



For safety, please follow the instructions in this manual.

Do not make copies of anything which is prohibited from copying by law. The following items are normally prohibited from copying by national law. Other items may be prohibited by local law.

 Money 	 Stamps 	 Bonds 	Stocks
Bank drafts	 Checks 	Passports	 Driver's licenses

The copy samples in this Operating Instructions differ somewhat from actual copies due to printing effects.

The coloring of each Color key may differ somewhat from the actual copies.

This copier has a function that prevents making counterfeit bills. So, if you use an original image that is similar to a bill, you may not get proper copies.

Safety Information

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

Safety during Operation

In this manual, the following important symbols are used:

AWARNING:	Ignoring this warning could cause serious injury or even death.
ACAUTION:	Ignoring this caution could cause injury or damage to property.

Examples of Indications



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



I

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

<u>∧</u> ₩4	RNING:
\bigcirc	• 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.
0	• 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 re- paired, 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.
E	• 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.
\bigcirc	• 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.
8	• 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.
	• Do not insert your hands between sorter bins when your machine is equipped with the 20- bin sorter stapler. You may be injured.



How to Read this Manual

Symbols

In this manual, the following symbols are used:

A 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.

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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Where it is & What it is

1

Machine Exterior



1. Platen cover (option)

2. Main power switch

Lower this cover over originals placed on the exposure glass (platen glass) for copying. To start the machine, turn on this switch.

🖉 Note

- □ If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.
- Completed copies are delivered here.
 - When you copy onto thin paper, raise this to prevent curling.
- Set paper here. 🖝 see page 136.
- Use to make two-sided copies.
- Open to access the inside of the machine.
- ☞ see page 5.
- 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).

Position originals here face down for copying.

- 3. Copy tray
- 4. Stopper
- 5. Paper tray
- 6. Auto duplex tray
- 7. Front cover
- 8. Operation panel
- 9. Operation switch
- 10. Exposure glass (platen glass)



1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper, rese page 44.

- Right side cover /Lower right cover
- 3. Ventilation hole

Open this cover to remove jammed paper.

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

Options



This machine can be provided with the following options:

- 1. Platen cover
- 2. Document feeder (ADF)
- 3. Original tray
- 4. Film projector unit

Lower this cover over originals placed on the exposure glass (platen glass) for copying.

Insert a stack of originals here. They will be fed automatically.

Put your originals.

Use to copy films.
see page 171.

🕜 Note

The holder is required for installation.

Consists of two paper trays.

- 5. 1000-sheet tray unit (two 500-sheet trays)
- 6. 1500-sheet tray unit (three 500-sheet trays)
- 7. 20-bin sorter stapler

8. 3-bin sorter stapler

- 9. 10-bin sorter stapler
- Consists of three paper trays.
- Sorts, stacks, and staples copies.
 - Sorts and stacks copies.
- Sorts, stacks, and staples copies.

Operation Panel



1. Touch panel display

You can see the operation status and messages here.

2. Screen Contrast knob

You can change the brightness of the display.

3. [Special Accessory] key

Press to use the optional film projector unit. • see page 171.

4. [User Tools] key

Press to change the default setting.

🖝 see page 151.

5. [Adjustment] key

Press to adjust the image or color balance, or to make user colors.

- 🖝 see page 91.
- 6. Editor pen

Use to designate areas.

7. [Program] key

Press to select the program mode. • see page 54.

8. [Clear Modes] key

Press to clear the previously entered settings.

9. [Interrupt] key

Press to make interrupt copies.

🖝 see page 52.

10. [Energy Saver] key

Press to enter/exit the Energy Saver mode.

see page 52.

11. [Counter] key

Press to display the total number of copies made.

12. Main Power indicator

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

13. On indicator

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

14. 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).

15. [Clear/Stop] key

Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

16. [Start] key

Press to start copying.

17. [#] key

Press to enter data in selected modes.

18. [Number] keys

Use to enter the desired number of copies. They are also used to enter data.

Touch Panel Display



This machine's features are accessed by simply pressing the name of the feature and following the instructions that come up on the display.

Regarding detailed information about each key and function, - see page 12.

For how to use the touch panel display, - see page 23.

What You can do with this Machine



Differences between Edit Type and Basic Type

This machine comes in two versions. Refer to the table below for features available on your machine.

