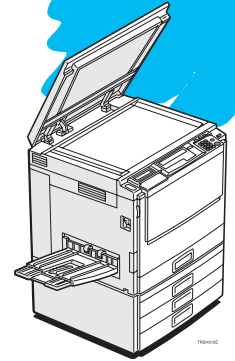
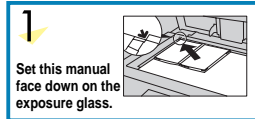


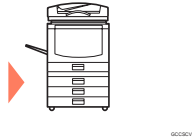
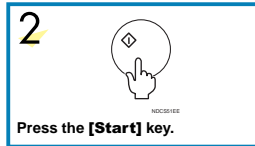
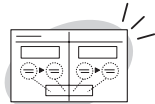
COLOR COPY QUICK GUIDE



Make copies of this manual and stick them on the wall.



Stick the copies on the wall.



1. Basics	
How to Make a Copy	page. 2
2. Single Color	
Making Copies in Single Colors	page. 4
3. Twin Color	
Making Copies in Two Colors	page. 6
4. Color Conversion	
Converting a Selected Color into a Different Color	page. 8
5. Color Erase	
Erasing a Selected Color	page. 10
6. Color Balance	
Adjusting the Color Balance	page. 12
7. Image Adjustment	
Adjust the Image Quality	page. 14
8. Front & Back Covers	
Copying Front and Back Covers	page. 16
9. Summary	
Features at a Glance	page. 18

How to Make a Copy

In this situation...



You wish to make a copy in the same color and same size as your original.



use this function...

This machine has the following handy functions:

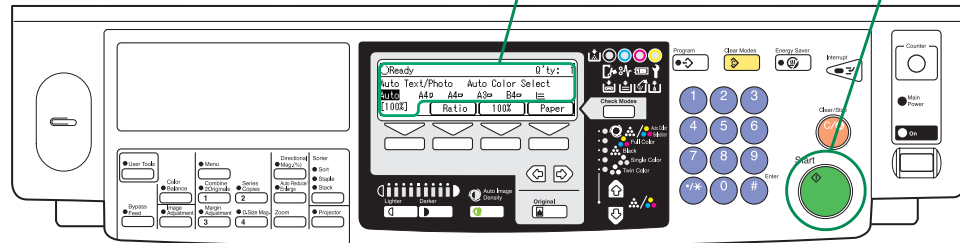
- Auto Text/Photo
Selects a suitable original image type automatically.
- Auto Color Select
Selects a suitable color mode automatically.
- Auto Paper Select
Selects a suitable paper size automatically.

1 Set the original.

2 Make sure that following functions are selected:

- [Auto Text/Photo]
- [Auto Color Select]
- [Auto](Auto Paper Select)
- [100%]

3 Press the [Start] key.



Making Copies in Single Colors

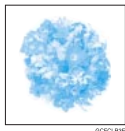
In this situation...



You wish to make a copy in Cyan.





use this function...



The Single Color function makes copies in single colors.

Tip

- You can choose from the following colors:
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink and Purple

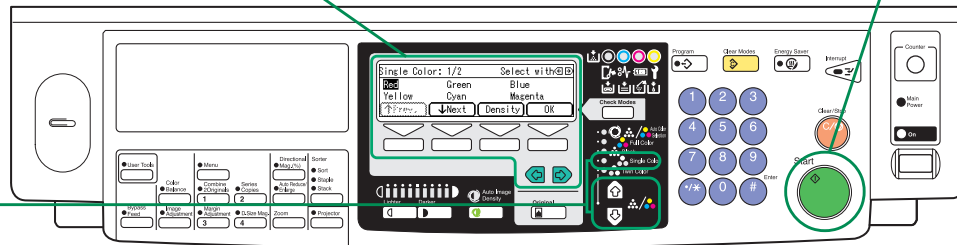
2 Press the   keys to light the Single Color indicator.

3 Select the color with the keys  .

4 Press the [OK] key.

5 Press the [Start] key.

1 Set the originals.

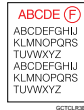


Making Copies in Two Colors

In this situation...



use this function...



You wish to make a copy in black and red.

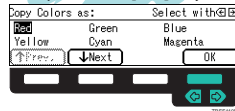
The Twin Color function makes copies with black parts in the selected color and color parts in the other selected color.

Tip

- Colors you can choose for color parts: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink and Purple
- Colors you can choose for black parts: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and Black

3 Press the [Colors] key.

4 Select the color for the color parts with the \leftarrow \rightarrow keys. Then press the [OK] key.



5 Press the [Black] key.

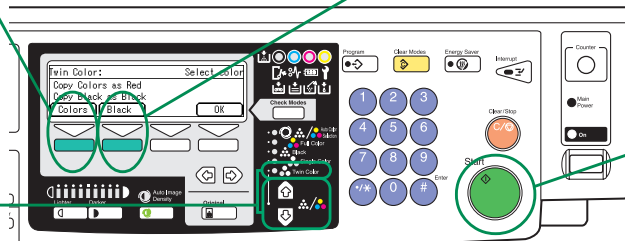
6 Select the color for the black parts with the \leftarrow \rightarrow keys. Then press the [OK] key.



2 Press the \downarrow \uparrow keys to light the Twin Color indicator.

1 Set the originals.

7 Press the [Start] key.



Converting a Selected Color into a Different Color

In this situation...



You wish to copy certain colors in a different color.



use this function...



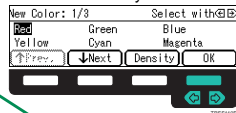
The Color Conversion function converts a selected color of an original into a different color on the copy.

Tip

- Colors that can be converted:
Red, Green, Blue, Yellow, Cyan, Magenta, Black and White
- Colors you can convert to:
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and Black

3 Select the original color (color to be converted) with the **[Left]** **[Right]** keys, then press the **[OK]** key.

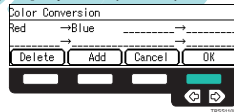
4 Select the new color (color to convert to) with the **[Left]** **[Right]** keys. Then press the **[OK]** key. If necessary, press the **[Density]** key to select the color density level.



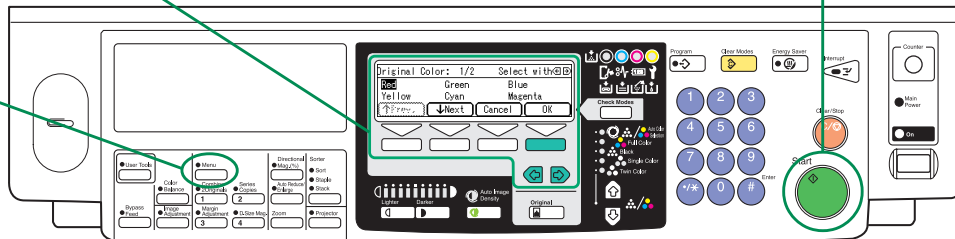
2 Press the **[Menu]** key and select **[Color Conversion]** on the display. Then press the **[Select]** key.

1 Set the originals.

5 Press the **[OK]** key. To convert more than one color, press the **[Add]** key and repeat steps 3 to 4.



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



Erasing a Selected Color

In this situation...



You wish to have certain colors not copied.



use this function...



The Color Erase function erases a selected color from the original image.

Tip

- Colors that can be erased:
Red, Green, Blue, Yellow, Cyan, Magenta and Black

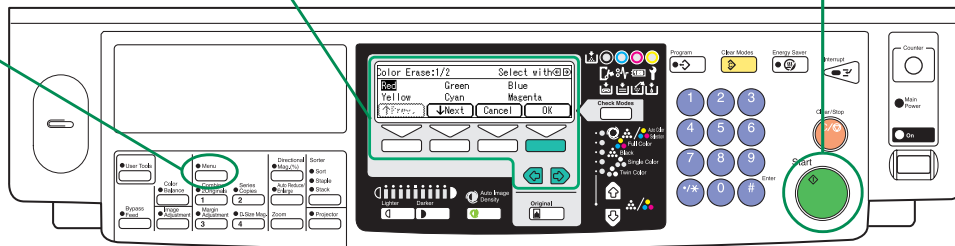
2 Press the [Menu] key and select [Color Erase] on the display. Then press the [Select] key.

3 Select the color to be erased with the [Left] [Right] keys, then press the [OK] key.

4 Press the [OK] key.
To erase more than one color, press the [Add] key and repeat step 3.

5 Press the [Start] key.

1 Set the originals.



Adjusting the Color Balance

In this situation...



Copies are too yellow.



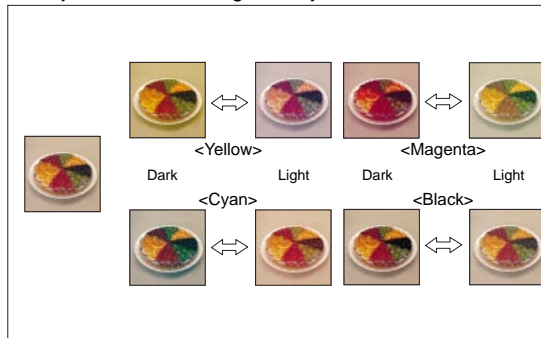
use this function...



The Color Balance function allows you to control the overall color tone of copies.

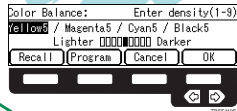
Tip

You can adjust the Yellow, Magenta, Cyan and Black color balance.



3 Select the color to be adjusted with the [Left] [Right] keys.

4 Enter the level of color tone with the [Number] keys.

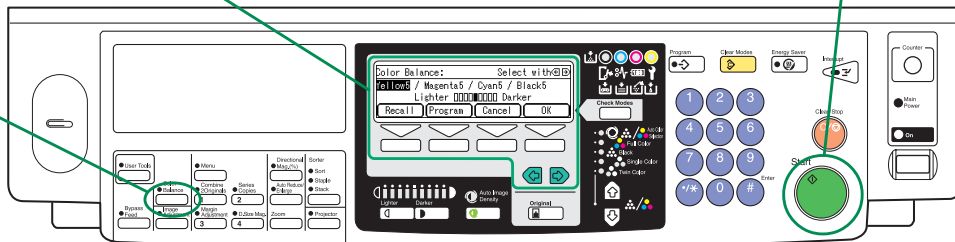


2 Press the [Color Balance] key.

5 Press the [OK] key.

6 Press the [Start] key.

1 Set the originals.



Adjust the Image Quality

In this situation...



GCGAZ006



use this function...



GCGAZ006

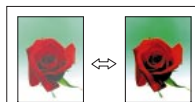
You wish to make the edges of the image sharper.

The Sharp/Soft function in Image Adjustment makes the image sharper or softer.

Tip

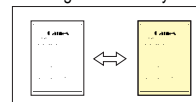
Image Adjustment also provides the following functions:

● Contrast



Adjusts the contrast between light parts and dark parts of the image.

● Background Density



Adjusts the background density.

● Pastel



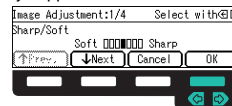
Makes copies in pastel tones.

2 Press the [Image Adjustment] key.

3 Select your desired function with the [Left] [Right] keys, then press the [OK] key.

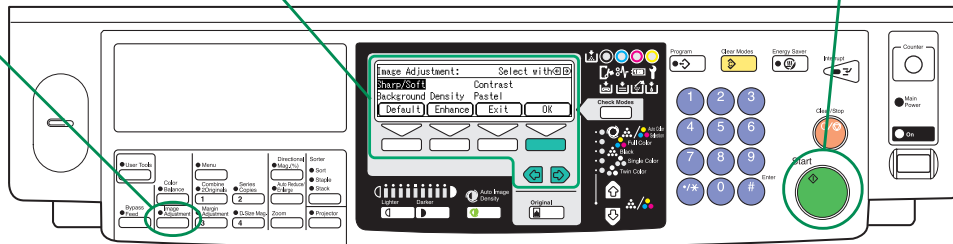
4 Adjust the settings with the [Left] [Right] keys. Then press the [OK] key.

By pressing the [+ Prev.] or [- Next] key repeatedly, the Sharp/Soft, Contrast, Background Density, and Pastel adjustment displays appear in turn.



5 Press the [Start] key.

1 Set the originals.

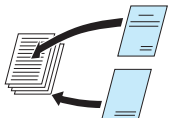


TRSS012N

Copying Front and Back Covers

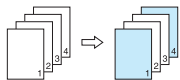
In this situation...

You wish to copy the front and back covers onto different type (e.g. different color) paper.



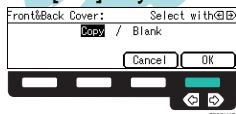
use this function...

Use the Front & Back Cover function to have the first and last pages copied onto different kind of paper (e.g. colored) than that used for the remaining pages.

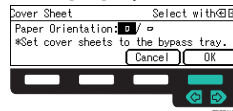


3 Select [Front&Back Cover] with the keys. Then press the [OK] key.

4 Make sure that the [Copy] is selected, then press the [OK] key.



5 Select orientation of the copy paper and cover sheets with the keys, then press the [OK] key.



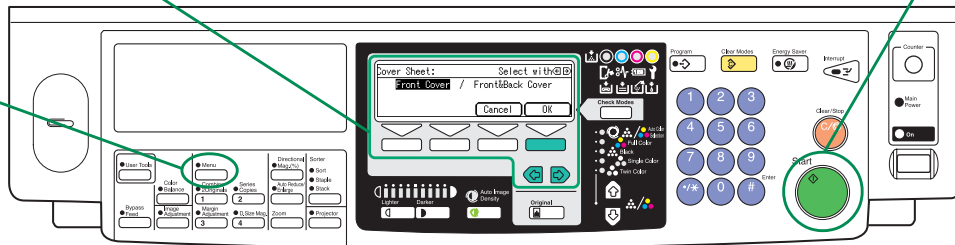
6 Set cover sheets into the bypass tray.

* The covers are copied in Thick Paper mode.

7 Press the [Start] key.

2 Press the [Menu] key and select [Cover Sheet] on the display. Then press the [Select] key.

1 Set the originals in the document feeder.



Features at a Glance

For details, please see the following pages in the Operating Instructions.

- Color Conversion ⇒ Page 73
- Color Erase ⇒ Page 75
- Centering ⇒ Page 60
- Mirror ⇒ Page 77
- Positive / Negative ⇒ Page 79
- Cover Sheet ⇒ Page 69^{*3}

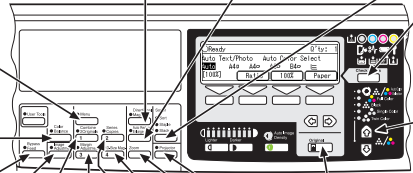
- Color Balance ⇒ Page 88

- Image Adjustment ⇒ Page 91
- Sharp / Soft
- Contrast
- Background Density
- Pastel

^{*1} The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required.
^{*2} The optional 20-bin sorter stapler or 10-bin sorter stapler is required.
^{*3} The optional document feeder is required.

- Sort ⇒ Page 80^{*1}
- Stack ⇒ Page 82^{*1}
- Staple ⇒ Page 84^{*2}

- Directional Magnification(%) ⇒ Page 55
- Auto Reduce / Enlarge ⇒ Page 43



- Original Image Selection ⇒ Page 31
- Projector ⇒ Page 145

- Margin Adjustment ⇒ Page 61

- Combine 2 Originals ⇒ Page 67^{*3}

- Directional Size Magnification ⇒ Page 57
- Series Copies ⇒ Page 63

- Book → 1 Sided
- 2 Sided → 1 Sided^{*3}

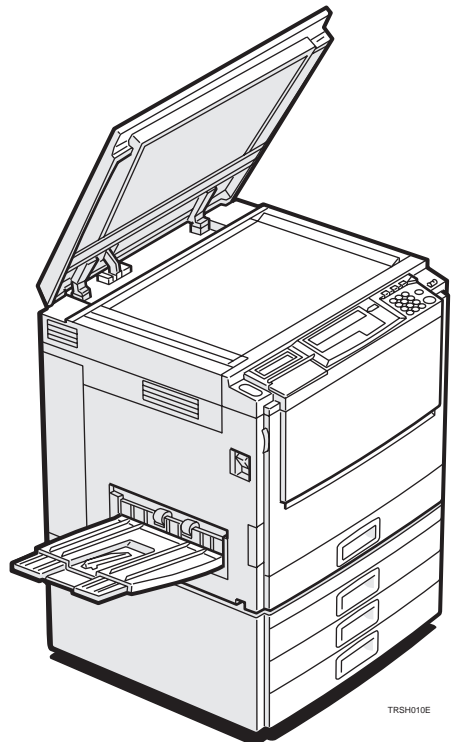
- Checking the Selected Copy jobs ⇒ Page 50
- Color Mode ⇒ Page 27

- Full Color Copy
- Black Copy
- Single Color Copy
- Twin Color Copy

- Zoom ⇒ Page 53

A258

Operating Instructions



TRSH010E

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Introduction

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

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



Notes:

Some illustrations may be slightly different from your machine.

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



Operator Safety:

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains a 15-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

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

Warning:

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

Notes:

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

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

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

Power Source

120V, 60Hz, 20A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see page 138.

Note to users in the United States of America

Notice:

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

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

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

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

Warning:

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

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

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

I means POWER ON.

⏻ means STAND BY.

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

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

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

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

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

Safety Information

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

Safety during Operation


In this manual, the following important symbols are used:

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


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

Examples of Indications




Symbols  mean a situation that requires you take care.




Symbols  mean "Hot surface".



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



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

⚠ WARNING:



- **Only connect the machine to the power source described on the inside front cover of this manual.**
- **Avoid multi-wiring.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.**
- **Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.**



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



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



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



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



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



- **Do not insert your hands between sorter bins when your machine is equipped with the 20-bin sorter stapler. You may be injured.**

⚠ CAUTION:

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



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



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



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



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



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



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



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



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



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



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

How to Read this Manual

Symbols

In this manual, the following symbols are used:

WARNING:

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

CAUTION:

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

*The statements above are notes for your safety.

Important

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

Preparation

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

Note

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

Limitation

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

Reference

This symbol indicates a reference.

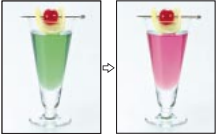
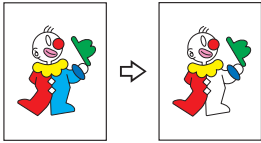
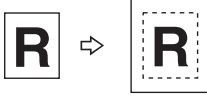
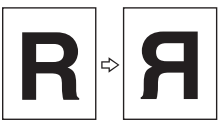

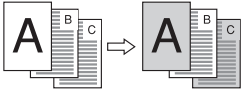
[]

Keys that appear on the machine's panel display.

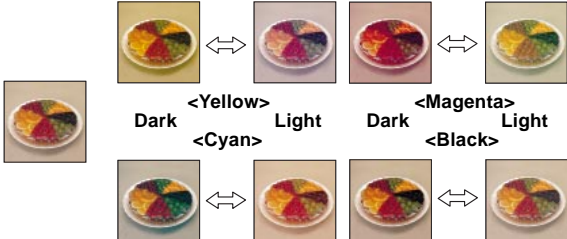
[]

Keys built into the machine's operation panel.

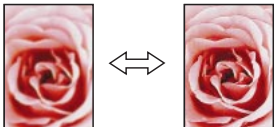
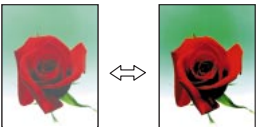
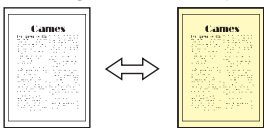

What You Can do with this Machine

<p>• Color Conversion ⇒ Page 73</p> 	<p>• Color Erase ⇒ Page 75</p> 	<p>• Centering ⇒ Page 60</p> 
<p>• Mirror ⇒ Page 77</p> 	<p>• Positive/Negative ⇒ Page 79</p> 	<p>• Cover Sheet ⇒ Page 69 *3</p> 

• Color Balance ⇒ Page 88



• Image Adjustment ⇒ Page 91

<p>• Sharp/Soft</p> 	<p>• Contrast</p> 
<p>• Background Density</p> 	<p>• Pastel</p> 

• Bypass feed
Copying ⇒ Page 36

*1 The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required.

*2 The optional 20-bin sorter stapler or 10-bin sorter stapler is required.

*3 The optional document feeder is required.

- Sort ⇒ Page 80 *1

- Stack ⇒ Page 82 *1

- Staple ⇒ Page 84 *2

- Directional Magnification (%) ⇒ Page 55

- Auto Reduce/Enlarge ⇒ Page 43

- Margin Adjustment ⇒ Page 61

- Directional Size Magnification ⇒ Page 57

- Zoom ⇒ Page 53

- Combine 2 Originals ⇒ Page 67 *3

- Book → 1 Sided

- 2 Sided → 1 Sided *3

- Checking the Selected Copy jobs ⇒ Page 50
- Color Mode ⇒ Page 27
- Full Color Copy
- Black Copy
- Single Color Copy
- Twin Color Copy
- Original Image Selection ⇒ Page 31
- Projector ⇒ Page 145

Table of Contents

Where it is & What it is

Machine Exterior	2
Options	4
Operation Panel	6
Panel Display	8
Layout and Keys	8
Example Displays	10

Basics

Starting the Machine	12
Power Switches	12
Starting the Machine	12
Turning on the Power	13
Originals	14
Standard Size Originals	14
Recommended Originals	14
Non-recommended Originals for the Document Feeder	14
Setting Originals on the Exposure Glass (Platen Glass)	15
Setting a Stack of Originals in the Document Feeder	16
Setting one Original at a Time in the Document Feeder	17
Setting Originals of Different Sizes in the Document Feeder	19
Setting Non-standard Sized Originals	20
Removing the Platen Cover to Copy a Large Original	22

Copying

Basic Operation	24
How to Make Copies	24
Adjusting Copy Image Density	25
Selecting a Color Mode	27
Selecting the Original Image Type (Photo/Text)	31
Selecting the Copy Paper Size	35
Copying from the Bypass Tray	36
Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios	43
Energy Saver Mode—Saving Energy	44
Interrupt Copying—Temporarily Stopping one Job to Copy Something Else	45
Auto Start—Entering Copy Job Setting During the Warm-up Period	46
Program—Storing and Recalling Your Copy Setting in Memory	47
Check Modes—Checking the Selected Copy Jobs	50
Counter—Checking the Total Number of Copies Made	50
Reduce/Enlarge—Reducing and Enlarging	51
Preset R/E—Reducing and Enlarging Using Preset Ratios	51
Zoom—Reducing and Enlarging in 1% Step	53
Directional Magnification (%)—Stretching and Squeezing the Image in 1% Steps	55
Direction Size Magnification (inch)—Stretching and Squeezing the Image into the Copy Area	57
Shifting the Image	60
Centering	60
Margin Adjustment—Adding Margins for Binding	61
Series Copies—Making Single Copies	63
Book→1 Sided—From Book Originals to 2 One-sided Copies	63
2 Sided→1 Sided—From Two-sided Originals to 2 One-sided Copies	65
Combine—Combining Two Originals	67
Cover Sheet—Adding or Inserting Sheets	69
Front Cover—Copying a Front Cover	69
Front & Back Covers—Copying or Adding Front and Back Covers	71

Color Creation **73**

 Color Conversion—Converting a Selected Color into a Different Color 73

 Color Erase—Erasing the Selected Color 75

Image Creation **77**

 Mirror—Making a Mirror Image 77

 Positive/Negative—Copying in Complementary Colors 79

Finishing **80**

 Sort—Sorting into Sets (123,123,123) 80

 Stack—Stacking Together All Copies of a Page (111, 222, 333) 82

 Staple—Stapling Copies 84

Adjustment and Color Memory

Color Balance—Adjusting and Storing the Color Balance **88**

 Color Balance Adjustment 88

 Color Balance Program—Storing and Recalling the Color Balance 89

Image Adjustment **91**

 Sharp/Soft, Contrast, Background Density and Pastel 93

 U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level 94


Combination Chart

Combination Chart **96**

What to do if Something Goes Wrong


If Your Machine Does not Operate as You Want **100**




If You Cannot Make Copies as You Want **101**

 **Loading Paper** **104**

 Non-recommended Paper for Paper Trays 104

 Loading Paper in the Paper Tray 105

 **Adding Toner** **106**

 Clearing Misfeeds	108
 Adding Staples	111
 Removing Jammed Staples	113

Changing the Machine's Settings

Changing Paper Size	116
User Tools	119
Accessing the User Tools	119
Exiting from User Tools	120
User Tools Menu	121
Settings You can Change with the User Tools (System Settings)	124
Settings You can Change with the User Tools (Copy Features)	128

Maintaining Your Machine Where to Put Your Machine Do's and Don'ts Remarks Use and Storage of Supplies

Maintaining Your Machine	136
Exposure Glass (Platen Glass)	136
Platen Cover	136
Document Feeder	136
Where to Put Your Machine	137
Machine Environment	137
Power Connection	138
Access to Machine	139
Do's and Don'ts	140
Remarks	141
Copier	141
Use and Storage of Supplies	142

Copy Paper 142
Paper Storage 143
Toner Storage 143

Projector Unit Operation

Guide to Components 146
Before Operating the Projector 149
 Available Films and Setting 149
 About Copying 150
 Notes for Operation 151
How to Copy from Film 152
Positioning the Projector 153
Preparing the Film 154
 Selecting the Base Film (If Needed) 155
 Setting Films in the Holder (If Needed) 156
 Cutting the Film Position Sheet (If Needed) 157
Selecting the Film Type and Perform Shading 158
 Positive—35mm (Slide Holder/Mount Film Holder/Film Strip Holder) 159
 Positive—Special Sizes 161
 Negative—35mm (Film Strip Holder) 164
 Negative—Special Sizes 167
Adjusting Color, Density and Focus 171
 Color Tones in Film Scanning 171
 Notes on Color Tone Adjustments 171
 Density Adjustment 171
 Adjusting the Color Tone/Brightness Using Negative Film 172
Selecting Modes 175
Choosing Next Job 176
Exiting Projector Mode 177
What to do if Something Goes Wrong 178
Daily Maintenance 180

Exterior	180
Lens	180
Film Holder	180
Holder Slot	180
Mirror Unit	181

Specification

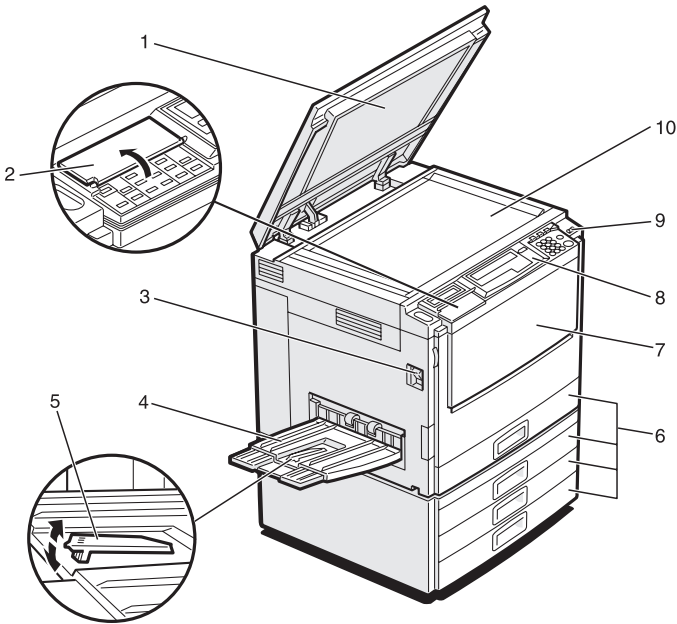
Mainframe	184
Document Feeder (Option)	188
20-bin Sorter Stapler (Option)	189
10-bin Sorter Stapler (Option)	190
3-bin Sorter (Option)	191
1000-sheet Tray Unit (Option)	192
1500-sheet Tray Unit (Option)	192
Projector Unit (Option)	193

Index

Index	195
--------------------	------------

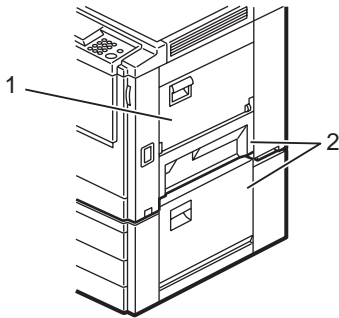


Where it is & What it is

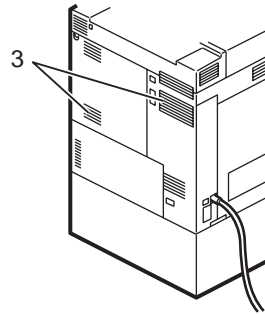


TRSH011E

- | | |
|--|---|
| <p>1. Platen cover (option)</p> | <p>Lower this cover over originals placed on the exposure glass (platen glass) for copying.</p> |
| <p>2. Behind cover</p> | <p>Flip up when you use the keys underneath.</p> |
| <p>3. Main power switch</p> | <p>To start the machine, turn on this switch.</p> |
| <p>Note</p> <p><input type="checkbox"/> If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.</p> | |
| <p>4. Copy tray</p> | <p>Copied paper is delivered here.</p> |
| <p>5. Stopper</p> | <p>When you copy onto thin paper, raise this to prevent curling.</p> |
| <p>6. Paper tray</p> | <p>Set paper here. ➡ See page 104.</p> |
| <p>7. Front cover</p> | <p>Open to access the inside of the machine.</p> |
| <p>8. Operation panel</p> | <p>➡ See page 6.</p> |
| <p>9. Operation switch</p> | <p>Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).</p> |
| <p>10. Exposure glass (platen glass)</p> | <p>Position originals here face down for copying.</p> |



TRSH030E



TRSH020E

1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper, ➤ See page 36.

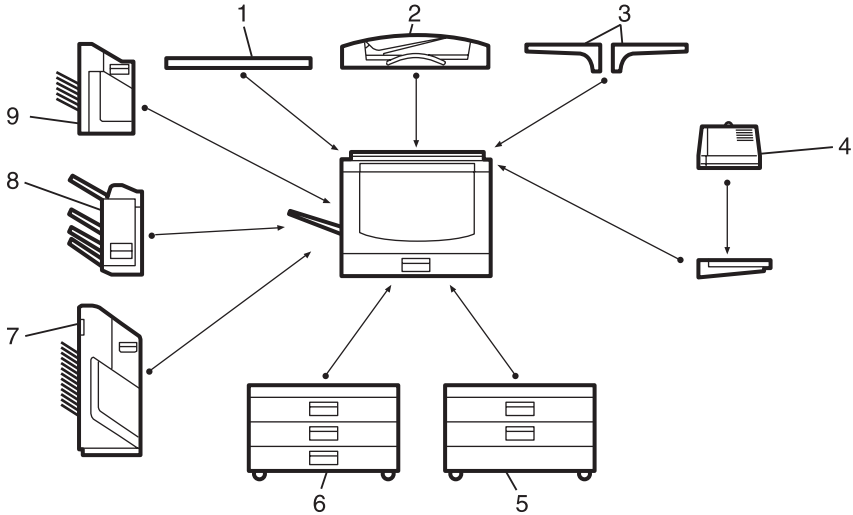
2. Right covers

Open this cover to remove jammed paper.

3. Ventilation holes

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

This machine can be provided with the following options:



TRSP010E

1. Platen cover

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

2. Document feeder (ADF)

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

3. Original tray

4. Film projector unit

Use to copy films. ← See page 145.

Note

☐ The holder is required for installation.

**5. 1000-sheet tray unit
(two 500-sheet trays)**

Consists of two paper trays.

**6. 1500-sheet tray unit
(three 500-sheet trays)**

Consists of three paper trays.

7. 20-bin sorter stapler

Sorts, stacks, and staples copies.

8. 3-bin sorter

Sorts and stacks copies.

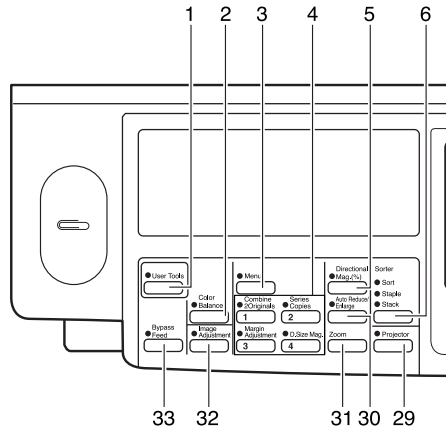
9. 10-bin sorter stapler

Sorts, stacks, and staples copies.

Other options:

- Printer interface kit

Operation Panel



1. [User Tools] key

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

2. [Color Balance] key

Press to adjust and store the color balance. ➤ See page 88.

3. [Menu] key

Displays the names of available functions.

4. [Favorite] keys

Press to use the stored functions you frequently use. As default, the following functions are stored:

- 1: Combine 2 Originals
- 2: Series Copies
- 3: Margin Adjustment
- 4: Directional Size Magnification (inch)

5. [Directional Mag.(%)] key

Press to use Directional Magnification (%) mode. ➤ See page 55.

6. [Sorter] key

Press to select Sort, Stack or Staple mode. ➤ See page 80.

7. Panel Display

Shows operation status, error messages, and function menus. ➤ See page 8.

8. [Selection] keys

Press the key under the item you wish to select.

9. Indicators

These indicators show errors or the status of the machine. ➤ See page 100.

10. [Check Modes] key

Press to check all the settings you have set.

11. [Program] key

Press to select the program mode. ➤ See page 47.

12. [Clear Modes] key

Press to clear the previously entered settings.

13. [Energy Saver] key

Press to enter/exit Energy Saver mode. ➤ See page 44.

14. [Interrupt] key

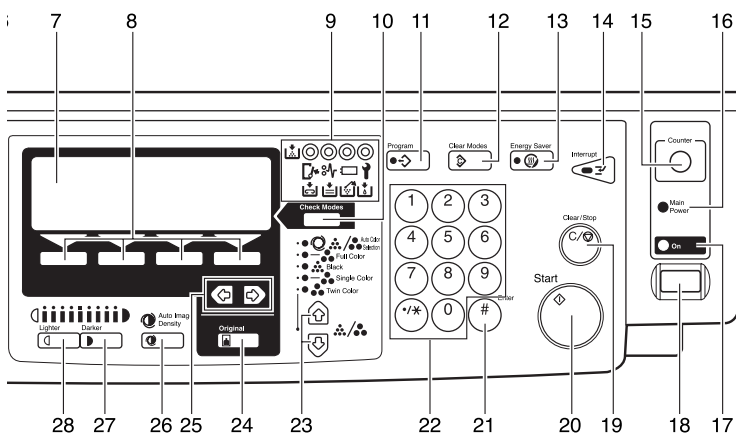
Press to make interrupt copies. ➤ See page 45.

15. [Counter] key

Press to check the total number of copies made. ➤ See page 50.

16. Main Power indicator

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



TRSS011N

17. On indicator

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

18. Operation switch

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

19. [Clear/Stop] key

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

20. [Start] key

Press to start copying. Use to set the Auto Start.

21. [#] key

Use to enter data in selected modes.

22. [Number] keys

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

23. [Color Mode] keys

Press to select the color mode. See page 27.

24. [Original] key

Press to select original type you use. See page 31.

25. [Cursor] keys

Press to select an item on the panel display.

26. [Auto Image Density] key

Press to make copies in Auto Image Density mode. See page 25.

27. [Darker] key

Press to increase the image density. See page 25.

28. [Lighter] key

Press to lower the image density. See page 25.

29. [Projector] key

Press to make copies with the projector unit. See page 145.

30. [Auto Reduce/Enlarge] key

Enlarges or reduces the image automatically according to the specified paper size. See page 43.

31. [Zoom] key

Enlarges or reduces in 1 % steps. See page 53.

32. [Image Adjustment] key

Press to change the default settings for image adjustment. See page 91.

33. [Bypass Feed] key

Press to select the paper type when copying with the bypass tray. See page 36.

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

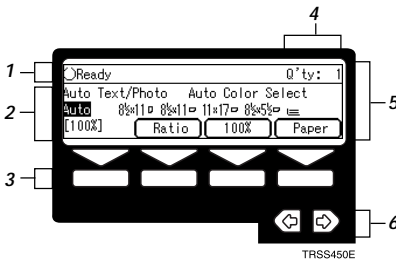
- Do not apply a strong shock or force of about 30N (about 3kgf) or more to the panel display or you could damage it.

Note

- Currently selected items are shown highlighted on the panel display (e.g. **Auto**).
- Keys that are not available are shown grayed out (e.g. **OK**).

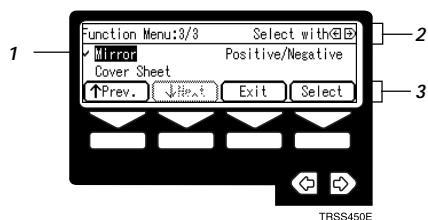
Layout and Keys

Initial display




1. The machine status and messages appear here.
2. Items which can be selected or specified.
3. These four keys correspond to the keys that are in the bottom line of the display (e.g. **Ratio**, **100%**, and **Paper** in the above display). Press the relevant key to select a key in the display.
4. Number of copies set.
5. Settings for this function.
6. Press these keys to select an item on the display.
 - To move the selection to the left, press the key.
 - To move the selection to the right, press the key.

Function menu display



1. ✓ mark appears before the names of functions that are currently selected.
2. The machine status and messages appear here.
3. Items which can be selected or specified.

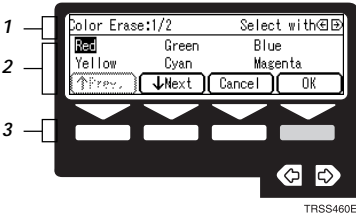
Common keys

[OK]	Confirm the selected function or value and return to the previous display.
[Cancel]	Cancel the selected function or value and return to the previous display.
[↑Prev.] [↓Next.]	When there are too many items to fit on the display, use these keys to move between pages.
	Press to highlight the selection desire.
[Exit]	Confirm the selected function or value and return to the initial display.
[Select]	Confirm the selected function.

Example Displays

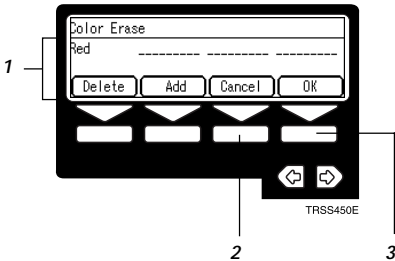
The basic elements used on the display are shown below. Understanding their meaning help you exploit this machine's features quickly and easily.

Sample display for Color Erase



1. The machine status and messages appear here.
2. Available settings.
3. Screened key means to press it.

↓ Press the [OK] key.





1. Selected item.
2. Cancel the settings and returns to the previous display.
3. Confirm the settings and returns to the previous display.

Basics

Starting the Machine

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

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. About Energy Saver mode,  see page 44. About Auto Off Timer,  see page 125.

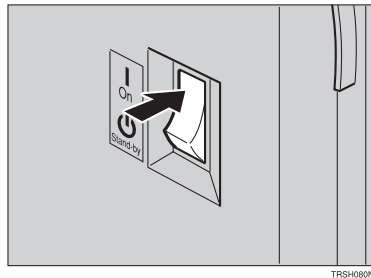
Power Switches

This machine has the operation switch and main power switch.

- ❑ **Operation switch (right side of the operation panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.
- ❑ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Starting the Machine

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

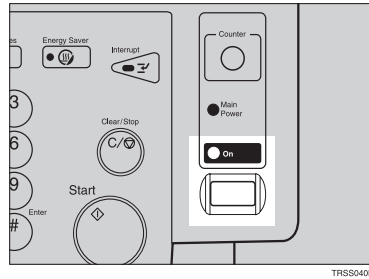


Turning on the Power

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

Note

- ❑ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- ❑ During the warm-up period (about 7 minutes), you can use the Auto Start function. ➔ See page 46.



When the machine is set for user codes

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

Note

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

Reference

- ❑ For setting user codes, ➔ see page 131.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

1 Press any key.

The machine will return to the ready condition.

Note

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

Standard Size Originals

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

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

Metric version	A3□, B4□, A4□□, B5□□, 8 1/2" x 13"□
Inch version	11" x 17"□, 10" x 14"□, 8 1/2" x 14"□, 8 1/2" x 13"□, 8 1/2" x 11"□□

- When you set originals in the document feeder

Metric version	A3□, B4□, A4□□, B5□□, A5□□, B6□□, 267 x 390mm□, 195 x 267mm□□, 11" x 17"□, 8 1/2" x 13"□, 8 1/2" x 11"□□
Inch version	A4□□, 11" x 17"□, 11" x 15"□, 10" x 14"□, 8 1/2" x 14"□, 8" x 13"□, 8 1/2" x 11"□□, 8" x 10"□, 5 1/2" x 8 1/2"□□

Recommended Originals

- Regarding originals that the document feeder can handle, ➡ see page 188.

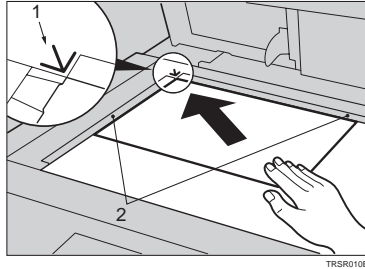
Non-recommended Originals for the Document Feeder

Note

- The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).
 - Originals thicker than 128g/m², 34 lb
 - Originals thinner than 40g/m², 11 lb
 - For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools. ➡ See page 133.
 - Originals larger than A3, 11" x 17"
 - Originals smaller than B6□□, 5 1/2" x 8 1/2"□□
 - Folded, curled, creased, or damaged originals
 - Mailing labels, or perforated originals
 - Bound, stapled, or clipped originals
 - OHP transparencies
 - Translucent paper
 - Pasted originals
 - Damp originals
 - Sticky originals
 - Wavy originals
 - Originals that are not made from paper
 - Originals written in pencil on both sides, or two-sided carbon originals
 - Thermal fax paper, CRO (camera ready originals) or aluminum foil
 - Books, pamphlets, and booklets

Setting Originals on the Exposure Glass (Platen Glass)

- 1** Lift the platen cover or the document feeder.
- 2** Set the original face down on the exposure glass (platen glass). The original must be aligned with the rear left corner.
- 3** Lower the platen cover or the document feeder.



- 1. Reference mark**
- 2. Scale**

Setting a Stack of Originals in the Document Feeder

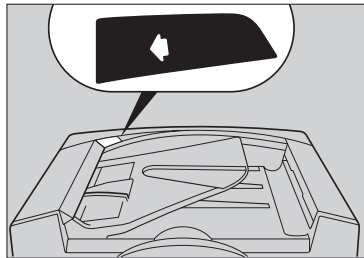
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Note

- Some originals are unsuitable for the document feeder. ➔ See page 14.
- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

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

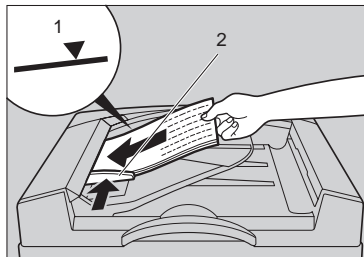
2 Make sure the **Insert Original** indicator is lit and the exposure glass (platen glass) is clear of originals.



TRSR050E

3 Adjust the guide to the original size.

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



TRSR020E

- 1: Limit mark**
- 2: Original guide**

Note

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

Setting one Original at a Time in the Document Feeder

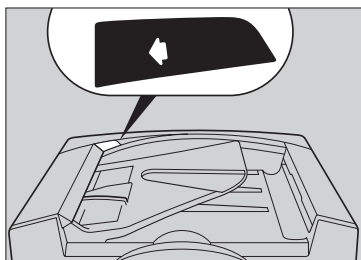
If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

Note

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

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

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



TRSR050E

3 Adjust the guide to the original size.

4 Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.


Note

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.

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

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

 **Note**

- You can adjust the time the machine waits before being ready for the next original with the user tools.  See page 133.



TRSR030E

Setting Originals of Different Sizes in the Document Feeder

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

Preparation

- To use this function, you have to select ADF Mixed Sizes mode with the user tools. See page 133.

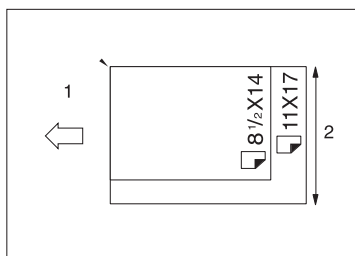
Limitation

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

Note

- If your stack of originals contains pages of different sizes, make sure that:
 - Longer originals are at the bottom of the stack, and shorter originals are at the top.
 - All originals are flush with the back fence of the document feeder.

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



- 1: Set into the document feeder**
- 2: Vertical size**

- 2** Adjust the guide to the widest original size.

- 3** Set the aligned originals face up into the document feeder.

Setting Non-standard Sized Originals

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

! Limitation

- You must set your non-standard size originals on the exposure glass (platen glass).

🔍 Reference

- For the standard sizes the machine can detect, ↩ see page 14.

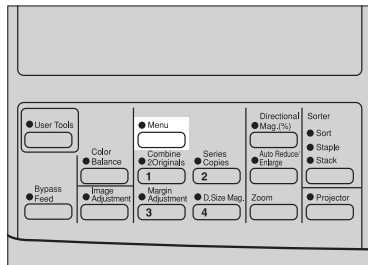
📝 Note

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

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

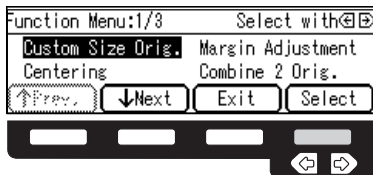
1 Select the copy paper size.

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



TRSS220N

3 Make sure that the **[Custom Size Orig.]** is selected, then press the **[Select]** key.



TRSS114E

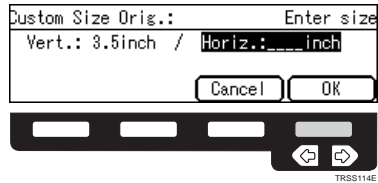
- 4** Enter the vertical original size with the **[Number]** keys, then press the **[▶]** or **[#]** key.



Note

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

- 5** Enter the horizontal original size with the **[Number]** keys, then press the **[OK]** key.



- 6** Set your original on the exposure glass (platen glass), then press the **[Start]** key.

Removing the Platen Cover to Copy a Large Original

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

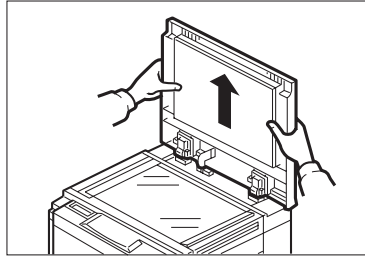
 **Note**

- ❑ You cannot remove the document feeder.

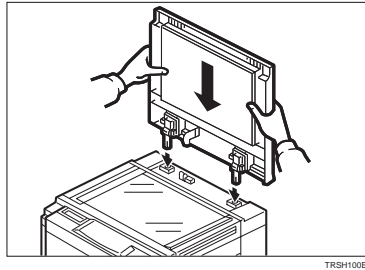
To remove the platen cover, lift it out.

 **Note**

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



To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover into the copier.



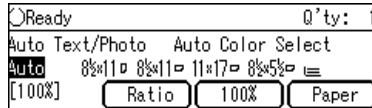
Copying

How to Make Copies

- 1** Set your original on the exposure glass (platen glass) or in the document feeder. ➔ See page 15, 16, or 17.
- 2** Confirm that the **[Auto Text / Photo]**, **[Auto Color Select]**, **[Auto]** (Auto Paper Select), and **[100%]** are selected. If not, select these settings.

 **Note**

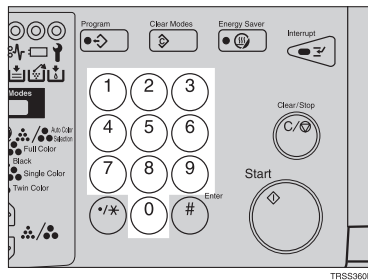
- Auto Text / Photo ➔ see page 31.
- Auto Color Select ➔ see page 27.
- Auto Paper Select ➔ see page 35.



- 3** Enter the number of copies required using the **[Number]** keys.

 **Note**

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

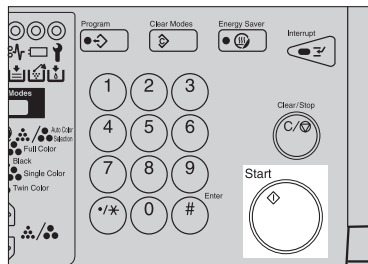


TRSS360N

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

 **Note**

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



TRSS060N

Adjusting Copy Image Density


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

Auto image density

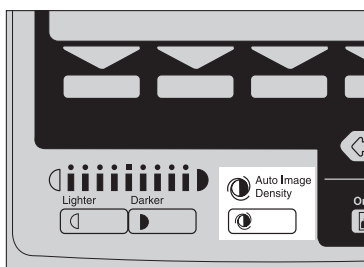
The machine automatically controls the image density.

Note

Auto Image Density and Auto Color Selection cannot be set together.

1 If Auto Color Selection mode is selected, select other color modes to cancel it.  See page 27.

2 Press the **[Auto Image Density]** key to light the **Auto Image Density** indicator.



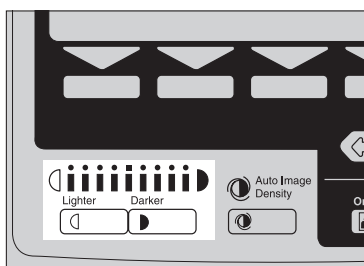
TRSS170N

Manual image density

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

1 If the **Auto Image Density** indicator is lit, press the **[Auto Image Density]** key to cancel it.

2 Press the **[Lighter]** (left) key to lower the image density. Press the **[Darkers]** (right) key to increase the image density.

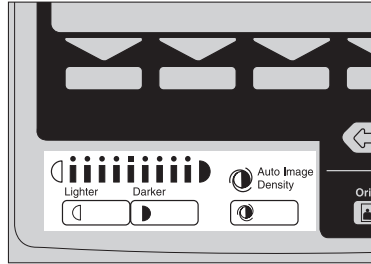


TRSS180N

Combined auto and manual image density

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

- 1** If Auto Color Selection mode is selected, select other color modes to cancel it. ← See page 27.
- 2** Press the **[Auto Image Density]** key to light the **Auto Image Density** indicator.
- 3** Press the **[Lighter]** or **[Darker]** key to adjust the density.



Selecting a Color Mode

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

Auto color selection mode

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

Note

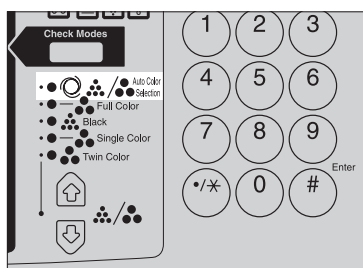
- If you make one copy set of a black original using the document feeder, it is recommended to select Black mode. If you choose Auto Color Selection mode, the machine will reset the color selection for every original page, taking a long time to complete the job.

1 Make sure that the **Auto Color Selection** indicator is lit.

Note

- If not, press the   keys to light the **Auto Color Selection** indicator.

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






TRSS390N

Full color copy mode

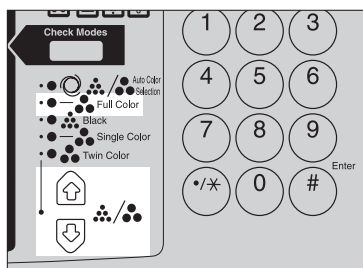
This function makes copies in full color.

Note

- You can adjust the overall color tone of copies.  See page 88.

1 Press the   keys to light the **Full Color** indicator.

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

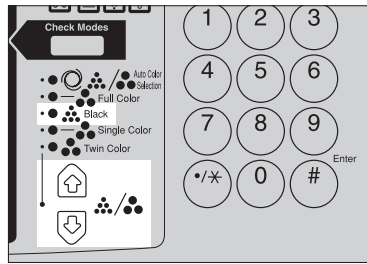


TRSS400N

Black copy mode

This function makes copies in black.

- 1 Press the keys to light the **Black** indicator.
- 2 Set your originals, then press the **[Start]** key.



TRSS410N

Single color mode

This function makes copies in single colors.

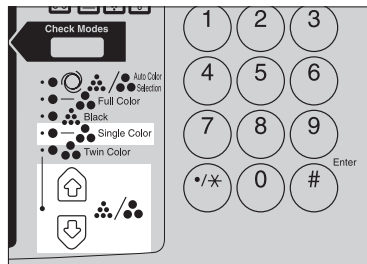
Note

- You can choose one of the following colors:
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple

Reference

- For copy samples, see page 4 of the Color Copy Quick Guide.

- 1 Press the keys to light the **Single Color** indicator.



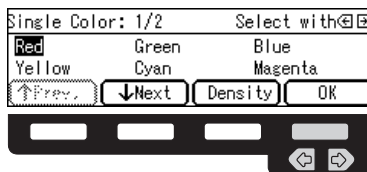
TRSS420N

- 2 Select the color with the keys. Then press the **[OK]** key.

Note

- You can select the color density level after pressing the **[Density]** key.

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



TRSS115E

Twin color mode

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

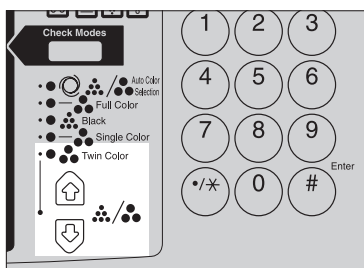
Reference

- For copy samples, see page 6 of the Color Copy Quick Guide.

Note

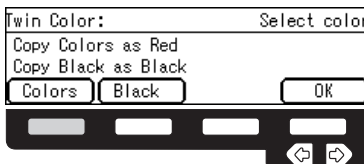
- You can have colored areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple
- You can have Black areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black

- Press the **Up** and **Down** keys to light the **Twin Color** indicator.



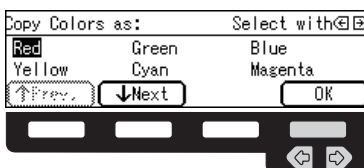
TRSS430N

- Press the **[Colors]** key.



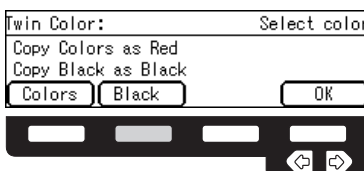
TRSS111E

- Select the color you want to copy in for the color parts of the original with the **Left** and **Right** keys. Then press the **[OK]** key.



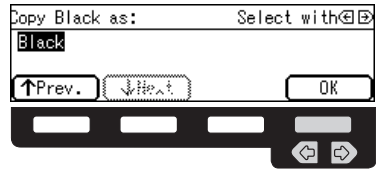
TRSS111E

- Press the **[Black]** key.



TRSS112E

5 Select the color you want to copy in for the black parts of the original with the **◀▶** keys. Then press the **[OK]** key.



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

Selecting the Original Image Type (Photo/Text)

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

Note

- You can adjust the readability of black lettering in colored areas, see page 91.

