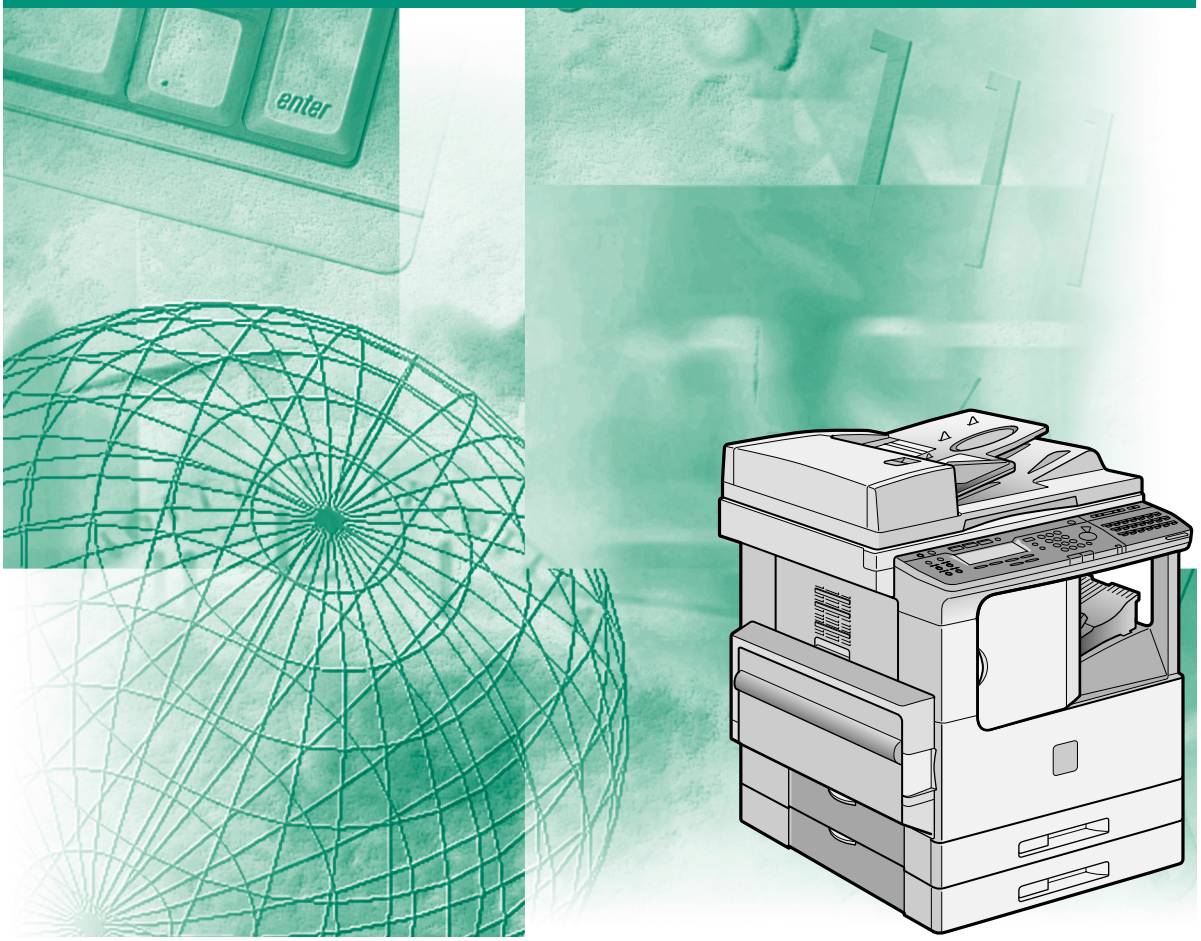
Canon

imageRUNNER 2010F

Copying Guide



Please read this guide before operating this equipment.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 2010F
Copying Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.
The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• **Basic Operations** • **Troubleshooting**	**Reference Guide**	
• **Copying Instructions**	**Copying Guide** **(This Document)**	
• **Fax Instructions**	**Facsimile Guide**	
• **Sending Function Instructions**	**Sending Function Guide**	
• **Setting Up the Network Connection and Installing the CD-ROM Software**	**Setup Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	CD-ROM
• **Network Connectivity and Setup Instructions**	**Network Guide**	CD-ROM
• **PS/PCL Printer Instructions**	**PS/PCL Printer Guide**	CD-ROM
• **PCL Printer Driver Installation and Instructions**	**PCL Driver Guide**	CD-ROM
• **Fax Driver and Cover Sheet Editor Installation and Instructions**	**Fax Driver Guide** with Cover Sheet Editor	CD-ROM

• The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Introduction to Copying

Chapter 2 Basic Copying Features

Chapter 3 Special Copying Features

Chapter 4 Customizing Settings

Chapter 5 Appendix

Includes the Combination of Functions Chart and index.

- Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions.
- However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon imageRUNNER 2010F. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Control Panel Keys: <Key icon> + (Key Name)

  Example: (Start)

  (Stop)

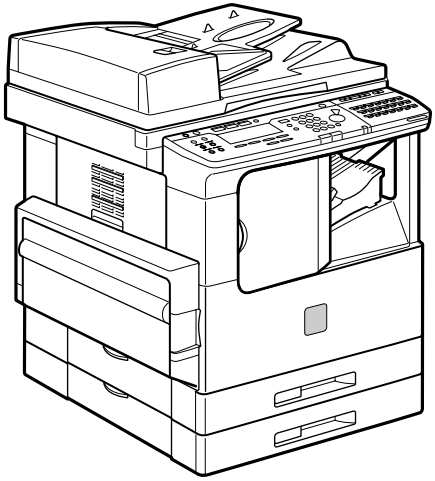
- Function Keys: <Key icon> + (Key Function)

  Example: F3 Press [F3] (DENSITY)

  F4 Press [F4] (▲)

Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER 2010F has the optional Finisher-L1 attached to it.



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Introduction to Copying

1
CHAPTER

This chapter is an introduction to copying.

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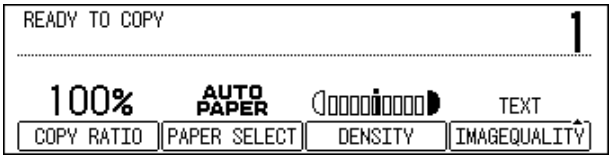
Overview of the imageRUNNER 2010F

Most operations of this machine are done from the control panel, Copy Basic Features screen, Special Features screen, and Additional Functions menu. To use the copy function of this machine, press the appropriate keys on the control panel in accordance with the selections on the LCD display.

This section provides an overview of the main features of this machine.

■ Copy Basic Features Screen

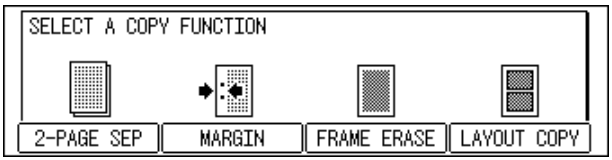
The screen below, which appears when the machine is ready to make copies, is called the Copy Basic Features screen. You can set the following basic copy features from this screen:



- Select the paper size automatically, or specify the paper size manually for a copy job. (See “Paper Selection,” on p. 2-4.)
- Adjust the copy exposure and image quality automatically or manually. (See “Copy Exposure and Image Quality Adjustments,” on p. 2-8.)
- Adjust the copy ratio automatically or manually. (See “Changing the Copy (Zoom) Ratio,” on p. 2-13.)
- Collate or staple copies in page order. (See “Collating Copies,” on p. 2-18.)
- Scan another original while the machine is printing a previous job. (See “Reserved Copying,” on p. 1-18.)
- Interrupt a reserved or current job in order to make higher priority copies. (See “Interrupt Mode,” on p. 1-20.)

■ Special Features Screen

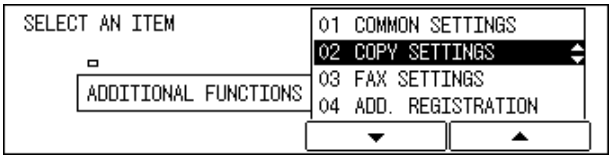
The screen below, which appears when you press [Special Features] on the control panel, is called the Special Features screen. You can set the following copy modes from this screen:



- [Two-Page Separation]: This mode enables you to copy facing pages of an opened book onto separate copy sheets. (See “Two-Page Separation,” on p. 3-2.)
- [Margin]: Select to create margins along the sides of a copy sheet. (See “Margin Mode,” on p. 3-5.)
- [Frame Erase]: Eliminates dark border areas and lines that appear around original images or shadows from punched holes. (See “Frame Erase,” on p. 3-8.)
- [Image Combination]: Automatically reduce two or four originals to fit onto a single copy sheet. (See “Image Combination,” on p. 3-17.)
- [Different Size Originals]: Make copies by feeding different size originals together in one group, by placing them in the feeder. (See “Different Size Originals,” on p. 3-22.)

■ Additional Functions Menu

The screen below, which appears when you press [Additional Functions], is called the Additional Functions menu. You can customize the following settings from this menu:



- Store settings, such as image quality and copy ratio as the Standard Settings. (See “Changing the Current Standard Settings,” on p. 4-3.)
- Make copies of original images reproduced with a sharper or softer contrast. (See “Sharpness,” on p. 4-11.)
- Assign the most frequently used copy functions to Shortcut keys. (See “Using Shortcut Keys,” on p. 4-15.)

Flow of Copy Operations

This section describes the flow of basic copy operations. Understanding the flow of copy operations is useful to help you learn how to use the machine's basic features, and how to find information in this manual.

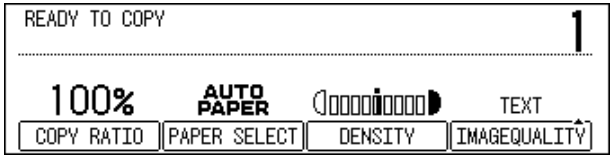
NOTE

- For the following items:
  - Main power and the Energy Saver mode, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.
  - Routine maintenance, see Chapter 7, "Routine Maintenance," in the *Reference Guide*.
- If the platen glass is dirty, the output quality may deteriorate. Always keep the platen glass clean. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- Do not touch the platen glass cover while copying. Moving the cover can distort the image being copied.
- If large amounts of documents are stored in memory, you may not be able to make a copy. If the message <MEMORY FULL> appears on the LCD display while making a copy, print the received documents that are stored in memory, or wait until the current document transmission completes, and try copying again.

COPY

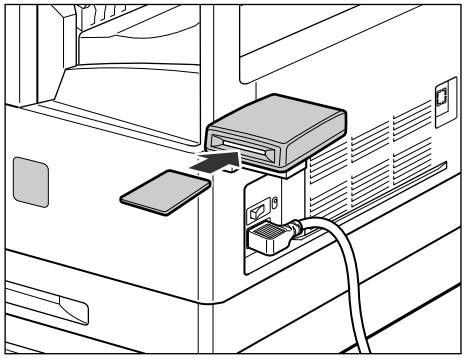
1 Press [COPY].

[COPY] lights, and the Copy Basic Features screen appears.



● **If the message <INSERT A CONTROL CARD> appears:**

❑ Insert a control card.



NOTE

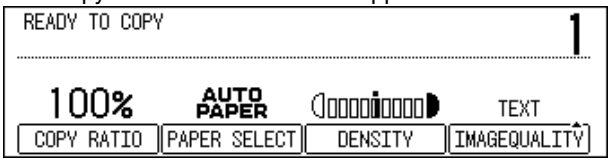
For instructions on using the optional Card Reader-E1, see Chapter 3, “Optional Equipment,” in the *Reference Guide*.

● **If the message <ENTER DEPARTMENT ID AND PASSWORD> appears:**

ID

❑ Enter the Department ID and password → press [ID].

The Copy Basic Features screen appears.



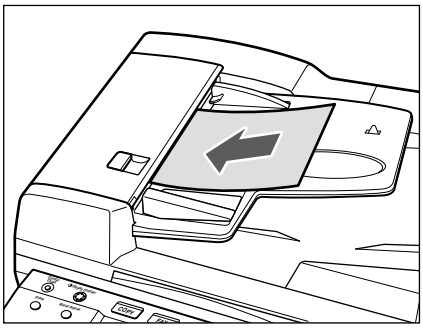
NOTE

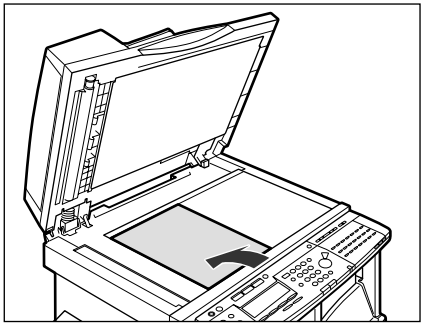
For instructions on using Department ID Management, see Chapter 6, “System Manager Settings,” in the *Reference Guide*.

2 Place your original.

You can place your original both vertically and horizontally in the feeder or on the platen glass.

For instructions on placing your original, see “Placing Originals,” on p. 1-10.

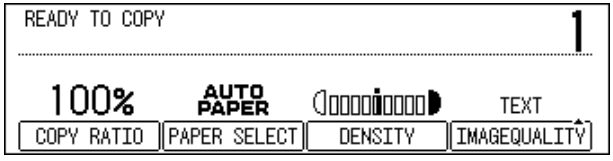




NOTE

- LTR originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when scanning with a Preset Zoom, such as when enlarging LTR ▭ to 11" x 17" ▭.
- Horizontally placed LTR originals are referred to as LTR ▭.
- 11" x 17" and LGL originals must be placed horizontally.
- If AUTO SORT is set to ‘01 ON’ from the Additional Functions menu, the Collate mode is automatically set when the original is placed in the feeder. (See “Auto Sort,” on p. 4-8.)

3 Set the desired copy mode on the Copy Basic Features screen.

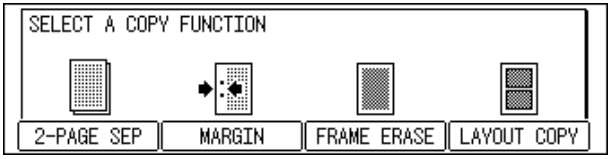


NOTE

On the Copy Basic Features screen, you can select the copy ratio, paper size, and copy exposure and image quality settings.

4 Set the desired copy modes on the Special Features screen.

❑ Press [Special Features].



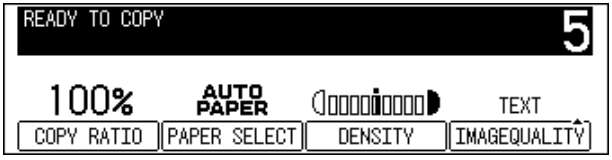
❑ Press the function keys under the modes that appear on the LCD display, and which correspond to the copy modes you want to set.

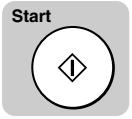
NOTE

- On the Special Features screen, you can select the following copy modes: Two-Page Separation, Margin, Frame Erase, and Image Combination.
- For instructions on setting each copy mode from the Special Features screen, see Chapter 3, “Special Copying Features.”

5 Enter the copy quantity.

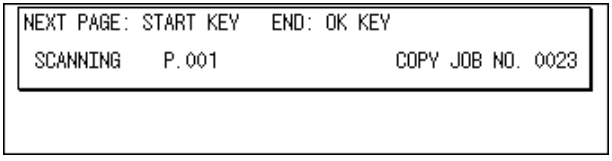
For instructions on setting the number of copies, see “Specifying the Required Number of Copies,” on p. 2-2.





6 Press [Start].

If the following screen is displayed, follow the instructions that appear on the LCD display → press (Start) once for each original. When scanning is complete, press (OK).



Copying starts.

IMPORTANT

While copying, you cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio.

NOTE

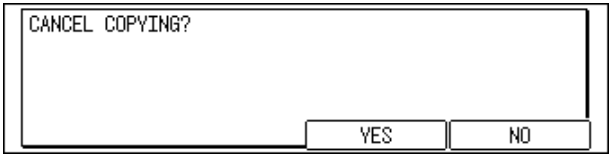
If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

7 If you want to stop, interrupt, or copy another original during a copy job, follow the instruction below.

● If you want to stop a copy job:

Stop

❑ Press [Stop].



