray (3,500 sheets)	
A3	○		○		○		○		○			
B4	○		○		○		○		○			
A4	○	○	○	○	○	○	○	○	○	○	○	●
B5	○	○	○	○	○	○	○	○	○	○	○	●
A5	○	○	✿	○	○	○	○	○	○	○		
B6									○			
A6									○			
11" x 17"	●		●		●		●		●			
8 1/2" x 14"	●		●		●		●		●			
8 1/2" x 11"	●	●	●	○●	●	●	●	●	●	●	○●	●
8 1/2" x 13" (F4)			○		●		●		●			
8" x 10 1/2"			●		●		●		●	●		
8" x 10"			●		●		●		●	●		
8" x 13" (F)			●		●		●		○●			
8 1/4" x 13"			○		●		●		●			
10" x 14"			●		●		●		●			
11" x 15"			●		●		●		●			
5 1/2" x 8 1/2"			✿	●	●		●		●	●		○
Ba-Kai (267 x 390 mm)			*									
Shi-Liu-Kai (195 x 267 mm)			*	*								

○: can be used for metric version machines.

●: can be used for inch version machines.

✿: can be set by your service representative for metric version machines.

✿: can be set by your service representative for inch version machines.

\*: can be set by your service representative.



**Model B / Model C**

Paper Feed Station	Tandem paper tray (500 sheets x 2 sets)		2nd paper feed station (550 sheets)		<Type 1> 3rd & 4th paper feed station (550 sheets)		<Type 2> 3rd paper feed station (1,500 sheets)		Bypass feed tray		Optional large capacity tray (3,500 sheets)	
A3			○		○				○			
B4			○		○		○		○			
A4		○	○	○	○	○	○	○	○	○		○●
B5		○	○	○	○	○	○	○	○	○		○●
A5			✳	○	○	○			○	○		
B6									○			
A6									○			
11" x 17"			●		●				●			
8 1/2" x 14"			●		●		●		●			
8 1/2" x 11"		●	●	○●	●	●	●	●	●	●		○●
8 1/2" x 13"(F4)			○		●				●			
8" x 10 1/2"			●		●				●	●		
8" x 10"			●		●				●	●		
8" x 13" (F)			●		●				○●			
8 1/4" x 13"			○		●				●			
10" x 14"			●		●				●			
11" x 15"			●		●				●			
5 1/2" x 8 1/2"			✳	●	●				●	●		
Ba-Kai (267 x 390 mm)			*									
Shi-Liu-Kai (195 x 267 mm)			*	*								

COPY PAPER AND TONER

- : can be used for metric version machines.
- : can be used for inch version machines.
- ✳: can be set by your service representative for metric version machines.
- ✳: can be set by your service representative for inch version machines.
- \*: can be set by your service representative.

## Non-recommended Copy Paper

Copy paper of the types or in the conditions listed below is not recommended for this copier.

- Folded, curled, creased, or damaged paper
- Torn paper
- Damp paper
- Perforated paper
- Paper with conductive or low electrical resistance such as carbon or silver coating.
- Wavy paper
- Thermal paper, art paper
- Thin paper that has low stiffness
- Adhesive labels
- Stapled paper

## Notes For Copy Paper

- Load paper with the copy side down in the paper trays, and with the copy side up in the optional large capacity tray and the bypass feed table. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- Correct curls in copy paper before loading.
- Fan copy paper to get air between the sheets before loading.
- OHP transparencies, translucent paper, and adhesive labels should be set in the bypass feed table.
- OHP transparencies, translucent paper, and adhesive labels should be fanned to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.

## Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- ❑ Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- ❑ Do not store paper where it will be exposed to heat.
- ❑ Store on a flat surface.
- ❑ Use older stock first.
- ❑ Do not lay heavy objects on paper.
- ❑ Keep open reams of paper in the package, and store as you would unopened paper.

*Note: If you want to add toner, see page 138.*

## Notes For Toner

**⚠ WARNING:** *Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.*

*Note: Do not use used toner. This will damage the copier.*

- When adding toner, do not turn off the main switch. If you do, your copy settings are cleared.

## Toner Storage

- Store toner bottles in a cool, dark place.
- Never store toner where it will be exposed to heat.
- Do not lay heavy objects on toner bottles.

# ORIGINALS

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## RECOMMENDED ORIGINALS AND NON-RECOMMENDED ORIGINALS

### Recommended Originals

- Regarding originals that the dual job feeder can handle, ➤ See page 180.
- Regarding originals that the recirculating document handler can handle, ➤ See page 186.

### Non-recommended Originals

*Note: The following types of originals are not recommended for use with the dual job feeder and the recirculating document handler. Place them directly on the exposure glass.*

#### **- Dual job feeder and recirculating document handler**

- Paper with any kind of coating (such as carbon) on the back
- Folded, curled, creased, or damaged originals
- Mailing labels, or perforated originals
- Bound, stapled, or clipped originals
- OHP transparencies
- Translucent paper
- Pasted originals
- Stapled originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

**- Dual job feeder**

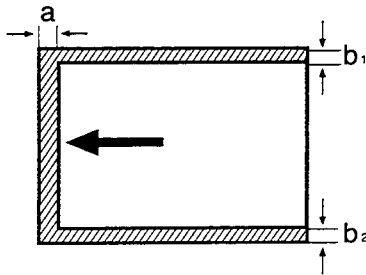
- Originals thicker than 128 g/m<sup>2</sup>, 34 lb
- Originals thinner than 40 g/m<sup>2</sup>, 11 lb
- Originals between 40 and 52 g/m<sup>2</sup>, 11 and 14 lb, Thin Paper mode should be set. ➔ See page .
- Originals thicker than 105 g/m<sup>2</sup>, 28 lb in Duplex mode
- Originals thinner than 52 g/m<sup>2</sup>, 14 lb in Duplex mode
- Originals larger than A3, 11" x 17"
- Originals smaller than B6, 5 1/2" x 8 1/2"

**- Recirculating document handler**

- Originals thicker than 105 g/m<sup>2</sup>, 28 lb
- Originals thinner than 52 g/m<sup>2</sup>, 14 lb
- Originals larger than A3, 11" x 17"
- Originals smaller than A5 □, 5 1/2" x 8 1/2" □

**Notes For Originals**

- Leading and side edges of originals are not copied as shown in the illustration.



**1 sided copy**

$a = 3.5 \pm 2.5 \text{ mm}, b_1 + b_2 \leq 3 \text{ mm}$

**Back side of 2 sided copy**

(in 1 sided originals to 2 sided copy mode)

When full size copying:

$*a = 8.5 \pm 3 \text{ mm}, b_1 + b_2 \leq 3 \text{ mm}$

When reducing or enlarging:

$a \leq 4 \text{ mm}, b_1 + b_2 \leq 3 \text{ mm}$

\* As a right margin of 5 mm, 0.2" is set on the back side automatically, the value "\*a" is 8.5 ± 3 mm. If you want to change this margin, touch the [Edit Image] key, then touch the [Margin Adj.] key. ➔ See page 92.

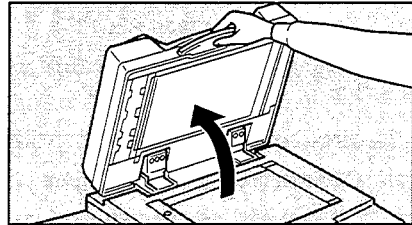
ORIGINALS

## SETTING ORIGINALS ON THE EXPOSURE GLASS

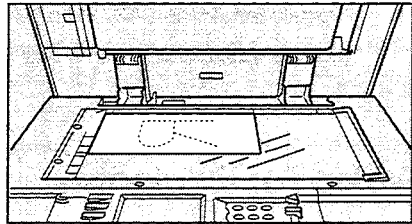
**1** Confirm that no originals are set in the dual job feeder or the recirculating document handler.

**2** Lift the platen cover, the dual job feeder, or the recirculating document handler.

The illustration shows the dual job feeder.



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



**4** Lower the platen cover, the dual job feeder, or the recirculating document handler.



## SETTING ORIGINALS IN THE DUAL JOB FEEDER

- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the dual job feeder until the originals have been completely fed out.
- If you want to set originals of different sizes at the same time, set Mixed Sized mode. ➔ See page 49.
- If you set originals between 40 and 52 g/m<sup>2</sup>, 11 and 14 lb, set Thin Paper mode. ➔ See page 52.
- Translucent paper should be used in Thin Paper mode.
- Do not press any parts of the dual job feeder strongly.