Auto Text/Photo mode

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

Note

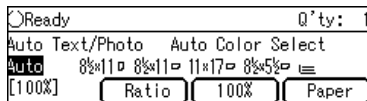
- There are 3 types of Photo mode:

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

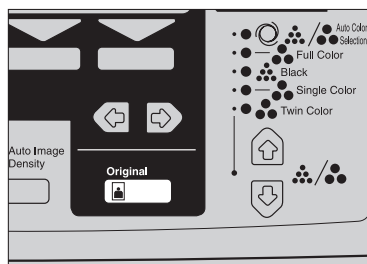
[Glossy Photo]: Use when copying developed photographs.

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

- Make sure that the **[Auto Text/Photo]** appears on the display.

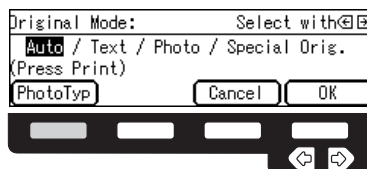


- If you want to select photo type for the photo parts, press the **[Original]** key.



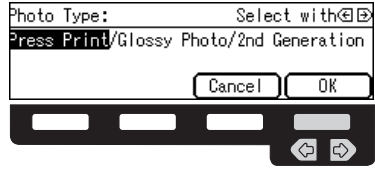
TRSS080N

- Press the **[Photo Typ]** key.



TRSS111E

- 4 Select your desired photo type with the \leftarrow \rightarrow keys. Then press the **[OK]** key.



TRSS115E

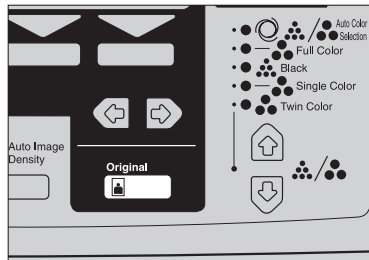
- 5 Press the **[OK]** key.

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

Text mode

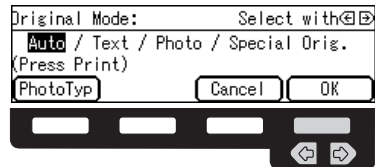
This mode is suitable for copying originals consisting of characters, line diagrams, and letter, but not photograph images.

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



TRSS080N

- 2 Select **[Text]** with the \leftarrow \rightarrow keys. Then press the **[OK]** key.



TRSS115E

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

Photo mode

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

Note

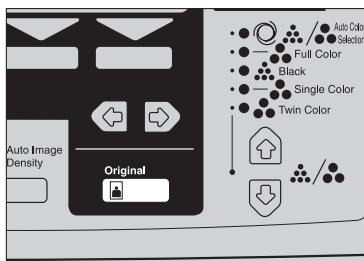
- There are 3 types of Photo mode:

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

[Glossy Photo]: Use when copying developed photographs.

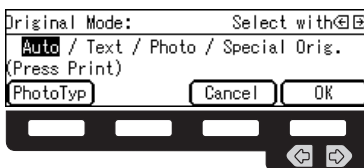
[2nd Generation]: Use when copying copies or originals printed from printers.

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



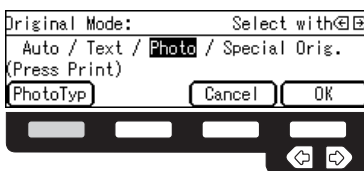
TRSS080N

- 2 Select **[Photo]** with the **◀▶** keys.



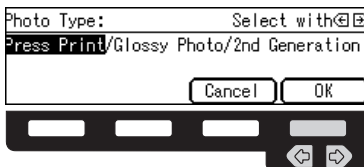
TRSS116E

- 3 Press the **[Photo Typ]** key.



TRSS111E

- 4 Select your desired photo type with the **◀▶** keys. Then press the **[OK]** key.



TRSS115E

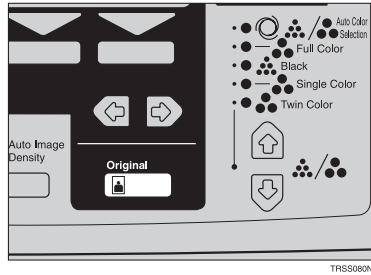
- 5 Press the **[OK]** key.

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

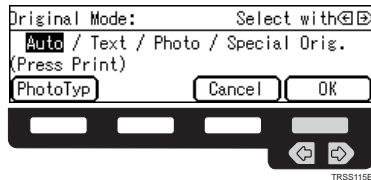
Special Original mode

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

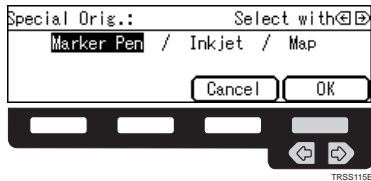
1 Press the **[Original]** Key.



2 Select **[Special Orig.]** with the **◀▶** keys. Then press the **[OK]** key.



3 Select your desired original type with the **◀▶** keys. Then press the **[OK]** key.



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


Selecting the Copy Paper Size

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

Auto paper select

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

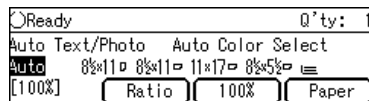
Reference

- Regarding functions that cannot be used together with this function,  see page 96.

Note


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

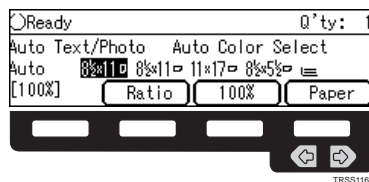
- 1 Make sure that the **[Auto]** is selected on the display.



Manual paper select

You can select the copy paper manually.

- 1 Select the copy paper with the  keys.



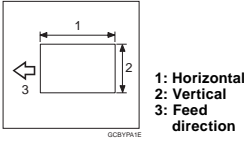
TRSS116E

Copying from the Bypass Tray

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

Note

The following limitations apply:


Acceptable paper types	Normal paper (52 – 105g/m ² , 14 – 28 lb) Thick paper (105 – 160g/m ² , 28 – 43 lb) Post cards OHP transparencies Adhesive labels Translucent paper	
	Standard size	Metric version: <input type="checkbox"/> : A3, B4, A4, B5, A5, B6, A6, 12" x 18", 11" x 17" <input type="checkbox"/> : A4, B5, A5, 8 1/2" x 11"
		Inch version: <input type="checkbox"/> : 12" x 18", 11" x 17", 8 1/2" x 11", 5 1/2" x 8 1/2" <input type="checkbox"/> : 8 1/2" x 11", 5 1/2" x 8 1/2"
Non-standard size		Metric version: Vertical: 100 – 305mm (in 1mm steps) Horizontal: 140 – 457mm (in 1mm steps)
		Inch version: Vertical: 3.9" – 12.0" (in 0.1" steps) Horizontal: 5.5" – 18.0" (in 0.1" steps)
Number of sheets that can be set at one time	Normal paper: 50 sheets Thick paper, OHP transparencies: 30 sheets (smaller than 8" x 13") Adhesive labels: 30 sheets Translucent paper: 50 sheets Post cards: 25 sheets	


Select one of following settings or key:


[Normal]: normal paper

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

[OHP]: OHP transparencies

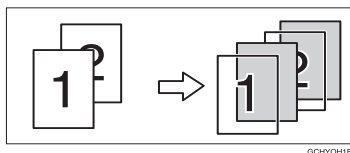
[Duplex]: Use for copying onto the reverse side of paper that has been already copied onto.  See page 41.

[Duplex Thick]: Use for copying onto the reverse side of thick paper (105-160g/m², 28-43 lb) that has been copied onto.  See page 41.

[Custom]: Use to specify a non-standard sized.  See page 39.

If the copy paper is bend, correct it before setting paper in the bypass tray. If the bent is not corrected, a paper misfeed might occur.

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



GCHY01E

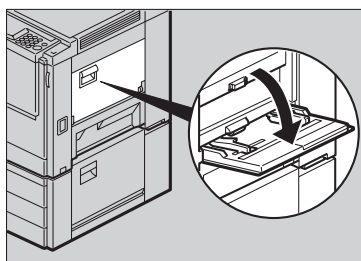
- ❑ When you set several sheets at a time, fan them to get air between them before loading.
- ❑ If the copy paper is curled, gently roll it to remove the curl.
- ❑ When you copy onto OHP transparencies, insert them with the copy side up.
- ❑ Do not stack copy paper above the limit mark.
- ❑ When setting non-standard size paper, be sure to set the size after pressing the **[Custom]** key.

Copying onto standard size paper with the bypass tray

Note

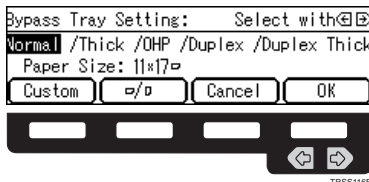
- ❑ When you copy onto the reverse side of paper that has been already copied onto, See page 41.

- 1 Open the bypass tray.



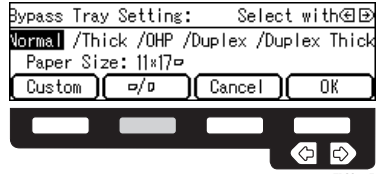
TRSH040E

- 2 Select **[Normal]**, **[Thick]** or **[OHP]** with the keys.

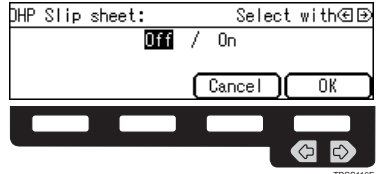


TRSS116E

3 Press the [] key to select paper direction.



4 When you select [OHP] in step 2, press the [OK] key then select whether blank slip sheets are inserted between OHP transparencies with the [] keys.



Note

When you select [On], make sure that the paper for slip sheets is identical in size and direction to the OHP transparencies set in the paper tray.

5 Press the [OK] key.

6 Adjust the paper guides to the paper size.

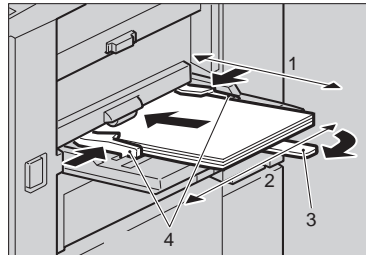
Note

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

With large copy paper (more than A4, 8 1/2" x 11"), swing out the extender.

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

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



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



Copying onto non-standard size paper with the bypass tray

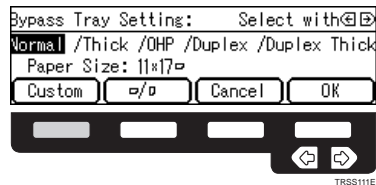
Preparation



- You can register non-standard paper sizes you use often in keys **[Custom 1]**, **[Custom 2]**, and **[Custom 3]** with the user tools. ← See page 126.

Note

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

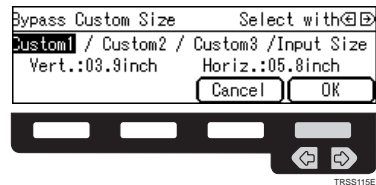
- 1 Open the bypass tray.
- 2 Select one of desired paper types or settings with the   keys.
- 3 Press the **[Custom]** key.




- 4 Select **[Custom1]**, **[Custom2]**, **[Custom 3]** or **[Input Size]** with the   keys. Then press the **[OK]** key.

Note

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

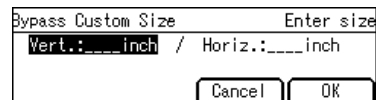


- 5 If you select **[Input Size]** in step 4, enter the vertical paper size with the **[Number]** keys, then press the  or **[#]** key.

Note

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

- 6 Enter the horizontal paper size with the **[Number]** keys, then press the **[OK]** key.



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

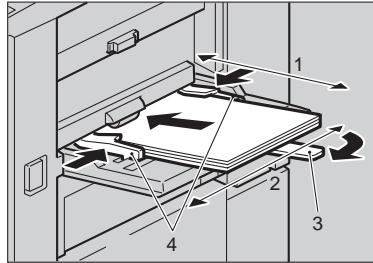
8 Adjust the paper guides to the paper size.

 **Note**

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

9 With the side you wish to copy onto face up, insert the paper into the bypass tray.

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



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

TRSH050E

Making A3, 11" × 17" full bleed copies

If you adjust the paper guides of the bypass tray to 12" size, A3, 11" × 17" full bleed copying mode is automatically selected. In this mode, you can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful to make A3, 11" × 17" size copies with colored background (e.g. catalogues).








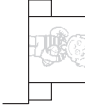
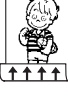


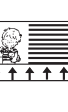
 **Note**

- This function can be used only with 12" × 18" paper.
- When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically changed to widthwise .

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

Note

- If you want to copy onto thick paper (105-160g/m², 28-43 lb), select **[Duplex Thick]**.
- Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.

Original setting on the exposure glass	Copy paper setting on the bypass tray	Copies
		 GCMRY02E
		 GCMRY04E
		 GCMRY01E
		 GCMRY03E

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

1 Open the bypass tray.

2 Select **[Duplex]**, or **[Duplex Thick]** with the **[Left]** **[Right]** keys.

Note

- When you copy onto non-standard size paper, press the **[Custom]** key and select or enter the size. For details, see page 39.

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

4 Adjust the paper guides to the paper size.

Note

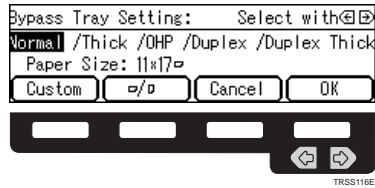
- Make sure that the paper guides match to the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeed might occur.

5 Insert the paper into the bypass tray.

Note

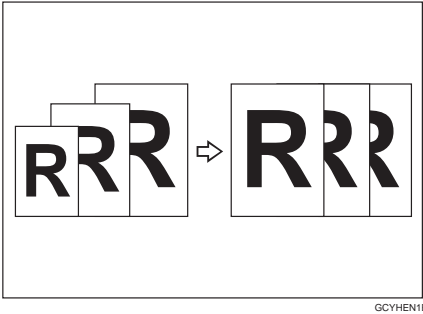
- Make sure that front side (the side that has been copied onto) faces down.

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



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

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



GCYHEN1E

Note

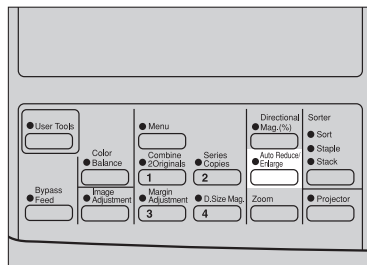
- Regarding functions that cannot be used together with this function, see page 96.

Example:

Metric version: original: A3, copy paper: A4

Inch version: original: 11" × 17", copy paper: 8 1/2" × 11"

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



TRSS340N

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

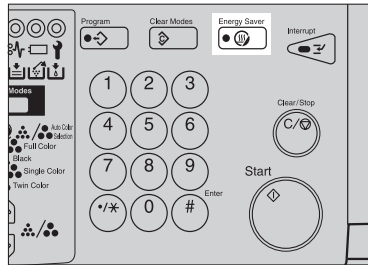
Energy Saver Mode—Saving Energy

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

1 Hold down the **[Energy Saver]** key more than one second to enter Energy Saver mode.

 **Note**

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



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

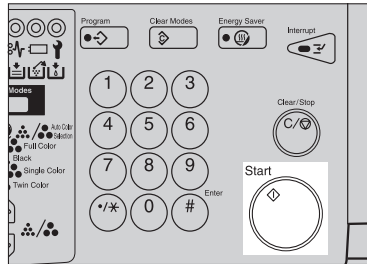
If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and the machine will start copying after the warm-up period.

1 Set your copy settings during the warm-up period.

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

 **Note**

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



TR55060N

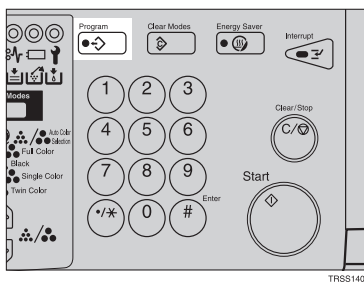
Program—Storing and Recalling Your Copy Settings in Memory

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

Storing your settings

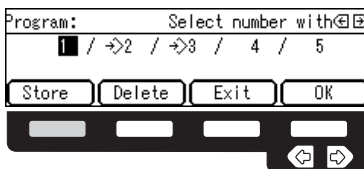
1 Set the copy settings you want to put into memory.

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



TRSS140N

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

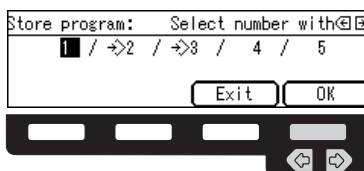


TRSS111E

4 Select the program number you want to store the settings in with the **[Left]** **[Right]** keys. Then press the **[OK]** key.

Note

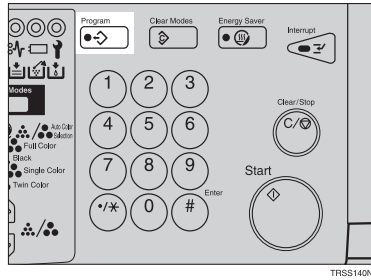
- If this program number is already used, the machine asks whether you wish to overwrite it or not. Press the **[Yes]** or **[No]** key.



TRSS111E

Recalling your settings

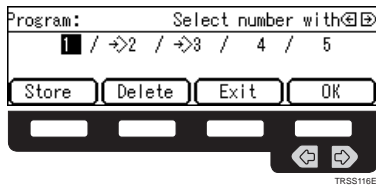
1 Press the **[Program]** key.



2 Select the program number you want to recall with the **[Left] [Right]** keys.

Note

- Only programs with contain a program.

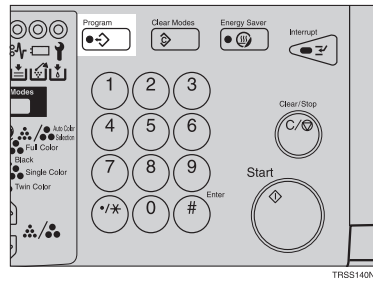


3 Press the **[OK]** key.
The stored settings are displayed.

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

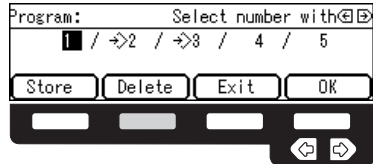
Deleting a program

1 Press the [Program] key.



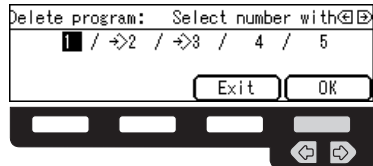
TRSS140N

2 Press the [Delete] key.



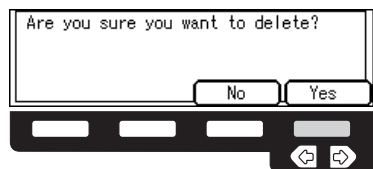
TRSS112E

3 Select the program number that contains the program you wish to delete with the \leftarrow \rightarrow keys. Then press the [OK] key.



TRSS115E

4 Press the [Yes] key.



TRSS114E

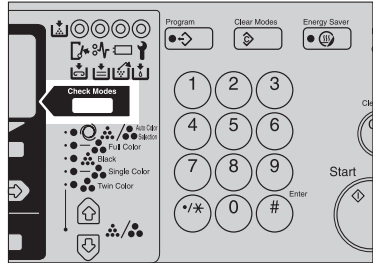
5 Press the [Exit] key.

Check Modes—Checking the Selected Copy Jobs

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

Note

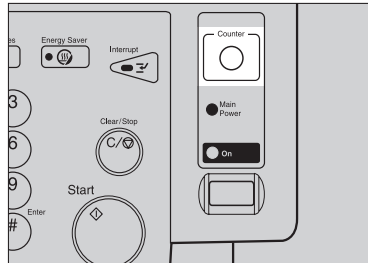
- You can check the following modes:
 - Book → 1 Sided
 - 2 Sided → 1 Sided
 - Combine
 - Margin Adjustment
 - Centering
 - Cover
 - Color Conversion
 - Full Color
 - Black
 - Single Color
 - Twin Color
 - Mirror
 - Positive/Negative
 - Bypass Feed Copying



TRSS150N

Counter—Checking the Total Number of Copies Made

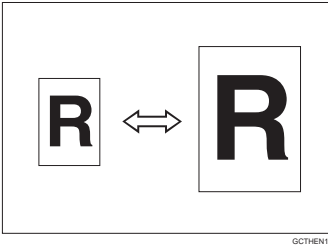
By pressing the **[Counter]** key, you can check the total number of copies made.



TRSS320N

Reduce/Enlarge—Reducing and Enlarging

Preset R/E—Reducing and Enlarging Using Preset Ratios



Reference

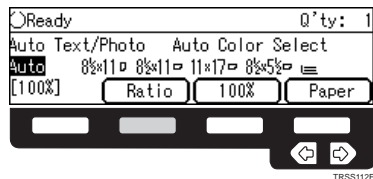
- Regarding functions that cannot be used together with this function, see page 96.

Note

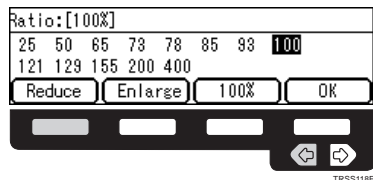
- You can add up to two preset ratios with the user tools. See page 129.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- To return to 100%, press the **[100%]** key.

Reducing

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



- 2 Press the **[Reduce]** or **[Left Arrow]** key to select the reducing ratio.

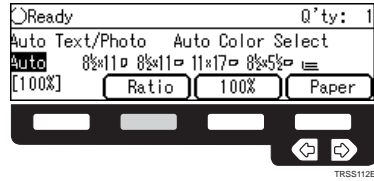


- 3 Press the **[OK]** key.

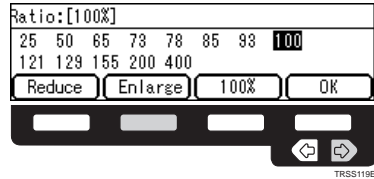
- 4 Set your originals, then press the **[Start]** key.

Enlarging

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



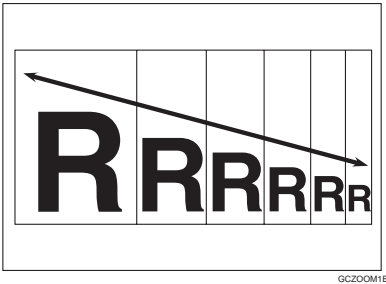
2 Press the **[Enlarge]** or **▶** key to select the enlarging ratio.



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

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

Zoom—Reducing and Enlarging in 1% Step



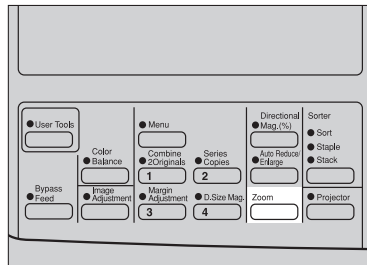
You can change the reproduction ratio from 25% to 400% in 1% steps.

Note

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- To return to 100%, press the **[100%]** key.
- You can select a preset ratio which is near the desired ratio, then press the **[Zoom]** key and adjust the ratio with the **[+]** or **[-]** key.
- There are two ways to set the ratios.

Using the [-] and [+] keys

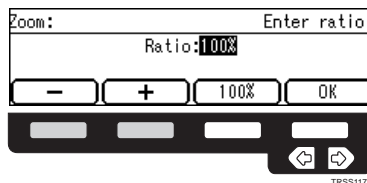
1 Press the **[Zoom]** key.



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

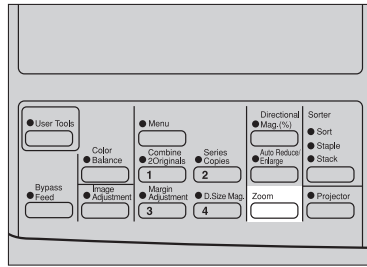
3 Press the **[OK]** key.

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



Using the [Number] keys

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

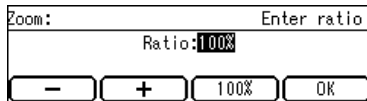


TRSS200N

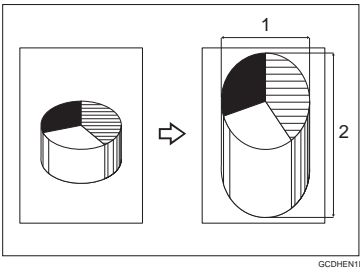
2 Enter the reproduction ratio with the **[Number]** keys.

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

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



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



GCDHENT1E

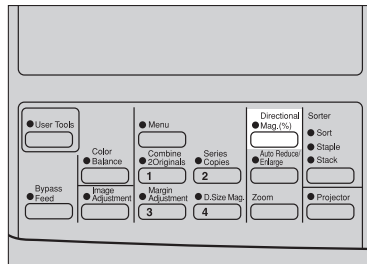
- 1: Horizontal %
2: Vertical %

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

Note

- You can select the ratio from 25% to 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image might not be copied or blank margins will appear on copies.

- 1 Press the **[Directional Mag.(%)]** key.

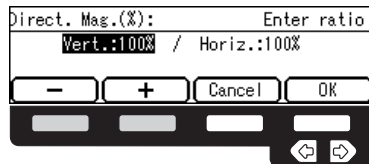


TRSS210N

- 2 Enter the vertical ratio with the **[Number]** keys or the **[+] [-]** keys.

Note

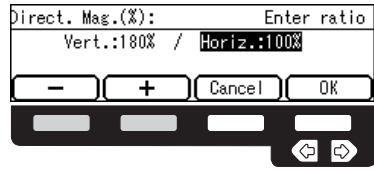
- To change the ratio entered, press the **[Clear/Stop]** key and enter the new ratio.



TRSS117E

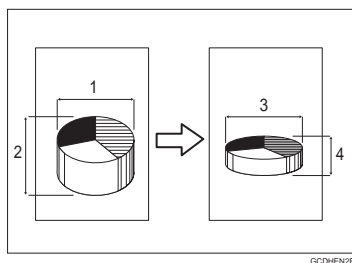
- 3 Press the **[>]** or **[#]** key.

- 4** Enter the horizontal ratio with the **[Number]** keys or the **[+] [-]** keys.



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

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



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

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

Note

- You can enter sizes within the following ranges:

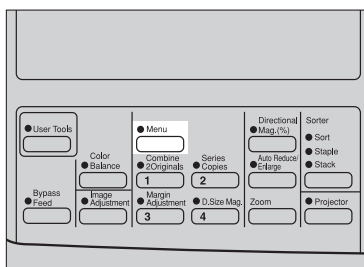
Metric Version	1 - 999mm (in 1mm steps)
Inch Version	0.1" - 99.9" (in 0.1" steps)

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

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

Note

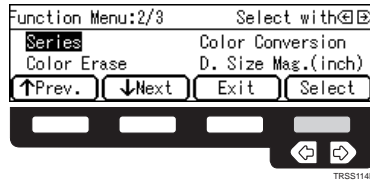
- If you assign Directional Size Magnification (inch) function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.



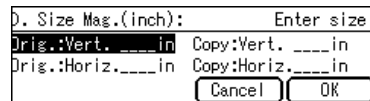
2 Press the [**↓Next**] key until [**D. Size Mag. (inch)**] is displayed.



3 Select [**D. Size Mag. (inch)**] with the [↩] [→] keys, then press the [**Select**] key.



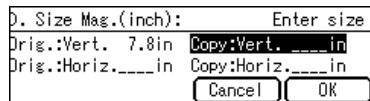
4 Enter the vertical original size with the [**Number**] keys, then press the [↩] or [**#**] key.



Note

- To change the value entered:
 - If you have not pressed the [↩] or [**#**] key yet, press the [**Clear/Stop**] key and enter the new value.
 - If you have already pressed the [↩] or [**#**] key, select [**Orig.:Vert.**] with the [↩] [→] key and enter the new value.

5 Enter the vertical copy paper size with the [**Number**] keys, then press the [↩] or [**#**] key.



Note

- If you press the [**OK**] key after entering the vertical original and paper sizes, the horizontal ratio will become same as the vertical ratio automatically.

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

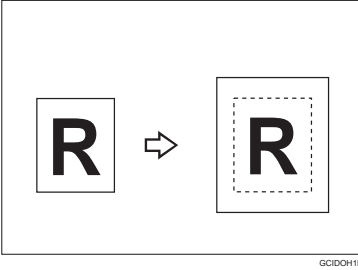
7 Enter the horizontal copy paper size with the **[Number]** keys, then press the **[#]** key.

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

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

Shifting the Image

Centering



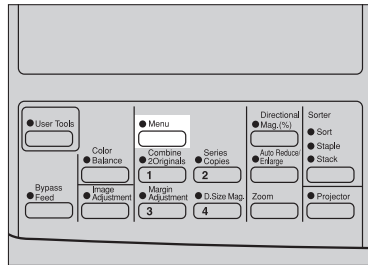
GCID0H1E

You can move the image to the center. This function is convenient when the copy paper is larger than the original.

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

Note

- If you assign Centering function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.



TRSS220N

2 Select **[Centering]** with the **⏪ ⏩** keys. Then press the **[Select]** key.



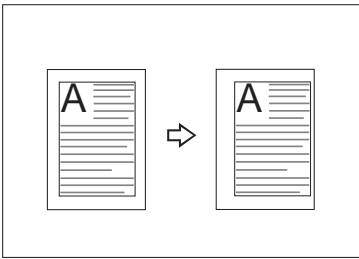
TRSS115E

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

4 Select the copy paper size.

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

Margin Adjustment—Adding Margins for Binding




GCTOJ51E

You can make a margin by shifting the image to the left or right. This function is convenient when you want to bind copies.

Note

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


Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8" (in 0.1" steps)

- The margin width default is as follows. You can change this default setting with the user tools.  See page 129.

Metric Version	10mm Left
Inch Version	0.4" Left

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

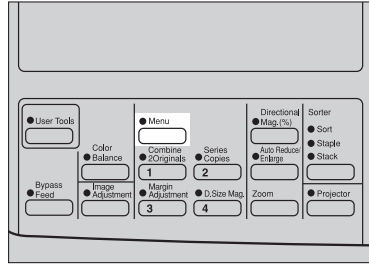
Reference

- Regarding function that cannot be used together with this function,  see page 96.

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

Note

- If you assign Margin Adjustment function to one of the **[Favorite]** keys, press it and go to step 3. To assign a function to the **[Favorite]** keys, see page 134.



TRSS220N

2 Select **[Margin Adjustment]** with the **[Left/Right]** keys. Then press the **[Select]** key.



TRSS116E

3 Select **[Left]** (left margin) or **[Right]** (right margin) with the **[Left/Right]** keys. Then enter the desired margin width with the **[Number]** keys.

Note

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



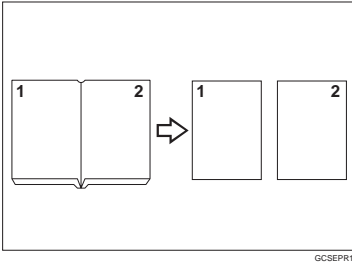
TRSS116E

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

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

Series Copies—Making Single Copies

Book→1 Sided—From Book Originals to 2 One-sided Copies



GCSEPR1E

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

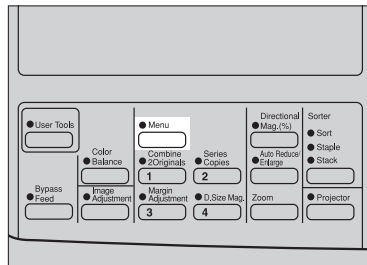
Reference

- Regarding functions that cannot be used together with this function, see page 96.

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

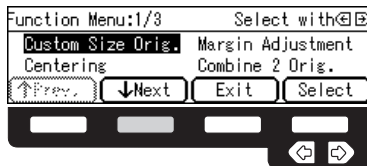
Note

- If you assign Series Copies function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.



TRSS220N

2 Press the **[↓Next]** key until **[Series]** is displayed.

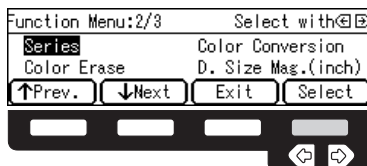


TRSS112E

3 Make sure that **[Series]** is selected, then press the **[Select]** key.

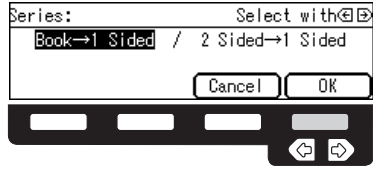
Note

- If your machine do not have the document feeder, go to step 5.



TRSS114E

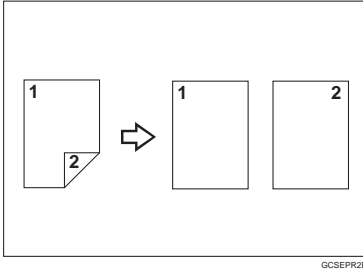
- 4 Make sure that **[Book → 1 Sided]** is selected, then press the **[OK]** key.



- 5 Select the copy paper size.
- 6 Set your originals, then press the **[Start]** key.

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

The optional document feeder is required to use this function.



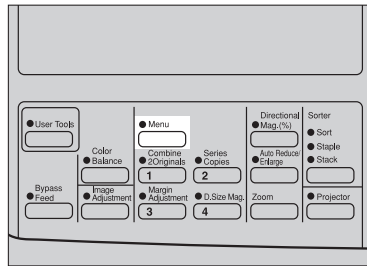
Reference

- Regarding functions that cannot be used together with this function, see page 96.

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

Note

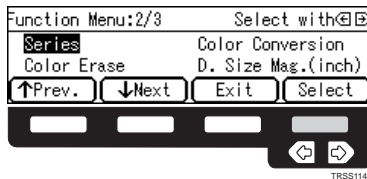
- If you assign Series Copies function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.



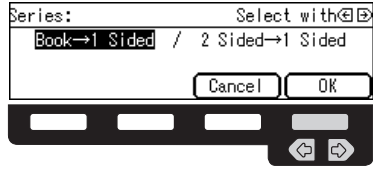
2 Press the **[↓Next]** key until **[Series]** is displayed.



3 Make sure that **[Series]** is selected, then press the **[Select]** key.



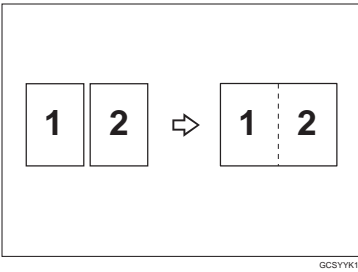
- 4 Select **[2 Sided → 1 Sided]** with the **←** **→** keys, then press the **[OK]** key.



- 5 Select the copy paper size.
- 6 Set your originals in the document feeder, then press the **[Start]** key.

Combine—Combining Two Originals

The optional document feeder is required to use this function.



This function automatically combines 2 one-sided originals onto one copy.

Note

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

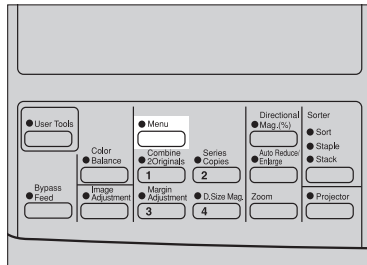
Reference

- Regarding functions that cannot be used together with this function, see page 96.

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

Note

- If you assign Combine 2 Originals function to one of the **[Favorite]** keys, press it and go to step 3. To assign a function to the **[Favorite]** keys, see page 134.



2 Select **[Combine 2 Orig.]** with the **←→** keys, then press the **[Select]** key.



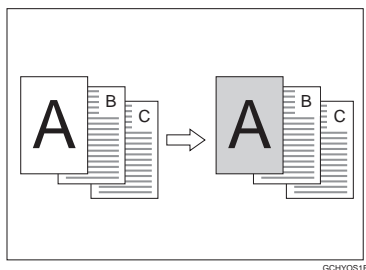
- 3** Select the copy paper size.

- 4** Set your originals in the document feeder, then press the **[Start]** key.

Cover Sheet—Adding or Inserting Sheets

Front Cover—Copying a Front Cover

The optional document feeder is required to use this function.



GCHY051E

Note

- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick Paper mode.

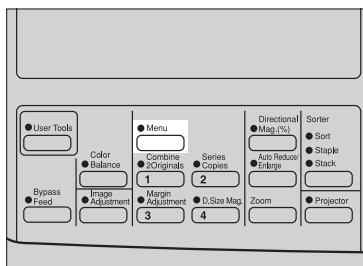
Reference

- Regarding functions that cannot be used together with this function, see page 96.

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

Note

- If you assign Cover Sheet function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.

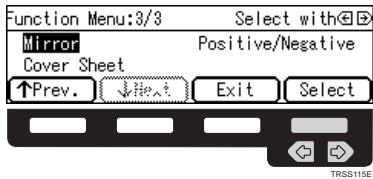


TRSS220N

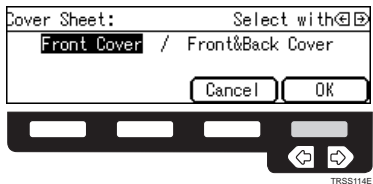
- 2** Press the [**Next**] key until [**Cover Sheet**] is displayed.



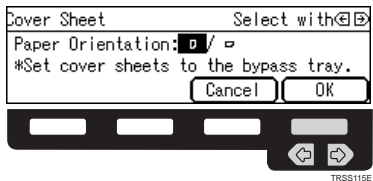
- 3** Select [**Cover Sheet**] with the [Left/Right] keys, then press the [**Select**] key.



- 4** Make sure that [**Front Cover**] is selected, then press the [**OK**] key .



- 5** Select orientation of the copy paper and cover sheets with the [Left/Right] keys, then press the [**OK**] key.



- 6** Set cover sheets into the bypass tray.

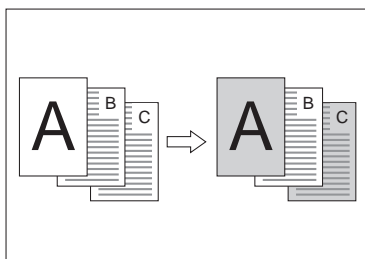
- 7** Set your originals in the document feeder.

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

Front & Back Covers—Copying or Adding Front and Back Covers

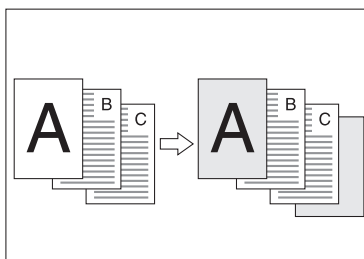
The optional document feeder is required to use this function.

<Back Cover: Copy>



GCHY03E

<Back Cover: Blank>



GCHY03E

Note

- You can specify whether to make a copy on a back cover sheet. If you select **[Copy]**, the last page will be copied on the back cover sheet. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.
- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick Paper mode.
- If Blank Cover mode is selected, the back cover will not be counted as a copy.

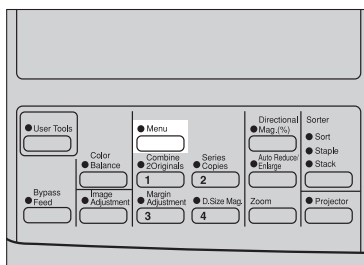
Reference

- Regarding functions that cannot be used together with this function, see page 96.

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

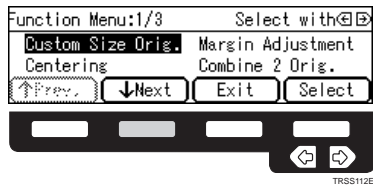
Note

- If you assign Cover Sheet function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.

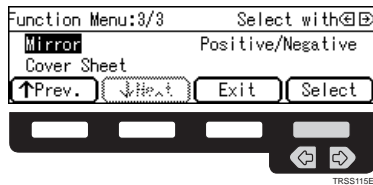


TRSS220N

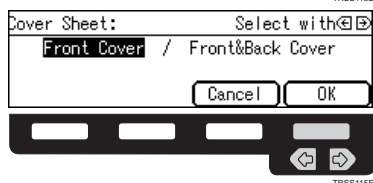
2 Press the [**Next**] key until [**Cover Sheet**] is displayed.



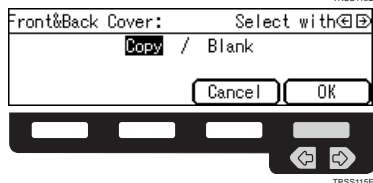
3 Select [**Cover Sheet**] with the [Left][Right] keys, then press the [**Select**] key.



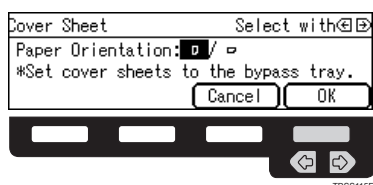
4 Select [**Front & Back Cover**] with the [Left][Right] keys, then press the [**OK**] key.



5 Specify whether to copy on back cover sheets with the [Left][Right] keys, then press the [**OK**] key.



6 Select orientation of the copy paper and cover sheets with the [Left][Right] keys, then press the [**OK**] key.



7 Set cover sheets into the bypass tray.

8 Set your originals in the document feeder.

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

Color Creation

Color Conversion—Converting a Selected Color into a Different Color

This function converts a selected color of an original into a different color on the copy.

Reference

- For copy samples, see page 8 of the Color Copy Quick Guide.

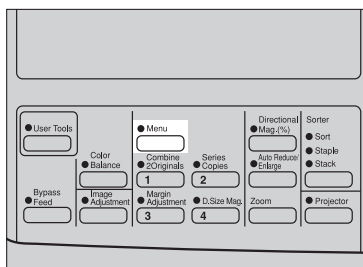
Note

- Up to 4 colors can be converted at one time.
- Colors that can be converted:
Red, Green, Blue, Yellow, Cyan, Magenta, Black, and White
- Colors you can convert to:
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black
- This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from “Narrow” to “Wide”. See page 132.
For example, if red is selected as the color to be converted, “Narrow” will result in only red being converted, and “Wide” will result in other colors close to red being converted.
- This function can be used in Full Color mode.

- Press the **[Menu]** key.

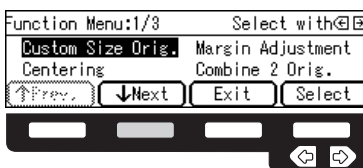
Note

- If you assign Color Conversion function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.



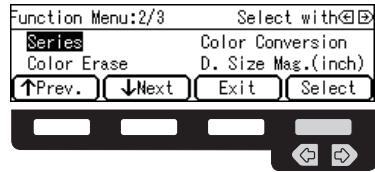
TRSS220N

- Press the **[Next]** key until **[Color Conversion]** is displayed.



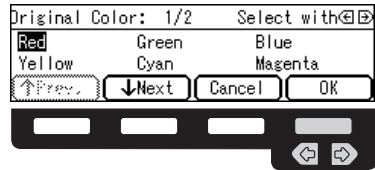
TRSS112E

3 Select [**Color Conversion**] with the **◀▶** keys, then press the [**Select**] key.



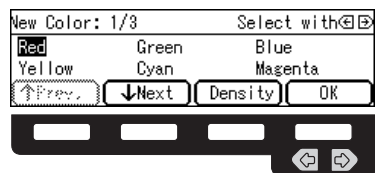
TRSS115E

4 Select the original color (color to be converted) with the **◀▶** keys, then press the [**OK**] key.



TRSS115E

5 Select the new color (color to convert to) with the **◀▶** keys.



TRSS116E

6 If you want to select the color density level, press the [**Density**] key.

7 Select the level with the **◀▶** keys. Then press the [**OK**] key.



TRSS115E

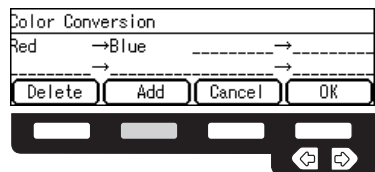
8 Press the [**OK**] key.

9 If you want to convert more than one color, press the [**Add**] key. Then repeat steps 4 to 8.

Note

- Repeat step 9 until you have finished designating colors.
- If you pick the wrong color, press the [**Delete**] key.

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



TRSS112E

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

Color Erase—Erasing the Selected Color

This function erases a selected color from the original image.

Reference

- For copy samples, see page 10 of the Color Copy Quick Guide.

Note

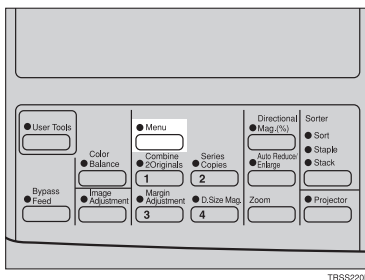
- Up to 4 colors can be erased at one time.
- Colors that can be erased:
Red, Green, Blue, Yellow, Cyan, Magenta, and Black
- This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from “Narrow” to “Wide”. See page 132.

For example, if red is selected as the color to be erased, “Narrow” will result in only red being, and “Wide” will result in other colors close to red being erased.

- Press the **[Menu]** key.

Note

- If you assign Color Erase function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.



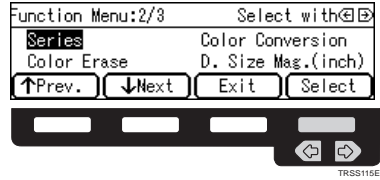
TRSS220N

- Press the **[Next]** key until **[Color Erase]** is displayed.

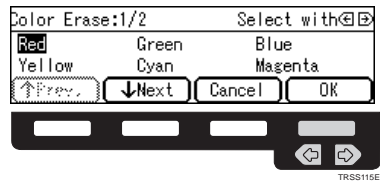


TRSS112E

- 3** Select [**Color Erase**] with the \leftarrow \rightarrow keys, then press the [**Select**] key.



- 4** Select the color to be erased with the \leftarrow \rightarrow keys, then press the [**OK**] key.



- 5** If you want to erase more than one color, press the [**Add**] key. Then repeat step 4.

Note

- Repeat step 5 until you have finished designating colors.
- If you pick the wrong color, press the [**Delete**] key.

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

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

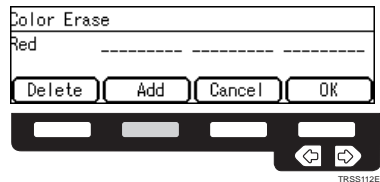
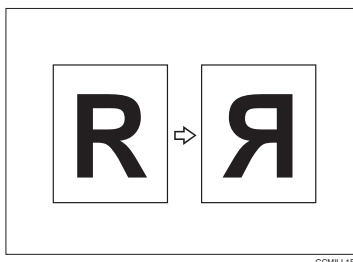


Image Creation

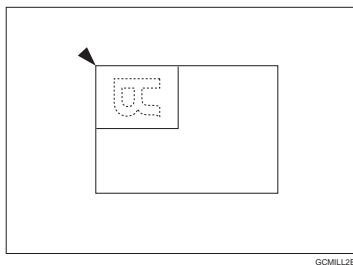
Mirror—Making a Mirror Image



This function makes a mirror image copy of the original.


 **Note**

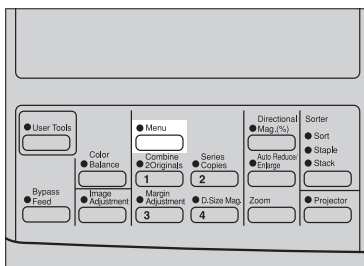
- Set the original as below when setting on the exposure glass (platen glass).



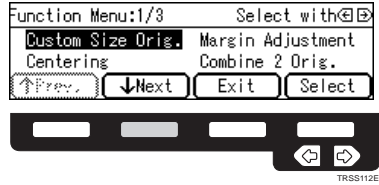
- 1** Press the **[Menu]** key.

 **Note**

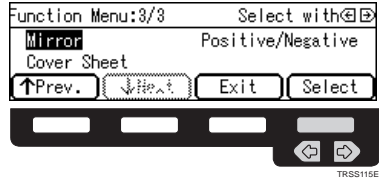
- If you assign Mirror function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys,  see page 134.



2 Press the **[.Next]** key until **[Mirror]** is displayed.

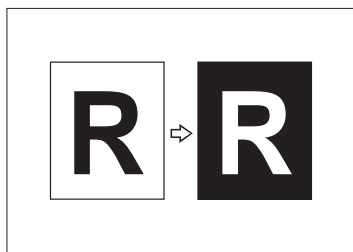


3 Make sure that **[Mirror]** is selected, then press the **[Select]** key.



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

Positive/Negative—Copying in Complementary Colors



This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

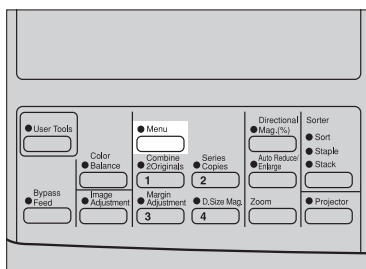
Note

- If you copy using twin color mode, white areas are changed to black, black areas are changed to white, and color areas are changed to the selected color.

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

Note

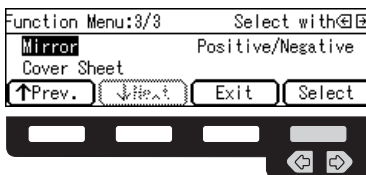
- If you assign Positive/Negative function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, see page 134.



2 Press the **[Next]** key until **[positive/Negative]** is displayed.



3 Select **[Positive/Negative]** with the **[Left/Right]** keys. Then press the **[Select]** key.



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

 **Note**

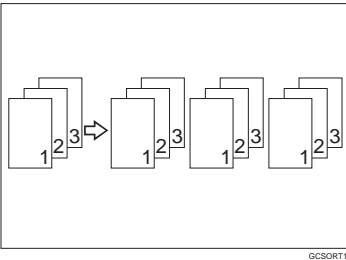
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

 **Reference**

- Regarding functions that cannot be used together with this function, see page 96.

Sort—Sorting into Sets (123, 123, 123)

The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.



One copy of each original is delivered to each bin and copies are collated into sets.

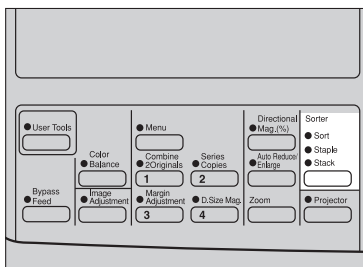
Note

- It is recommended to set originals in the document feeder with this function.
- For sorting, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1st bin	2nd or 3rd bin
Maximum paper size	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 11" × 17" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"
Minimum paper size	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : A6, 5 1/2" × 8 1/2" <input type="checkbox"/> : A5, 8 1/2" × 11"	<input type="checkbox"/> : A6, 5 1/2" × 8 1/2" <input type="checkbox"/> : A5, 8 1/2" × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 1/2" × 11" or smaller: 30 copies B4, 8 1/4" × 13" or larger: 25 copies	A4, 8 1/2" × 11" or smaller: 15 copies B4, 8 1/4" × 13" or larger: 12 copies	A4, 8 1/2" × 11" or smaller: 30 copies B4, 8 1/4" × 13" or larger: 25 copies	A4, 8 1/2" × 11" or smaller: 500 copies B4, 8 1/4" × 13" or larger: 250 copies	A4, 8 1/2" × 11" or smaller: 250 copies B4, 8 1/4" × 13" or larger: 125 copies

- When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.
- When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Sort mode.
- You cannot use OHP transparencies or non-standard size paper in Sort mode.
- You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original with the user tools. ➔ See page 133.

1 Press the **[Sorter]** key until the **Sort** indicator (top) is lit.



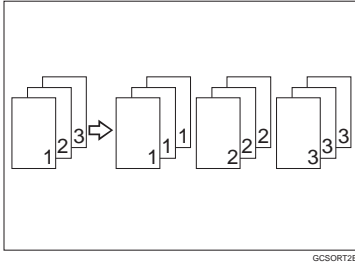
2 Set your originals in the document feeder.

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

Copying

Stack—Stacking Together All Copies of a Page (111, 222, 333)

The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.



All copies of each original are delivered to the same bin.

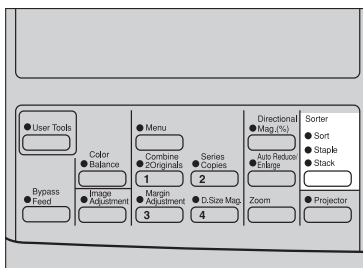
Note

For stacking, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1 st bin	2 nd or 3 rd bin
Maximum paper size	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 11" × 17" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"
Minimum paper size	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : A6, 5 1/2" × 8 1/2" <input type="checkbox"/> : A5, 8 1/2" × 11"	<input type="checkbox"/> : A6, 5 1/2" × 8 1/2" <input type="checkbox"/> : A5, 8 1/2" × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 1/2" × 11" or smaller: 30 copies B4, 8 1/4" × 13" or larger: 25 copies	A4, 8 1/2" × 11" or smaller: 15 copies B4, 8 1/4" × 13" or larger: 12 copies	A4, 8 1/2" × 11" or smaller: 30 copies B4, 8 1/4" × 13" or larger: 25 copies	A4, 8 1/2" × 11" or smaller: 500 copies B4, 8 1/4" × 13" or larger: 250 copies	A4, 8 1/2" × 11" or smaller: 250 copies B4, 8 1/4" × 13" or larger: 125 copies

- When you have an optional 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.
- When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Stack mode.
- You cannot use OHP transparencies or non-standard size paper in Stack mode.

- 1 Press the **[Sorter]** key until the **Stack** indicator (bottom) is lit.



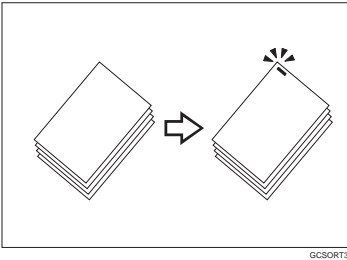
TRSS300N

- 2 Set your originals in document feeder.

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

Staple—Stapling Copies

The optional 20-bin sorter stapler, 10-bin sorter stapler is required to use this function.



GCSORT3E

Each copy set can be stapled together.

Note

- When you select Staple mode, Sort mode is automatically selected.
- You cannot use Staple mode with Stack mode.
- When you have an optional 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.
- You cannot use OHP transparencies or non-standard size paper in Staple mode.
- You cannot staple different width of paper.
- Stapling position and original setting:

Original setting			Stapling position	
	Exposure glass	Document Feeder	20-bin sorter stapler	10-bin sorter stapler
<input type="checkbox"/>				
<input type="checkbox"/>				

☐ For Stapling, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler
	Normal paper mode	Thick paper mode	
Maximum paper size	☐: A3, 11" × 17" ☐: A4, 8 1/2" × 11"	☐: A3, 11" × 17" ☐: A4, 8 1/2" × 11"	☐: A3, 11" × 17" ☐: A4, 8 1/2" × 11"
Minimum paper size	☐: B5, 8 1/2" × 11" ☐: B5, 8 1/2" × 11"	☐: B5, 8 1/2" × 11" ☐: B5, 8 1/2" × 11"	☐: B5, 8 1/2" × 11" ☐: B5, 8 1/2" × 11"
Stapler capacity (80g/m ² , 20 lb)	30 sheets	15 sheets	20 sheets

☐ In the following cases, the copies will be delivered to the tray without stapling.