Functions		Edit type	Basic type
Auto Image Density			1
	or Select	1	1
Full Cold	- · · · · · · · · · · · · · · · · · · ·	1	1
Black &			1
Single C		1	1
Twin Col		1	1
	per Select	1	1
	Preset R/E	1	1
Reduce/ Enlarge	Zoom	1	1
Reduce/ Enlarge	Directional Magnification	J	1
	Shift	1	1
Shift/ Book	Margin Adjustment	1	1
ы м	Cover Sheet	1.	1
<u></u>	Color Conversion	1	1
Color reatio	Color Erase	1	1
Color Creation	Color Background	1	1
	Positive/Negative	1	1
Image Creation	Mirror Image	1	1
	Program User Color	1	1
Color Adjust- nent/Memory	Color Adjustment	1	1
Adj Vlen	Color Balance Adjustment		1
olor int/l	Color Balance Program	1	1
ΟĔ	Image Adjustment	1	1
Area Ed		1	-
	t Copying	1	1
Auto Sta		1	1
Program		/	1
-	duce/Enlarge	1	1
	Tray Copying	1	1
	Combine Copying	1	/
Default		1	1
User To		1	1
Display		Full color	Full Color

What You can do with this Machine



- *3 Optional document feeder required.
- *4 Only for Edit type.

• Area Editing \Rightarrow Page 103

\neg	Color Conversion ∗4 ⇒ Page 116	• Color Background *4 ⇒ Page 116	• Delete Area *4 ⇒ Page 117
	Birliday Peny Fray Fray Fray Fray Fray Fray Fray Fra	gerriddy Perg ★ ↓	Starthday Parry *
	Color Erase ⇒ Page 116 *4	• Paint \Rightarrow Page 116 *4	Save Area ⇒ Page 118 *4
	zirriday 2ury ★★ ★		t Southan







Selecting the Color

🖝 see page 38.



Function Summary

Reducing and Enlarging

🖝 see page 56.

Preset R/E—Reducing and enlarging using preset ratios



Directional Magnification (%)—Stretching and squeezing the image in 1 % steps



1: Horizontal % 2: Vertical % Zoom—Reducing and enlarging in 1% steps





Directional Size Magnification (inch)— Stretching and squeezing the image into the copy area



1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

Shifting the Image

🖝 see page 71.

Shift-Centering/Cornering the Image

R ▷ R R

Margin Adjustment —Adding margins for binding



Adding	the	Cover

🖝 see page 74.

Front Cover-Copying a front cover



Front & Back Cover—Copying front cover and adding back cover



Front & Back Cover—Copying front and back covers



Making Duplex Copies

🖝 see page 62.

1Sided —> 2 Sided—Making two-sided copies from one-sided originals



Book ---> 2 Sided---Making two-sided copies from facing pages of a bound original



2 Sided —> 2 Sided—Making two-sided copies from two-sided originals



Multi ---> 2 Sided—Making two-sided copies from a book



Making Series Copies

🖝 see page 67.

Book ---> 1 Sided---From book originals to 2 one-sided copies



2 Sided —> 1 Sided—From two-sided originals to 2 one-sided copies



Making Combine Copies

🖝 see page 69.

Combine 2 Originals—Combining two originals



Combine 4 Originals—Combining four originals



Color Creation

🖝 see page 77.

Color Conversion—Converting a selected color into a different color



Color Background—Making copies with a color background



Color Erase—Erasing the selected color



Function Summary

Image Creation

🖝 see page 81.

Mirror Image—Making a mirror image



Positive/Negative-Copying in complementary colors





Color Balance—Adjusting and Storing the Color Balance

🖝 see page 92.



Color Balance Adjustment-Adjusting the color balance

Color Balance Program —Storing and recalling the color balance



.....

Image Adjustment

🖝 see page 96.

GCCLCY1E

Mhat You can do with this Machine

Soft/Sharp



Background Density



Contrast



Pastel



Program User Color—Storing User Colors

🖝 see page 99.





🖝 see page 83.

Sort-Sorting into sets (123, 123, 123)



Staple—Stapling copies



Stack—Stacking together all copies of a page (111, 222, 333)





Using the Projector (Option)

🖝 see page 171.

Color Sample Chart

This is the User Color sample. You can mix the basic colors to make your own colors (User Color).

🕜 Note

The color sample might differ somewhat from actual copies due to printing effects.