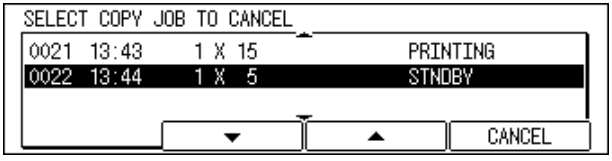
F3

❑ Press [F3] (YES).

● If you want to cancel a copy job in the standby mode:

Stop

❑ Press [Stop].



F2
F3
F4

❑ Press [F2] (▼) or [F3] (▲) to select the copy job you want to cancel → press [F4] (CANCEL).

NOTE

- After pressing (Stop), several copies may continue to print out.
- You can also cancel a copy job from the System Monitor screen. (See “Using the System Monitor Screen,” on p. 1-17.)

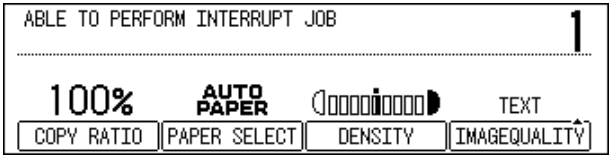
● If you want to interrupt a copy job:

Interrupt

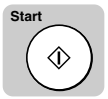
❑ To interrupt a copy job when you need to make priority copies, press [Interrupt].

For instructions on interrupting a copy job, see “Interrupt Mode,” on p. 1-20.

The message <ABLE TO PERFORM INTERRUPT JOB> appears on the LCD display.



● **If you want to reserve a copy job and scan an original while the machine is printing:**



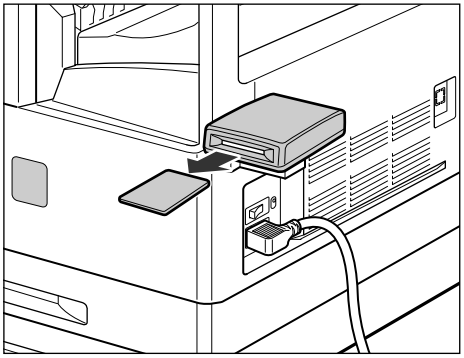
❑ Place your original → press [Start].

For instructions on reserving a copy job, see “Reserved Copying,” on p. 1-18.

8 When scanning is complete, remove your original.

9 If the optional Card Reader-E1 is attached, remove the control card.

For instructions on using the optional Card Reader-E1, see Chapter 3, “Optional Equipment,” in the *Reference Guide*.



10 If you have set Department ID Management, press [ID].

For instructions on using Department ID Management, see Chapter 6, “System Manager Settings,” in the *Reference Guide*.

Placing Originals

Place your originals on the platen glass or in the feeder, depending on the size and type of paper that you want to print, and the settings that you have specified.

■ **Platen Glass**

Place the originals on the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies.

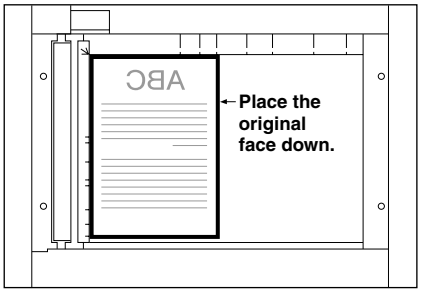
■ **Feeder**

Place a stack of originals in the feeder → press [Start]. The machine automatically scans them into memory.

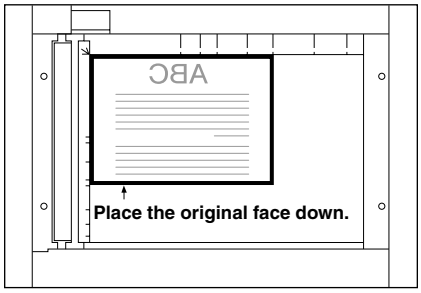
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.

Platen Glass

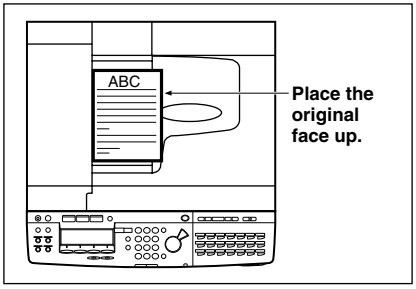


Vertical Placement

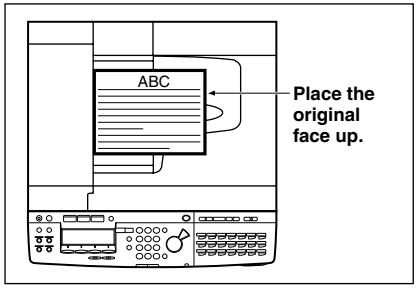


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

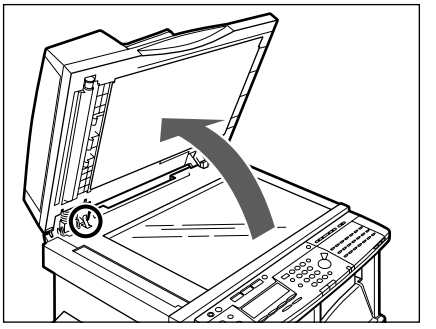
NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), prints may not be made correctly, depending on the mode you have set.
- LTR originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when scanning with a Preset Zoom, such as when enlarging LTR ▭ to 11" x 17" ▭.
- Horizontally placed LTR originals are referred to as LTR ▭.
- 11" x 17" and LGL originals must be placed horizontally.
- To get the same output result when you are using the feeder as when the original is placed on the platen glass, place the original upside-down and face up in the feeder. However, when using the Staple mode, the finisher rotates the output automatically.

Platen Glass

You should use the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies into memory.

1 Lift up the feeder.

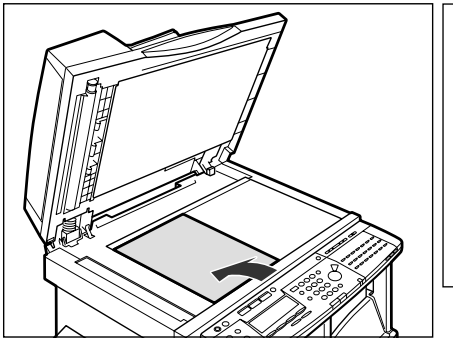


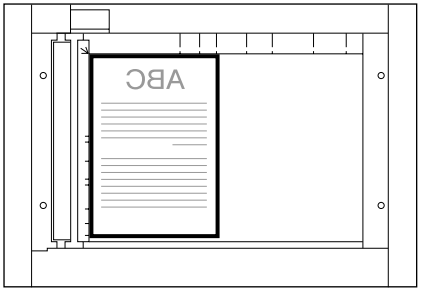
IMPORTANT

This machine is equipped with an open/close sensor on the underside of the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder about 11 7/8" (30 cm) so that the sensor detaches from the underside of the feeder. If the sensor does not detach from the underside of the feeder, the size of originals may not be detected correctly.

2 Place your original face down.

The surface that you want to scan into memory must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

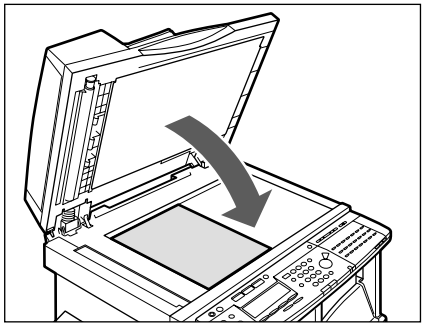




Place books and other bound originals on the platen glass in the same way.

If you are enlarging an STMT or LTR original to 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the STMT ▭ or LTR ▭ marks.

3 Gently lower the feeder.



⚠ CAUTION

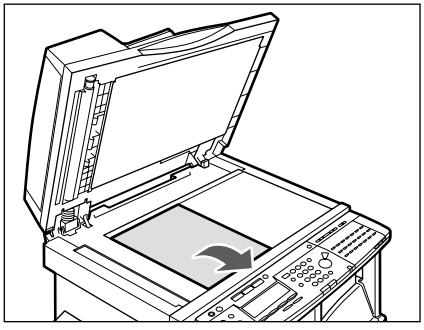
- **Close the feeder gently, to avoid catching your hand, as this may result in personal injury.**
- **Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**

IMPORTANT

- If you are placing originals on the platen glass, the size of the original is detected after the feeder has been lowered. Be sure to lower the feeder before copying.
- STMT originals and postcards cannot be detected. Follow the instructions on the display and specify the original size or select the paper size.

NOTE

Remove the original from the platen glass when scanning is complete.



Feeder (ADF-J1)

Place a stack of originals in the feeder, and press [Start]. The machine automatically scans them into memory.

You can place the following originals in the original supply tray:

- Weight: 10 to 32 lb bond (37 to 128 g/m²)
  Place very thin originals 10 to 14 lb bond (37 to 51 g/m²), or very thick originals 28 to 32 lb bond (105 to 128 g/m²) into the feeder one at a time.
- Size: 11" × 17" ▭, LGL ▭, LTR ▯, LTR ▭, or STMT ▯.
- Tray Capacity: 50 sheets (20 lb bond [80 g/m²])
  25 sheets (11 lb bond [40 g/m²] or less)

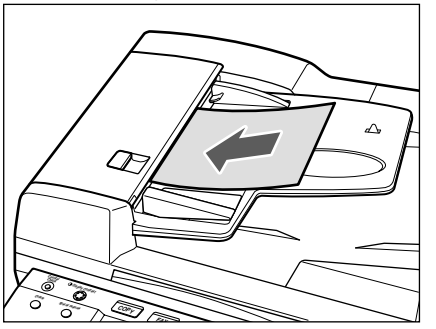
IMPORTANT

- Do not place the following types of originals in the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which might not feed smoothly
  - Transparencies and other highly transparent originals
- Avoid scanning the same original using the feeder more than approximately 30 times. Scanning the same original repeatedly may result in the original becoming folded or torn, which in turn could cause a paper jam.
- If the feeder rollers are dirty from scanning an original written in pencil, perform the feeder cleaning procedure. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)

1 Neatly place your originals face up in the original supply tray.

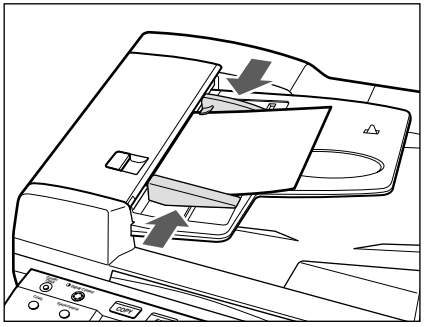
If you are enlarging LTR originals to 11" x 17" or LGL paper, place your originals horizontally.

Place your originals as far into the feeder as they will go.



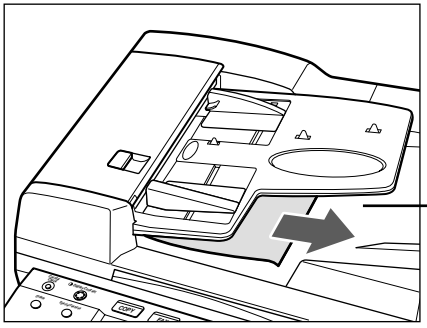
A beep sounds when the originals are set correctly.

2 Adjust the slide guides to fit the size of your originals.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- Do not place objects in the original output area. Blocking the paper delivery slot may damage the originals.
- When scanning is complete, remove the originals from the original output tray to avoid paper jams.



NOTE

- The scanned originals are output face down to the original output tray.
- You can place different size originals (i.e., LTR ▯ and 11" x 17" ▭, STMT ▯ and LTR ▭) together in one group in the feeder when you set the Different Size Originals mode. (See “Different Size Originals,” on p. 3-22.)

Canceling a Copy Job

You can cancel a copy job in several ways.

Using the Stop Key

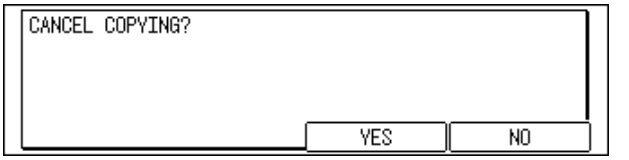
1 Press [Stop].

Scanning stops.

● If only one copy job is being processed:

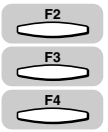
❑ Press [F3] (YES).

If you do not want to cancel the copy job, press (NO).



The job is canceled.

● If multiple copy jobs are being processed:

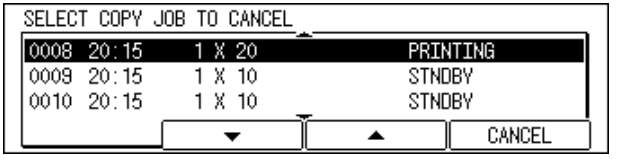


❑ Press [F2] (▼) or [F3] (▲) to select the copy job you want to cancel → press [F4] (CANCEL).

If you do not want to cancel the selected copy job, press (BACK).

You cannot select multiple jobs and cancel them all at once.

If you want to cancel multiple jobs, select and cancel one job at a time.



The selected job is canceled.

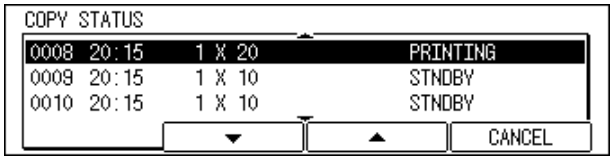
Using the System Monitor Screen

You can cancel a job while it is waiting to be processed, or during printing.

Monitor

1 Press [Monitor].

The status of all jobs is listed on the LCD display.

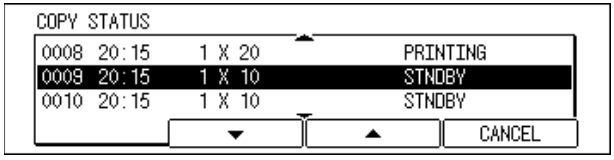


F2
F3
F4

2 Press [F2] (▼) or [F3] (▲) to select the job to be canceled → press [F4] (CANCEL).

You cannot select multiple jobs and cancel them all at once.

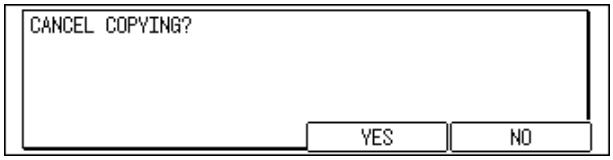
If you want to cancel multiple jobs, select and cancel one job at a time.



F3

3 Press [F3] (YES).

If you do not want to cancel the copy job, press F4 (NO).



The selected job is canceled.

Reserved Copying

You can select copy settings and scan originals even if the machine is currently printing. Your scanned documents are processed after the current job is complete.

IMPORTANT

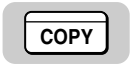
The machine cannot scan originals while it is warming up, at power ON, or after clearing a paper jam.

NOTE

You can set different copy modes for each job.

Reserving Copy Jobs While Printing

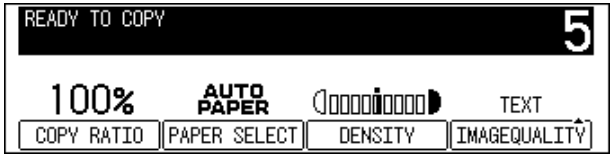
You can scan other originals, and set different copy modes while the machine is printing a previous job. The machine begins printing the reserved copy job after the current job completes. This helps you to handle multiple copy jobs more efficiently.

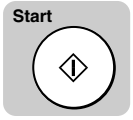


1 Press [COPY].

[COPY] lights.

2 Place your original, and set the desired copy modes.





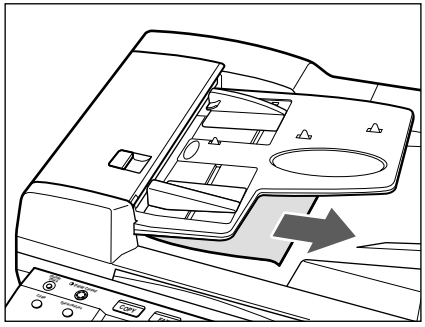
3 Press [Start].

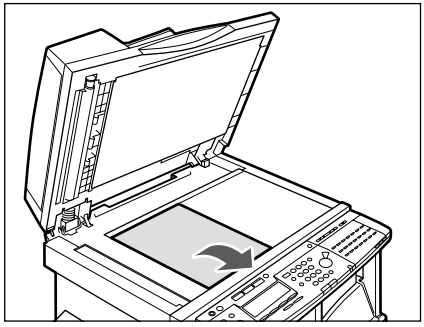
Scanning starts.