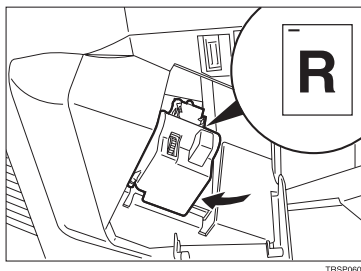
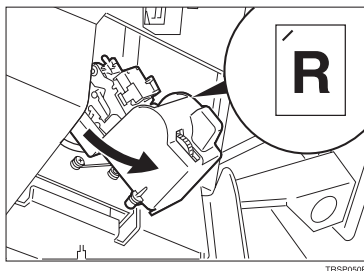
- When the number of copies for one set is over the stapler capacity.
- When the stapler runs out of staples.

Reference

- ☐ If you want to add staples, ➡ see page 111.
- ☐ When staple is jammed, ➡ see page 113.

Changing the staple position

If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.



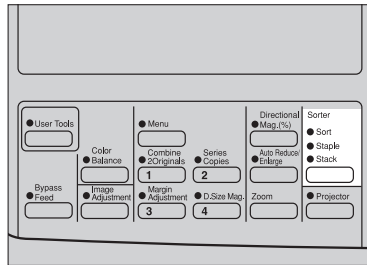
Note

- ☐ After changing the position of the stapler, the stapler should be clicked in position.

Stapling copies automatically after copying

The optional document feeder is required to use this function.

- 1 Press the **[Sorter]** key until the **Sort** (top) and **Staple** (centre) indicators are lit.



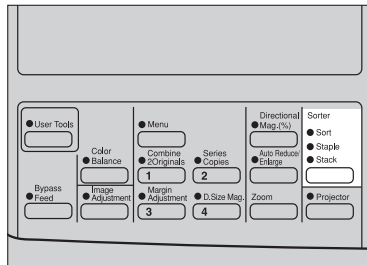
TRSS300N

- 2 Set your originals in the document feeder.

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

Stapling copies manually after copying

- 1 Press the **[Sorter]** key until the **Sort** indicator (top) is lit.



TRSS300N

- 2 Make your copies.

- 3 After copying is completed, press the **[Sorter]** key before the **Staple** indicator stops blinking.

Adjustment and Color Memory

Color Balance—Adjusting and Storing the Color Balance

This function allows you to control the overall color tone of copies by adjusting the Yellow, Magenta, Cyan and Black color balance. Nine levels of tone are available.

Reference

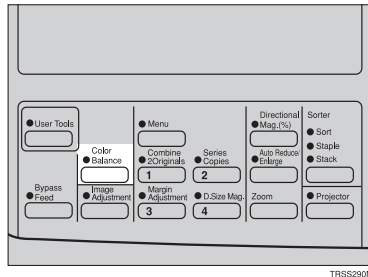
- For copy samples, see page 12 of the Color Copy Quick Guide.

Note

- The color balance will return to the default when:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.
- You can store any adjustments you make in memory and recall them later.

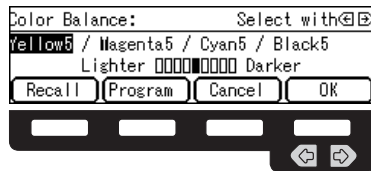
Color Balance Adjustment

1 Press the **[Color Balance]** key.



TRSS290N

2 Select the color to be adjusted with the **[Left]** **[Right]** keys.

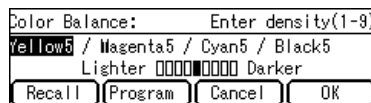


TRSS116E

3 Enter the level of color tone with the **[Number]** keys.

Note

- Default: level 5



- 4 If you want to adjust more than one color, repeat steps 2 and 3.
- 5 Press the [OK] key.

Color Balance Program—Storing and Recalling the Color Balance

You can store the color balance setting in memory and recall it when you want to use it.

Note

- Only one setting can be stored.

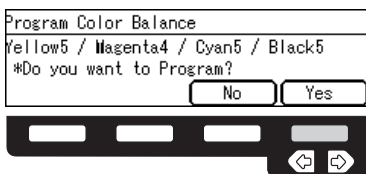
Storing the adjusted color balance

- 1 Change the color balance (← see page 88), but don't press the [OK] key.
- 2 Press the [Program] key.



TRSS112E

- 3 Press the [Yes] key.

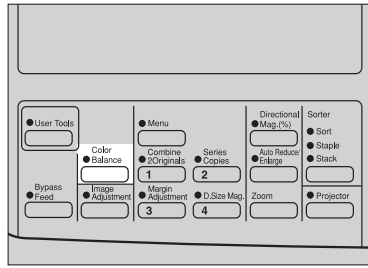


TRSS114E

- 4 Press the [OK] key.

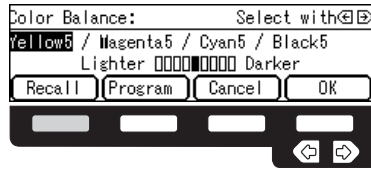
Recalling the color balance

1 Press the **[Color Balance]** key.



TRSS290N

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



TRSS111E

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

Image Adjustment

You can change the following default settings for image adjustment:
















Sharp/Soft	<p>You can adjust the edges of the image to make the image sharper or softer.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples,  see page 14 of the Color Copy Quick Guide.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 4</p>
Contrast	<p>You can adjust the contrast between light parts and dark parts of the image.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples,  see page 14 of the Color Copy Quick Guide.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p>
Background Density	<p>You can adjust the background density control.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples,  see page 14 of the Color Copy Quick Guide.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p> <p><input type="checkbox"/> If copying a newspaper or an original with a dark background, adjust the background density to a lighter setting.</p> <p><input type="checkbox"/> If part of the original is marked with a highlighting pen, adjust the background density to a darker setting. However, because the color of a highlighting pen is difficult to duplicate, it might be copied in different colors or some colors might not be copied.</p>
Pastel	<p>You can make copies in pastel tones.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples,  see page 14 of the Color Copy Quick Guide.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 9 which yields a normal color copy</p>
U.C.R. Adjustment	<p>You can adjust the black toner density to make the black parts clearer in Full Color mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p> <p><input type="checkbox"/> Adjust this setting to a darker setting when you want to copy letter parts clearly in black.</p> <p><input type="checkbox"/> Adjust this setting to a lighter setting when the original image is dark.</p>

Image Adjustment

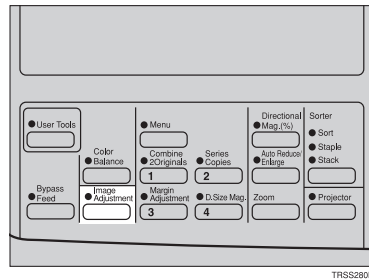
<p>A.C.S. (Auto Color Selection) Sensitivity Level</p>	<p>You can adjust the sensitivity when detecting whether the original has color areas in Auto Color Selection mode. When set to "B&W" values, the machine will be more likely to detect originals as black originals. "Full Color" values will cause the machine to be more likely to detect originals as color originals.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 3</p>
<p>Auto Separation Sensitivity Level (Text/Photo Adjustment)</p>	<p>You can adjust the sensitivity when detecting letter and photo parts of an original in Auto Text/Photo mode. If letter parts and photo parts of an original are not differentiated correctly, adjust this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p>

Sharp/Soft, Contrast, Background Density and Pastel

Note

- Any settings you make with the Sharp/Soft, Contrast, Background Density Control and Pastel Color functions will be cancelled under the following conditions:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

1 Press the **[Image Adjustment]** key.



2 Select your desired function with the **[Left]** **[Right]** keys. Then press the **[OK]** key.

Note

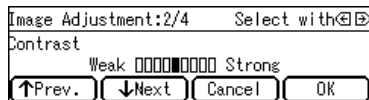
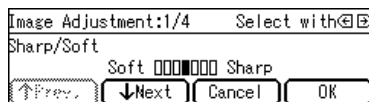
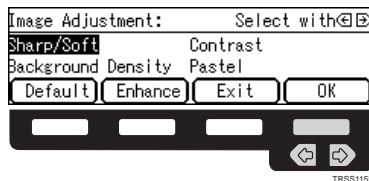
- To return to the default setting, select your desired function with the **[Left]** **[Right]** keys and press the **[Default]** key.

3 Adjust the settings with the **[Left]** **[Right]** keys. Then press the **[OK]** key.

Note

- If you press the **[↑Prev.]** or **[↓Next.]** key repeatedly, Sharp/Soft, Contrast, Background Density, and Pastel adjustment displays appear in turn.

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

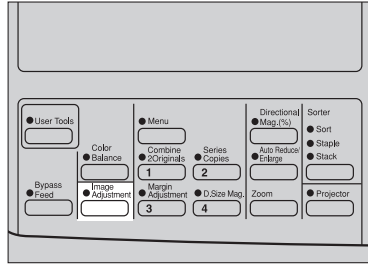


U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level

 **Note**

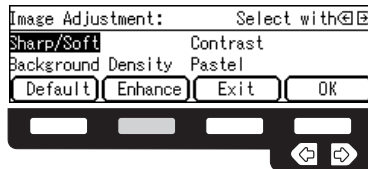
- Any settings you make with the U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level functions are not cleared by turning the power off or by pressing the **[Clear Modes]** key. They are cancelled only when you overwrite them with new settings.

1 Press the **[Image Adjustment]** key.



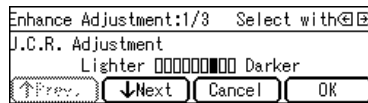
TRSS280N

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

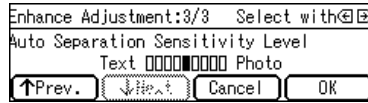
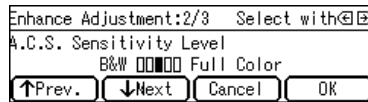


TRSS112E

3 Select your desired function with the **[↑Prev.]** or **[↓Next]** key.



4 Adjust the settings with the **[←] [→]** keys.



TRSS116E

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

Combination Chart

Combination Chart

☆ : These modes can be used together.

★ : These modes can be used together with some limitations.

→ : The original mode is overridden and only the newly selected mode is active.

X : These modes cannot be used together.

Original Mode \ Newly Selected Mode			Auto Color Selection	Black	Full Color	Twin Color	Single Color	Auto Image Density	Manual Image Density	Auto Text/Photo	Text	Photo	Special Original	Photo Type Selection	Photo Paper Select	Copying from Paper Trays				Bypass Feed Copying		Auto Reduce/Enlarge	Sort	Stack	Auto Staple	Manual Staple	Custom Size Original
			→	→	→	→	→	→	→	→	→	→	→	→	→	Standard size paper	Non-standard size paper	Normal Paper	Thick Paper	OHP	OHP Slip Sheet	Duplex	A3 Fullbleed Copying	→	→	→	→
Color Mode	Auto Color Selection	1	☆	→	→	→	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Black	2	→	☆	→	→	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Full Color	3	→	→	☆	→	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Twin Color	4	→	→	→	☆	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Density	Single Color	5	→	→	→	→	☆	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Auto Image Density	6	→	→	→	→	→	☆	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Original Image Type	Manual Image Density	7	☆	→	→	→	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Auto Text/Photo	8	☆	→	→	→	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Text	9	☆	→	→	→	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Paper Selection	Photo	10	☆	→	→	→	→	→	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Special Original	11	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Auto Paper Select	12	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Bypass Feed Copying	Copying from Paper Trays	13	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Standard size paper	Normal	14	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
		Thick	15	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
		OHP	16	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
		OHP Slip Sheet	17	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	X	→	→	→	→	→	X	X	X	X
		Duplex	18	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
	Non-standard size paper	Duplex Thick	19	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
		Normal	20	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
		Thick	21	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
		OHP	22	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
		Duplex	23	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
	A3 Fullbleed Copying	Duplex Thick	24	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→
		25	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Auto Reduce/Enlarge		26	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Finishing	Sort	27	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Stack	28	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Staple	29	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Custom Size Original		30	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Reduce/Enlarge	Preset Reduce/Enlarge	31	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Zoom	32	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Directional Magnification(%)	33	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Shift		34	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Series/Combine	Directional Size Magnification(inch)	35	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Margin Adjustment	36	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Color Creation	Centering	37	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Book → 1 Sided	38	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	2 Sided → 1 Sided	39	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Image Creation		40	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Cover Sheet	Combine 2 Originals	41	X	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Color Conversion	42	X	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Color Balance Adjustmment	Color Erase	43	X	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Mirror	44	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Image Adjustment	Positive/Negative	45	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Sharp/Soft	46	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Contrast	47	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Background Density	48	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	Pastel	49	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	U.C.R. Adjustment	50	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
	A.C.S. Sensitivity Level	51	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Program		52	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Interrupt Copying		53	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
Film Projector		54	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	
		55	☆	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	

- *1 20-bin sorter stapler: ☆
- 10-bin sorter stapler: ✕
- *2 20-bin sorter stapler: →
- 10-bin sorter stapler: ✕









		Newly Selected Mode	Original Mode																													
			Preset Reduce/Enlarge	Zoom	Directional Magnification (%)	Directional Size Magnification (inch)	Margin Adjustment	Centering	Book → 1 Sided	2 Sided → 1 Sided	Combine 2 Originals	Color Conversion	Color Erase	Mirror	Positive/Negative	Cover Sheet	Color Balance Adjustment	Sharp/Soft	Contrast	Background Density	Pastel	U.C.R. Adjustment	A.C.S. Sensitivity Level	Auto Separation Sensitivity Level	Program	Interrupt Copying	Film Projector					
Color Mode	Auto Color Selection	1	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
	Black	2	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
	Full Color	3	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
	Twin Color	4	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
	Single Color	5	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
Image Density	Auto Image Density	6	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Manual Image Density	7	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Original Image Type	Auto Text/Photo	8	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Text	9	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Photo	10	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Special Original	11	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Paper Selection	Auto Paper Select	12	☆	☆	☆	☆	☆	☆	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Copying from Paper Trays	Normal	14	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		Thick	15	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		OHP	16	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		OHP Slip Sheet	17	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		Duplex	18	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
	Bypass Feed Copying	Duplex Thick	19	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		Normal	20	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		Thick	21	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		OHP	22	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
	Non-standard size paper	Duplex	23	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		Duplex Thick	24	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
		A3 Fullbleed Copying	25	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆			
Auto Reduce/Enlarge	26	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→					
Finishing	Sort	27	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Stack	28	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Staple	29	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Custom Size Original	30	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Reduce/Enlarge	Preset Reduce/Enlarge	31	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→				
	Zoom	32	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→				
	Directional Magnification(%)	33	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→				
	Directional Size Magnification (inch)	34	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→	→				
Shift	Margin Adjustment	35	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Centering	36	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Series/Combine	Book → 1 Sided	37	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	2 Sided → 1 Sided	38	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Combine 2 Originals	39	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Color Creation	Color Conversion	40	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Color Erase	41	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Image Creation	Mirror	42	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Positive/Negative	43	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Cover Sheet		44	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Color Balance Adjustment		45	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Image Adjustment	Sharp/Soft	46	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Contrast	47	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Background Density	48	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	Pastel	49	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	U.C.R. Adjustment	50	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
	A.C.S. Sensitivity Level	51	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Program	Auto Separation Sensitivity Level	52	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆					
Interrupt Copying	After recalling your settings	53	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
Film Projector		54	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				
		55	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆				



What to do if Something Goes Wrong

If Your Machine Does not Operate as You Want

Check the following:

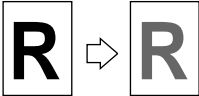
Condition	Action
Nothing happens when the operation switch is turned on.	Is the main power switch turned on? →Turn on the main power switch.
 Paper tray is empty.	Load paper. ← See page 104.
 Toner container is almost empty. Or toner container is empty.	Add toner. ← See page 106.
 Doors/covers are open.	Close the doors/covers.
 Misfeed occurs.	Remove misfed paper. ← See page 108.
 The machine instructs you to add staples.	Add staples. ← See page 111.
The machine instructs you to enter your user code.	The machine is set for User Code mode. Enter your user code. ← See page 13.
The Energy Saver indicator is on.	Your machine is under the energy saver condition. →Press the [Energy Saver] key. ← See page 44.
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? →Paper size and weight must be within the specifications for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? →Always use dry, undamaged paper.
	Is the paper properly set in the paper tray? →Always load paper correctly.
	Are there any pieces of misfed paper or other foreign objects in the machine? →Make sure that the paper path is completely clear of paper and other material after a misfeed.
Staples do not come out at all.	There are jammed staples in the stapler. →Remove the jammed staples. ← See page 113.
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
 or  or  is lit.	Contact your service representative.

If you cannot correct the problem by taking the above actions, please contact your service representative.

If You Cannot Make Copies as You Want

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ☛ See page 25.
		Adjust the background density. ☛ See page 91.
	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. ☛ See page 136.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ☛ See page 25.
		If you select Black Copy mode or Single Color mode, place a black paper in the backside of the original and select Auto Image Density mode.
		Lighten the background density. ☛ See page 91.
A shadow is copied when copying a pasted original.	The image density is too dark.	Adjust the image density. ☛ See page 25.
		Adjust the background density. ☛ See page 91.
		Set the original in a different direction.
		Put mending tape on the bound part.
Copies are too light.	The original has a low contrast image.	Adjust the image density. ☛ See page 25.
	The image density is too light.	
	Damp or rough grain paper is used	Use dry paper without rough grain.
Copy image is not clear.	The original image type (Photo/Text) is not selected properly.	Select the proper original image type. ☛ See page 31.
		Adjust the sharpness of the image with the Sharp/Soft function. ☛ See page 91.
The same copy area is dirty whenever making copies.	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. ☛ See page 136.


If You Cannot Make Copies as You Want

Problem	Cause	Action
Copies are blank or parts of the image are not copied.	The original is not set correctly.	Set the originals correctly. ☛ See page 15, 16 or 17.
	An improper paper size is selected.	Select the proper paper size.
	The selected reproduction ratio does not match the paper size.	Select the proper reproduction ratio.
A moire pattern is produced on copies as shown in the illustration. 	The Text mode is selected.	Select Auto Text/Photo mode or Photo mode. ☛ See page 31.
	The line images of the original might be overlapped each other.	Place the original on the exposure glass (platen glass) at a slight angle. Adjust the sharpness of the image. ☛ See page 91.
Color tone of copies is different from that of originals.	The color balance is not set properly.	Adjust the Color Balance. ☛ See page 88.
		Perform the Auto Color Calibration. ☛ See page 132.
Color tone of copies is completely different from that of originals.	Unsuitable color setting.	Perform Auto Color Calibration. ☛ See page 132. If you cannot correct the problem by performing Auto Color Calibration, contact your service representative.
Letter parts and photo parts of an original are not separated correctly.	An original has screen letters or low density letters.	Adjust the Auto Separation Sensitivity Level to a "Text" level. ☛ See page 92.
	An original has a high contrast photo.	Adjust the Auto Separation Sensitivity Level to a "Photo" level. ☛ See page 92.
	An original has a photo having sequence thin lines with regular thin spaces.	
Color parts of an original are copied in black in Auto Color Selection mode.	There are small or thin color parts.	Adjust the A.C.S. Sensitivity Level to a "Full Color" level. ☛ See page 92.
Non-color parts of an original are copied in color in Auto Color Selection mode.	The machine might detect some black and white screen images (such as from newspaper) as a full color original.	Select Black Copy mode. ☛ See page 28.
		Adjust the A.C.S. Sensitivity Level to a "B&W" level. ☛ See page 92.


Problem	Cause	Action
A copy image is blurred.	The image density is too light.	Adjust the image density. ➔ See page 25.
	An improper kind of paper is set.	Set the right kind of paper in the paper tray. Note <input type="checkbox"/> Copies might be blurred if you copy onto rough grain, coated, or damp paper.

- If you cannot correct the problem by taking the above actions, please contact your service representative.

 **Reference**

- Regarding paper sizes that can be set,  see page 184.


 **Note**

- If you want to change the paper size,  see page 116.

Non-recommended Paper for Paper Trays

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

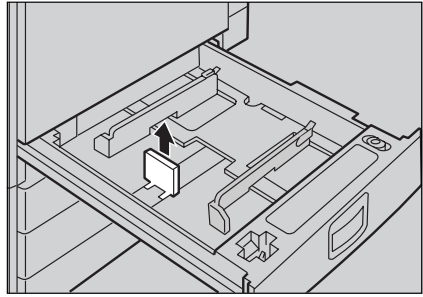
 **Note**

- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- Correct curls in copy paper before loading.
- Fan copy paper to get air between the sheets before loading.
- When making two-sided copies, do not load paper in the paper tray to copy on the reverse side. Use the bypass tray.  See page 36.

Loading Paper in the Paper Tray

1 Pull out the paper tray until it stops.

2 Remove the back fence.

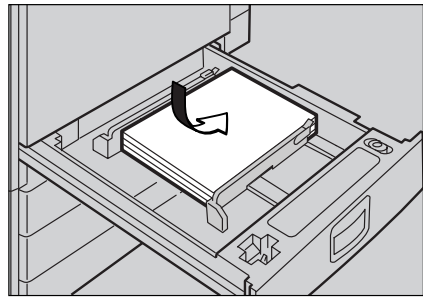


TRSY070E

3 Square the paper and set it in the tray.

 **Note**

- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure that the leading corners of the paper are under the corners.




TRSY060E

4 Reinstall the back fence.

5 Push the paper tray in until it stops.

Adding Toner

There are four kinds of toner (Cyan, Magenta, Yellow, and Black). When  is lit, it is time to add toner.

WARNING:



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

CAUTION:




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

CAUTION:



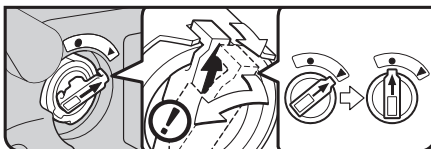
• *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Note

- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.
- Be sure to add the correct color toner.
- You can still make about 20 copies after  appears. This is a good time to get a new toner cartridge ready.

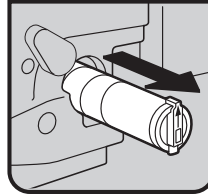
1 Open the front cover of the machine.

2 Pull the knob to unlock it, then turn it counterclockwise to the ● mark.



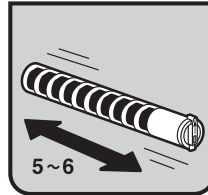
TR8X070E

3 Gently pull out the toner container.



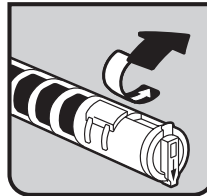
TRSX071E

4 Hold a new toner container horizontally and shake it 5 or 6 times.



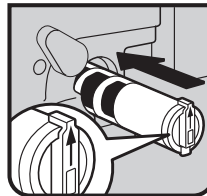
TRSX072E

5 Remove the seal.



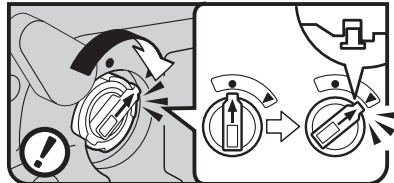
TRSX075E

6 Insert the toner container with the ↑ mark at the top.



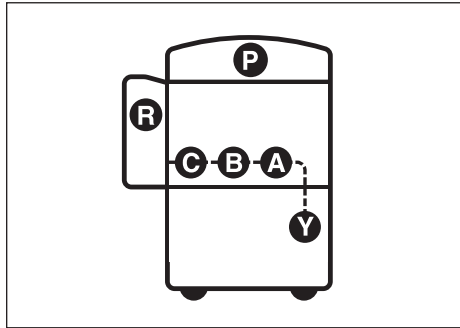
TRSX073E

7 Turn the knob clockwise to the ▲ mark until it clicks.



TRSX074E

8 Close the front cover.



TR5X083E

⚠ CAUTION




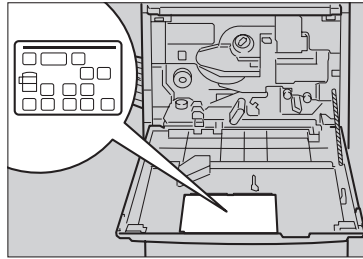
• *When removing misfed paper, do not touch the fusing section because it could be very hot.*

📌 Note

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.
- When clearing misfeeds, make sure that all units and levers are returned to their original position and all covers are closed.
- Do not touch originals in the document feeder when a paper misfeed occurs in the machine. If you do, the machine cannot determine which originals have been copied and which haven't.

When A, B, C or Y is Displayed:

- 1 Open the front cover of the machine.
- 2 You can find a sticker (with  at the top) explaining how to remove misfed paper, inside the front cover as shown in the illustration.




TRSX090E

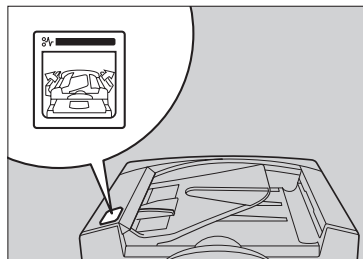
- 3 Remove misfed paper following the instructions on the sticker.

When P is Displayed:

Note

- This indicator is displayed only when your machine is equipped with the document feeder.

- 1 You can find a sticker (with  at the top), explaining how to remove the misfed paper, on the document feeder as shown in the illustration.



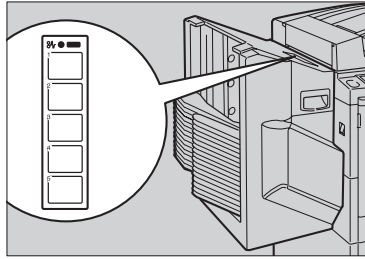
TRSX100E

- 2 Remove the misfed paper following the instructions on the sticker.

When R is Displayed:

If your machine is equipped with the 20-bin sorter stapler

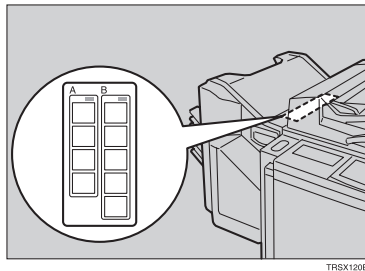
- 1 You can find a sticker (with ☒ at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



- 2 Remove the misfed paper following the instructions on the sticker.

If your machine is equipped with the 10-bin sorter stapler

- 1 You can find a sticker (with ☒ at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



- 2 Remove the misfed paper following the instructions on the sticker.

Adding Staples

CAUTION:



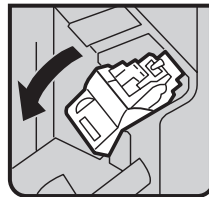
• *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Note

- If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

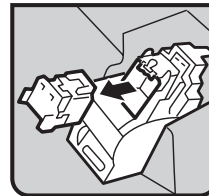
1 Open the front cover of the sorter stapler.

2 Raise the staple unit towards you.



TRSP030E

3 Remove the cartridge.

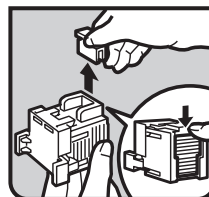


TRSP031E

4 Hold the new cartridge as shown in the illustration, then pull out the stopper.

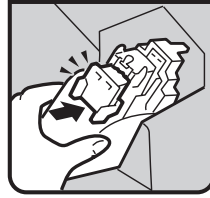
Note

- If the staple is coming out, press it to the proper position.



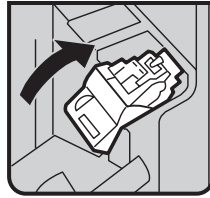
TRSP032E

- 5** Reinstall the cartridge until it clicks.



TRSP033E

- 6** Push the staple unit to the original position.



TRSP034E

- 7** Close the front cover of the sorter stapler.

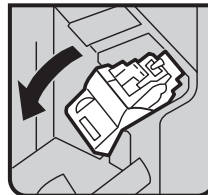
Removing Jammed Staples

Note

- ❑ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.
- ❑ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

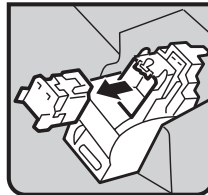
1 Open the front cover of the sorter stapler.

2 Raise the staple unit towards you.



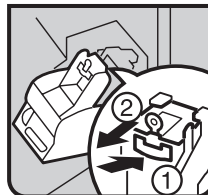
TRSP030E

3 Remove the cartridge.



TRSP031E

4 While pushing the lock, pull the top cover.



TRSP040E

5 Remove the jammed staple.



TRSP041E

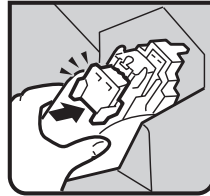
6 Push the top cover until it clicks.

 **Note**

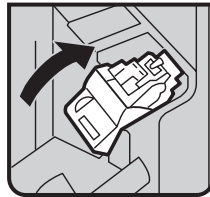
- ☐ If the staple is coming out, press it to the proper position.



7 Reinstall the cartridge until it clicks.



8 Push the staple unit to the original position.



9 Close the front cover of the sorter stapler.

Changing the Machine's Settings

Changing Paper Size

 **Note**

- Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

 **Reference**

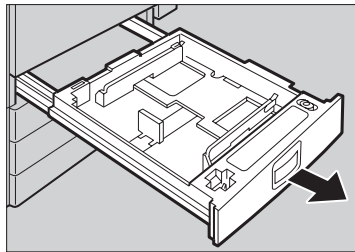
- For paper sizes, weight, and capacity that can be set in each tray, see page 184 or 192.

1 Make sure that the paper tray is not being used.

2 Pull out the paper tray until it stops.

 **Note**

- Remove any remaining copy paper.

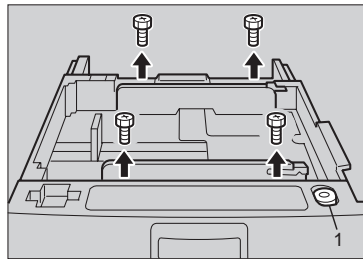


TRSY060E

3 Remove the screws fastening the side fences using the screwdriver.

 **Note**

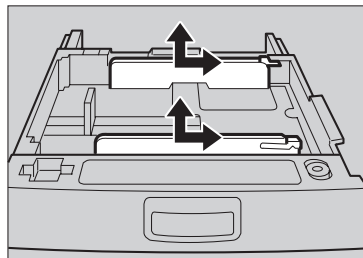
- A screwdriver is contained in the front area of the tray.



TRSY010E

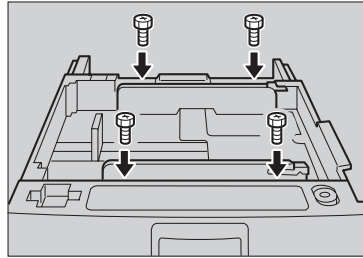
1: Screwdriver

4 Re-position the side fences to the paper size you want to use.



TRSY030E

- 5** Fasten the fences with screws.

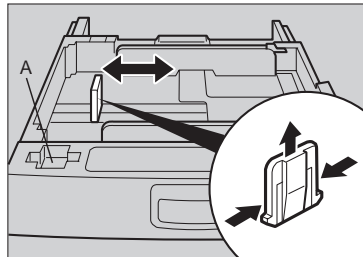


TRSY040E

- 6** Adjust the back fences to the new paper size.

 **Note**

- For 11" × 17" paper, put the back fences inside A.

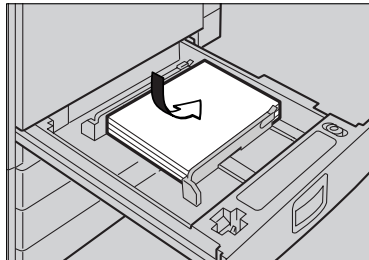


TRSY020E

- 7** Square the paper and set it in the tray.

 **Note**

- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure the leading corners of the paper are under the corners.



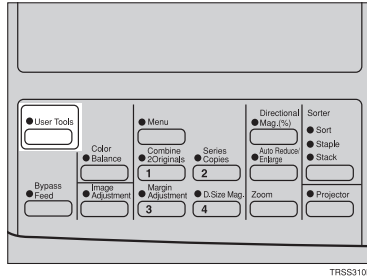
TRSY060E

- 8** Push the paper tray in until it stops.

- 9** Select the paper size with the user tools.

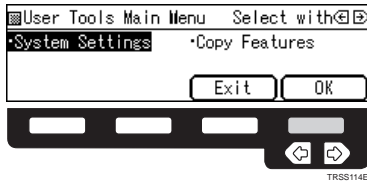
To Adjust the Paper Size with the User Tools

1 Press the **[User Tools]** key.



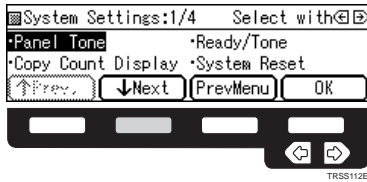
TRSS310N

2 Make sure that **[System Settings]** is selected, then press the **[OK]** key.



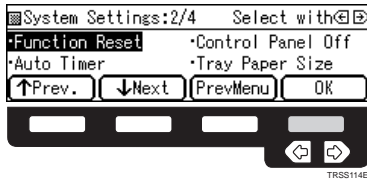
TRSS114E

3 Press the **[Next]** key until **[Tray Paper Size]** is displayed.



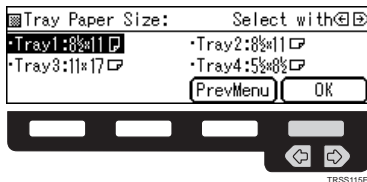
TRSS112E

4 Select **[Tray Paper Size]** with the **[Left]** and **[Right]** keys, then press the **[OK]** key.



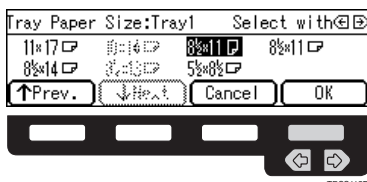
TRSS114E

5 Select the tray with the **[Left]** and **[Right]** keys, then press the **[OK]** key.



TRSS115E

6 Select your desired size with the **[Left]** and **[Right]** keys, then press the **[OK]** key.



TRSS115E

7 Press the **[User Tools]** key to exit from the user tools.

User Tools

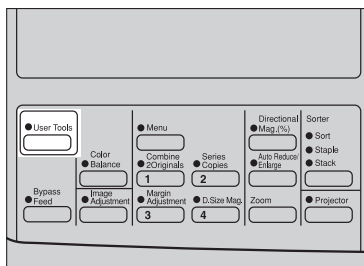
Accessing the User Tools

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Note

After using the tools, be sure to exit from the user tools.

1 Press the **[User Tools]** key.



TRSS310N

2 Select **[System Settings]** or **[Copy Features]** with the **[Left]** **[Right]** keys, then press the **[OK]** key.



TRSS115E

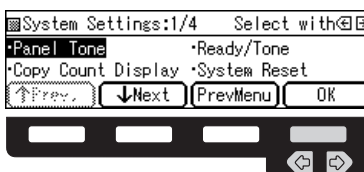
3 Select the desired user tools menu with the **[Left]** **[Right]** keys, then press the **[OK]** key.

Note

- [+Next]:** Press to go to the next page.
- [+Prev.]:** Press to go back to the previous page.

Reference

- User tools menu, see page 121.

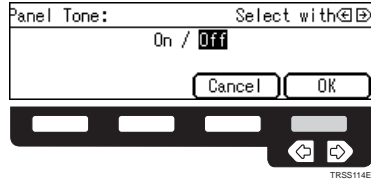


TRSS115E

- 4 Change the settings by following the instructions on the display. Then press the **[OK]** key.

Note

- [OK]** key: Press to set the new settings and return to the previous menu.
- [Cancel]** key: Press to return to the previous menu without changing any data.



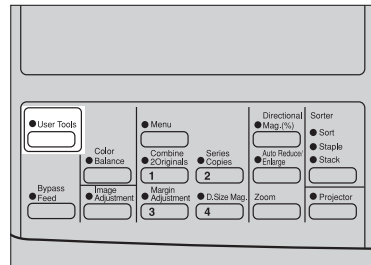
TRSS114E

Exiting from User Tools

- 1 After changing the user tools settings, press the **[User Tools]** key.

Note

- The settings are not canceled even if the operation switch is turned off or the **[Clear Modes]** key is pressed.



TRSS310N

User Tools Menu

System settings

Menu		See ...
Panel Tone		page 124
Ready/Tone		page 124
Copy Count Display		page 124
System Reset		page 124
Function Reset		page 124
Control Panel Off		page 125
Auto Timer		page 125
Tray Paper Size	-----	page 125
Tray Priority		page 125
Auto Tray Switch		page 125
Interleave Print		page 125
Output Tray Prio. (For 3-bin sorter only)		page 126
Display Contrast		page 126
3 Side Full Bleed		page 126
Bypass Custom Size		page 126
Key Operator Tools	Key Op. Access	page 127
	Program KeyOpCode	page 127
AOF (Keep it on.)	-----	page 127

Copy features










Menu		See ...
General Features	APS Priority	page 128
	ADS Priority (FC)	page 128
	ADS Prio. (B&K/SC)	page 128
	Orig. Mode Priority	page 128
	Orig. Type Priority	page 128
	Col. Mode Priority	page 128
	Photo Type (Auto)	page 129
	Photo Type (Photo)	page 129
	Copy Reset	page 129
	Max. Copy Q'ty	page 129
	Original Tone	page 129
	Margin Adjustment	page 129
	Set User Ratio	page 129
	Initial Mode Set	page 130
	Key Operator Tools	Accessible Modes
Counter Reset		page 130
Clear Code & Counter		page 130
Program User Code		page 131
Chg/Del User Code		page 131
Counter List Print		page 131
Image Adjustment	A.D.S. (FC)	page 132
	A.D.S. (B&K/SC)	page 132
	A.C.S. Priority	page 132
	Color Sensitivity	page 132
	Auto Color Cal.	page 132
	IJ Printer Select	page 132









Menu		See ...	
ADF/ Sorter	SADF Auto Reset	page 133	
	Thin Paper Mode	page 133	
	ADF Mixed Sizes	page 133	
	ADF Auto Paper Select	page 133	
	FC Copy Sorting	page 133	
	Auto Sort Mode	page 133	
Set Favorite keys	-----	-----	page 134
Special Modes	-----	-----	page 134

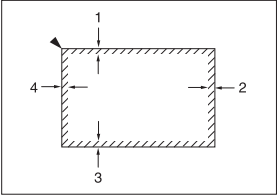
Settings You can Change with the User Tools (System Settings)



Reference

- For how to access the user tools,  see page 119.

System setting Menu	Description
Panel Tone	<p>The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: On
Ready/Tone	<p>Choose whether the machine beeps when it becomes ready for a copy run after power up.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: On <input type="checkbox"/> When the “Panel Tone” is set to Off, the beeper does not sound even if the “Ready/Tone” is set to On.
Copy Count Display	<p>The copy counter can be set to show the number of copies made (Count Up), or the number of copies remaining to be made (Count Down).</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Count Up
System Reset	<p>The machine returns to its prioritized mode automatically after your job is finished, after the selected time. This function is called “System Reset”. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off.</p> <ol style="list-style-type: none"> 1. Select [On] or [Off] with the   keys. 2. When you select [On], enter the system reset time with the [Number] keys. Then press the [OK] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: On (60 seconds)
Function Reset	<p>How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off.</p> <ol style="list-style-type: none"> 1. Select [On] or [Off] with the   keys. 2. When you select [On], enter the time with the [Number] keys. Then press the [OK] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: On (60 seconds)

Menu	Description
Control Panel Off	<p>The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off. In Energy Saver mode, the panel display turns off.</p> <ol style="list-style-type: none"> 1. Select [On] or [Off] with the ◀▶ keys. 2. When you select [On], enter the time with the [Number] keys. Then press the [OK] key. <p> Note</p> <p><input type="checkbox"/> Default: On (60 seconds)</p>
Auto Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function called "Auto Off". The time can be set from 1 to 120 minutes.</p> <p> Note</p> <p><input type="checkbox"/> Default: 60 minutes</p>
Tray Paper Size	<p>Select the size of the copy paper set in the paper tray.</p> <p> Note</p> <p><input type="checkbox"/> If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.</p> <p> Reference</p> <p>For details,  see page 118.</p>
Tray Priority	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> • When the main power switch or operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the [Clear Modes] key is pressed. • When the Auto Paper Select mode is not selected. <p> Note</p> <p><input type="checkbox"/> Default: Tray 1</p> <p><input type="checkbox"/> Tray 2, Tray 3, and Tray 4 are options.</p>
Auto Tray Switch	<p>If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
Interleave Print	<p>By default, you can make the interrupt copies. You can cancel this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: On</p>

Menu	Description
<p>Output Tray Prio. (For 3-bin sorter only)</p>	<p>You can specify a bin to which documents are delivered for each feature (copy and printer).</p> <ol style="list-style-type: none"> 1. Select [Copy] or [Printer] with the $\leftarrow \rightarrow$ keys. Then press the [OK] key. 2. Select a bin with the $\leftarrow \rightarrow$ keys. Then press the [OK] key. <p>Note</p> <p><input type="checkbox"/> Default: Copy: First bin Printer: First bin</p>
<p>Display Contrast</p>	<p>You can adjust the brightness of the panel display.</p> <p>Note</p> <p><input type="checkbox"/> Default: level 4</p>
<p>3 Side Full Bleed</p>	<p>When this mode is off, narrow margins on all 4 sides of the original are not copied.</p>  <p>1: $2\pm 2\text{mm}, 0.08''\pm 0.08''$ 2: $2\pm 2/-1.5\text{mm}, 0.08''+0.08''/-0.06''$ 3: $2\pm 2\text{mm}, 0.08''\pm 0.08''$ 4: $5\pm 2\text{mm}, 0.2''\pm 0.08''$</p> <p>When you turn it on, margins 1, 2 and 3 are copied.</p> <p>Note</p> <p><input type="checkbox"/> Default: Off <input type="checkbox"/> You cannot cancel the leading edge margin (margin 4).</p>
<p>Bypass Custom Size</p>	<p>You can register the non-standard size paper when you make copies with the bypass tray.</p> <ol style="list-style-type: none"> 1. Select [Custom1], [Custom2], or [Custom3] with the $\leftarrow \rightarrow$ keys. 2. Press the [OK] key. 3. Enter the vertical size with the [Number] keys, then press the [#] key. 4. Enter the horizontal size with the [Number] keys, then press the [OK] key. <p>Note</p> <p><input type="checkbox"/> Adjustment value: Metric version: Vertical: 100 - 305mm Horizontal: 140 - 457mm Inch version: Vertical: 3.9" - 12.0" Horizontal: 5.5" - 18.0"</p> <p><input type="checkbox"/> To clear the custom paper size, select the [Delete] key.</p>
<p>Key Operator Tools</p> <p>Use these tools to manage use of the machine.</p> <p>Note</p> <p><input type="checkbox"/> Enter a previously registered key operator code with the [Number] keys.</p> <p>Reference</p> <p>About the key operator code, see page 127.</p>	







Menu	Description
Key Op. Access	<p>If you select “On”, only operators who know the key operator code can access the “Key Operator Tools” in the System Settings and Copy Features.</p> <p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> Default: Off<input type="checkbox"/> If you select “On”, you should register the key operator code.
Program KeyOpCode	<p>Use to register or change the key operator code (up to 8 digits).</p>
AOF (Keep it on.)	<p> Note</p> <ul style="list-style-type: none"><input type="checkbox"/> For details about this function, contact your service representative.














Settings You can Change with the User Tools (Copy Features)









Reference

- For how to access the user tools,  see page 119.

General Features

Menu	Description
APS Priority	<p>As a default setting, the Auto Paper Select is selected just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: On</p>
ADS Priority (FC)	<p>As a default setting, the Manual Image Density is selected in Full Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting so that the Auto Image Density is selected.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
ADS Prio. (B&K/SC)	<p>As a default setting, the Auto Image Density is selected in Black, Single Color, and Twin Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: On</p>
Orig. Mode Priority	<p>You can select the original image type (Auto Text/Photo mode, Text mode, Photo mode, or Special Original mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: Auto Text/Photo mode</p>
Orig. Type Priority	<p>You can select the special original type (Marker Pen, Inkjet, or Map) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: Marker Pen</p>
Col. Mode Priority	<p>You can select the color mode (Auto Color Selection mode, Full Color mode, or Black mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: Auto Color Select</p>

Menu	Description
Photo Type (Auto)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Auto Text/Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: Press Print</p>
Photo Type (Photo)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: Press Print</p>
Copy Reset	<p>The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 300 seconds, or off.</p> <ol style="list-style-type: none"> 1. Select [On] or [Off] with the   keys. 2. When you select [On], enter the time with the [Number] keys. Then press the [OK] key. <p> Note</p> <p><input type="checkbox"/> Default: 60 seconds</p>
Max. Copy Q'ty	<p>The maximum copy quantity can be set from 1 to 99.</p> <p> Note</p> <p><input type="checkbox"/> Default: 99</p>
Original Tone	<p>The beeper (key tone) sounds when you forgot to remove originals after copying.</p> <p> Note</p> <p><input type="checkbox"/> Default: On</p> <p><input type="checkbox"/> When the "Panel Tone" is set to Off, the beeper does not sound even if the "Original Tone" is set to On.</p>
Margin Adjustment	<p>You can adjust the margin width that is selected as a default in Margin Adjust mode. You can change this setting as follows:</p> <ol style="list-style-type: none"> 1. Select the margin direction with the   keys. 2. Enter the margin width with the the [Number] keys. Then press the [OK] key. <ul style="list-style-type: none"> • Metric version: left/20mm - right/20mm in 1mm steps • Inch version: left/0.8" - right/0.8" in 0.1" steps <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: left/10mm • Inch version: left/0.4"
Set User Ratio	<p>Up to 2 reproduction ratios which you frequently use can be registered.</p> <ol style="list-style-type: none"> 1. Select [Ratio 1] or [Ratio 2] with the   keys. 2. Enter your desired ratio with the [Number] keys. Then press the [OK] key. <p> Note</p> <p><input type="checkbox"/> Default: 100 %</p>

Menu	Description
Initial Mode Set	<p>You can set the machine to recall program setting when the machine is turned on or when modes are cleared.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Normal <input type="checkbox"/> Your service representative can store the program setting. <input type="checkbox"/> Your service representative can select whether the program setting is recalled when the machine is turned on or when modes are cleared.
<p>Key Operator Tools</p> <p>Use these tools to manage use of the machine.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter a previously registered key operator code with the [Number] keys. <p> Reference</p> <p>About the key operator code,  see page 127.</p>	
Accessible Modes	<p>You can assign user codes to each color mode. Operators must input their user codes before using each color mode (Full Color, Black, Single Color, and Twin Color). The machine keeps count of the number of copies made under each user code.</p> <ol style="list-style-type: none"> 1. Select your desired color mode with the  keys. 2. Press the [Select] key. 3. Press the [Exit] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeat steps 1 and 2 until you finished designating color modes.
Counter Reset	<p>You can check the number of copies made using each user code. Also, you can clear each code's counter.</p> <ol style="list-style-type: none"> 1. Input user code you want to check its number of copies with the [Number] keys. 2. Press the [OK] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> You can check the number of copies. <input type="checkbox"/> To clear the counter, press the [Reset] key. Then press the [Yes] key. <ol style="list-style-type: none"> 3. Press the [Exit] key.
Clear Code & Counter	<p>You can reset the counter for all user codes and delete all user codes.</p> <ol style="list-style-type: none"> 1. Select [User Code] to delete all user codes or [Counter] to reset the counter for all user codes with the  keys. 2. Press the [Yes] key. 3. Press the [Exit] key.


















Menu	Description
Program User Code	<p>You can register your user code (8 digits).</p> <ol style="list-style-type: none"> 1. Input your desired user code with the [Number] keys. 2. Press the [OK] key. 3. Select the color mode you want to use with the new code with the [◀▶] keys. 4. Press the [Select] key. 5. Press the [Exit] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeat steps 3 and 4 until you finished designating color modes. <input type="checkbox"/> Up to 50 user codes can be registered.
Chg/Del User Code	<p>You can change or delete your user code or the color mode you assign your user code.</p> <p>Changing your user code</p> <ol style="list-style-type: none"> 1. Input user code you want to change with the [Number] keys. Then press the [#] key. 2. Press the [Change] key. 3. Input new user code with the [Number] keys. 4. Press the [OK] key. 5. Select the color mode you want to use with the new code with the [◀▶] keys. 6. Press the [Select] key. 7. Press the [Exit] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeat steps 5 and 6 until you finished designating color modes. <p>Deleting your user code</p> <ol style="list-style-type: none"> 1. Input user code you want to delete with the [Number] keys. Then press the [#] key. 2. Press the [Delete] key. 3. Press the [Yes] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> The number of copies made under the deleted code is also deleted.
Counter List Print	You can print data for all user codes.

Image Adjustment



Menu	Description
A.D.S. (FC)	<p>The Auto Image Density levels in Full Color mode can be made lighter or darker (5 levels).</p> <p> Note</p> <p><input type="checkbox"/> Default: level 3</p>
A.D.S. (B&K/SC)	<p>The Auto Image Density levels in Black mode, Single Color mode, or Twin Color mode can be made lighter or darker (5 levels).</p> <p> Note</p> <p><input type="checkbox"/> Default: level 3</p>
A.C.S. Priority	<p>You can select color images or black & white images that are priority detected in Auto Color Selection mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: Full Color</p>
Color Sensitivity	<p>When in Color Erase or Color Conversion mode, the function can be made more or less sensitive to the color to be erased or converted. It can be adjusted within 5 levels ("Narrow" to "Wide").</p> <p>For example, if red is selected as the color to be erased or converted, "Narrow" will result in only red being erased or converted, and "Wide" will result in other colors close to red being erased or converted.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 3</p>
Auto Color Cal.	<p>When the tone of a specific color is strong or the color tone of copies is different from that of originals, perform this function. This function adjusts the balance of the 4 basic colors.</p> <ol style="list-style-type: none"> If your machine has the printer option installed, select [Copy Mode] or [Printer Mode] with the [◀▶] keys. Then press the [OK] key. Make sure that A4 <input type="checkbox"/>, 8 1/2" × 11" <input type="checkbox"/>, B4 <input type="checkbox"/>, A3 <input type="checkbox"/>, or 11" × 17" <input type="checkbox"/> is set in trays. Then press the [Print] key. <p> Note</p> <p><input type="checkbox"/> The test pattern is delivered to the copy tray.</p> <ol style="list-style-type: none"> Set the test pattern on the exposure glass (platen glass). Then press the [Scan] key. <p> Limitation</p> <p><input type="checkbox"/> You cannot set the test pattern in the document feeder.</p> <p> Note</p> <p><input type="checkbox"/> To return to the previous setting, repeat steps 1 to 3 and press the [Previous] key.</p>
IJ Printer Select	<p>You can select the type of inkjet printer if your originals are printed with inkjet printer.</p> <p> Note</p> <p><input type="checkbox"/> Default: 1</p>

ADF/Sorter

Menu	Description
SADF Auto Reset	<p>When you set one original at a time in the document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. The time can be set from 1 second to 99 seconds.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 5 seconds
Thin Paper Mode	<p>Use when changing the type of originals to be fed. Select this function to avoid damaging thin originals (40 - 52g/m², 11-14 lb) set in the document feeder.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Off
ADF Mixed Sizes	<p>By default, you cannot set originals of different sizes at one time in the document feeder. You can cancel this setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Off <input type="checkbox"/> If you select [On], the copying speed will be reduced. <input type="checkbox"/> When setting different length originals, all originals must be flush with the back fence of the document feeder. <input type="checkbox"/> Smaller size originals might be skewed a little.
ADF Auto Paper Select	<p>By default, the Auto Paper Select is selected when you set originals in the document feeder. You can cancel this setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: On
FC Copy Sorting	<p>You can disable sorting, stacking, or stapling in Full Color mode to maximize quality of full color copies.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: Available (Sorting, stacking, or stapling can be used in Full Color mode.)
Auto Sort Mode	<p>You can have the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: On

Set Favorite Keys

You can register up to 4 frequently used functions in **[Favorite]** keys.

1. Press the **[Favorite]** key you want to store the function.
2. Select the function you want to store with the   keys.
3. Press the **[OK]** key.

 **Note**

- Default: 1: Combine 2 Originals
2: Series Copies
3: Margin Adjustment
4: Directional Size Magnification (inch)
- You can check the functions that are registered in the **[Favorite]** keys with the **[Status]** key.

Special Modes

Use to recall the special modes set by your service representative.

 **Note**

- Default: Off
- The special modes are set by your service representative. If you want to use this function, contact your service representative.

Maintaining Your Machine
Where to Put Your Machine
Do's and Don'ts
Remarks
Use and Storage of Supplies

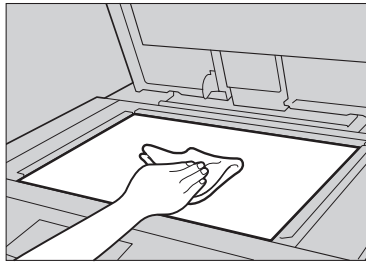
Maintaining Your Machine

If the exposure glass (platen glass), platen cover or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

Note

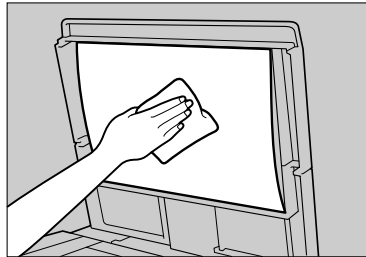
- Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove water.
- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Exposure Glass (Platen Glass)



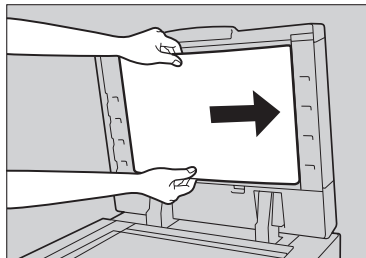
TRSR130E

Platen Cover



TRSR140E

Document Feeder



TRSR150E

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:



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

⚠ CAUTION:



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

- Temperature: 10 – 32°C, 50 – 89.6°F (humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15 – 80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible build-up ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 2,000 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ WARNING:



- **Only connect the machine to the power source described on the inside front cover of this manual.**

⚠ WARNING:



- **Avoid multi-wiring.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.**
- **Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.**

⚠ WARNING:



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

⚠ CAUTION:



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

⚠ CAUTION:

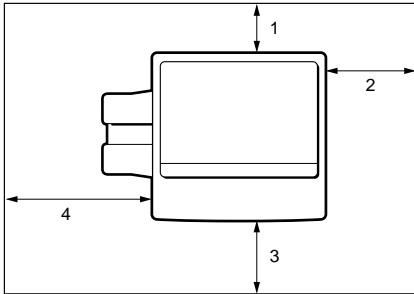


- **When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.**

- When the main power switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.