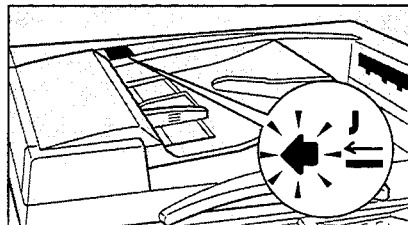
### Setting A Stack Of Originals (ADF mode/ARDF mode)

You can insert a stack of originals (one-sided or two-sided) of the same size into the dual job feeder. These originals are individually fed onto and removed from the exposure glass.

- You can still use originals that are not recommended for this mode. First make a set of copies of the originals by positioning them directly on the exposure glass, then use these copies as originals.

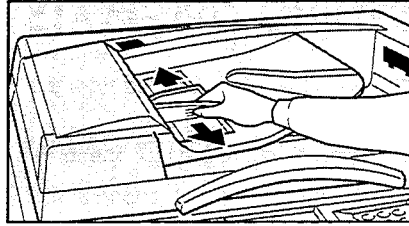
**1** Correct any curl, fold, or crease in the originals before setting the originals.

**2** Confirm that the **Insert Original** indicator is lit and the exposure glass is clear of originals.



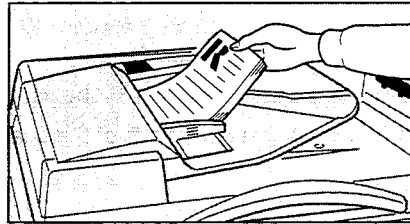
ORIGINALS

- 3** Adjust the original guide to the original size.



- 4** Set the originals *face up* into the dual job feeder until the **Insert Original** indicator goes off.

- The last page should be on the bottom.
- The original guide should touch the front side of the originals.
- Do not stack originals above the limit mark.

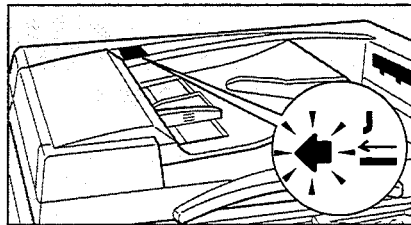


## Setting One Original At A Time (SADF mode)

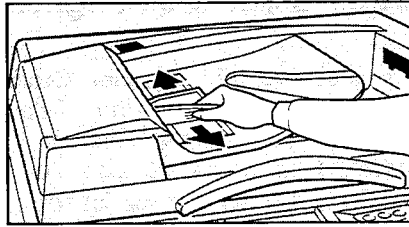
You can insert one original at a time in the dual job feeder. The original is automatically fed onto and removed from the exposure glass.

- 1** Correct any curl, fold, or crease in the originals before setting.

- 2** Confirm that the **Insert Original** indicator is lit and the exposure glass is clear of originals.

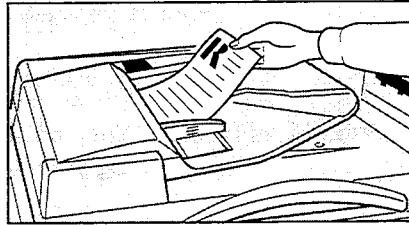


- 3** Adjust the original guide to the original size.



- 4** Set the original *face up* until the **Insert Original** indicator goes off.

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.

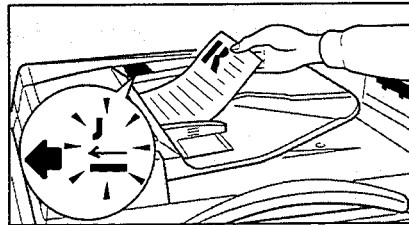


- The original guide must touch the front side of the original.

- 5** Press the **Start** key.

- 6** While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

- While the **Auto Feed** indicator is lit for about 5 seconds after the original is fed, the dual job feeder is ready for another original. You can change this time using the User Tools. ◀ See page 153.

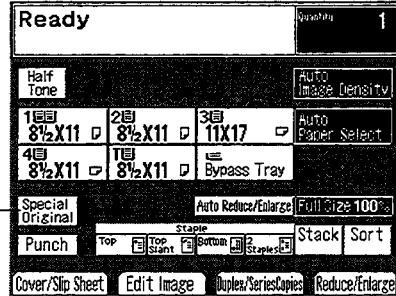


ORIGINALS

## Setting Special Originals

By touching the **[Special Original]** key and selecting the following modes, you can set different sized originals, a pasted original, or thin originals into the dual job feeder.

**[Special Original]** key



- **Mixed Sizes mode:** You can set originals with different widths and lengths together. ➤ See page 49.
  - **Pasted Original mode:** You can set a pasted original. ➤ See page 50.
  - **Thin Paper mode:** You can set thin originals. ➤ See page 52.
  - **Quiet Feed mode:** When you use Mixed Sized mode, Pasted Original mode, or Thin Paper mode, you can reduce the noise noise of feeding by setting Quiet Feed mode as well.
- You cannot use Mixed Sized mode and Pasted Original mode together.
  - Translucent paper should be used in Thin Paper mode.

## Setting different sized originals (Mixed Sizes mode)

- You can use the following sizes:

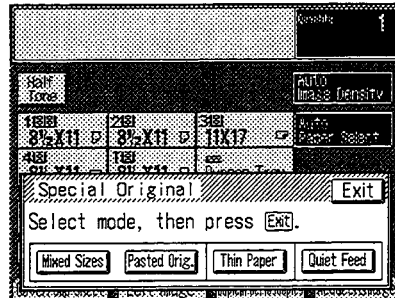
Metric version: A3 □, B4 □, A4 □ □, B5 □ □

Inch version: 11" x 17" □, 8 1/2" x 14" □, 8 1/2" x 11" □ □

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

**2** Touch the [**Mixed Sizes**] key, then touch the [**Exit**] key.

- You can also set Quiet Feed mode.



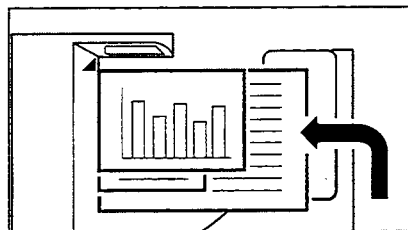
**3** Correct any curl, fold, or crease in the originals before setting.

**4** Adjust the original guide to match the widest original.

**5** Set the originals *face up* until the **Insert Original** indicator goes off.

- Originals must be aligned to the rear left corner of the dual job feeder as shown in the illustration.

**6** Press the **Start** key.

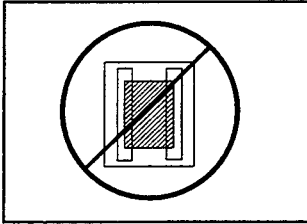


ORIGINALS

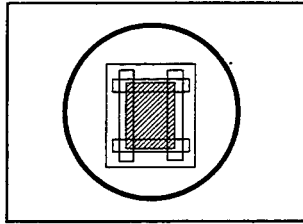
## Setting a pasted original (Pasted Original mode)

In this mode, you can set a pasted original into the dual job feeder.

- In this mode, set one original at a time.
- By setting Quiet Feed mode, you can reduce the noise of feeding.
- Always paste or tape originals on all sides as shown in the illustration.



Non-recommended

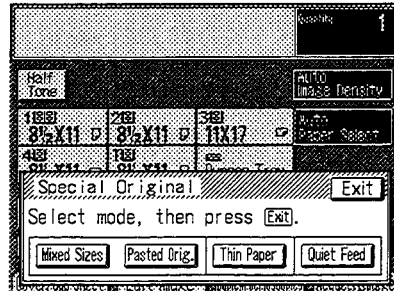


Recommended

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

**2** Touch the **[Pasted Orig.]** key, then touch the **[Exit]** key.

- You can also set Quiet Feed mode.

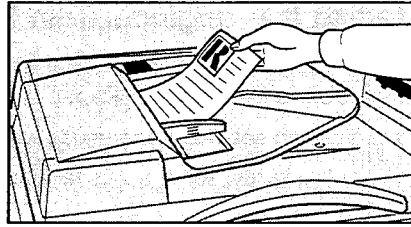


**3** Correct any curl, fold, or crease in the originals before setting.

**4** Adjust the original guide to match the original size.

**5** Set one pasted original *face up* until the **Insert Original** indicator goes off.

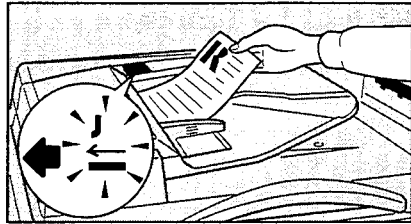
- The original guide must touch the front side of the original.