NOTE

To cancel a reserved copy job, press (Stop) → press [F2] (▼) or [F3] (▲) to select the reserved copy job → press [F4] (CANCEL).

4 When scanning is complete, remove the original from the machine.





Interrupt Mode

The Interrupt mode enables you to interrupt the reserved or current job that is printing long enough to make higher priority copies. This mode is useful if you need to make a rush copy during a long copy job.

NOTE
You can make interrupt copies when the machine is ready to scan.

COPY

1 Press [COPY].

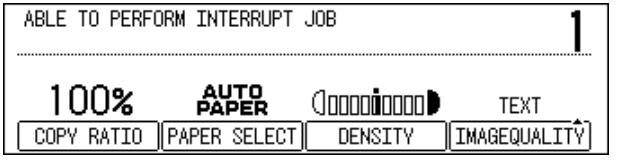
COPY lights.

Interrupt

2 Press [Interrupt].

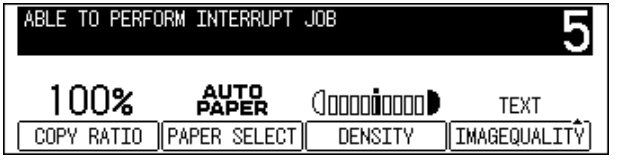
If you want to make copies after changing the Department ID while Department ID Management is enabled, press (ID) (ID) → enter the Department ID and password. (See Chapter 2, "Basic Operations," in the *Reference Guide*.)

(Interrupt) lights.

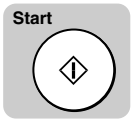


NOTE
If you press (Interrupt), the current job being output is not interrupted until the interrupt copy starts printing.

3 Place your original, and set the desired copy modes.



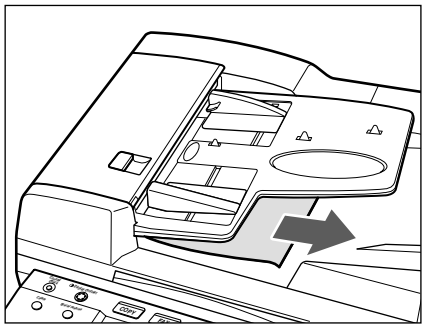
NOTE
To cancel the Interrupt mode, press (Stop) → press F2 (▼) or F3 (▲) to select the reserved copy job → press F4 (CANCEL).

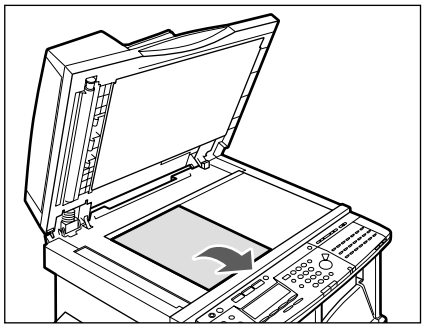


4 Press [Start].

The interrupt copy job starts.

5 Once the original is scanned, remove it from the machine.





When the interrupt copy job is complete, the interrupted printing operation resumes.

IMPORTANT

If you want to continue making interrupt copies, wait until the current interrupt copy job is complete (end of printing). Then, repeat the process from step 2.

Basic Copying Features

2
CHAPTER

This chapter describes the basic copying features.

Copy Quantity 2-2
- Specifying the Required Number of Copies 2-2
- Changing the Copy Quantity 2-2

Paper Selection 2-4
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Copy Exposure and Image Quality Adjustments 2-8
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- Image Quality (Manual) 2-10
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Changing the Copy (Zoom) Ratio 2-13
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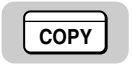
- Zoom by Percentage 2-15
- Auto Zoom 2-16

Collating Copies 2-18
- Page Order (Collate) 2-20
- Page Order (Staple) 2-22

Copy Quantity

You can make up to 99 copies for each copy job.

Specifying the Required Number of Copies

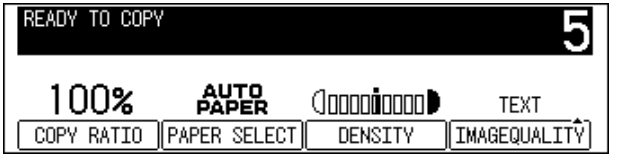


1 Press [COPY].

COPY lights.

2 Enter the desired copy quantity (1 to 99) using the numeric keys.

The copy quantity appears in the upper right corner of the Copy Basic Features screen.

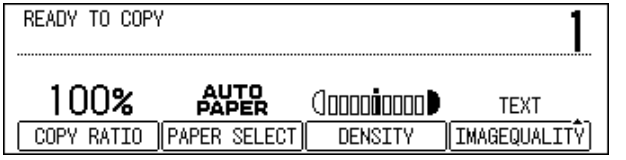


IMPORTANT

You cannot change the copy quantity while copying.

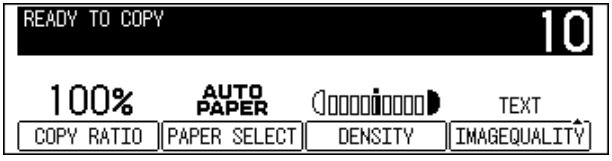
Changing the Copy Quantity

1 Press [Clear] to clear the entered number.



2 Enter the desired copy quantity (1 to 99) using the numeric keys.

The copy quantity appears in the upper right corner of the Copy Basic Features screen.



IMPORTANT

You cannot change the copy quantity while copying.

Paper Selection

This mode enables you to set the machine to automatically select the paper size, or to manually specify a paper size for a copy job.

NOTE
- If you are copying an original onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut slightly on the copy. For details on the size of the margin areas, see Chapter 9, “Appendix,” in the *Reference Guide*.
- For instructions on loading paper into the stack bypass, see Chapter 2, “Basic Operations,” in the *Reference Guide*.

Automatic Paper Selection

The machine automatically selects the copy paper.

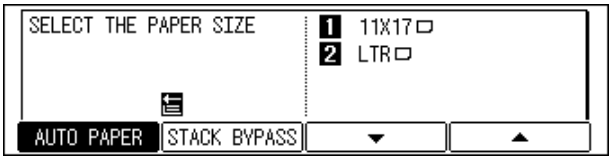
IMPORTANT
- The Automatic Paper Selection mode can be used when copying on the following paper sizes: 11'' x 17'', LGL, LTR, and STMT.
- You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.
  - Non standard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - Originals smaller than STMT
- If the machine is operating in the Automatic Paper Selection mode, you cannot use the Auto Zoom mode, or Image Combination mode.

NOTE
- The default setting is ‘AUTO PAPER’.
- You can set whether to activate or deactivate the Automatic Paper Selection for each paper drawer and the stack bypass. (See Chapter 4, “Selecting and Storing Settings,” in the *Reference Guide*.)
- You can use the stack bypass for the Automatic Paper Selection when:
  - The paper has already been placed in the stack bypass
  - The paper size is specified in 06 USE STACK BYPASS in the Common Settings menu
  - The Automatic Paper Selection mode is set to ‘02 ON’ for the stack bypass in the DRAWER ELIGIBLTY menu (See Chapter 4, “Selecting and Storing Settings,” in the *Reference Guide*.)

1 Press [COPY].

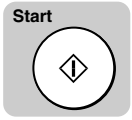
COPY lights.

2 Place your original → press [F2] (PAPER SELECT).



3 Make sure that <AUTO PAPER> is selected → press [OK].

The selected mode is set, and the display returns to the Copy Basic Features screen.



4 Press [Start].

Copying starts.

NOTE

If the message <LOAD THE APPROPRIATE SIZE PAPER> appears, the paper loaded in the paper drawers is different from the original paper size. Load the appropriate paper. If you press (Start) without loading the correct paper size, the machine automatically selects the smallest loaded paper size, and starts copying.

Manual Paper Selection

You can make copies after manually selecting the paper size and type of paper loaded in the paper drawers or stack bypass.

IMPORTANT

If paper is selected manually, you cannot use the Rotate print mode even if ROTATE PRINT is set to '02 ON' in the Common Settings menu. (See Chapter 4, "Selecting and Storing Settings," in the *Reference Guide*.)

NOTE

The paper sizes/types loaded in the paper drawers can be set from the Additional Functions menu. (See Chapter 4, "Selecting and Storing Settings," in the *Reference Guide*.)

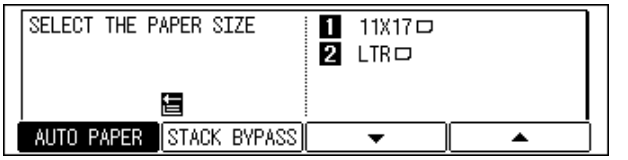
COPY

1 Press [COPY].

COPY lights.

F2

2 Place your original → press [F2] (PAPER SELECT).

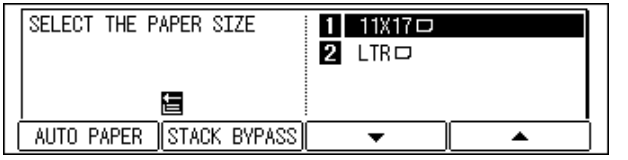


NOTE

- The default setting is 'AUTO PAPER'.
- If DRAWER ELIGIBLTY is set to '01 OFF' in Common Settings (from the Additional Functions menu), <AUTO PAPER> is not displayed. (See Chapter 4, "Selecting and Storing Settings," in the *Reference Guide*.)

F3
F4

3 Press [F3] (▼) or [F4] (▲) to select the desired paper size.

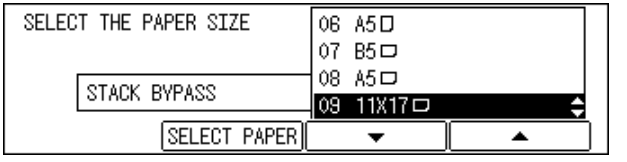


NOTE

- The paper sizes shown on the LCD display vary depending on which paper sizes are loaded in the paper drawers.
- ▯ indicates that the paper is set vertically, and ▭ indicates that the paper is set horizontally.
- To select the stack bypass for the current job or for a reserved job, press F2 (STACK BYPASS).

● If you want to use the stack bypass:

❑ Load the desired paper size and type in the stack bypass.

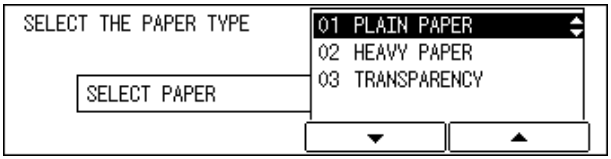


The Paper Size setting menu appears.

The display above appears only if the paper size is set to '01 OFF' in the 06 USE STACK BYPASS menu. (See Chapter 4, "Selecting and Storing Settings," in the *Reference Guide*.)

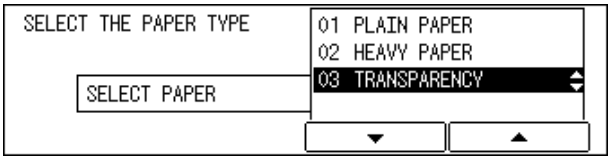
F2

❑ Press [F2] (SELECT PAPER).



F3
F4
OK

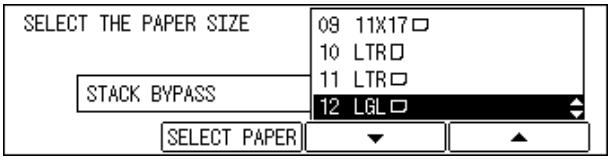
❑ Press [F3] (▼) or [F4] (▲) to select the paper type → press [OK].



The display returns to the Paper Size setting menu.

F3
F4
OK

❑ Press [F3] (▼) or [F4] (▲) to select the paper size → press [OK].



The display returns to the Paper Size setting menu.

OK

4 Press [OK].

The display returns to the Copy Basic Features screen, and the selected paper size/type is displayed.

Start

5 Press [Start].

Copying starts.

NOTE

To cancel all settings and restore the machine's standard settings, press (Reset).

Copy Exposure and Image Quality Adjustments

The exposure and image quality can be adjusted when the original is scanned.

■ Copy Exposure (Manual)

This mode enables you to manually adjust the exposure to the most appropriate level for the original.

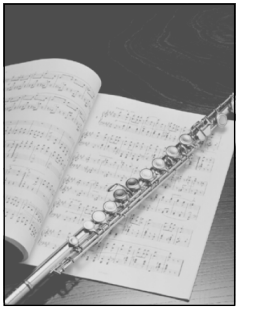
■ Image Quality (Manual)

This mode enables you to adjust the image quality to the level best suited to the quality of text or photo originals. The following three modes are available for adjusting image quality:

Text Mode

Text/Photo Mode

Photo Mode



- Text Mode

  This mode is best suited for making copies from text originals. Blueprints or penciled originals can be copied clearly.

- Text/Photo Mode

  This mode is best suited for making copies from originals containing both text and photos.

- Photo Mode

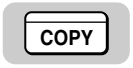
  This mode is best suited for making copies from photos printed on photographic paper, or photo originals containing halftones (i.e., printed photos).

■ Copy Exposure and Image Quality (Automatic)

This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

Copy Exposure (Manual)

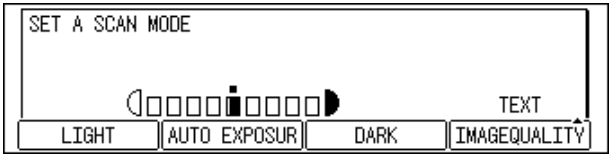
You can manually adjust the exposure to the most appropriate level for the original.

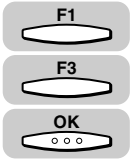


1 Press [COPY].

COPY lights.

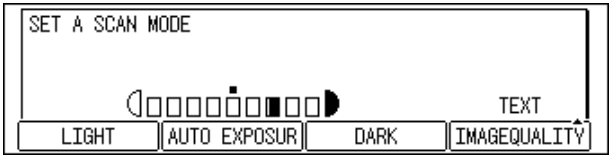
2 Place your original → press [F3] (DENSITY).



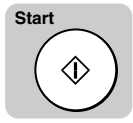


3 Press [F1] (LIGHT) or [F3] (DARK) to adjust the exposure → press [OK].

Press F1 (LIGHT) or F3 (DARK) to move the indicator to the left to make the exposure lighter, or to the right to make the exposure darker.



The selected mode is set, and the display returns to the Copy Basic Features screen.



4 Press [Start].

Copying starts.

NOTE

- To adjust the copy exposure automatically, see “Copy Exposure and Image Quality (Automatic),” on p. 2-11.
- To cancel all settings and restore the machine’s standard settings, press (Reset).

Image Quality (Manual)

This mode enables you to adjust the image quality to the level best suited to the quality of text or photo originals.

IMPORTANT

Combinations of these three modes (Text, Text/Photo, and Photo) cannot be set at once. If you select one of these modes, the previously set mode is canceled.

NOTE

- The default setting is 'TEXT'.
- If you select the Text, Text/Photo, or Photo mode, the exposure can be adjusted only by the manual exposure control. The automatic exposure control cannot be selected.
- If the original is a transparency, select the Text, Text/Photo, or Photo mode and adjust the exposure to the most appropriate level.

■ Text Mode

This mode is best suited for making copies from text originals. Blueprints or penciled originals can be copied clearly.

■ Text/Photo Mode

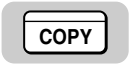
This mode is best suited for making copies from originals containing both text and photos.

■ Photo Mode

This mode is best suited for making copies from photos printed on photographic paper, or photo originals containing halftones (i.e., printed photos).

IMPORTANT

If you make copies of an original containing halftones, such as a printed photograph using the Photo mode, moiré may occur. If this happens, you can soften this moiré effect by adjusting the Sharpness level. (See "Sharpness," on p. 4-11.)

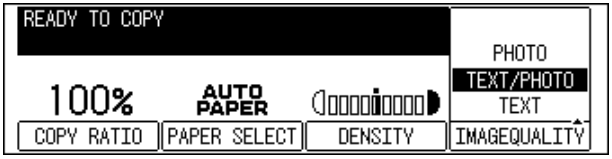


1 Press [COPY].

COPY lights.

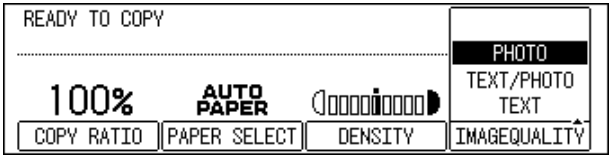
2 Place your original → press [F4] (IMAGEQUALITY).