Access to Machine

Place the machine near the power source, providing clearance as shown.



TRSR120E

1. Rear: more than 10cm, 4.0"
2. Right: more than 37cm, 14.6"
3. Front: more than 70cm, 27.6"
4. Left: more than 40cm, 15.8"



Note

- For the required space when options are installed, please contact your service representative.

Do's and Don'ts

⚠ CAUTION:



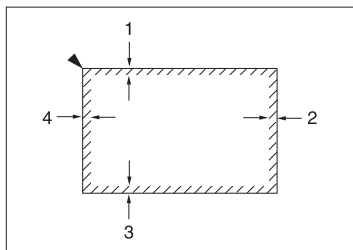
- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you might feel the exposure glass is heated. But this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying. When turning off the operation switch, make sure that copying is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change.
- Do not open the covers of machine while copying. If you do, misfeeds might occur.
- Do not move the machine while copying.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Remarks

Copier

- ❑ When copying from a colored original, the copier will scan the original 4 times for one copy. Be careful not to move the original during the scanning process. If the original is moved slightly, the colors (Cyan, Magenta, Yellow, and Black) might not combine properly.
- ❑ To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.
- ❑ Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- ❑ As a default setting, narrow margins on all four sides will not be copied as shown in the illustration.



GGGENKZE


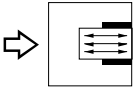
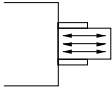

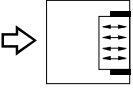
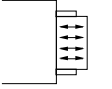
- 1: $2 \pm 2\text{mm}, 0.08'' \pm 0.08''$
- 2: $2 + 2 / -1.5\text{mm}, 0.08'' + 0.08'' / -0.06''$
- 3: $2 \pm 2\text{mm}, 0.08'' \pm 0.08''$
- 4: $5 \pm 2\text{mm}, 0.2'' \pm 0.08''$

Use and Storage of Supplies

Copy Paper

- Copy paper of the types or in the conditions listed below are not recommended for this copier.
 - Folded, curled, creased, or damaged paper
 - Torn paper
 - Perforated paper
 - Paper with conductive or low electrical resistance coating such as carbon or silver coating
 - Thermal paper, art paper
 - Thin paper that has low stiffness
 - Damp paper
 - Wavy paper
 - Stapled paper
 - Translucent paper
- Fan copy paper and OHP transparencies to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- When copying on rough surface paper, the copy image may be light.
- When making two-sided copies, do not load paper in the paper tray to copy the reverse side. Use the bypass tray. ➔ See page 36.

- ❑ When setting paper thinner than 64g/m², 17 lb or translucent paper in the paper trays or bypass trays, set it as shown in the figure below. The paper is divided into the vertical and horizontal types depending on the texture flow direction. If you set thin paper or translucent paper in the reverse direction, a paper jam might occur. Since A3, B4, 11" × 17", and 8½" × 14" sizes of thin paper are set in the lengthwise direction in this machine, they must be of the vertical type.

	Texture flow	Setting paper in the paper trays	Setting paper in the bypass tray
Vertical type			
Horizontal type			

GCYOS1E

GCYOS2E

Paper Storage

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

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

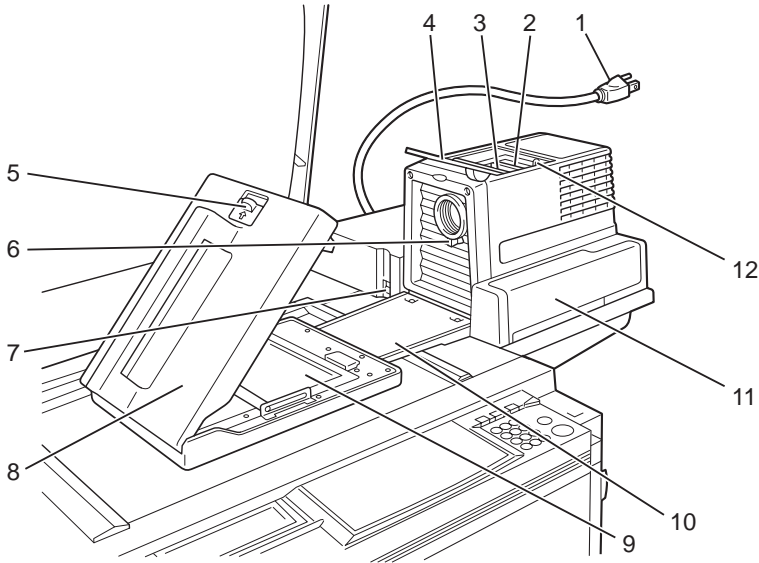
Toner Storage

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



Projector Unit Operation

Guide to Components



TRSR0A0E

1. Power cord

Plug the power cord into a wall outlet.

2. Holder slot

Set the holder here.

3. Filter slot

Insert the P or N filter here.

4. Film cover

To protect the slots from dust, close it when you are not using the projector.

5. Mirror unit release lever

Slide this to the left when opening the mirror unit.

6. Focusing lever

Adjusting the focus with this lever when you make copies from a glass mount film.

7. Power switch

Switches the power on or off.

8. Mirror unit

Reflects the light from the projector to the copier.

9. Fresnel lens

Pull this up when setting film on the exposure glass.

10. Lens cover

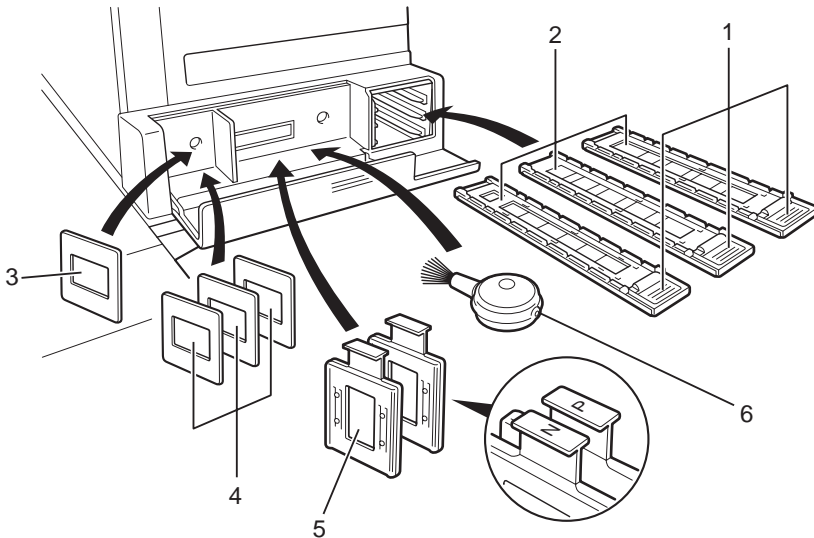
To protect the lens from dust, close it when you are not using the projector.

11. Accessory box

Accessories should be stored here.

12. Holder lever

Use to set the holder into the holder slot.



TRSROB0E

1. Lock levers

Use to fix the film after setting it in the holder.

2. Film holders

Set 35 mm film in one of these holders.

- Slide holder: Set mounted positive films in this holder. (This holder is covered with glass.)
- Film strip holder: Set negative or positive strip film and base film here.
- Glass mount film holder: Set the positive glass mount films in this holder. (This holder is covered with glass.)

3. Slide mount

Use to make a base film slide.

4. Base film slides

Use them when performing shading with Negative film.

5. Filters (P = Positive, N = Negative)

One of them should be set in the filter slot.

6. Blower brush

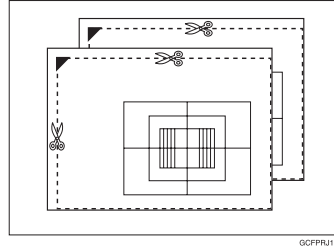
Use to clean the lens or glass.

Film position sheet

Use a duplicate of this sheet to place the film in the correct position on the exposure glass.

Make a copy from the original sheet, cut around the surrounding margin on the dotted lines, and cut away the center part corresponding to the size of the film to be copied.

Keep the original film position sheet.



Before Operating the Projector

Available Films and Setting

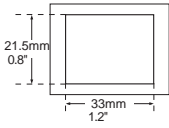
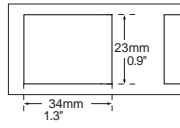
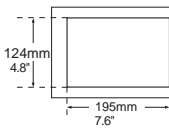
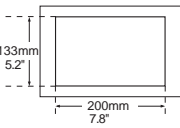
Setting location Film type/size	Slide film holder	Slide strip holder	Glass mount film Holder	Exposure glass (platen glass)
35mm mount film	○	×	×	×
35mm glass mount film	×	×	○	×
35mm strip film	×	○	×	○
60 × 45mm	×	×	×	○
60 × 60mm	×	×	×	○
60 × 70mm	×	×	×	○
60 × 80mm	×	×	×	○
60 × 90mm	×	×	×	○
6 × 6cm	×	×	×	○
4" × 5" (101.6 × 127mm)	×	×	×	○
Maximum size (140 × 210mm, 5.5" × 8.2")	×	×	×	○

Note

- Do not use the same film for more than 30 minutes.
- Do not store film in rooms where the temperature is more than 30°C, 86°F.
- For valuable images, we recommend copying from duplicates.
- When using a film strip, be sure to take it out from the film protection sheet.

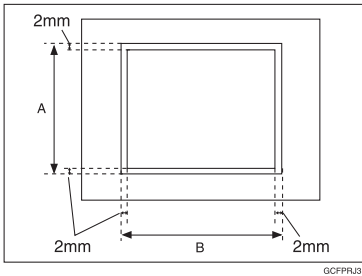
About Copying

When setting mount films and strip films in the film holders

	Mount films (using the slide holder)	Strip films (using the film strip holder)
Area of film that can be copied	 <p>21.5mm 0.8"</p> <p>33mm 1.2"</p> <p>GCFPRE1E</p>	 <p>23mm 0.9"</p> <p>34mm 1.3"</p> <p>GCFPRE2E</p>
Copy size (copying full size)	 <p>124mm 4.8"</p> <p>195mm 7.6"</p> <p>GCFPRE3E</p>	 <p>133mm 5.2"</p> <p>200mm 7.8"</p> <p>GCFPRE4E</p>

When setting wide films with the film position sheets

Narrow margins on all four sides will not be copied as shown in the illustration.



Film size	A	B
60 × 45mm	61.3mm	48mm
60 × 60mm	61.3mm	64mm
60 × 70mm	61.3mm	77mm
60 × 80mm	61.3mm	84mm
60 × 90mm	61.3mm	93mm
4" × 5"	99.6mm	125mm
Maximum	142mm	210mm

Notes for Operation

- ❑ First, you must perform shading to get the projector to register the condition of the film. This way, the projector can adjust the light intensity automatically while copying.
- ❑ If you press the **[Clear Modes]** key or **[Cancel]** key while using Projector function, all operations with the Projector will be canceled.
- ❑ You can adjust the color tone and color density manually.
- ❑ This projector has an automatic focus function, but if you use the glass mount film holder, adjust the focus manually.
- ❑ Do not forget to turn off the power switch of the projector when you are not using it.
- ❑ Do not obstruct the light path from the projector. If the light path is obstructed, the image might not match the original.
- ❑ This shading adjustment is very sensitive, so after the shading operation the mirror unit must be left perfectly still. Do not move it or allow vibrations to interfere with it. If this happens during copying, lines might appear on the copy. In that case, you must perform shading again.
- ❑ If you need to open and close the doors (to clear a jam or add toner), we recommend that you perform shading again afterwards.
- ❑ Avoid multi-wiring.

How to Copy from Film

The outline procedure for making copies is given below. Refer to the rest of this section for details of each step.

1 Position the projector. ➔ See page 153.



2 Prepare the film. ➔ See page 154.



3 Select the film type and perform shading. ➔ See page 158.



4 Adjust color, density, and focus. ➔ See page 171.



5 Select modes. ➔ See page 175.



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



7 Choose next job. ➔ See page 176.

Positioning the Projector

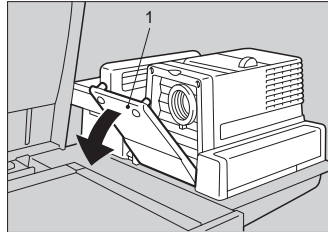
Note

- ❑ Do not touch the fresnel lens or the glass on the mirror unit. Fingerprints or dirty parts might appear on the copy. If the fresnel lens becomes dirty, wipe it. ➔ See page 180.

1 Plug the projector into the wall outlet.

2 Turn on the main switch of the projector.

3 Lift the platen cover or the document feeder and lower the projector lens cover.



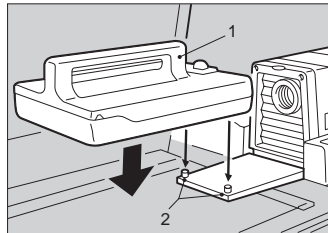
TRSR0D0E

1. Lens cover

4 Place the mirror unit so that the unit's position holes fit over the projector's positioning pins.

Note

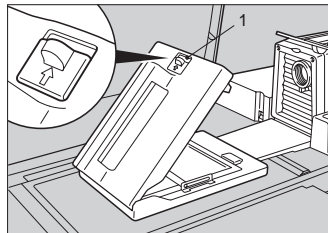
- ❑ Please be careful not to scratch the exposure glass when setting the mirror unit on it.



TRSR0E0E

1. Mirror unit
2. Positioning pins

5 Slide the mirror unit release lever in the direction of the arrow and open the mirror unit cover.



TRSR0E0E

1. Mirror unit release lever

Preparing the Film

Check this table to find out the key you should use for your film type.

Film Type		Filter	Base Film	Positioning Sheet	Holder	Key To Select	
35mm	Positive	Slide (Mount)	"P" (Positive Filter)	X	X	Slide Holder	Positive - 35mm
		Slide (Glass Mount)	"P" (Positive Filter)	X	X	Glass Mount Film Holder	Positive - 35mm
		Strip Film	"P" (Positive Filter)	X	X	Film Strip Holder	Positive - 35mm
	Negative	Strip Film	"N" (Negative Filter)	○	X	Film Strip Holder	Negative - 35mm
Others Max. Size: 142 × 210mm 5.5" × 8.2	Positive	"P" (Positive Filter)	X	○	X (Place on the exposure glass)	Positive - Special sizes	
	Negative	"N" (Negative Filter)	○	○	X (Place on the exposure glass)	Negative - Special sizes	

 **Note**

- When performing shading, you must set a filter that matches that type of film you will copy.
- Use an "N" filter for Negative films and a "P" filter for Positive films.

Selecting the Base Film (If Needed)

Note

- When you use negative film for copying, use that film's appropriate base film for shading.

1 Confirm the manufacture, model name, and ASA rating of the film you want to use.

2 Select a base film suitable for the film to copy.

Note

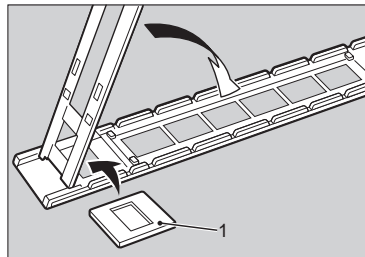
- The following base film slides have been prepared as accessories.
 - For FUJICOLOR (registered trademark of FUJI PHOTO COMPANY LIMITED.)
 - For AGFA (registered trademark of AGFAGEVAERT AG.)
 - For KODAK (registered trademark of EASTMAN KODAK COMPANY.)
- If you use film that does not have suitable base film, you should make the base film yourself. ➔ See page 178.

3 Open the film strip holder and set the base film in the film strip holder.

Note

- The base film must be set sideways in the strip holder.
- There is no difference between both sides of the base film.

4 Close the holder and lock it as shown in the illustration.



1: Base film

TRSR04GE

Setting Films in the Holder (If Needed)

Check which type of holder you should use. ➔ See page 154.

Slide Holder/Glass Mount Film Holder

Note

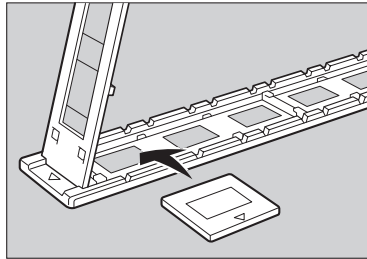
- The slide holder is covered with glass. Set the mount films in the slide holder.
- The glass mount film holder is not covered with the glass. Set the glass mount films (covered by glass) in the glass mount film holder.
- Positive films are usually set in a slide mount or glass mount. If you use positive film not set in a mount, set it in the film strip holder. ➔ See below.

1 Open the cover of the slide holder or glass mount film holder, and set the slides in the holder one by one.

Note

- Set the front side of the film face down when setting in the slide holder or glass mount film holder.
- When setting in the slide holder, make sure that all slides are aligned with the glass of the slide holder cover.

2 Close the holder and lock it.



Film Strip Holder

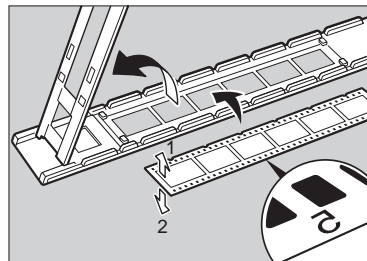
Note

- Negative film usually come in stripes.
- Follow this procedure for positive strip film as well.

1 Open the film strip holder. Put the front side of the film face down and set it in the film strip holder.

Note

- When setting film, leave the base film in the film strip holder. This is convenient when performing shading again.

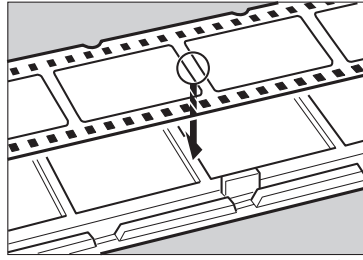


1. Back
2. Front

2 Adjust the position of the film.

Note

- Do not touch the image parts of the film when adjusting.



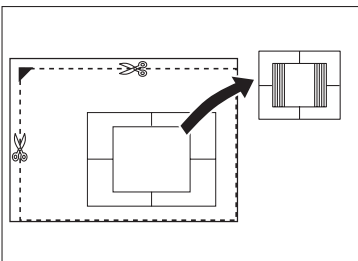
TRSR0WGE

3 Close the film strip holder and lock it .

Cutting the Film Position Sheet (If Needed)

If you do not use the holders and position the film on the exposure glass, a positioning sheet is required.

Make a copy of one of the positioning sheet originals and use it to make your own sheet. Cut a hole the size of the film from the center of the copy, then crop the sheet by cutting around the dotted lines.

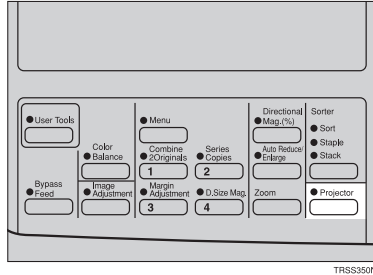


GCPSTN1E

Selecting the Film Type and Perform Shading

The procedures are different depending on the type of film.

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

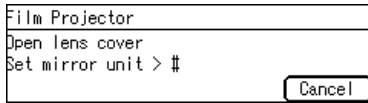


TRSS350N

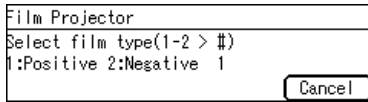
2 Position the projector, then press the **[#]** key.

Reference

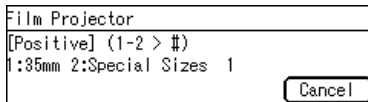
Positioning the projector, see page 153.



3 Select the film type with the **[Number]** keys, then press the **[#]** key.



4 Select the film size with the **[Number]** keys, then press the **[#]** key.



5 Follow the shading procedure appropriate to your film type – see below.

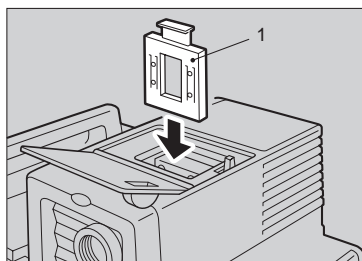
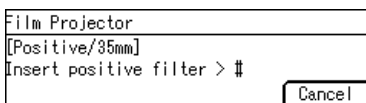
Film type	Film size	Go to page...
Positive	35mm	Page 159.
	Special Sizes	Page 161.
Negative	35mm	Page 164.
	Special Sizes	Page 167.

Positive—35mm (Slide Holder/Mount Film Holder/Film Strip Holder)

1 Open the film cover and insert the “P” (Positive) filter firmly in the left slot as shown in the illustration. Then press the [#] key.

 **Note**

- Be careful to insert the filter as shown, not the other way around.
- Before going to the next step, make sure that fresnel lens is lowered in position.



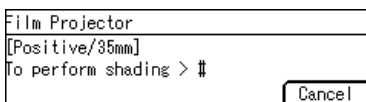
1. Filter

TRSR0FOE

2 To perform shading, press the [#] key.

 **Note**

- The machine will start shading automatically.

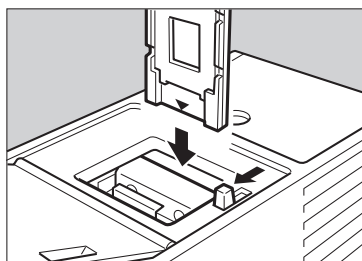


3 Set the film (slide or strip) in the holder.

 **Reference**

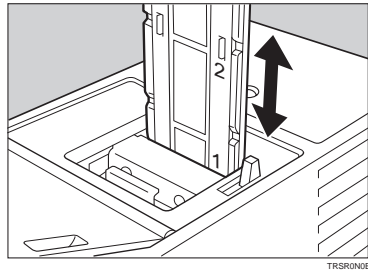
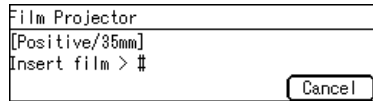
- Regarding setting the film, see page 156.

4 While pressing the holder lever to the left, insert the holder in the right slot.



TRSR0YOE

- 5** Adjust the holder by sliding it up and down to position the correct frame for copying. Then press the **[#]** key.



- 6** If needed, adjust the color, density, or focus.

 **Reference**

- For details,  see page 171.

- 7** If needed, select the copier modes.

 **Reference**

- For details,  see page 175.

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

- 9** Choose your next job.

 **Reference**

- For details,  see page 176.

Positive—Special Sizes


- 1 Insert the “P” (Positive filter) in the left slot as shown in the illustration. Then press the [#] key.

 **Note**

- Be careful to insert the filter as shown, not the other way around.

- 2 Cut the positioning sheet to match the film size.

 **Reference**

- Regarding the positioning sheet,  See page 157.

- 3 Place the positioning sheet under the mirror unit (on the exposure glass). Then press the [#] key.

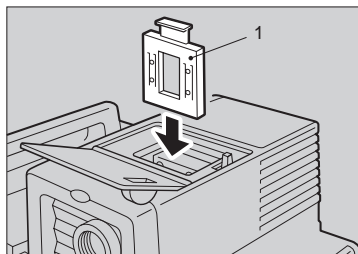
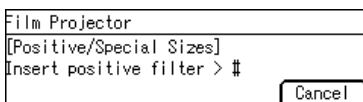
 **Note**

- Place the marked corner of the film position sheet at the rear left corner of the exposure glass.
- Before going to the next step, make sure that the fresnel lens is lowered in position.

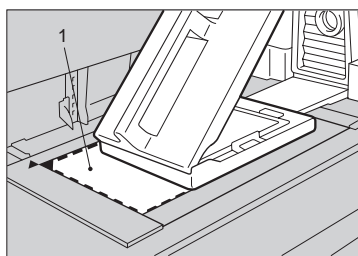
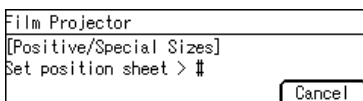
- 4 To perform shading, press the [#] key.

 **Note**

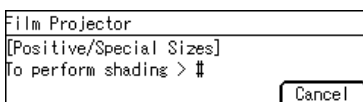
- The machine will start shading automatically.



1: Filter

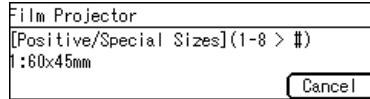


1. Positioning sheet



5 Select the film size (1 - 8) using the **[Number]** keys. Then press the **[#]** key.

No.	Film Size
1	60 × 45mm
2	60 × 60mm
3	60 × 70mm
4	60 × 80mm
5	60 × 90mm
6	6 × 6cm
7	4" × 5" (101.6 × 127mm)
8	Maximum size (142 × 210mm or 5.5" × 8.2")



6 Lift the fresnel lens, place the film inside the film position sheet, and lower the fresnel lens. Then press the **[#]** key.

Note

- Place the film face down.
- If the film is curled, the copy image might be out of focus. In this case, make the cutout film position sheet a little smaller than the film size and use it to hold the film down.

7 If needed, adjust the color, density, or focus.

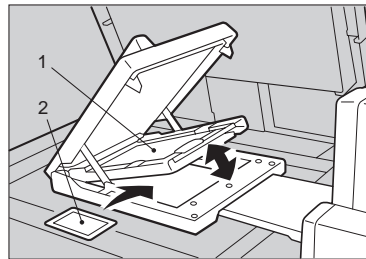
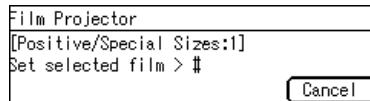
Reference

- For details, see page 171.


8 If needed, select the copier modes.


Reference

- For details, see page 175.



1. Fresnel lens
2. Film

 Press the **[Start]** key.

 Choose your next job.

 **Reference**

For details,  see page 176.

Negative—35mm (Film Strip Holder)

1 Insert the “N” (Negative) filter in the left slot as shown in the illustration. Then press the **[#]** key.

 **Note**

- Be careful to insert the filter as shown, not the other way around.
- Before going to the next step, make sure that the fresnel lens is lowered in position.

2 Set the base film in the holder.

 **Reference**

- Regarding setting the base film, see page 155.

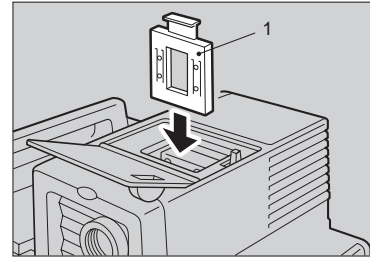
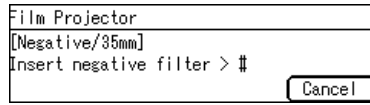
3 Open the film cover and while pressing the holder lever to the left, insert film strip holder the right slot.

4 Insert the holder until the ★ mark is placed as shown in the illustration. Then press the **[#]** key.

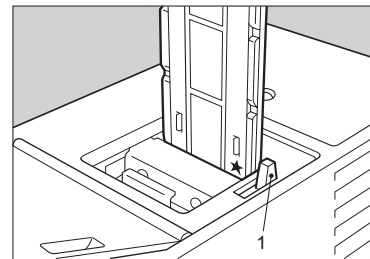
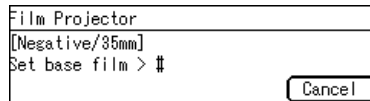
5 To perform shading, press the **[#]** key.

 **Note**

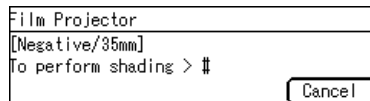
- The machine will start shading automatically.



1: Filter



1: Holder lever

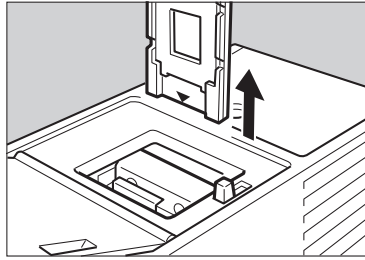


6 Pull out the film strip holder with the base film.

7 Set the film in the holder.

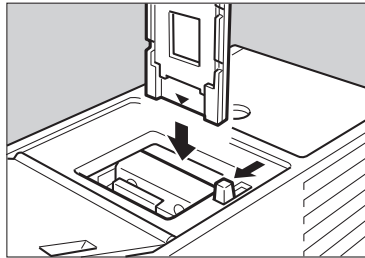
Reference

☐ Regarding setting the film, ➡ see page 156.



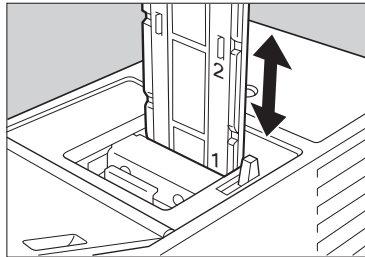
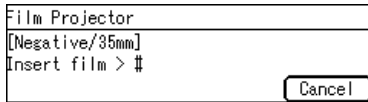
TRSR020E

8 While pressing the holder lever to the left, insert the holder in the right slot.



TRSR030E

9 Adjust the holder by sliding it up and down to position the correct frame for copying. Then press the **[#]** key.



TRSR030E

10 If needed, adjust the color, density, or focus.

Reference

☐ For details, ➡ see page 171.

11 If needed, select the copier modes.

 **Reference**

For details,  see page 175.

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

13 Choose your next job.

 **Reference**

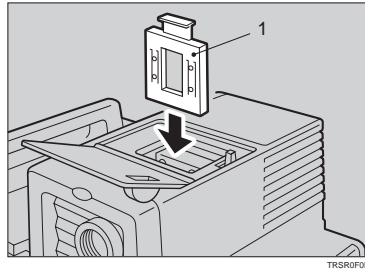
For details,  see page 176.

Negative—Special Sizes

- 1 Insert the “N” (Negative) filter in the left slot as shown in the illustration. Then press the [#] key.

 **Note**

- Be careful to insert the filter as shown, not the other way around.



1: Filter

- 2 Cut the positioning sheet to match the film size.

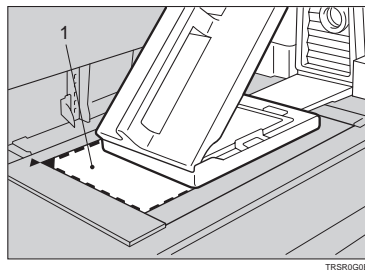
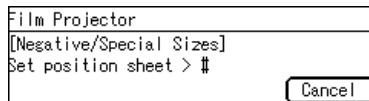
 **Reference**

- Regarding the positioning sheet, see page 157.

- 3 Place the positioning sheet under the mirror unit (on the exposure glass). Then press the [#] key.

 **Note**

- Place the marked corner of the film position sheet at the rear left corner of the exposure glass.
- Before going to the next step, make sure that the fresnel lens is lowered in position.



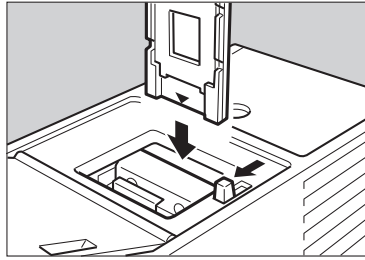
1. Positioning sheet

- 4 Set the base film in the film strip holder.

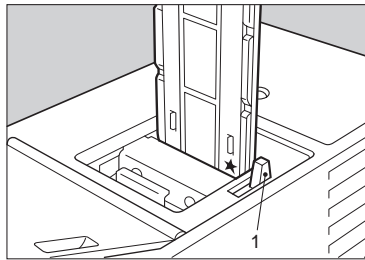
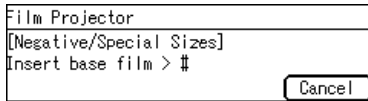
 **Reference**

- Regarding setting the base film, see page 155.

- 5 Open the film cover and while pressing the holder lever to the left, insert the film strip holder in the right slot.



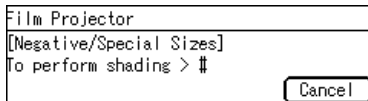
- 6 Insert the holder until the ★ mark is placed as shown in the illustration. Then press the [#] key.



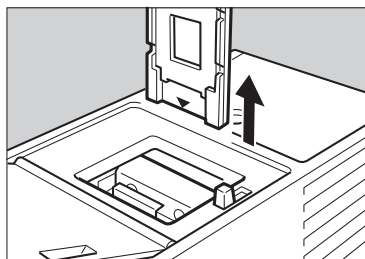
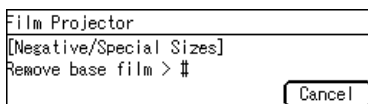
- 7 To perform shading, press the [#] key.

 Note

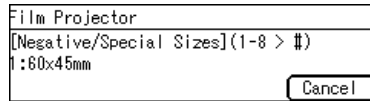
- The machine will start shading.



- 8 Pull out the film strip holder with the base film. Then press the [#] key.

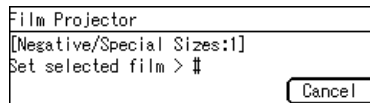


9 Select the film size (1 - 8) using the **[Number]** keys. Then press the **[#]** key.



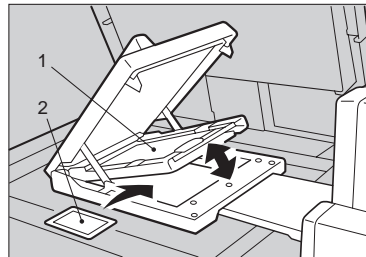
No.	Film Size
1	60 × 45mm
2	60 × 60mm
3	60 × 70mm
4	60 × 80mm
5	60 × 90mm
6	6 × 6cm
7	4" × 5" (101.6 × 127mm)
8	Maximum size (142 × 210mm or 5.5" × 8.2")

10 Lift the fresnel lens, place the film inside the positioning sheet, and lower the fresnel lens. Then press the **[#]** key.



Note

- Place the film face down.
- If the film is curled, the copy image may be out of focus. In this case, make the cut out film position sheet a little smaller than the film size and use it to hold the film down.



1: Fresnel lens
2: Film

11 If needed, adjust the color, density, or focus.

Reference

- For details, see page 171.

12 If needed, select the copier modes.

 **Reference**

For details,  see page 175.

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

14 Choose your next job.

 **Reference**

For details,  see page 176.

Adjusting Color, Density and Focus

After shading, you can adjust the color tone, image density, or manual focusing.

Note

- When setting the glass mount film holder, manual focus adjustment is required.
- You can adjust the focus manually for 35 mm film only.

Color Tones in Film Scanning

Use these modes when you want to adjust the overall color tone of copies. Also use these modes when you use negative film, because the color tone of copies varies with the film brand. You can adjust the tone of copies by adjusting Cyan, Magenta, and Yellow (three basic colors).

Notes on Color Tone Adjustments

- If the color balance differs slightly from your image, you can also change the tones with the Color Balance Adjustment (☛ See page 88) function.
- If dark parts are too black, change the U.C.R. adjustment to level 3 (default = level 5). ☛ See page 91.

Density Adjustment

- Density can be set not only with this display, but also with Image Density Adjustment. However, when adjusting for the projector, we recommend you adjust the image density with this display.

Adjusting the Color Tone/Brightness Using Negative Film

- When you copy negative film, adjust the color tone (density of yellow, magenta, and cyan) and brightness (quantity of light) according to the table below. However, even when you use the same type of film, you must use different settings depending on the way the original picture is taken or developed. If you cannot make copies as you want, perform adjustment.
- You can also use the “Color Balance Adjustment” function of the copier to correct slight color difference. ➔ See page 88.
- ◆ The following table uses these values to indicate the color tone and brightness levels (the crosshatched values () are the default settings):

Yellow (Y)	Lighter	←	1	2	3	4	5	6	7	8	9	→	Darker
Magenta (M)	Lighter	←	1	2	3	4	5	6	7	8	9	→	Darker
Cyan (C)	Lighter	←	1	2	3	4	5	6	7	8	9	→	Darker
Density	Lighter	←	1	2	3	4	5	6	7	8	9	→	Darker

Manufacturer	FUJI COLOR						Kodak						
Film type	SUPER G ACE *3		SUPER V *4	SUPER G *5		REALA ACE *6	GOLD *7			ROYAL GOLD *8		GOLD *9	
ISO sensitivity	100	400	800	100	200	800	100	200	400	100	400	800	
Color	Y	5	5	5	4	3	5	4	5	5	5	5	
	M	5	5	5	5	5	6	7	7	6	7	5	6
	C	5	5	5	3	3	5	6	6	5	6	5	5
Density *1	6	4	5	6	5	4	5	4	5	5	5	5	
Density *2	5	3	4	5	4	3	4	3	4	4	4	4	

Manufacturer	Konica					AGFA			
Film type	LV *10		COLOR JX *11			COLOR HDC *12			
ISO sensitivity	100	200	100	200M	400	100	200	400	
Color	Y	3	3	4	5	5	4	6	8
	M	6	5	7	4	5	5	6	5
	C	5	4	5	4	3	5	5	2
Density *1	5	5	6	5	5	5	4	5	
Density *2	4	4	5	4	4	4	3	4	

- Density *1 should be used when film is set in the film holder.
- Density *2 should be used when film is set on the exposure glass (platen glass).

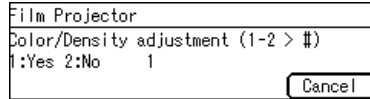
*3, *4, *5, *6: These products are registered trademarks of Fuji Photo Film Co., Ltd.

*7, *8, *9: These products are registered trademarks of Kodak Ltd.

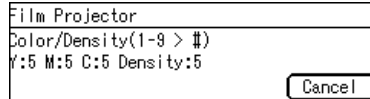
*10, *11: These products are registered trademarks of Konica Corporation.

*12: This product is a registered trademark of Agfa Gevaert AG.

- 1 If you want to adjust the color tone or image density, select "1" with the **[Number]** keys, then press the **[#]** key.



- 2 Select the level (1 - 9) for Yellow with the **[Number]** key, then press the **[#]** key.



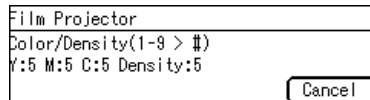
Note

- Y means Yellow, M means Magenta, and C means Cyan.

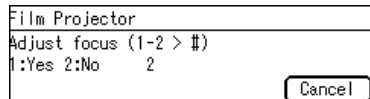
Level	Density
1	Lighter
↑	↑
5	
↓	↓
9	Darker

- 3 Repeat step 2 for Magenta and Cyan.

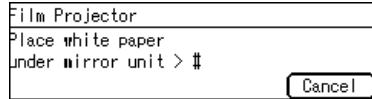
- 4 Select the density level, then press the **[#]** key.



- 5 If your film type is 35mm and you want to adjust focus manually, select 1 with the **[Number]** keys, then press the **[#]** key.



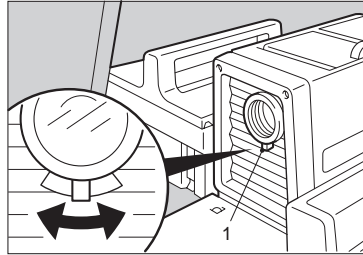
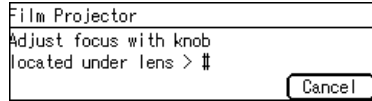
- 6** Place a blank piece of white paper under the mirror unit, then press the **[#]** key.



- 7** Adjust the focus with the focusing lever, then press the **[#]** key.

 **Note**

- After copying, return the focusing lever to the center.



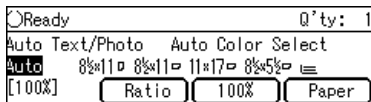
1: Focusing lever

Selecting Modes

You can select copier modes with the projector.

- Regarding the modes that cannot be selected with the projector, see page 96.

1 After shading, select the modes.



Note

- This operation is the same as that described in the “Copying” chapter.

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

Choosing Next Job

After copying, you can select the next job:

- Continue:

You can copy the same film again, or you can copy another film which is of the same type.

- Retry (Color/Density):

You can adjust the color tone, image density, or adjust the focus manually.

- Retry (Shading):

If the mirror unit is moved, or if some lines appear on the copy, you can perform shading again.

- Select film type:

You can change the type of film.

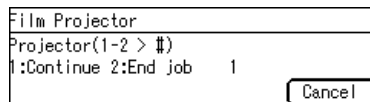
- End job:

You can finish using the projector, ➔ see page 177.

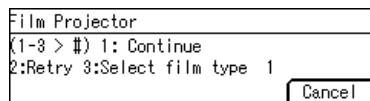
1 Make sure that the “1” is selected, then press the **[#]** key.

Note

If you want to finish using the projector, select “2” with the **[Number]** keys, then press the **[#]** key.

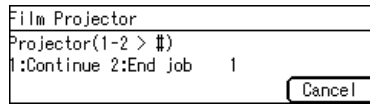


2 Select your next job with the **[Number]** keys, then press the **[#]** key.



Exiting Projector Mode

- 1 Select "2" with the **[Number]** keys, then press the **[#]** key.

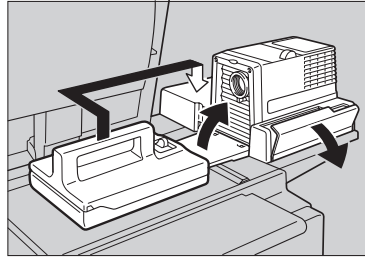


- 2 Replace the mirror unit to its original position.

Note

- Be careful not to touch the fresnel lens. If you do touch it, clean it. See page 180.

- 3 Return the holders, filters, and other accessories to the accessory box.



TRSR002E

- 4 Close the lens cover.

- 5 Turn off the power switch.

Note

- Though the power switch is turned off, the cooling fan may be still working. Therefore, please wait a few moments before unplugging the power cord.

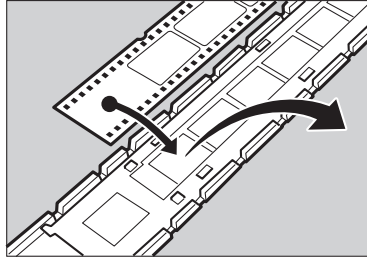
What to do if Something Goes Wrong

1. If the color balance is not right

- ❑ If the color density leans to red or blue, or isn't properly balanced, perform the color density adjustment, and the color balance adjustments for Yellow, Magenta, and Cyan. ➔ See page 88.

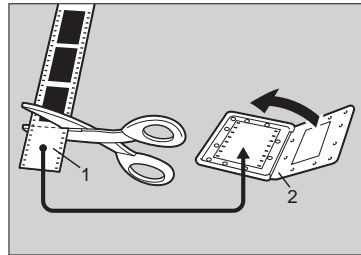
2. If the film you want to copy does not match the types of base film included.

- ❑ If you do not plan on copying from this type of film often, use an unexposed frame of the same film strip, if available, when performing shading.



TRSR1AGE

- ❑ If you plan on copying from this type of film often, make a base slide using an unexposed, developed frame of the film.



TRSRJG0E

1: Unexposed part
2: Mount

- ❑ If you have no blank unexposed frame of the same type of film, you can use an unexposed frame from film produced by the same company, but the colors might differ a bit.

3. If the copy image is out of focus.

- ❑ Check if the image on the film is focused or not. If it is, make sure the film is correctly set in the holder.
- ❑ If you reset the film correctly in the holder and the image is still out of focus, or if you use a different image, and the copy image is out of focus in every case, please call your service representative.
- ❑ You can adjust the focus manually with the focusing lever. ➔ See page 171.

4. If the edge of the original image does not appear on the copy.

- ❑ Check the size of the area that can be copied. ➔ See page 150.
- ❑ When setting film in the holder, be sure to position the desired frame properly.

- To extend the area that can be copied, use the glass mount film holder and focus manually.

5. If the projection lamp does not light.

- If the projection lamp does not light and a service message appears on the screen, the lamp might be burned out. In this case, please call you service representative.

6. If you move the mirror unit.

- Perform the shading operation once again.

7. If lines appear on the copy.

- Perform the shading operation again.
- Some possible causes are:
 1. A long time has passed since shading.
 2. Many copies were made since shading and the mirror unit has moved due to copier operation.
 3. Someone might have leaned on the machine or put something on it.
- If copying from negative film, thin black lines might-appear on the lighter part of the copy, even after shading.

8. Black lines appear on the edge.

- These lines are shadows caused by the film holder and cannot be eliminated.

9. If a ring pattern appears on the copy.

- The ring pattern is present on the film itself, and the machine is sensitive enough to pick it up. Try to change the film setting direction. Adjusting the focusing lever so that the image is slightly out of focus will eliminate most of the pattern.
- Also, try the following:
 - Open and close the film cover.
 - Slide the film in the holder a bit.
 - Turn the film around in the holder. (Do not flip it over.)

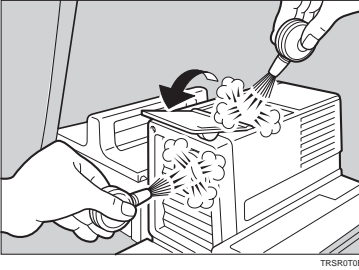
Daily Maintenance

Exterior

Wipe with a dry soft cloth.

Lens

Blow off any dust using the blower brush. If there are fingerprints on the lens, wipe them with a soft cloth.

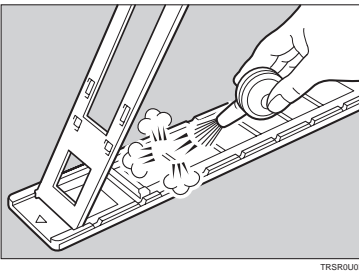


Film Holder

Blow off any dust using the blower brush. If there are fingerprints on the glass, wipe with a soft cloth.

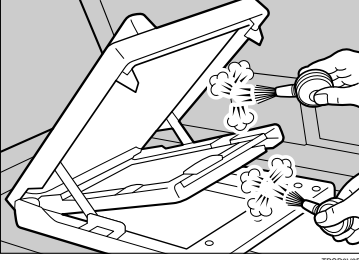
Holder Slot

Blow off any dust using the blower brush.



Mirror Unit

Blow off any dust using the blower brush. If there are fingerprints on the glass, wipe with a soft cloth.



TRSR0006E



Specifications

- Configuration:** Desktop
- Process:** Dry electrostatic transfer system
- Resolution:** 400 dpi
- Gradations:** 256 gradations
- Originals:** Sheet, book, objects
- Original size:** Maximum: A3, 11" × 17"
- Copy paper size:** Trays: A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/2" × 11"☐☐, 5 1/2" × 8 1/2"☐
- Bypass tray: ←See page 36.
- Copy paper weight:** Trays: 64 - 105g/m², 17 - 28 lb
Bypass tray (Simplex): 52 - 160g/m², 14 - 43 lb
Bypass tray (Duplex): 64 - 160g/m², 17 - 43 lb
(When you use paper heavier than 104.7g/m², 28 lb, use the bypass tray and select Thick Paper mode.)
- Copy paper capacity:** Tray: 500 sheets
Bypass tray: 50 sheets

**Copying speed
(Full size):**

Full color (4 colors):

	Standard mode	OHP/Thick paper mode
A4☐, 8 1/2" × 11"☐	6 copies/minute	3 copies/minute
A3☐, 11" × 17"☐	3 copies/minute	1.5 copies/minute

Black, Yellow, Magenta, Cyan:

	Standard mode	OHP/Thick paper mode
A4☐, 8 1/2" × 11"☐	21 copies/minute	5 copies/minute
A3☐, 11" × 17"☐	11 copies/minute	2.5 copies/minute

Blue (Magenta + Cyan), Green (Yellow + Cyan):

	Standard mode	OHP/Thick paper mode
A4☐, 8 1/2" × 11"☐	9 copies/minute	4 copies/minute
A3☐, 11" × 17"☐	4.5 copies/minute	2 copies/minute

Red (Yellow + Magenta):

	Standard mode	OHP/Thick paper mode
A4□, 8 1/2" × 11"□	7 copies/minute	3.5 copies/minute
A3□, 11" × 17"□	3.5 copies/minute	1.5 copies/minute

Black + Yellow, Black + Magenta, Black + Cyan:

	Standard mode	OHP/Thick paper mode
A4□, 8 1/2" × 11"□	7 copies/minute	3.5 copies/minute
A3□, 11" × 17"□	3.5 copies/minute	1.5 copies/minute

First copy time:

	Standard mode	OHP/Thick paper mode
Full colors (4 colors)	22 seconds or less	35 seconds or less
Black, Yellow, Magenta, Cyan	8 seconds or less	23 seconds or less
Blue (Magenta + Cyan)	16 seconds or less	27 seconds or less
Green (Yellow + Cyan)		
Red (Yellow + Magenta)	16 seconds or less	27 seconds or less
Black + Yellow	16 seconds or less	27 seconds or less
Black + Magenta		
Black + Cyan		

(A4□, 8 1/2" × 11"□, when setting an original on the exposure glass and full size copying)

Non-reproduction area: Leading edge: 5±2mm, 0.2" ±0.08"

Trailing edge: 2+2/-1.5mm, 0.08"+0.08"/-0.06"

Side: 2±2mm, 0.08" ±0.08"
(Total 4mm, 0.16" or less)**Toner replenishment:** Cartridge (220g/cartridge)**Warm-up time:** About 7 minutes (20°C, 68°F)

Reproduction ratios: 5 enlargement and 7 reduction

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Power consumption:

	Copier only	Full system*
Warm up	1.3kW	1.3kW
Stand-by	0.4kW	0.4kW
Copying	1.1kW	1.1kW
Maximum	less than 1.5kW	less than 1.5kW

* Full system: Mainframe with the document feeder, 20-bin sorter stapler and 1500-sheet tray unit.

Noise Emission:

Sound pressure level (The measurements are made according to ISO 7779 at the operator position.)

	Copier only
Stand-by	less than 38.5dB (A)
Copying	less than 55dB (A)

Sound power level
(The measurements are made according to ISO 7779.)

	Copier only
Stand-by	less than 55dB (A)
Copying	less than 69dB (A)

Dimensions (WDXH up to the exposure glass):

620 X 680 X 602mm, 24.5" X 26.8" X 23.8"

Weight: Approx. 105kg, 231.5 lb

Specifications are subject to change without notice.

Document Feeder (Option)

Original Feed:	Automatic reverse document feed - ARDF mode Automatic document feed - ADF mode Semi-automatic document feed - SADF mode
Original size:	A3 <input type="checkbox"/> - B6 <input type="checkbox"/> <input type="checkbox"/> (B6 <input type="checkbox"/> <input type="checkbox"/> cannot be used in ARDF mode) 11" X 17" <input type="checkbox"/> - 5 1/2" X 8 1/2" <input type="checkbox"/> <input type="checkbox"/>
Original weight:	SADF mode, ADF mode: 40 - 128g/m ² , 11 - 34 lb ARDF mode: 52 - 105g/m ² , 14 - 28 lb (For 40 - 52g/m ² , 11 - 14 lb originals, use Thin Paper mode.)
Maximum number of originals to be set:	50 sheets (80g/m ² , 20 lb)
Original set:	Face up, First sheet on top
Original transport:	One flat belt
Maximum power consumption:	45W (Power is supplied from the main frame.)
Weight:	Less than 10.5kg, 23.2 lb
Dimensions: (W X D X H)	610 X 507 X 130mm, 24.1" X 20.0" X 5.2"

Specifications are subject to change without notice.

20-bin Sorter Stapler (Option)

Number of bins: 20 bins + proof tray

Paper size for bins

(Normal paper mode): Sort/Stack:

A3□, B4□, A4□□, B5□□, 11" × 17"□, 10" × 14"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 8 1/2" × 11"□□, 12" × 18"□

Staple:

A3□, B4□, A4□□, B5□□, 11" × 17"□, 10" × 14"□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 8 1/2" × 11"□□

Paper weight for bins: 52g/m² - 157g/m², 14 - 42 lb

Bin capacity

(Normal paper mode): Sort: A4, 8 1/2" × 11" or smaller: 30 copies (80g/m², 20 lb)

B4, 8 1/2" × 13" or larger: 25 copies (80g/m², 20 lb)

Stack: A4, 8 1/2" × 11" or smaller: 25 copies (80g/m², 20 lb)

B4, 8 1/2" × 13" or larger: 20 copies (80g/m², 20 lb)

Stapler capacity

(Normal paper mode): 30 sheets (80g/m², 20 lb)

Proof tray capacity: 100 sheets (80g/m², 20 lb)

Maximum power consumption:

35W (Power is supplied from the main frame.)

Weight:

20.5kg, 45.2 lb

Dimensions:
(W × D × H)

430 × 570 × 680mm, 17.0" × 22.5" × 26.8"

□ Specifications are subject to change without notice.

10-bin Sorter Stapler (Option)

Number of bins:	10 bins + proof tray
Paper size for bins:	Sort/Stack: A3☐, B4☐, A4☐☐, B5☐☐, 11" × 17"☐, 10" × 14"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/4" × 13"☐, 8 1/2" × 11"☐☐ Staple: A3☐, B4☐, A4☐☐, B5☐☐, 11" × 17"☐, 10" × 14"☐, 8 1/2" × 14"☐, 8 1/2" × 13"☐, 8 1/4" × 13"☐, 8 1/2" × 11"☐☐
Paper weight for bins:	52g/m ² - 157g/m ² , 14 - 42 lb
Bin capacity:	Sort: A4, 8 1/2" × 11" or smaller: 30 copies (80g/m ² , 20 lb) B4, 8 1/2" × 13" or larger: 25 copies (80g/m ² , 20 lb) Stack: A4, 8 1/2" × 11" or smaller: 25 copies (80g/m ² , 20 lb) B4, 8 1/2" × 13" or larger: 20 copies (80g/m ² , 20 lb)
Stapler capacity:	20 sheets (80g/m ² , 20 lb)
Proof tray capacity:	100 sheets (80g/m ² , 20 lb)
Maximum power consumption:	33W (Power is supplied from the main frame.)
Weight:	12.4kg, 27.4 lb
Dimensions: (W × D × H)	381 × 548 × 443mm, 15.0" × 21.6" × 17.5"

☐ Specifications are subject to change without notice.

3-bin Sorter (Option)

Number of bins: 3 bins

Paper size for bins: A3□, B4□, A4□□, B5□□, A5□□, B6□, A6□, 11" × 17"□, 10" × 14□, 8 1/2" × 14"□, 8 1/2" × 13"□, 8 1/4" × 13"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□, 12" × 18"□

Paper weight for bins: Face-up: 1st bin: 52 - 160g/m², 14 - 42 lb
2nd and 3rd bins: 52 - 105g/m², 14 - 28 lb

Face-down: 64 - 105g/m², 17 - 28 lb

Bin capacity

(Normal paper mode): 1st bin: A4, 8 1/2" × 11" or smaller: 500 sheets (80g/m², 20 lb)
B4, 8 1/2" × 13" or larger: 250 sheets (80g/m², 20 lb)

2nd and 3rd bins:

A4, 8 1/2" × 11" or smaller: 250 sheets (80g/m², 20 lb)

B4, 8 1/2" × 13" or larger: 125 sheets (80g/m², 20 lb)

Maximum power consumption:

30W (Power is supplied from the main frame.)

Weight:

Less than 14kg, 30.9 lb

**Dimensions:
(W × D × H)**

361 × 483 × 427mm, 14.3" × 19.1" × 16.9"

□ Specifications are subject to change without notice.

