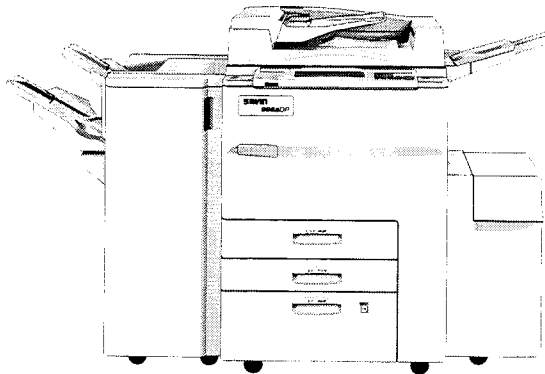


# **SAVIN®**

*Digital Imaging System*

# **9965DP**

Operating  
Instructions  
Copier Reference



## **Introduction**

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

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

### **Notes:**

Some illustrations may be slightly different from your machine.

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

### **Operator Safety:**

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

### **Laser Safety:**

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

### **Warning:**

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

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

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

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

### **Power Source**

120 V, 60 Hz, 16 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.217 "Power Connection".

## Note to users in the United States of America

### Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

**Reorient or relocate the receiving antenna.**

**Increase the separation between the equipment and receiver.**

**Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.**

**Consult the dealer or an experienced radio /TV technician for help.**

### Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006  
201-882-2000

## Note to users in Canada

### Note:

This Class B digital apparatus complies with Canadian ICES-003.

## Remarque concernant les utilisateurs au Canada

### Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

**I** means **POWER ON**.

**⏻** means **STAND BY**.



# Safety Information


When using your machine, the following safety precautions should be 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

---




Symbols  mean a situation that requires you take care.




Symbols  mean "Hot surface".



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



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

**⚠ WARNING:**



- *Only connect the machine to the power source described on the inside front cover of this manual.*
- *Avoid multi-wiring.*
- *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 plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.*



- *Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.*



- *Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.*
- *Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.*



- *If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.*
- *If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.*



- *Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, 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.***

**⚠ CAUTION:**



- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*



- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*



- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*



- *If you use the machine in a confined space, make sure there is a continuous air turnover.*



- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*



- *When removing misfed paper, do not touch the fusing section because it could be very hot.*



- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*



- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*



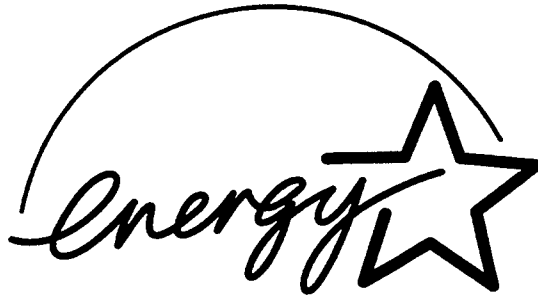
- *This equipment is only to be installed by a qualified service personnel.*





- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

# Energy Star



As an Energy Star Partner, we have determined that this machine 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 feature such as Auto Off mode. For details, see the following pages.

◆ **Auto Reset Timer**

See "Auto Off Timer" of the "System Settings" manual.

◆ **Low Power Shift Time**

See "Low Power Shift Time" of the "System Settings" manual.

◆ **Duplex Priority**

See "Duplex Mode Priority" in ⇒ P.201 "General Features 2/3".

💡 **Recycled Paper**

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

# How To Read This Manual

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## Symbols

---

In this manual, the following symbols are used:

### **WARNING:**

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

### **CAUTION:**

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

\* The statements above are notes for your safety.

### **Important**

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

### **Preparation**

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

### **Note**

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

### **Limitation**

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

### **Reference**

This symbol indicates a reference.

[ ]

Keys that appear on the machine's panel display.

[ ]

Keys built into the machine's operation panel.

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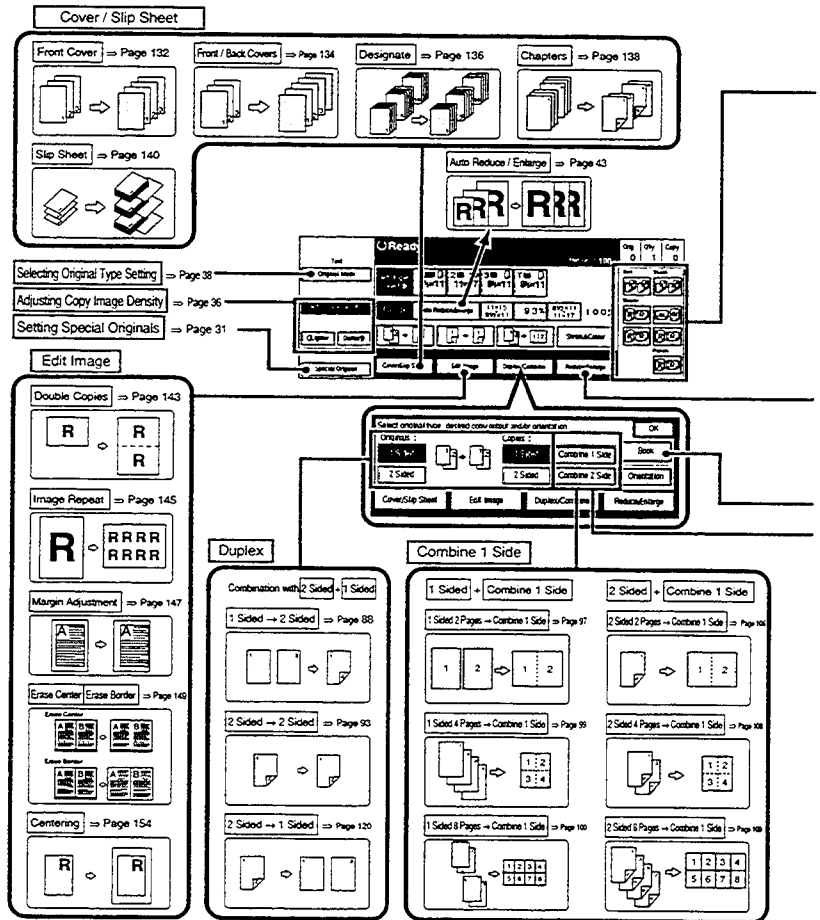
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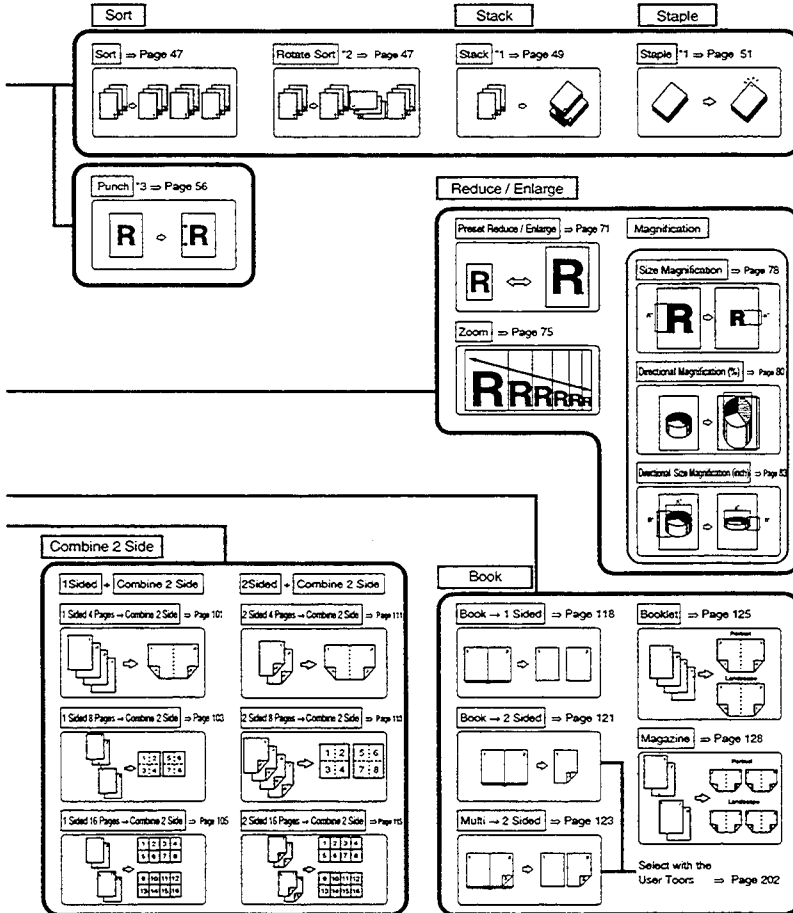
# What You Can Do With This Machine (Copy Mode)



\*1 Optional finisher is required.

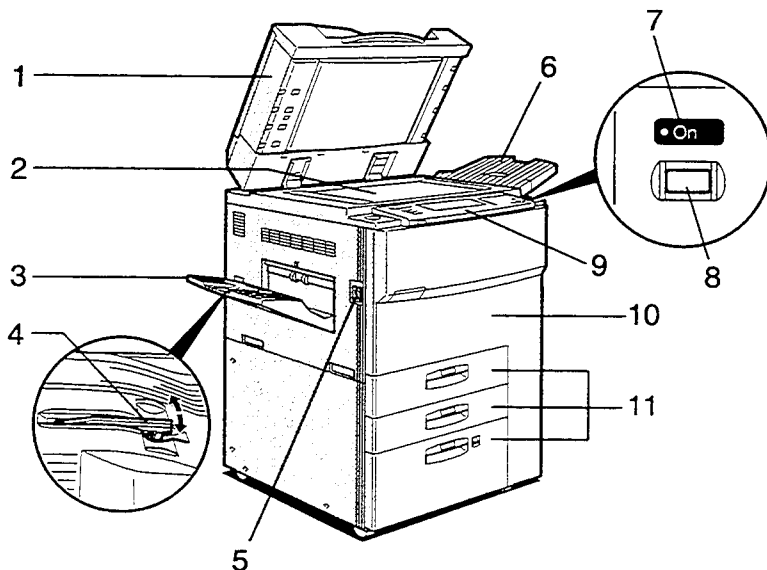
\*2 This mode can be used when the optional finisher is not installed.

\*3 Optional finisher and punch kit are required.



TSP4001H

# Guide To Components



## 1. Document Feeder (ADF)

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

## 2. Exposure glass

Position originals here face down for copying. See ⇒ P.18 "Originals".

## 3. Output tray

Copied paper is delivered here face down.

## 4. Output tray guide

### Note

□ This guide prevents copied OHP transparencies and translucent paper from being curled when delivered. See ⇒ P.6 "Output Tray Guide".

## 5. Main power switch

### Note

□ If the machine does not operate after turn-

ing on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

## 6. ADF external tray

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

## 7. On indicator

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

## 8. Operation switch

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

## 9. Operation panel


See ⇒ P.8 "Operation Panel".

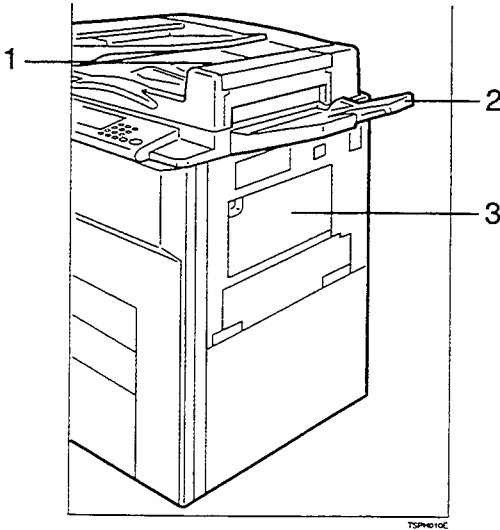
## 10. Front cover

Open to access the inside of the machine.

## 11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out. See ⇒ P.166 “ Loading Paper”.



## 1. ADF tray

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

### Note

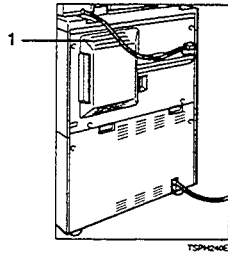
☐ Even when copying one-sided originals, you can select the ADF tray. See “ADF Tray Setting” of the “System Settings” manual.

## 2. ADF external tray

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

## 3. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.59 “Copying From The Bypass Tray”.



### **I. Ventilation hole**

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an

object near it. If the machine overheats, a fault might occur.

---

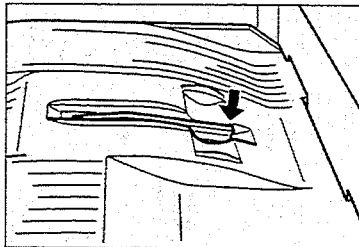
## **Output Tray Guide**

---

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

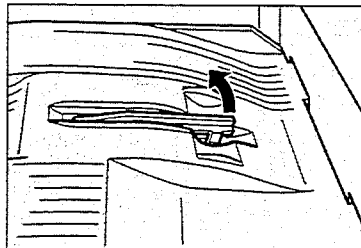
◆ **To copy onto normal paper and thick paper**

Lower the right end of the guide until it clicks.