**6** Press the **Start** key.

**7** While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

- While the **Auto Feed** indicator is lit for about 5 seconds after the original is fed, the dual job feeder is ready for another original. You can change this time using the User Tools. ➤ See page 153.



## Setting thin originals (Thin Paper mode)

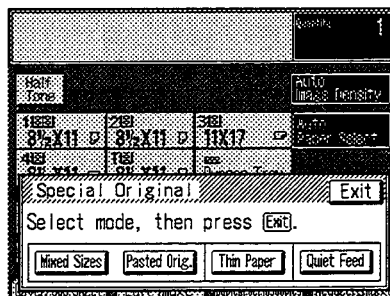
When you set thin originals (paper weight: 40 ~ 52 g/m<sup>2</sup>, 11 ~ 14 lb) in the dual job feeder, set Thin Paper mode.

- You can set Thin Paper mode with Mixed Size mode or Pasted Originals mode.
- In this mode, set one original at a time.

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

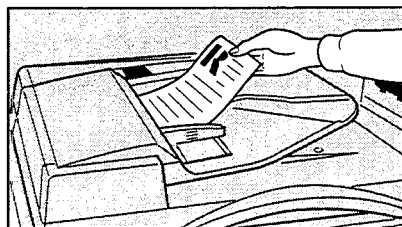
**2** Touch the **[Thin Paper]** key, then touch the **[Exit]** key.

- You can also set Quiet Feed mode.



**3** Set one original *face up* until the **Insert Original** indicator goes off.

- The original guide must touch the front side of the original.



**4** Press the **Start** key.



# SETTING ORIGINALS IN THE RECIRCULATING DOCUMENT HANDLER

## Setting Originals

- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the recirculating document handler until the originals have been completely fed out.
- Do not move the original guide and the feed-out unit until the originals has been completely fed out.
- You cannot set originals with different widths and lengths together.
- You can still use originals that are not recommended for this mode. First make a set of copies of the originals by positioning them directly on the exposure glass , then use these copies as originals.

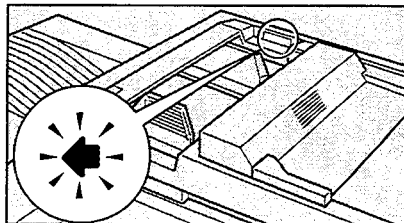
**1** Correct any curl, fold, or crease in the originals before setting.

**2** Confirm that the **Set Original** indicator is lit before setting the originals.

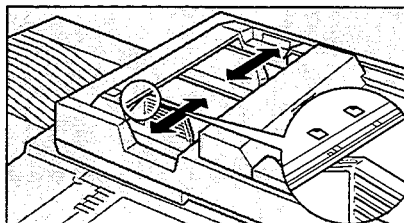
- If it is not lit, confirm that the feed-out unit and feed-in unit covers are closed properly.

**3** Confirm that no previous originals remain on the exposure glass or in the recirculating document handler.

**4** Adjust the original guides to the original width.



ORIGINALS

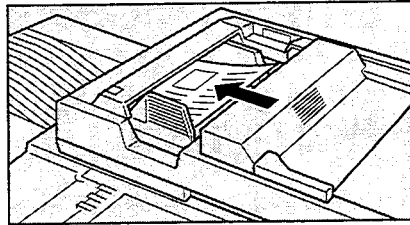


**SETTING ORIGINALS IN THE RECIRCULATING DOCUMENT HANDLER**

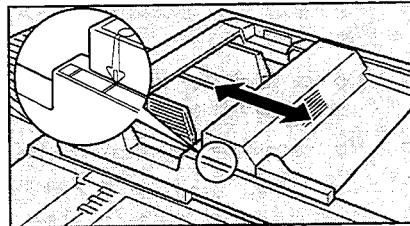
---

**5** Set the originals *face up* in the original stacker. The **Set Original** indicator should turn off.

- Originals should be the same size.



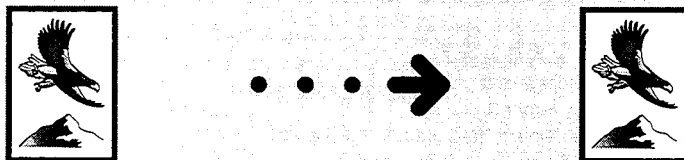
**6** Slide the feed-out unit to match the size marks on the front side of the recirculating document handler.



# COPYING

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# BASIC COPYING



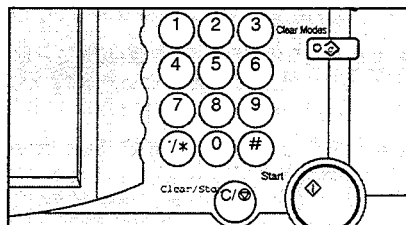
You can make copies that are the same size as your originals.

- ❑ Duplex mode (1 sided originals → 2 sided copy) is the default setting. If you want to cancel Duplex mode, touch the **[Duplex/Series Copies]** key. You can change this default setting using the User Tools. ➤ See page 155.
- ❑ If your copier is equipped with RDH + Finisher, Sort mode is the default setting. If you want to use Stack mode or Staple mode, touch the each key.

**1** Set your original on the exposure glass, in the dual job feeder, or in the recirculating document handler. ➤ See page 44 ~ 54.

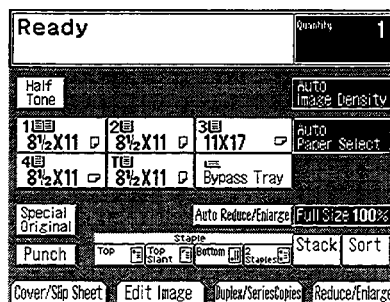
**2** Enter the number of copies required using the **Number** keys.

- ❑ To change the number entered, press the **Clear/Stop** key, then enter the new number.



**3** Confirm that the **[Auto Paper Select]** key is selected. If not, touch the **[Auto Paper Select]** key, or select the copy paper by touching the key for copy paper.

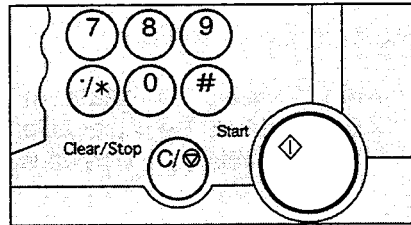
- ❑ Regarding Paper Selection, ➤ see page 59.



- 5** Make sure that the magnification ratio is set to 100%. If not, touch the **[Full Size]** key.

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

- To stop the copier during a multicopy run, press the **Clear/Stop** key.
- Press the **Start** key to resume copying, or press the **Clear/Stop** key again to clear the entered copy number.



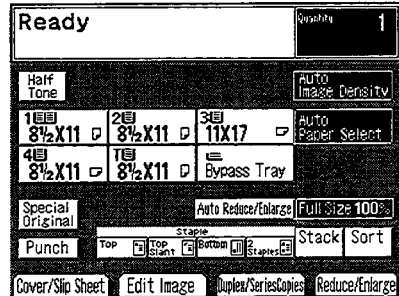
# BASIC FUNCTIONS

## Adjusting Copy Image Density

To match the originals, adjust the image density.

### Auto image density

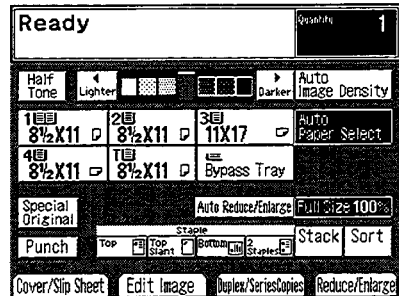
If you select the [**Auto Image Density**] key, the copier automatically controls the image density.



### Manual image density

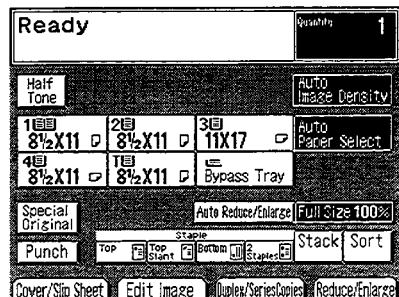
If you require darker or lighter copies, adjust the image density yourself.

If the [**Auto Image Density**] key is selected, touch it to cancel. Then, touch the [**Lighter**] (left) key to lower the image density. Touch the [**Darker**] (right) key to increase the image density.



## Copying Half-tone Originals

Copy image from half-tone originals will be improved by selecting this mode.