1000-sheet Tray Unit (Option)

Copy paper weight: 64 - 105g/m², 17 - 28 lb

Available paper size: A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐,
8 1/2" × 11"☐☐, 5 1/2" × 8 1/2"☐

Maximum power consumption: 50W (Power is supplied from the main frame.)

Paper capacity: 500 sheets × 2 trays

Dimensions: 620 × 680 × 390mm, 24.5" × 26.8" × 15.4"
(W × D × H)

Weight: Approx. 32kg, 70.6 lb

Specifications are subject to change without notice.

1500-sheet Tray Unit (Option)

Copy paper weight: 64 - 105g/m², 17 - 28 lb

Available paper size: A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐,
8 1/2" × 11"☐☐, 5 1/2" × 8 1/2"☐

Maximum power consumption: 50W (Power is supplied from the main frame.)

Paper capacity: 500 sheets × 3 trays

Dimensions: 620 × 680 × 390mm, 24.5" × 26.8" × 15.4"
(W × D × H)

Weight: Approx. 37kg, 81.6 lb

Specifications are subject to change without notice.

Projector Unit (Option)

Acceptable film types:	Type: Positive film, Negative film
	Size: 35mm
	Others: 60 X 45mm, 60 X 60mm, 60 X 70mm, 60 X 80mm, 60 X 90mm, 4" X 5"
	Max: 142 X 210mm, 5.5" X 8.2"
	Mount: Yes (Up to 5 frames can be set in a film holder.)
	Strip: Yes (A series of 6 frames can be set in a film holder.)
Focusing:	Fixed/Manual
Maximum power consumption:	70W
Weight:	Projector: Approx. 7.9kg, 17.5 lb Mirror unit: Approx. 2.7kg, 6.0 lb
Dimensions : (W X D X H)	Projector: 300 X 442 X 212mm, 11.9" X 17.5" X 8.4" Mirror unit: 298 X 232 X 50mm, 11.8" X 9.2" X 2.0"
Remarks:	The holder is required for installation.

Specifications are subject to change without notice.



INDEX

2 Sided → 1 Sided, 65

A

A.C.S. Sensitivity Level, 92
Access to Machine, 139
Adding Staples, 111
Adding Toner, 106
Auto Reduce / Enlarge, 43
Auto Separation Sensitivity Level, 92
Auto Start, 46
Auto Text/Photo mode, 31
Auto color selection mode, 27
Auto image density, 25
Auto paper select, 35

B

Background Density, 91
Basic Operation, 24
Behind cover, 2
Black Copy mode, 28
Book → 1 Sided, 63
Bypass tray, 3, 36

C

Centering, 60
Changing Paper Size, 116
Check Modes, 50
Clearing Misfeeds, 108
Color Balance, 88
Color Balance Adjustment, 88
Color Balance Program, 89
Color Conversion, 73
Color Creation, 73
Color Erase, 75
Color Mode, 27
Combination Chart, 96
Combine, 67
Combined auto and
 manual image density, 26
Contrast, 91
Copy Paper Size, 35
Copy tray, 2
Counter, 50
Cover Sheet, 69

D

Directional Magnification (%), 55
Directional Size
 Magnification (inch), 57
Do's and Don'ts, 140

E

Energy Saver mode, 13, 44
Exposure glass (platen glass), 2

F

Finishing, 80
Front & Back Covers, 71
Front Cover, 69
Full Color Copy mode, 27

I

Image Adjustment, 91
Image Creation, 77
Image Density, 25
Interrupt Copying, 45

L

Loading Paper, 104

M

Machine Environment, 137
Machine Exterior, 2
Main power switch, 2, 12
Maintaining Your Machine, 136
Manual image density, 25
Manual paper select, 35
Margin Adjustment, 61
Mirror, 77

O

Options, 4
Operation panel, 2, 6
Operation switch, 2, 12
Original Image Type, 31
Originals, 14

P

Panel Display, 8
Paper Storage, 143
Paper tray, 2
Pastel, 91
Photo mode, 33
Platen cover, 2
Positive/Negative, 79
Power Connection, 138
Preset R/E, 51
Program, 47
Projector Unit Operation, 145

R

Reduce/Enlarge, 51
Remarks, 141
Removing Jammed Staples, 113
Removing the Platen Cover, 22
Right covers, 3

S

Safety Information, iii
Series Copies, 63
Setting Non-standard Sized
Originals, 20
Setting Originals of Different Sizes
in the Document Feeder, 19
Setting Originals on the Exposure
Glass (Platen Glass), 15
Setting a Stack of Originals in the
Document Feeder, 16
Setting one Original at a Time in
the Document Feeder, 17
Sharp/Soft, 91
Shifting the Image, 60
Single Color mode, 28
Sort, 80
Special Original mode, 34
Specification, 183
Stack, 82
Staple, 84
Starting the Machine, 12
Stopper, 2

T

Text mode, 32
Toner Storage, 143
Twin Color mode, 29

U

U.C.R. Adjustment, 91
Use and Storage of Supplies, 142
User Tools, 119
User Tools Menu, 121
User codes, 13

V

Ventilation holes, 3

W

Where to Put Your Machine, 137

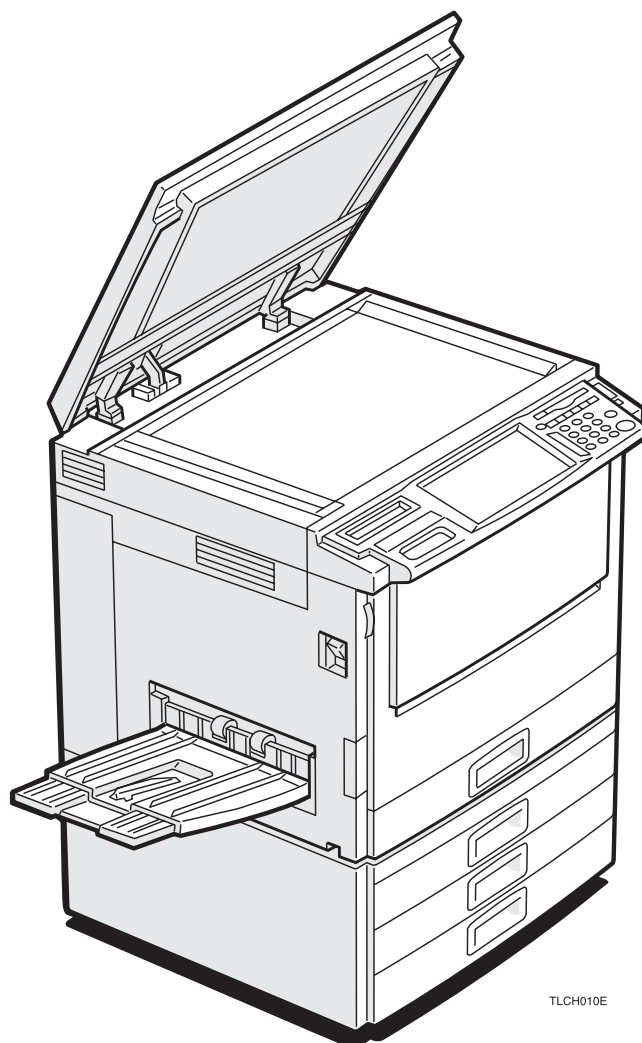
Z

Zoom, 53



Aficio ColorTM 4006/4106

Operating Instructions



TLCH010E

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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

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

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

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

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


Safety Information

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

Safety during Operation

In this manual, the following important symbols are used:

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

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

Examples of Indications




Symbols  mean a situation that requires you take care.




Symbols  mean "Hot surface".



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



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

⚠ WARNING:



- **Only connect the machine to the power source described on the inside front cover of this manual.**
- **Avoid multi-wiring.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.**
- **Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.**



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



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



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



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



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



- **Do not insert your hands between sorter bins when your machine is equipped with the 20-bin sorter stapler. You may be injured.**

⚠ CAUTION:

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



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



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



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



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



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



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



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



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



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



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

Symbols

In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

*The statements above are notes for your safety.

 **Important**

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

 **Preparation**

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

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

Table of Contents

Where it is & What it is

Machine Exterior	2
Options	4
Operation Panel	5
Touch Panel Display	6

What You can do with this Machine

Differences between Edit Type and Basic Type	8
What You can do with this Machine	10
Function Summary	12
Selecting the Color	12
Reducing and Enlarging	13
Shifting the Image	14
Adding the Cover	14
Making Duplex Copies	15
Making Series Copies	15
Making Combine Copies	16
Color Creation	16
Image Creation	17
Color Balance—Adjusting and Storing the Color Balance	18
Color Adjustment—Adjusting a Single Color	19
Image Adjustment	19
Program User Color—Storing User Colors	20
Area Editing (Only for Edit Type)	20
Finishing (Option)	21
Using the Projector (Option)	21
Color Sample Chart	22
Using the Touch Panel Display	23
Selecting Functions	23
Entering Numbers	23

Basics

Starting the Machine	26
Power Switches	26
Starting the Machine	26
Turning on the Power	27
Originals	28
Standard Size Originals	28
Recommended Originals	28
Non-recommended Originals for the Document Feeder	28
Setting an Originals on the Exposure Glass (Platen Glass).....	29
Setting a Stack of Originals in the Document Feeder	30
Setting one Original at a Time in the Document Feeder	31
Setting Originals of Different Sizes in the Document Feeder	32
Setting Custom Sized Originals	33
Removing the Platen Cover to Copy a Large Original.....	34

Copying

Basic Operation.....	36
How to Make Copies	36
Adjusting Copy Image Density	37
Selecting a Color Mode	38
Selecting the Original Image Type	41
Selecting the Copy Paper Size	43
Copying from the Bypass Tray	44
Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios	51
Energy Saver Mode—Saving Energy	52
Interrupt Copying—Temporarily Stopping one Job to Copy Something Else	52
Auto Start—Entering Copy Job Settings During the Warm-up Period	53
Program—Storing and Recalling Your Copy Settings in Memory	54
Check Modes—Checking the Selected Copy Jobs	55
Counter—Checking the Total Number of Copies Made	55
Reduce/Enlarge—Reducing and Enlarging	56
Preset R/E—Reducing and Enlarging Using Preset Ratios	56
Zoom—Reducing and Enlarging in 1% Steps	57
Directional Magnification (%)—Stretching and Squeezing the Image in 1% Steps	59
Directional Size Magnification (inch)—Stretching and Squeezing the Image into the Copy Area	60

Duplex—Making 2 Sided Copies	62
1 Sided Ø 2 Sided—Making Two-sided Copies from One-sided Originals	62
2 Sided Ø 2 Sided—Making Two-sided Copies from Two-sided Originals	64
Book Ø 2 Sided—Making Two-sided Copies from Facing Pages of a Bound Original	65
Multi Ø 2 Sided—Making Two-sided Copies from a Book	66
Series Copies—Making Single Copies	67
Book Ø 1 Sided—From Book Originals to 2 One-sided Copies	67
2 Sided Ø 1 Sided—From Two-sided Originals to 2 One-sided Copies	68
Combine	69
Combine 2 Originals—Combining 2 Originals	69
Combine 4 Originals—Combining 4 Originals	70
Shift—Shifting the Image	71
Shift—Centering/Cornering the Image	71
Margin Adjustment—Adding Margins for Binding	72
Cover Sheet—Adding or Inserting Sheets	74
Front Cover—Copying a Front Cover	74
Front & Back Cover—Copying or Adding Front and Back Covers	75
Color Creation	77
Color Conversion—Converting a Selected Color into a Different Color	77
Color Erase—Erasing the Selected Color	79
Color Background—Making Copy with Color Background	80
Image Creation	81
Mirror Image—Making a Mirror Image	81
Positive/Negative—Copying in Complementary Colors	82
Finishing	82
Sort—Sorting into Sets (123, 123, 123)	83
Stack—Stacking Together All Copies of a Page (111, 222, 333)	84
Staple—Stapling Copies	85
Combination Chart	88

Adjustment and Color Memory


Color Balance—Adjusting and Storing the Color Balance	92
Color Balance Adjustment	92
Color Balance Program—Storing and Recalling the Color Balance	93
Color Adjustment	95
Image Adjustment	96
Soft/Sharp, Contrast, Background Density, and Pastel	97
U.C.R. Adjustment, A.C.S. Sensitivity and Auto Text/Photo Sensitivity	98

Program User Color—Storing User Colors	99
Adjusting Colors Based on the Selected Color	99
Mixing Colors Manually with the Number Key	101
Sampling the User Color (Only for Edit Type)	102

Area Editing (Only for Edit Type)

What is Area Editing?	104
How to Edit Areas	105
Designating Areas	106
Designate Area Display	106
Designate Area Tools	108
Area Shapes	109
Frame/Line	112
Notes for Designating Areas	115
Selecting Modes for Designated Areas	116
Area Shapes	116
Delete Area—Erasing a Part of the Image	117
Save Area—Blanking Out Part of the Image	118
Frame/Line	119
Selecting Modes for Outside Designated Areas	120
Area Shapes	120
Changing Job Settings for the Entire Image	122
Checking and Changing Areas	123
Change Modes	123
Adding Areas	124
Erasing an Area	125
Erasing a Group	126
Exiting Area Editing	127
Combination Chart for Area Editing	128

What to do if Something Goes Wrong

If Your Machine does not Operate as You Want	132
If You cannot Make Copies as You Want	134
Loading Paper	136
Non-recommended Paper for Paper Trays	136
Loading Paper in the Paper Tray	136
 Adding Toner	138

☞ Clearing Misfeeds	140
Check the Misfeed Location Display	140
Clearing Paper Misfeeds	141
☞ Adding Staples	143
☞ Removing Jammed Staples	144

Changing the Machine's Settings

Changing Paper Size	148
Changing Paper Size with the User Tools	150
User Tools	151
Accessing the User Tools	151
Exiting from the User Tools	152
User Tools Menu	153
Setting You can Change with the User Tools (System Settings)	155
Setting You can Change with the User Tools (Copier Features)	158

Maintaining Your Machine Where to Put Your Machine Do's and Don'ts Remarks Use and Storage of Supplies

Maintaining Your Machine	164
Exposure Glass (Platen Glass)	164
Platen Cover	164
Document Feeder	164
Where to Put Your Machine	165
Machine Environment	165
Power Connection	166
Access to Machine	166
Do's and Don'ts	167
Remarks	168
Copier	168
Use and Storage of Supplies	169
Copy Paper	169
Paper Storage	170
Toner Storage	170

Projector Unit Operation

Guide to Components	172
Before Operating the Projector	175
Available Films and Setting	175
About Copying	176
Notes for Operation	177
How to Copy from Film	178
Positioning the Projector	179
Preparing the Film	180
Selecting the Base Film (If Needed)	181
Setting Films in the Holder (If Needed)	182
Cutting the Film Position Sheet (If Needed)	183
Selecting the Film Type and Performing Shading	184
35mm Slide Positive	185
Positive Film on Glass	186
35mm Strip Negative	188
Negative Film on Glass	190
Adjusting Color, Density, and Focus	192
Color Tones in Film Scanning	192
Density Adjustment	192
Adjusting the Color Tone/Brightness Using Negative Film	193
Selecting Modes	195
Choosing Next Job	196
Exiting Projector Mode	197
What to do If Something Goes Wrong	198
Daily Maintenance	200
Exterior	200
Lens	200
Film Holder	200
Holder Slot	200
Mirror Unit	200

Specification

Mainframe	202
Document Feeder (Option)	205
20-bin Sorter Stapler (Option)	206

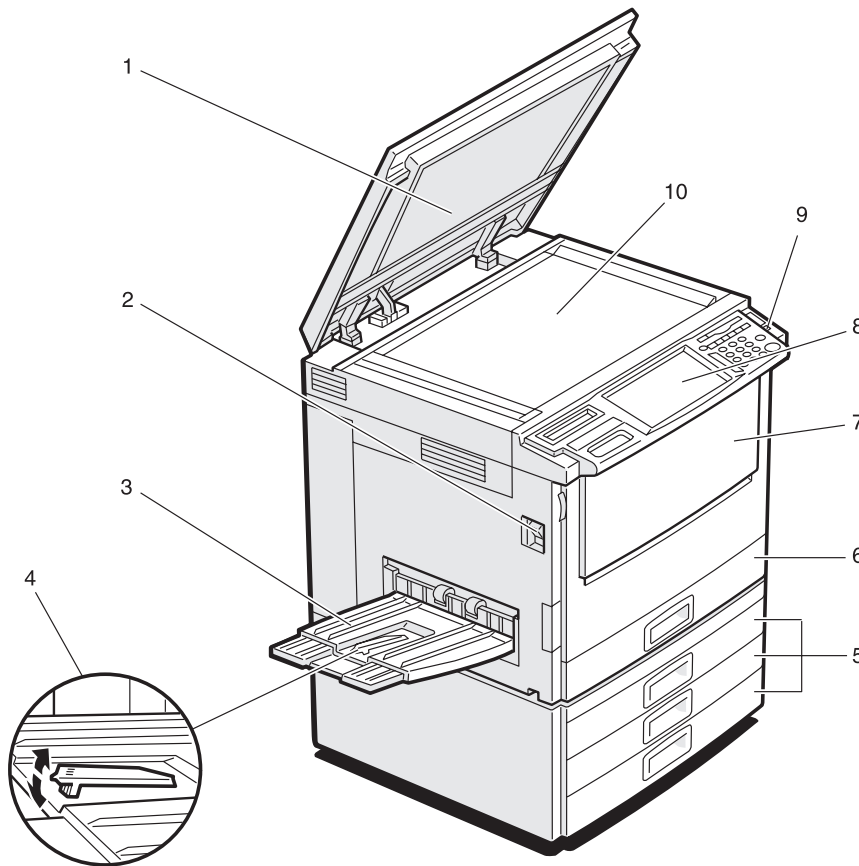
10-bin Sorter Stapler (Option)	207
3-bin Sorter (Option)	208
1000-sheet Tray Unit (Option).....	209
1500-sheet Tray Unit (Option).....	209
Projector Unit (Option)	210

Index




Index	211
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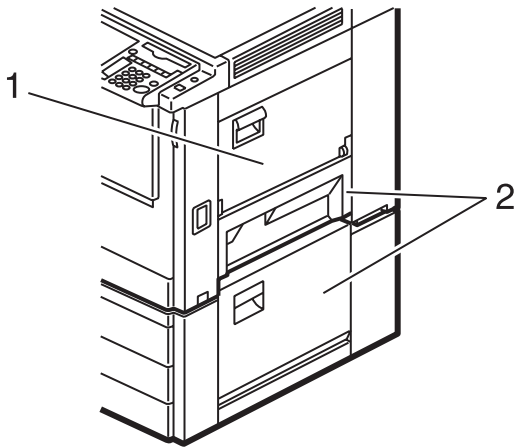
Where it is & What it is

Where it is & what it is

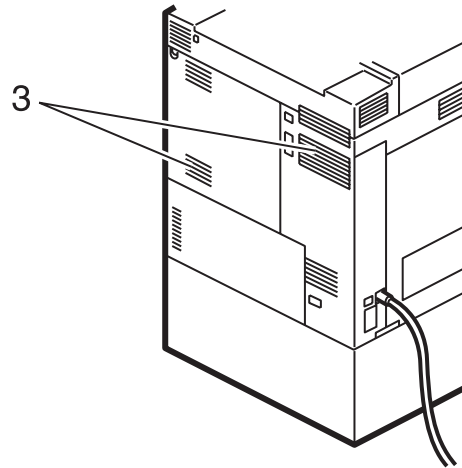


TLCH010E

- | | |
|---|--|
| <p>1. Platen cover (option)</p> | <p>Lower this cover over originals placed on the exposure glass (platen glass) for copying.</p> |
| <p>2. Main power switch</p> | <p>To start the machine, turn on this switch.</p> <p> Note</p> <p><input type="checkbox"/> If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.</p> |
| <p>3. Copy tray</p> | <p>Completed copies are delivered here.</p> |
| <p>4. Stopper</p> | <p>When you copy onto thin paper, raise this to prevent curling.</p> |
| <p>5. Paper tray</p> | <p>Set paper here.  see page 136.</p> |
| <p>6. Auto duplex tray</p> | <p>Use to make two-sided copies.</p> |
| <p>7. Front cover</p> | <p>Open to access the inside of the machine.</p> |
| <p>8. Operation panel</p> | <p> see page 5.</p> |
| <p>9. Operation switch</p> | <p>Press this switch to turn the power on (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).</p> |
| <p>10. Exposure glass (platen glass)</p> | <p>Position originals here face down for copying.</p> |



TLCH030E



TLCH020E

1. Bypass tray

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

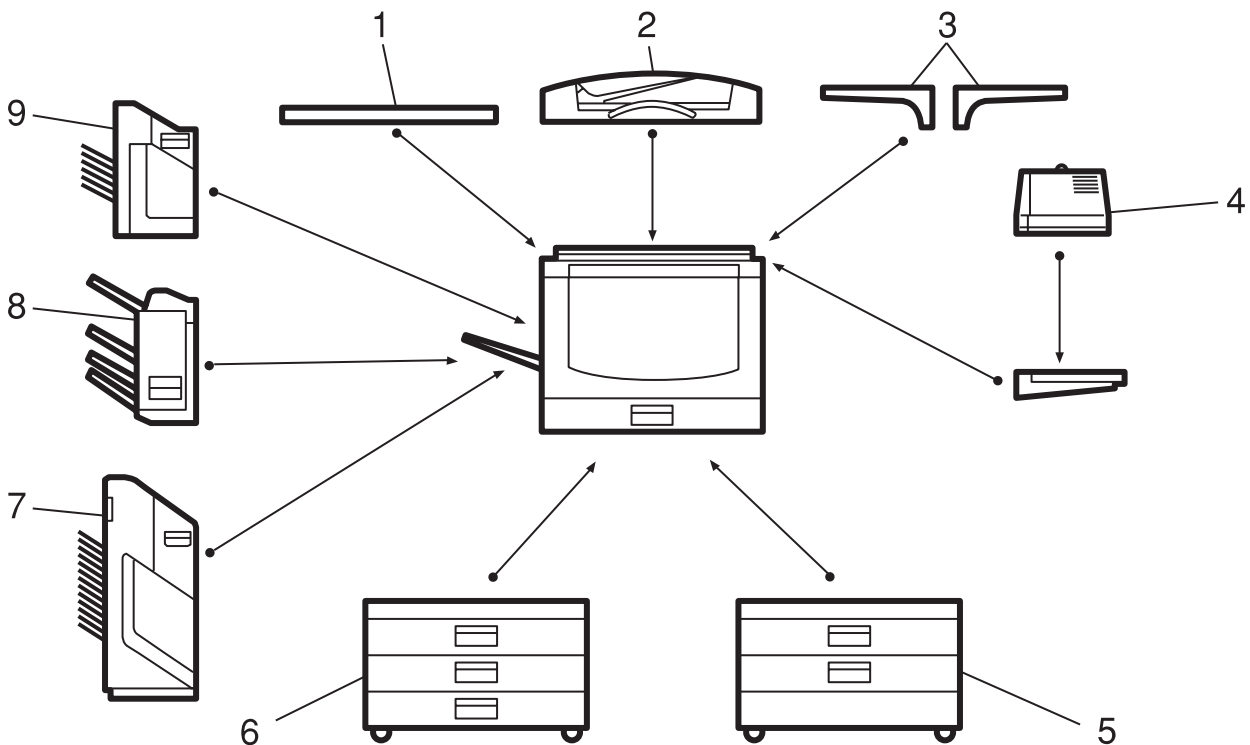
**2. Right side cover
/Lower right cover**

Open this cover to remove jammed paper.

3. Ventilation hole

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

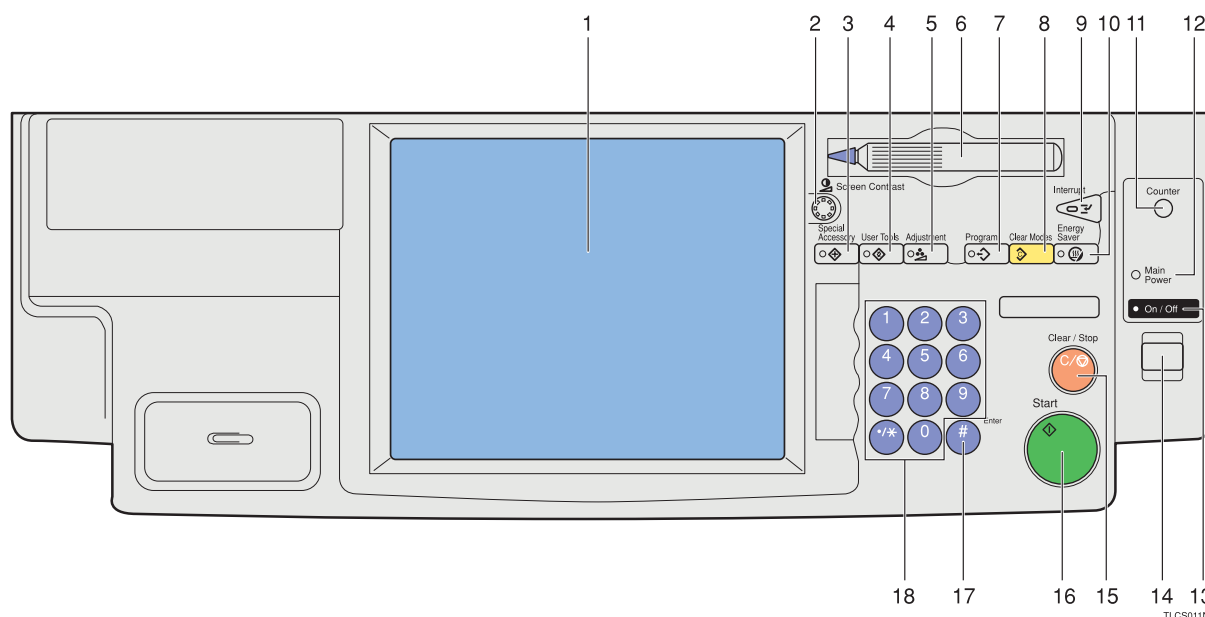
This machine can be provided with the following options:



TLCP010E

- | | |
|---|--|
| 1. Platen cover | Lower this cover over originals placed on the exposure glass (platen glass) for copying. |
| 2. Document feeder (ADF) | Insert a stack of originals here. They will be fed automatically. |
| 3. Original tray | Put your originals. |
| 4. Film projector unit | Use to copy films. ➔ see page 171. |
| Note | |
| <input type="checkbox"/> The holder is required for installation. | |
| 5. 1000-sheet tray unit
(two 500-sheet trays) | Consists of two paper trays. |
| 6. 1500-sheet tray unit
(three 500-sheet trays) | Consists of three paper trays. |
| 7. 20-bin sorter stapler | Sorts, stacks, and staples copies. |
| 8. 3-bin sorter stapler | Sorts and stacks copies. |
| 9. 10-bin sorter stapler | Sorts, stacks, and staples copies. |

Operation Panel



1. Touch panel display

You can see the operation status and messages here.

2. Screen Contrast knob

You can change the brightness of the display.

3. [Special Accessory] key

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

4. [User Tools] key

Press to change the default setting.
☞ see page 151.

5. [Adjustment] key

Press to adjust the image or color balance, or to make user colors.
☞ see page 91.

6. Editor pen

Use to designate areas.

7. [Program] key

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

8. [Clear Modes] key

Press to clear the previously entered settings.

9. [Interrupt] key

Press to make interrupt copies.
☞ see page 52.

10. [Energy Saver] key

Press to enter/exit the Energy Saver mode.
☞ see page 52.

11. [Counter] key

Press to display the total number of copies made.

12. Main Power indicator

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

13. On indicator

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

14. Operation switch

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

15. [Clear/Stop] key

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

16. [Start] key

Press to start copying.

17. [#] key

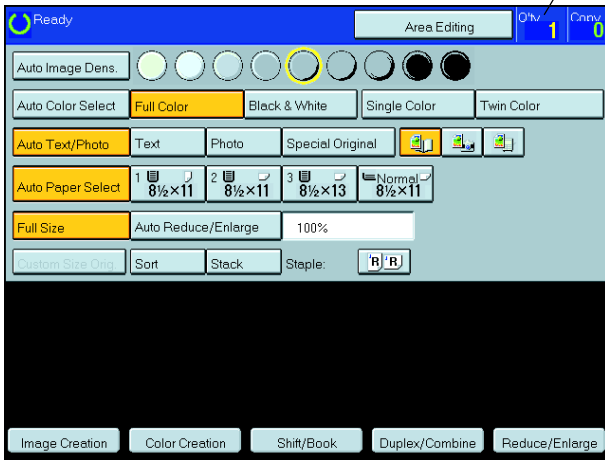
Press to enter data in selected modes.

18. [Number] keys

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

Touch Panel Display

Initial display



Total number of copies to make

COPY COUNTER

Counts number of copies made so far.

- You can select whether the copy counter counts up (counter up) or counts down (counter down). If you want to change the setting, see page 155.

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

Reference

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

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

What You can do with this Machine


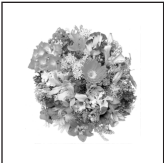
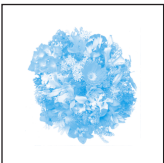
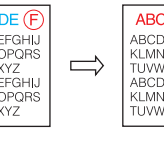
Differences between Edit Type and Basic Type


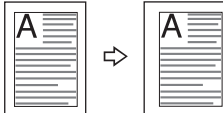
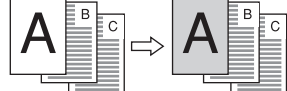
This machine comes in two versions. Refer to the table below for features available on your machine.

Functions		Edit type	Basic type
Auto Image Density		✓	✓
Auto Color Select		✓	✓
Full Color		✓	✓
Black & White		✓	✓
Single Color		✓	✓
Twin Color		✓	✓
Auto Paper Select		✓	✓
Reduce/ Enlarge	Preset R/E	✓	✓
	Zoom	✓	✓
	Directional Magnification	✓	✓
Shift/ Book	Shift	✓	✓
	Margin Adjustment	✓	✓
	Cover Sheet	✓	✓
Color Creation	Color Conversion	✓	✓
	Color Erase	✓	✓
	Color Background	✓	✓
Image Creation	Positive/Negative	✓	✓
	Mirror Image	✓	✓
Color Adjust- ment/Memory	Program User Color	✓	✓
	Color Adjustment	✓	✓
	Color Balance Adjustment	✓	✓
	Color Balance Program	✓	✓
	Image Adjustment	✓	✓
Area Editing		✓	-
Interrupt Copying		✓	✓
Auto Start		✓	✓
Program		✓	✓
Auto Reduce/Enlarge		✓	✓
Bypass Tray Copying		✓	✓
Duplex/Combine Copying		✓	✓
Default Setting		✓	✓
User Tools		✓	✓
Display Color		Full color	Full Color

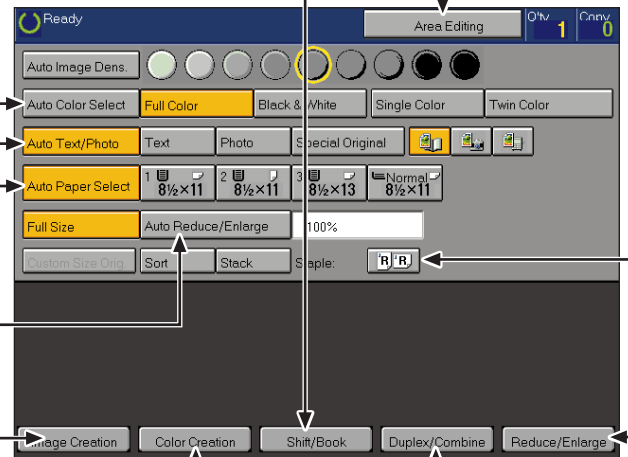
What You can do with this Machine

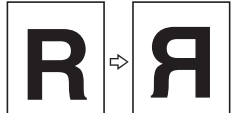
• Color Mode ⇒ Page 38


- Full Color Copy

- Black & White Copy

- Single Color Copy

- Twin Color Copy


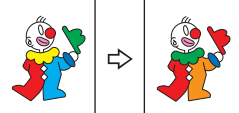
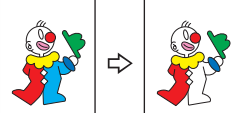
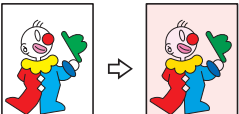
- Shift ⇒ Page 71

- Margin Adjustment ⇒ Page 72

- Cover Sheet ⇒ Page 74


- Auto Text/Photo
- Auto Paper Select
- Auto Reduce/Enlarge



- Mirror Image ⇒ Page 81


- Positive/Negative ⇒ Page 82


- Color Conversion ⇒ Page 77

- Color Erase ⇒ Page 79

- Color Background ⇒ Page 80


*1 Optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter required.
 *2 Optional 20-bin sorter stapler or 10-bin sorter stapler required.
 *3 Optional document feeder required.
 *4 Only for Edit type.

• Area Editing ⇒ Page 103

<p>• Color Conversion *4 ⇒ Page 116</p>	<p>• Color Background *4 ⇒ Page 116</p>	<p>• Delete Area *4 ⇒ Page 117</p>
<p>• Color Erase *4 ⇒ Page 116</p>	<p>• Paint *4 ⇒ Page 116</p>	<p>• Save Area *4 ⇒ Page 118</p>

<p>• Sort *1 ⇒ Page 83</p>
<p>• Stack *1 ⇒ Page 84</p>
<p>• Staple *2 ⇒ Page 85</p>

<p>• Preset R / E ⇒ Page 56</p>	<p>• Directional Magnification(%) ⇒ Page 59</p>
<p>• Zoom ⇒ Page 57</p>	<p>• Directional Size Magnification (inch) ⇒ Page 60</p>

<p>• 1 Sided → 2 Sided ⇒ Page 62</p>	<p>• 2 Sided → 2 Sided ⇒ Page 64</p>	<p>• Book → 1 Sided ⇒ Page 67</p>	<p>• 2 Sided → 1 Sided ⇒ Page 68</p>
<p>• Book → 2 Sided ⇒ Page 65</p>	<p>• Multi → 2 Sided ⇒ Page 66</p>	<p>• Combine 2 originals ⇒ Page 69 *3</p>	<p>• Combine 4 originals ⇒ Page 70 *3</p>

What You can do with this Machine

See page 37. → Auto Image Dens.

See page 38. → Auto Color Select

See page 41. → Auto Text/Photo

See page 43. → Auto Paper Select

Full Size → Auto Reduce/Enlarge → 100%

See page 51. → Custom Size Orig. Sort Stack Staple: [R] [R]

See page 83. → [Image Creation] [Color Creation] [Shift/Book] [Duplex/Combine] [Reduce/Enlarge]

See page 103. → [Area Editing] [Ohv 1] [Cnrv 0]

See page 85. → [Image Creation]

See page 84. → [Color Creation]

See page 81. See page 77. See page 71. See page 62. See page 56.

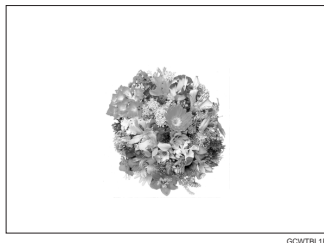
Selecting the Color

☞ see page 38.

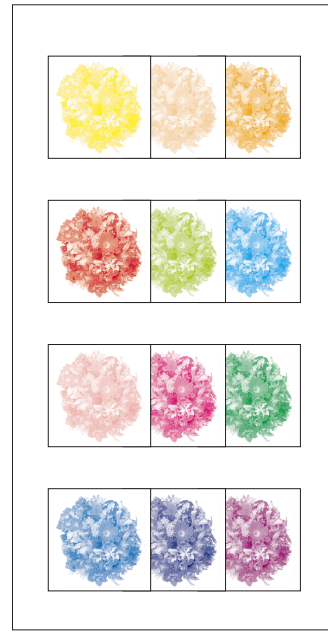
Full color



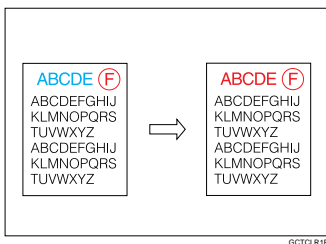
Black & White



Single color



Twin color



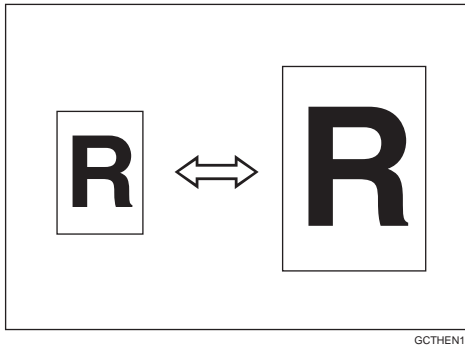
User Color



Reducing and Enlarging

☛ see page 56.

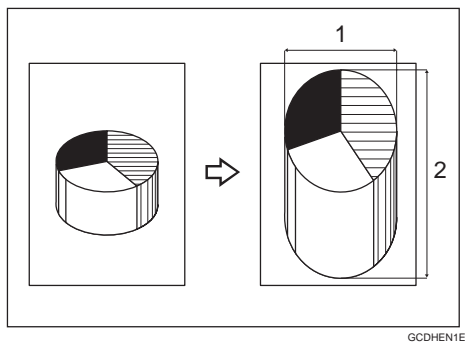
Preset R/E—Reducing and enlarging using preset ratios



Zoom—Reducing and enlarging in 1% steps

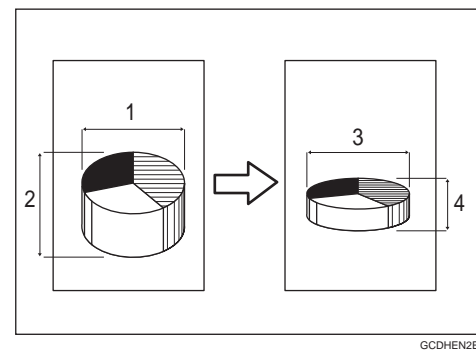


Directional Magnification (%)—Stretching and squeezing the image in 1 % steps



- 1: Horizontal %
- 2: Vertical %

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



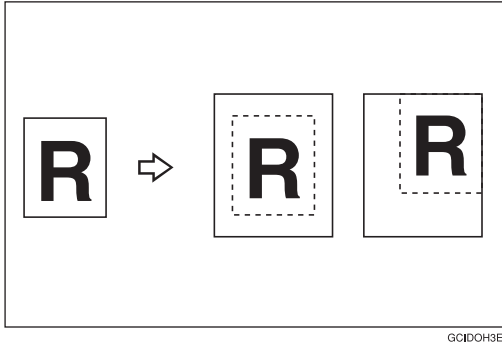
- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

What You can do with this Machine

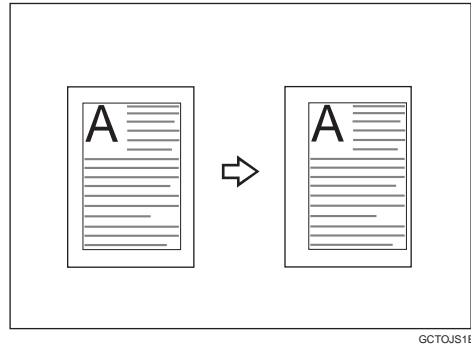
Shifting the Image

☞ see page 71.

Shift—Centering/Cornering the Image



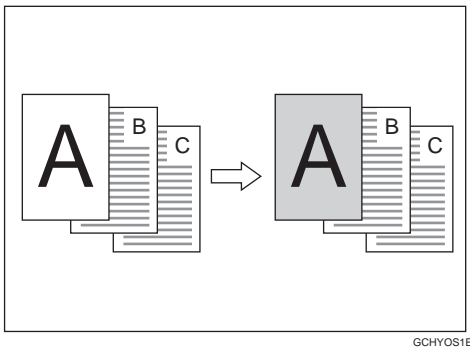
Margin Adjustment —Adding margins for binding



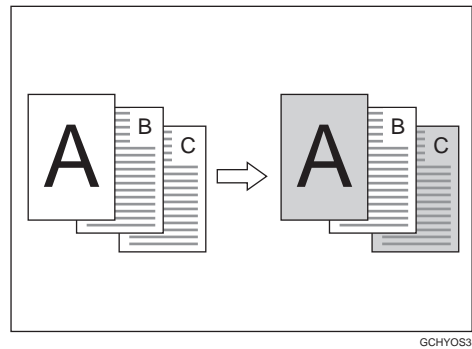
Adding the Cover

☞ see page 74.

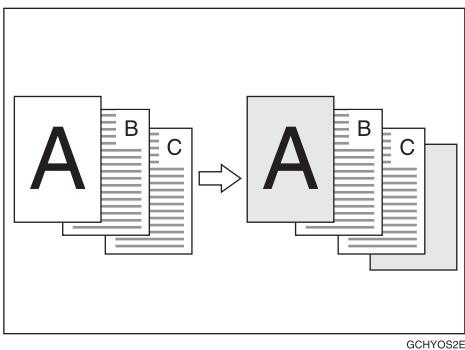
Front Cover—Copying a front cover



Front & Back Cover—Copying front and back covers



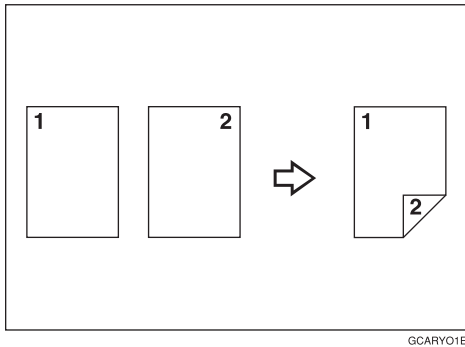
Front & Back Cover—Copying front cover and adding back cover



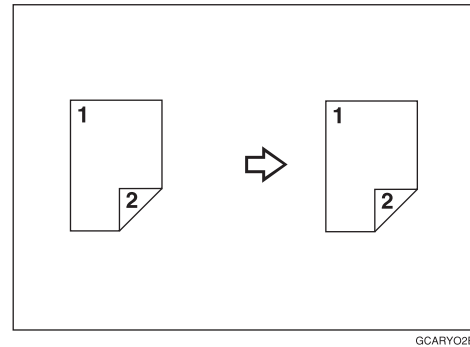
Making Duplex Copies

☞ see page 62.

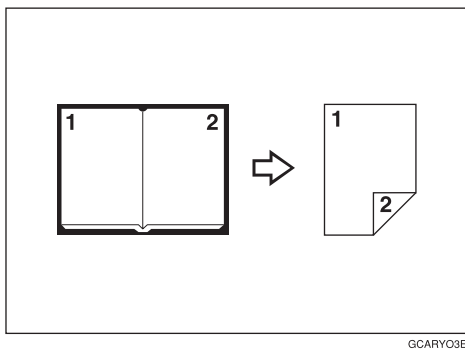
1 Sided → 2 Sided—Making two-sided copies from one-sided originals



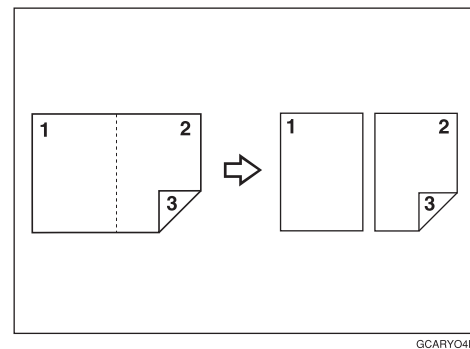
2 Sided → 2 Sided—Making two-sided copies from two-sided originals



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



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

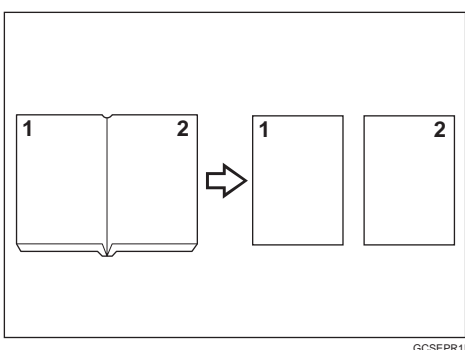


What You can do with this Machine

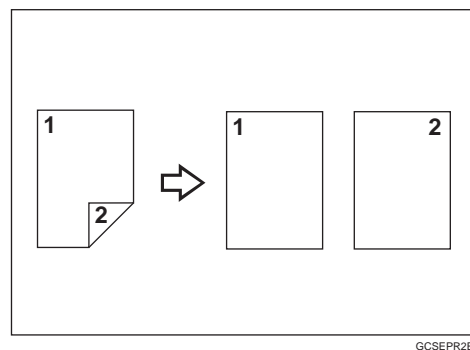
Making Series Copies

☞ see page 67.

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



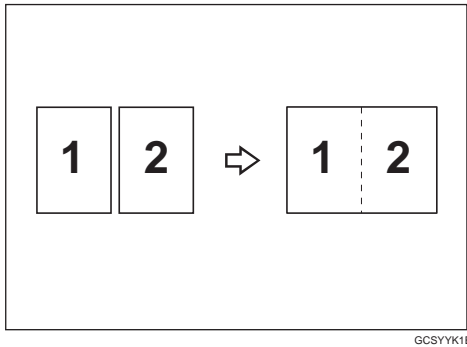
2 Sided → 1 Sided—From two-sided originals to 2 one-sided copies



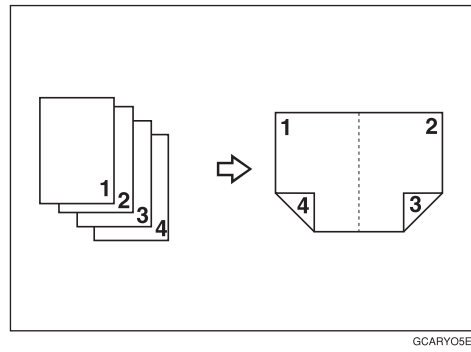
Making Combine Copies

➔ see page 69.

Combine 2 Originals—Combining two originals



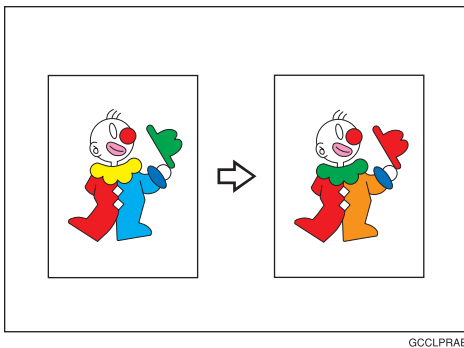
Combine 4 Originals—Combining four originals



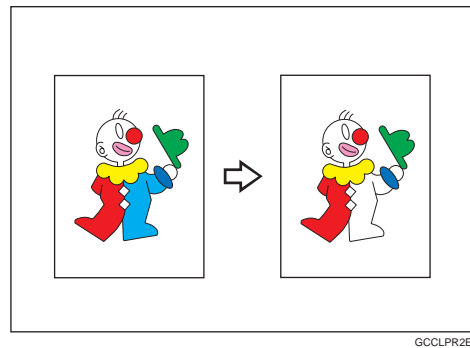
Color Creation

➔ see page 77.

Color Conversion—Converting a selected color into a different color



Color Erase—Erasing the selected color



Color Background—Making copies with a color background

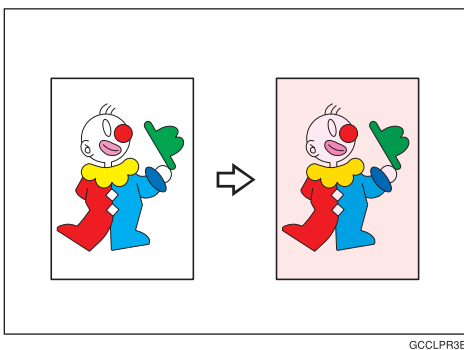
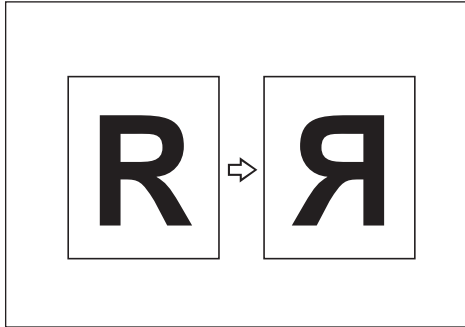


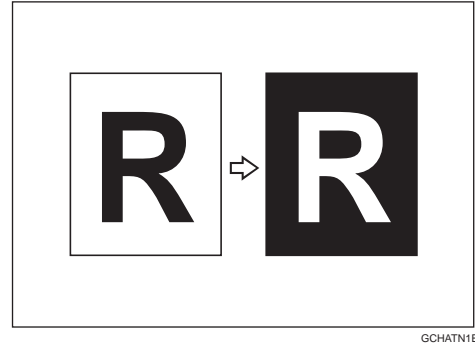
Image Creation

➔ see page 81.

Mirror Image—Making a mirror image



Positive/Negative—Copying in complementary colors

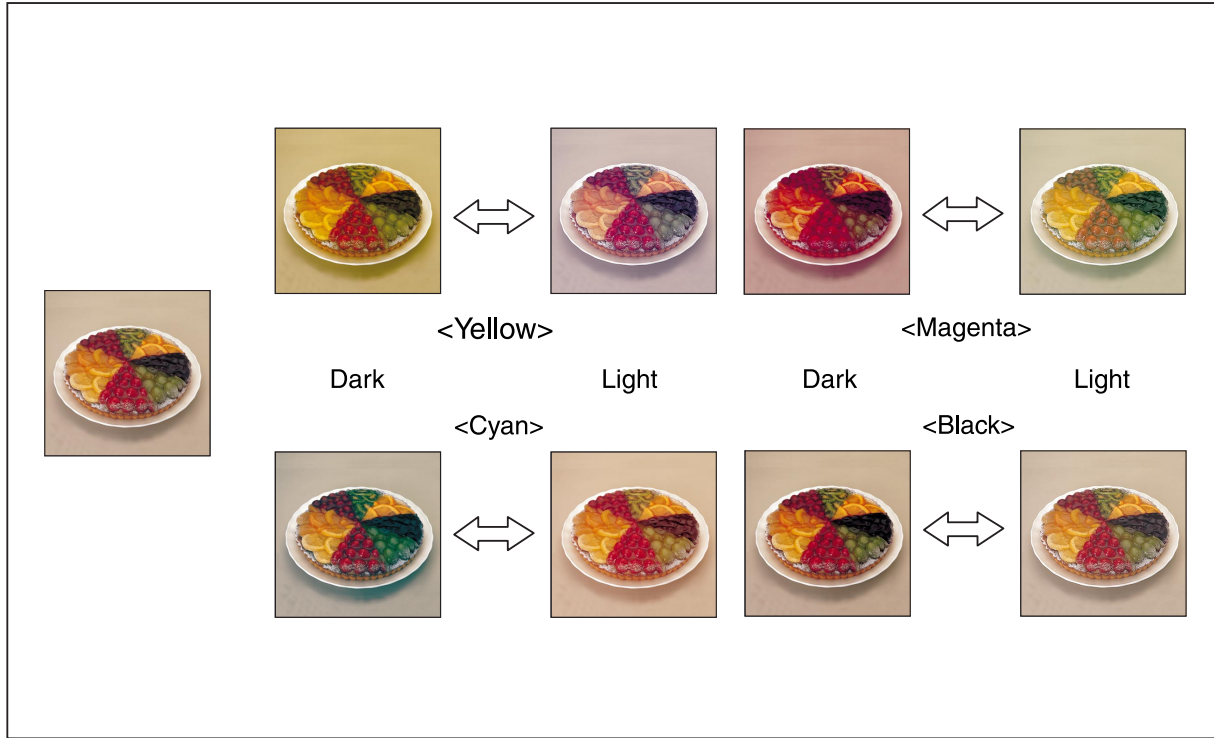


What You can do with this Machine

Color Balance—Adjusting and Storing the Color Balance

☛ see page 92.

Color Balance Adjustment—Adjusting the color balance

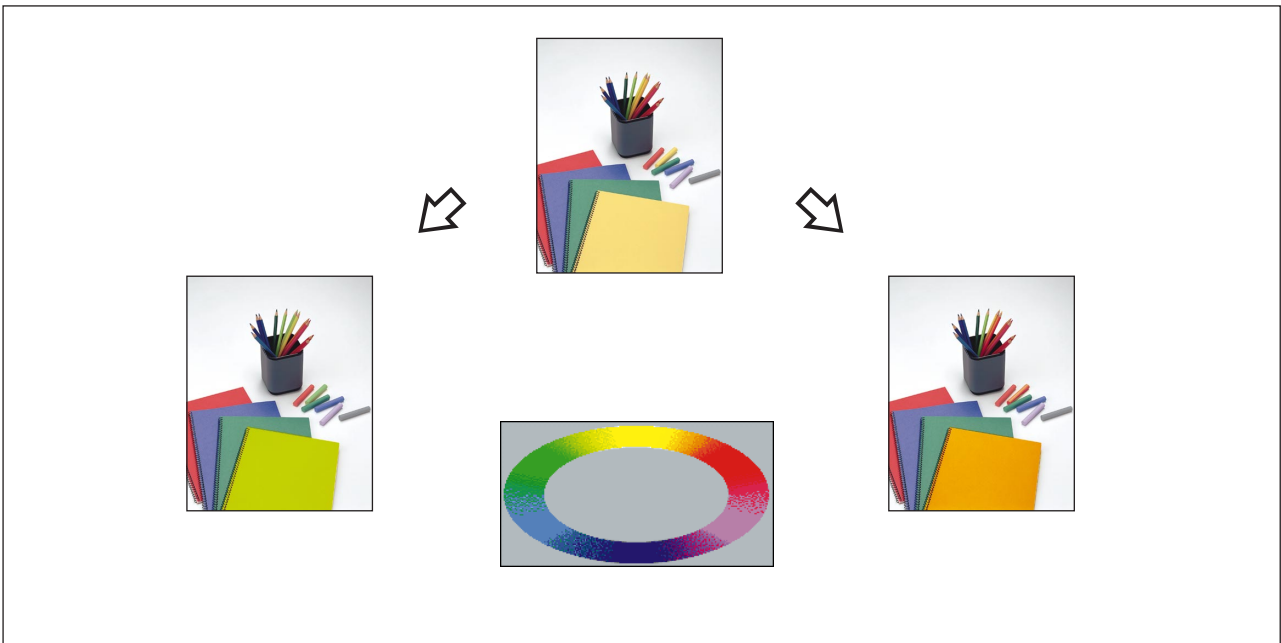


GCCLBA1E

Color Balance Program —Storing and recalling the color balance

Color Adjustment—Adjusting a Single Color

➔ see page 95.