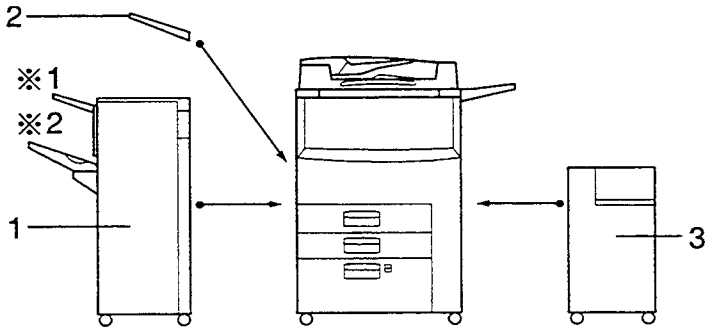


◆ **To copy onto OHP transparencies and translucent paper**

Raise the right end of the guide until it clicks.



# Options



SP50PE

## 1. Finisher

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

- 1: Proof tray
  - 2: Shift tray
- Other option:
- Punch kit

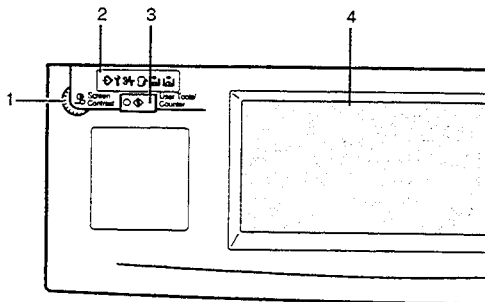
## 2. Output tray (Can be installed when the finisher is not installed.)

Copied paper is delivered here face down.

## 3. Large Capacity Tray (LCT)

Holds 3,500 sheets of paper.

# Operation Panel



## 1. Screen Contrast knob

Adjusts the brightness of the panel display.

## 2. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.159 "WHAT TO DO IF SOMETHING GOES WRONG".

## 3. [User Tools/Counter] key

### •User Tools

Press to change the default settings and conditions to meet your requirements.

### •Counter

Press to check or print the total number of copies made.

See ⇒ P.193 "USER TOOLS (COPY FEATURES)".

## 4. Panel display

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

## 5. [Program] key

Press to select the program mode. See ⇒ P.64 "Program—Storing Your Copy Settings In Memory".

## 6. [Clear Modes/Energy Saver] key

Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode. See ⇒ P.67 "Energy Saver Mode—Saving Energy".

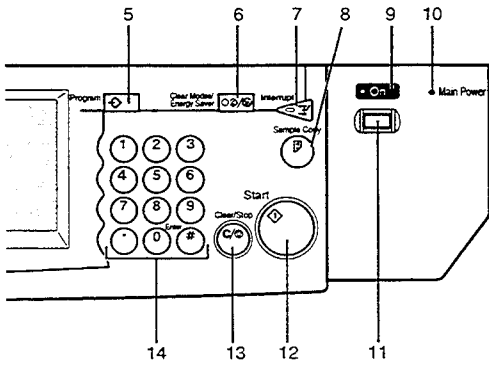
## 7. [Interrupt] key

Press to make interrupt copies during a copy run. See ⇒ P.67 "Interrupt—Temporarily Stopping One Job To Copy Something Else".

## 8. [Sample Copy] key

Use this key to make a single sample copy before starting a long copy run. By checking the finish and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ P.70 "Sample Copy—Checking Output Quality Before Making A Long Copy Run".





TSP2000N

### 9. On indicator

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

### 10. Main Power indicator

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

### 11. Operation switch

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

### 12. [Start] key

Press to start copying. Use to set the Auto Start. See ⇒ P.69 "Auto Start—Entering Copy Job Settings During The Warm-up Period".

### 13. [Clear/Stop] key

While entering numbers, press to cancel a number to have entered. While copying, press to stop copying.

### 14. [Number] keys

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

Use the Enter key to enter data in selected modes.

# Panel Display


The panel display shows operational status, error messages, and function menus.


## Important

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

## Note

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

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

Keys appearing as  cannot be used.

---

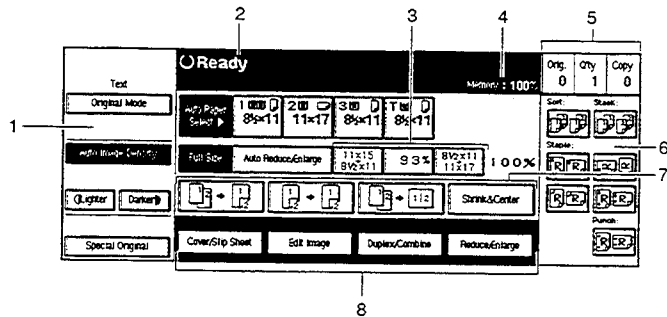
## Displays And Key Operations

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### Note

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

### Copy initial display



TP04200

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

2. Operational status or messages.

3. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See “Shortcut R/E” in ⇒

P.201 “General Features <sup>2</sup>/<sub>3</sub>”.

4. Shows the remaining capacity of memory as a percentage.

5. Displays the number of originals scanned into memory, number of copies set, and number of copies

made.

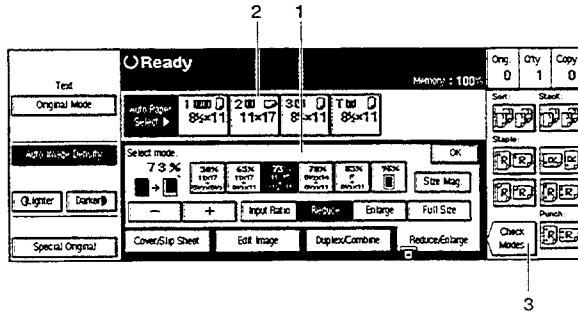
6. Sort, Stack, Staple or Punch mode.

7. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut Keys" in ⇒ P.203 "General Features 3/3".

8. Shows the available functions. Touch a function name to display its [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

Touch a function name to display its [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.

#### ◆Function menu display



1. Items you can select.

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

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

# Function List Based On Options

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

○...Available

×...Not available

	Finisher (Option)		Place originals	
	without installed	installed	on the exposure glass	in the document feeder
Batch (SADF)	○	○	-	○
Mixed Sizes	○	○	-	○
Thin	○	○	-	○
Adjusting Image Density	○	○	○	○
Selecting Original Type	○	○	○	○
Selecting Copy Paper	○	○	○	○
Auto Reduce/Enlarge	○	○	○	○
Sort	○	×	○	○
Rotate Sort	○	×	○	○
Stack	×	○	○	○
Punch	×	○*1	○*1	○*1
Staple	×	○	○	○
Copying from the Bypass Tray	○	○	○	○
Program	○	○	○	○
Reduce/Enlarge	○	○	○	○
Zoom	○	○	○	○
Size Magnification	○	○	○	○
Directional Magnification (%)	○	○	○	○
Directional Size Magnification (inch)	○	○	○	○
Duplex	1 Sided → 2 Sided	○	○	○
	2 Sided → 2 Sided	○	○	○

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Combine	1 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 2 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 1 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 4 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 8 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided 16 pages → 2 Side	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Book	Book → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 1 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2 Sided → 2 Sided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Booklet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	Magazine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cover/Designate/Chapters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Slip Sheet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Double	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Repeat	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Margin Adjust	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Erase Center/Border	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Centering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

\*1 The optional punch kit required.

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# 1. BASICS

## Starting The Machine

To start the machine, press the operation switch to turn the power on.

### Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See “Energy Saver Mode—Saving Energy” and “Auto Off Timer” of the System Settings.

### Power switches

This machine has the operation switch and main power switch.

#### ◆ Operation switch (right side of the operation panel)

Press this switch to activate the machine. When the machine has warmed up, you can make copies.

#### ◆ Main power switch (left side of the machine)

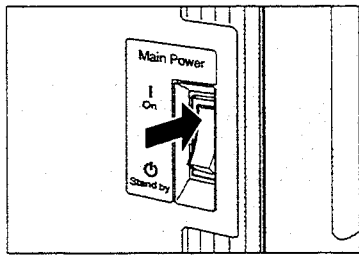
When the machine is not to be used for an extended period of time, turn off the main power switch.

---

## Starting The Machine

---

- 1** Make sure that the power cord is plugged into the wall outlet firmly.
- 2** Turn on the main power switch.



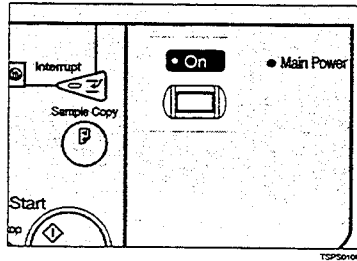
---

## Turning On The Power

---



- 1 Press the operation switch to make the On indicator light up.



The panel display will come on.

 **Note**

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ P.69 "Auto Start—Entering Copy Job Settings During The Warm-up Period".

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### When the machine is set for user codes

---

- 1 Enter your user code using the [Number] keys. Then press the [#] key.

 **Note**

- To prevent others from making copies with your user code, press the [Clear Modes/Energy Saver] key and the [Clear/Stop] key simultaneously after copying.

 **Reference**

For setting user codes, see ⇒ P.212 "Count Manager".

---

### When the [Clear Modes/Energy Saver] indicator is lit

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The machine is in Energy Saver mode.

- 1 Press any key.

The machine will return to the ready condition.

 **Note**

- The machine will also return to the ready condition when an original is set in the document feeder, or the document feeder is opened.



 **Reference**

See “Low Power Timer” of the “System Settings” manual.

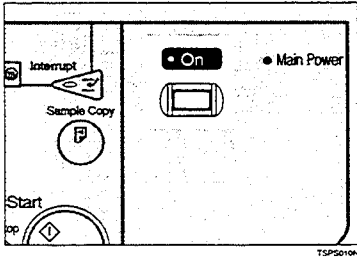
---

## Turning Off The Power

---



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



# Originals



## Sizes And Weights Of Recommended Originals

### ◆ Metric version

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3  - B6	52 - 128 g/m <sup>2</sup>
	2-sided originals: A3  - A5	52 - 105 g/m <sup>2</sup>
	Thin Paper mode: A3  - B6	41 - 128 g/m <sup>2</sup>

### ◆ Inch version

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	-
Document feeder	1-sided originals: 11" × 17"  - 5 1/2" × 8 1/2"	14 - 34 lb
	2-sided originals: 11" × 17"  - 5 1/2" × 8 1/2"	14 - 28 lb
	Thin Paper mode: 11" × 17"  - 5 1/2" × 8 1/2"	11 - 34 lb

### Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper mis-feeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.18 "Sizes And Weights Of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin original that has low stiffness
- Originals of inappropriate weight ⇒ P.18 "Sizes And Weights Of Recommended Originals"
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper



## Sizes Difficult To Detect

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

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid image
- Originals which have solid image at their edges
- Originals other than those (with ○) in the table below. See ⇒ P.19 "Sizes detectable by the Auto Paper Select".

## Sizes detectable by the Auto Paper Select

### ◆ Metric version

Size	A3	B4	A4	B5	A5	B6	11" × 17"	11" × 15"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13"
Place of original	☐	☐	☐ ☐	☐ ☐	☐	☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ ☐	☐ <sup>*1</sup>
Exposure glass	○	○	○	○	×	×	×	×	×	×	×	○
Document feeder	○	○	○	○	○	○	○	○	×	○	×	○

\*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

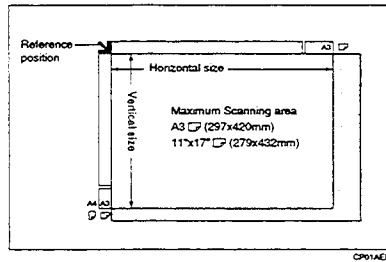
◆ Inch version

Size	A3	B4	A4	B5	A5	B6	11"× 17"	11"× 15"	8 <sup>1</sup> / <sub>2</sub> " × 14"	8 <sup>1</sup> / <sub>2</sub> "× 11"	5 <sup>1</sup> / <sub>2</sub> "× 8 <sup>1</sup> / <sub>2</sub> "	8 <sup>1</sup> / <sub>2</sub> " × 13"
Place of original	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure glass	×	×	×	×	×	×	○	×	○	○	×	×
Document feeder	×	×	○	×	×	×	○	○	○	○	○	○