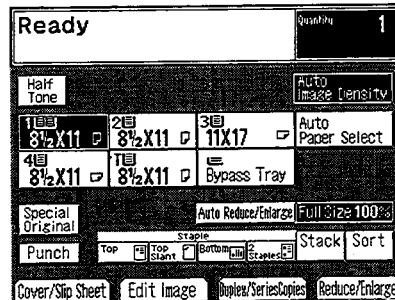


## Selecting The Copy Paper Size

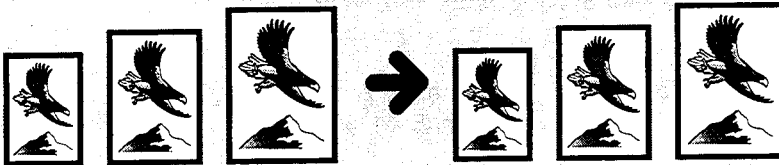
- Copying from bypass tray, ➤ See page 63.

### Selecting the copy paper size manually

If the [Auto Paper Select] key is selected, touch it to cancel. You will see the [Paper Selection] keys. Select the paper tray you want to use.



### Having the copier choose the paper size (Auto paper select)

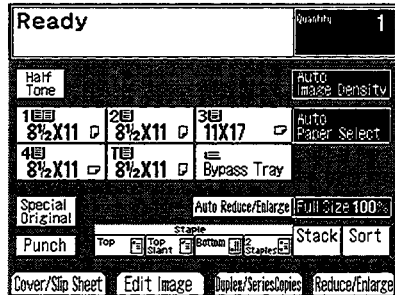


The copier selects a suitable size of copy paper based on the original size and the reproduction ratio.

- Regarding functions that cannot be used together with this function, ➤ see page 126.
- The special paper tray can not be selected by Auto-Select. For more details, ➤ see page 154.

- Example 1: When making full size copies

- 1 Make sure that the [Auto Paper Select] key is selected. If not, touch the [Auto Paper Select] key.



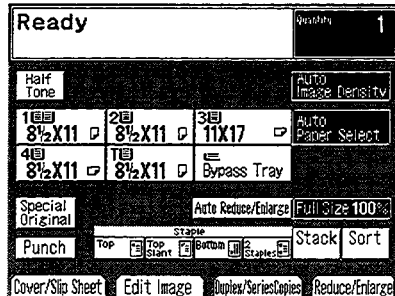
- 2 Make sure that the magnification ratio is set to 100%. If not, touch the [Full Size] key.
- 3 Set your originals.
- 4 Press the **Start** key. Suitable copy paper will be selected.

- Example 2: When making reduced copies

Example:

Metric version: original: A3, ratio: 71%  
 Inch version: original: 11" x 17", ratio: 65%

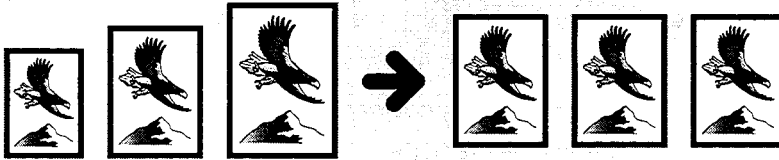
- 1 Make sure that the [Auto Paper Select] key is selected. If not, touch the [Auto Paper Select] key.





- 2** Touch the **[Reduce/Enlarge]** key. If your machine is a metric version, select 71%. If your machine is an inch version, select 65%.
  
- 3** Set your originals.
  
- 4** Press the **Start** key. Suitable copy paper will be selected.

## Having The Copier Choose The Reproduction Ratios (Auto Reduce/Enlarge)



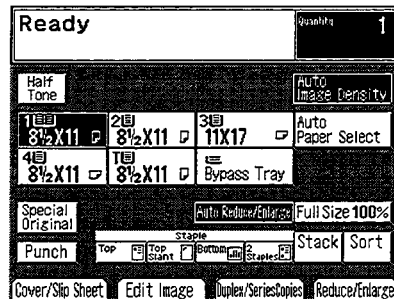
The copier can select the proper reproduction ratio based on the selected paper size and the original size.

- Regarding functions that cannot be used together with this function, see page 126.

Example:

Metric version: original: A3 □, copy paper: A4 □  
 Inch version: original: 11" x 17" □, copy paper: 8 1/2" x 11" □

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



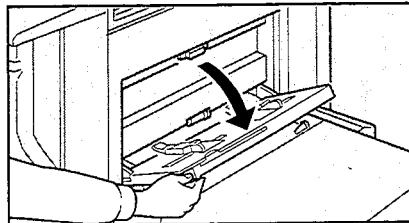
- 2 Set your originals.
- 3 Choose your copy paper size (e.g. A4 □, 8 1/2" x 11" □).
- 4 Press the **Start** key. The original image is enlarged or reduced to fit the selected copy paper.

## Copying From The Bypass Tray

Use the bypass tray to copy onto paper that is not set in the paper tray.

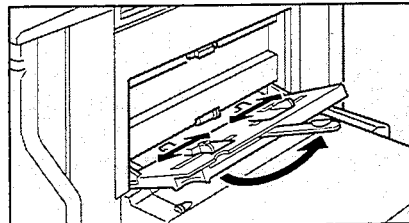
- ❑ OHP transparencies, adhesive labels, post cards, and translucent paper can be set into the bypass tray.
- ❑ Regarding the paper sizes and directions that can be set, ➤ See page 36 and 37.
- ❑ Number of sheets that can be set at one time:
  - Standard paper: 50 sheets (80 g/m<sup>2</sup>, 20 lb)
  - OHP transparencies: 20 sheets
  - Adhesive labels: 1 sheet
  - Translucent paper: 1 sheet
  - Post card: 1 sheet
- ❑ OHP transparencies and translucent paper should be fanned to get air between the sheets before loading.
- ❑ When you set an original on the exposure glass, make sure the platen cover, the dual job feeder, or the recirculating document handler lowered. Or the back side of the next copy might be dirty.
- ❑ Regarding functions that cannot be used together with this function, ➤ See page 126.

- 1** Open the bypass tray.



- 2** Slide the paper guides to the paper width.

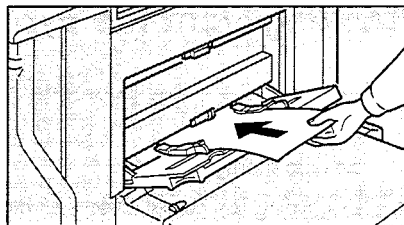
- ❑ If you use large size (more than A4 ☐, 11" x 8 1/2" ☐) copy paper, swing out the extender.



## BASIC FUNCTIONS

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- 3** Insert the copy paper.



- 4** Make sure the **[Bypass tray]** key is selected on the display. If not, touch it.

- 5** Set your originals.

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

## Storing Your Copy Settings In Memory (Program)

You can store up to five frequently used copy job settings in machine memory, and recall them for future use.

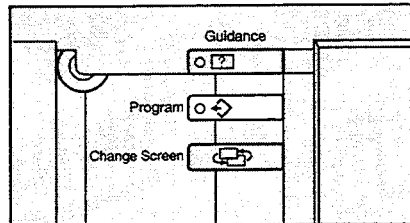
- ❑ The following functions can be stored:
  - Image Density
  - Paper size
  - Auto Reduce/Enlarge
  - Sort/Stack/Staple/Punch mode
  - Reducing and Enlarging mode
  - Duplex/Series Copies mode
  - Edit Image mode
  - Cover/Slip Sheet mode
  - Special Original mode
- ❑ As a default setting, Program 5 is selected by default. You can change this setting with User Tools. ➡ see page 155.

### Storing Your Settings

**1** Set the copy settings you want to put into memory.

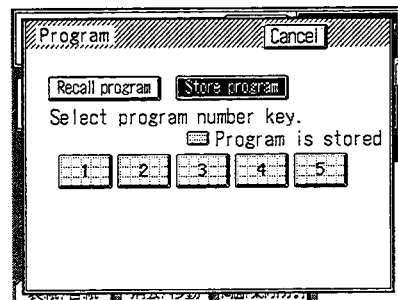
**2** Press the **Program** key.

**3** Touch the **[Store program]** key.



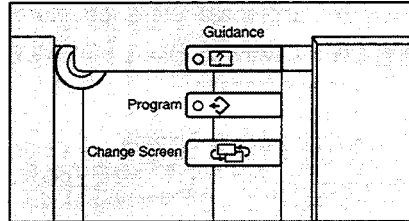
**4** Select the program number you want to store the settings in.

- ❑ Already programmed keys are shown cross-hatched.

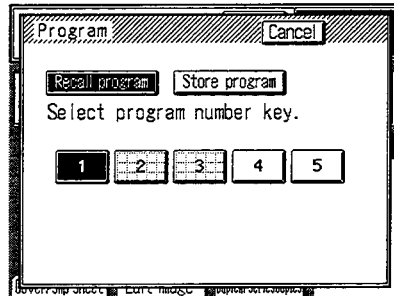


## Recalling Your Settings

- 1** Press the **Program** key.