Each time you press F4 (IMAGEQUALITY), the next or previous menu option becomes highlighted.



OK

3 Select the image quality of the original (TEXT, TEXT/PHOTO, or PHOTO) → press [OK].



The selected mode is set, and the display returns to the Copy Basic Features screen.

Start

4 Press [Start].

Copying starts.

NOTE

- To adjust the copy exposure automatically, see "Copy Exposure and Image Quality (Automatic)," on p. 2-11.
- To cancel all settings and restore the machine's standard settings, press (Reset).

Copy Exposure and Image Quality (Automatic)

This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

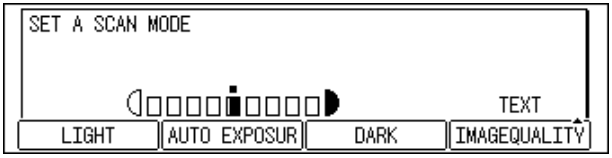
COPY

1 Press [COPY].

COPY lights.

F3

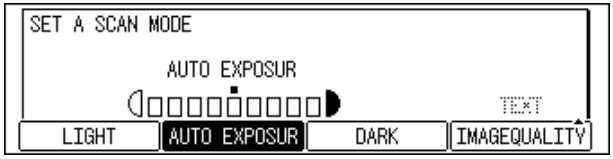
2 Place your original → press [F3] (DENSITY).



F2

OK

3 Press [F2] (AUTO EXPOSUR) → [OK].



The exposure is automatically adjusted to the level best suited to the quality of the original, the image quality is set to 'TEXT', and the display returns to the Copy Basic Features screen.

NOTE

- To cancel the automatic exposure control, press F2 (AUTO EXPOSUR).
- If you are scanning transparencies, adjust the exposure manually as the automatic exposure control may not operate correctly on transparent originals. (See "Copy Exposure (Manual)," on p. 2-9.)

Start

4 Press [Start].

Copying starts.

NOTE

To cancel all settings and restore the machine's standard settings, press (Reset).

Changing the Copy (Zoom) Ratio

This mode enables you to set the machine to adjust the copy ratio automatically, or to specify the copy ratio manually for a copy job.

NOTE

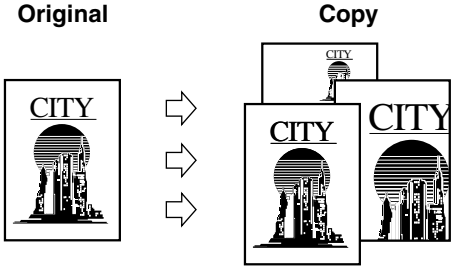
If you want to make copies at the copy ratio of 100%, press F1 (COPY RATIO) → F1 (DIRECT 100%).

■ Preset Zoom

This mode enables you to reduce or enlarge standard size originals to another standard paper size.

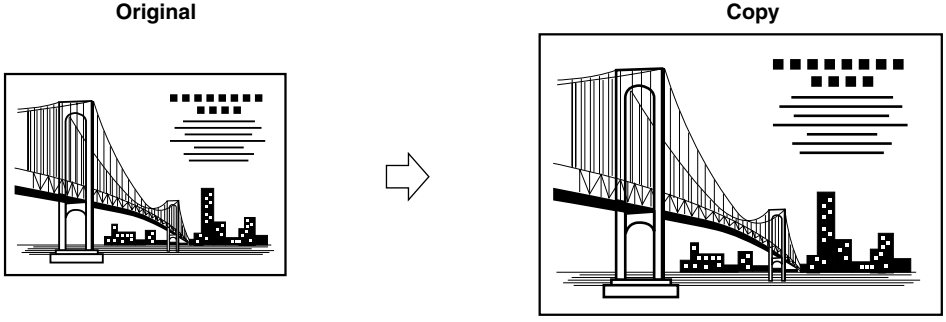
■ Zoom by Percentage

This mode enables you to reduce or enlarge original images by any copy ratio, in 1% increments.



■ Auto Zoom

This mode enables you to have the machine automatically select the appropriate copy ratio based on the size of the original and the selected copy paper.



Preset Zoom

This mode enables you to reduce or enlarge standard size originals to another standard paper size.

IMPORTANT

Place your originals horizontally in the following cases:

- If you are enlarging LTR ▭ originals to 11" x 17" ▭ or LGL ▭ paper

NOTE

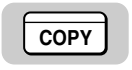
Placing an original horizontally means setting the original with the longer side sideways. (See “Orientation,” on p. 1-11.)

■ Reduce

The preset copy ratio when making reduced copies is:
LGL → LTR (78%)
11" x 17" → LGL (73%)
11" x 17" → LTR (64%)
11" x 17" → STMT (50%)

■ Enlarge

The preset copy ratio when making enlarged copies is:
STMT → 11" x 17" (200%)
LTR → 11" x 17" (129%)
LGL → 11" x 17' (121%)



1 Press [COPY].

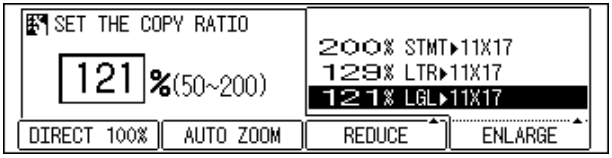
COPY lights.

2 Place your original → press [F1] (COPY RATIO).

F3
F4
OK

3 Press [F3] (REDUCE) or [F4] (ENLARGE) to select a preset reduction or enlargement ratio → press [OK].

Each time you press F3 (REDUCE) or F4 (ENLARGE), the next or previous menu option becomes highlighted.



The selected mode is set, the display returns to the Copy Basic Features screen, and the selected copy ratio is displayed.

Start

4 Press [Start].

Copying starts.

NOTE

- To return the copy ratio to 100%, press F1 (COPY RATIO) → F1 (DIRECT 100%).
- To cancel all settings and restore the machine's standard settings, press // (Reset).

Zoom by Percentage

This mode enables you to reduce or enlarge original images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.

COPY

1 Press [COPY].

COPY lights.

F1

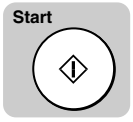
2 Place your original → press [F1] (COPY RATIO).

3 Set the copy ratio using the numeric keys → press [OK].

If you make a mistake when entering the value, press (C) (Clear), and enter the correct value.

If you enter a value outside the setting range, an error tone sounds. If the value you entered is less than 50, the copy ratio is automatically changed to 50%. If the value you entered is greater than 200, the copy ratio is automatically changed to 200%. Enter a value within the setting range.

The selected mode is set, the display returns to the Copy Basic Features screen, and the selected copy ratio is displayed.



4 Press [Start].

Copying starts.

NOTE

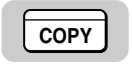
- To return the copy ratio to 100%, press F1 (COPY RATIO) → F1 (DIRECT 100%).
- To cancel all settings and restore the machine's standard settings, press (Reset).

Auto Zoom

This mode enables you to have the machine automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The available copy ratios are from 50% to 200%.

IMPORTANT

- You cannot use the Auto Zoom mode with Automatic Paper Selection.
- You cannot copy highly transparent originals, such as transparencies, using the Auto Zoom mode. Use the Preset Zoom or Zoom Designation modes.
- To use the Auto Zoom mode, your originals must conform to a standard paper size: 11" x 17", LGL, LTR, LTR ▭, or STMT.

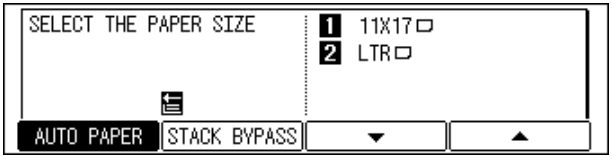


1 Press [COPY].

COPY lights.

2 Place your original → press [F2] (PAPER SELECT) → specify the paper size.

For details about specifying the copy paper, step 3 of "Manual Paper Selection," on p. 2-5.



IMPORTANT

Select a paper size other than <AUTO PAPER>. If you select <AUTO PAPER>, the copy ratio is automatically set to match the size of the paper loaded in the top paper drawer.

F1

3 Press [F1] (COPY RATIO).

F2

OK

4 Press [F2] (AUTO ZOOM) → [OK].

The selected mode is set, the display returns to the Copy Basic Features screen, and the selected copy ratio is displayed.

Start

5 Press [Start].

Copying starts.

NOTE

- To return the copy ratio to 100%, press F1 (COPY RATIO) → F1 (DIRECT 100%).
- To cancel all settings and restore the machine's standard settings, press // (Reset).

Collating Copies

The Finisher modes can be selected to collate the copies in various ways by copy sets.

NOTE

For details on how these Finisher modes correspond to the optional units, see Chapter 3, "Optional Equipment," in the *Reference Guide.*

■ Below is a list of finisher modes and paper sizes available for each optional unit.

Optional Units	Collate	Rotate	Offset	Staple*1
None	✔ 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯	✔ LTR ▯, LTR ▭, STMT ▯	–	–
Finisher-L1	–	–	✔ 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯	✔*2 11"x17" ▭*3, LGL ▭*3, LTR ▯, LTR ▭
Inner 2-Way Tray-B1	✔ 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯	✔ LTR ▯, LTR ▭, STMT ▯	–	–

✔ : Available

– : Unavailable

*1 For details about the stapling position, see Chapter 3, “Optional Equipment,” in the *Reference Guide*.

*2 You can staple up to 15 sheets at one time.

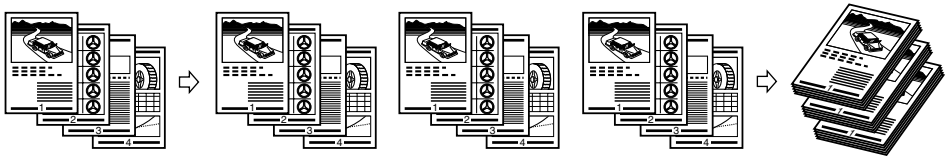
*3 Stapling is only available with the additional memory modules installed.

■ If the Collate Mode Is Set:

The copies are automatically collated into sets arranged in page order. The output is as follows:

Originals **Set 1** **Set 2** **Set 3** **Result**

Three Copies of Each Page Collated in Page Order

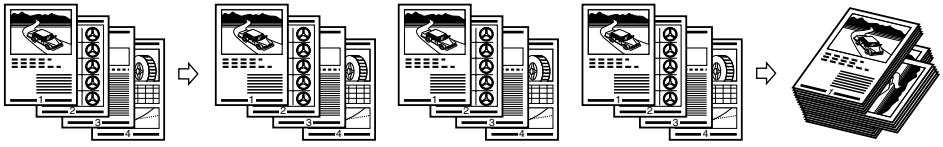


■ If the Rotate Mode Is Set:

If originals of the same size are copied, the pages are automatically collated into sets arranged in page order, and are output in alternating directions as follows:

Originals **Set 1** **Set 2** **Set 3** **Result**

Three Copies of Each Page Collated in Page Order and Output in Alternating Directions



IMPORTANT

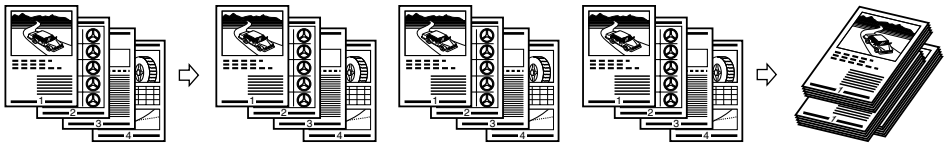
- The Rotate Collate mode can be used when:
  - Available paper size is set both horizontally and vertically in the paper drawers and stack bypass
  - DRAWER ELIGIBLTY in Common Settings (from the Additional Functions menu) is set to '02 ON' for the paper drawer and stack bypass designated for the Rotate Collate mode. (See Chapter 4, "Selecting and Storing Settings," in the *Reference Guide*.)
- If the Finisher-L1 (optional) is attached, the Rotate Collate mode cannot be set.

■ **If the Offset Mode Is Set:**

The copies are automatically collated into sets arranged in page order, and shifted alternately to the front and back of the tray as follows:

Originals **Set 1** **Set 2** **Set 3** **Result**

Three Copies of Each Page Collated in Page Order and Shifted Alternately

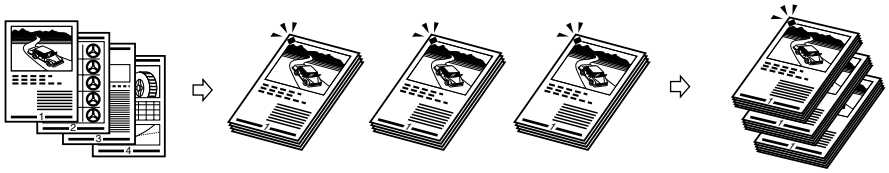


■ **If the Staple Mode Is Set:**

The copies are automatically collated into sets arranged in page order and stapled. The output is as follows:

Originals **Set 1** **Set 2** **Set 3** **Result**

Three Copies of Each Page Collated in Page Order



Page Order (Collate)

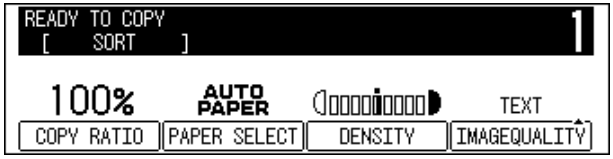
COPY

1 Press [COPY].

COPY lights.

Collate

2 Place your originals → press [Collate].



NOTE

If AUTO SORT in Copy Settings (from the Additional Functions menu) is set to '01 ON', the Collate mode is automatically set if you place your originals in the feeder. (See "Auto Sort," on p. 4-8.)

● **If you want to set the Rotate mode:**

❑ Make sure you have set SORT ROTATE in Copy Settings (from the Additional Functions menu) to '01 ON' before making copies.
(See "Sort Rotate," on p. 4-9.)

❑ Proceed to step 3.

IMPORTANT

- The Rotate Collate mode can be used when:
  - Available paper size is set both horizontally and vertically in the paper drawers and stack bypass
  - DRAWER ELIGIBLTY in Common Settings (from the Additional Functions menu) is set to '02 ON' for the paper drawer and stack bypass designated for the Rotate Collate mode. (See Chapter 4, "Selecting and Storing Settings," in the *Reference Guide.*)
- If the Finisher-L1 (optional) is attached, the Rotate Collate mode cannot be set.

● **If you want to set the Offset mode:**

❑ Set SORT ROTATE in Copy Settings (from the Additional Functions menu) to '01 ON' before making copies. (See "Sort Rotate," on p. 4-9.)

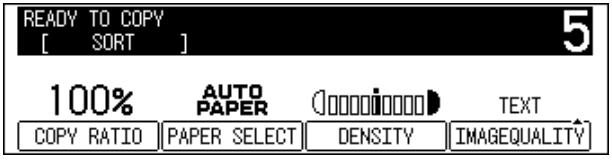
❑ Proceed to step 3.

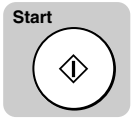
IMPORTANT

- If the optional finisher is attached, the Offset Collate mode is set automatically.
- The Offset Collate mode can be set only if the optional finisher is attached.

3 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 2-2.





4 Press [Start].

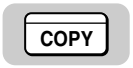
If the original is placed on the platen glass, follow the instructions that appear on the display → press (Start) once for each original. When scanning is complete, press (OK).

Copying starts.

NOTE

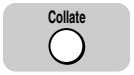
- To cancel this setting, press ◯ (Collate) repeatedly until the Copy Basic Features screen appears.
- To cancel all settings and restore the machine's standard settings, press [//] (Reset).

Page Order (Staple)

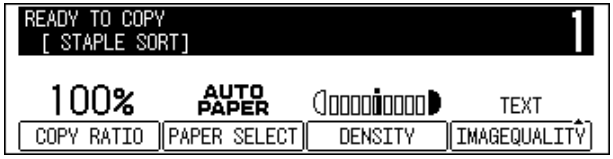


1 Press [COPY].

[COPY] lights.