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

**Original Sizes And Scanning Area/Missing Image Area**

◆ Exposure glass



● Limitation

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

# Copy Paper

## Recommended Paper Sizes And Types



The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 <sup>1</sup> (With a separator as Tandem tray.)	A4 ☐, B5 ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐  <b>Note</b> <input type="checkbox"/> You have to specify paper size using the user tools. See ⇒ P.182 "Changing The Paper Size".		52 – 128 g/m <sup>2</sup> , 14 – 34 lb	500 + 500 sheets
Tray 1 <sup>1</sup> (Without a separator in the tray.)	A3 ☐, B4 ☐, A4 ☐ ☐, B5 ☐ ☐, 11" × 17" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐ ☐		52 – 128 g/m <sup>2</sup> , 14 – 34 lb	500 sheets
Tray 2	A3 ☐, (B4 ☐), A4 ☐ ☐, (B5 ☐ ☐), A5 ☐, (11" × 17" ☐), (8 <sup>1</sup> / <sub>2</sub> " × 14" ☐), (8 <sup>1</sup> / <sub>2</sub> " × 11" ☐), (8 <sup>1</sup> / <sub>2</sub> " × 13" ☐), 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐, (8" × 10 <sup>1</sup> / <sub>2</sub> " ☐), (8" × 10" ☐), (8" × 13" ☐), 8 <sup>1</sup> / <sub>4</sub> " × 13" ☐, (10" × 14" ☐), (11" × 15" ☐), (5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " ☐)  <b>Note</b> <input type="checkbox"/> You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 "Changing The Paper Size".	(A3 ☐), (B4 ☐), (A4 ☐ ☐), (B5 ☐ ☐), (A5 ☐), 11" × 17" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐ ☐, (8 <sup>1</sup> / <sub>2</sub> " × 13" ☐), 8" × 10 <sup>1</sup> / <sub>2</sub> " ☐, 8" × 10" ☐, 8" × 13" ☐, (8 <sup>1</sup> / <sub>4</sub> " × 13" ☐), 10" × 14" ☐, 11" × 15" ☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " ☐  <b>Note</b> <input type="checkbox"/> You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 "Changing The Paper Size".	52 – 128 g/m <sup>2</sup> , 14 – 34 lb	550 sheets
1500-sheet LCT <sup>1</sup>	B4 ☐, A4 ☐ ☐, B5 ☐ ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐ ☐		52 – 128 g/m <sup>2</sup> , 14 – 34 lb	1,500 sheets



		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray <sup>*3</sup> <sup>*4</sup> <sup>*6</sup>	Standard size	A3☐, A4☐, A5☐, 8" × 13"☐	A3☐, 11" × 17"☐, 8½" × 14"☐, 8½" × 11"☐, 5½" × 8½"☐	52 – 163 g/m <sup>2</sup> , 14 – 90 lb	50 sheets
	Non-stand- ard size <sup>*2</sup>	Vertical: 100 – 300 mm Horizontal: 148 – 432 mm	Vertical: 4.0" – 11.7" Horizontal: 6.0" – 17.0"	52 – 163 g/m <sup>2</sup> , 14 – 90 lb	1 sheet
		Postcards, adhesive labels, translucent pa- per, OHP transparencies <sup>*5</sup>			

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

<sup>\*2</sup> If you wish to copy onto non-standard size paper, set the paper in the Bypass Tray and specify the size. See ⇒ P.59 "Copying From The Bypass Tray".

<sup>\*3</sup> If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.62 "When copying onto OHP transparencies or thick paper".

<sup>\*4</sup> Note that you cannot copy onto thick paper or OHP transparencies when "Face-Up/Down selection in Bypass Mode" is set to "Face Up Exit." Use standard high-quality paper with a weight of 52 – 128 g/m<sup>2</sup> (14 – 34 lb) instead. See "Face-up/Down selection in Bypass Mode" in ⇒ P.212 "Count Manager".

<sup>\*5</sup> Always set one sheet at a time. See ⇒ P.59 "Copying From The Bypass Tray".

<sup>\*6</sup> When setting copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can set at once depends on the paper thickness and condition.

### Important

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

### Note

- When you use the bypass tray, be sure to set the copy paper direction to ☐.
- Post cards should be fed from the bypass tray.
- If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. (If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select", and "Auto Tray Switching" of the "System Settings" manual, and "Bypass Tray: Special paper Indication" of the "System Settings" manual.

### Reference

If you want to add paper, see ⇒ P.166 " Loading Paper".

If you want to change the paper size, see ⇒ P.182 "Changing The Paper Size".

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## Non-recommended Paper

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### CAUTION:



- Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.

### Important

- Do not use paper with any kind of coating as follows. Otherwise, a fault might occur.
  - Thermal fax paper
  - Art paper
  - Aluminum foil
  - Carbon paper
  - Conductive paper
  - Colored OHP transparencies
  - Paper with perforated lines
  - Hemmed paper
- Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

### Note

- Do not use the following type of paper because a paper misfeed might occur.
  - Bent, folded, or creased paper
  - Torn paper
  - Slippery paper
  - Perforated paper
  - Rough paper
  - Thin paper that has low stiffness
  - Paper with much paper dust on its surface
- If you make a copy on rough grain paper, the copy image might be blurred.
- Do not use paper which has been copied or printed on.

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## Paper Storage

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### Note

- When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70 % or less).
- Store on a flat surface.



- Keep open reams of papers in the package, and store as you would unopened paper.
- Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.



# Toner

## Handling Toner

### ⚠ WARNING:



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

### ⚠ CAUTION:



- Do not eat or swallow toner.
- Keep toner (used or unused) and toner containers out of reach of children.

### ⚠ CAUTION:



- This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.

### 🔔 Important

- If you use toner other than that recommended, a fault might occur.

### 🔍 Reference

If you want to add toner, see ⇒ P.172 "🔧 Adding Toner".

## Toner Storage

### 📝 Note

- When storing toner, the following precautions should always be followed:
  - Store toner containers in a cool, dry place free from direct sunlight.
  - Do not store toner where it will be exposed to heat.
  - Do not eat or swallow toner, and keep it out of reach of children.
  - Store on a flat surface.

## Used Toner

### 📝 Note

- Used toner cannot be re-used.

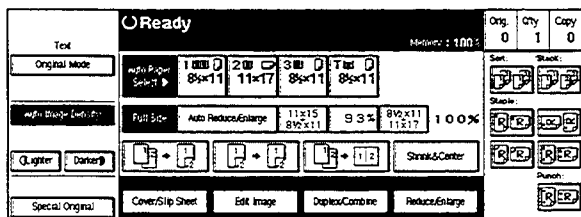


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# 2. COPYING

## Basic Procedure

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



- 2 When the machine is set for user code, enter the user code with the [Number] keys and then press the [#] key.

Reference

See ⇒ P.68 "User Codes".

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

Note

- To clear settings, press the [Clear Modes/Energy Saver] key.

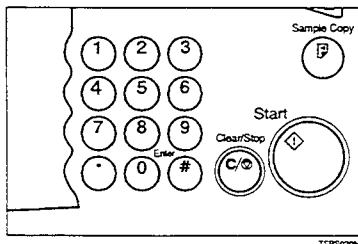
- 4 Set your originals.

Reference

See ⇒ P.29 "Setting Originals".

- 5 Set your desired settings.

- 6 Enter the number of copies required with the [Number] keys.



 **Note**

- The maximum copy quantity can be set between 1 and 999 (default: 999). See "Maximum Copy Quantity" in ⇒ P.201 "General Features 2/3".
- To change the number entered, press the **[Clear/Stop]** key and enter the new number.

**2**

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

The machine starts copying.

 **Note**

- Usually, when you set a single original on the exposure glass or in the document feeder, the copied paper is delivered face-up. However, with some functions copies will be delivered face-down.
- You can specify to deliver copied paper either face up or face down. (Except for copying through the bypass tray) See "Platen Mode Exit" in ⇒ P.210 "Input Output".
- To stop the machine during the multi-copy run, press the **[Clear/Stop]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes/Energy Saver]** key.

 **Auto Reset**

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

 **Note**

- You can change the Auto Reset time. See "Auto Reset Timer" in ⇒ P.198 "General Features 1/3".

 **Auto Off**

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

 **Note**

- You can change the Auto Off time. See "Auto Off Timer" of the "System Settings" manual.

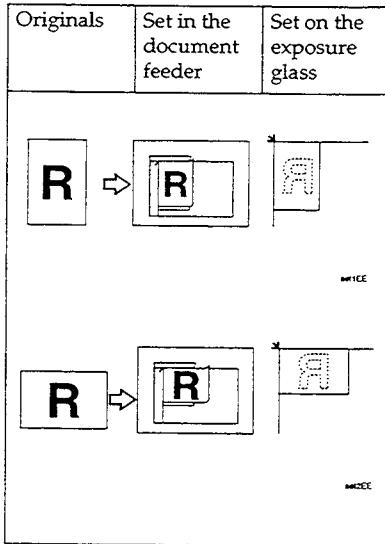
## Setting Originals

### Limitation

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

### Note

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



### Reference

See ⇒ P.18 "Originals".

## Setting Originals On The Exposure Glass

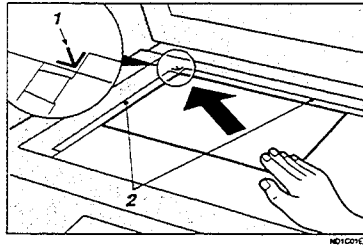
- 1** Lift the document feeder.

### Note

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

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

2



1: Reference mark

2: Scale

**Note**

- Start with the first page to be copied.

**3** Lower the document feeder.

---

## Setting Originals In The Document Feeder

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**Note**

- The last page should be on the bottom.
- Do not stack originals beyond the limit mark on the side fence of the document feeder.
- When copying thin originals (40 – 52 g/m<sup>2</sup>, 11 – 14 lb), set one original in the document feeder at a time or place it on the exposure glass to avoid damage due to a multi-sheet feed (if several sheets are fed together at the same time).
- The original might become dirty if it is written with a pencil or similar tools.
- Usually, one-sided originals are delivered to the ADF external tray, and two-sided originals to the ADF tray.

**Reference**

Regarding originals that the document feeder can handle, see ⇒ P.18 “Originals”.

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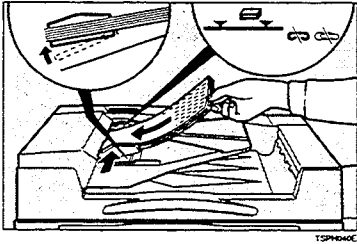
### Setting a stack of originals in the document feeder

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**1** Adjust the guide to the original size.

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

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



2

### Important

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

### Note

- To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.
- You can set the timing for the bottom plate of the document feeder to rise. See "ARDF Original Table Rise Time" in ⇒ P.210 "Input Output".

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## Setting Special Originals

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When using Batch (SADF), Mixed Sizes or Thin mode

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### Batch (SADF) mode

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

### Important

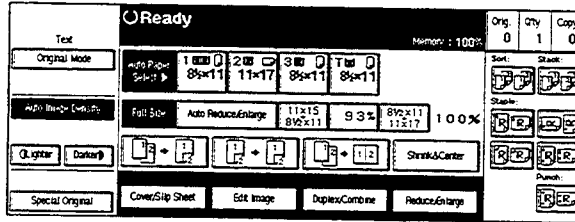
- When setting special originals such as translucent paper, set them one by one.

### Note

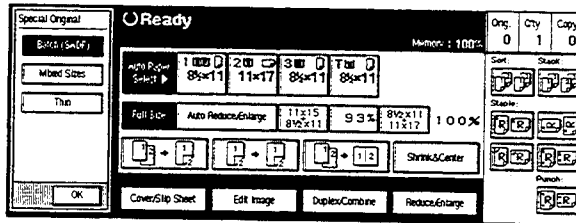
- In Batch (SADF) mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

- 1 Touch the [Special Original] key.

2



- 2 Touch the [Batch (SADF)] key.



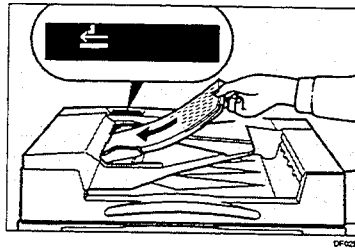
- 3 Touch the [OK] key.

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

The Auto Feed indicator is lit.

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

The second and subsequent originals can be fed automatically without pressing the [Start] key.



**Note**

- When the Sort, Combine or Duplex function has been set, press the [#] key at the end of setting the originals.
- You can change the lighting-up time of the Auto Feed indicator. See "Batch (SADF) Auto Reset Time." in ⇒ P.210 "Input Output".



## Mixed sizes mode

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

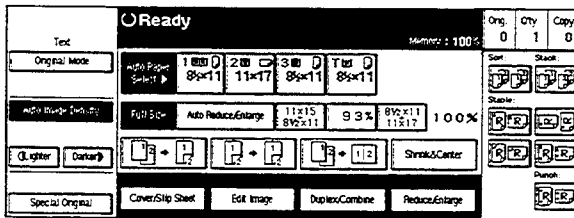
### Limitation

- When setting originals of different sizes on the document feeder and making copies without using Mixed sizes mode, parts of the original image might not be copied.
- The weight of originals that can be set with this function is 52 – 81 g/m<sup>2</sup>, 14 – 20 lb.
- The paper sizes that can be set with this function are as follows:

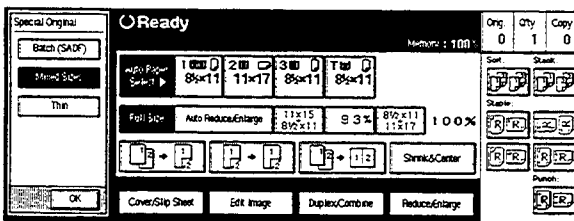
Metric version	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> , B5 <input type="checkbox"/>
Inch version	11" × 17" <input type="checkbox"/> , 8 1/2" × 14" <input type="checkbox"/> , 8 1/2" × 11" <input type="checkbox"/> , 5 1/2" × 8 1/2" <input type="checkbox"/>

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

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

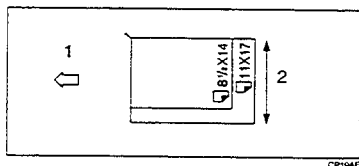


### 2 Touch the [Mixed Sizes] key.



### 3 Touch the [OK] key.

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



2

- 1: Set into the document feeder (ADF).
- 2: Vertical size

**Important**

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

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

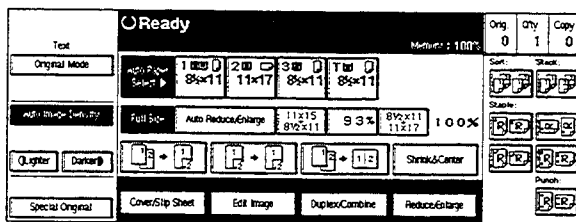
**6** Set the aligned originals face up into the document feeder.