- 2** Make sure that the **[Recall program]** key is selected.



- 3** Select the program number you want to recall.
  - Already programmed keys are shown cross-hatched.

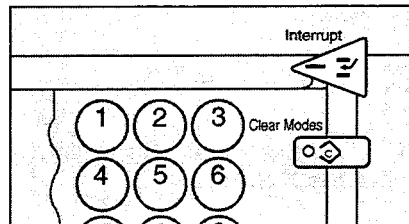
## Other Functions

### Temporarily Stopping One Job To Copy Something Else (Interrupt Copying)

Use the **Interrupt** key to interrupt a multi-copy run to make urgently needed copies.

- Regarding functions that cannot be used together with this function, see page 126.

- 1** Press the **Interrupt** key. The copier will stop the copy run and store the present settings in the memory. The copier will return to the ready condition.



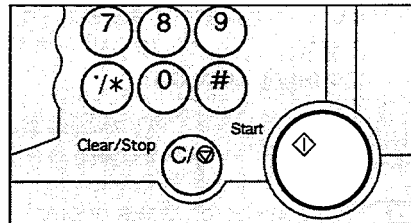
- 2** Remove the previous original. Set your originals for interrupt copying.
- 3** Make your copies.
- 4** After interrupt copying is completed, press the **Interrupt** key again. The copier will recall the previous copy settings.
- 5** Reset the previous original and press the **Start** key to resume the previous run.

## Entering Copy Job Settings During The Warm-up Period (Auto Start)

If you press the **Start** key during the warm-up period, the **Start** key will blink, and your copies will be made as soon as warm-up finishes.

- 1** Set your originals.
- 2** Set your copy settings during warm-up period.
- 3** Press the **Start** key.

- To cancel Auto Start, press the **Clear/Stop** key.





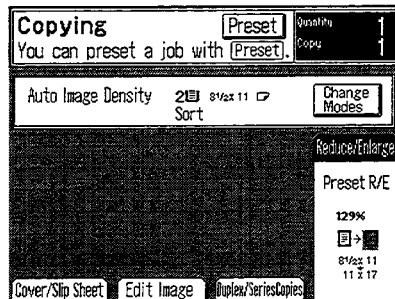
## Presetting copy jobs during the copy run (Preset)

You can set the copy settings for your next job. The copier will start the next copy job after the current job is completed.

**Note:** This function can be used only when your machine is equipped with the optional dual job feeder.

- ❑ Regarding functions that cannot be used together with this function, see page 126.

**1** Touch the **[Preset]** key.



**2** Set the copy job settings for your next job.

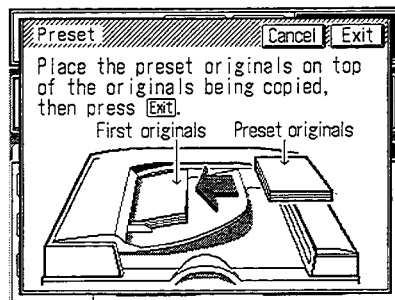
**3** Touch the **[Exit]** key.

**4** Set the originals for your next job on top of the originals being copied following the instructions on the display.

- ❑ Push in the originals completely, but do not insert too strongly.

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

- ❑ After the first job is finished, the next job will start automatically.
- ❑ To change or cancel the preset copy jobs, touch the **[Preset]** key and follow the instructions on the display.



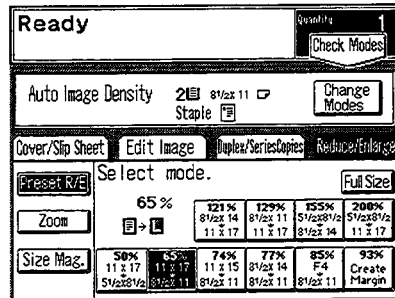
# REDUCING AND ENLARGING



- Regarding functions that cannot be used together with this function, see page 126.

## Reducing And Enlarging Using Preset Ratios (Preset R/E)

**1** Touch the **[Reduce/Enlarge]** key.



**2** Make sure that the **[Preset R/E]** key is selected. Then, select the preset reducing ratios.

**3** Set your originals.

**4** Press the **Start** key.

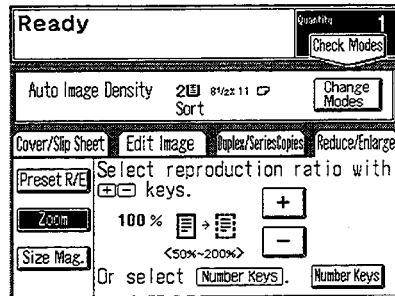
## Reducing And Enlarging In 1% Steps (Zoom)

You can change the reproduction ratio from 50% to 200% in 1% steps.

### Using the (+) (-) key

**1** Touch the **[Reduce/Enlarge]** key.

**2** Touch the **[Zoom]** key.



**3** Make sure that the **[+]** key and **[-]** key are displayed. If not, touch the **[+/- key]** key.

**4** Adjust the reproduction ratio following the instructions on the display.

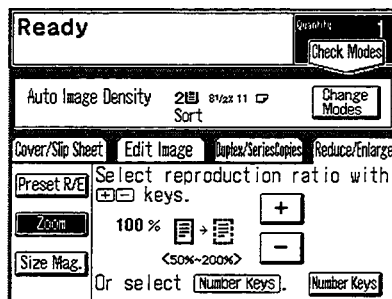
**5** Set your originals.

**6** Press the **Start** key.

## Using the Number keys

**1** Touch the [Reduce/Enlarge] key.

**2** Touch the [Zoom] key.



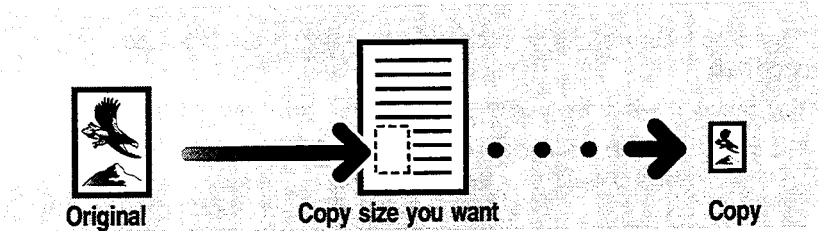
**3** Touch the [Number keys] key.

**4** Adjust the reproduction ratio following the instructions on the display.

**5** Set your originals.

**6** Press the **Start** key.

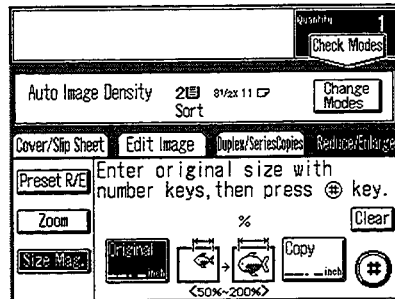
## Fitting The Original To A Copy Of A Different Size (Size Magnification)



A suitable reproduction ratio will be automatically selected when you enter the lengths of the original and copy image you want.

**1** Touch the **[Reduce/Enlarge]** key.

**2** Touch the **[Size Mag.]** key.



**3** Enter the original size and copy paper size using the **Number** keys following the instructions on the display.

- Up to 999 mm (metric version), 99.99" (inch version) can be entered.
- For an explanation of entering numbers, see page 30.

**4** Set your originals.

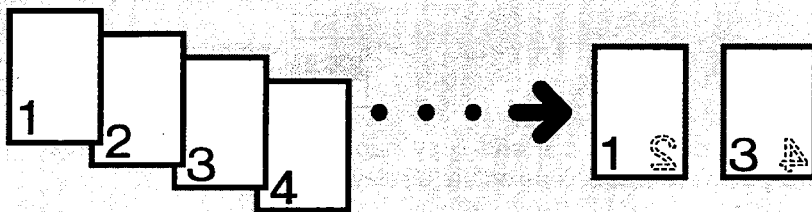
**5** Press the **Start** key.

## WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

- ❑ Regarding functions that cannot be used together with this function, see page 126.
- ❑ You cannot make more than 50 sets of copies in Duplex mode.
- ❑ The following paper limitations apply:

Maximum size:	Metric version:	A3
	Inch version:	11" x 17"
Minimum size:	Metric version:	A5
	Inch version:	5 1/2" x 8 1/2"
Weight:	Metric version:	64 ~ 104 g/m <sup>2</sup>
	Inch version:	17 ~ 24 lb
- ❑ You can select "1 Sided → 2 Sided" or "2 Sided → 2 Sided" that is selected as a default when you select Duplex mode.