2 Place your original → press [Collate] until <STAPLE SORT> appears.



IMPORTANT

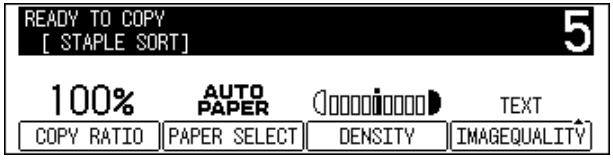
- In order to use the Staple mode with a paper size larger than LTR, you need to attach an additional memory module.
- Pull out the output auxiliary tray of the optional Finisher-L1 when stapling 11" x 17" or LGL paper.

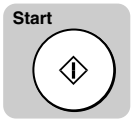
NOTE

If AUTO SORT in Copy Settings (from the Additional Functions menu) is set to '01 ON', the Collate mode is automatically set if you place your originals in the feeder. (See "Auto Sort," on p. 4-8.)

3 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 2-2.





4 Press [Start].

If the original is placed on the platen glass, follow the instructions that appear on the display → press (Start) once for each original. When scanning is complete, press (OK).

Copying starts.

NOTE

- To cancel this setting, press (Collate) repeatedly until the Copy Basic Features screen appears.
- To cancel all settings and restore the machine's standard settings, press (Reset).

Special Copying Features

3
CHAPTER

This chapter describes special copying features for document layout, image adjustment, image manipulation, and other document features.

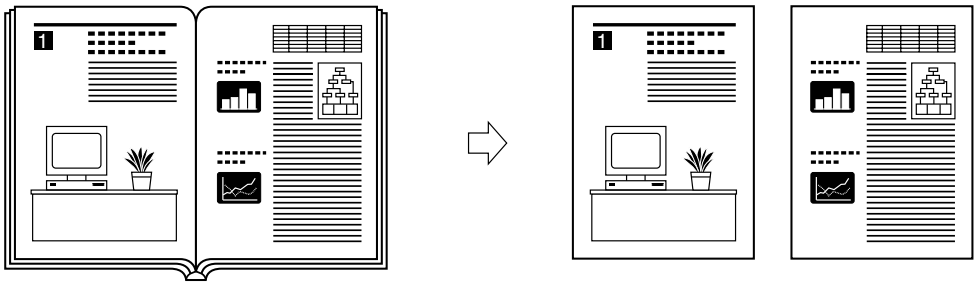
Two-Page Separation 3-2
Margin Mode 3-5
Frame Erase 3-8
- Original Frame Erase 3-9
- Book Frame Erase 3-11
- Hole Punch Erase 3-14

Image Combination 3-17
Different Size Originals 3-22

Two-Page Separation

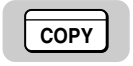
The Two-Page Separation mode enables you to copy facing pages in a book or a magazine to fit onto separate sheets of paper.

Original **Copies**



IMPORTANT

- If the machine is operating in the Two-Page Separation mode, you cannot use the Hole Punch Erase, Image Combination, or Different Size Originals modes.
- Place your original on the platen glass. You cannot copy originals placed in the feeder using the Two-Page Separation mode.
- If you place your originals in the feeder, the selection <2-PAGE SEP> is grayed out.
- You can use only the original paper sizes shown on the LCD display.
- The Two-Page Separation mode cannot be used with free size paper.



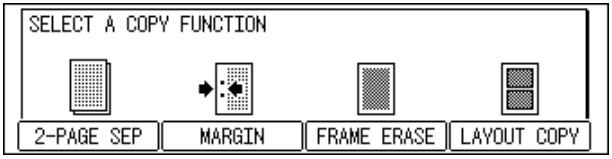
1 Press [COPY].

COPY lights.

2 Place your original on the platen glass → press [Special Features].

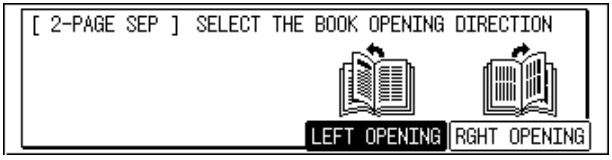
If you want to make copies in page order, begin copying from the first facing pages and work your way forward.

Place your original face down, so that its top edge is aligned with the top left corner of the platen glass by the arrow.



F1

3 Press [F1] (2-PAGE SEP).

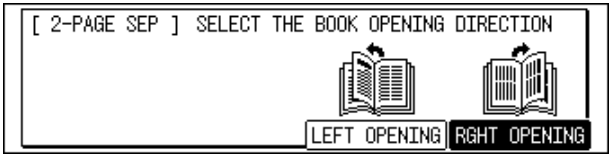


F3

F4

OK

4 Press [F3] (LEFT OPENING) or [F4] (RGHT OPENING) to select the direction that the book opens → press [OK].



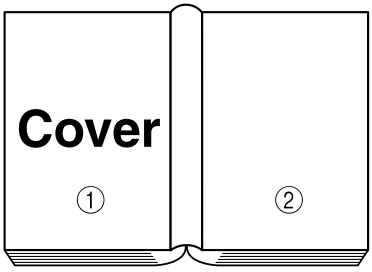
The Original Size setting menu appears.

NOTE

Open and place the book frame face down on the platen glass as shown below, and according to the book's opening direction you set in step 3.

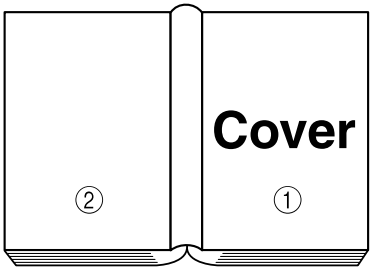
The book is copied in the following manner when placed on the platen glass.

RIGHT OPENING



The left half (①) of the platen glass is copied first, and the right half (②) is copied next.

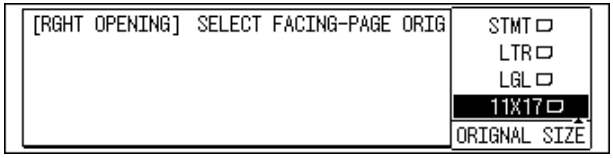
LEFT OPENING



The right half (①) of the platen glass is copied first, and the left half (②) is copied next.

5 Press [F4] (ORIGNAL SIZE) to select the paper size → press [OK].

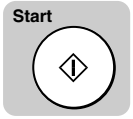
Each time you press F4 (ORIGNAL SIZE), the next or previous menu option becomes highlighted.



The selected mode is set, and the Copy Basic Features screen appears.

6 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 2-2.



7 Press [Start].

If you want to continue copying other facing pages in the Two-Page Separation mode, place your original on the platen glass → press (Start).

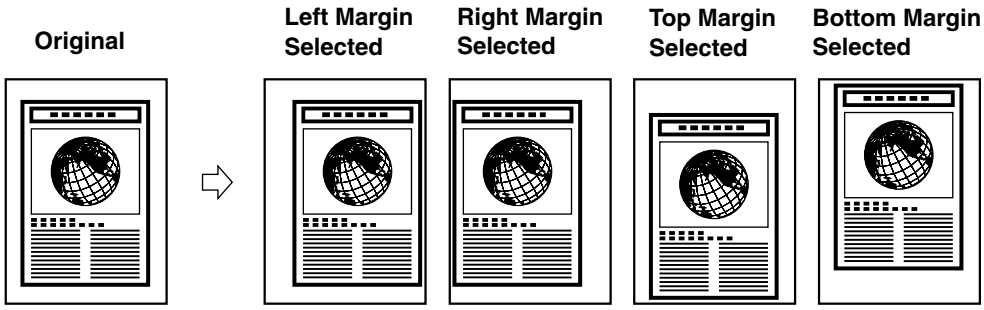
Copying starts.

NOTE

- If you want to cancel this mode, press (Stop) → the cancel job display appears → press F3 (YES) or F4 (NO).
- If you press (Stop) after copying has started, some blank sheets of paper may print out.
- To cancel all settings and restore the machine's standard settings, press (Reset).

Margin Mode

The Margin mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom in order to create a margin on the copies. Use this mode to make copies ready for placement in ring binders.



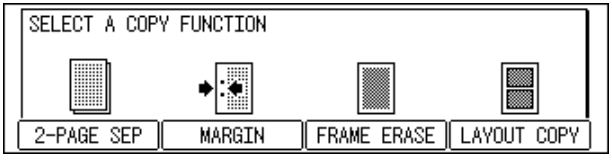
IMPORTANT

- If the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. If you are copying an original image that extends to the edge of the sheet, part of that image will be cut off.
- If the machine is operating in the Margin mode, you cannot use the Different Size Originals mode.
- The Margin mode cannot be used with free size paper.

1 Press [COPY].

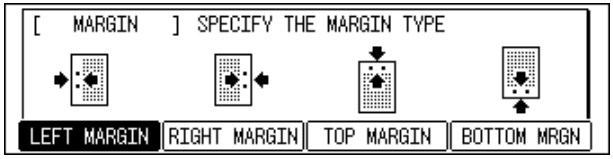
COPY lights.

2 Place your original → press [Special Features].



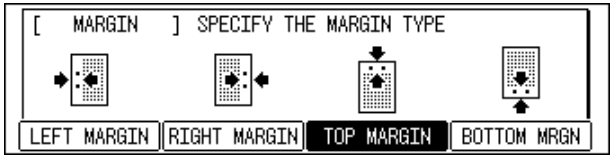
F2

3 Press [F2] (MARGIN).



F1
F2
F3
F4
OK

4 Press [F1] (LEFT MARGIN), [F2] (RIGHT MARGIN), [F3] (TOP MARGIN), or [F4] (BOTTOM MRGN) to specify the type of margin → press [OK].



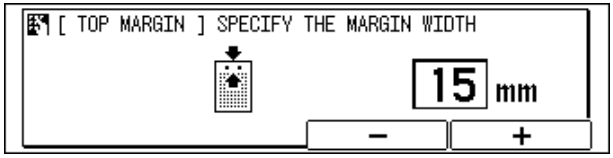
The Margin Width setting menu appears for the margin type you selected.

F3
F4
OK

5 Press [F3] (–) or [F4] (+) to set the margin width (1 mm to 20 mm) → press [OK].

You can also use the numeric keys to enter the margin width, and (C) (Clear) to clear the value.

If you enter a value outside the setting range, an error tone sounds. Enter a value within the setting range.



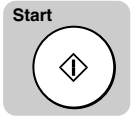
The selected mode is set, and the Copy Basic Features screen appears.

NOTE

The default setting is '10 mm'.

6 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 2-2.



7 Press [Start].

Copying starts.

NOTE

- If you want to cancel this mode, press (Stop) → the cancel job display appears → press F3 (YES) or F4 (NO).
- If you press (Stop) after copying has started, some blank sheets of paper may print out.
- To cancel all settings and restore the machine’s standard settings, press (Reset).

Frame Erase

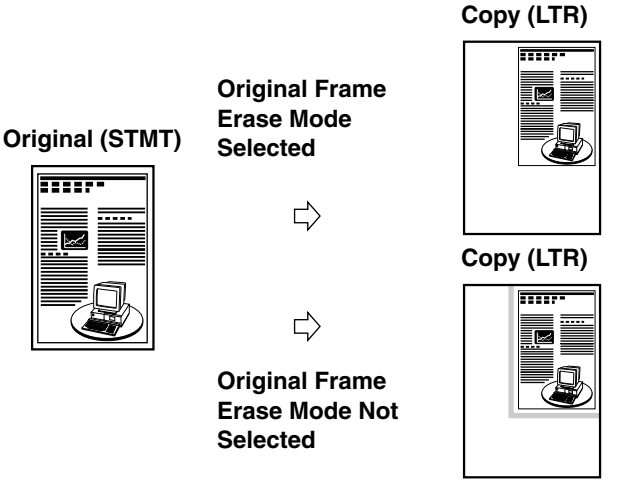
The Frame Erase mode enables you to erase shadows and lines that appear when copying various types of originals. The following three Frame Erase modes are available.

IMPORTANT

- Combinations of the Original Frame Erase, Book Frame Erase, or Hole Punch Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.
- You can use only the original paper sizes shown on the LCD display.
- The Frame Erase mode cannot be used with free size paper.

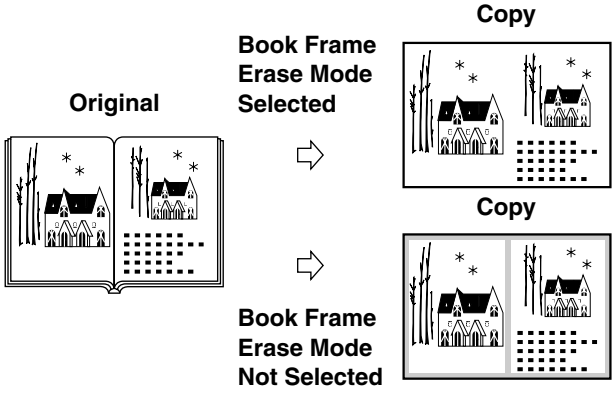
■ Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy when the original is smaller than the selected paper size. Also, it creates a blank border around the edge of the copy.



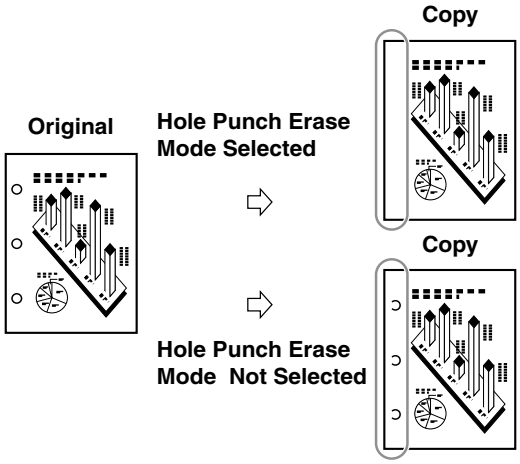
■ Book Frame Erase

This mode erases the dark border, as well as center and contour lines that appear when copying facing pages in a bound original onto a single sheet of paper.



■ Hole Punch Erase

This mode erases the shadows that appear in copies from binding holes on originals.



Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy when the original is smaller than the selected paper size. Also, it creates a blank border around the edge of the copy.

IMPORTANT

- In order to use the Original Frame Erase mode, you must first set the standard frame erase width in the Additional Functions menu. (See “Frame Erase Width,” on p. 4-7.)

- If the machine is operating in the Original Frame Erase mode, you cannot use the Image Combination, or Different Size Originals mode.

NOTE
- You can set the Original Frame Erase width from 1 to 20 mm.
- The default setting is '2 mm'.

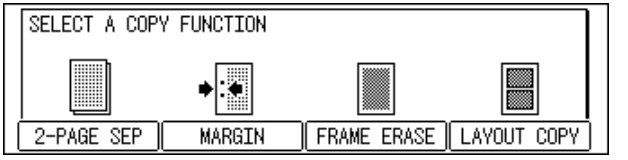
COPY

1 Press [COPY].

COPY lights.

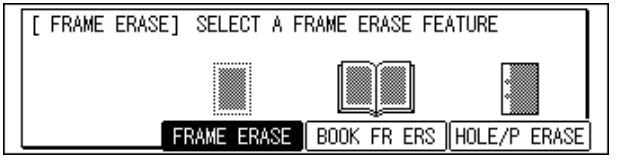
Special Features

2 Place your original → press [Special Features].



F3

3 Press [F3] (FRAME ERASE).



OK

4 Make sure that <FRAME ERASE> is selected → press [OK].

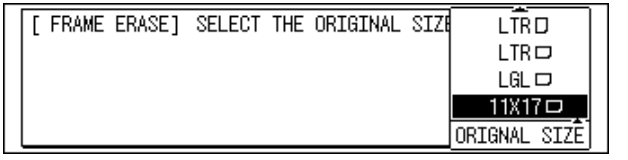
The Original Size setting menu appears.

F4

OK

5 Press [F4] (ORIGNAL SIZE) to select the size of the original → press [OK].

Each time you press F4 (ORIGNAL SIZE), the next or previous menu option becomes highlighted.



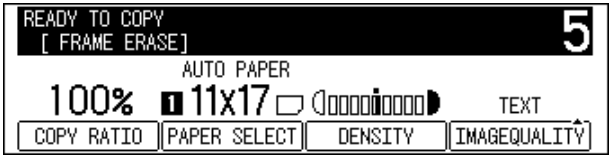
The selected mode is set, and the Copy Basic Features screen appears.

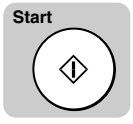
NOTE

- You can set the Original Frame Erase mode only for the original sizes shown on the LCD display.
- The machine automatically selects the copy paper size according to the original size you set. <AUTO PAPER> is displayed; however, you can also select the paper size manually.