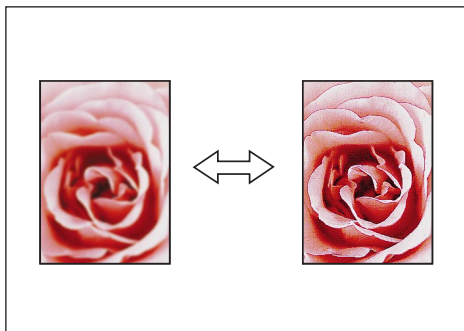
GCCL0Y1E

What You can do with this Machine

Image Adjustment

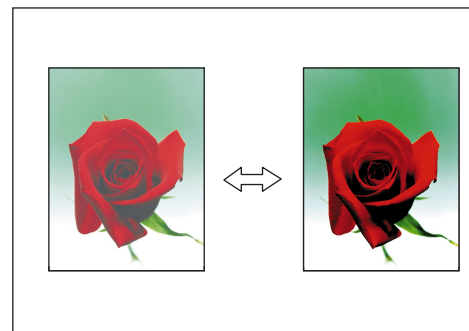
➔ see page 96.

Soft/Sharp



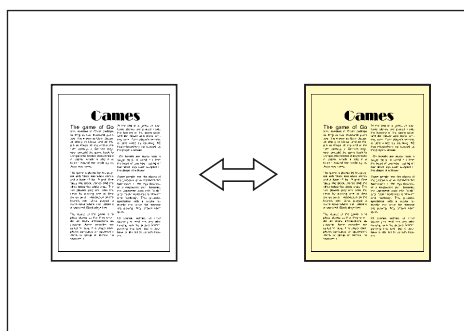
GGAZ01E

Contrast



GGAZ04E

Background Density



GGAZ02E

Pastel



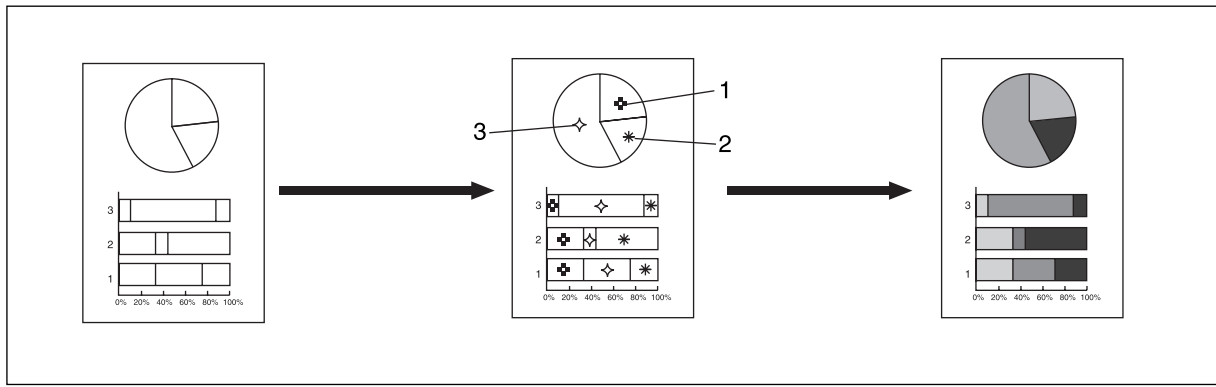
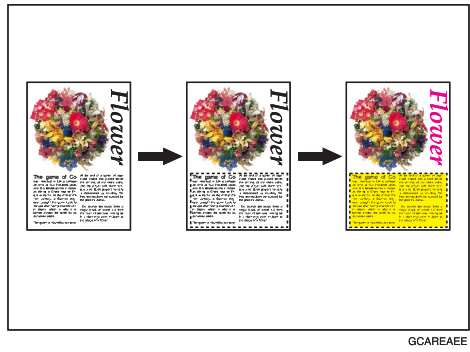
GGAZ03E

Program User Color—Storing User Colors

➔ see page 99.

Area Editing (Only for Edit Type)

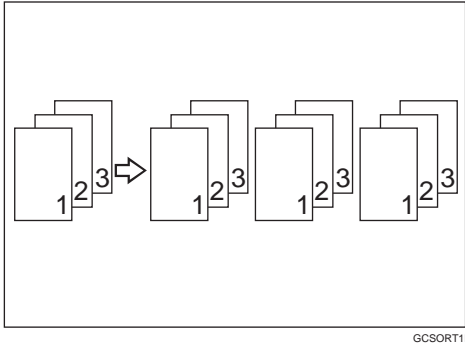
➔ see page 103.



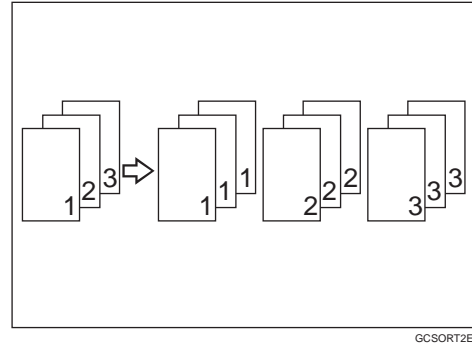
Finishing (Option)

☛ see page 83.

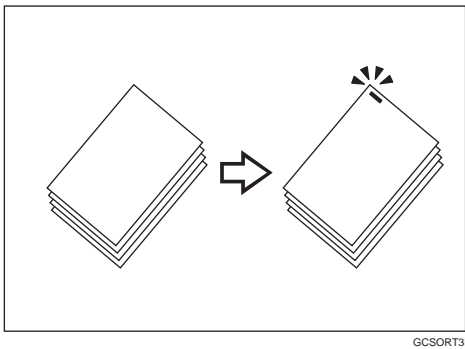
Sort—Sorting into sets (123, 123, 123)



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



Staple—Stapling copies



What You can do with this Machine

Using the Projector (Option)

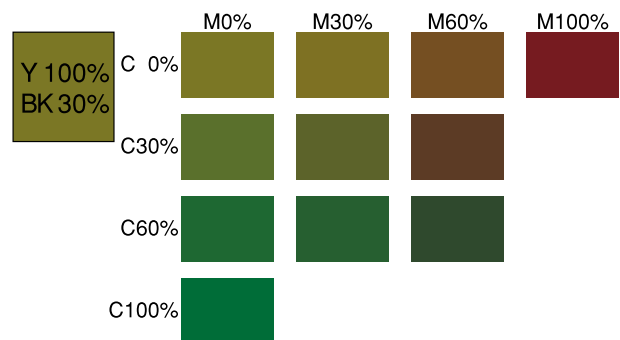
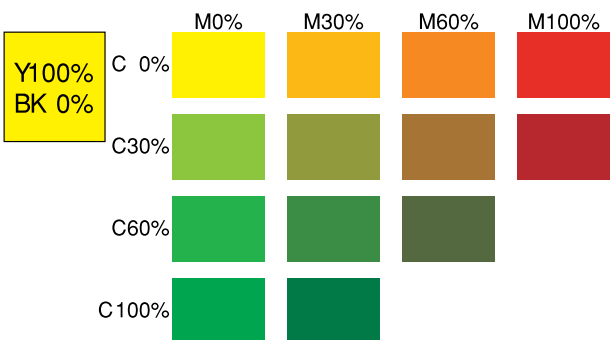
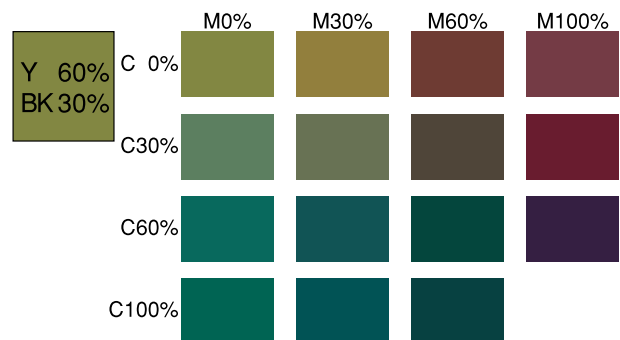
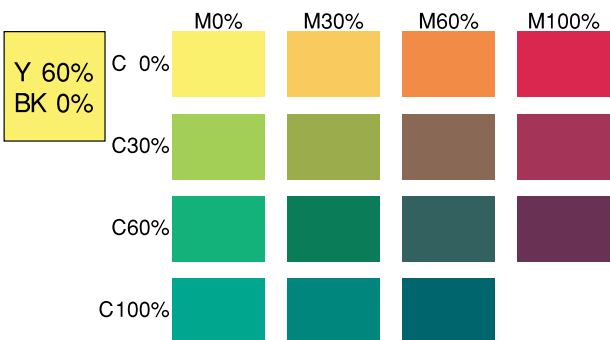
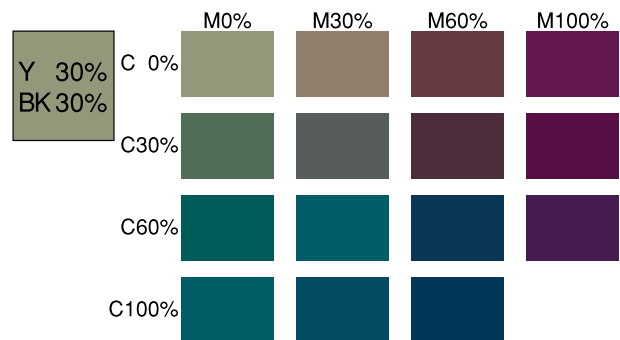
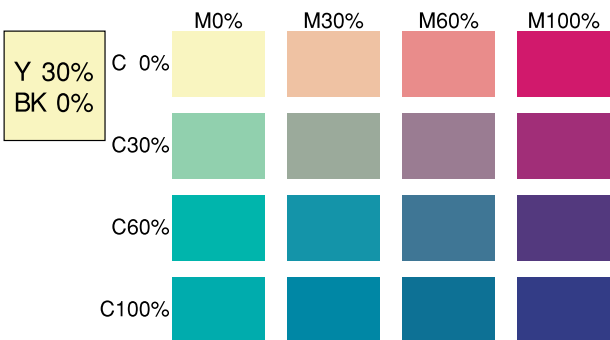
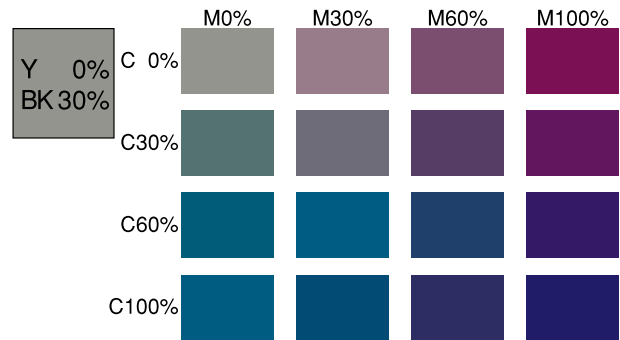
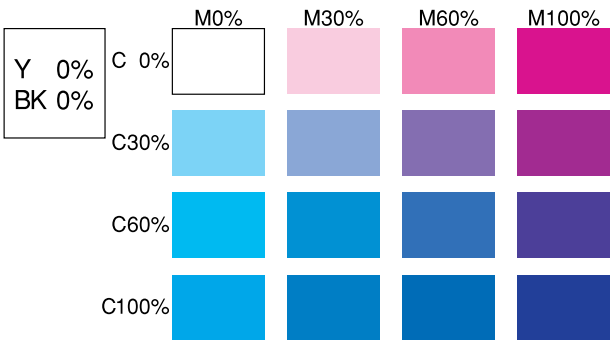
☛ see page 171.

Color Sample Chart

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

 **Note**

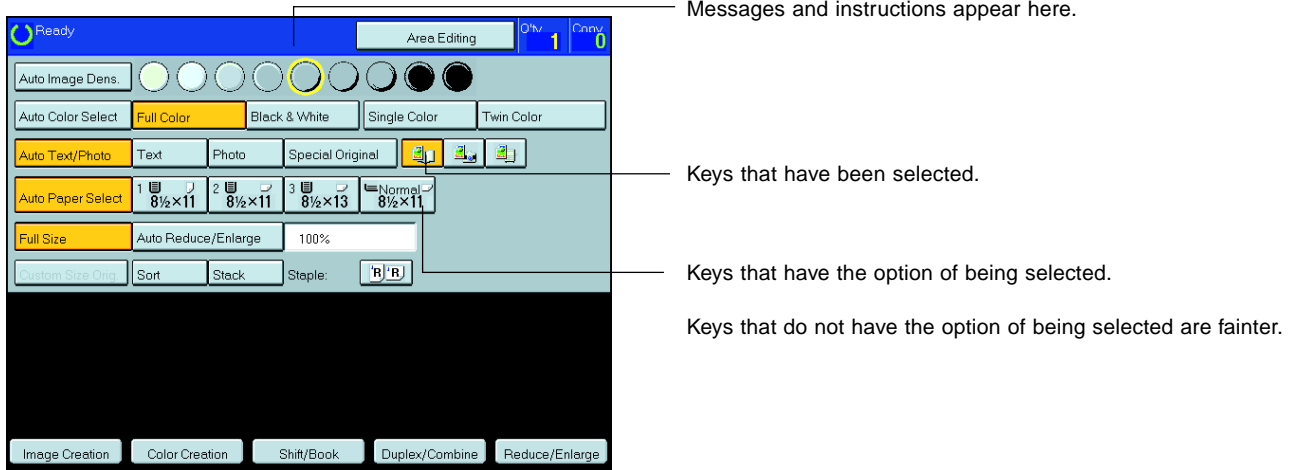
- The color sample might differ somewhat from actual copies due to printing effects.



Using the Touch Panel Display

Selecting Functions

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



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

Example:

Key on the display: 

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

Note

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

Entering Numbers

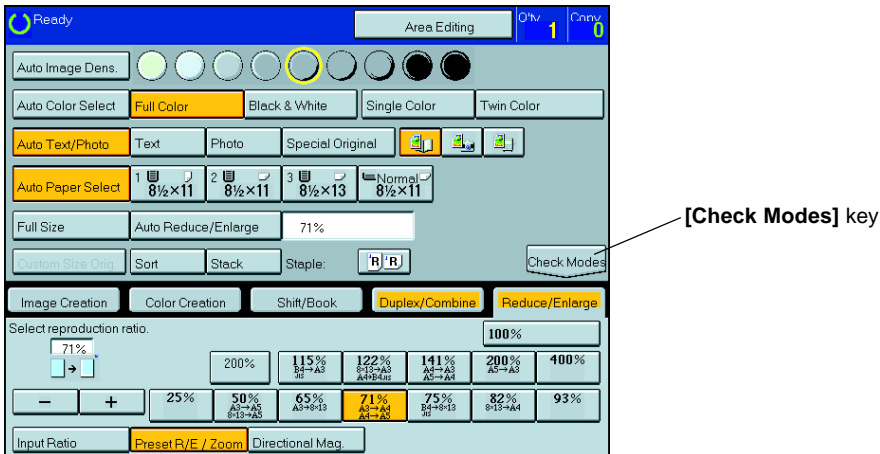
When the display prompts you to enter a number, type in the number with the **[Number]** keys and press the **[#]** key on the display to accept it.

Should you make a mistake:

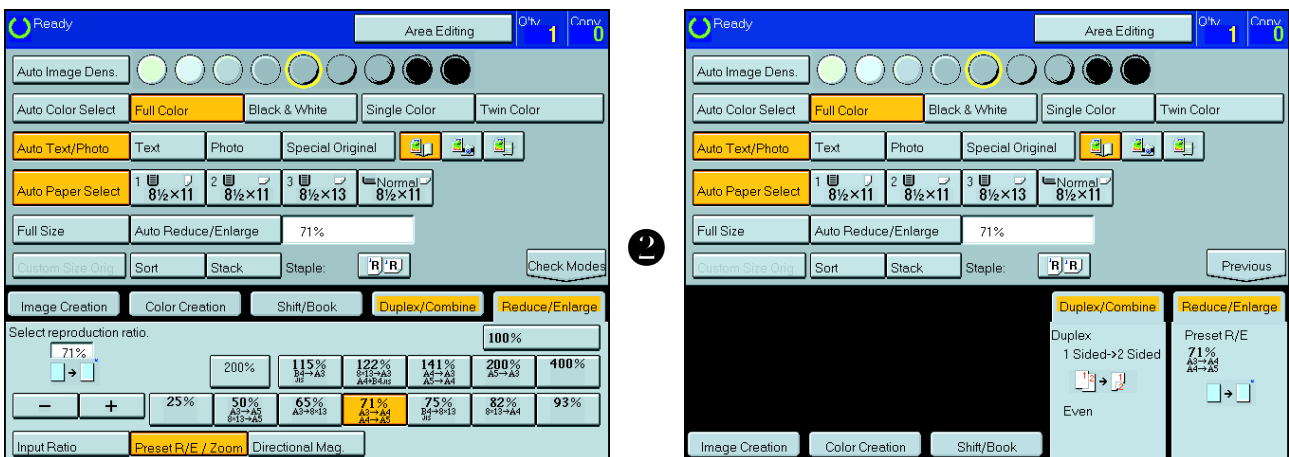
- If you have not pressed the **[#]** key yet, press the **[Clear]** key and then re-enter it. If there is not the **[Clear]** key on the display, press the **[Clear/Stop]** key.
- If you have already pressed the **[#]** key, press the item you wish to change on the display and re-enter the number with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

Checking the Functions You Have Selected

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



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





Basics

Starting the Machine

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

Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. About Energy Saver mode,  see page 52. About Auto Timer,  see page 155.

Power Switches

This machine has the operation switch and main power switch.

□ Operation switch (right side of the operation panel)

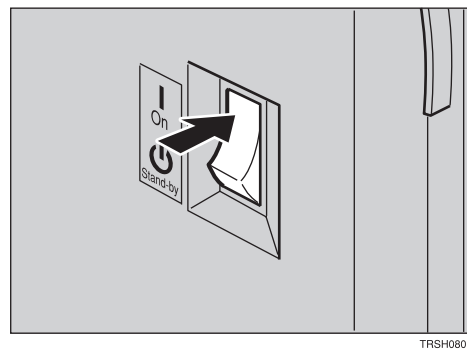
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

□ Main power switch (left side of the machine)

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

Starting the Machine

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




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Turning on the Power

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

Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (about 7 minutes), you can use the Auto Start function.  see page 53.

When the machine is set for user codes

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

Note

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

Reference

For setting user codes,  see page 160.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

1 Press any key.

The machine will return to the ready condition.

Note

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

Standard Size Originals

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

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

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, 8 1/2" x 13"☐ ¹ , 8 1/4" x 13"☐ ¹ , 8" x 13"☐ ¹
Inch version	11" x 17"☐, 8 1/2" x 14"☐, 8 1/2" x 11"☐☐

- When you set originals in the document feeder

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11" x 17"☐, 8 1/2" x 11"☐☐, , 8 1/2" x 13"☐ ¹ , 8 1/4" x 13"☐ ¹ , 8" x 13"☐ ¹
Inch version	A4☐☐, 11" x 17"☐, 11" x 15"☐, 10" x 14"☐, 8 1/2" x 14"☐, 8 1/2" x 13"☐, 8 1/2" x 11"☐☐, 8" x 10"☐, 5 1/2" x 8 1/2"☐☐

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


Recommended Originals

Reference

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

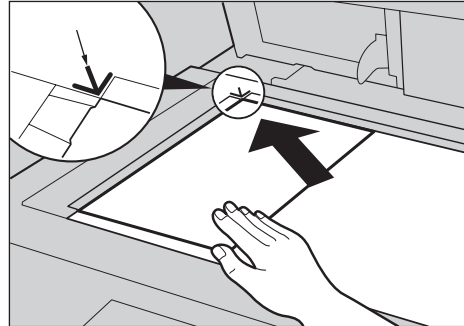
Non-recommended Originals for the Document Feeder

Note

- The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).
- Originals thicker than 128g/m², 34 lb
- Originals thinner than 40g/m², 11 lb
- For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools.  see page 162.
- Originals larger than A3, 11" x 17"
- Originals smaller than B6☐☐, 5 1/2" x 8 1/2"☐☐
- Folded, curled, creased, or damaged originals
- Mailing labels, or perforated originals
- Bound, stapled, or clipped originals
- OHP transparencies
- Translucent paper
- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

Setting Originals on the Exposure Glass (Platen Glass)

- 1** Lift the platen cover or the document feeder.
- 2** Set the original face down on the exposure glass (platen glass). The original should be aligned to the rear left corner.
- 3** Lower the platen cover or the document feeder.



- 1. Reference mark**
- 2. Scale**

Setting a Stack of Originals in the Document Feeder

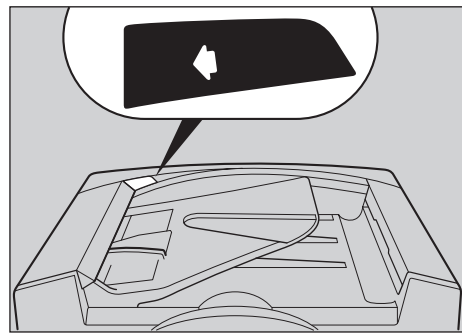
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Note

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

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

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

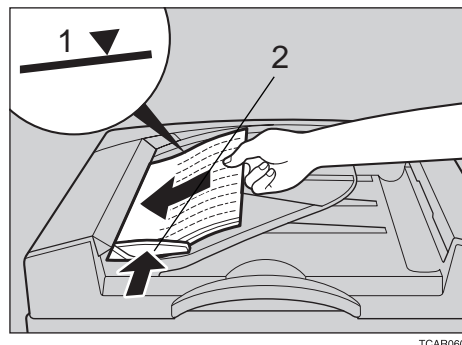


3 Adjust the guide to the original size.

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

Note

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



1: Limit mark
2: Original guide

Setting one Original at a Time in the Document Feeder

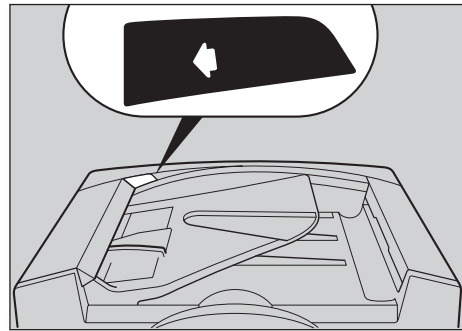
If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

Note

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

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

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



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3 Adjust the guide to the original size.

4 Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.

Note

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.

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

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

Note

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



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Setting Originals of Different Sizes in the Document Feeder

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

Preparation

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

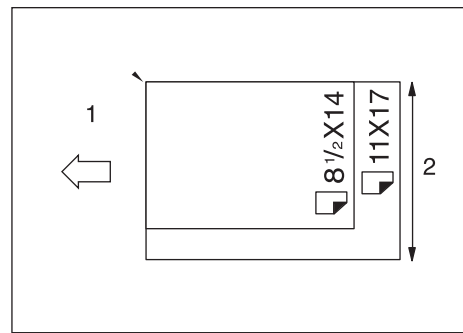
Limitation

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

Note

- If your stack of originals contains pages of different sizes, make sure that:
 - Longer originals are at the bottom of the stack, and shorter originals are at the top.
 - All originals are flush with the back fence of the document feeder.

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



1: Set into the document feeder
2: Vertical size

2 Adjust the guide to the widest original size.

3 Set the aligned originals face up into the document feeder.

Setting Custom Sized Originals

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

⚠ Limitation

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

🔍 Reference

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

📌 Note

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

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

- 1 Select the copy paper size.
- 2 Press the **[Custom Size Orig.]** key.

[Custom Size Orig.] key

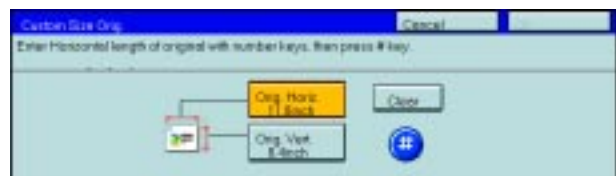


- 3 Make sure that the **[Orig. Horiz]** key is selected. Enter the horizontal size with the **[Number]** keys, then press the **[#]** key.

📌 Note

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

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



Removing the Platen Cover to Copy a Large Original

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

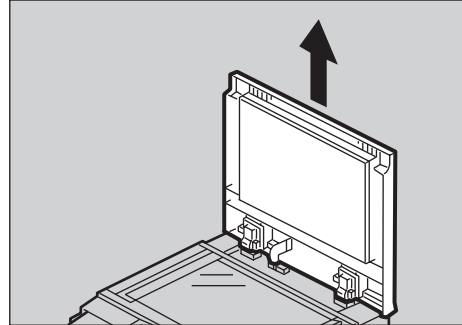
 **Note**

- ❑ You cannot remove the document feeder.

To remove the platen cover, lift it out.

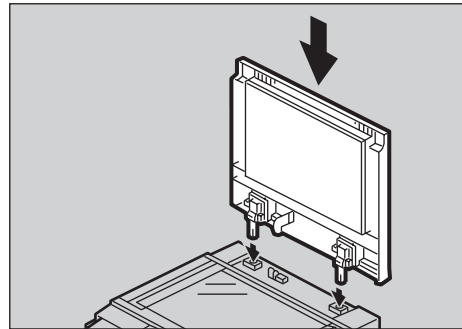
 **Note**

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



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To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover into the machine.



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Copying

How to Make Copies

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

Note

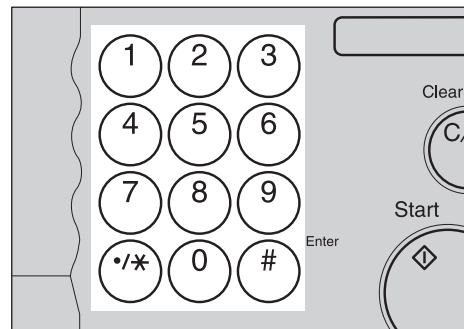
- Full Color copy mode ↪ see page 38.
- Auto Text/Photo ↪ see page 41.
- Auto Paper Select ↪ see page 43.



- 3** Enter the number of copies required using the **[Number]** keys.

Note

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



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

Note

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

Adjusting Copy Image Density

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

Auto image density

The machine automatically controls the image density.

Note

❑ Auto Image Density and Auto Color Select cannot be set together.

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

2 Press the **[Auto Image Density]** key.



Manual image density

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

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

2 Press the desired color density level.



Combined auto and manual image density

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

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

2 Press the **[Auto Image Density]** key.

3 Press the desired color density level.



Selecting a Color Mode

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

Auto color select mode

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

Note

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

1 Press the **[Auto Color Select]** key.



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

Full color copy mode

This function makes copies in full color.

- ❑ You can adjust the overall color tone of copies.
➔ see page 92.

1 Make sure that the **[Full Color]** key is selected.

Note

- ❑ If not, press the **[Full Color]** key.

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



Black & White copy mode

This function makes copies in black.

1 Press the **[Black & White]** key.

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



Single color mode

This function makes copies in single colors.

Note

• 12 basic colors:

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

• 15 user colors:

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

Reference

For copy samples, ↩ see page 12.

-Basic color

1 Press the **[Single Color]** key.

2 Select the color.

Note

You can select the color density level.



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

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

-User colors

Note

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

Reference

Program User Color, ↩ see page 99.

1 Press the **[Single Color]** key.

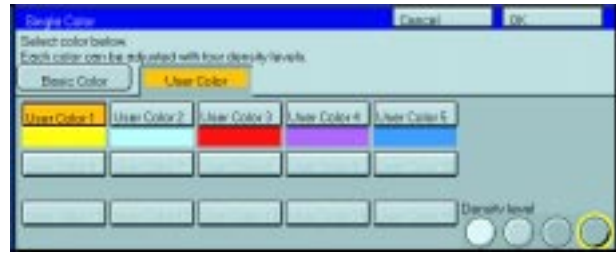
2 Press the **[User Color]** key.



3 Select the color.

Note

□ You can select the color density level.



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

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

Twin color mode

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

Reference

For copy samples, see page 12.

Note

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

1 Press the **[Twin Color]** key.

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



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

Note

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



4 Select the color you want to copy in for the black parts of the original. Then press the **[OK]** key.



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

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

Selecting the Original Image Type

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

Note


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


Auto Text/Photo mode


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

Note

- There are 3 types of Photo mode:

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

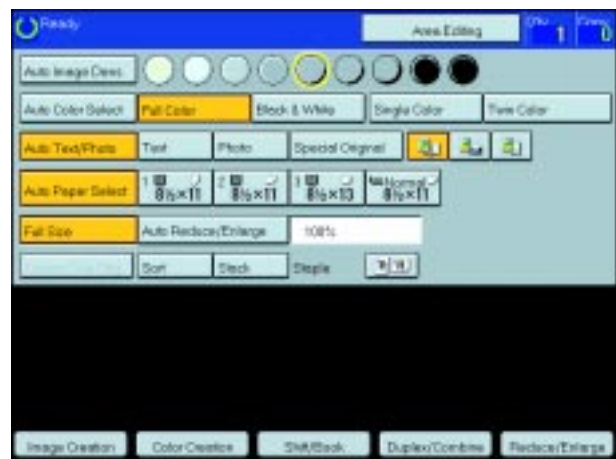
 **[Glossy Photo]**: Use when copying developed photographs.

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

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

Note

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



- 2 Select your desired photo mode.
- 3 Set your originals, then press the **[Start]** key.

Text mode

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

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




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


Photo mode


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

Note

There are 3 types of Photo mode:

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

 **[Glossy Photo]**: Use when copying developed photographs.

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

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



2 Select your desired photo mode.

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

Special original mode

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

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

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



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

Selecting the Copy Paper Size

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

Auto paper select

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

Reference

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

Note

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

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



Manual paper select

You can select the copy paper manually.

1 Select the copy paper.



Copying from the Bypass Tray

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

Note

The following limitations apply:

Acceptable paper types	Normal paper (52 - 105g/m ² , 14 - 28 lb) Thick paper (105 - 160g/m ² , 28 - 43 lb) Post cards OHP transparencies Adhesive labels Translucent paper	
	Standard size	Metric version: <input type="checkbox"/> : A3, B4, A4, B5, A5, B6, A6, 11" × 17", 12" × 18" <input type="checkbox"/> : A4, B5, A5, 8½" × 11"
	Custom size <p>1:Horizontal 2:Vertical 3:Feed direction</p>	Inch version: <input type="checkbox"/> : 12" × 18", 11" × 17", 8½" × 11", 5½" × 8½" <input type="checkbox"/> : 8½" × 11", 5½" × 8½"
Metric version: Vertical: 100 - 305mm (in 1mm steps) Horizontal: 140 - 457mm (in 1mm steps)	Inch version: Vertical: 3.9" - 12.0" (in 0.1" steps) Horizontal: 5.5" - 18.0" (in 0.1" steps)	
Number of sheets that can be set at one time	Normal paper Thick paper, OHP transparencies: Adhesive labels: Translucent paper: Post cards:	50 sheets 30 sheets (smaller than 8" × 13") 15 sheets (8" × 13" or large) 30 sheets 50 sheets 25 sheets

Select one of the following settings or keys:

[Normal Paper] : normal paper

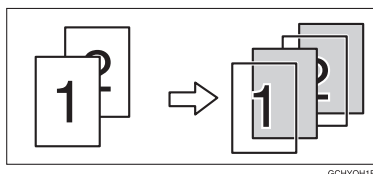
[Thick] : thick paper, post cards, adhesive labels, translucent paper

[OHP] : OHP transparencies

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

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

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



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

If the copy paper is curled, gently roll it to remove the curl.

When you copy onto OHP transparencies, insert them with the copy side up.

Do not stack copy paper above the limit mark.

If the copy paper is curled, correct it before setting paper in the bypass tray. If the curled is not corrected, a paper misfeed might occur.

When the optional sorter stapler is installed, copies made onto thick or OHP transparencies are not delivered in the proof tray but in the first bin instead.

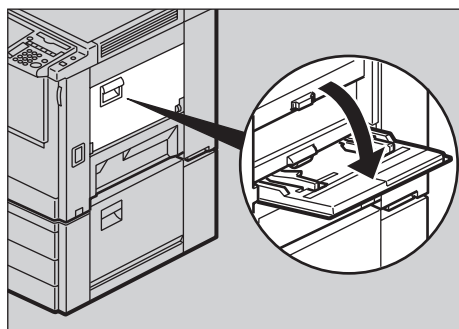
When setting custom size paper, be sure to set the size after pressing the [Custom Size] key.

Copying onto standard size paper with the bypass tray

Note

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

1 Open the bypass tray.

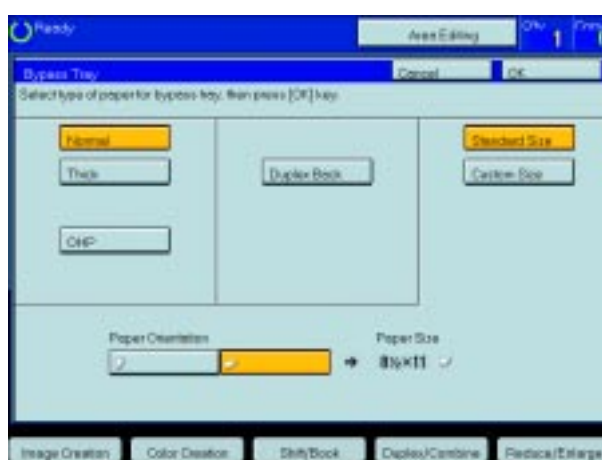


TLCH040E

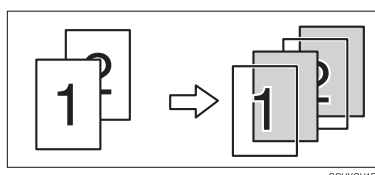
2 Press the [Normal], [Thick], or [OHP] key.

Note

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

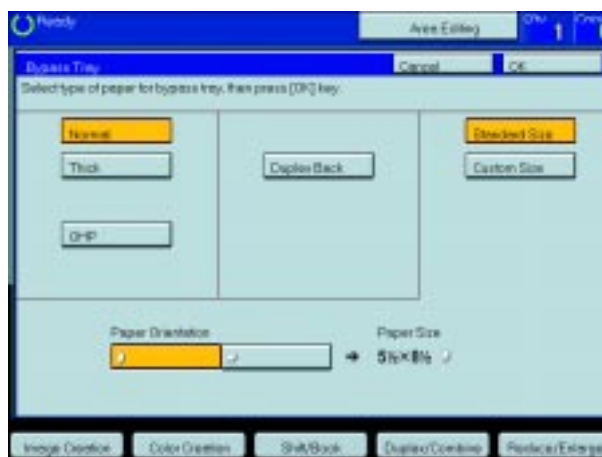


- When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



GCHY0H1E

3 Press the [Portrait / Landscape] key to select paper orientation.



- 4 Press the [OK] key.
- 5 Adjust the paper guides to the paper size.

Note

- Make sure that the paper guides matches to the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.
- With large copy paper (more than A4, 8 1/2" x 11"), swing out the extender.

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

- 6 With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.
- 7 Set your originals, then press the [Start] key.

Copying onto custom size paper with the bypass tray

Preparation

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

Note

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

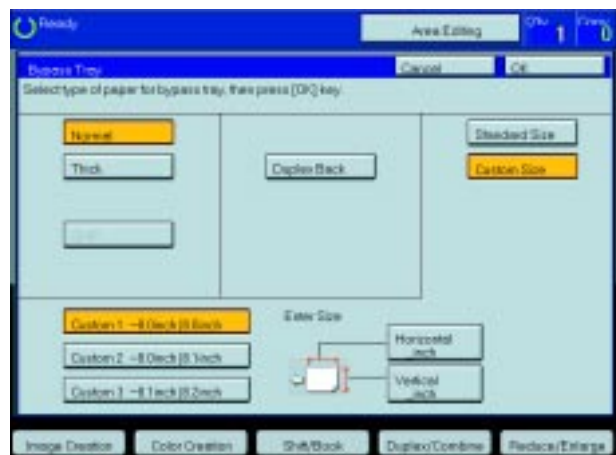
- 1 Open the baypass tray.
- 2 Press the [Normal], [Thick], or [OHP] key.
- 3 Press the [Landscape/Portrait] key to select paper orientation.
- 4 Press the [Custom Size] key.



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

Note

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



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

Note

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

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

- 8** Press the **[OK]** key.

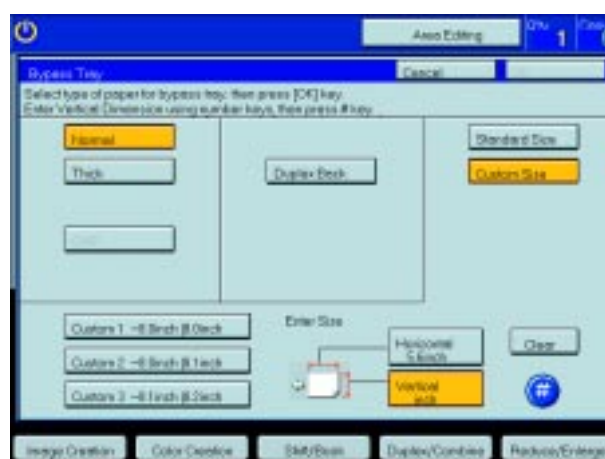
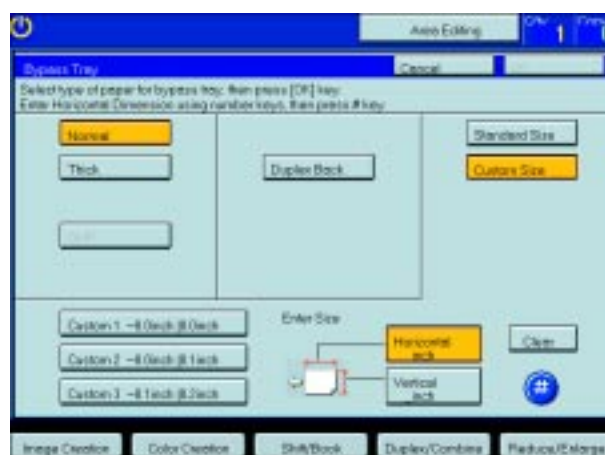
- 9** Adjust the paper guides to the paper size.

Note

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

- 10** Insert the paper into the bypass tray.

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



Making A3, 11" × 17" full bleed copies

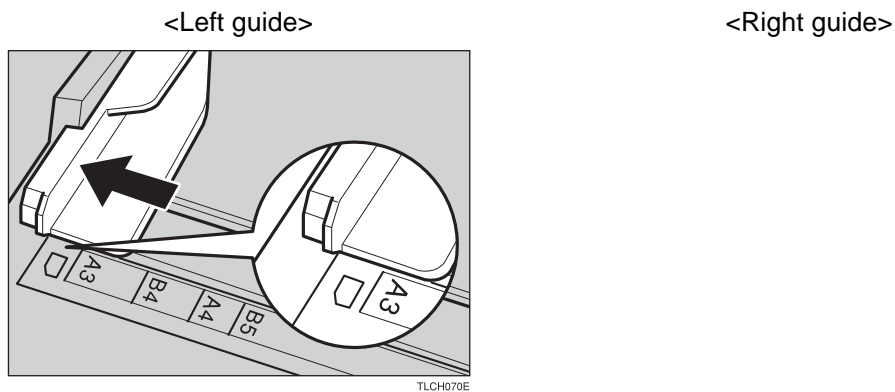
- 1: A3, 11" × 17" size Original
- 2: In standard copy mode, margins appear on copies
- 3: 12" × 18" Full Bleed Copy
- 4: Cut around the margins to produce a full image

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

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

Note

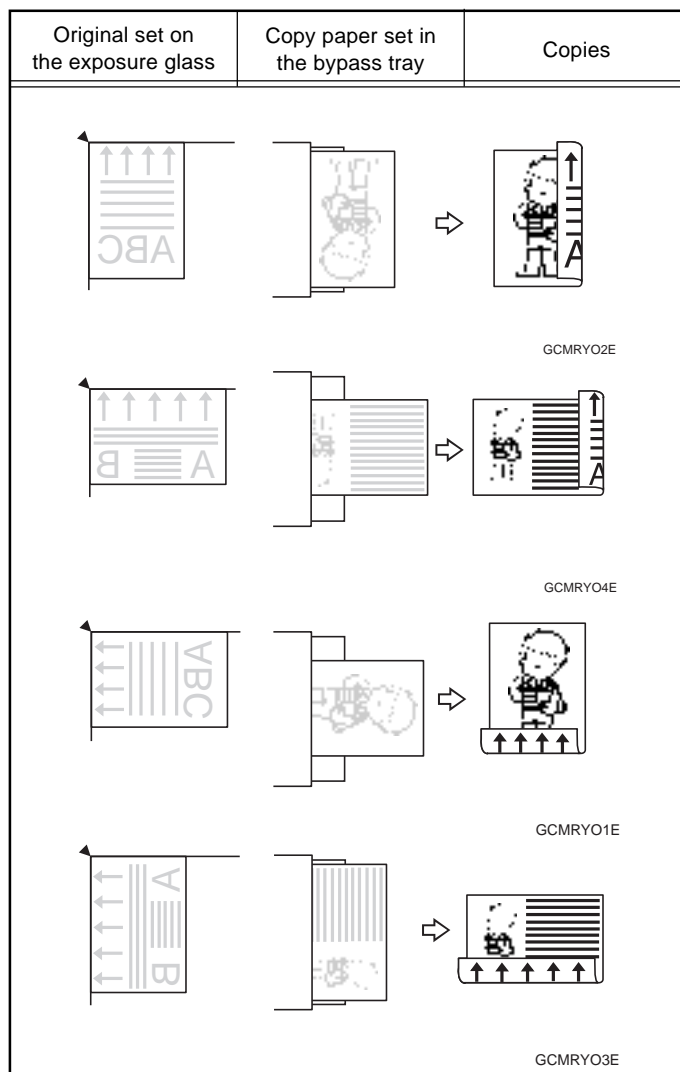
- This function can be used with 12" × 18" paper.
- When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically, changed to widthwise .
- If you want to select this mode, expand the paper guides as shown in the illustration.



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

Note

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



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

1 Open the bypass tray.

2 Insert the paper into the bypass tray.

Note

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

3 Press the **[Normal]** or **[Thick]** key.

4 Press the **[Portrait]** / **[Landscape]** key to select paper orientation.

5 Press the **[Duplex Back]** key.

Note

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



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

7 Adjust the paper guides to the paper size.

Note

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

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



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



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

Reference

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


Example:



Metric version: original: A3 , copy paper: A4 

Inch version: original: 11" × 17" , copy paper: 8 1/2" × 11" 

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



2 Set your originals on the exposure glass (platen glass) or in the document feeder.
 see page 29, 30 and 31.

3 Choose your copy paper size (e.g. A4 , 8 1/2" × 11" ).

4 Press the **[Start]** key. The original image is enlarged or reduced to fit the selected copy paper.

Energy Saver Mode—Saving Energy

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

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

Note

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

Interrupt Copying—Temporarily Stopping one Job to Copy Something Else

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

Reference

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

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

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

3 Make your copies.

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

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

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

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and the machine will start copying after the warm-up period.

1 Set your copy settings during the warm-up period.

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

Note

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

Program—Storing and Recalling Your Copy Settings in Memory

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

Note

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

Storing Your Settings

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

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

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

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

Note

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



Recalling Your Settings

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


Note

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

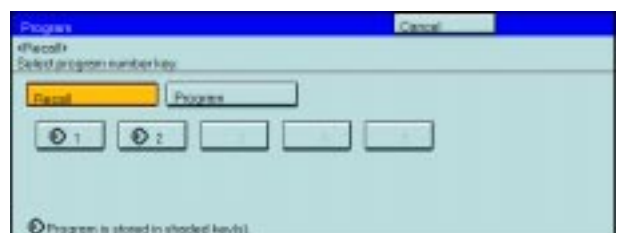
2 Press the **[Recall]** key.

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

Note

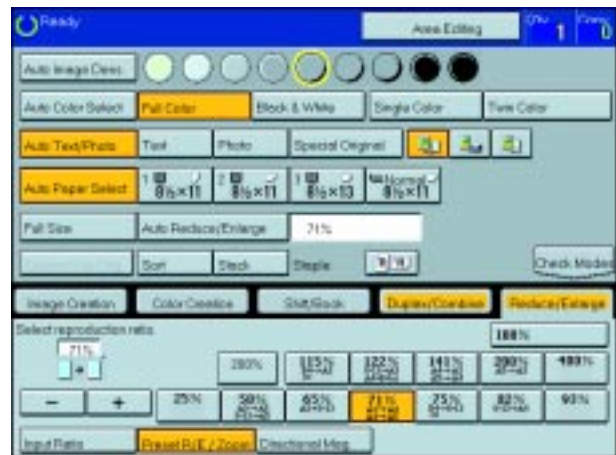
- Only programs with  contain a program.

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



Check Modes—Checking the Selected Copy Jobs

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

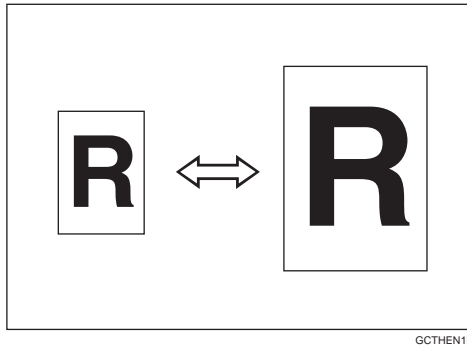


Counter—Checking the Total Number of Copies Made

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


Reduce/Enlarge—Reducing and Enlarging

Preset R/E—Reducing and Enlarging Using Preset Ratios




GCTHEN1E

Reference

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

Note

- You can add up to two preset ratios with the user tools.  see page 159.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- To return to 100%, press the **[100%]** key.

Reducing

- 1** Press the **[Reduce/Enlarge]** key.
- 2** Make sure that the **[Preset R/E / Zoom]** key is selected.
- 3** Select the ratio you require.
- 4** Set your originals, then press the **[Start]** key.



Enlarging

- 1 Press the **[Reduce/Enlarge]** key.
- 2 Make sure that the **[Preset R/E / Zoom]** key is selected.



- 3 Select the ratio you require.



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

Zoom—Reducing and Enlarging in 1% Steps



GCZOOM1E

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

Note

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- To return to 100%, press the **[100%]** key.
- You can select a preset ratio which is near the desired ratio, then press the **[Zoom]** key and adjust the ratio with the **[+]** or **[-]** key.
- There are two ways to set the ratios.

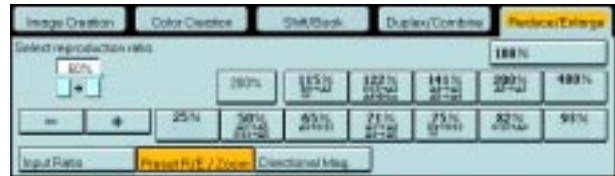
Using the (-) and (+) keys

- 1 Press the **[Reduce/Enlarge]** key.
- 2 Make sure that the **[Preset R/E / Zoom]** key is selected.



Reduce/Enlarge—Reducing and Enlarging

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

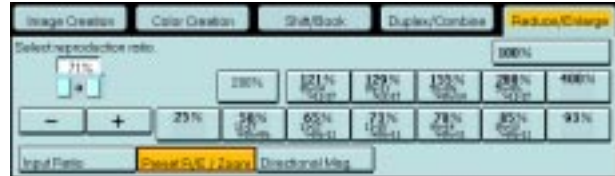


4 Set your originals, then press the **[Start]** key.

Using the [Number] keys

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

2 Press the **[Input Ratio]** keys.



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

Note

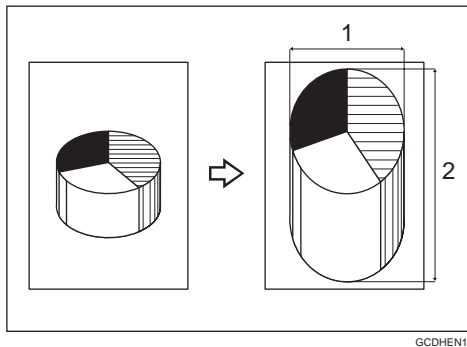
□ To change the ratio entered, press the **[Clear]** key and enter a new ratio.

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

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



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



- 1: Horizontal %
2: Vertical %

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

Note

- You can select a ratio from between 25% to 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image might not be copied or blank margins might appear on copies.

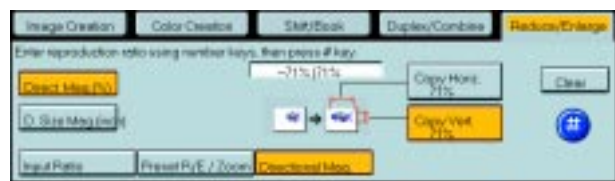
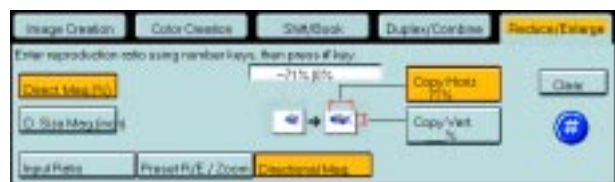
- 1 Press the **[Reduce/Enlarge]** key.
- 2 Press the **[Directional Mag.]** key.
- 3 Make sure that the **[Direct. Mag. (%)]** key is selected.
- 4 Enter the horizontal ratio with the **[Number]** keys, then press the **[#]** key.

Note

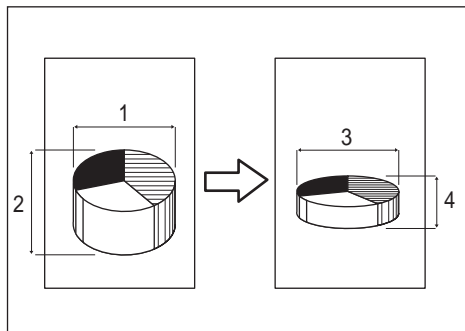
- To change the ratio entered, press the **[Clear]** key and enter a new ratio.

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

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



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



GCDHEN2E

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

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

Note

- ☐ You can enter sizes within the following ranges:

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

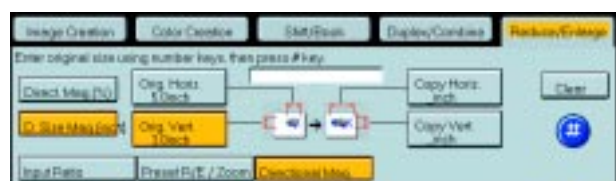
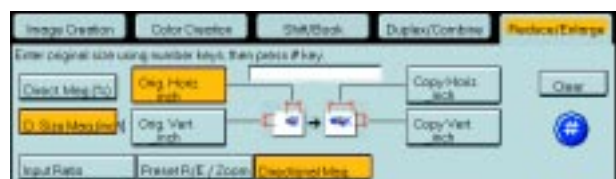
- ☐ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins might appear on copies.

- 1 Press the **[Reduce/Enlarge]** key.
- 2 Press the **[Directional Mag.]** key.
- 3 Press the **[D. Size Mag. (inch)]** key.
- 4 Enter the horizontal original size with the **[Number]** keys, then press the **[#]** key.

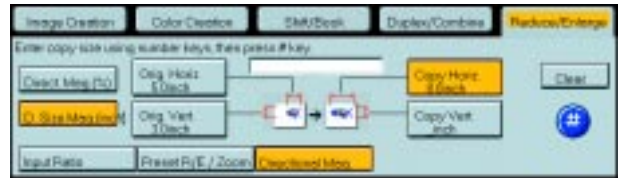
Note

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

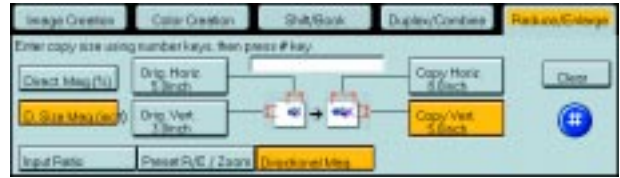
- 5 Enter the horizontal copy paper size with the **[Number]** keys, then press the **[#]** key.



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



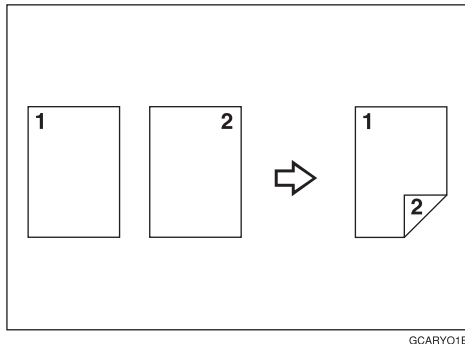
7 Enter the vertical copy paper size with the **[Number]** keys, then press the **[#]** key.



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

Duplex—Making 2 Sided Copies

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



This function makes 2 one-sided originals onto two-sided copy.

Limitation

You cannot use the following copy paper in this function:

- Paper smaller than A5, 5 1/2" x 8 1/2"
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards

Note

The following paper limitations apply:

Metric version

	Single color	Full color
Paper weight	64 - 105g/m ²	
Copy Number Input	B4 or smaller: 50 sheets	A3 - A5: 20 sheets
	A3: 30 sheets	

Inch version

	Single color	Full color
Paper weight	17 - 28 lbs	
Copy Number Input	8 1/2" x 14" or smaller: 50 sheets	11" x 17" - 5 1/2" x 8 1/2": 20 sheets
	11" x 17": 30 sheets	

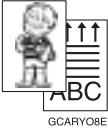
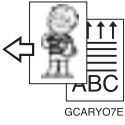

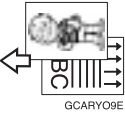
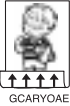

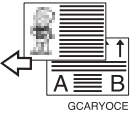

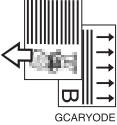

Note

- The image on the back-side of copies is shifted by just the binding margin.
- You can change the width and position of the binding area.
- You can change the default binding margin and width.

Reference

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

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

Originals	Orientation	Result*1
		
		
		
		

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

1 Press the [Duplex/Combine] key.



2 Press the [1 Sided → 2 Sided] key.



Copying

Duplex—Making 2 Sided Copies

3 Press the **[Even]** key or the **[Odd]** key according to the number of your originals.

Note

- When you set the odd originals, back side of the last page is blank.
- If you don't know the total number of originals, press the **[Auto Count]** key, then press the **[Start Count]** key.

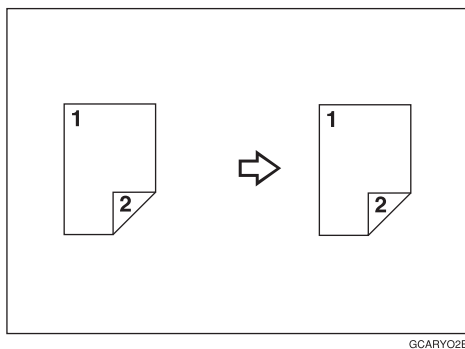
The optional document feeder is required to use Auto Count function.



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

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

2 Sided → 2 Sided—Making Two-sided Copies from Two-sided Originals



This function makes two-sided originals onto 2-sided copy.