### Making Two-sided Copies From One-sided Originals (Duplex, 1 Sided Originals → 2 Sided Copy)



- ❑ With the default setting, this mode is selected. In this case, you don't need to do steps 1 and 2. You can change this default setting using the User Tools. See page 155.
- ❑ A right margin of 5 mm, 0.2" is set on the back side automatically. If you want to change this margin, touch the **[Edit Image]** key, then touch the **[Margin Adj.]** key. See page 92.
- ❑ When you set an original on the exposure glass, start with the last page of the originals.

## If your machine is equipped with DJF

If your machine is equipped with the optional dual job feeder, you can select one of three keys (Even, Odd, or Autocount) depending on the number of your originals.

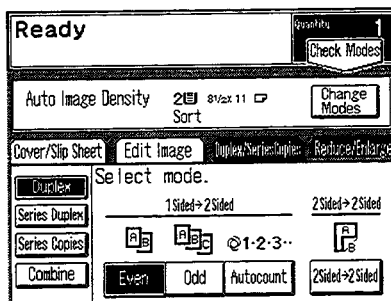
**[Even]** : Select this key if the number of originals is even.

**[Odd]** : Select this key if the number of originals is odd.

**[Autocount]** : Select this key if you don't know the number of originals.  
The machine automatically counts the number.

**1** Touch the **[Duplex/Series Copies]** key.

**2** Make sure that the **[Duplex]** key is selected.



**3** Touch the **[Even]** key, the **[Odd]** key, or the **[Autocount]** key.

- When you touch the **[Autocount]** key, follow the instruction on the display to count the number of originals.

**4** Set your originals face up in the dual job feeder.

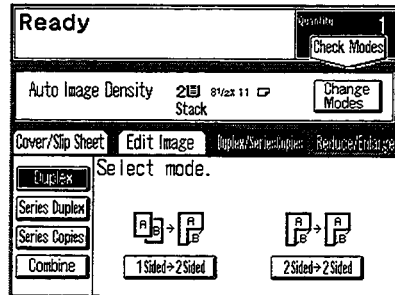
- The last page of the originals should be on the bottom.

**5** Press the **Start** key.

## If your machine is equipped with RDH

If your machine is equipped with the optional recirculating document handler, the Autocount function is default.

**1** Touch the [**Duplex/Series Copies**] key.



**2** Make sure that the [**Duplex**] key is selected.

**3** Touch the [**1 sided → 2 sided**] key.

**4** Set the stack of originals face up in the recirculating document handler.

- The last page of the originals should be on the bottom.

**5** Press the **Start** key.

- The machine starts counting originals. After counting is finished, copying will start automatically.



## If your machine is not equipped with DJF or RDH

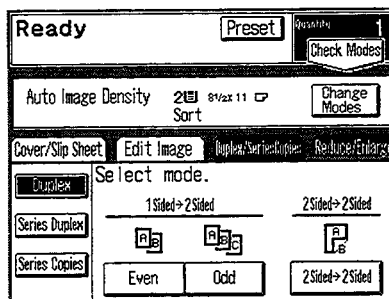
If your machine is not equipped with the optional dual job feeder or recirculating document handler, you can select one of two keys (Even or Odd) depending on the number of your originals.

**[Even]** : Select this key if the number of originals is even.

**[Odd]** : Select this key if the number of originals is odd.

**1** Touch the **[Duplex/Series Copies]** key.

**2** Make sure that the **[Duplex]** key is selected.



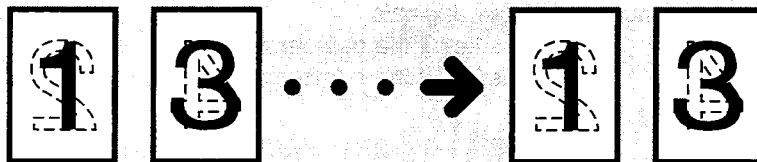
**3** Touch the **[Even]** key or **[Odd]** key.

**4** Set a page of your original on the exposure glass.

Start with the last page of the originals.

**5** Press the **Start** key.

## Making Two-sided Copies From Two-sided Originals (Duplex, 2 Sided Original → 2 Sided Copy)



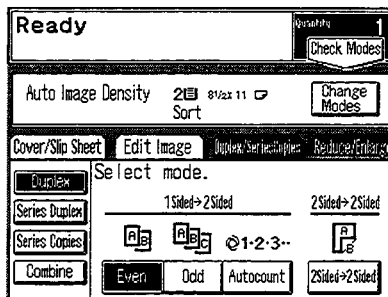
**Note:** It is recommended to set originals in the dual job feeder or the recirculating document handler in this function.

**1** Touch the [Duplex/Series Copies] key.

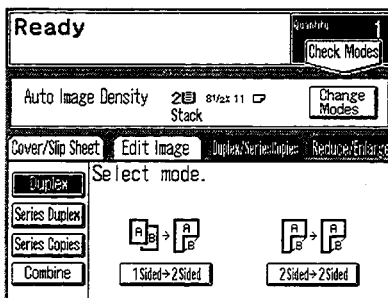
**2** Make sure the [Duplex] key is selected.

**3** Touch the [2 Sided → 2 Sided] key.

<DJF + S/S> <DJF + S/S with Punch>



<RDH + Finisher>

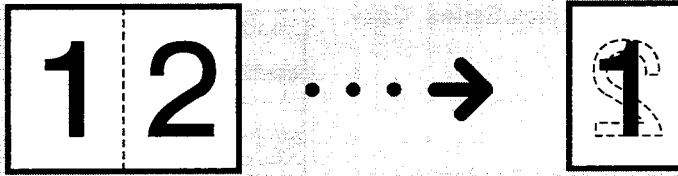


**4** Set your originals in the dual job feeder or the recirculating document handler.

The last page of the originals should be on the bottom.

**5** Press the **Start** key.

## Making Two-sided Copies From Facing Pages (Series Duplex, Single)

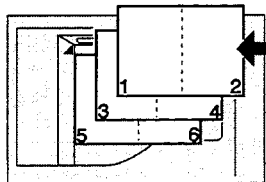


This function makes two-sided copies from two facing pages of a bound (book) original.

- This function cannot be used for copy paper larger than A4 □, 8 1/2" x 11" □.
- The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.
- Set the originals as shown below:

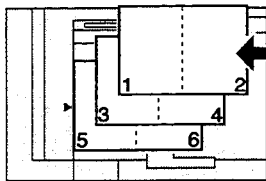
### <Dual job feeder>

The last page of the originals should be on the bottom.



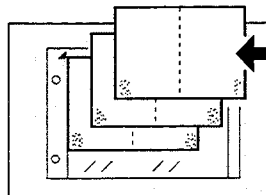
### <Recirculating document handler>

The last page of the originals should be on the bottom.

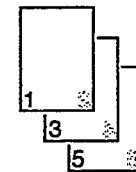


### <Exposure glass>

Start with the last page of the originals.



Copies

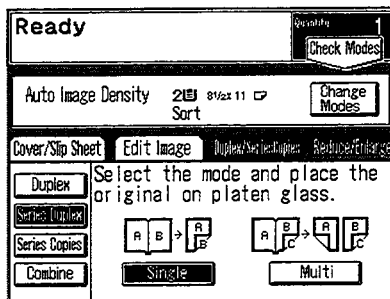


COPYING

## WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

- ❑ Make sure that the original binding is centered with the book mark on the rear scale.

**1** Touch the [Duplex/Series Copies] key.



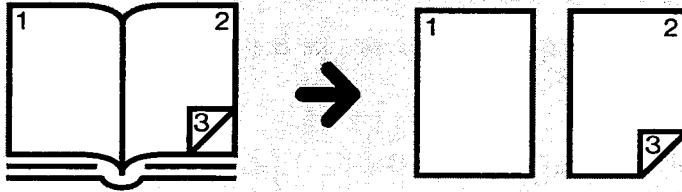
**2** Touch the [Series Duplex] key.

**3** Make sure the [Single] key is selected.

**4** Set your originals.

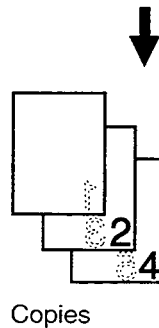
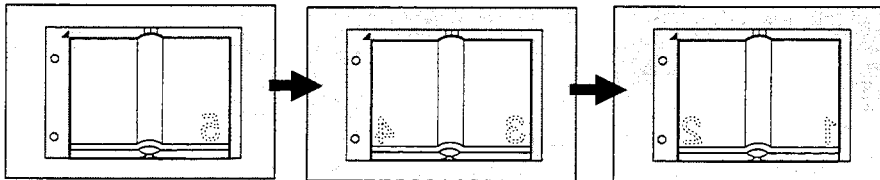
**5** Press the **Start** key.