6 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 2-2.





7 Press [Start].

Copying starts.

NOTE

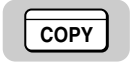
- If you want to cancel this mode, press (Stop) → the cancel job display appears → press F3 (YES) or F4 (NO).
- If you press (Stop) after copying has started, some blank sheets of paper may print out.
- To cancel all settings and restore the machine's standard settings, press (Reset).

Book Frame Erase

This mode erases the dark border, as well as the center and contour lines that appear when copying facing pages in a book onto a single sheet of paper.

IMPORTANT

If the machine is operating in the Book Frame Erase mode, you cannot use the Image Combination, or Different Size Originals modes.

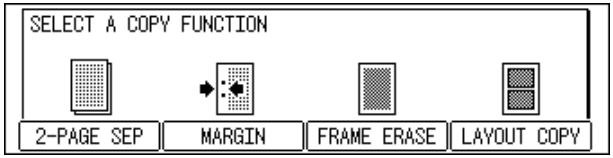


1 Press [COPY].

COPY lights.

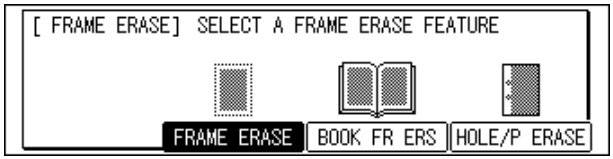
Special Features

2 Place your original on the platen glass → press [Special Features].



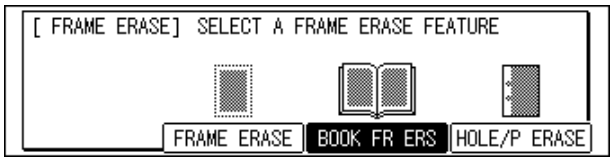
F3

3 Press [F3] (FRAME ERASE).



F3
OK

4 Press [F3] (BOOK FR ERS) → [OK].

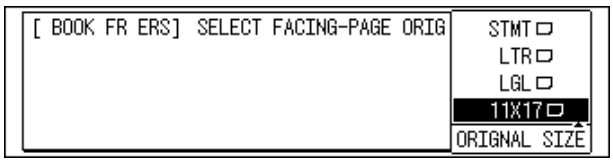


The Original Size setting menu appears.

F4
OK

5 Press [F4] (ORIGNAL SIZE) to select the size of the book when opened → press [OK].

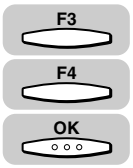
Each time you press F4 (ORIGNAL SIZE), the next or previous menu option becomes highlighted.



The Frame Erase Width setting menu appears.

NOTE

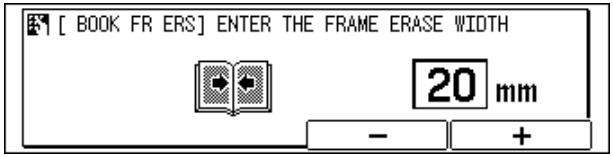
- You can set the Book Frame Erase mode only for the original sizes shown on the LCD display.
- The machine automatically selects the copy paper size according to the original size you set. <AUTO PAPER> is displayed; however, you can also select the paper size manually.



6 Press [F3] (–) or [F4] (+) to set the desired book frame erase width (3 mm to 50 mm) for the center line → press [OK].

You can also use the numeric keys to enter the book frame erase width, and (C) (Clear) to clear the value.

If you enter a value outside the setting range, an error tone sounds. Enter a value within the setting range.



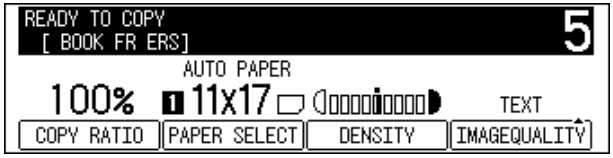
The selected mode is set, and the Copy Basic Features screen appears.

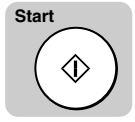
NOTE

The default setting is '10 mm'.

7 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 2-2.





8 Press [Start].

Copying starts.

NOTE

- If you want to cancel this mode, press (Stop) → the cancel job display appears → press F3 (YES) or F4 (NO).
- If you press (Stop) after copying has started, some blank sheets of paper may print out.
- To cancel all settings and restore the machine's standard settings, press (Reset).
- Set the frame erase width around the original using the COPY SETTINGS menu in the Additional Functions menu. You can set from 1 mm to 20 mm. (See "Frame Erase Width," on p. 4-7.)

Hole Punch Erase

This mode erases the shadows that appear in copies from binding holes on originals.

IMPORTANT

- If the machine is operating in the Hole Punch Erase mode, you cannot use the Two-Page Separation, or Different Size Originals modes.
- Do not place originals with binding holes in the feeder, as this may damage the originals.

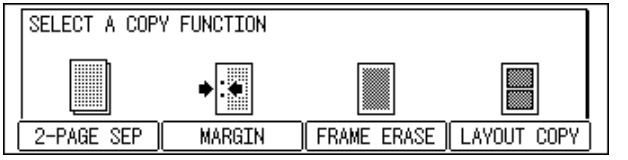
COPY

1 Press [COPY].

COPY lights.

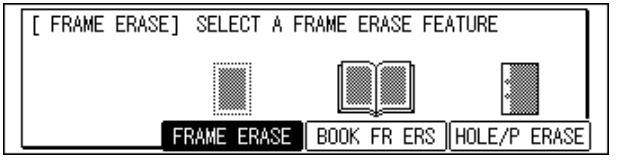
Special Features

2 Place your original → press [Special Features].



F3

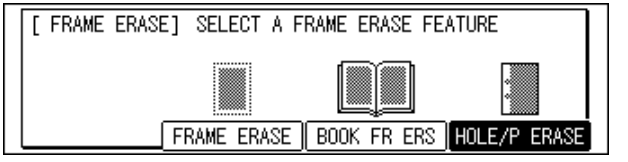
3 Press [F3] (FRAME ERASE).



F4

OK

4 Press [F4] (HOLE/P ERASE) → [OK].



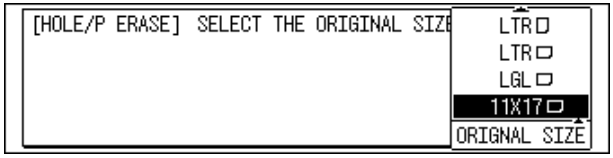
The Original Size setting menu appears.

F4

OK

5 Press [F4] (ORIGNAL SIZE) to select the size of the original → press [OK].

Each time you press F4 (ORIGNAL SIZE), the next or previous menu option becomes highlighted.



The Frame Erase Width setting menu appears.

NOTE

- You can set the Hole Punch Erase mode only for the original sizes shown on the LCD display.
- The machine automatically selects the copy paper size according to the original size you set. <AUTO PAPER> is displayed; however, you can also select the paper size manually.

F3

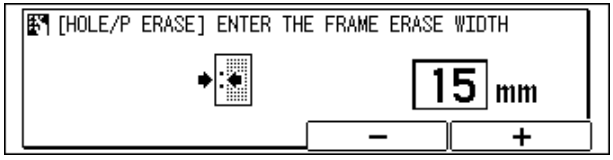
F4

OK

6 Press [F3] (–) or [F4] (+) to set the desired hole punch erase width (3 mm to 20 mm) → press [OK].

You can also use the numeric keys to enter the hole punch erase width, and C (Clear) to clear the value.

If you enter a value outside the setting range, an error tone sounds. Enter a value within the setting range.



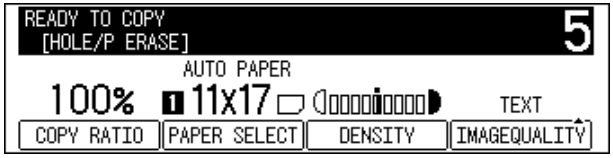
The selected mode is set, and the Copy Basic Features screen appears.

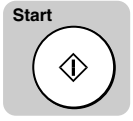
NOTE

The default setting is '18 mm'.

7 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 2-2.





8 Press [Start].

Copying starts.

NOTE

- If you want to cancel this mode, press (Stop) → the cancel job display appears → press F3 (YES) or F4 (NO).
- If you press (Stop) after copying has started, some blank sheets of paper may print out.
- To cancel all settings and restore the machine’s standard settings, press (Reset).

Image Combination

This mode enables you to automatically reduce two or four originals to fit onto one side of a selected paper size.

IMPORTANT

- If the machine is operating in the Image Combination mode, you cannot use the Two-Page Separation, Original Frame Erase, Book Frame Erase, or Different Size Originals modes.
- You can set the Image Combination mode only for the original sizes shown on the LCD display.
- Originals copied in the Image Combination mode must all be the same size.
- The Image Combination mode cannot be used with free size paper.
- You must have enough memory available in order to use the Image Combination mode with paper larger than LTR.

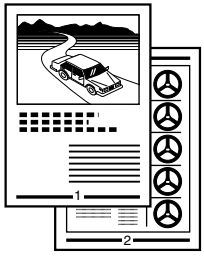
NOTE

- The reduction ratio is automatically set so that the originals fit onto the selected paper size.
- If the reduction ratio is set to less than 50% in the Image Combination mode, part of the copied image may be trimmed slightly.
- If you set the Image Combination mode, the machine is automatically set to the Auto Zoom mode. However, you can also use the Preset Zoom or Zoom by Percentage mode.

■ 2 on 1

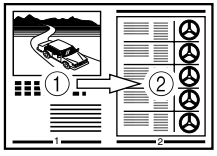
This setting reduces two originals to fit onto one copy sheet, and allows you to select the layout order of each original. The following two layout types are available:

Original (Vertical Placement)



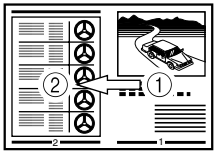
Copy

No. 1



The originals are printed in the following order: left half (①) → right half (②)

No. 2



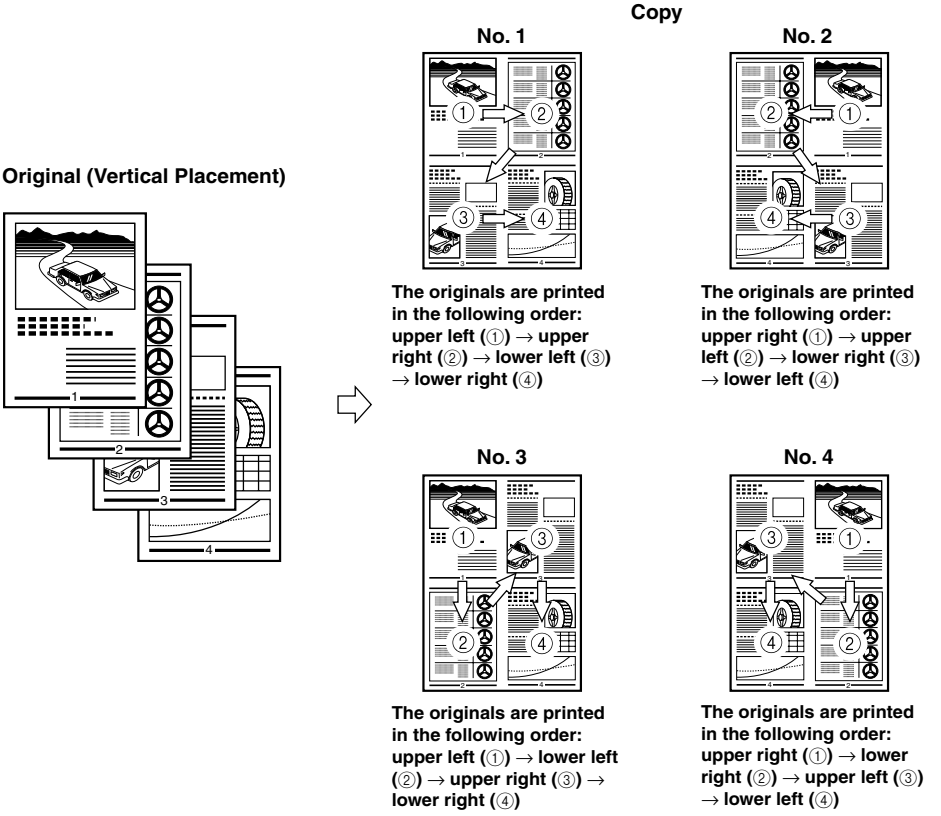
The originals are printed in the following order: right half (①) → left half (②)

IMPORTANT

The layout order cannot be specified when you place an original horizontally.

■ 4 on 1

This setting reduces four originals to fit onto one copy sheet, and allows you to select the layout order of each original. The following four layout types are available:



IMPORTANT

The layout order can be specified for an original placed horizontally.

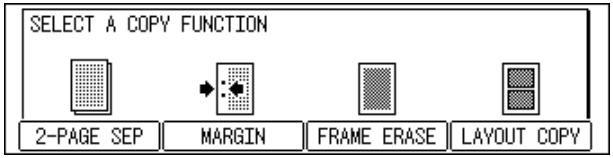
COPY

1 Press [COPY].

COPY lights.

Special Features

2 Place your originals → press [Special Features].

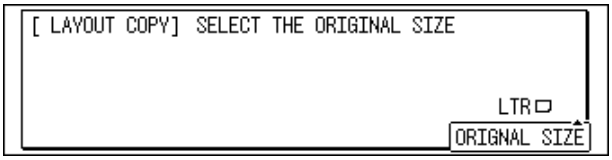


NOTE

If AUTO SORT in Copy Settings (from the Additional Functions menu) is set to '01 ON', the Collate and Offset Collate mode is automatically set if you place your originals in the feeder. (See "Auto Sort," on p. 4-8.)

F4

3 Press [F4] (LAYOUT COPY).

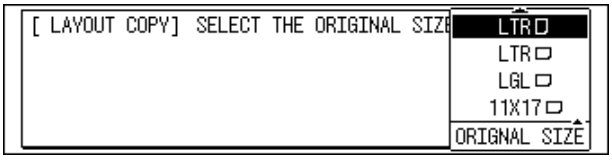


F4

OK

4 Press [F4] (ORIGNAL SIZE) to select the size of the original → press [OK].

Each time you press F4 (ORIGNAL SIZE), the next or previous menu option becomes highlighted.



The Copy Layout setting menu appears.

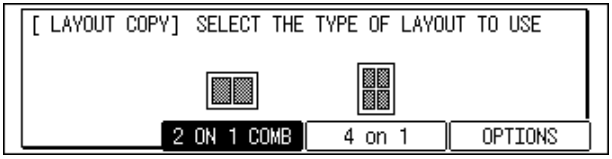
F2

F3

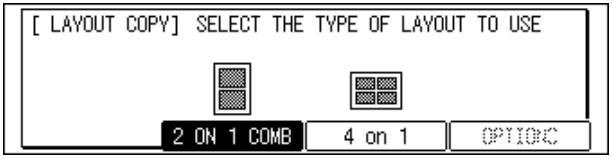
OK

5 Press [F2] (2 ON 1 COMB) or [F3] (4 on 1) to select the type of layout.

Screen shown if a vertically placed original ( ) is selected in step 4:



<OPTIONS> is grayed out if you selected a horizontally placed original ( ) in step 4:



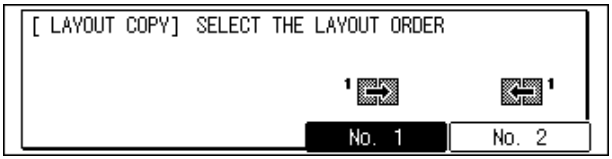
F4

6 Press [F4] (OPTIONS) to select the layout order of the originals.

● **If you selected <2 ON 1 COMB> in step 5:**

F3
F4
OK

❑ Press [F3] (No. 1) or [F4] (No. 2) to select the desired layout order → press [OK] → [OK].

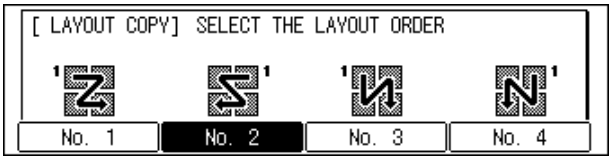


The Paper Size setting menu appears.