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

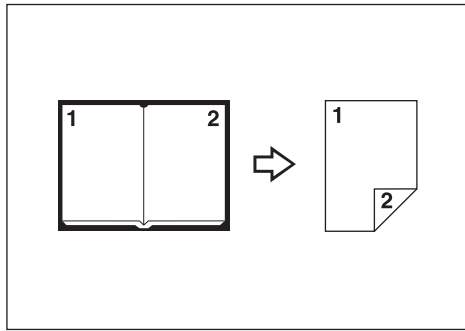


2 Press the **[2 Sided → 2 Sided]** key.



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

Book → 2 Sided—Making Two-Sided Copies from Facing Pages of a Bound Original



GCARV03E

Use this feature to copy facing pages of a book or magazine onto both sides of the copy paper.

Note

- Select the lengthwise copy paper.
- Refer to the following table when you select original and copy paper sizes with 100% ratio:

Metric version

Original	Copy Paper
A3 <input type="checkbox"/>	A4 <input type="checkbox"/> (2 sided)
B4 <input type="checkbox"/>	B5 <input type="checkbox"/> (2 sided)
A4 <input type="checkbox"/>	A5 <input type="checkbox"/> (2 sided)

Inch version

Original	Copy Paper
11" × 17" <input type="checkbox"/>	8 1/2" × 11" <input type="checkbox"/> (2 sided)
8 1/2" × 11" <input type="checkbox"/>	5 1/2" × 8 1/2" <input type="checkbox"/> (2 sided)

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



2 Select the lengthwise copy paper.

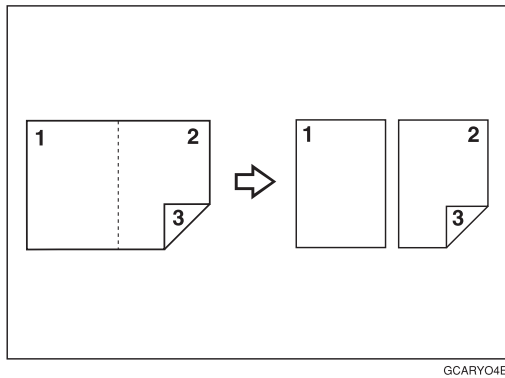
3 Press the **[Book → 2 Sided]** key.



4 Set your original on the exposure glass, then press the **[Start]** key.

Copying

Multi → 2 Sided—Making Two-sided Copies from a Book



GCARYO4E

This function copies three sides of a pamphlet to one single-sided copy and one double-sided copy.

Note

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

Metric version

Original	Copy Paper
A3 <input type="checkbox"/>	A4 <input type="checkbox"/> (2 sided)
B4 <input type="checkbox"/>	B5 <input type="checkbox"/> (2 sided)
A4 <input type="checkbox"/>	A5 <input type="checkbox"/> (2 sided)

Inch version

Original	Copy Paper
11" × 17" <input type="checkbox"/>	8 1/2" × 11" <input type="checkbox"/> (2 sided)
8 1/2" × 11" <input type="checkbox"/>	5 1/2" × 8 1/2" <input type="checkbox"/> (2 sided)

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



2 Select the lengthwise copy paper.

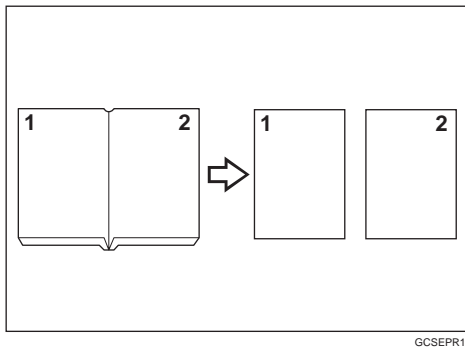
3 Press the **[Multi → 2 Sided]** key.



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

Series Copies—Making Single Copies

Book → 1 Sided—From Book Originals to 2 One-sided Copies



GCSEPR1E

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

Reference

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

Note

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

Metric version

Original	Copy Paper
A3 <input type="checkbox"/>	A4 <input type="checkbox"/> × 2 sheets
B4 <input type="checkbox"/>	B5 <input type="checkbox"/> × 2 sheets
A4 <input type="checkbox"/>	A5 <input type="checkbox"/> × 2 sheets

Inch version

Original	Copy Paper
11" × 17" <input type="checkbox"/>	8 1/2" × 11" <input type="checkbox"/> × 2 sheets
8 1/2" × 11" <input type="checkbox"/>	5 1/2" × 8 1/2" <input type="checkbox"/> × 2 sheets

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



2 Select the lengthwise copy paper.

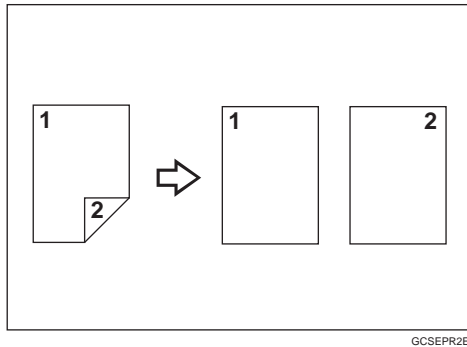
3 Press the **[Book → 1 Sided]** key.




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

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

The optional document feeder is required to use this function.




Reference

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

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



2 Select the lengthwise  copy paper.

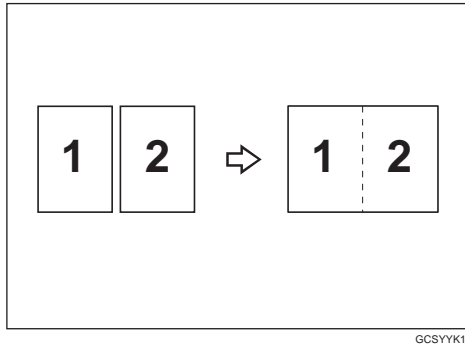
3 Press the **[2 Sided → 1 Sided]** key.



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

Combine 2 Originals—Combining 2 Originals

The optional document feeder is required to use this function.



GCSYYK1E

This function automatically combines 2 one-sided originals onto one copy.

Note

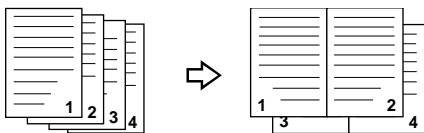
- ❑ The machine cannot copy originals different in size and direction.

Reference

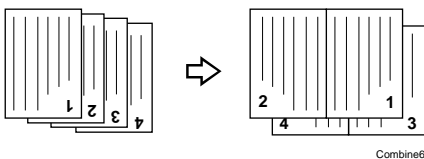
For functions that cannot be used together with this function, see page 88.

Setting Originals (Originals set in the document feeder)

- Originals reading from left to right



- Originals reading from top to bottom



Combine6

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



- 2 Select the widthwise copy paper.

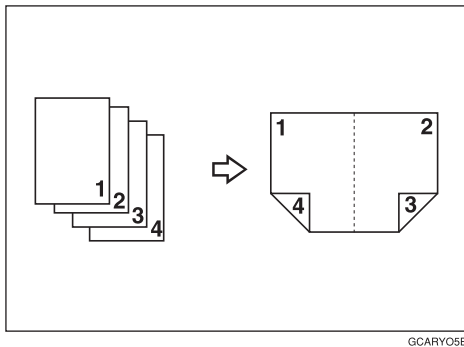
Combine

3 Press the **[Combine 2 originals]** key.



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

Combine 4 Originals—Combining 4 Originals



Reference

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

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



2 Select the widthwise copy paper.

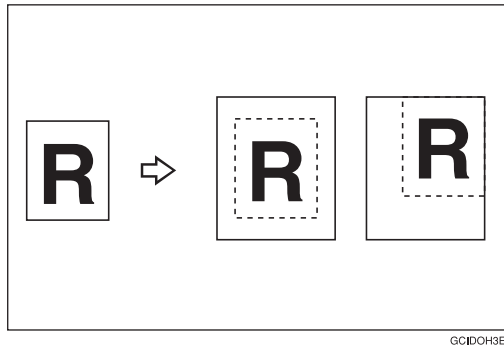
3 Press the **[Combine 4 originals]** key.



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

Shift—Shifting the Image

Shift—Centering/Cornering the Image



GCID0H3E

You can move the image to a corner or edge as well as center it. This function is useful when the copy paper is larger than the original.

Note

- You cannot use 12" × 18" size copy paper for this function.

1 Press the **[Shift/Book]** key.

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



3 Select the direction in which you want to shift the image.

Note

- When you want to center the image, press the **[Center]** key.

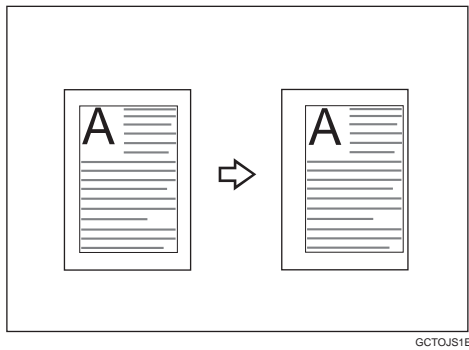


4 Press the **[OK]** key.

5 Select the copy paper size.

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

Margin Adjustment—Adding Margins for Binding



You can make a margin by shifting the image to the left or right. This function is useful when you want to bind copies.

Note

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

Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8" (in 0.1" steps)

The margin width default is as follows. You can change this default setting with the user tools. see page 159.

Metric Version	<ul style="list-style-type: none"> • Front: 0mm Left • Back: 0mm Right
Inch Version	<ul style="list-style-type: none"> • Front: 0" Left • Back: 0" Right

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

Reference

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

1 Press the **[Shift/Book]** key.

2 Press the **[Margin Adjustment]** key.



- 3 Set the margins on the front side and back side of copy paper.

Note

- ❑ To change the value entered, press the **[Clear]** key and enter a new value.
- ❑ To make a left margin, press the **[→]** key until the number displayed reaches the required setting.
- ❑ To make a right margin, press the **[←]** key until the number displayed reaches the required setting.



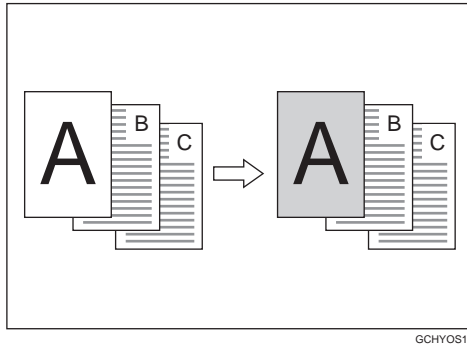
- 4 Press the **[OK]** key.

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

Cover Sheet—Adding or Inserting Sheets

Front Cover—Copying a Front Cover

The optional document feeder is required to use this function.



Note

- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick mode.

Reference

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

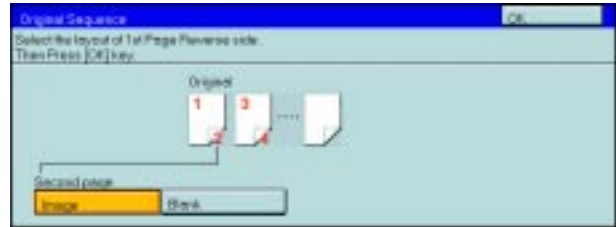
When you use Front Cover mode with 1 Sided → 1 Sided mode

- 1** Press the **[Shift/Book]** key.
- 2** Press the **[Front Cover]** key.
- 3** Set your originals in the document feeder, then press the **[Start]** key.



When you use Front Cover mode with 2 Sided → 1 Sided or 2 Sided → 2 Sided mode

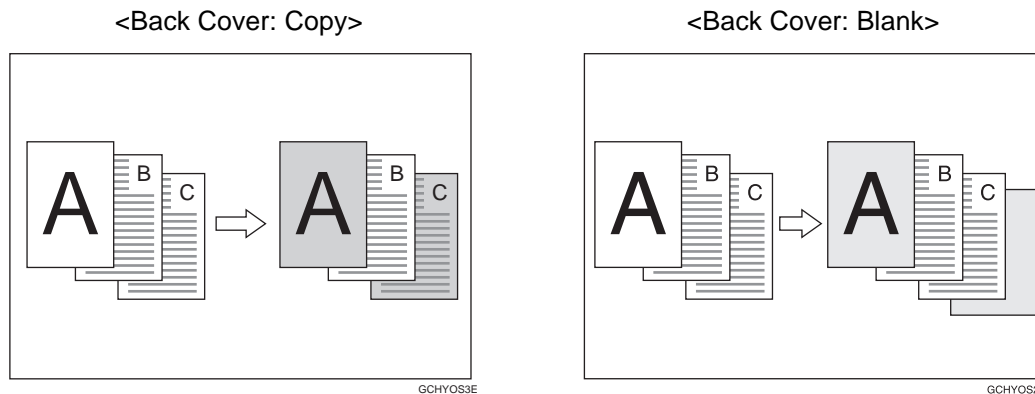
- 1** Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. ↩ see page 68 or 64.
- 2** Follow the steps 1 to 2 on page 74.
- 3** Select **[Image]** or **[Blank]** key depending on the reverse side of first original has an image or not.



- 4** Press the **[OK]** key.
- 5** Set your originals in the document feeder, then press the **[Start]** key.

Front & Back Cover—Copying or Adding Front and Back Covers

The optional document feeder is required to use this function.



Note

- You can specify whether to make a copy on a back cover sheet. If you select **[Copy]**, the last pages will be copied on the back cover sheets. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.
- The cover sheets should be identical in size and direction to the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick mode.
- If Blank Cover mode is selected, the back cover will not be counted as a copy.

Reference

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


When you use Front & Back covers mode with 1 Sided → 1 Sided mode

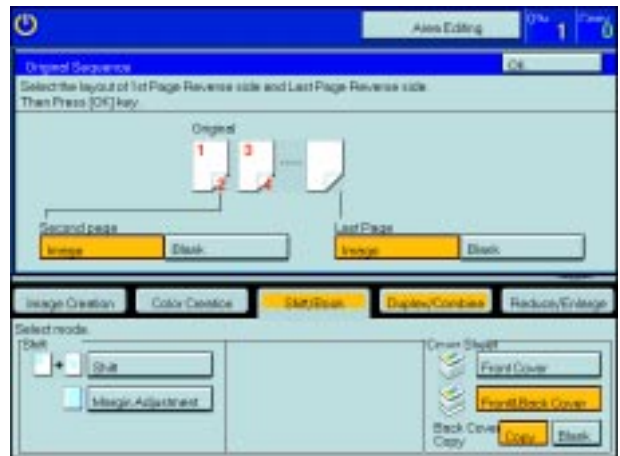
- 1 Press the **[Shift/Book]** key.
- 2 Press the **[Front & Back Cover]** key.



- 3 Select the **[Copy]** or **[Blank]** key to choose whether to copy onto the back cover.
- 4 Set your originals in the document feeder.
- 5 Press the **[Start]** key.

When you use Front & Back covers mode with 2 Sided → 1 Sided or 2 Sided → 2 Sided mode

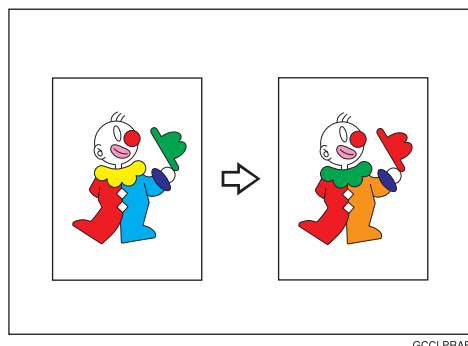
- 1 Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode.  see page 68 or 64.
- 2 Follow the steps 1 to 3 on above.
- 3 Select **[Image]** or **[Blank]** key depending on the reverse side of first original has an image or not.



- 4 Select **[Image]** or **[Blank]** key depending on the reverse side of last original has an image or not.
- 5 Press the **[OK]** key.
- 6 Follow the steps 4 and 5.


Color Creation

Color Conversion—Converting a Selected Color into a Different Color




This function converts a selected color of an original into a different color on the copy.

Reference

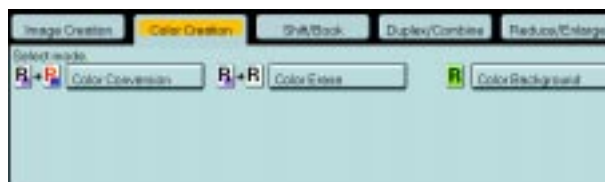
For copy samples,  see page 16.

Note

- Up to 4 colors can be converted at one time.
- Colors you can convert to:
Yellow, Red, Magenta, Green, Cyan, Blue, Black and White
- Colors that can be used after conversion:
Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, White, Beige, Pink, Marine Blue, Purple and User colors
- This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from “Narrow” to “Wide”.  see page 161.
For example, if red is selected as the color to be converted, “Narrow” will result in only red being converted, and “Wide” will result in other colors close to red being converted.
- This function can be used in Full Color mode.

1 Press the **[Color Creation]** key.

2 Press the **[Color Conversion]** key.



Color Creation

3 Select the original color (color to be converted).



4 Select the new color (color to convert to).



5 If you want to convert more than one color, repeat steps 3 and 4.

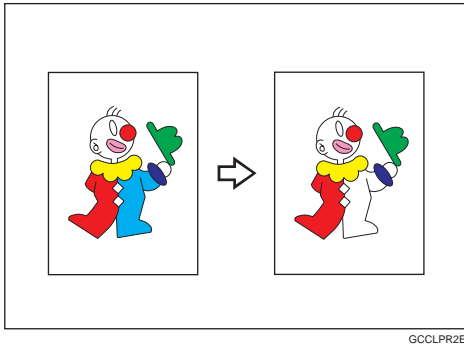
Note

□ If you pick the wrong color, press the **[Clear]** key.

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

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

Color Erase—Erasing the Selected Color



This function erases a selected color from the original image.

Reference

For copy samples, see page 16.

Note

- Up to 4 colors can be erased at one time.
- Colors that can be erased:
Yellow, Red, Magenta, Green, Cyan, Blue and Black
- This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from “Narrow” to “Wide”. see page 161.
For example, if red is selected as the color to be converted, “Narrow” will result in only red being erased, and “Wide” will result in other colors close to red being erased.

1 Press the **[Color Creation]** key.

2 Press the **[Color Erase]** key.



3 Select the color to be erased.

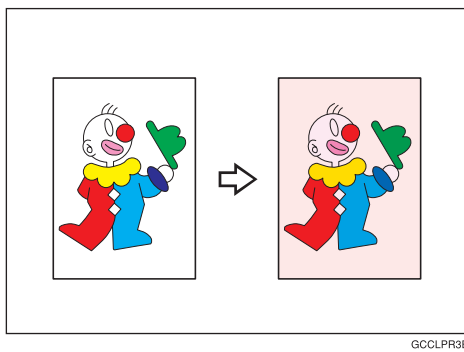


4 Press the **[OK]** key

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

Copying

Color Background—Making Copy with Color Background



This function makes copies with a selected color background.

Reference

For copy samples, see page 16.

Note

Colors that can be selected as a background color:

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, Beige, Pink, Marine Blue, Purple and User Colors

In this mode, color tones of photo or picture in originals might be changed due to the color on the background.

1 Press the **[Color Creation]** key.

2 Press the **[Color Background]** key.



3 Select the color for background.

Note

You can select the color density level.

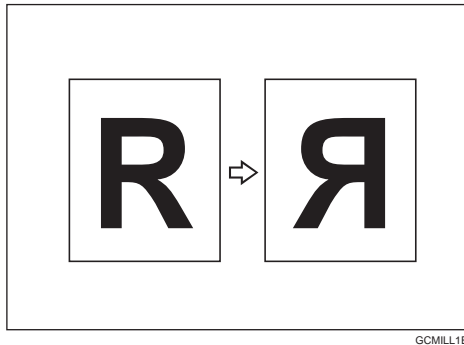


4 Press the **[OK]** key.

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

Image Creation

Mirror Image—Making a Mirror Image

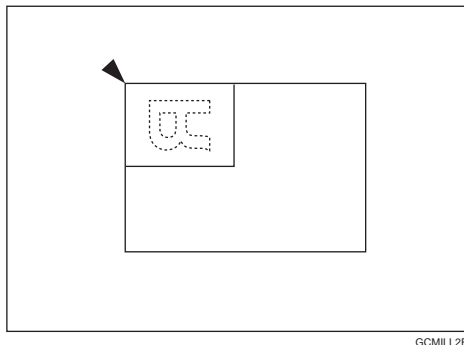


GCMILL1E

This function makes a mirror image copy of the original.

Note

- Set the original as below when setting on the exposure glass (platen glass).

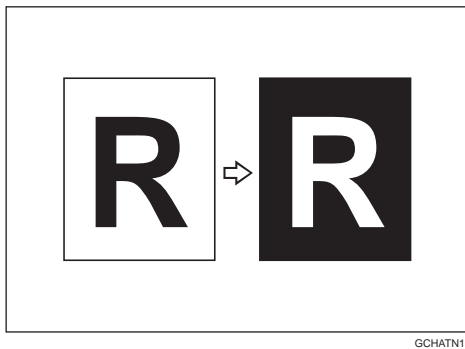


GCMILL2E

- 1** Press the **[Image Creation]** key.
- 2** Press the **[Mirror Image]** key.
- 3** Set your originals, then press the **[Start]** key.



Positive/Negative—Copying in Complementary Colors



This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

Note

- If you copy using twin color mode, white areas are changed to black, black areas are changed to white, and color areas are changed to the selected color.

- 1** Press the **[Image Creation]** key.
- 2** Press the **[Positive/Negative]** key.



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

Finishing

Note

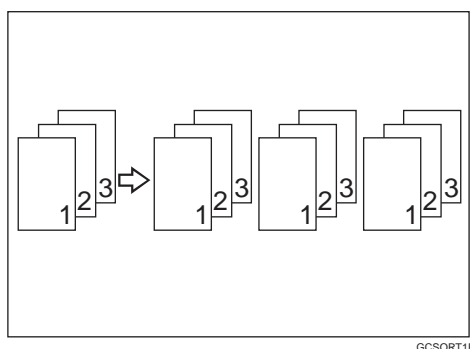
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Reference

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

Sort—Sorting into Sets (123, 123, 123)

The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required to use this function.



GCSORT1E

One copy of each original is delivered to each bin and copies are collated into sets.

Note

- It is recommended to set originals in the document feeder with this function.
- For sorting, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick mode		1st bin	2nd or 3rd bin
Maximum paper size	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 11" × 17" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 12" × 18" <input type="checkbox"/> : A4, 8 1/2" × 11"
Minimum paper size	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : A6, 5 1/2" × 8 1/2" <input type="checkbox"/> : A5, 8 1/2" × 11"	<input type="checkbox"/> : A6, 5 1/2" × 8 1/2" <input type="checkbox"/> : A5, 8 1/2" × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 1/2" × 11" or smaller: 30 sheets B4, 8" × 13" or larger: 25 sheets	A4, 8 1/2" × 11" or smaller: 15 sheets B4, 8" × 13" or larger: 12 sheets	A4, 8 1/2" × 11" or smaller: 30 sheets B4, 8" × 13" or larger: 25 sheets	A4, 8 1/2" × 11" or smaller: 500 sheets B4, 8" × 13" or larger: 250 sheets	A4, 8 1/2" × 11" or smaller: 250 sheets B4, 8" × 13" or larger: 125 sheets

- When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.
- When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used.
- You cannot use OHP transparencies or custom size paper in Sort mode.
- You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original with the user tools. see page 162.

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

2 Set your originals in the document feeder.

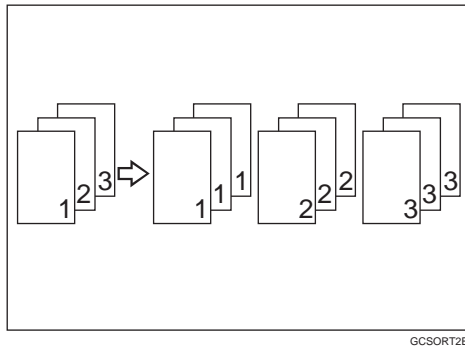
3 Press the **[Start]** key.



Copying

Stack—Stacking together all Copies of a Page (111, 222, 333)

The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required to use this function.



All copies of each original are delivered to the same bin.

For stacking, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick mode		1 st bin	2 nd or 3 rd bin
Maximum paper size	☐: A3, 12" × 18" ☐: A4, 8 1/2" × 11"	☐: A3, 12" × 18" ☐: A4, 8 1/2" × 11"	☐: A3, 11" × 17" ☐: A4, 8 1/2" × 11"	☐: A3, 12" × 18" ☐: A4, 8 1/2" × 11"	☐: A3, 12" × 18" ☐: A4, 8 1/2" × 11"
Minimum paper size	☐: B5, 8 1/2" × 11" ☐: B5, 8 1/2" × 11"	☐: B5, 8 1/2" × 11" ☐: B5, 8 1/2" × 11"	☐: B5, 8 1/2" × 11" ☐: B5, 8 1/2" × 11"	☐: A6, 5 1/2" × 8 1/2" ☐: A5, 8 1/2" × 11"	☐: A6, 5 1/2" × 8 1/2" ☐: A5, 8 1/2" × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 1/2" × 11" or smaller: 25 sheets B4, 8" × 13" or larger: 20 sheets	A4, 8 1/2" × 11" or smaller: 12 sheets B4, 8" × 13" or larger: 10 sheets	A4, 8 1/2" × 11" or smaller: 25 sheets B4, 8" × 13" or larger: 20 sheets	A4, 8 1/2" × 11" or smaller: 500 sheets B4, 8" × 13" or larger: 250 sheets	A4, 8 1/2" × 11" or smaller: 250 sheets B4, 8" × 13" or larger: 125 sheets

- ☐ When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.
- ☐ When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used.
- ☐ You cannot use OHP transparencies or custom size paper in Stack mode.

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

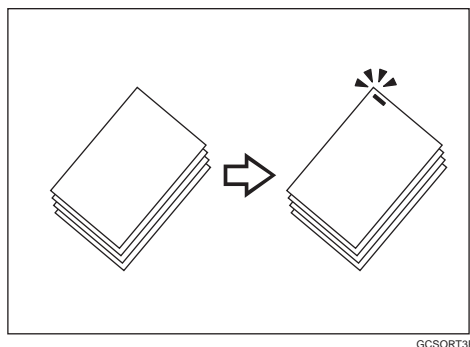


2 Set your originals in the document feeder.

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

Staple—Stapling Copies

The optional 20-bin sorter stapler, 10-bin sorter stapler is required to use this function.



GCSORT3E

Each copy set can be stapled together.

Note

- When you select Staple mode, Sort mode is automatically selected.
- You cannot use Staple mode with Stack mode.
- When you have 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.
- You cannot use OHP transparencies or custom size paper in Staple mode.
- You cannot staple different widths of paper.
- Stapling position and original setting:

Original setting		Stapling position		
	Exposure glass	Document feeder		
			20-bin sorter stapler	
			10-bin sorter stapler	
<input type="checkbox"/>				
<input type="checkbox"/>				

Copying


Finishing

☐ For Stapling, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler
	Normal paper mode	Thick paper mode	
Maximum paper size	<input type="checkbox"/> : A3, 11" × 17" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 11" × 17" <input type="checkbox"/> : A4, 8 1/2" × 11"	<input type="checkbox"/> : A3, 11" × 17" <input type="checkbox"/> : A4, 8 1/2" × 11"
Minimum paper size	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"	<input type="checkbox"/> : B5, 8 1/2" × 11" <input type="checkbox"/> : B5, 8 1/2" × 11"
Stapler capacity (80g/m ² , 20 lb)	20 sheets	10 sheets	20 sheets

Reference

If you want to add staples,  see page 143.

When the stapler is jammed,  see page 144.

Changing the staple position


If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.

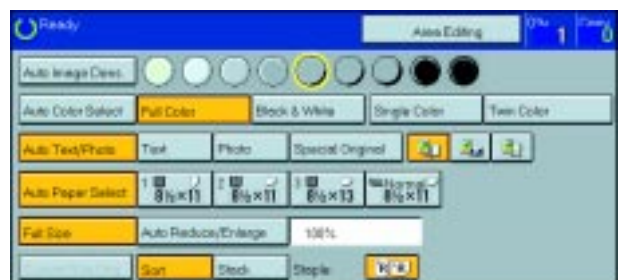
Note

☐ After changing the position of the stapler, the stapler should be clicked in position.


Stapling copies automatically after copying

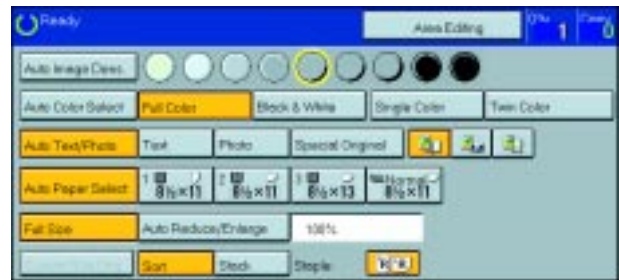
The optional document feeder is required to use this function.

- 1** Press the  key.
- 2** Set your originals in the document feeder.
- 3** Press the **[Start]** key.



Stapling copies manually after copying

1 After sort mode copying is completed, press the  key.



- ☆ Those modes can be used together.
- ★ Those modes can be used together with some limitations.
- The original mode is overridden and the newly selected mode is active.
- ✕ These modes cannot be used together.
- *1 20-bin sorter stapler. ☆
10-bin sorter stapler. ✕
- *2 20-bin sorter stapler. →
10-bin sorter stapler. ✕

Original Mode		Newly Selected Mode													
		Auto Image Density	Manual Image Density	Auto Color Select	Full Color	Black & White	Single Color	Twin Color	Auto Text/Photo	Text	Photo	Special Original	Photo Type Selection	Auto Paper Select	
Image Density	Auto Image Density	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Manual Image Density	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Color Mode	Auto Color Select	✕	☆	→	→	→	→	→	→	→	→	→	→	→	
	Full Color	☆	☆	→	→	→	→	→	→	→	→	→	→	→	
	Black & White	☆	☆	→	→	→	→	→	→	→	→	→	→	→	
	Single Color	☆	☆	→	→	→	→	→	→	→	→	→	→	→	
	Twin Color	☆	☆	→	→	→	→	→	→	→	→	→	→	→	
Original Image Type	Auto Text/Photo	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	→	
	Text	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	→	
	Photo	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	→	
	Special Original	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	→	
Paper Selection	Auto Paper Select	☆	☆	✕	☆	✕	✕	✕	☆	☆	☆	☆	☆	☆	
	Copying from Paper Trays	Standard size paper	Normal	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
			Thick	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
			OHP	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
	Bypass Feed Copying	Custom size paper	OHP Slip Sheet	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
			Normal	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
			Thick	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
	A3 Fullbleed Copying	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	
	Duplex Back	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	
	Auto Reduce/Enlarge	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	
Custom Size Original	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕		
Finishing	Sort	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Stack	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Staple	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Color Creation	Color Conversion	☆	☆	✕	☆	✕	✕	✕	☆	☆	☆	☆	☆	☆	
	Color Erase	☆	☆	✕	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Color Background	☆	☆	✕	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Image Creation	Mirror Image	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Positive/Negative	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Reduce/Enlarge	Preset Reduce/Enlarge	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Zoom	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Directional Magnification (%)	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Directional Size Magnification (inch)	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Shift/Book	Margin Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Centering/Cornering	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	
	Cover Sheet	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Duplex/Combine	Series	Book → 1 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	
		2 Side → 1 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Combine	Combine 2 originals	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	
		Combine 4 originals	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	
	Duplex	1 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
		2 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
		Book → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	
Multi → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕			
Program User Color	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		
Image Adjustment	Soft/Sharp	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Contrast	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Background Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Pastel	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	U.C.R. Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	A.C.S. Sensitivity	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Auto Text/Photo Sensitivity	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Color Adjustment	☆	☆	☆	☆	✕	✕	✕	☆	☆	☆	☆	☆	☆		
Color Balance Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		
Program	After recalling your settings	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		
Interrupt Copying	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		
Film Projector	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕		

Adjustment and Color Memory

Color Balance—Adjusting and Storing the Color Balance

This function allows you to control the overall color tone of copies by adjusting the Yellow, Magenta, Cyan and Black color balance. Nine levels of tone are available.

Reference

For copy sample, see page 18.

Note

- ❑ The color balance will return to the default when:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.
- ❑ You can store and adjustments you make in memory and recall them later.

Color Balance Adjustment

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

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

3 Adjust the color balance, then press the **[OK]** key.



Color Balance Program—Storing and Recalling the Color Balance

You can store the color balance setting in memory and recall it when you want to use it.

Note

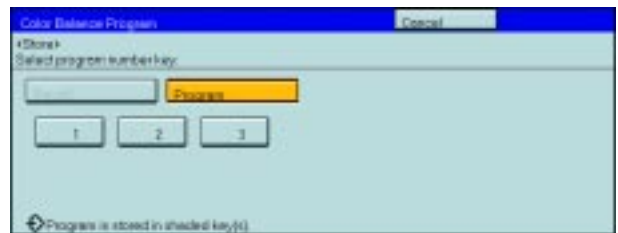
- You can store up to three color balance.

Storing the adjusted color balance

- 1 Change the color balance (see page 92), but don't press the [OK] key.
- 2 Press the [Color Balance Program] key.



- 3 Press the [Program] key.
- 4 Select a number for this setting.



Recalling the color balance

- 1 Press the [Adjustment] key.
- 2 Make sure that the [Color Balance] key is selected.

Color Balance—Adjusting and Storing the Color Balance


3 Press the **[Color Balance Program]** key.



4 Make sure that the **[Recall]** key is selected.

5 Select the setting you want to recall.

Note

- Only color balance programs with  contain a color balance.



Color Adjustment

This function lets you alter up to three single colors by mixing them with adjacent colors in the color circle. For example, yellow can be shifted towards red to make orange, or towards green to make a yellow green. Note that only areas of the image containing this color will be modified.

Reference

For copy samples, see page 19.

Note

- This function requires Full Color mode or Auto Color Select mode.
- The single color adjustment will return to the default when:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

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

2 Press the **[Color Adjustment]** key.

3 Select the color key that you want to adjust from the color circle.



4 Adjust the color with the keys.

Note

- For example, if you wish to make yellow appear more red, press the **[→]** key.
- If you wish to make yellow appear more green, press the **[←]** key.

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

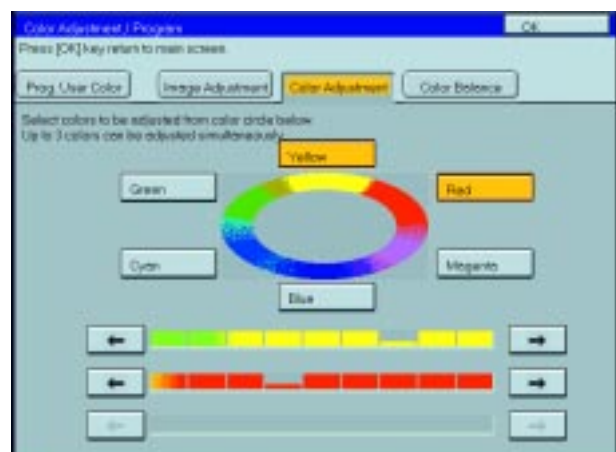













Image Adjustment

You can change the following default settings for image adjustment:

Soft/Sharp	<p>You can adjust the edges of the image to make the image sharper or softer.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples, see page 19.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 4</p>
Contrast	<p>You can adjust the contrast between light parts and dark parts of the image.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples, see page 19.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p>
Background Density	<p>You can adjust the background density control.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples, see page 19.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p> <p><input type="checkbox"/> If copying a newspaper or an original with a dark background, adjust the background density to a lighter setting.</p> <p><input type="checkbox"/> If part of the original is marked with a highlighting pen, adjust the background density to a darker setting. However, because the color of a highlighting pen is difficult to duplicate, it might be copied in different colors or some colors might not be copied.</p>
Pastel	<p>You can make copies in pastel tones.</p> <p> Reference</p> <p><input type="checkbox"/> For copy samples, see page 19.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 9 which yields a normal color copy</p>
U.C.R. Adjustment	<p>You can adjust the black toner density to make the black parts clearer in Full Color mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p> <p><input type="checkbox"/> Adjust this setting to a darker setting when you want to copy letter parts clearly in black.</p> <p><input type="checkbox"/> Adjust this setting to a lighter setting when the original image is dark.</p>
A.C.S. (Auto Color Selection) Sensitivity	<p>You can adjust the sensitivity when detecting whether the original has color areas in Auto Color Select mode. When set to "B&W" values, the machine will be more likely to detect originals as black originals. "Full Color" values will cause the machine to be more likely to detect originals as color originals.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 3</p>
Auto Text/Photo Sensitivity	<p>You can adjust the sensitivity when detecting letter and photo parts of an original in Auto Text/Photo mode. If letter parts photo parts of an original are not differentiated correctly, adjust this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 5</p>

Soft/Sharp, Contrast, Background Density, and Pastel

Note

- Any settings you make with the Sharp/Soft, Contrast, Background Density and Pastel functions will be canceled under the following conditions:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

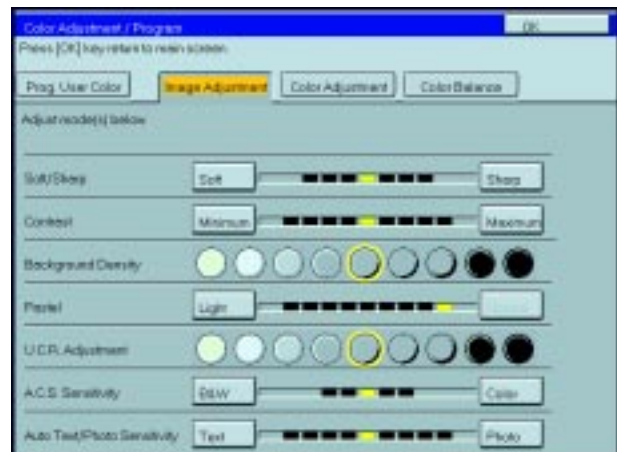
1 Press the **[Adjustment]** key.

2 Press the **[Image Adjustment]** key.

3 Adjust the settings.

Reference

For details, see page 96.



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

Note

- If you do not press the **[OK]** key, you can still make copies, but the Image Adjustment settings you have just entered will not be used. However, any settings or features you chose before pressing the **[Adjustment]** key will still apply.

U.C.R. Adjustment, A.C.S. Sensitivity and Auto Text/Photo Sensitivity

Note

- Any settings you make with the U.C.R. Adjustment, A.C.S. Sensitivity, and Auto Text/Photo Sensitivity functions are not cleared by turning the power off or by pressing the **[Clear Modes]** key. They are canceled only when you overwrite them with new settings.

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

2 Press the **[Image Adjustment]** key.

3 Adjust the settings.

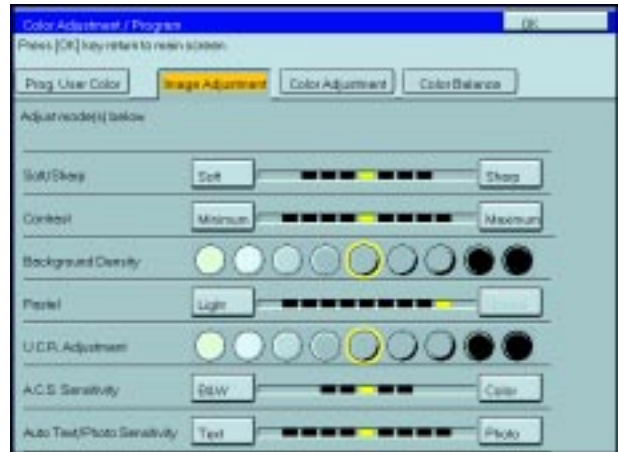
Reference

For details, see page 96.

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

Note


- If you do not press the **[OK]** key, you can still make copies, but the Image Adjustment settings you have just entered will not be used. However, any settings or features you choose before pressing the **[Adjustment]** key will still apply.




Program User Color—Storing User Colors

In addition to the base colors, you can store up to 15 customized colors into memory (User Color).

Reference

Color sample chart,  see page 22.

If your machine is Edit type, you can sample the user color.  see page 102.

Note

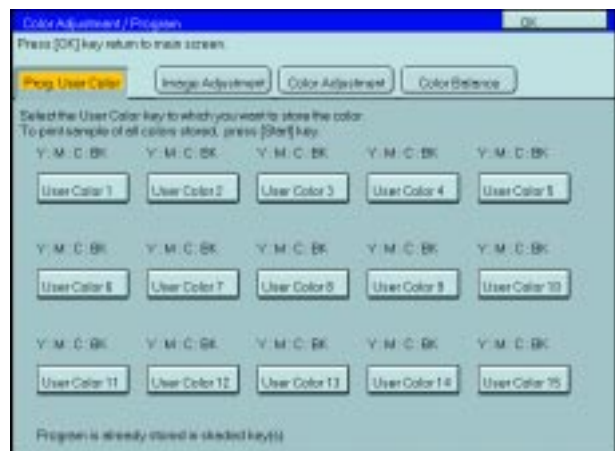
- There are two ways to make user colors as follows:
 - Adjusting a selected base color
 - Mixing colors manually with **[Number]** keys
- Up to 15 colors can be stored.
- The total percentages of the mixed colors must be 255% or less.
- If the total percentage of the mixed color is over 255%, the copier cannot create the color properly and the results will appear different.
- If the total percentage of the mixed colors is too low, it may not be bonded to the paper properly resulting in a change in image density.
- The appearance of user colors might vary slightly according to the image type you have selected (e.g. Photo, Text, etc.).

Adjusting Colors Based on the Selected Color

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

2 Press the **[Prog. User Color]** key.

3 Select the key you wish to store the color in.



Adjustment and Color Memory

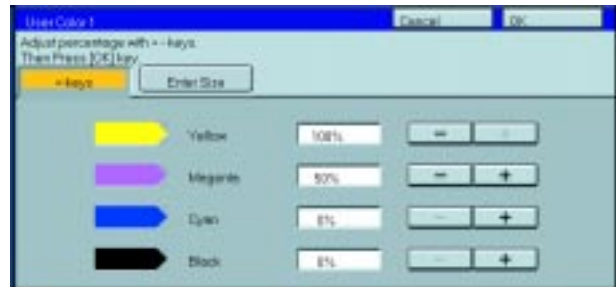
4 Select the base color.



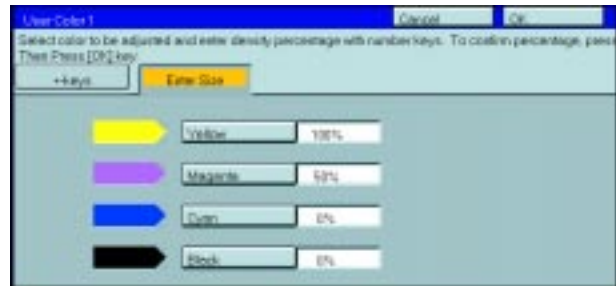
5 You can change the color density in two ways—press the [+ - keys] key.

 **Note**

□ Increase or decrease in steps with the **[+]** or **[-]** key.
—— Press the **[+ - keys]** key.



□ Enter the percentage with the **[Number]** keys.
—— Press the **[Enter Size]** key.



6 Repeat step 5 for each color, then press the **[OK]** key.

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

Mixing Colors Manually with the Number Key

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

2 Press the **[Prog. User Color]** key.

3 Select the number that you want to store the user color in.



4 Press the **[Enter Size]** key.

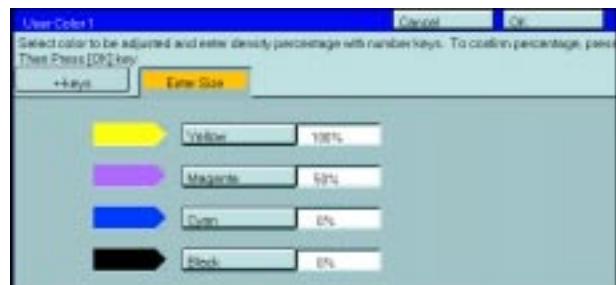


5 Select the color that you want to adjust.

6 Enter the density with the **[Number]** keys, then press the **[#]** key.

Note

To change the number, press the **[Clear]** key.



7 Repeat steps 5 and 6 for each color then press the **[OK]** key.

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

Sampling the User Color (Only for Edit Type)

You can print out a sample of User Colors to check the colors you have made.

Note

The sample will be copied on a A4 sheet, 8 1/2" × 11" sheet or a A3 sheet, 11" × 17" sheet.

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

2 Press the **[Prog. User Color]** key.



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

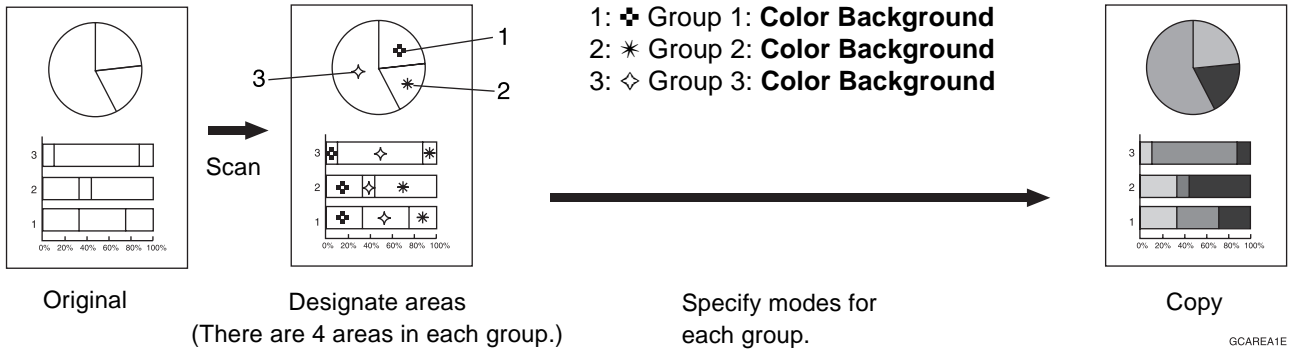
Area Editing (Only for Edit Type)

Area Editing
(Only for Edit Type)

What is Area Editing?

If your machine is Edit Type, you can select areas of an image to be treated differently or have effects applied to them. An example is shown below.

Example:



Note

□ “Group” means a set of areas that you want to do the same edit.

How to Edit Areas

Editing an image involves scanning it in to memory, choosing areas to edit and how those areas will be reproduced.

The basic steps are summarized below. Details are given in the rest of this section.

① Enter Area Editing mode.

Press the **[Area Editing]** key.



② Designate areas.

see page 106.



③ Select modes.

see page 116.



④ Specify more areas to be treated differently (optional).

Repeat 3 and 4.



⑤ Copy image.

Press the **[Start]** key.

Designating Areas

Several tools are provided for designating areas of an image.

Area Shapes

- Rectangle: Specify two points defining the opposite diagonals of a rectangle.
- Right Angle Polygon/Polygon: Specify a sequence of points defining a polygon.
- Closed Loop: If your image contains a shape outlined in black and that outline forms a closed loop, specify a point inside the shape to designate it.
- Multi-Closed Loop: If your image contains a closed loop and that outline forms an another closed loop, specify points inside of the closed loop to designate it.

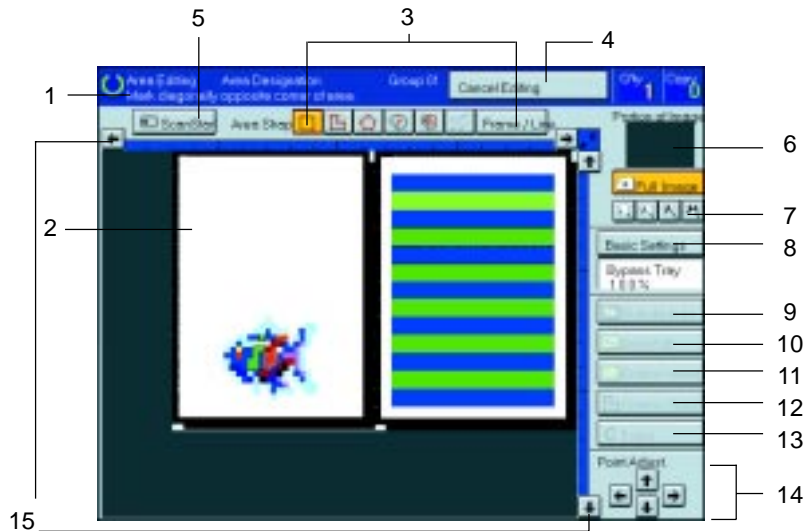
Frame/Line

- Rectangle frame: Specify straight frames by Rectangles.
- Right Angle Polygon/Polygon frame: Specify straight frames by Right Angle Polygon/Polygon.
- Line: Specify a series of points linked together by straight lines.

Note

- ☐ You can designate many areas and apply the same changes to them all by placing them in the same Group.
- ☐ Different areas may be treated differently by placing them in different Groups.

Designate Area Display



1. Message Area

Messages and instructions appear here.

2. Display Area

The image is displayed.

3. Area Shape/Frame/Line

Select the area shape or frame shape and line.

4. Cancel Editing

Exit area editing.

5. Scan Start

Scan in an original again.

6. Portion of Image

Shows the portion of the original that is currently being viewed or is enlarged.

7. Enlarge

- Enlarge 4 Enlarge by about 528%
- Enlarge 3 Enlarge by about 394%
- Enlarge 2 Enlarge by about 264%
- Enlarge 1 Enlarge by about 200%
- Full Image

Note

- After pressing the **[Enlarge]** key, mark a point in the displayed image to zoom in on.

8. Basic Settings

Change the job settings for the entire image.

9. Outside Area

Set modes for outside areas.

10. Area Edit

Edit inside the area.

11. Confirm Areas

Show selected areas, modes, and groups.

12. Confirm Selection

Complete a designated area.

13. Erase

Cancel last point selected.

14. Arrow keys

Move cursor in small steps.

15. Scroll key

Move the portion of the original.

Note

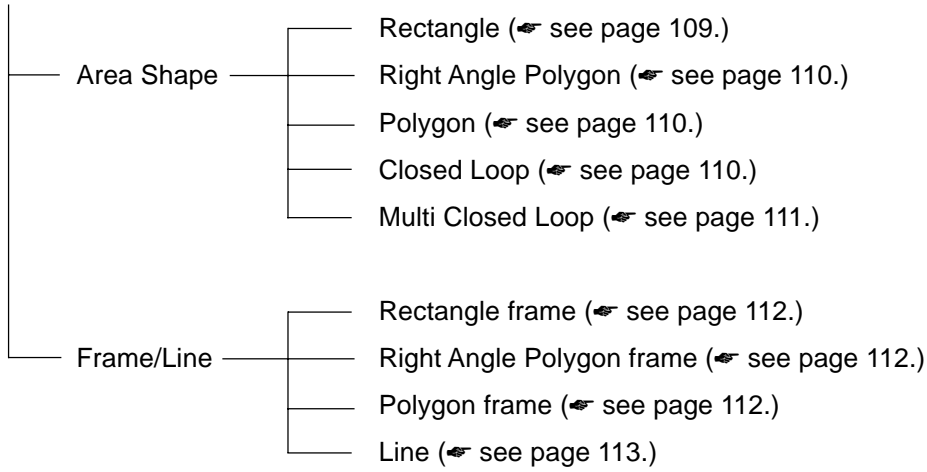
- Do not press the touch panel display with any hard or sharp object. Always use the editor pen.
- When you mark a point with the editor pen, the cursor position might not be quite right. In this case, move the cursor in small steps by pressing the arrow keys on the display.

Designate Area Tools

Note

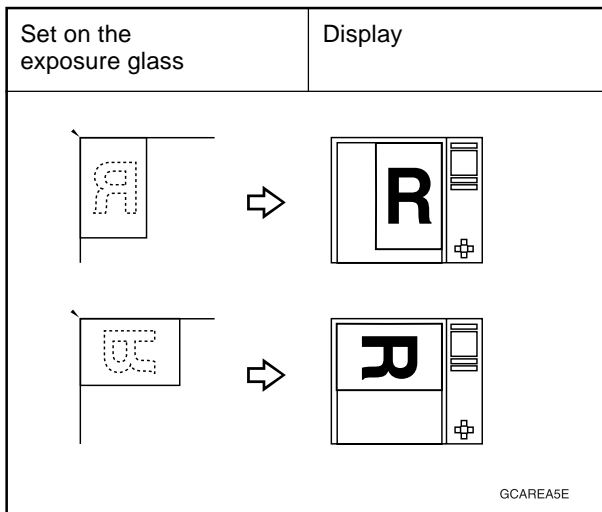
- There are nine tools to designate areas.

Area Editing



Note

- You cannot use the optional document feeder in this function.
- The relationships between the position of the original and the orientation of the scanned image on the display are as follows:




Area Shapes

Rectangle

1 Set your original on the exposure glass.

2 Press the **[Area Editing]** key.

Note

-  (**Rectangle**) key is selected as default.

3 Mark the first point with the editor pen.

4 Mark the diagonally opposite corner of the area you wish to select.

Note

- When you make a mistake, press the **[Erase]** key.
- Repeat 4 and 5 to add more rectangles.
- When you continue to add areas, you can select other shapes (except Closed Loop Multi-Closed Loop, Line, Frame).

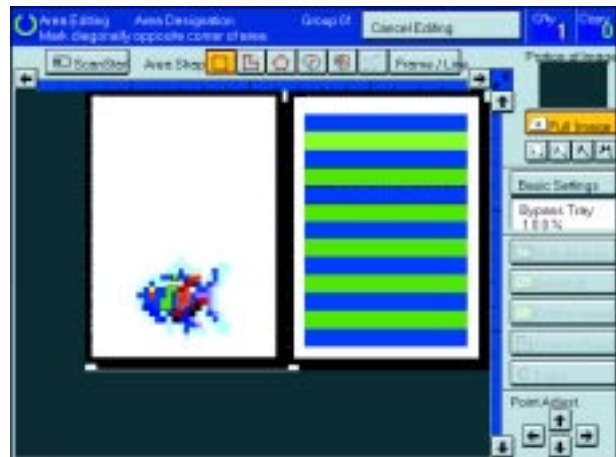
5 Press the **[Confirm Selection]** key.

6 Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.



Reference

For details, see page 116.

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



Right Angle Polygon and Polygon

- 1 Set your original on the exposure glass.
- 2 Press the **[Area Editing]** key.
- 3 Press the  (**R.A. Polygon**) or  (**Polygon**) key.
- 4 Mark the first point with the editor pen.
- 5 Mark the next points.