## Making Two-sided Copies From A Book (Series Duplex, Multi)



Use this function to have the copies face each other exactly as the bound (book) originals do.

- In this function, place the original on the exposure glass.
- The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.
- For bound originals read from left to right, place the original on the exposure glass with the cover right side up. You should start with the last page of the originals and the last page should be aligned to the left scale as shown below:



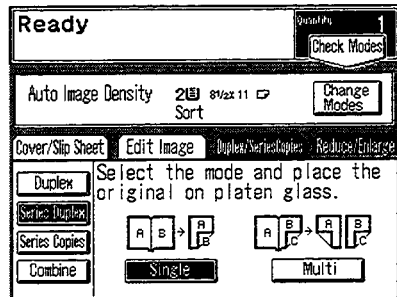
Copies

## WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

- ❑ Make sure that the original binding is centered with the book mark on the rear scale.
- ❑ For binding originals read from right to left, place the book with the cover upside down.
- ❑ You can also use this function with the dual job feeder or the recirculating document handler.

**1** Touch the [Duplex/Series Copies] key.

**2** Touch the [Series Duplex] key.

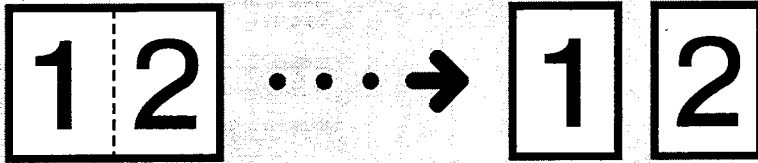


**3** Touch the [Multi] key.

**4** Set the originals.

**5** Press the **Start** key.

## Making One-sided Copies From Facing Pages (Series Copies, Book → 1 Sided Copies)

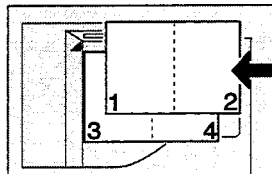


This function makes one-sided copies from two facing pages of bound (book) originals.

- This function cannot be used for copy paper larger than A4 □, 8 1/2" x 11" □.
- The center of an original is determined according to the selected copy paper and reproduction ratio. Make sure to select copy paper and reproduction ratio suitable for the original.
- Set the originals as shown below:

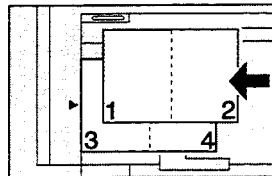
### <Dual job feeder>

The last page of the originals should be on the bottom.



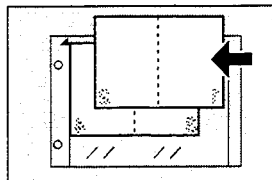
### <Recirculating document handler>

The last page of the originals should be on the bottom.

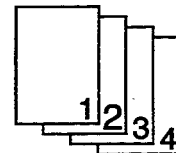


### <Exposure glass>

Start with the last page of the originals.



Copies



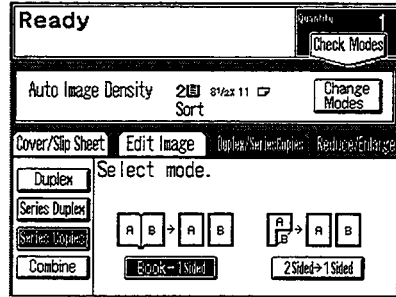
COPYING

**WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)**

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- Make sure that the original binding is centered with the book mark on the rear scale.

**1** Touch the **[Duplex/Series Copies]** key.



**2** Touch the **[Series Copies]** key.

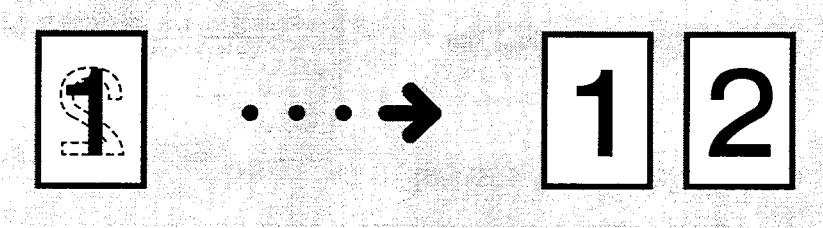
**3** Make sure the **[Book → 1 Sided]** key is selected.

**4** Set your originals.

**5** Press the **Start** key.



## Making One-sided Copies From Two-sided Originals (Series Copies, 2 Sided Original → 1 Sided Copies)

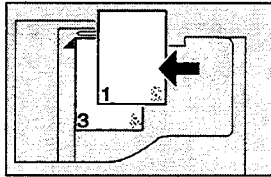


**Note:** It is recommended to set originals in the dual job feeder or the recirculating document handler in this function.

- Set the originals as shown below:

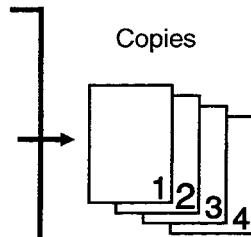
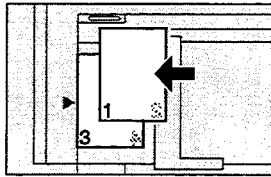
### <Dual job feeder>

The last page of the originals should be on the bottom.



### <Recirculating document handler>

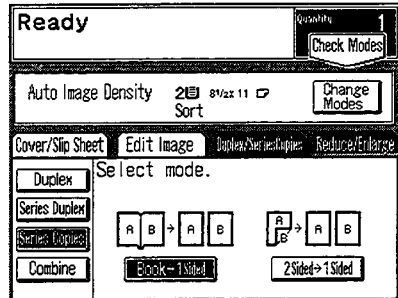
The last page of the originals should be on the bottom.



**1** Touch the **[Duplex/Series Duplex]** key.

**2** Touch the **[Series Copies]** key.

**3** Touch the **[2 Sided → 1 Sided]** key.

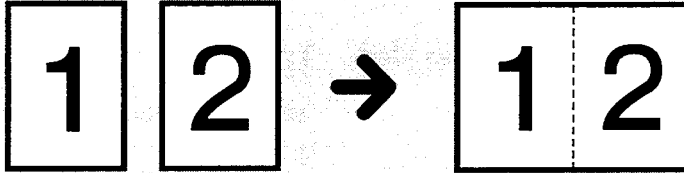


**4** Set your originals in the dual job feeder or the recirculating document handler.

- The last page of the originals should be on the bottom.

**5** Press the **Start** key.

## Combining Two Originals (Combine, Combine 2 Originals)

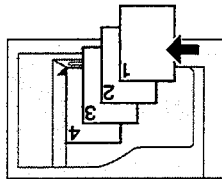


This function automatically combines two 1-sided originals on one copy.

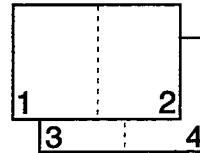
**Note:** This function can be used only when your machine is equipped with the dual job feeder.

- When using this function, select the copy paper size below.  
 Metric version: A4 , B5 , A5   
 Inch version: 8 1/2" x 11" , 8 1/2" x 5 1/2"
- Select one of three keys (Even, Odd, or Autocount) depending on the number of your originals.
  - [Even]** : Select this key if the number of originals is even.
  - [Odd]** : Select this key if the number of originals is odd.
  - [Autocount]** : Select this key if you don't know the number of originals.  
 The machine automatically counts the number.
- Set the originals as shown below:

Even



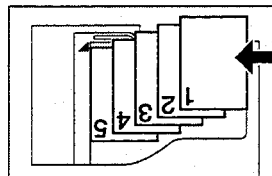
Copies



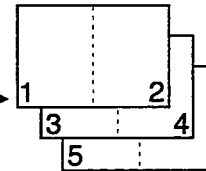
<Dual job feeder>

The last page of the originals should be on the bottom.

Odd



Copies

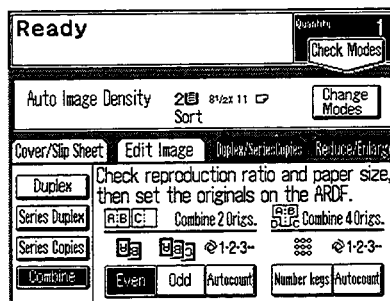


COPYING

## WORKING WITH BOTH SIDES OF ORIGINALS AND COPIES (Duplex/Series Copies)

- Before using this function, select copy paper size. Auto Paper Select function cannot be used in this function.
- Before using this function, check the reproduction ratio. Auto Reduce/Enlarge function cannot be used in this function.