**Thin mode**

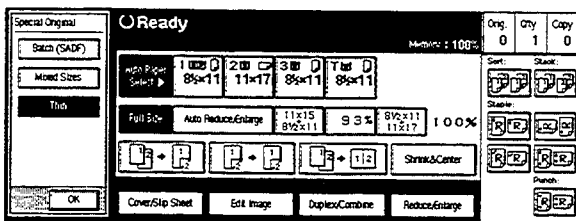
**Important**

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

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



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



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

**2**

## Basic Functions

The following basic functions are explained in this section.

◆ **Adjusting Copy Image Density**

Auto and Manual Image Density



◆ **Selecting Original Type Setting**

Text, Text-Photo, Photo, Pale, Generation Copy

◆ **Selecting Copy Paper**

Auto Paper Select and Manual Paper Select

◆ **Auto Reduce/Enlarge**

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

 **Note**

- You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ P.198 “General Features  $\frac{1}{3}$ ”.
- You can change default settings for basic functions. See ⇒ P.198 “Settings You Can Change With The User Tools”.

---

## Adjusting Copy Image Density

---

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

There are three types in this function:

◆ **Auto Image Density**

The machine automatically adjusts the image density.

◆ **Manual Image Density**

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

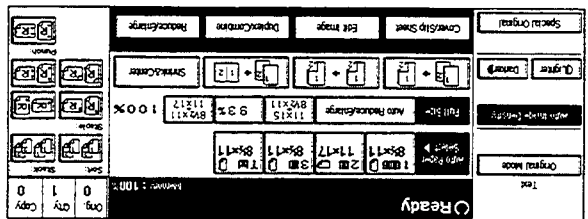
◆ **Combined Auto and Manual Image Density**

Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

**1** Select one of Image Density modes.

### Auto Image Density

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

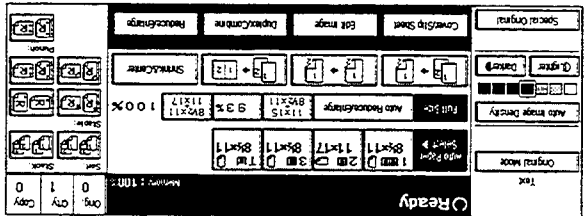


### Note

- If not, touch the [Auto Image Density] key.

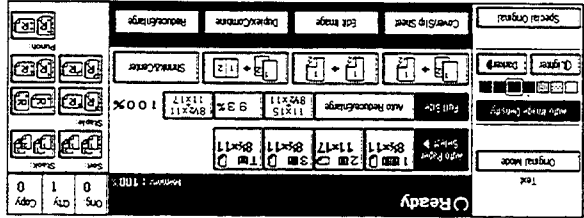
### Manual Image Density

- 1 Touch the [Auto Image Density] key to cancel it.
- 2 Touch the [Lighter] or [Darker] key to adjust the image density.



### Combined Auto and Manual Image Density

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



## Selecting Original Type Setting

Select one of the following types to match your originals:

◆ **Text**

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



◆ **Text-Photo**

Select Text-Photo when your originals contains photographs or pictures with letters.

◆ **Photo**

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

◆ **Pale**

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

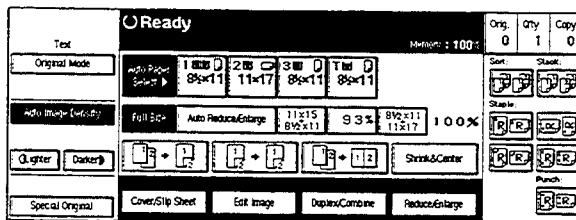
◆ **Generation Copy**

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

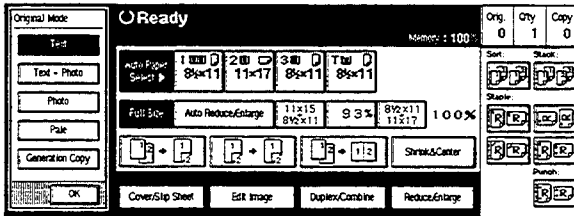
✎ **Note**

- You can directly display the original type keys on the copy original display. See "Original Mode Display" in ⇒ P.198 "General Features 1/3".
- You can adjust the quality level for each original type. See "Original Mode Quality Level" in ⇒ P.198 "General Features 1/3".

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

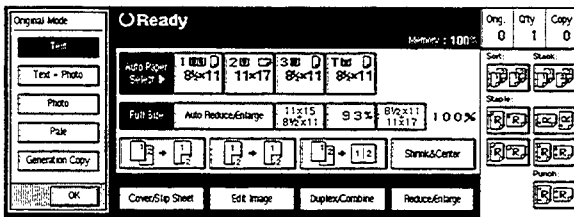


## 2 Select the original types.



2

## 3 Touch the [OK] key.



### Note

- If no other functions are to be set, press the **[Start]** key to start copying.

## Selecting Copy Paper

There are two ways to select copy paper:

### ◆ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ P.41 "Rotated Copy".

### ◆ Manual Paper Select

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

### 🔍 Reference

See ⇒ P.59 "Copying From The Bypass Tray".

### 💡 Limitation

- The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. Refer to the "Paper Size Setting" section of the "System Settings" manual for more details.

**Note**

- When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions. (if the ratio is 100 %)

◆ Metric version

Where original is set	Paper size and direction
Exposure glass	A3 □, B4 □, A4 □ □, B5 □ □, 8 <sup>1</sup> / <sub>2</sub> " × 13" □ <sup>1</sup>
Document feeder	A3 □, B4 □, A4 □ □, B5 □ □, A5 □ □, B6 □ □, 11" × 17" □, 11" × 15" □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □ □, 8 <sup>1</sup> / <sub>2</sub> " × 13" □ <sup>1</sup>

<sup>1</sup> You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

◆ Inch version

Where original is set	Paper size and direction
Exposure glass	11" × 17" □, 8 <sup>1</sup> / <sub>2</sub> " × 14" □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □ □
Document feeder	A4 □ □, 11" × 17" □, 11" × 15" □, 8 <sup>1</sup> / <sub>2</sub> " × 14" □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □ □, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " □ □, 8 <sup>1</sup> / <sub>2</sub> " × 13" □ <sup>1</sup>

<sup>1</sup> You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

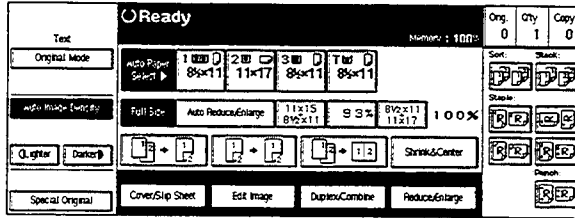
- For some originals, the original size might not be detected correctly. See ⇒ P.19 "Sizes Difficult To Detect".
- When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "Bypass Tray: Special Paper Indication" of the "System Settings" manual.

**1** Select the copy paper.



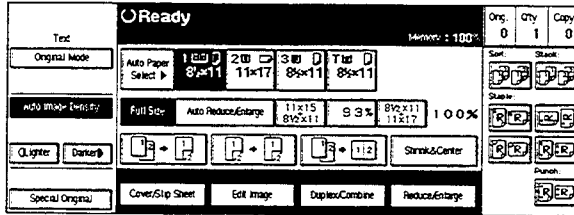
## Auto Paper Select

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



## Manual Paper Select

- 1 Select the paper tray, bypass tray or LCT.



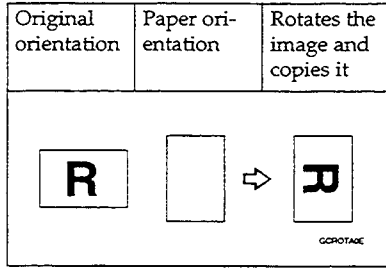
### Note

- When selecting the bypass tray, open the bypass tray.

## Rotated Copy

If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge are selected. See ⇒ P.39 “Auto Paper Select” and ⇒ P.43 “Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios”.

2



**Limitation**

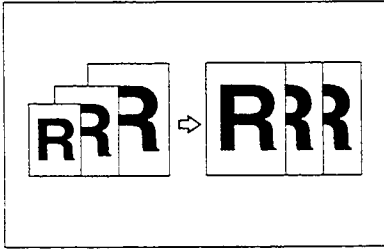
- You cannot use the Rotated Copy function with Auto Paper Select if the Auto Tray Switching setting in the user tools is set to "NO". Refer to the "Auto Tray Switching" section of the "System Settings" manual.
- You cannot use the Rotated Copy function when enlarging onto 8 1/2" x 14" or 11" x 17" size paper. In this case, set your original in the landscape direction.

	Original Size and Direction		Copy Paper Size and Direction	
You cannot rotate:	8 1/2" x 11" or 5 1/2" x 8 1/2"		when enlarging to →	8 1/2" x 14" or 11" x 17"
		<small>GCROTAGE</small>		
However, you can rotate:	8 1/2" x 11" or 5 1/2" x 8 1/2"		when enlarging to →	8 1/2" x 14" or 11" x 17"
		<small>GCROTAGE</small>		

- You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected for stapling or if Punch function is selected. If you try, a "Check paper size and direction" message is displayed. See ⇒ P.51 "Staple" and ⇒ P.56 "Punch".

## Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios

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



2

### ⚠ Limitation

- You cannot use the bypass tray with this function.

### 📖 Note

- When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

#### ◆ Metric version

Where original is set	Original size and direction
Exposure glass	A3 ☐, B4 ☐, A4 ☐☐, B5 ☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1
Document feeder	A3 ☐, B4 ☐, A4 ☐☐, B5 ☐☐, A5 ☐☐, B6 ☐☐, 11" × 17" ☐, 11" × 17" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

#### ◆ Inch version

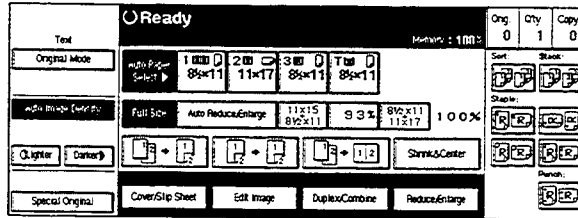
Where original is set	Original size and direction
Exposure glass	11" × 17" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐☐
Document feeder	A4 ☐☐, 11" × 17" ☐, 11" × 15" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 14" ☐, 8 <sup>1</sup> / <sub>2</sub> " × 11" ☐☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> " ☐☐, 8 <sup>1</sup> / <sub>2</sub> " × 13" ☐ *1

\*1 You can select from 8<sup>1</sup>/<sub>2</sub>" × 13", 8<sup>1</sup>/<sub>4</sub>" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

- The reproduction ratios the machine will select are 32–400 %.
- For some originals, the original size might not be detected correctly. See ⇒ P.19 “*Sizes Difficult To Detect*”.
- You can set originals of different sizes in the document feeder at a time. See ⇒ P.33 “*Mixed sizes mode*”.

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

**2**



**2** Select the paper tray.

# Sort/Stack/Staple

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

## ◆ Sort

- Sort
- Rotate Sort (This mode cannot be selected when the Finisher is installed.)



## ◆ Stack (optional finisher required)

- Stack  
(the optional finisher required)

## ◆ Staple (the optional finisher required)

- Top



- Top Slant



- Bottom



- 2 Staples



## ● Limitation

- Once copying has started, the only copy setting you can change is Image Density.
- You cannot use the bypass tray with this function.