● **If you selected <4 on 1> in step 5:**

F1
F2
F3
F4
OK

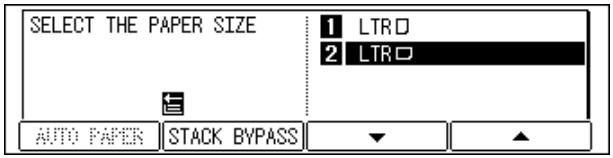
❑ Press [F1] (No. 1), [F2] (No. 2), [F3] (No. 3), or [F4] (No. 4) to select the desired layout order → press [OK] → [OK].



The Paper Size setting menu appears.

F2
F3
F4
OK

7 Press [F2] (STACK BYPASS), [F3] (▼), or [F4] (▲) to select the paper size → press [OK].



The selected mode is set, and the Copy Basic Features screen appears.

IMPORTANT

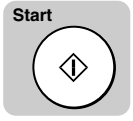
You cannot use Automatic Paper Selection in the Image Combination mode.

NOTE

The machine automatically selects the copy ratio, depending on the selected paper size.

8 Enter the desired copy quantity (1 to 99) using the numeric keys.

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 2-2.



9 Press [Start].

When the original is placed on the platen glass, follow the instructions that appear on the display → press (Start) once for each original. When scanning is complete, press (OK).

Copying starts.

NOTE

- If you want to cancel this mode, press (Stop) → the cancel job display appears → press F3 (YES) or F4 (NO).
- If you press (Stop) after copying has started, some blank sheets of paper may print out.
- To cancel all settings and restore the machine’s standard settings, press (Reset).

Different Size Originals

This mode enables you to copy different size originals together in one group, as long as they have one side with an equal length (i.e., LTR□ and 11" x 17"□). Just make sure that the sides of the originals with the same length be lined up when you place them in the feeder and the machine will automatically select the appropriate paper size and copy ratio for each original.

In order to use the Different Size Originals mode, you need to assign this function to a Shortcut key in the Additional Functions menu before making copies. (See "Using Shortcut Keys," on p. 4-15.)

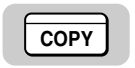
IMPORTANT

- If the machine is operating in the Different Size Originals mode, you cannot use the Two-Page Separation, Frame Erase, Image Combination, or Staple Sort modes.
- All originals placed together in the feeder must be the same weight (paper type).

NOTE

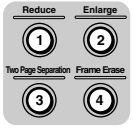
You can use the stack bypass for the Automatic Paper Selection when:

- The paper is loaded in the stack bypass
- The paper size has been specified in 06 USE STACK BYPASS in COMMON SETTINGS from the Additional Functions menu
- Automatic Paper Selection is set to '02 ON' for the stack bypass in the DRAWER ELIGIBLTY menu

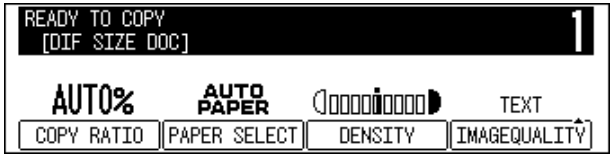


1 Press [COPY].

COPY lights.



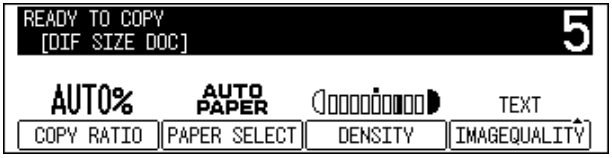
2 Place your originals in the feeder → press the Shortcut key ([1] to [4]) where you registered the Different Size Originals mode.

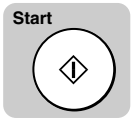


NOTE

If AUTO SORT in Copy Settings (from the Additional Functions menu) is set to '01 ON', the Collate or the Offset Collate mode is automatically set if you place your originals in the feeder. (See "Auto Sort," on p. 4-8.)

3 Set the desired copy modes.





4 Press [Start].

Copying starts.

NOTE

To cancel all settings and restore the machine's standard settings, press (Reset).

Customizing Settings

4
CHAPTER

This chapter describes the setting/storing specifications of the copy functions.

Copy Settings Table 4-2

Changing the Current Standard Settings 4-3

- Image Quality and Copy Exposure 4-3
- Zoom Ratio 4-5
- Copy Quantity 4-6
- Frame Erase Width 4-7
- Auto Sort 4-8
- Sort Rotate 4-9
- Sharpness 4-11
- Prescan 4-13

Using Shortcut Keys 4-15

- Assigning Functions 4-15
- Making Copies 4-17

Copy Settings Table

The following items can be stored or set in the Copy Settings menu, from the Additional Functions menu.

Item	Available Settings	Applicable Page
01 STD IMAGE QUAL/ EXP	Copy Exposure: 1 to 9; 5* Image Quality: TEXT*, TEXT/PHOTO, PHOTO	4-3
02 STD ZOOM RATIO	50% to 200%; 100%*	4-5
03 STANDARD COPY QTY	01 to 99; 01*	4-6
04 FRAME ERASE WIDTH	01 mm to 20 mm; 02 mm*	4-7
05 AUTO SORT	ON*/OFF	4-8
06 SORT ROTATE	ON*/OFF	4-9
07 SHORTCUT KEY SET	REDUCE* (SHORTCUT KEY1), ENLARGE* (SHORTCUT KEY2), DIRECT 100%, AUTO ZOOM, DARK, LIGHT, AUTO EXPOSURE, MARGIN, FRAME ERASE* (SHORTCUT KEY4), 2-PAGE SEP* (SHORTCUT KEY3), LAYOUT COPY, STAPLE SORT, USE STACK BYPASS, DIF SIZE DOC	4-15
08 SHARPNESS	1 to 9; 5*	4-11
09 PRESCAN	ON*/OFF	4-13

An asterisk (*) indicates the default setting.

NOTE

- For instructions on how to set the modes not described in this manual, refer to the other manuals listed in the front of this *Copying Guide*. (See “Manuals for the Machine.”)
- The Copy Settings menu is made up of several items. Use F3 (▼) or F4 (▲) to scroll through the items you want to set, and make the required settings.

Changing the Current Standard Settings

The standard settings refer to a combination of copy modes that the machine automatically applies at power ON or when [Reset] is pressed. This section explains the procedure for changing copy modes stored as standard settings.

NOTE

- The standard settings are applied when:
  - [COPY] (Copy) is pressed to initiate the copy function
  - (Stop) or [//] (Reset) is pressed (except during copying)
  - Auto Clear is initiated
  - the operation from the Additional Functions menu is complete
- There are seven standard settings:
  - Image Quality and Copy Exposure
  - Zoom Ratio
  - Copy Quantity
  - Frame Erase Width
  - Auto Sort
  - Sort Rotate
  - Sharpness

Image Quality and Copy Exposure

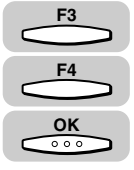
This setting enables you to set the standard copy image quality and exposure.

NOTE

The default settings are 'TEXT' for Image Quality and '5' (center) for the Copy Exposure.

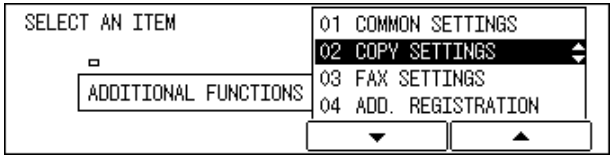
1 Press [Additional Functions].

The ADDITIONAL FUNCTIONS menu appears.



2 Press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

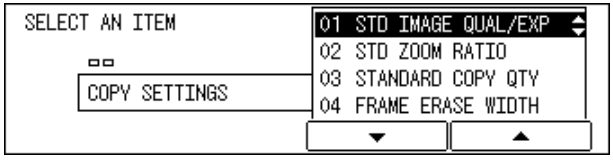
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The COPY SETTINGS menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to highlight <01 STD IMAGE QUAL/EXP> → press [OK].

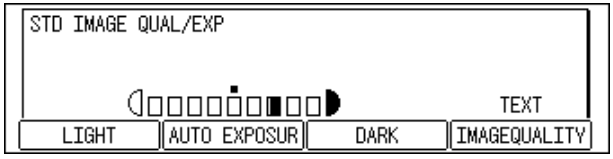


The STD IMAGE QUAL/EXP menu appears.

OK

4 Set the desired standard copy image quality and exposure → press [OK].

For details about adjusting the copy image quality and exposure, see "Specifying the Required Number of Copies," on p. 2-2.



The selected mode is set, and the display returns to the COPY SETTINGS menu.

NOTE

You can set the copy exposure between 1 and 9.

Reset

5 Press [Reset] to return to the Copy Basic Features screen.

Zoom Ratio

This setting enables you to set the standard copy (zoom) ratio.

NOTE

The default setting is '100%'.

Additional Functions

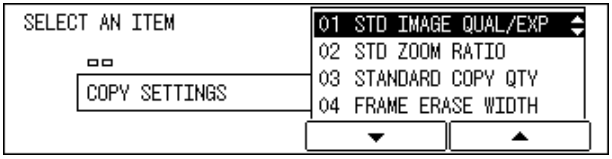
F3

F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

The COPY SETTINGS menu appears.



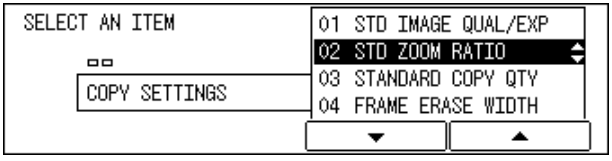
F3

F4

OK

2 Press [F3] (▼) or [F4] (▲) to highlight <02 STD ZOOM RATIO> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The STD ZOOM RATIO menu appears.

F2

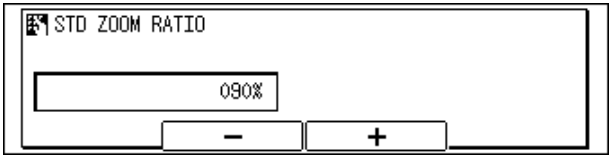
F3

OK

3 Press [F2] (–) or [F3] (+) to set the desired standard zoom ratio (50% to 200%) → press [OK].

You can also use the numeric keys to enter the standard zoom ratio, and (C) (Clear) to clear the value.

If you enter a value outside the setting range, an error tone sounds. Enter a value within the setting range.



The selected mode is set, and the display returns to the COPY SETTINGS menu.

Reset

4 Press [Reset] to return to the Copy Basic Features screen.

Copy Quantity

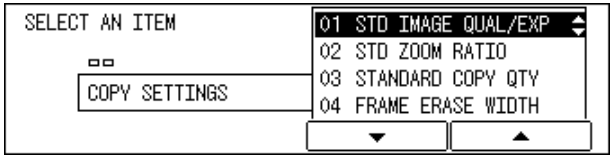
This setting enables you to set the standard copy quantity.

NOTE
The default setting is '01'.

Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

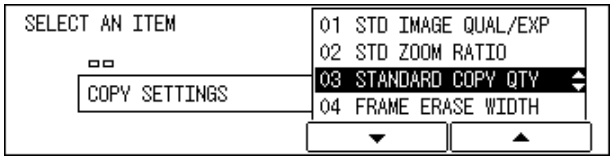
The COPY SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <03 STANDARD COPY QTY> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



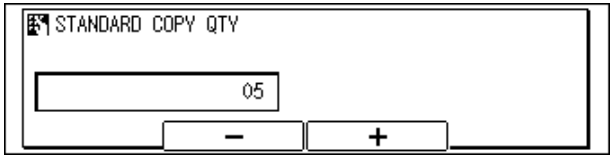
The STANDARD COPY QTY menu appears.

F2
F3
OK

3 Press [F2] (–) or [F3] (+) to set the desired standard copy quantity (01 to 99) → press [OK].

You can also use the numeric keys to enter the standard copy quantity, and (C) (Clear) to clear the value.

If you enter a value outside the setting range, an error tone sounds. Enter a value within the setting range.



The selected mode is set, and the display returns to the COPY SETTINGS menu.

Reset

4 Press [Reset] to return to the Copy Basic Features screen.

Frame Erase Width

This setting enables you to set the standard frame erase width for the Frame Erase mode.

NOTE

The default setting is '02 mm'.

Additional Functions

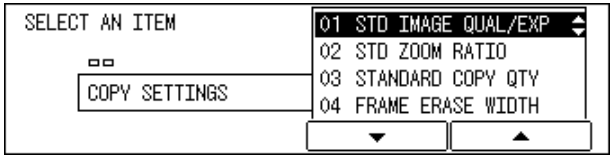
F3

F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

The COPY SETTINGS menu appears.



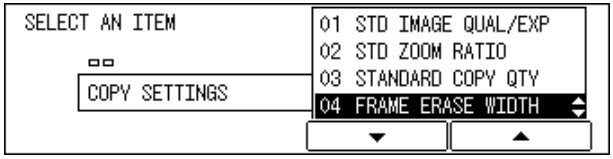
F3

F4

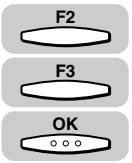
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <04 FRAME ERASE WIDTH> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



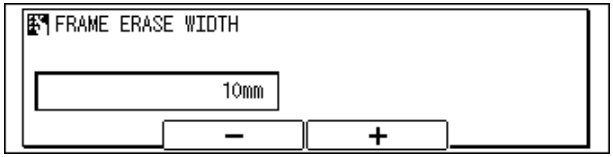
The FRAME ERASE WIDTH menu appears.



3 Press [F2] (–) or [F3] (+) to set the desired frame erase width (01 mm to 20 mm) → press [OK].

You can also use the numeric keys to enter the standard frame erase width, and (C) (Clear) to clear the value.

If you enter a value outside the setting range, an error tone sounds. Enter a value within the setting range.



The selected mode is set, and the display returns to the COPY SETTINGS menu.

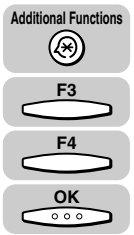
4 Press [Reset] to return to the Copy Basic Features screen.

Auto Sort

This setting allows automatic selection of the Collate (Offset Collate) mode when the originals are placed in the feeder. This is helpful when making multiple copies, because you do not need to remember to select the Finishing mode.

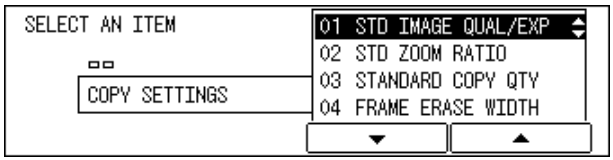
NOTE

- If AUTO SORT in Copy Settings (from the Additional Functions menu) is set to '01 ON' when the Finisher-L1 (optional) is attached, the Offset Collate mode is automatically set. However, if the Finisher is not attached, the Collate or Rotate mode is automatically set. (See "Collating Copies," on p. 2-18.)
- The default setting is '01 ON'.



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

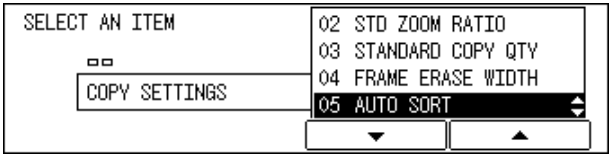
The COPY SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <05 AUTO SORT> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



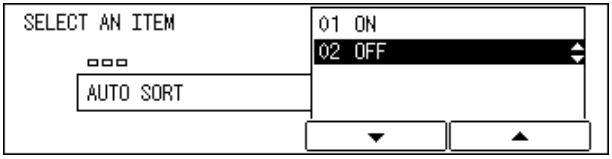
The AUTO SORT menu appears.

F3
F4
OK

3 Press [F3] (▼) or [F4] (▲) to select <01 ON> or <02 OFF> → press [OK].

If you want the machine to collate automatically, select <01 ON>.

If you do not want the machine to collate automatically, select <02 OFF>.



The selected mode is set, and the display returns to the COPY SETTINGS menu.

Reset

4 Press [Reset] to return to the Copy Basic Features screen.

Sort Rotate

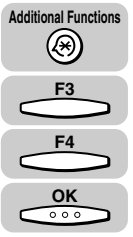
This setting allows automatic selection of the Rotate Collate mode when the original is placed in the feeder. For more details about the Rotate Collate mode, see “Collating Copies,” on p. 2-18.