Y 0% BK 0%		M30%	M60%	M100%	Y 0% BK30%	M0%	M30%	M60%	M100%
	C30%		Ì		C30	%			
	C60%				C60	%			
	C100%				C100	1%			
Y 30% BK 0%	M0% C 0%	M30%	<u>M60%</u>	M100%	Y 30% C 0 BK30%	M0%	M30%	M60%	M100%
					C30)%			
	C60%				C60)%			
	C100%				C100)%			
Y 60% BK 0%	M0%	M30%	M60%	M100%	¥ 60% ^C ⊄ BK30%	M0%	<u>M30%</u>	M60%	M100%
					C30)%			
	C60%	13			C60	0%			
	C100%				C100	0%			
Y100% BK 0%	M0%	M30%	M60%	M100%	¥ 100% ^{C (} BK30%	<u>M0%</u>	M30%	M60%	M100%
	C30%				C3	0%			
	C60%		2 Phys. 1		C6	0%			

Using the Touch Panel Display

Selecting Functions

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

J. Pearly				Area Editing	^{0%} 1 ⁰
Auto Image Dens.	ЮC	OC	000		
Auto Color Select	Full Color	Blec	k & White	Single Color	Twin Color
Auto Text/Photo	Text	Photo	Special Orio	ginel 🔄 🗒	
Auto Paper Select	1 ⊟ J 8½×11	2 🗑 💛 8½×11	3 ₩ ⊃ 8½×13	l≊Normal-∕ 8½×11	
Full Size	Auto Reduc	e/Enlarge	100%		
	Sort	Stack]Staple:	B'RJ	
Image Creation	Color Cre	ation	Shift/Book	Duplex/Combine	Reduce/Enlarge

Messages and instructions appear here.

Keys that have been selected.

Keys that have the option of being selected.

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

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

Example:

Key on the display:

In the manual:

[Auto Paper Select] key

🖉 Note

Do not press the touch panel display with any hard or sharp object. Always use the editor pen.

Entering Numbers

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

Should you make a mistake:

- If you have not pressed the [#] key yet, press the [Clear] key and then re-enter it. If there is not the [Clear] key on the display, press the [Clear/Stop] key.
- If you have already pressed the [#] key, press the item you wish to change on the display and re-enter the number with the [Number] keys. Press the [#] key on the display to accept it.
Checking the Functions You Have Selected

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

U ^{Ready}		Kir			Area Editin	g o	1 Com	
Auto Image Dens.	IOC)OC	OC	\mathbf{O}		۱. 		
Auto Color Select	Full Color	Bier	k & White	Single	Color	Twin Cold	or 👘	
Auto Text/Photo	Text	Photo	Special O	- 1 have -	313			
Auto Paper Select	1 🖬 🥠 8½×11	2 🔲 🈏 8½×11	3 ₪ _) 8½×13	8½×	11			
Full Size	Auto Reduc		71%					[Check Modes] key
(<u>an 1923)</u>	Sort	Stack	Stepie:	B'B]		Check Mode	
Image Creation	Color Cre	ation	Shift/Book	Dup	lex/Combin	e Redu	ice/Enlarge	
Select reproduction r	etic.					100%		
71% ≯		500%	115%	122% 8-13-43	141%	200%	400%	
	25%	50%	65% 43+19-13	71% ₩⊐26	75% 84+8-13	822% 8-13-44	93%	
Input Ratio	Preset R/E	/ Zoom Dire	ectional Mag.				1883	

To check all the settings you have set so far, press the [Check Modes] key.

O Ready	Area Editing	1 Crans	OFleady	<u></u>		Area Editing	^{on} 1 ^{ore}
			Auto Image Dens.	0000)000		
Auto Color Select Full Color Black & White	Single Color Twin Color		Auto Color Select	Full Color Bla	×&White Si	ngle Color T	win Color
Auto Text/Photo Text Photo Special On	ginal 🗐 💷 🔳		Auto Text/Photo	Text Photo	Special Original		31
Auto Peper Select 1 ほう 2 回う 3 回う 8½×11 8½×11 8½×13	Normal - 8½×11		Auto Paper Select	1 ₩	3 個 ジ 生 8½×13	Normel	
Full Size Auto Reduce/Enlarge 71%		•	Full Size	Auto Reduce/Enlarge	71%		
Sort Steck Stepie:	<u>B'R</u>	neck Modes		Sort Stack	Stopie:)B	Previous
Image Creation Color Creation Shift/Book	Duplex/Combine Reduc	e/Enlarge				Ouplex/Combine	Reduce/Enlarge
Select reproduction rotio.	100%				t) 1 Sided->2 Sided	Preset R/E
	122% 141% 200%	400%				i sideo->2 sideo]⇒]	
- + 25% 50% 65% A3+643	71% 75% 82%	93%				Even	ل •ل
Input Retio Preset R/E / Zoom Directional Mag			Image Creation	Color Creation	Shift/Book		

Basics

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. About Energy Saver mode, rese page 52. About Auto Timer, rese page 155.