 **Note**

- The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

◆ **Metric version**

Output tray	<ul style="list-style-type: none"> <li>• B4 or larger: 250 sheets (80 g/m<sup>2</sup>)</li> <li>• A4 or smaller: 500 sheets (80 g/m<sup>2</sup>)</li> </ul>
Finisher	Proof tray (Without punch): <ul style="list-style-type: none"> <li>• B4 or larger: 50 sheets (80 g/m<sup>2</sup>)</li> <li>• A4 or smaller: 250 sheets (80 g/m<sup>2</sup>)</li> </ul>
	Shift tray (Without punch): <ul style="list-style-type: none"> <li>• Except A4: 1,500 sheets (80 g/m<sup>2</sup>)</li> <li>• A4: 3,000 sheets (80 g/m<sup>2</sup>)</li> </ul>

◆ **Inch version**

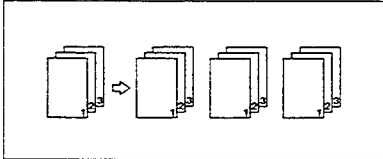
Output tray	<ul style="list-style-type: none"> <li>• 8<sup>1</sup>/<sub>2</sub>" × 14" or larger: 250 sheets (20 lb)</li> <li>• 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 500 sheets (20 lb)</li> </ul>
Finisher	Proof tray (Without punch): <ul style="list-style-type: none"> <li>• 8<sup>1</sup>/<sub>2</sub>" × 14" or larger: 50 sheets (20 lb)</li> <li>• 8<sup>1</sup>/<sub>2</sub>" × 11" or smaller: 250 sheets (20 lb)</li> </ul>
	Shift tray (Without punch): <ul style="list-style-type: none"> <li>• Except 8<sup>1</sup>/<sub>2</sub>" × 11": 1,500 sheets (20 lb)</li> <li>• 8<sup>1</sup>/<sub>2</sub>" × 11": 3,000 sheets (20 lb)</li> </ul>



## Sort—Sorting Into Sets (123, 123, 123)

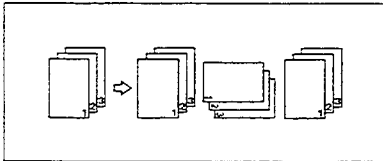
Copies can be assembled as sets in sequential order.

### ◆ Sort



2

### ◆ Rotate Sort



There are two types in the Sort function:

### ◆ Sort

Copies can be assembled as sets in sequential order.

#### ✎ Note

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

Metric version	A3 □, B4 □, A4 □ □, B5 □ □
Inch version	11" × 17" □, 8 <sup>1</sup> / <sub>2</sub> " × 14" □, 8 <sup>1</sup> / <sub>2</sub> " × 11" □ □

□ When the optional finisher is installed, the shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can tell the division of each set or job.

#### 🔍 Reference

For the paper capacity of the optional finisher, see ⇒ P.51 "Staple".

### ◆ Rotate Sort

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

#### ✎ Note

□ This mode cannot be selected when the optional finisher is installed.

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

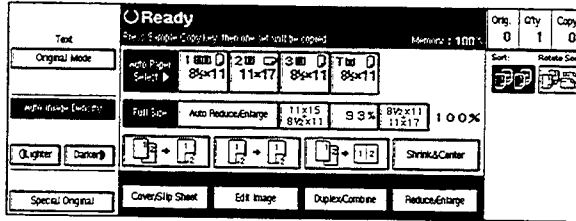
Metric version	A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/>
Inch version	8 <sup>1</sup> / <sub>2</sub> " × 11" <input type="checkbox"/> <input type="checkbox"/>

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

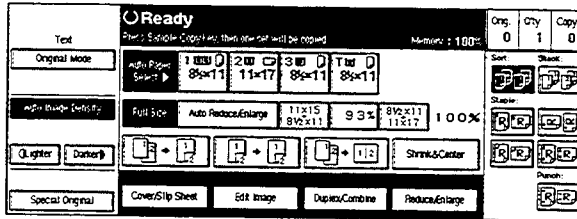
2

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

◆ When the finisher is not installed



◆ When the finisher is installed



**Note**

- When the optional finisher is installed, [Rotate Sort] is not displayed.

2 Enter the number of copy sets with the [Number] keys.

**Limitation**

- The maximum number of sets is 999.

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

When setting a stack of originals in the document feeder

1 Set a stack of originals in the document feeder, then press the [Start] key.  
After all the originals are scanned, the copies are delivered to the tray.

**Note**

- The last page should be on the bottom.



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

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

### Reference

⇒ P.31 "Batch (SADF) mode".

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

#### Note

- Start with the first page to be copied.

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

#### Note

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

- ❸ After all originals are scanned, press the **[#]** key.

- ❹ Press the **[Start]** key.

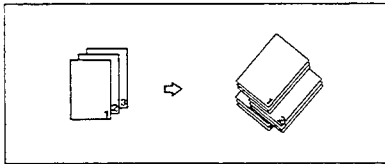
The copies are delivered to the tray.



## Stack—Stacking Together All Copies Of A Page (111, 222, 333)

Copies can be assembled with each page set.

### ◆ Stack



### ◆ Stack (optional finisher required)

Every other page set is shifted for ease of separation. The shift tray of the finisher provides this function by sliding from side to side.

#### Note

- The sizes that can be used in this function are as follows:

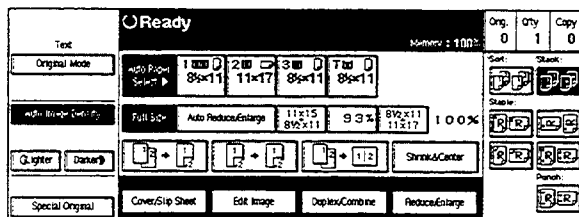
Metric version	A3 <input type="checkbox"/> , B4 <input type="checkbox"/> , A4 <input type="checkbox"/> <input type="checkbox"/> , B5 <input type="checkbox"/> <input type="checkbox"/>
Inch version	11" × 17" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 14" <input type="checkbox"/> , 8 <sup>1</sup> / <sub>2</sub> " × 11" <input type="checkbox"/> <input type="checkbox"/>

**Reference**

For the maximum tray capacity of the optional finisher, see ⇒ P.226 “*Finisher (Option)*”.

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

**2**



**2** Enter the number of copies with the [Number] keys.

**3** Set your originals.

When setting a stack of originals in the document feeder

- 1** Set a stack of originals in the document feeder, then press the [Start] key.  
After all the originals are scanned, the copies are delivered to the tray.

**Note**

- The last page should be on the bottom.

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

**Reference**

See ⇒ P.31 “*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, then press the [Start] key.

**Note**

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

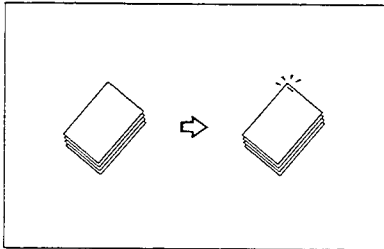
- 3** After all originals are scanned, press the [Start] key.

The copies are delivered to the tray.

## Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



2

### ⚠ Limitation

❑ You cannot use the following paper in this function:

- Post cards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different sizes

### 📝 Note

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

### ◆ Metric version

	With finisher
Paper size	A3☐, B4☐, A4☐☐, B5☐☐
Stapler capacity	(without punch) <ul style="list-style-type: none"> <li>• A4 or smaller: 50 sheets (80 g/m<sup>2</sup>)</li> <li>• B4 or larger: 30 sheets (80 g/m<sup>2</sup>)</li> </ul>
Shift tray capacity (A4☐) *1	3,000 sheets (80 g/m <sup>2</sup> )

\*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

◆ Inch version

	With finisher
Paper size	11" × 17" □, 8 1/2" × 14" □, 8 1/2" × 11" □ □, 5 1/2" × 8 1/2" □ □
Stapler capacity	(without punch) <ul style="list-style-type: none"> <li>• 8 1/2" × 11" or smaller: 50 sheets (20 lb)</li> <li>• 8 1/2" × 14" or larger: 30 sheets (20 lb)</li> </ul>
Shift tray capacity (8 1/2" × 11" □) *1	3,000 sheets (20 lb)

2

\*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

- In the following cases, the copies will be delivered to the shift tray without stapling.
  - When the number of copies for one set is over the stapler capacity.
  - When memory reaches 0 % during copying.
- When you select Staple, Sort mode is automatically selected.





























🔍 Reference

If you want to add staples, see ⇒ P.185 "👉 Adding Staples".

When staple is jammed, see ⇒ P.188 "👉 Removing Jammed Staples".

## ⚙️ Stapling position and original setting

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

		Original setting			Stapling position
		<input type="checkbox"/>	Exposure glass	Document Feeder	
 STAPLE&Ecircuml;E	Top	<input type="checkbox"/>			
		<input type="checkbox"/>			
*1  STAPLE&Ecircuml;E	Top Slant	<input type="checkbox"/>			
		<input type="checkbox"/>			
 STAPLE&Ecircuml;E	Bottom	<input type="checkbox"/>			
		<input type="checkbox"/>			
*1  STAPLE&Ecircuml;E	2 Staples	<input type="checkbox"/>			
		<input type="checkbox"/>			

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

### 📌 Note

- You cannot change stapling positions during copying.

- When the original image is rotated, the stapling direction turns by 90°.
- With **[Top]** or **[Bottom]** selected at the stapling position, if no paper oriented in the same direction as the original is available, the image will be rotated and the paper of the same size as the original but oriented in the different direction will be selected.
- The maximum original image size that can be rotated is as follows:

**2**

Metric version	A4
Inch version	8 <sup>1</sup> / <sub>2</sub> " × 11"

- You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected. If you try, a "Check paper size and direction" message is displayed.

- 1** Select one of four stapling positions.
- 2** Enter the number of copy sets with the **[Number]** keys.
- 3** Set your originals, then press the **[Start]** key.

---

When setting a stack of originals in the document feeder

---

- 1** Set a stack of originals in the document feeder, then press the **[Start]** key.  
After all the originals are scanned, the copies are delivered to the tray.

 **Note**

- The last page should be on the bottom.



---

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

---

 **Reference**

See ⇒ P.31 "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, then press the **[Start]** key.  
 **Note**  
 Set the original in the same direction as the first one.
- 3** After all originals are scanned, press the **[#]** key.
- 4** Press the **[Start]** key.  
The copies are delivered to the tray.

---

### To stop scanning

---

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

- 1 Press the **[Clear/Stop]** key.

---

### To resume scanning

---

- 1 Touch the **[No]** key.  
Scanning is resumed.

 **Note**

- Scanned images in memory are not cleared.

---

### To clear scanned images of the originals

---

- 1 Touch the **[Yes]** key.  
Scanning is stopped with the images cleared.

---

### When memory reaches 0 %

---

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

 **Note**

- There is enough memory to store approximate 200 to 650 originals of A4, 8<sup>1</sup>/<sub>2</sub>" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type.

 **Reference**

Scanning will stop when memory reaches 0 % during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "Memory Full Auto Scan Restart" in ⇒ P.210 "Input Output".

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

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

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

2

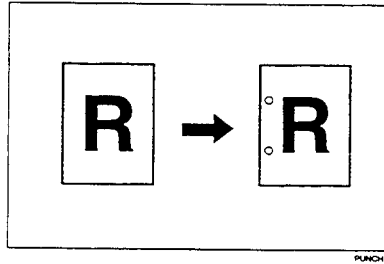
## Punch

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

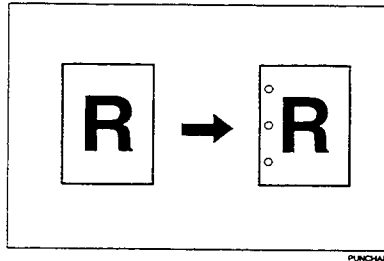
The function is used to make punch holes in copies.



### ◆ 2 holes version



### ◆ 3 holes version



### ● Limitation

- You cannot use the Rotated Copy function if Punch function is selected. If you try, a “Check Paper size and direction” message is displayed. In this case, set your original in the same direction (landscape or portrait) as the copy paper.



**Note**

Original setting directions and punch hole positions are as shown below.

◆ Original setting directions and punch hole positions

	Original setting direction			Punch hole positions
		Exposure glass	Document feeder	
2 holes	<input type="checkbox"/>			
	<input type="checkbox"/>			
3 holes	<input type="checkbox"/>			
	<input type="checkbox"/>			

Original punchable paper sizes are as follows:

Metric version	A3, B4, A4, B5, A5
Inch version	11" x 17", 8 1/2" x 14", 8 1/2" x 11"

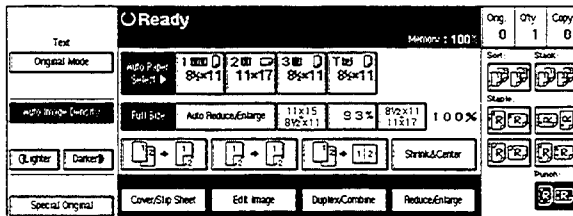
Since punch holes are made in each copy, the punch hole positions vary slightly.

The punch hole positions change according to the direction of the paper selected.

**Reference**

If the punch waste box is full, see ⇒ P.191 "Removing Punch Waste".

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



 **Note**

When stapling copies, also select a stapling position. See ⇒ P.51 "*Staple*".

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



## Copying From The Bypass Tray

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

### Limitation

- When copying several originals using the bypass tray, copies are delivered face-up (“Face Up Exit”) and in reverse order by default.
- Only change the setting to “Face Down Exit” if you are using high quality copy paper with a weight of 52 – 105 g/m<sup>2</sup> (14 – 28 lb). See “Face-up/Down Selection in Bypass Mode” in ⇒ P.212 “Count Manager”.
- If you try and have copies delivered face-down when copying onto other types of paper or adhesive labels, a paper jam may occur.