**1** Touch the [**Duplex/Series Copies**] key.



**2** Touch the [**Combine**] key.

**3** Touch the [**Even**] key, the [**Odd**] key, or the [**Autocount**] key.

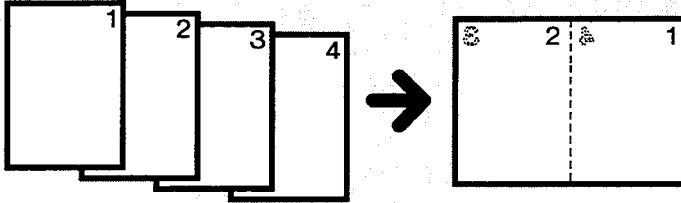
- When you touch the [**Autocount**] key, follow the instruction on the display to count the number of originals.

**4** Set your originals in the dual job feeder.

- The last page of the originals should be on the bottom.

**5** Press the **Start** key.

## Combining Four Originals (Combine, Combine 4 Originals)



This function makes one 2 sided copy from four 1 sided originals.

**Note:** *This function can be used only when your machine is equipped with the dual job feeder.*

- When using this function, select the copy paper size below.  
Metric version: A4 , B5 , A5   
Inch version: 8 1/2" x 11" , 8 1/2" x 5 1/2"
- After selecting the Combine 4 Originals function, select the **[Number keys]** key or the **[Autocount]** key to input the number of originals.

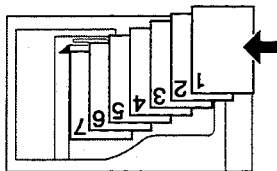
**[Number keys]** : Select this key if you want to input the number of originals with the **Number** keys.

**[Autocount]** : Select this key if you don't know the number of originals. The machine automatically counts the number.

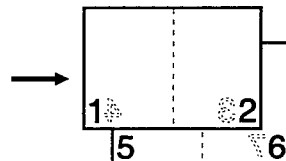
- Before using this function, select copy paper size. Auto Paper Select function cannot be used in this function.
- Before using this function, check the reproduction ratio. Auto Reduce/Enlarge function cannot be used in this function.
- Set the originals as shown below:

### <Dual job feeder>

The last page of the originals should be on the bottom.



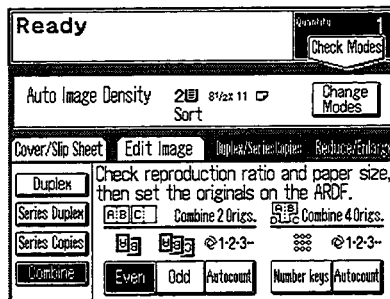
### Copies



COPYING

## When using the (Number keys) key

**1** Touch the [Duplex/Series Copies] key.



**2** Touch the [Combine] key.

**3** Touch the [Number keys] key.

**4** Enter the number of the originals with the **Number** keys. Then touch the [#] key.

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

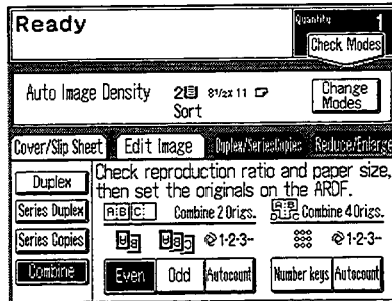
**6** Set the originals in the dual job feeder.

The last page of the originals should be on the bottom.

**7** Press the **Start** key.

## When using the (Autocount) key

**1** Touch the [Duplex/Series Copies] key.



**2** Touch the [Combine] key.

**3** Touch the [Autocount] key.

**4** Follow the instructions on the display to count the number of originals.

**5** Set your originals in the dual job feeder.

- The last page of the originals should be on the bottom.

**6** Press the **Start** key.

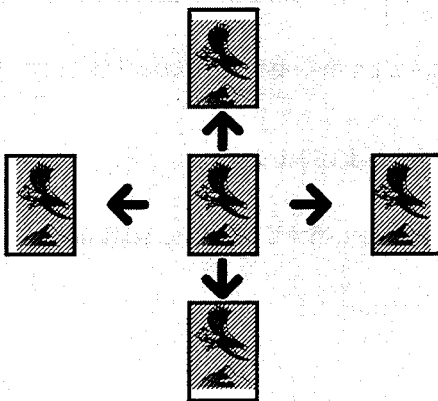
## ADDING MARGINS FOR BINDING (Margin Adjustment)

You can make margins by shifting the image. This function is convenient when you want to bind copies.

- ❑ Regarding functions that cannot be used together with this function, see page 126.
- ❑ The width can be set:
 

Metric version:	Left and right:	0 ~ 16 mm (in 1 mm steps)
	Top and bottom:	0 ~ 15 mm (in 2.5 mm steps)
Inch version:	Left and right:	0 ~ 0.6" (in 0.1" steps)
	Top and bottom:	0 ~ 0.6" (in 0.1" steps)

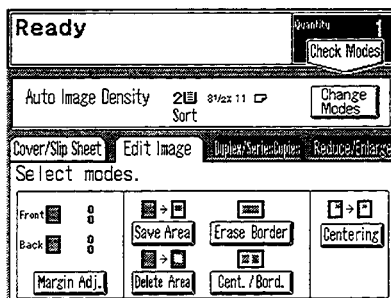
### Margins For One-sided Copying



- ❑ By default, Duplex mode (1 sided originals → 2 sided copy) is selected. In this case, touch the [Duplex/Series Copies] key to cancel Duplex mode. You can change this default setting with the User Tools. See page 155.

**1** Touch the [Edit Image] key.

**2** Touch the [Margin Adj.] key.





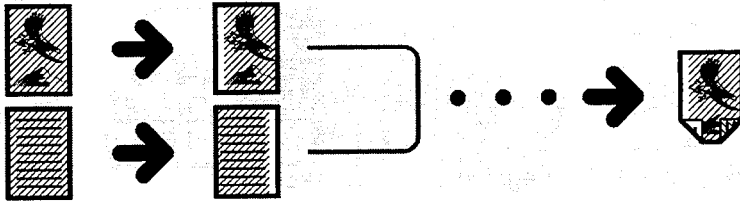
**3** Touch the arrow keys repeatedly to size the margins.

- [→]: left margin
- [←]: right margin
- [↓]: top margin
- [↑]: bottom margin
- [Clear]: zero margins

**4** Set your originals.

**5** Press the **Start** key.

## Margin For Two-sided Copying



- For binding, set the left margin for the front side, and the right margin for the back side.
- By default, a right margin of 5 mm, 0.2" is set on the back side automatically when you make 2 sided copies from 1 sided originals.
- With the default setting, Duplex mode (1 sided originals → 2 sided copy) is selected. In this case, if you want to make 2 sided copies from 1 sided originals, you don't need to do steps **1** and **2**. You can change this default setting using the User Tools. ➤ See page 155.

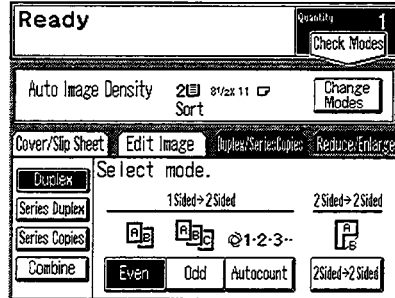
**1** Touch the [Duplex/Series Copies] key.

**2** Select the mode depending on what kind of copies you want to make.

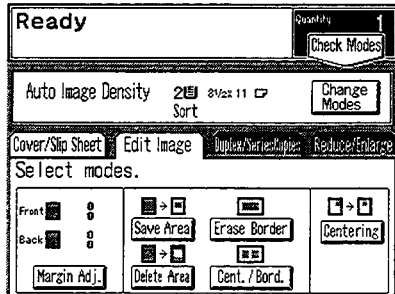
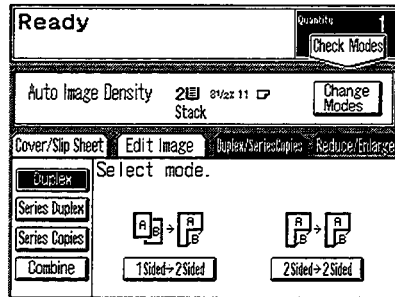
**3** Touch the [Edit Image] key.

**4** Touch the [Margin Adj.] key.

<DJF + S/S> <DJF + S/S with Punch>



<RDH + Finisher>



**5** Touch the arrow keys repeatedly to size the margins.

**6** Set your originals.

**7** Press the **Start** key.