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

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



Turn on the main power switch.



Turning on the Power

Press the operation switch to make the **On** indicator lights up.

🔗 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 (about 7 minutes), you can use the Auto Start function. riangle see page 53.

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] key and the [Clear/Stop] key simultaneously after copying.

For setting user codes, - see page 160.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

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 when the platen cover or the document feeder is opened.

Originals

Standar d Size Originals

The machine will detect original of the following sizes and directions as standard size originals:

□ When you set originals on the exposure glass (platen glass)

Metric version	A3, B4, A4, A4, B5, 81/2" x 13", 81/4" x 13", 8" x 13", 8" x 13", 8" x 13"
Inch version	11" x 17"□, 81/2" x 14"□, 81/2" x 11"□□

When you set originals in the document feeder

Metric version	A3□, B4□, A4□□, B5□□, A5□□, B6□□, 11" x 17"□, 81/2" x 11"□□, , 81/2" x 13"□`', 81/4" x 13"□`', 8" x 13"□`'
Inch version	A4□□, 11" x 17"□, 11" x 15"□, 10" x 14"□, 81/2" x 14"□, 81/2" x 13"□, 81/2" x 11"□□, 8" x 10"□, 51/2" x 81/2"□□

¹8_{1/2}" x 13", 8_{1/4}" x 13", or 8" x 13", can be set by your service representative.

Recommended Originals

₽ Reference

For originals that the document feeder can handle, - see page 205.

Non-recommended Originals for the Document Feeder

Note

- The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).
- Originals thicker than 128g/m², 34 lb
- Originals thinner than 40g/m², 11 lb
- □ For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools. see page 162.
- Originals larger than A3, 11" x 17"
- □ Originals smaller than B6□□, 51/2" x 81/2"□□
- Folded, curled, creased, or damaged originals
- □ Mailing labels, or perforated originals
- Bound, stapled, or clipped originals
- OHP transparencies

- Translucent paper
- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

Setting Originals on the Exposue Glass (Platen Glass)

Lift the platen cover or the document feeder.

0

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







2. Scale

Setting a Stack of Originals in the Document Feeder

You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

🖉 Note

- □ Some originals are unsuitable for the document feeder.
 see page 28.
- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

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

2 Make sure the Insert Original indicator is lit and the exposure glass (platen glass) is clear of originals.



Adjust the guide to the original size.

Set the originals <u>face up</u> into the document feeder until the **Insert Original** indicator goes off.

🖉 Note

3

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



1: Limit mark 2: Original guide

Setting one Original at a Time in the Document Feeder

If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the [Start] key.

🖋 Note

- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.

Do not lift the document feeder until the original has been completely fed out.



2 Make sure the Insert Original indicator is lit and the exposure glass (platen glass) is clear of originals.





- Adjust the guide to the original size.
- Set the original <u>face up</u> into the document feeder until the **Insert Original** indicator goes off.

🔗 Note

3

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.
- Press the [Start] key.
- **6** While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

🏈 Note

You can adjust the time the machine waits before being ready for the next original with the user tools.
 see page 155.





Setting Originals of Different Sizes in the Document Feeder

You can insert a stack of originals of different standard sizes (e.g. A4, B5 etc.) into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools. - see page 162.

🕈 Limitation

- □ The weight of originals that can be set with this function is 52 81g/m², 14 20 lb.
- I Smaller size originals might be skewed a little.

🔗 Note

□ If your stack of originals contains pages of different sizes, make sure that:

- Longer originals are at the bottom of the stack, and shorter originals are at the top.
- All originals are flush with the back fence of the document feeder.

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



1: Set into the document feeder 2: Vertical size



Adjust the guide to the widest original size.



Set the aligned originals face up into the document feeder.

Setting Custom Sized Originals

When copying from custom sized originals, enter the original size so that copy is well aligned.

🕈 Limitation

You must set your custom size originals on the exposure glass (platen glass).

For the standard sizes the machine can detect, - see page 28.

🔗 Note

The dimensions you can enter must be within the following ranges:

Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)



Select the copy paper size.







B Make sure that the [Orig. Horiz] key is selected. Enter the horizontal size with the [Number] keys, then press the [#] key.