### Note

- If you select “Face Down Exit” when only one original is set on the exposure glass or in the document feeder, you must set the “Face-Up/Down Selection in Bypass Mode” setting to “Face Down Exit” and the “Face Up/Down Selection in Platen Mode” setting to “Face Down Exit” with the User Tools. See “Face Up/Down Selection in Bypass Mode” in ⇒ P.212 “Count Manager” and “Face Up/Down Selection in Platen Mode” in ⇒ P.210 “Input Output”.
- The machine can automatically detect the following sizes as standard size copy papers:

Metric version	A3☐, A4☐, A5☐, 8 <sup>1</sup> / <sub>2</sub> " × 13"☐
Inch version	A3☐, 11" × 17"☐, 8 <sup>1</sup> / <sub>2</sub> " × 14"☐, 8 <sup>1</sup> / <sub>2</sub> " × 11"☐, 5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "☐

- If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	<ul style="list-style-type: none"> <li>• Vertical: 100 – 300 mm</li> <li>• Horizontal: 148 – 432 mm</li> </ul>
Inch version	<ul style="list-style-type: none"> <li>• Vertical: 4.0" – 11.7"</li> <li>• Horizontal: 6.0" – 17.0"</li> </ul>

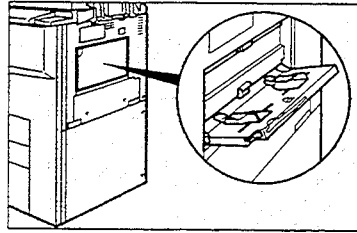
- To make copies onto OHP transparencies or thick paper exceeding 104.7 g/m<sup>2</sup>, 28 lb, specify the paper type in ⇒ P.62 “When copying onto OHP transparencies or thick paper”.

### Reference

For details about paper capacity of the bypass tray, see ⇒ P.21 “Copy Paper”.



**1** Open the bypass tray.




**2**

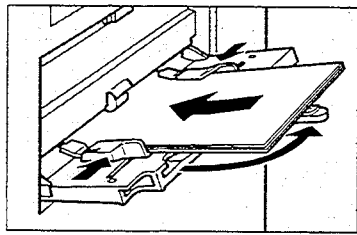
**2** Adjust the guides to copy paper size.

**Important**




- If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

**3** Lightly insert the copy paper face up until the beeper sounds.

The  indicator on the display is automatically selected.



**Note**

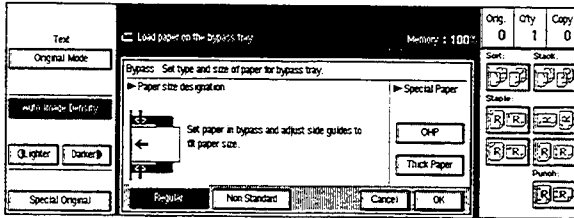
- The face side of the paper set is copied on.
- Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.
- If the beeper is turned off, lightly insert the copy paper until it stops. See "Operation Panel Beeper" of the "System Settings" manual.
- When the document feeder is open, set the direction of the copy paper to .
- Swing out the extender to support larger size copy paper larger than A4 , 8 1/2" x 11" .
- Fan paper to get air between the sheets and avoid a multi-sheet feed.
- Before setting, adjust the paper if curled or warped.

When copying onto size-unreadable standard size paper and non-standard size special paper

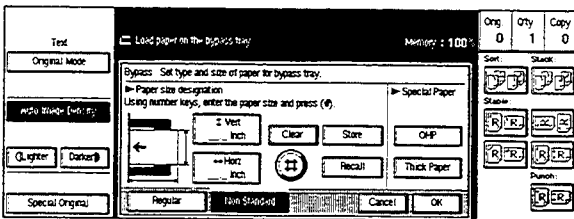
**Important**

You should specify the size of copy paper to avoid paper misfeeds.

- 1 Press the [#] key.
- 2 Touch the [Non Standard] key.



- 3 Touch the [Vert inch] key and enter the vertical size of the paper with the [Number] keys, then press the [#] key.



**Note**

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

- 4 Touch the [Horz inch] key and enter the horizontal size of the paper with the [Number] keys, then press the [#] key.

**Note**

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

- 5 To register the non-standard size entered, touch the [Store] key.

**Note**

- Only one non-standard size can be stored.
- To recall the non-standard size stored, touch the [Recall] key.

- 6 Touch the [OK] key.

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

## When copying onto OHP transparencies or thick paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

2

**Limitation**

- When you select "OHP" or "Thick Paper", 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.212 "Count Manager".

**Note**


- Select [Thick Paper] if the paper weight is more than 104.7 g/m<sup>2</sup>, 28 lb.

**1** Open the bypass tray, and adjust the guides to the paper size.

**Important**

- If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

**2** Lightly insert the OHP transparencies or thick paper face up until the beeper sounds.

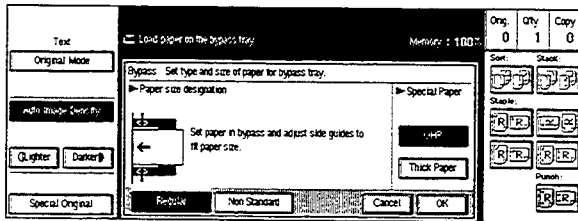
The  indicator on the display is automatically selected.

**Note**

- When you set a OHP transparencies, make sure that its front and back faces are properly positioned.
- To avoid paper misfeeds, shuffle a stack of paper before setting it in the tray.

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

**4** Select [OHP] or [Thick Paper].



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

**6** Set your originals and press the [Start] key.

 **Important**

- When copying onto OHP transparencies, remove copied sheets one by one.



## Program—Storing Your Copy Settings In Memory

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



### ◆ Storing Your Settings

You can store your settings you frequently use.

### ◆ Deleting A Program

You can delete a stored program.

### ◆ Recalling A Program

You can recall a stored program.

### ✎ Note

- You can store up to ten programs.
- You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset is made, or immediately after the operation switch is turned on.
- Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See "Paper Tray Priority" in ⇒ P.198 "General Features 1/3".
- Programs are not cleared by turning the power off or by pressing the **[Clear Modes/Energy Saver]** key. They are canceled only when you delete or overwrite them with another program.

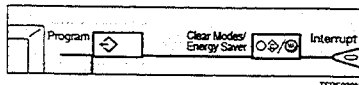
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## Storing Your Settings

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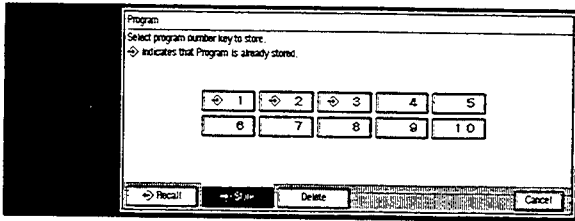
**1** Edit the copy settings so that all functions you want to store in this program are selected.

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





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



**4** Touch the program number you want to store.

When the settings are successfully stored, the ◊ indicator appears.

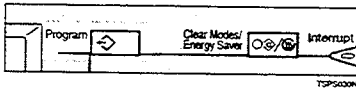
**Note**

- Program numbers with ◊ already have settings in them.
- If this program number is already being used, the machine will ask you if you wish to overwrite it - Touch the [Yes] or [No] key.

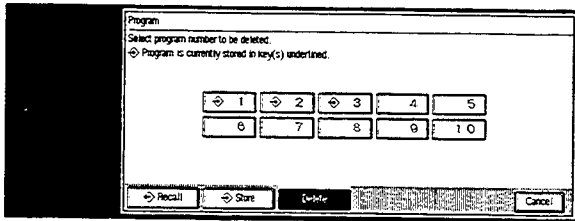
## Deleting A Program

You can delete a stored program.

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



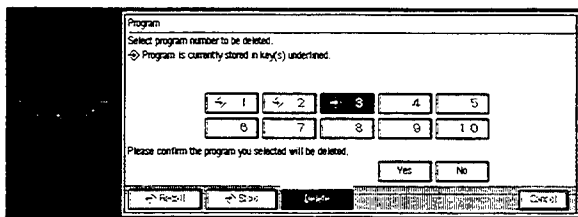
**2** Touch the [Delete] key.



**3** Touch the program number you want to delete.

**4** Touch the [Yes] key.

**2**



**Note**

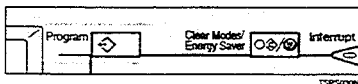
To cancel the deletion, touch the [No] key.

**5** To delete another program, repeat steps **3** and **4**.

## Recalling A Program

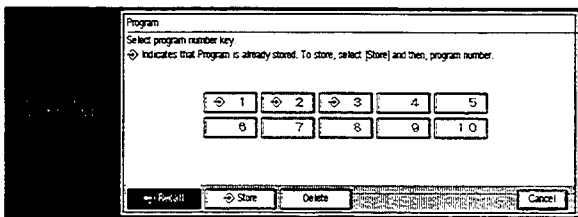
You can recall a stored program.

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



**2** Touch the program number you want to recall.

The stored settings are displayed.



**Note**

Only programs with ⇄ contain a program.

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

## Other Functions

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### Energy Saver Mode—Saving Energy

---

If you do not operate the machine for a certain period after copying, or when you press and hold the **[Clear Modes/Energy Saver]** key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the **[Clear Modes/Energy Saver]** key again, when the originals are set in the document feeder, or when the document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

2

The Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

#### Note

- If you press the **[Clear Modes/Energy Saver]** key during the operation, the current settings will be cleared.

#### Reference

See “Low Power Timer” of the “System Settings” manual.

---

### Interrupt—Temporarily Stopping One Job To Copy Something Else

---

Use this function if you wish to interrupt a long copy job to make urgently need copies.

#### Note

- The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.

---

While a document is being fed

---

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

The Interrupt key lights up and copying stops.

#### **2** Remove the originals that were being copied and set the originals you wish to copy.

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

The machine starts making your copies.

#### **4** When your copy job is finished, remove your originals and copies.

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

The Interrupt key indicator goes out.

**6** Replace the originals that were being copied before.

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

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




---

### Interrupting during copying after all originals have been fed

---

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

The interrupt key lights up.

 **Note**

- Copying will not stop yet.

**2** Set your original.

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

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

**4** When copying is complete, remove your originals and copies.

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

The Interrupt indicator goes out.

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

---

## User Codes

---

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

 **Note**

- When the machine is set for user codes, the machine will prompt you for your user codes after the operation switch is on or the Auto Reset comes into effect.
- You can adjust how long the machine waits before switching to the user code input display. See "Auto Reset Timer" in ⇒ P.198 "General Features 1/3".
- To prevent others from making copies using your user code, press the **[Clear Modes/Energy Saver]** and **[Clear/Stop]** keys simultaneously after copying.

### Reference

For user code setting, see “Settings You Can Change With The User Tools” of the “System Settings” manual.

For registering, changing and deleting user codes, see ⇒ P.212 “Count Manager”.

---

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

---

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** Make any adjustments to copy settings during the warm-up period.
- 2** Set your originals.
- 3** Press the **[Start]** key.

Copying automatically starts when the **[Start]** key indicator alternately flashes red and green and the machine is ready for copying.

### Note

- To cancel Auto Start, press the **[Clear/Stop]** key.
- With “Individual Input/Output Operation” set to “Yes”, originals are scanned even if the paper has run out or paper jamming has occurred. Supply paper or remove the jammed paper so that copying will automatically start without pressing the start key.

### Reference

See “Individual Input/Output Operation” and “Next Job Scan Start” in ⇒ P.210 “Input Output”.

---

## Original Beeper

---

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

### Note

- You can adjust when the beeper sounds with the “Auto Response (Human) Sensor” setting:
  - If set to “YES”, the beeper sounds as soon as you leave the machine after copying.
  - If set to “NO”, the beeper sounds 2 seconds after copying. Refer to the “Auto Response (Human) Sensor” setting of the “System Settings” manual.
- To cancel this function, see “Original Beeper” in ⇒ P.201 “General Features 2/3”.

---

## Next Job—Presetting Next Copy Job During A Copy Run

---

You can preset the next copy job during copying.  
After copying, the next copying automatically starts.

- 1** Touch the **[Next Job]** key.
- 2** Set the next copy job and touch the **[OK]** key.

 **Note**

- To cancel the job during setting, touch the **[Cancel]** key.

- 3** Set the originals in the document feeder and press the **[Start]** key.

The originals placed are scanned.

After copying, the next job automatically starts.

 **Note**

- You can proceed to the first set copy job page when you touch **[Current Job Status]**, and to the next set copy job when you touch the **[Next Job Status]** key. See “Next Job Scan Start” in ⇒ P.210 “Input Output”.

---

## Sample Copy—Checking Output Quality Before Making A Long Copy Run

---

Before making copies, you can check the finish by making one copy first.

 **Limitation**

- This function can be used only when the Sort function has been set.

- 1** Set the functions to be used with the Sort function, enter the number of copies to be made.

- 2** Set the originals.

- 3** Press the **[Sample Copy]** key.