IMPORTANT

- The Rotate Collate mode can be used with the following paper sizes: LTR □, LTR □, and STMT □.
- The Rotate Collate mode can be used when:
  - Available paper size is set both horizontally and vertically in the paper drawers and stack bypass
  - DRAWER ELIGIBLTY in Common Settings (from the Additional Functions menu) is set to ‘02 ON’ for the paper drawer and stack bypass designated for the Rotate Collate mode. (See Chapter 4, “Selecting and Storing Settings,” in the *Reference Guide*.)
- If the Finisher-L1 (optional) is attached, the Rotate Collate mode cannot be set.

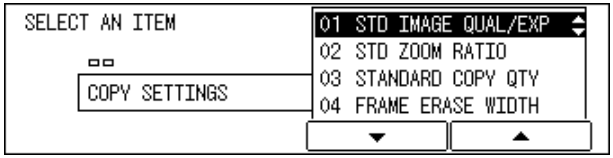
NOTE

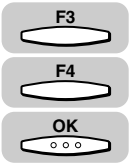
The default setting is '01 ON'.



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

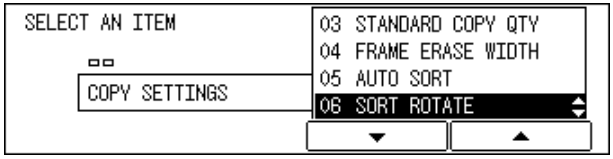
The COPY SETTINGS menu appears.



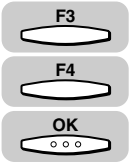


2 Press [F3] (▼) or [F4] (▲) to highlight <06 SORT ROTATE> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



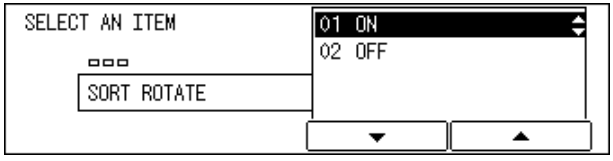
The SORT ROTATE menu appears.



3 Press [F3] (▼) or [F4] (▲) to select <01 ON> or <02 OFF> → press [OK].

If you want the machine to rotate collate automatically, select <01 ON>.

If you do not want the machine to rotate collate automatically, select <02 OFF>.



The selected mode is set, and the display returns to the COPY SETTINGS menu.

4 Press [Reset] to return to the Copy Basic Features screen.

Sharpness

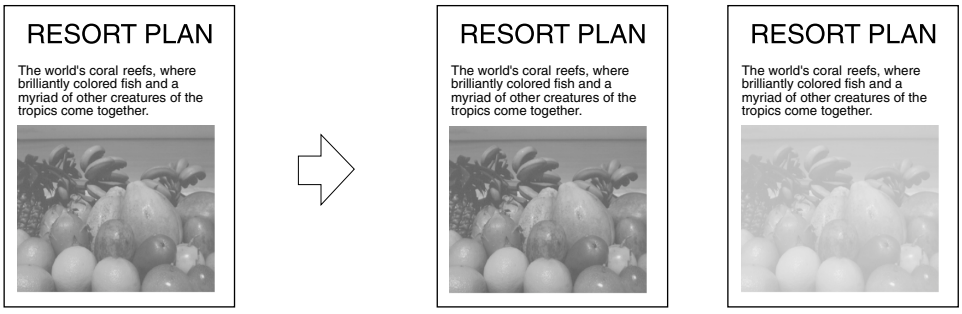
This setting enables you to make copies of the original image with a sharper or a softer contrast. To reproduce copies with text or lines with a sharper contrast, select [F3] (SHARP) as the setting. To reproduce copies with photographs or other halftones with a softer contrast, select [F2] (DULL) as the setting.

■ Dull

If you make copies of an original image containing halftones, such as a printed photograph, using the Photo mode, moiré may occur. However, by using [F2] (DULL), you can soften this moiré effect so that the copy is easier on the eyes.

Original **Copy**

Dull Is Set **Dull Is Not Set**

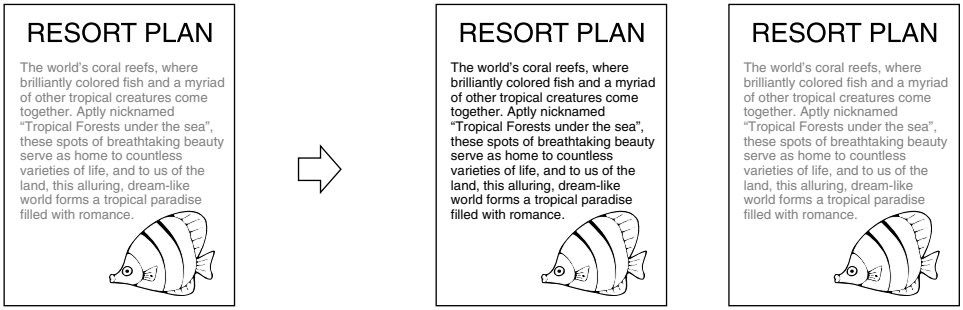


■ Sharp

This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited for blueprints and faint pencil drawn original images.

Original **Copy**

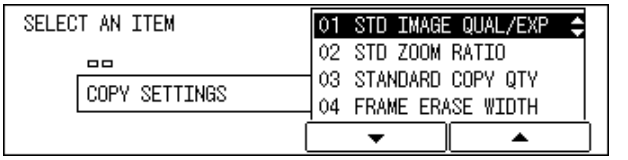
Sharp Is Set **Sharp Is Not Set**



Additional Functions
F3
F4
OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

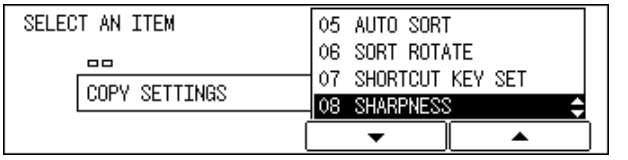
The COPY SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <08 SHARPNESS> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



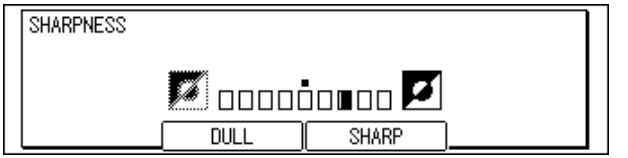
The SHARPNESS menu appears.

F2
F3
OK

3 Press [F2] (DULL) or [F3] (SHARP) to set the desired sharpness level → press [OK].

To copy text and lines clearly, press F3 (SHARP) to select a higher sharpness level.

To copy halftone images, such as a photograph, press F2 (DULL) to select a lower sharpness level.



The selected mode is set, and the display returns to the COPY SETTINGS menu.

Reset

4 Press [Reset] to return to the Copy Basic Features screen.

Prescan

When you press [Start] in a regular scanning operation, the machine goes through a warming-up process each time before it actually starts scanning the document. The Prescan mode function keeps the machine warmed up so it starts scanning as soon as you press [Start], thereby shortening the scanning time.

NOTE

- If PRESCAN is set to '01 ON', the machine gets ready to start copying from the moment you place your original in the feeder or on the platen glass.
- The default setting is '01 ON'.

Additional Functions

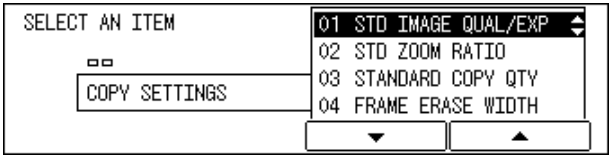
F3

F4

OK

1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

The COPY SETTINGS menu appears.



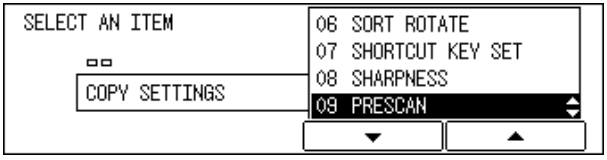
F3

F4

OK

2 Press [F3] (▼) or [F4] (▲) to highlight <09 PRESCAN> → press [OK].

Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The PRESCAN menu appears.

F3

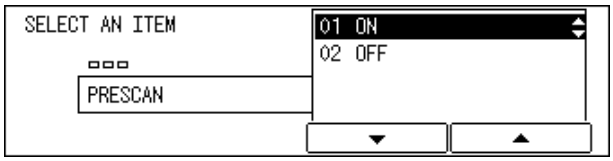
F4

OK

3 Press [F3] (▼) or [F4] (▲) to select <01 ON> or <02 OFF> → press [OK].

If you want to use the prescan function, select <01 ON>.

If you do not want to use the prescan function, select <02 OFF>.



The selected mode is set, and the display returns to the Additional Functions menu.

Reset

4 Press [Reset] to return to the Copy Basic Features screen.

Using Shortcut Keys

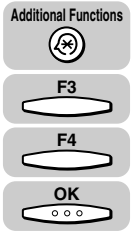
The shortcut keys enable you to assign the most frequently used copy functions to the shortcut keys, and to call up these functions with a single key press when making copies. You can assign up to four copy modes to the shortcut keys.

NOTE

- The default settings for each shortcut key (1 to 4) are as follows:
  - 1: Reduce
  - 2: Enlarge
  - 3: Two-Page Separation
  - 4: Frame Erase
- The following modes can be assigned to the shortcut keys:
  - Copy Ratio, Exposure, Margin, Frame Erase, Two-Page Separation, Image Combination, Staple Sort (only when the Finisher-L1 (optional) is attached), Paper Size for the Stack Bypass, and Different Size Originals
- This machine comes with a name label for each shortcut key. Write the name of the mode on the label, and affix it to the operation panel underneath the corresponding shortcut key.

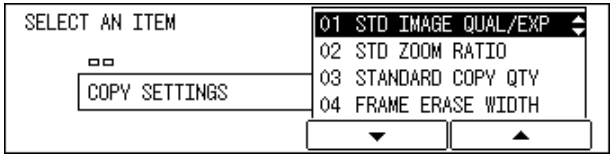
Assigning Functions

Follow the procedure described below to assign the most frequently used copy modes to the shortcut keys.



1 Press [Additional Functions] → press [F3] (▼) or [F4] (▲) to highlight <02 COPY SETTINGS> → press [OK].

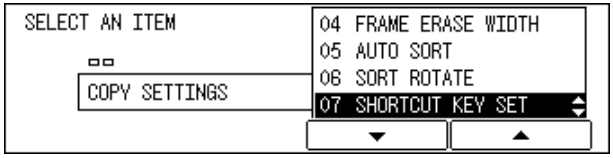
The COPY SETTINGS menu appears.



F3
F4
OK

2 Press [F3] (▼) or [F4] (▲) to highlight <07 SHORTCUT KEY SET> → press [OK].

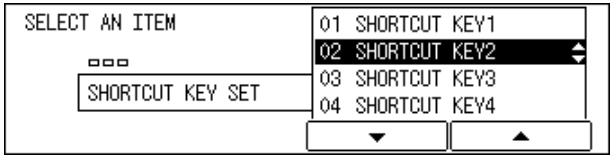
Each time you press F3 (▼) or F4 (▲), the next or previous menu option becomes highlighted.



The SHORTCUT KEY SET menu appears.

F3
F4
OK

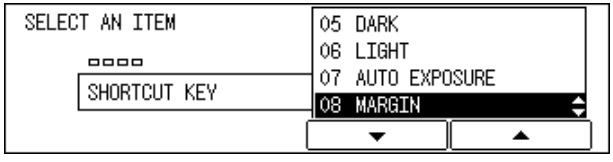
3 Press [F3] (▼) or [F4] (▲) to select a shortcut key → press [OK].



The SHORTCUT KEY menu appears.

F3
F4
OK

4 Press [F3] (▼) or [F4] (▲) to select the desired copy mode you want to assign to the selected shortcut key → press [OK].

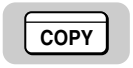


The selected copy mode is assigned to the selected shortcut key, and the display returns to the SHORTCUT KEY SET menu.

Reset

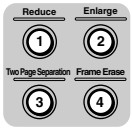
5 Press [Reset] to return to the Copy Basic Features screen.

Using the shortcut keys simplifies a routine procedure when you make copies.



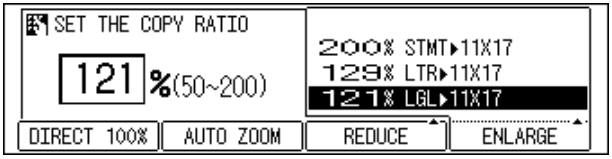
1 Press [COPY].

COPY lights.



2 Place your original → press the desired Shortcut key ([1] to [4]) that contains the copy mode you want to set.

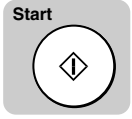
You can skip a few steps to set each function. (e.g. Enlarge function)



3 If necessary, specify the settings for each mode.

For details about the setting procedure for a particular copy mode, see the applicable page numbers in the table below.

Setting	Applicable Page
Copy Ratio	P. 2-13
Exposure	P. 2-9
Margin	P. 3-5
Frame Erase	P. 3-8
Two-Page Separation	P. 3-2
Image Combination	P. 3-17
Staple Sort	P. 2-22
Paper Size for the Stack Bypass	Reference Guide
Different Size Originals	P. 3-22



4 Press [Start].

Copying starts.

Appendix

5
CHAPTER

This chapter provides the Combination of Functions Chart and index.

Combination of Functions Chart 5-2
Index 5-6

Combination of Functions Chart

This chart shows the setting combinations when you want to reconfigure the functions.

☐ Combination available

☒ Combination unavailable

Function to Be Set	Preset Zoom	Zoom Designation	Auto Zoom	Automatic Exposure Control	Photo	Text	Text/Photo	Automatic Paper Selection	Stack Bypass	Stack Bypass (Free size paper)	Collate	Rotate Collating	Offset Collating	Staple	Interrupt Copy	Reserve Copy
Preset Zoom		×	×													
Zoom Designation	×		×													
Auto Zoom	×	×					×		×							
Automatic Exposure Control					×	×	×									
Photo				×		×	×									
Text				×	×		×									
Text/Photo				×	×	×										
Automatic Paper Selection			×						×							
Stack Bypass										×						
Stack Bypass (Free size paper)			×				×	×			×	×	×			
Collate									×			×	×			
Rotate Collating									×	×			×			
Offset Collating									×	×	×					
Staple									×	×	×	×				
Interrupt Copy																
Reserve Copy																

☐ Combination available

☒ Combination unavailable

Function to Be Set	Function Already Set	Preset Zoom	Zoom Designation	Auto Zoom	Automatic Exposure Control	Photo	Text	Text/Photo	Automatic Paper Selection	Stack Bypass	Stack Bypass (Free size paper)	Collate	Rotate Collating	Offset Collating	Staple	Interrupt Copy	Reserve Copy
Two-Page Separation										×							
Image Combination (2 on 1)								×		×							
Image Combination (4 on 1)								×		×		×					
Original Frame Erase										×							
Book Frame Erase										×							
Hole Punch Erase										×							
Right Margin										×							
Left Margin										×							
Top Margin										×							
Bottom Margin										×							
Different Size Originals	×	×	×							×		×					

☐ Combination available

☒ Combination unavailable

Function to Be Set	Two-Page Separation	Image Combination (2 on 1)	Image Combination (4 on 1)	Original Frame Erase	Book Frame Erase	Hole Punch Erase	Right Margin	Left Margin	Top Margin	Bottom Margin	Different Size Originals
Preset Zoom											×
Zoom Designation											×
Auto Zoom											×
Automatic Exposure Control											
Photo											
Text											
Text/Photo											
Automatic Paper Selection		×	×								
Stack Bypass											
Stack Bypass (Free size paper)	×	×	×	×	×	×	×	×	×	×	×
Collate											
Rotate Collating			×								×
Offset Collating											
Staple											
Interrupt Copy											
Reserve Copy											

☐ Combination available

☒ Combination unavailable

Function to Be Set	Two-Page Separation	Image Combination (2 on 1)	Image Combination (4 on 1)	Original Frame Erase	Book Frame Erase	Hole Punch Erase	Right Margin	Left Margin	Top Margin	Bottom Margin	Different Size Originals
Two-Page Separation		×	×			×					×
Image Combination (2 on 1)	×		×	×	×						×
Image Combination (4 on 1)	×	×		×	×						×
Original Frame Erase		×	×		×	×					×
Book Frame Erase		×	×	×		×					×
Hole Punch Erase	×			×	×						×
Right Margin								×	×	×	×
Left Margin							×		×	×	×
Top Margin							×	×		×	×
Bottom Margin							×	×	×		×
Different Size Originals	×	×	×	×	×	×	×	×	×	×	

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