Note

□ To change the value entered, press the [Clear] key and enter a new value.

- Press the [Orig. Vert] key and enter the vertical size with the [Number] keys, then press the [#] key.
- 5 Press the [OK] key.
- **6** Set your original on the exposure glass (platen glass), then press the **[Start]** key.

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Removing the Platen Cover to Copy a Large Original

You can remove the platen cover to copy a large (more than A3, $11" \times 17"$) original.

Note

- You cannot remove the document feeder.
- To remove the platen cover, lift it out.

🔗 Note

Lift the platen cover with both hands. Place the removed cover on a flat surface such as a desk and where it will not be damaged.







Copying

Basic Operation

How to Make Copies

- Set your original on the exposure glass (platen glass) or in the document feeder.
 see page 29, 30, or 31.
- 2 Confirm that the [Full Color], [Auto Text/ Photo], [Auto Paper Select], [Full Size] keys are selected. If not, press the keys.

🔗 Note

- Full Color copy mode rese page 38.
- Auto Text/Photo see page 41.
- Auto Paper Select
 see page 43.

B Enter the number of copies required using the [Number] keys.

Note

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







🔗 Note

- □ To stop the machine during a multi-copy run, press the [Clear/Stop] key.
- To return the machine to the initial condition after copying, press the [Clear Modes] key.

Adjusting Copy Image Density

Image density affects the contrast of copies. With these functions you can control the image density so that copies match originals. Make the selection you require then set your originals and press the **[Start]** key.

Auto image density

The machine automatically controls the image density.

🔗 Note

2

Auto image Density and Auto Color Select cannot be set together.

If Auto Color Select mode is selected, select other color modes to cancel it. • see page 38.

Press the [Auto Image Density] key.

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Manual image density

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

If [Auto Image Density] key is selected, press it to cancel it.



Press the desired color density level.

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Combined auto and manual image density

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



If Auto Color Select mode is selected, select other color modes to cancel it. • see page 38.



Press the [Auto Image Density] key.



Press the desired color density level.

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Selecting a Color Mode

Select a color mode that best suits your originals and copying requirements.

Auto color select mode

The machine automatically detects whether the original has color parts or not. Originals with only black images will be copied in Black & White mode. Originals with some color areas will be copied in Full Color mode.

Note

- If you make one copy set of a black original using the document feeder, it is recommended to select Black & White mode. If you choose Auto Color Select mode, the machine will reset the color selection for every original page, taking a long time to complete the job.
- N

Press the [Auto Color Select] key.

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

Full color copy mode

This function makes copies in full color.

- You can adjust the overall color tone of copies.
 see page 92.
 - Make sure that the [Full Color] key is selected.

🏈 Note

I if not, press the [Full Color] key.



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

Black & White copy mode

This function makes copies in black.



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

2

Basic Operation

Single color mode

This function makes copies in single colors.

Note

• 12 basic colors:

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Beige, Marine Blue, Pink, Purple

• 15 user colors:

Up to 15 colors can be manually mixed and stored in memory. - see page 101.

For copy samples, - see page 12.

-Basic color



Press the [Single Color] key.



Select the color.

Note

You can select the color density level.

Ę.
·

3 Press the [OK] key.



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

-User colors

Note

When Single Color copying, user colors might come out lighter.

₽ Reference

Program User Color, - see page 99.

Press the [Single Color] key.



Press the [User Color] key.

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Select the color. 3

Note

You can select the color density level.

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Press the [OK] key.

5

4

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

Twin color mode

This function makes copies with black parts in the selected color and other parts in the other selected color.

For copy samples, - see page 12.

🔗 Note

You can have colored areas copied in one of the following colors:

- Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and Use Colors You can have black parts copied in one of the following colors:
- Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and User Colors



Press the [Twin Color] key.

Select the color you want to copy in for the color 2 parts of the original.

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If you want to change the black parts, press the **[Change Black]** key.

🔗 Note

4

If you don't want to change the black parts, go to step 5.

Select the color you want to copy in for the black

parts of the original. Then press the [OK] key.

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

6

Selecting the Original Image Type

To optimize the likeness between copies and originals, select an image type that matches your originals.

🖉 Note

You can adjust the readability of black lettering in colored areas, rese page 95.

Auto Text/Photo mode

This mode automatically detects the areas of your original containing text or photographs. The text areas are copied using Text mode, and the photographs are copied with Photo mode.