One copy is delivered for proof copying.

- 4** The finish check page is displayed. After checking the finish, touch the **[Yes]** key if the sample is acceptable.

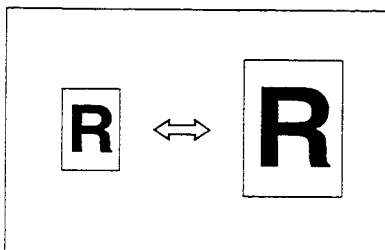
The number of copies is made excluding the one copy for proof copying.

 **Note**

- If you touch **[No]** after checking the finish, return to step **1** where you can set the Staple, Punch or density adjustment function again.

## Preset Reduce/Enlarge—Reducing And Enlarging Using Preset Ratios

You can select a preset ratio for copying.



2

### Note

- You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).
- Use “Shrink & Center” to reduce the image to 93 % of its original size with the center as reference. You can register this function in a shortcut key in the initial display.
- You can change the preset ratios to other ratios you frequently use. See ⇒ P.204 “*Reproduction Ratio<sup>2</sup>/<sub>2</sub>*”.
- You can set and display three kinds of ratio in the initial display. See “Shortcut R/E” in ⇒ P.201 “*General Features<sup>2</sup>/<sub>3</sub>*”.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- Copies can be reduced or enlarged as follows:

#### ◆ Metric version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	—
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	—
82	F→A4, B4→A4
75	B4→F4, B4→F

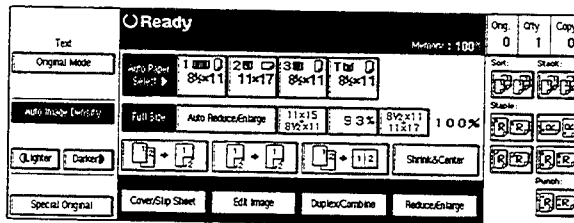
Ratio (%)	Original → Copy paper size
71 (reduce area by $\frac{1}{2}$ )	A3→A4, A4→A5
65	A3→F
50 (reduce area by $\frac{1}{4}$ )	A3→A5, F→A5



◆ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	—
200 (enlarge area by 4)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 11'' \times 17''$
155 (enlarge area by 2)	$5\frac{1}{2}'' \times 8\frac{1}{2}'' \rightarrow 8\frac{1}{2}'' \times 14''$
129	$8\frac{1}{2}'' \times 11'' \rightarrow 11'' \times 17''$
121	$8\frac{1}{2}'' \times 14'' \rightarrow 11'' \times 17''$
93	—
85	F→ $8\frac{1}{2}'' \times 11''$
78	$8\frac{1}{2}'' \times 14'' \rightarrow 8\frac{1}{2}'' \times 11''$
73	$11'' \times 15'' \rightarrow 8\frac{1}{2}'' \times 11''$
65	$11'' \times 17'' \rightarrow 8\frac{1}{2}'' \times 11''$
50 (reduce area by $\frac{1}{4}$ )	$11'' \times 17'' \rightarrow 5\frac{1}{2}'' \times 8\frac{1}{2}''$

1 Touch the [Reduce/Enlarge] key.

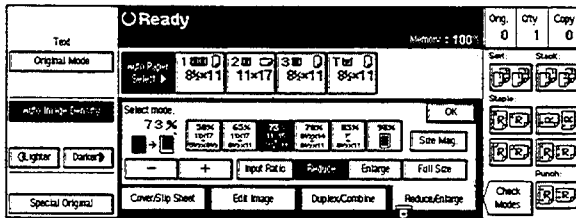


✎ Note

- ❑ To select a preset ratio in the initial display, directly touch the shortcut reduce/enlarge key and proceed to step 5.



**2** Select [Enlarge] or [Reduce].



**Note**

- You can specify which of [Reduce], [Enlarge] and [Input Ratio] is to be given priority and displayed when the [Reduce/Enlarge] key is touched. See "R/E Priority" in ⇒ P.201 "General Features <sup>2</sup>/<sub>3</sub>".

**3** Select a ratio.

**Note**

- You can specify the reduce/enlarge ratios of the keys displayed when the [Reduce/Enlarge] key is touched, followed by [Enlarge] or [Reduce]. See "Enlarge" in ⇒ P.204 "Reproduction Ratio <sup>1</sup>/<sub>2</sub>" and "Reduce" in ⇒ P.204 "Reproduction Ratio <sup>2</sup>/<sub>2</sub>".

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

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

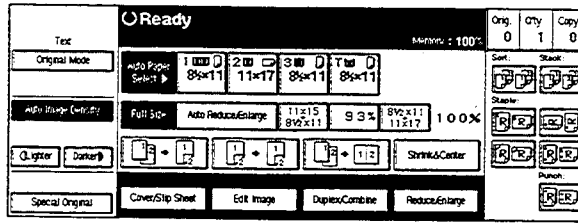
Shrink&Center mode

Use Shrink & Center mode to reduce the image by 93 % of its original size with the center position as reference. You can register this function in a shortcut key in the initial display.

**Note**

- For storing "Shrink&Center", see "Shortcut Keys" in ⇒ P.203 "General Features <sup>3</sup>/<sub>3</sub>".
- You can change the Reduce/Enlarge ratio for "Shrink&Center". See "Shrink&Center" in ⇒ P.203 "General Features <sup>3</sup>/<sub>3</sub>".

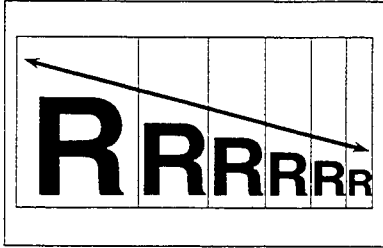
- 1 Touch the [Shrink&Center] key displayed in the initial display.



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

# Zoom—Reducing And Enlarging In 1 % Steps

You can change the reproduction ratio in 1 % steps.

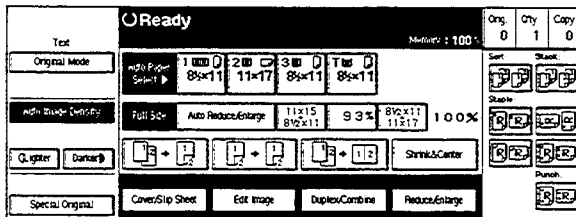


2

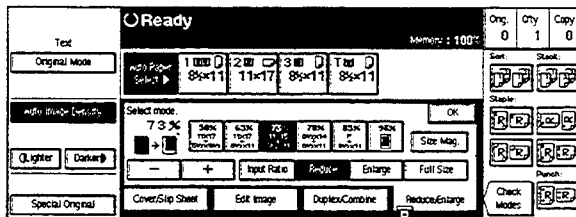
## Note

- The following ratios can be selected:
  - Metric version: 32 – 400 %
  - Inch version: 32 – 400 %
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[-]** key.

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

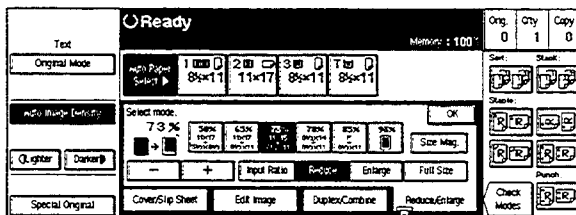


**2** Enter the ratio.



When using the **[+]** or **[-]** key

- 1 Select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.



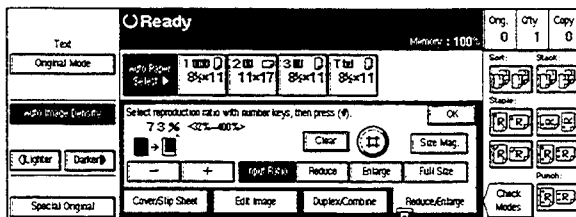
- 2 Enter the desired reproduction ratios with the **[+]** or **[-]** key.

**Note**

- To change the ratio in 1 % steps, just touch the **[+]** or **[-]** key. To change the ratio in 10 % steps, touch and hold down the **[+]** or **[-]** key.

When using the **[Number]** keys

- 1 Touch the **[Input Ratio]** key.



- 2 Enter the desired ratio with the **[Number]** keys.

 **Note**

To change the ratio entered, touch the **[Clear]** key and enter the new ratio.

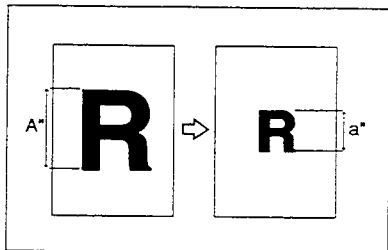
**3** Touch the **[OK]** key.

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



## Size Magnification

You can calculate a ratio from the lengths of the original and copy for enlarging or reducing the copy.



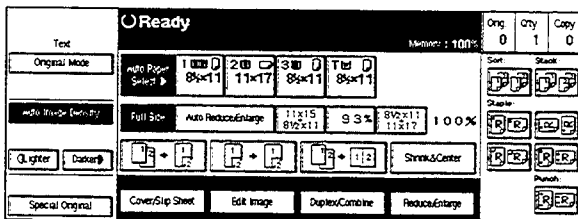
### Preparation

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

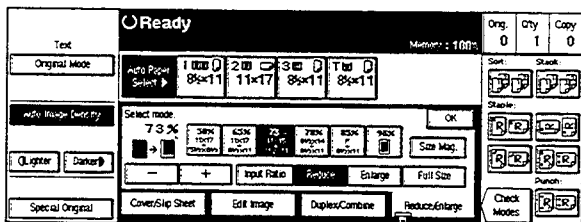
### Note

- A ratio is selected in the range of 32 to 400 %.
- 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.

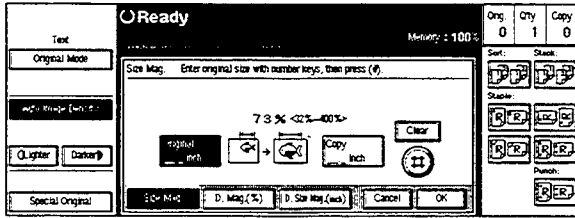
**1** Touch the [Reduce/Enlarge] key.



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



- 3** Enter the length of the original with the [Number] keys and press the [#] key.



2

**Note**

- You can enter sizes within the following ranges:

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

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

- 4** Enter the length of the copy with the [Number] keys and press the [#] key.

**Note**

- To change the length entered, press the [Clear/Stop] or [Clear] key and enter the new length.
- To change the length after pressing the [#] key, select [Original] or [Copy] and enter the desired length.

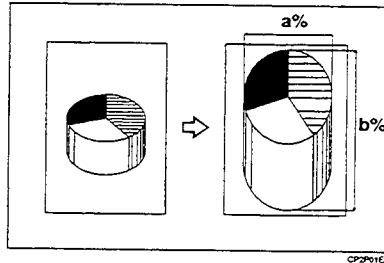
- 5** Touch the [OK] key.

- 6** Touch the [OK] key.

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

## Directional Magnification (%)—Stretching And Squeezing The Image In 1 % Steps

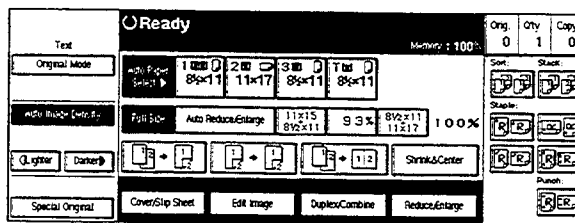
Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



### Note

- The following ratios can be selected:
  - Metric version: 32 – 400 %
  - Inch version: 32 – 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** Touch the **[Reduce/Enlarge]** key.

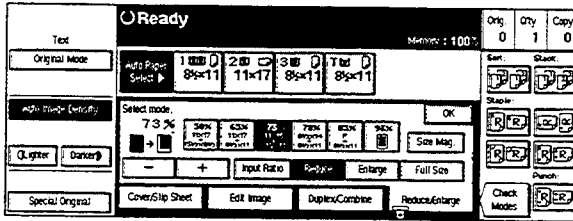


### Note

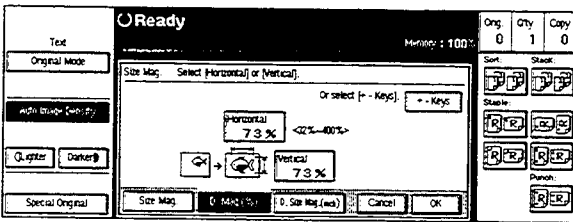
- When specifying a ratio with the **[+]** or **[-]** key, select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.



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



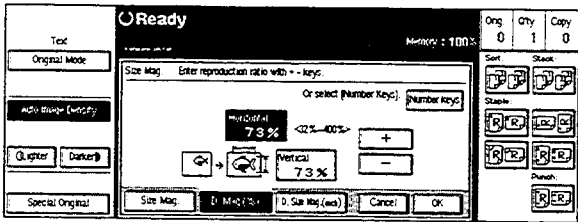
**3** Touch the [D. Mag. (%)] key.



To specify a ratio with the [+ ] or [- ] key

**1** Touch the [+ - Keys] key.

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



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

**Note**

- Touching the [+ ] or [- ] key changes the ratio in 1 % steps. Touching 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** Touch the [Vertical] key.