🔗 Note

□ There are 3 types of Photo mode:

[Press Print]: Use when copying photographs or pictures that are printed on paper (e.g. magazines).

[Glossy Photo]: Use when copying developed photographs.

[2nd Generation]: Use when copying copies or originals printed from printers.

Make sure that the [Auto Text/Photo] key is selected.

🔗 Note

If not, press the [Auto Text/Photo] key.

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Select your desired photo mode.

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

Text mode

This modes is suitable for copying originals consisting of characters, line diagrams, and letter, but not photographic images.



Press the [Text] key.

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

Copying

Photo mode

This mode is suitable for copying originals consisting of pictures, photographs, and screened letters/areas, but not solid letters.

🔗 Note

- There are 3 types of Photo mode:
 - [Press Print]: Use when copying photographs or pictures that are printed on paper (e.g. magazines).
 - [Glossy Photo]: Use when copying developed photographs.
 - [2nd Generation]: Use when copying copies or originals printed from printers.



Press the [Photo] key.

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2 Select your desired photo mode.

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

Special original mode

Use this function for originals written in highlight pen, originals printed from inkjet printers, or maps.

Press the [Special Original] key.

2 Select your desired original type from the [Highlight Pen], [Inkjet Output], and [Map] key.

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3

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

Selecting the Copy Paper Size

Select a suitable size of copy paper based on the original size and the reproduction ratio.

Auto paper select

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

For functions that cannot be used together with this function, - see page 88.

Note

Depending on the original type and size you use, the machine cannot detect original size. In this case, select paper size manually.

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

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Manual paper select

You can select the copy paper manually.

Select the copy paper.

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Copying

Copying from the Bypass Tray

Use the bypass tray to copy onto thick paper, adhesive labels, OHP transparencies, or custom size paper. Also use the bypass tray to copy onto the reverse side of paper that has already been copied onto.

Note

□ The following limitations apply:

Acceptable paper types	Normal paper (52 - 105g/m ² , 14 - Thick paper (105 - 160g/m ² , 28 - Post cards OHP transparencies Adhesive labels Translucent paper	- 28 lb) 43 lb)
	Standard size	Metric version: □: A3, B4, A4, B5, A5, B6, A6, 11" × 17", 12" × 18" □: A4, B5, A5, 81/2" × 11"
		Inch version: \Box : 12" × 18", 11" × 17", 81/2" × 11", 51/2" × 81/2" \Box : 81/2" × 11", 51/2" × 81/2"
	Custom size	Metric version: Vertical: 100 - 305mm (in 1mm steps) Horizontal: 140 - 457mm (in 1mm steps)
	2:Vertical 3:Feed direction	Inch version: Vertical: 3.9" - 12.0" (in 0.1" steps) Horizontal: 5.5" - 18.0" (in 0.1" steps)
Number of sheets that can be set at one time	Normal paper Thick paper, OHP transparencies Adhesive labels: Translucent paper: Post cards:	50 sheets s: 30 sheets (smaller than 8" × 13") 15 sheets (8" × 13" or large) 30 sheets 50 sheets 25 sheets

Select one of the following settings or keys:

[Normal Paper] : normal paper

[Thick] : thick paper, post cards, adhesive labels, translucent paper

[OHP]: OHP transparencies

[Duplex Back]: Copying onto the reverse side of paper that has been already copied onto. - see page 49.

[Custom Size] : Select this after the paper type for custom sized paper. * see page 46.

When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



When you set several sheets at a time, fan them to get air between them before loading.

- □ If the copy paper is curled, gently roll it to remove the curl.
- □ When you copy onto OHP transparencies, insert them with the copy side up.
- Do not stack copy paper above the limit mark.
- If the copy paper is curled, correct it before setting paper in the bypass tray. If the curled is not corrected, a paper misfeed might occur.
- When the optional sorter stapler is installed, copies made onto thick or OHP transparencies are not delivered in the proof tray but in the first bin instead.
- □ When setting custom size paper, be sure to set the size after pressing the [Custom Size] key.

Copying onto standard size paper with the bypass tray

🏈 Note

□ When you copy onto the reverse side of paper that has been already copied onto, - see page 49.

N

Open the bypass tray.



2 Press the [Normal], [Thick], or [OHP] key.

Note

□ Make sure that the [Standard Size] key is selected.

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When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



3 Press the $[\Box / \Box]$ key to select paper orientation.

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Press the [OK] key.

Adjust the paper guides to the paper size.

Note

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- Make sure that the paper guides matches to the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.
- □ With large copy paper (more than A4□, 81/2" × 11"□), swing out the extender.

6 With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.

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

1:Horizontal size 2:Vertical size 3:Extender 4:Paper guides

Copying onto custom size paper with the bypass tray

Preparation

You can register custom paper sizes you use often in keys [Custom1], [Custom2], and [Custom3] with the user tools. • see page 157.

🔗 Note

Be sure to set the size. Otherwise, a paper misfeed might occur.



7

Open the baypass tray.



Press the [Normal], [Thick], or [OHP] key.





Press the [Custom Size] key.

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Select [Custom1], [Custom2], [Custom3] or [Enter Size] keys.

🔗 Note

If you select [Custom1], [Custom2], or [Custom3], go to step 8.

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6 If you select **[Enter Size]** in step 5, enter the horizontal paper size with the **[Number]** keys, then press the **[#]** key.

🔗 Note

□ To change the value entered, press the [Clear] key and enter a new value.

7 Enter the vertical paper size with the **[Number]** keys, then press the **[#]** key.

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Press the [OK] key.

Adjust the paper guides to the paper size.

Note

Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.



Insert the paper into the bypass tray.



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

Making A3, $11" \times 17"$ full bleed copies

- 1: A3, 11" × 17" size Original
- 2: In standard copy mode, margins appear on copies
- 3: 12" × 18" Full Bleed Copy
- 4: Cut around the margins to produce a full image

If you adjust the paper guides of the bypass tray more than A3 (11") size, A3 $11" \times 17"$ full bleed copying mode is automatically selected.

In this mode, you can make A3, $11" \times 17"$ full bleed copies with $12" \times 18"$ paper. This is useful to make A3, $11" \times 17"$ size copies with colored background (e.g. catalogues).

Note

- \square This function can be used with 12" \times 18" paper.
- \square When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically, changed to widthwise \square .
- □ If you want to select this mode, expand the paper guides as shown in the illustration.



<Right guide>

Copying onto the reverse side of paper that has been already copied onto

Note

- □ If you wish to copy 2 sided onto normal paper, use the Duplex feature. see page 62.
- □ Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.



- □ You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.
- Do not use copy paper that has been already copied on with other machines.
- If the copy paper is curled, correct it before setting paper in the bypass tray. If the curl is not corrected, a paper misfeed might occur.

Basic Operation



Open the bypass tray.



Insert the paper into the bypass tray.

Note

Make sure the front side (the side that has been copied onto) faces down.



Press the [Normal] or [Thick] key.



Press the $[\Box / \Box]$ key to select paper orientation.



Press the [Duplex Back] key.

Note

When you copy onto custom size paper, press the [Custom Size] key and select or enter the size. For details, see page 46.

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Press the [OK] key.



Adjust the paper guides to the paper size.

🖉 Note

Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.



Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios

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

For functions that cannot be used together with this function, *r* see page 88.

Example:

Metric version:original: A3 \Box ,copy paper: A4 \Box Inch version:original: 11" × 17" \Box ,copy paper: 81/2" × 11" \Box





- 2 Set your originals on the exposure glass (platen glass) or in the document feeder.
 - see page 29, 30 and 31.
- 3 Choose your copy paper size (e.g. A4 \Box , $8_{1/2}$ " × 11" \Box).
- Press the **[Start]** key. The original image is enlarged or reduced to fit the selected copy paper.

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying or press the [Energy Saver] key, the display goes out and the machine enters Energy Saver mode. When you press the [Energy Saver] key again and originals are set in the document feeder or when the platen cover or document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.



Press the [Energy Saver] key to enter the Energy Saver mode.

Note

To cancel this mode, press the [Energy Saver] key again.

Interrupt Copying—Temporarily Stopping one Job to Copy Something Else

Use the [Interrupt] key to interrupt a copy run and make urgently needed copies.

For functions that cannot be used together with this function, *researce* see page 88.

7	Press the [Interrupt] key. The machine will stop
L	the copy run and store the present settings in
	the memory. The machine will return to the ready
	condition.

9
[4]

5

Remove the previous originals. Set your originals for interrupt copying on the exposure glass (platen glass) or in the document feeder.

Make your copies. 3

> After interrupt copying is completed, press the [Interrupt] key again. The machine will recall the previous copy settings.

Reset the previous originals and press the [Start] key to resume the previous run.

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 the machine will start copying after the warm-up period.



Set your copy settings during the warm-up period.