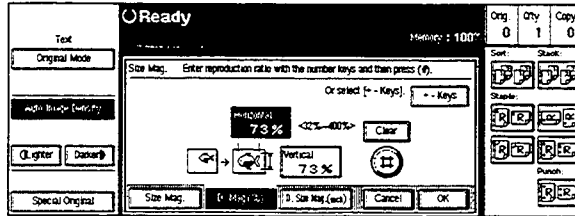
**5** Adjust the ratio with the [+ ] or [- ] key.

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

When using the [ Number ] keys

- 1 Touch the [Horizontal] key.

2



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

**Note**

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

- 3 Touch the [Vertical] key.
- 4 Enter the desired ratio with the [Number] keys, followed by the [#] key.
- 5 Touch the [OK] key.

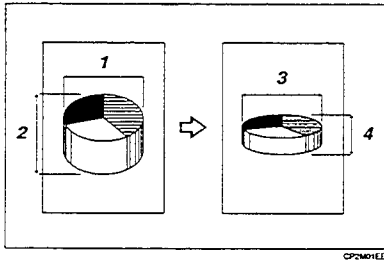
- 4 Touch the [OK] key.

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

## Directional Size Magnification (Inch)— Stretching And Squeezing The Image Into The Copy Area

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

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.

### Note

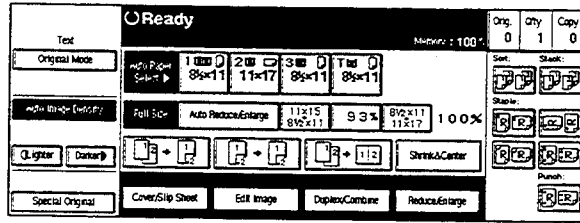
- You can enter sizes within the following ranges:

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

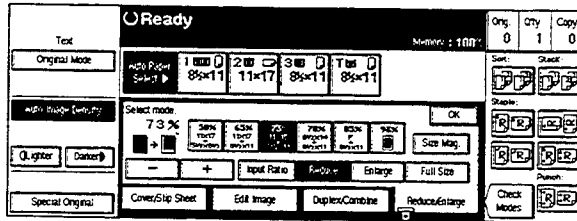
- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

- 1 Touch the [Reduce/Enlarge] key.

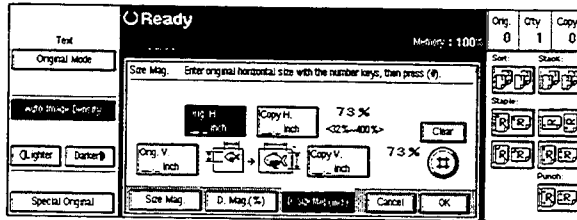
2



- 2 Touch the [Size Mag.] key.



- 3 Touch 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/Stop] key or the [Clear] 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 [OK] key.

 **Note**

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

**8** Touch the [OK] key.

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



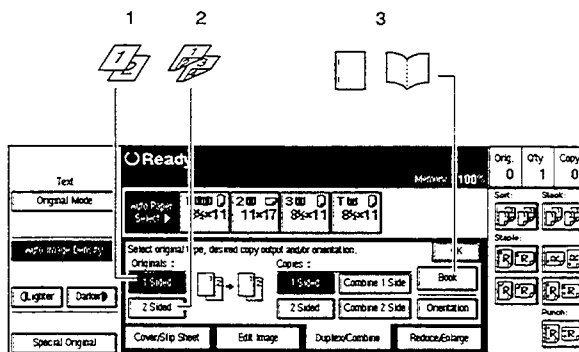
## Operation For Duplex/Combine

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



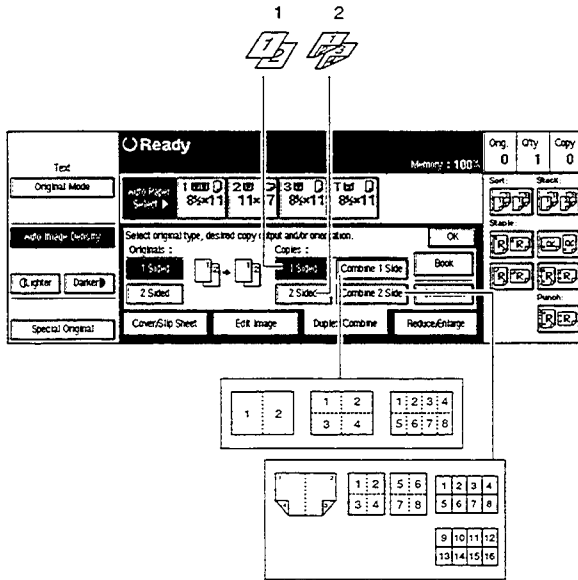
**1** Check your originals and select [1 Sided] or [2 Sided] for the originals.



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

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



1: 1-sided

2: 2-sided

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

TSPH200N

## Duplex—Making Two-Sided Copies

There are two ways in this function:

◆ **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**

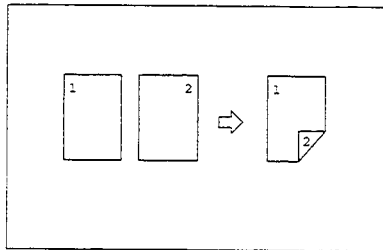
- You cannot use the following copy paper in this function:
  - Paper smaller than A5, 5<sup>1</sup>/<sub>2</sub>" × 8<sup>1</sup>/<sub>2</sub>" (possible on A5☐)
  - Translucent paper
  - Adhesive labels
  - OHP transparencies
  - Post cards
- You cannot use the bypass tray with this function.

✎ **Note**

- The following paper limitations apply:

Metric version	Minimum size	A5 (possible on A5☐)
	Weight	52 – 105 g/m <sup>2</sup>
Inch version	Minimum size	5 <sup>1</sup> / <sub>2</sub> " × 8 <sup>1</sup> / <sub>2</sub> "
	Weight	14 – 28 lb

### 1 Sided → 2 Sided—Making Two-sided Copies From One-sided Originals






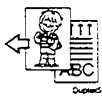

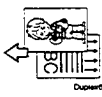

**Note**

- If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See “Duplex: Auto Eject” in ⇒ P.210 “Input Output”.
- 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 when Sort mode is not selected. See “Auto Sort Mode” in ⇒ P.210 “Input Output”.
- When original images are copied, the images are shifted by a width of binding margin. You can adjust the binding margin or binding position. You can also change their default values. See “Back Margin: Left/Right” in ⇒ P.205 “Page Format 1/2”.
- A binding margin can be automatically made on the back side. See “1 → 2 Duplex Auto Margin Adjust” in ⇒ P.205 “Page Format 1/2”.

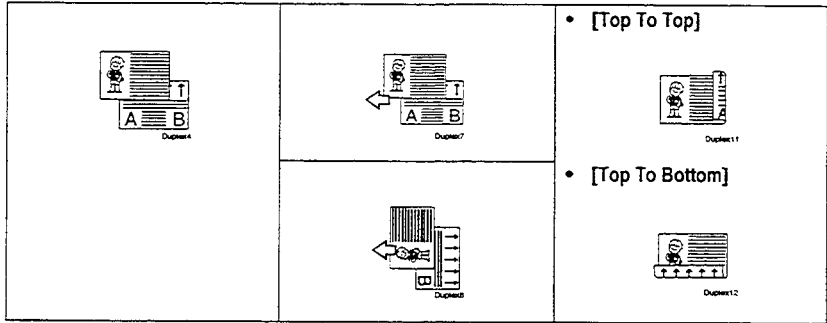


**Original direction and completed copies**

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

Original	Orientation	Result *1
		<ul style="list-style-type: none"> <li>• [Top To Top]</li> </ul> 
		<ul style="list-style-type: none"> <li>• [Top To Bottom]</li> </ul> 

2

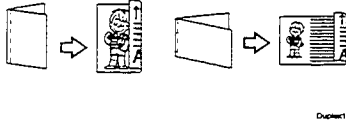


\*1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.

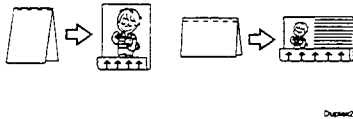
**Originals and copy direction**

You can select the orientation ([Top to Top], [Top to Bottom]). See ⇒ P.92 "Specifying Orientation of Bound Originals".

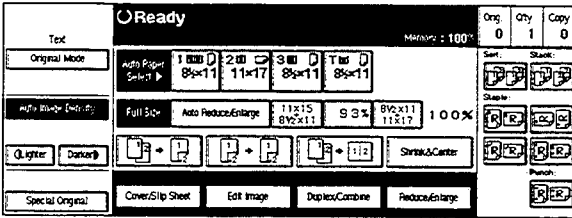
- Top To Top



- Top To Bottom

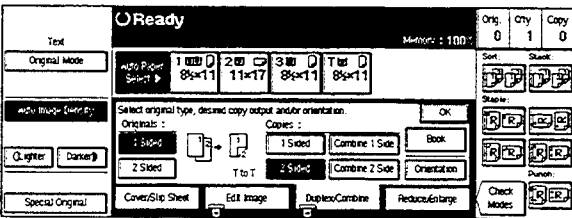


- 1** Touch the [Duplex/Combine] key.



2

- 2** Touch the [1 Sided] key for original, then touch the [2 Sided] key for copy.



**Note**

- To change the copy orientation to “Top to Bottom”, touch the [Orientation] key and select Top to Bottom. See ⇒ P.92 “Specifying Orientation of Bound Originals”.

- 3** Touch 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**

See ⇒ P.31 “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** When the number of originals is uneven, press the [#] key at the last original.

## Specifying Orientation of Bound Originals

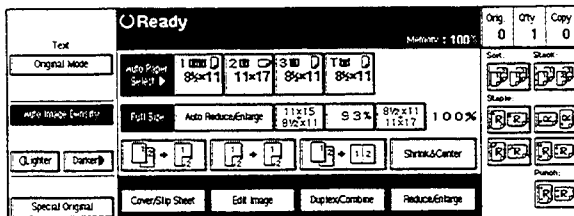
You can specify the orientation of bound originals (how you turn the pages). The default setting is [Top to Top].

 **Note**

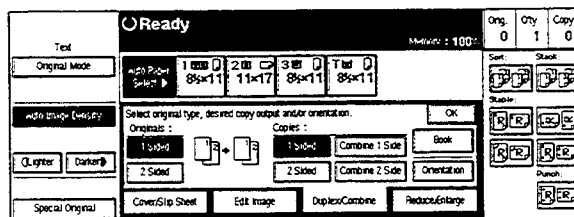
- ❑ You can change the orientation default with the user tools. See “Copy Orientation in Duplex Mode” and “Original Orientation in Duplex Mode” in ⇒ P.201 “General Features 2/3”.



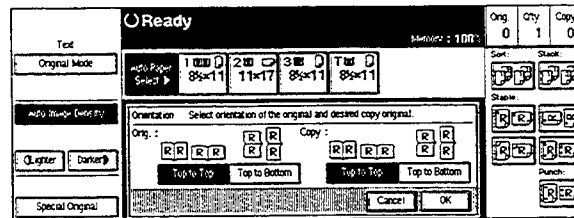
**1** Touch the [Duplex/Combine] key.



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

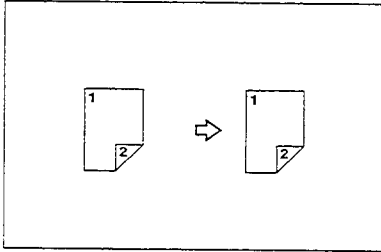


**3** Select an original orientation and a copy orientation.



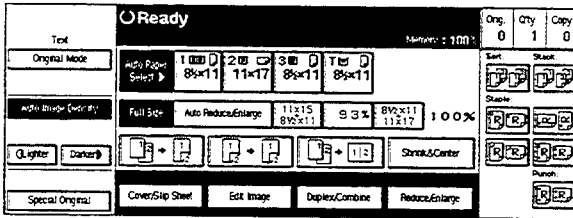
**4** Touch the [OK] key.

## 2 Sided → 2 Sided—Making Two-sided Copies From Two-sided Originals

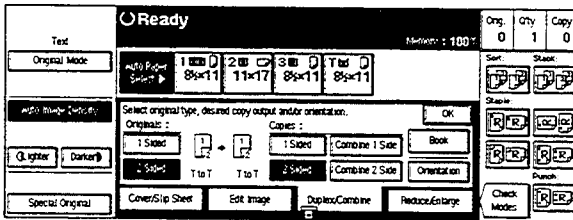


2

1 Touch the [Duplex/Combine] key.



2 Touch the [2 Sided] key for original, then touch the [2 Sided] key for copy.



### Note

To change the copy orientation to "Top to Bottom", touch the [Orientation] key and select Top to Bottom. See ⇒ P.92 "Specifying Orientation of Bound Originals".

3 Touch 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

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 **Reference**

See ⇒ P.31 "*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** When the number of originals is uneven, press the **[#]** key at the last original.