Note

□ To cancel Auto Start, press the [Clear/Stop] key.

Program—Storing and Recalling Your Copy Settings in Memory

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

🏈 Note

□ If you want to change the stored programs, store another program again.

Storing Your Settings





3

Press the [Program] key.

Press the [Program] key.



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

Note

If this program number is already being used, the machine asks whether you wish to overwrite it or not. Press the [Yes] or [No] key.

Recalling Your Settings



Press the [Program] key.

🖉 Nofe

- If you want to recall Area Edit settings stored in a program, press the [Area Editing] key then press the [Program] key.
- After you recall the Area Edit settings stored in a program, you can change them. However, you can not add or delete the Area/Group.

2 Press the [Recall] key.

3 Select the program number you want to recall. The stored settings are displayed.

Note

 \square Only programs with \diamondsuit contain a program.



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

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Check Modes—Checking the Selected Copy Jobs

By pressing the **[Check Modes]** key, you can see at a glance the modes you have selected.

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Counter-Checking the Total Number of Copies Made

By pressing the **[Counter]** key, you can check the total number of copies made.

Copying

Reduce/Enlarge—Reducing and Enlarging

Preset R/E—Reducing and Enlarging Using Preset Ratios



For functions that cannot be used together with this function, - see page 88.

🏈 Note

- You can add up to two preset ratios with the user tools. see page 159.
- 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.
- □ To return to 100%, press the [100%] key.

Reducing

3

4



2 Make sure that the **[Preset R/E / Zoom]** key is selected.

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andret <u>angun ter</u> Den						123074	
1.1		398%		127	<u> 1</u> 22]	(1	***
- 4	7 10	32	82%) 	<u>72</u> %	232	8.	92.2



Select the ratio you require.

Enlarging



Press the [Reduce/Enlarge] key.

2 Make sure that the [Preset R/E / Zoom] key is selected.

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ل•ل		389N	Ri* [校2	128	R .	488.
- +	23%	35	88	315	20.1	\$2. I	33.2

Select the ratio you require.

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* 1 +	225×	3	2	.2.	<u>as</u> [2005. 	93.5



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

Zoom-Reducing and Enlarging in 1% Steps



You can change the reproduction ratio from 25% to 400% in 1% steps.

🏈 Note

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.

□ To return to 100%, press the [100%] key.

□ You can select a preset ratio which is near the desired ratio, then press the [Zoom] key and adjust the ratio with the [+] or [-] key.

There are two ways to set the ratios.

Using the (-) and (+) keys

Press the [Reduce/Enlarge] key.

2 Make sure that the [Preset R/E / Zoom] key is selected.

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		121%	1512	1.5	21	4632(5)
- + 3%	182	62%	1.222	25	12	¥3%

Adjust the reproduction ratio with the [+] or [-] 3 Adju key.

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	 122	43×.	arras	335	82	593

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

Using the [Number] keys



Press the [Input Ratio] keys. 2

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3 Enter the reproduction ratio with the **[Number]** keys.

Note

To change the ratio entered, press the [Clear] key and enter a new ratio.



Press the [#] key.

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

Directional Magnification (%)—Stretching and Squeezing the Image in 1% steps



1: Horizontal %

2: Vertical %

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

🏈 Note

☐ You can select a ratio from between 25% to 400%.

You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image might not be copied or blank margins might appear on copies.

n

Press the [Reduce/Enlarge] key. Press the [Directional Mag.] key.



Make sure that the [Direct. Mag. (%)] key is selected.

Enter the horizontal ratio with the **[Number]** keys, then press the **[#]** key.

🖉 Note

6

To change the ratio entered, press the [Clear] key and enter a new ratio.

5 Enter the vertical ratio with the **[Number]** keys, then press the **[#]** key.



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	1 r		L	

Set your originals, then press the [Start] keys.

Directional Size Magnification (inch)—Stretching and Squeezing the Image into the Copy Area



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

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

Note

You can enter sizes within the following ranges:

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

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 might appear on copies.



Press the [Reduce/Enlarge] key.

Press the [Directional Mag.] key.

23

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

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

🖉 Note

☐ To change the value entered:

- If you have not pressed the **[#]** key yet, press the **[Clear]** key and enter a new value.
- If you have already pressed the **[#]** key, select the specified key and enter the a value.

Enter the horizontal copy paper size with the [Number] keys, then press the [#] key.

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

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7 Enter the vertical copy paper size with the **[Mumber]** keys, then press the **[#]** key.

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