Note

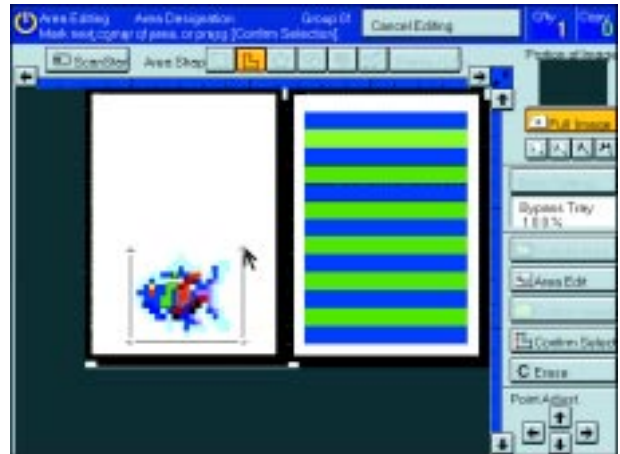
- When you use Right Angle Polygon mode, mark points that make right angles.

- 6 After making the last point, press the **[Confirm Selection]** key.
- 7 Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

Reference

For details, see page 116.

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




Closed Loop

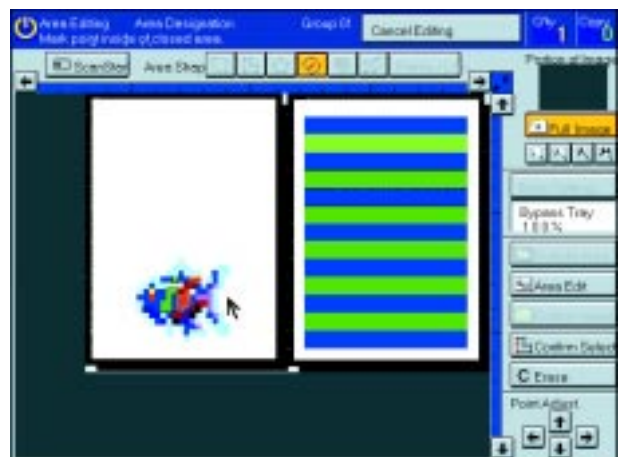
Limitation

- If you specify an area with Closed Loop, you cannot specify any additional areas with other selection tools.

Note

- When you color areas with the Closed Loop, the area boundary may shift depending on the image.

- 1 Set your original on the exposure glass.
- 2 Press the **[Area Editing]** key.
- 3 Press the  (**Closed Loop**) key.
- 4 Touch on a point inside a closed loop.



5 Press the **[Confirm Selection]** key.

6 Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

Reference

For details,  see page 116.

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

Multi-Closed Loop

Limitation

If you specify an area with Multi-Closed Loop, you cannot specify any additional areas with other selection tools.

1 Set your original on the exposure glass.

2 Press the **[Area Editing]** key.

3 Press the  (**Multi-Closed loop**) key.

4 Press on a point inside the exterior area you wish to specify.

5 Press on a point inside the interior area you wish to treat differently.

Note

Be sure to select a point inside of the exterior area you wish to define.

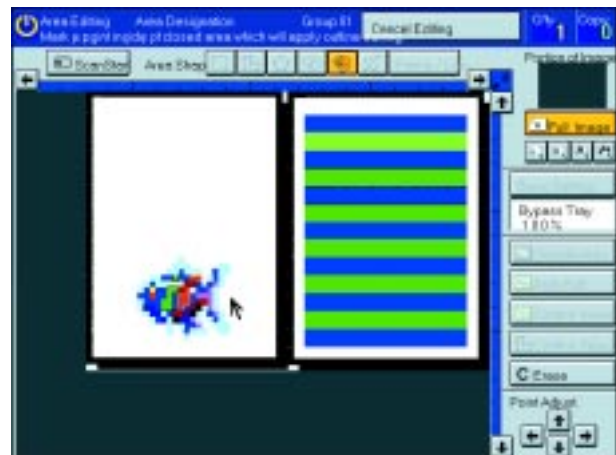
6 Press the **[Confirm Selection]** key.

7 Touch the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

Reference

For details,  see page 116.

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



Frame/Line

Rectangle frame

- 1 Set your original on the exposure glass.
- 2 Press the **[Area Editing]** key.
- 3 Press the **[Frame/Line]** key.
- 4 Press the **[Rectangle]** key.



- 5 Mark the first point with the editor pen.
- 6 Mark the diagonally opposite corner of the area you wish to select.
- 7 Press the **[Confirm Selection]** key.
- 8 Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

Reference

For details, see page 116.

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

Right Angle Polygon frame and Polygon frame

- 1 Set your original on the exposure glass.
- 2 Press the **[Area Editing]** key.
- 3 Press the **[Frame/Line]** key.

- 4** Press the  (**Right Angle Polygon**) key or the  (**Polygon**) key.




- 5** Mark the first point with the editor pen.
- 6** Mark the next points.
- 7** After making the last point, press the **[Confirm Selection]** key.
- 8** Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

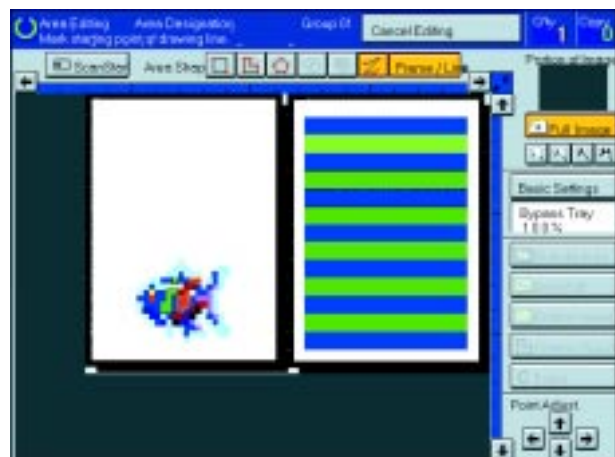
Reference

For details,  see page 116.

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

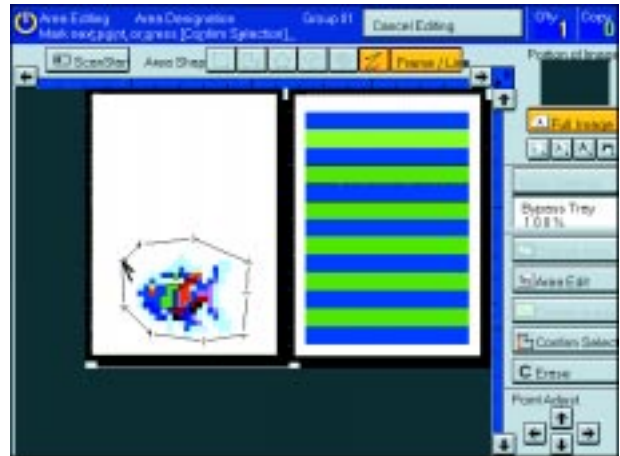
Line

- 1** Set your original on the exposure glass.
- 2** Press the **[Area Editing]** key.
- 3** Press the **[Frame/Line]** key.
- 4** Press the  (**Line**) key.



Designating Areas

- 5 Mark the first point with the editor pen.
- 6 Mark the next points.
- 7 After marking the last point, press the **[Confirm Selection]** key.



- 8 Press the **[Area Edit]** key, specify your settings, then press the **[OK]** key.

Reference

For details, see page 116.

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

Notes for Designating Areas

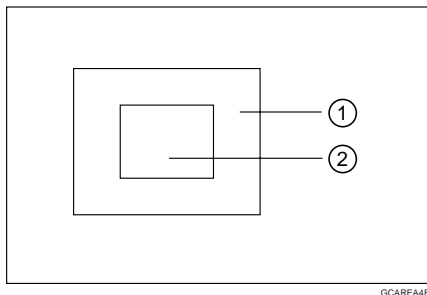
The number of the points, areas, and groups that can be designated

Note

- Maximum number of points: 500
- In Right Angle Polygon mode, Polygon mode, or Line mode, the maximum number of points for one area is 30.
- The number of areas that can be designated is as follows:
 - Rectangle mode: maximum 250 areas
 - Right Angle Polygon mode, Polygon mode, Line mode: 500 points maximum. For example, if 10 points are designated for each area, the maximum number of areas that can be designated is 50.
 - Closed Loop mode, Multi-Closed Loop mode: maximum 500 areas
- Maximum number of groups: 20
("Group" means a set of areas that you want to do same editions.)

Note

- Do not designate an area or line which overlaps part of another area or line. If an area overlaps another one, the job settings specified last will be applied to the overlapped portion or those areas might not be copied.
- However, areas containing areas (see below) are permitted. Designate starting with the outermost area.




These operations are available, however, under the following conditions:


- When designating areas with Closed Loop mode, Multi-Closed Loop or Frame/Line mode.
- If you mark a line and it overlaps another line you have previously marked, the last point you marked will be canceled automatically.
- If you designate an area in Right Angle Polygon mode, make sure to mark points that make right angles. If you mark a point which does not match, the editor will automatically correct it to make a right angle.
- If you want to designate a triangular area, use Polygon mode.
- In Closed Loop mode or Multi-Closed Loop mode, the machine might not detect a closed loop area or multi-closed loop area completely under the following conditions:
 - The outline is not completely closed, it is too light to detect, or the thickness is uneven.
 - The outline is thinner than 0.3mm.
 - The outline is not black.
 - The space between two closed loop outlines is less than 1mm.
 - The closed loop can be up to 2 meters long.
 - The area enclosed by the outline is not white.
- The more areas you designate, the more time copying will take.
- If you erase an area, group, or job setting, it is cleared from the display. However, the points are still stored in memory and are not cleared until you exit Area Editing. This affects the maximum number of areas you can designate.
- Closed Loop mode Multi-Closed Loop mode and Frame/Line mode cannot be used with Rectangle mode, Right Angle Polygon mode, and Polygon mode for one group at a time.
- If you need to align areas precisely, you can have a grid shown on the enlarged display. The grid spacing matches the scale of the display.

Selecting Modes for Designated Areas

Reference

The available modes for area editing depend on the area shape  see page 128.

















For functions that cannot be used together in area editing,  see page 128.

More than one mode can be set for designated area, however, there are some limitations,  see page 128. And up to 7 patterns of modes can be set together.

Note

- Up to 20 groups of multiple areas can be edited. All the areas should belong to groups 1-20.
You can select up to seven job patterns for at most 20 groups. After you have set seven patterns, the copier will only allow you to choose the pattern of a previous group.
If you change the settings for one group, it will change the settings for all other groups with the same job pattern. However, if you have set a Paint, Color Background, or Frame/Line, changing the color in one group will not affect other groups. (Up to 15 colors can be selected.)
- The modes that can be set for inside areas as follows:
 - Color/Image Adjustment: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
 - Color Creation: Color Conversion, Color Erase, Color Background Paint

Note

- The editing functions available when specifying area with Frame/Line mode are Width and Color.
- Color/Image Adjustment's default setting:
 - Image Density - Manual Image Density
 - Color Mode - Black & White
 - Original Type - Text
- You can change the default settings.  see page 151.
- Depending on the shapes of the areas, coloring or deleting near the outlines of the areas might not do well, or the outlines might become uneven.
- The way to set modes is basically the same as for the entire image. For details, refer to each page.
 - To fill an area with a selected color, select the Paint.
 - Image Density  see page 37.
 - Original Type  see page 41.
 - Color Adjustment  see page 95.
 - Color Conversion  see page 77.
 - Color Background  see page 80.
 - Color Mode  see page 38.
 - Image Adjustment  see page 96.
 - Color Balance Adjustment  see page 92.
 - Color Erase  see page 79.
 - Save Area  see page 118.
 - Changing Job Settings for the Entire Image  see page 122.
 - Changing Modes  see page 123.
 - Adding Areas  see page 124.
 - Erasing a Group  see page 126.
 - Delete Area  see page 117.

Area Shapes

Basic modes

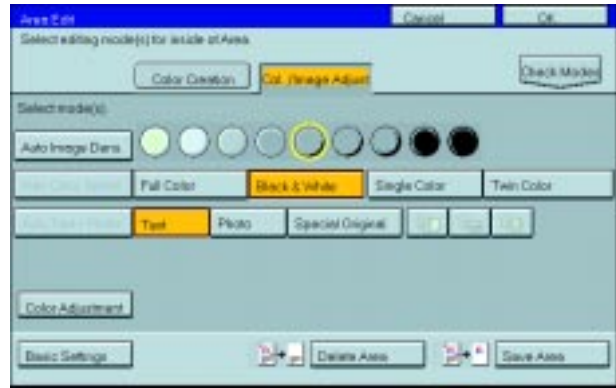
1 Designate the areas you wish to modify.

Note

- For designating areas,  see page 106.

2 Press the **[Area Edit]** key.

3 Press the [Col./Image Adjust.], [Color Creation] key.



4 Set the desired modes.

Note

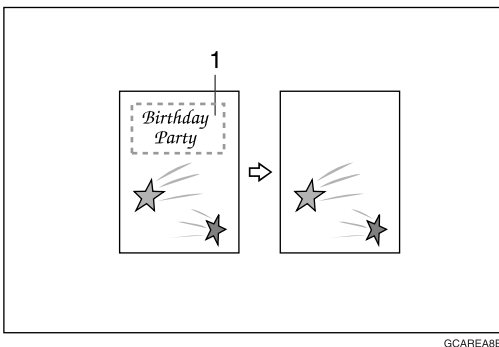
- Image Density, see page 37.
- Clear Modes, see page 38.
- Original Type, see page 41.
- Color Creation, see page 77.
- Color Adjustment, see page 91.

5 Press the [OK] key.

6 Press the [Start] key.

Delete Area—Erasing a Part of the Image

This function blanks out designated areas.



1: Designated area

Note

- When you select Delete Area mode, previously selected modes are canceled.

1 Designate the areas you wish to modify.

2 Press the [Area Edit] key.

Note

- For designating areas, see page 106.

Area Editing
(Only for Edit Type)

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

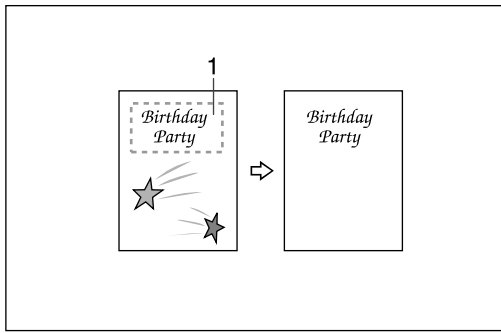


4 Press the **[OK]** key.

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

Save Area—Blanking out Part of the Image

This function blanks out all areas except those designated.



GCAREAFE

1: Designated area

Note

□ When you select Save Area mode, previously selected modes are canceled.

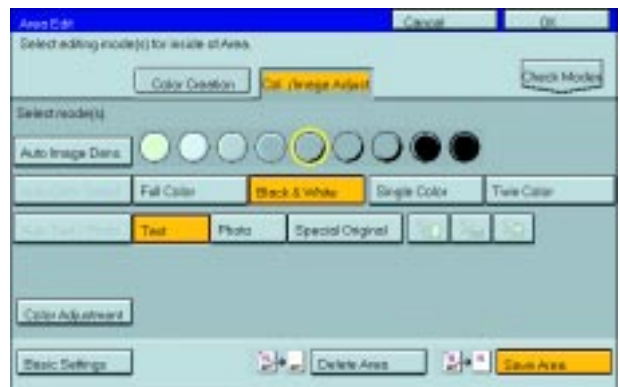
1 Designate the areas you wish to modify.

Note

□ For designating areas, see page 106.

2 Press the **[Area Edit]** key.

3 Press the **[Save Area]** key.



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

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

Frame/Line

Editing color and widths

 **Note**

- Frame/Line mode do not work with other modes.
- Frame/Line widths:
 - Metric version: 0.25 - 2.0mm (in 0.25mm steps)
 - Inch version: 0.01" - 0.08" (in 0.01" steps)
- The frame and line width might be uneven depending on the angle of the line.

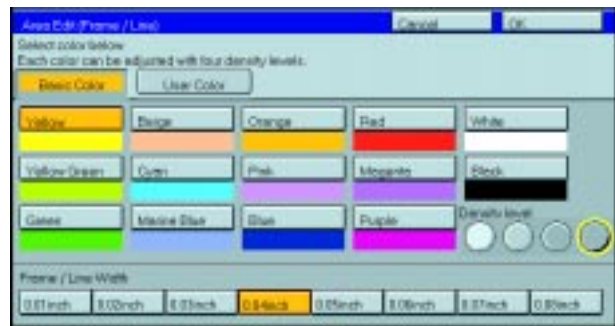
1 Designate the areas you wish to modify.

 **Note**

- For designating areas, see page 106.

2 Press the **[Area Edit]** key.

3 Select the color and widths.



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

Selecting Modes for Outside Designated Areas

Reference

The available modes for area editing depend on the area shape. ↩ see page 128.

For functions that cannot be used together in area editing, ↩ see page 128.

More than one mode can be set, however, there are some limitations, ↩ see page 128.

The modes that can be set for outside areas as follows:

- Color/Image Adjustment: Copy Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
- Color Creation: Color Conversion, Color Erase, Color Background, Paint

Note

□ Color/Image Adjustment's default setting:

- Image Density - Manual Image Density
- Color Mode - Black & White
- Original Type - Auto Text/Photo

□ You can change the default settings. ↩ see page 151.

□ The way to set modes is basically the same as for the entire image. For details, refer to each page.

- To fill an area with a selected color, select the Paint.
- Image Density ↩ see page 37.
- Original Type ↩ see page 41.
- Color Adjustment ↩ see page 95.
- Color Conversion ↩ see page 77.
- Color Background ↩ see page 80.
- Color Mode ↩ see page 38.
- Image Adjustment ↩ see page 96.
- Color Balance Adjustment ↩ see page 92.
- Color Erase ↩ see page 79.
- Save Area ↩ see page 118.
- Delete Area ↩ see page 117.

Area Shapes

Basic modes

1 Designate the areas you wish to modify.

Note

□ For designating areas, ↩ see page 106.

2 Press the **[Outside Area]** key.

3 Press the **[Col./Image Adjust.]** or **[Color Creation]** key.



4 Set the desired modes.

Note

- Color Creation, see page 77.
- Basic Settings, see page 122.

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

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

Save Area

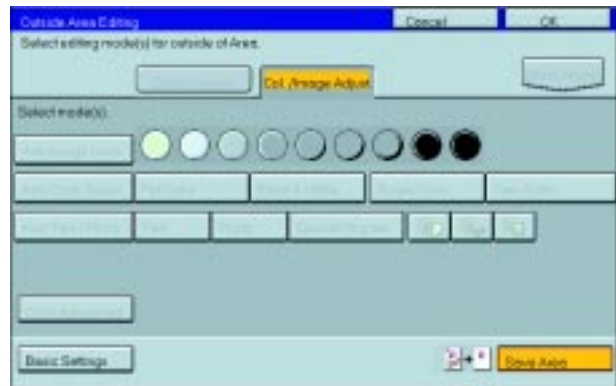
1 Designate the areas you wish to modify.

Note

- For designating areas, see page 106.

2 Press the **[Area Edit]** or **[Outside Area]** key.

3 Press the **[Save Area]** key.



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

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

Changing Job Settings for the Entire Image

You can change job settings for the entire image during area editing.

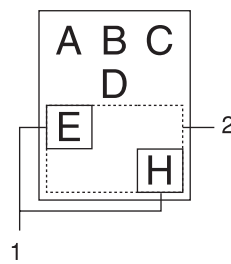
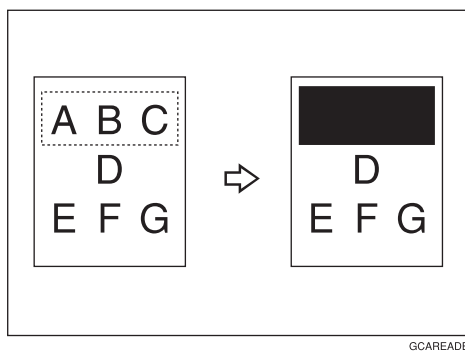
□ The job settings that can be changed are as follows:

- Paper Select, ↩ see page 43.
- Reduce/Enlarge (Preset R/E, Zoom, Size Magnification, Directional Magnification), ↩ see page 56.
- Shift, ↩ see page 71.
- Margin Adjustment, ↩ see page 72.
- Sort/Stack/Staple (Option), ↩ see page 83.

Note

□ Regarding functions that cannot be used together in area editing, ↩ see page 128.

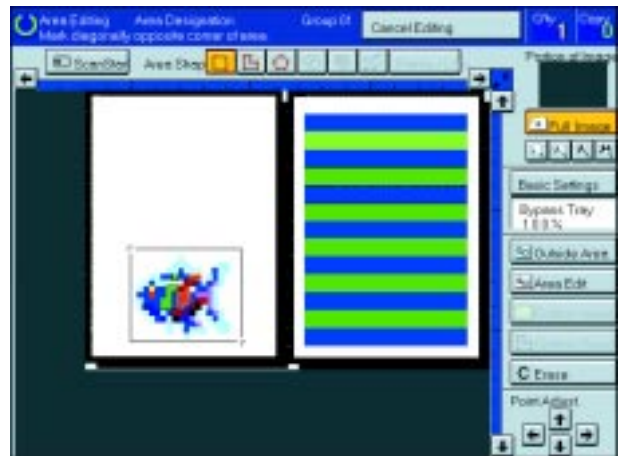
□ When you set Shift and Save Area together and designate more than one area in this mode, the minimum size rectangle that includes all the designated areas is shifted as follows:



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- 1: Designated area
- 2: Area that will be shifted

1 Press the **[Basic Settings]** key.



2 Change the job settings.

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



Checking and Changing Areas

Use this function to check the areas you have selected and the modes you have chosen for each area.

You can:

- Change the modes for an area/Group
- Add an area to a Group
- Erase an area
- Erase a Group

Note

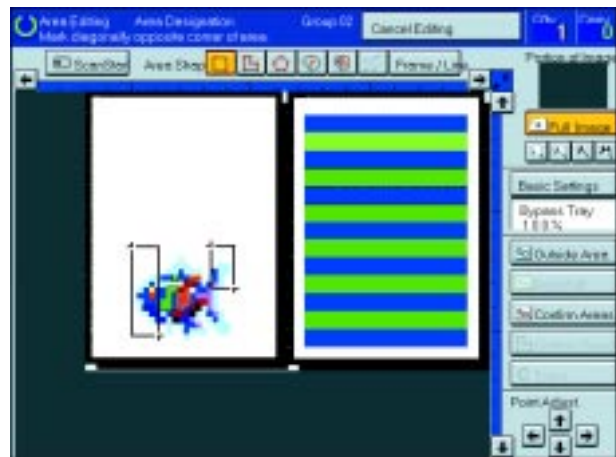
- Note that even if you erase a job setting, a group, or an area, they still consume memory until you exit Area Editing.

Change Modes

1 Press the **[Confirm Areas]** key.

Note

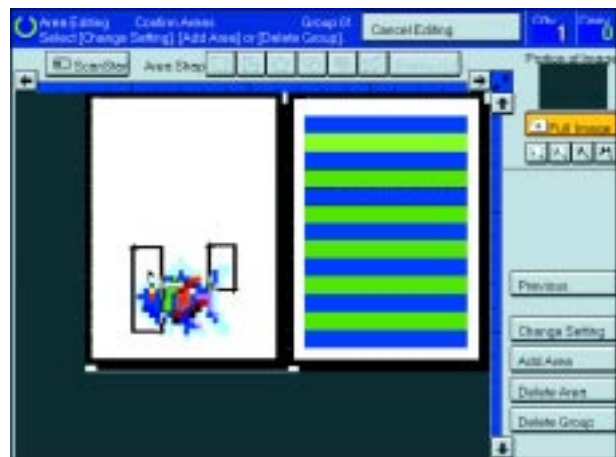
- All designated areas are displayed.



2 Select an area or a group.

Note

- Areas in this group are highlighted.

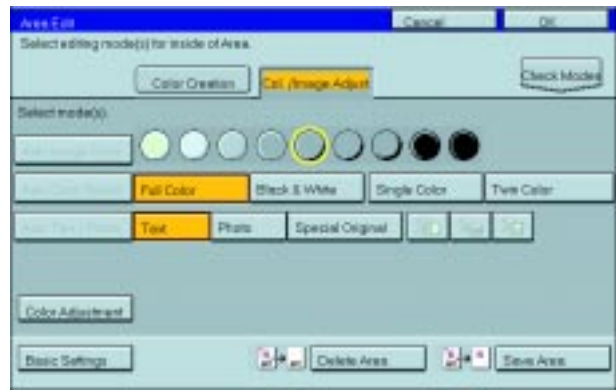


3 Press the **[Change Setting]** key.

4 Change the modes, then press the **[OK]** key.

Note

- Color Creation, see page 77.
- Color Adjustment, see page 95.
- Basic Settings, see page 122.
- Delete Area, see page 117.
- Save Area, see page 118.



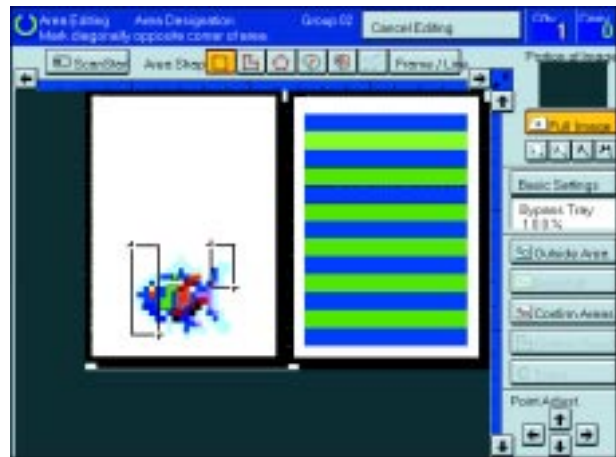
5 Press the **[Previous]** key.

Adding Areas

1 Press the **[Confirm Areas]** key.

Note

- The all designated areas are displayed.

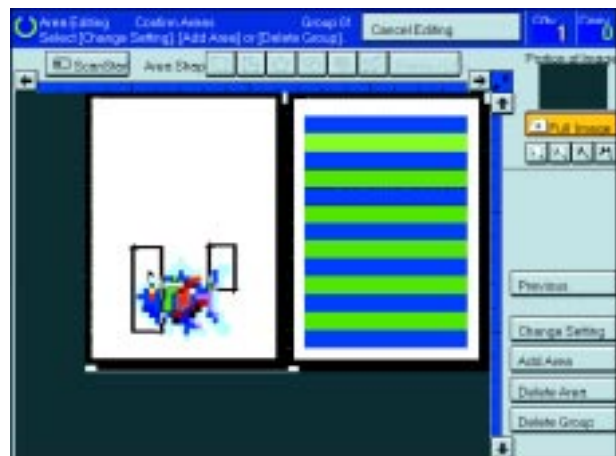


2 Select an area or a group.

Note

- Areas in this group are highlighted.

3 Press the **[Add Area]** key.



4 Select the area shape.

5 Designate areas, then press the **[Confirm Areas]** key.

Note

For designating areas, see page 106.

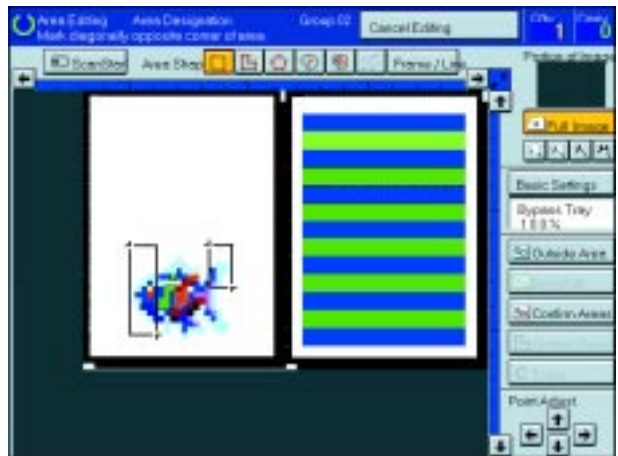
6 Press the **[Previous]** key.

Erasing an Area

1 Press the **[Confirm Areas]** key.

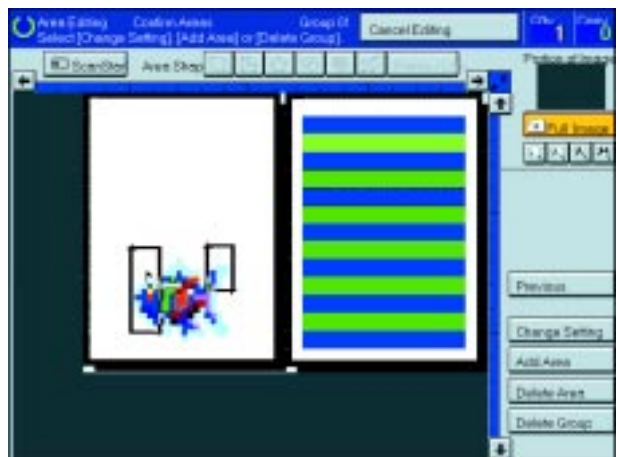
Note

All designated areas are displayed.



2 Select an area that you want to cancel.

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



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



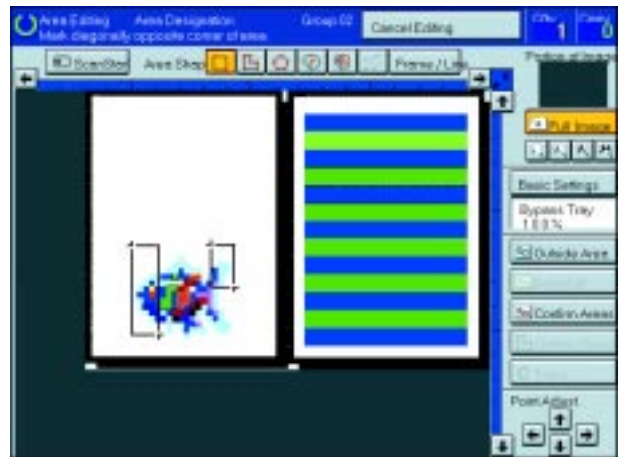
5 Press the **[Previous]** key.

Erasing a Group

1 Press the **[Confirm Areas]** key.

Note

☐ All designated areas are displayed.

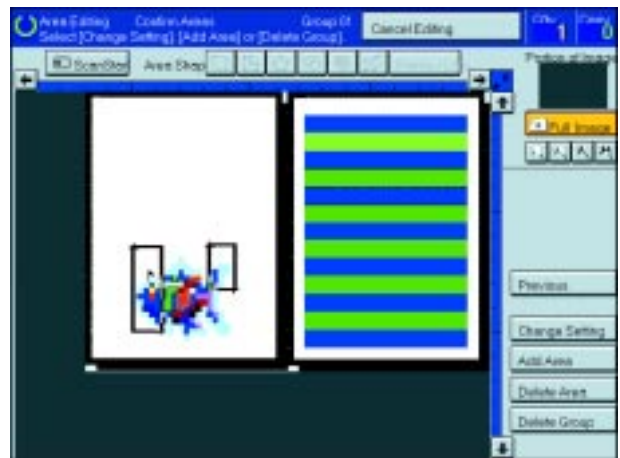


2 Select a group that you want to cancel.

Note

☐ Areas in this group are highlighted.

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



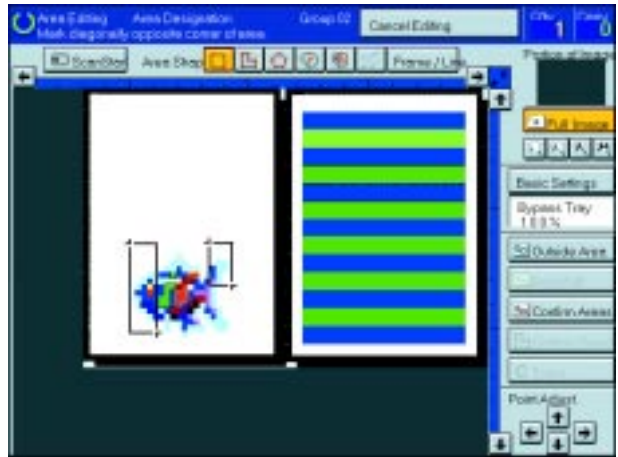
4 Press the **[Yes]** key.



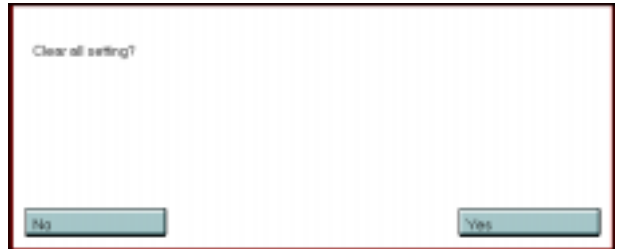
5 Press the **[Previous]** key.

Exiting Area Editing

1 Press the **[Cancel Editing]** key.



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



Combination Chart for Area Editing

- q Functions available for designated areas.
- w Functions available for areas outside designated areas.
- e Functions that can be selected together in an area.
- r Functions available with each shape.
- t Functions available for the entire image.

		q	w	e												
				Newly selected mode												
				Color Mode			Density	Original Type			Color Creation					
				Full Color	Black & White	Single Color	Twin Color	Manual Image Density	Auto Image Density	Auto Text/Photo	Text	Photo	Special Original	Color conversion	Color Erase	Paint
Color Mode	Full Color	★	☆	→	→	→	☆	✗	→	☆	☆	☆	☆	☆	→	☆
	Black & White	★	☆	→	→	→	☆	★	→	☆	☆	☆	✗	☆	→	☆
	Single Color	★	☆	→	→	→	☆	★	→	☆	☆	☆	✗	☆	→	☆
	Twin Color	★	☆	→	→	→	☆	★	→	☆	☆	☆	✗	✗	→	☆
Image Density	Manual Image Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Auto Image Density	★	☆	★	★	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Original Image Type	Auto Text/Photo	✗	☆	☆	☆	☆	☆	☆	☆	→	→	→	☆	☆	☆	☆
	Text	★	☆	☆	☆	☆	☆	☆	☆	→	→	→	☆	☆	☆	☆
	Photo	★	☆	☆	☆	☆	☆	☆	☆	→	→	→	☆	☆	☆	☆
Color Creation	Special Original	★	☆	☆	☆	☆	☆	☆	☆	→	→	→	☆	☆	☆	☆
	Color Conversion	★	☆	☆	✗	✗	✗	☆	☆	☆	☆	☆	☆	☆	→	→
	Color Erase	★	☆	☆	☆	☆	✗	☆	☆	☆	☆	☆	☆	☆	→	→
	Paint	★	☆	✗	✗	✗	✗	✗	✗	✗	✗	✗	→	→	→	→
Image Adjustment	Color Background	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→
	Soft/Sharp	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→
	Contrast	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→
	Background Density	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→
	Pastel	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→
U.C.R. Adjustment	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	
Single Color Adjustment		★	☆	☆	→	→	→	☆	☆	☆	☆	☆	☆	☆	→	☆
Color Balance Adjustment		★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆
Save Area		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆
Delete Area		☆	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Paper Select	Auto Paper Select	✗	✗	X												
	Copying from Paper Trays	✗	✗													
	Bypass Feed Copying	✗	✗													
Reduce/Enlarge	Preset Reduce/Enlarge	✗	✗													
	Zoom	✗	✗													
	Directional Magnification (%)	✗	✗													
	Directional Size Magnification (inch)	✗	✗													
Auto Reduce/Enlarge		✗	✗													
Shift/Book		✗	✗													
Duplex/Combine	Series	Book →1 Sided	✗													✗
		2 Side →1 Sided	✗													✗
	Duplex	1 Sided →2 Sided	✗													✗
		2 Sided →2 Sided	✗													✗
		Book →2 Sided	✗													✗
		Multi →2 Sided	✗													✗
	Combine	Combine 2 originals	✗													✗
		Combine 4 originals	✗													✗
Finishing		✗	✗													
Program		✗	✗													
Interrupt Copying		✗	✗													

- ☆ Those modes can be used together.
- ★ Those modes can be used together with some limitations.
- The original mode is overridden and the newly selected mode is active.
- ✗ These modes cannot be used together.


















		e										r						t		
		Newly selected mode																		
		Image Adjustment																		
		Soft/Sharp	Contrast	Background Density	Pastel	U.C.R. Adjustment	Color Adjustment	Color Balance Adjustment	Save Area	Delete Area	Rectangle	Right Rectangle	Polygon	Closed Loop	Multi Closed Loop	Line	Frame Line & Rectangle	Frame Line & Right Polygon	Frame Line & Polygon	
Color Mode	Full Color	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Black & White	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Single Color	☆	☆	☆	☆	☆	✗	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Twin Color	☆	☆	☆	☆	☆	✗	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
Image Density	Manual Image Density	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Auto Image Density	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
Original Image Type	Auto Text/Photo	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Text	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Photo	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
Color Creation	Special Original	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Color Conversion	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	✗	✗	—	—	—	—	
	Color Erase	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	✗	✗	—	—	—	—	
	Paint	✗	☆	✗	☆	☆	✗	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
Image Adjustment	Color Background	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Soft/Sharp	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Contrast	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Background Density	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
	Pastel	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—	
Single Color Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—		
Color Balance Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	—	—	—	—		
Save Area	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	✗	✗	✗	✗	—	—	—	—		
Delete Area	✗	✗	✗	✗	✗	✗	✗	✗	→	☆	☆	☆	☆	☆	—	—	—	—		
Paper Select	Auto Paper Select																		✗	
	Copying from Paper Trays																		☆	
	Bypass Feed Copying																		☆	
Reduce/Enlarge	Preset Reduce/Enlarge																		☆	
	Zoom																		☆	
	Directional Magnification (%)																		☆	
	Directional Size Magnification (inch)																		☆	
Auto Reduce/Enlarge																		✗		
Shift/Book	Centering/Cornering, Margin Adjustment																	☆		
Duplex/Combine	Series	Book →1 Sided																		✗
		2 Side →1 Sided																		✗
		1 Sided →2 Sided																		✗
		2 Sided →2 Sided																		✗
	Duplex	Book →2 Sided																		✗
		Multi →2 Sided																		✗
		Combine 2 originals																		✗
		Combine 4 originals																		✗
Finishing	Sort/Stack/Staple																	☆		
Program																		☆		
Interrupt Copying																		✗		

Area Editing
(Only for Edit Type)

What to do if Something Goes Wrong

If Your Machine does not Operate as You Want

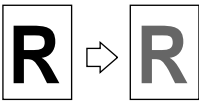
Check the following:

Condition	Action
Nothing happens when the operation switch is turned on.	Is the main power switch turned on? →Turn on the main power switch.
 Paper tray is empty.	Load paper.  see page 136.
 Toner container is almost empty. Or toner container is empty.	Add toner.  see page 138.
 Doors/covers are open.	Close the doors/covers.
 Misfeed occurs.	Remove misfed paper.  see page 140.
 The machine instructs you to add staples.	Add staples.  see page 143.
The machine instructs you to enter your user code.	The machine is set for User Code mode. Enter your user code.  see page 160.
The Energy Saver indicator is on.	Your machine is under the energy saver condition. →Press the [Energy Saver] key.  see page 52.
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? →Paper size and weight must be within the specifications for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? →Always use dry, undamaged paper.
	Is the paper properly set in the paper tray? →Always load paper correctly.
	Are there any pieces of misfed paper or other foreign objects in the machine? →Make sure that the paper path is completely clear of paper and other material after a misfeed.
Staples do not come out at all.	There are jammed staples in the stapler. →Remove the jammed staples.  see page 144.
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
 or  or  is lit.	Contact your service representative.
The machine cannot detect the original size.	Set custom size original on the exposure glass.
	Input the both horizontal and vertical sizes of the custom original.  see page 46.
	Select paper manually, not in Auto Paper Select mode.
	Do not use Auto Reduce/Enlarge mode.
	Set your originals.
The machine instructs you to check the original direction.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Select the proper paper size.
The machine cannot sort this size paper.	Select the proper paper size that can be used in Sort mode.  see page 83.

Condition	Action
The machine cannot stack this size paper.	Select the proper paper size that can be used in Stack mode. ↩ see page 84.
You cannot enter the desired copy set number.	You can change the maximum copy quantity that you can make at a time. ↩ see page 159.
The machine instructs you to set the duplex tray.	Reset the duplex tray correctly. ↩ see page 2.
The machine instructs you to wait.	Wait for the machine to warm-up.
The panel display is off.	Press the [Energy Saver] key to cancel Energy Saver mode.
	Turn on the operation switch.
	Adjust the Screen Contrast. ↩ see page 5.

If you cannot correct the problem by taking the above actions, please contact your service representative.

If You cannot Make Copies as You Want

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ☛ see page 37.
		Adjust the background density. ☛ see page 96.
	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. ☛ see page 164.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ☛ see page 37.
		If you select Black & White Copy mode or Single Color mode, place a black paper in the backside of the original and select Auto Image Density mode.
		Lighten the background density. ☛ see page 96.
A shadow is copied when copying a pasted original.	The image density is too dark.	Adjust the image density. ☛ see page 37.
		Adjust the background density. ☛ see page 96.
		Set the original in a different direction.
		Put mending tape on the bound part.
Copies are too light.	The original has a low contrast image.	Adjust the image density. ☛ see page 37.
	The image density is too light.	
	Damp or rough grain paper is used	Use dry paper without rough grain.
Copy image is not clear.	The original image type (Text/Photo) is not selected properly.	Select the proper original image type. ☛ see page 41.
		Adjust the sharpness of the image with the Soft/Sharp function. ☛ see page 96.
The same copy area is dirty whenever making copies.	The exposure glass (platen glass) or document feeder belt is dirty.	Clean them. ☛ see page 164.
Copies are blank or parts of the image are not copied.	The original is not set correctly.	Set the originals correctly. ☛ see page 29, 30 or 31.
	An improper paper size is selected.	Select the proper paper size.
	The selected reproduction ratio does not match the paper size.	Select the proper reproduction ratio.
A moire pattern is produced on copies as shown in the illustration. <div style="text-align: center;">  </div>	The Text mode is selected.	Select Auto Text/Photo mode or Photo mode. ☛ see page 41.
	The line images of the original might be overlapped each other.	Place the original on the exposure glass (platen glass) at a slight angle.
		Adjust the sharpness of the image. ☛ see page 96.

Problem	Cause	Action
Color tone of copies is different from that of originals.	The color balance is not set properly.	Adjust the Color Balance. ☞ see page 92.
		Perform the Auto Color Calibration. ☞ see page 162.
Color tone of copies is completely different from that of originals.	Unsuitable color setting.	Perform Auto Color Calibration. ☞ see page 162. If you cannot correct the problem by performing Auto Color Calibration, contact your service representative.
Letter parts and photo parts of an original are not separated correctly.	An original has screen letters or low density letters.	Adjust the Auto Text/Photo Sensitivity to a "Text" level. ☞ see page 96.
	An original has a high contrast photo.	Adjust the Auto Text/Photo Sensitivity to a "Photo" level. ☞ see page 96.
	An original has a photo having sequence thin lines with regular thin spaces.	
Color parts of an original are copied in black in Auto Color Select mode.	There are small or thin color parts.	Adjust the A.C.S. Sensitivity to a "Full Color" level. ☞ see page 96.
Non-color parts of an original are copied in color in Auto Color Select mode.	The machine might detect some black and white screen images (such as from newspaper) as a full color original.	Select Black & White Copy mode. ☞ see page 38.
		Adjust the A.C.S. Sensitivity to a "B&W" level. ☞ see page 96.
A copy image is blurred.	The image density is too light.	Adjust the image density. ☞ see page 37.
	An improper kind of paper is set.	Set the right kind of paper in the paper tray. Note ☐ Copies might be blurred if you copy onto rough grain, coated, or damp paper.
	Toner is running out.	Add toner. ☞ see page 138.
In Margin Adjustment mode, parts of the original image are not copied.	The margin is set too wide.	Set the narrow margin with the user tools. ☞ see page 159.

☐ If you cannot correct the problem by taking the above actions, please contact your service representative.

🔍 Reference

Regarding paper sizes that can be set, ➡ see page 202.

📌 Note

☐ If you want to change the paper size, ➡ see 148.

Non-recommended Paper for Paper Trays

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

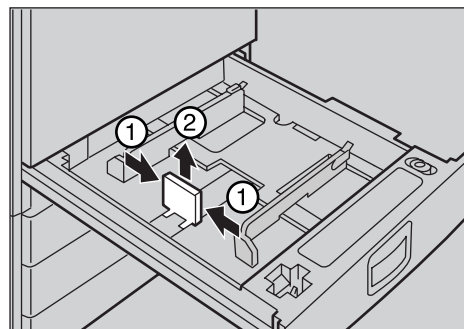
📌 Note

- ☐ Load paper with the side you wish to copy onto face-down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- ☐ Correct curls in copy paper before loading.
- ☐ Fan copy paper to get air between the sheets before loading.
- ☐ When making two-sided copies, do not load paper in the paper tray to copy on the reverse side. Use the bypass tray. ➡ see page 49.

Loading Paper in the Paper Tray

1 Pull out the paper tray until it stops.

2 Remove the back fense.



TLCY070E

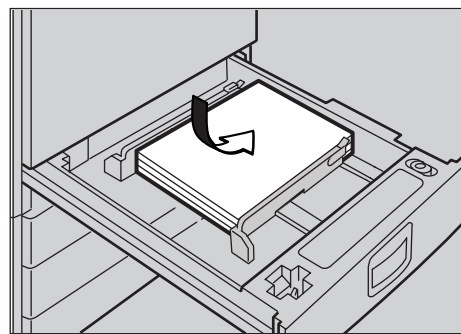
3 Square the paper and set it in the tray.

Note

- Do not stack paper over the limit mark.
- Make sure that the leading corners of the paper are under the corners.

4 Reinstall the back fence.

5 Push the paper tray in until it stops.



TLCY060E

What to do if Something Goes Wrong

There are four kinds of toner (Cyan, Magenta, Yellow and Black). When  is lit, it is time to add toner.

⚠ WARNING:



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

⚠ CAUTION:




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

⚠ CAUTION:



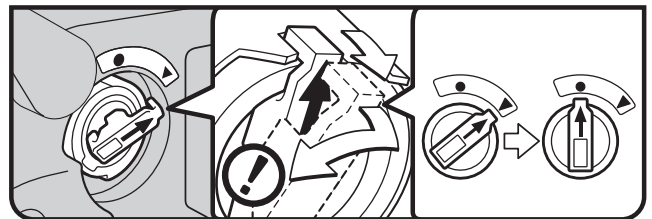
• This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.

 Note

- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.
- Be sure to add the correct color toner.
- You can still make about 20 copies after  appears. This is a good time to get a new toner cartridge ready.

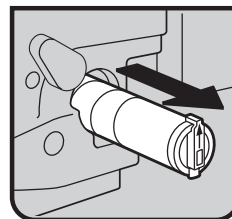
1 Open the front cover of the machine.

2 Pull the knob to unlock it, then turn it counterclockwise to the ● mark.



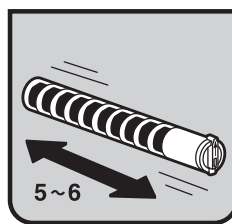
TRSX070E

3 Gently pull out the toner container.



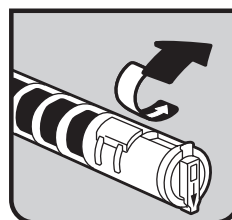
TRSX071E

- 4** Hold a new toner container horizontally and shake it 5 or 6 times.



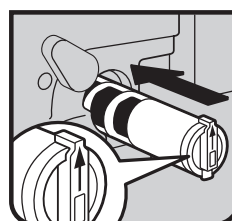
TRSX072E

- 5** Remove the seal



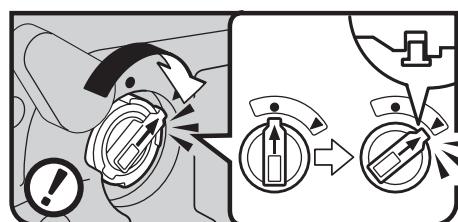
TRSX075E

- 6** Insert the toner container with the ↑ mark at the top.



TRSX073E

- 7** Turn the knob clockwise to the ▼ mark until it clicks.



TRSX074E

- 8** Close the front cover.

What to do if Something Goes Wrong

⚠ CAUTION



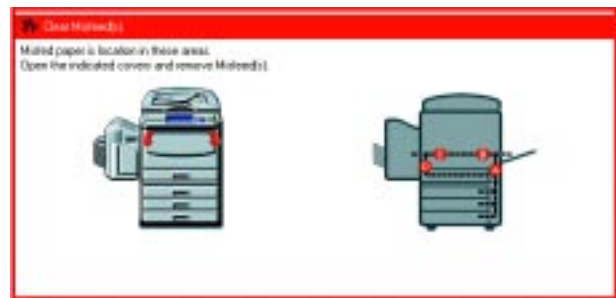
• **When removing misfed paper, do not touch the fusing section because it could be very hot.**

📌 Note

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.
- When clearing misfeeds, make sure that all units and levers are returned to their original position and all covers are closed.
- Do not touch originals in the document feeder when a paper misfeed occurs in the machine. If you do the machine cannot determine which originals have been copied and which haven't.


Check the Misfeed Location Display

The display shows the location of misfed paper.



Clearing Paper Misfeeds

When A, B, C, D, Y or Z is Displayed:


- 1 Open the front cover of the machine.
- 2 You can find a sticker (with  at the top) explaining how to remove misfed paper, inside the front cover as shown in the illustration.

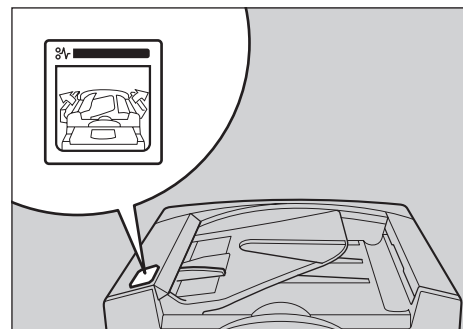
- 3 Remove misfed paper following the instructions on the sticker.

When P is Displayed:

Note

- This indicator is displayed only when your machine is equipped with the document feeder.

- 1 You can find a sticker (with  at the top), explaining how to remove the misfed paper, on the document feeder as shown in the illustration.



- 2 Remove the misfed paper following the instructions on the sticker.

When R is Displayed:

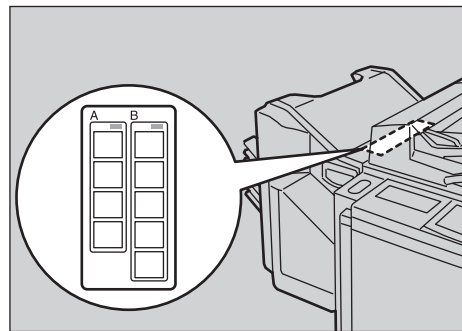
If your machine is equipped with the 20-bin sorter stapler

1 You can find a sticker (with ✂ at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.

2 Remove the misfed paper following the instructions on the sticker.

If your machine is equipped with the 10-bin sorter stapler

1 You can find a sticker (with ✂ at the top), explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



TRSX120E

2 Remove the misfed paper following the instructions on the sticker.

Adding Staples

⚠ CAUTION:



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

Note

If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

1

Open the front cover of the sorter stapler.

2

Raise the staple unit towards you.

3

Remove the cartridge.

4

Hold the new cartridge as shown in the illustration, then pull out the stopper.

Note

If the staple is coming out, press it to the proper position.

5

Reinstall the cartridge until it clicks.

6

Push the staple unit to the original position.

7

Close the front cover of the sorter stapler.

Removing Jammed Staples

Note

- Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.
- After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

1 Open the front cover of the sorter stapler.

2 Raise the staple unit towards you.

3 Remove the cartridge.

4 While pushing the lock, pull the top cover.

5 Remove the jammed staple.

6 Push the top cover until it clicks.

Note

- If the staple is coming out, press it to the proper position.

7 Reinstall the cartridge until it clicks.

8 Push the staple unit to the original position.

9 Close the front cover of the sorter stapler.


Changing the Machine's Settings

Changing Paper Size

 **Note**

- ❑ Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

 **Reference**

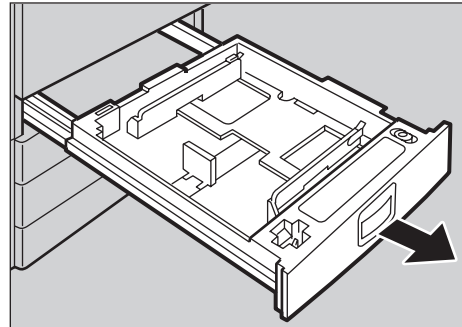
For paper sizes, weight, and capacity that can be set in each tray,  see page 202.

1 Make sure that the paper tray is not being used.

2 Pull out the paper tray until it stops.

 **Note**

- ❑ Remove any remaining copy paper.

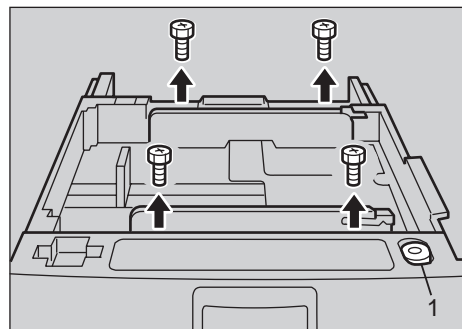


TLCY050E

3 Remove the screws fastening the side fences using the screwdriver.

 **Note**

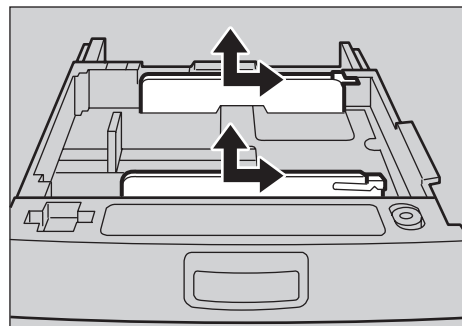
- ❑ A screwdriver is contained in the front area of the tray.



TRSY010E

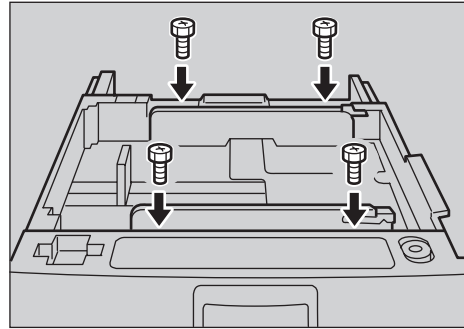
1: Screwdriver

4 Re-position the side fences to the paper size you want to use.



TRSY030E

5 Fasten the fences with screws.

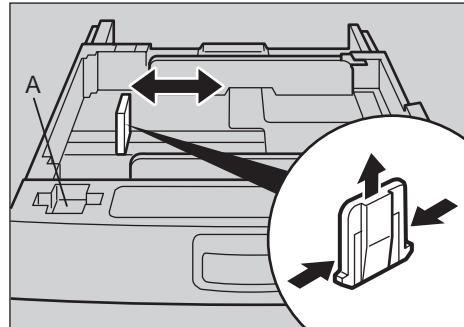


TRSY040E

6 Adjust the back fences to the new paper size.

Note

- For 11" × 17" paper, put the back fences inside A.

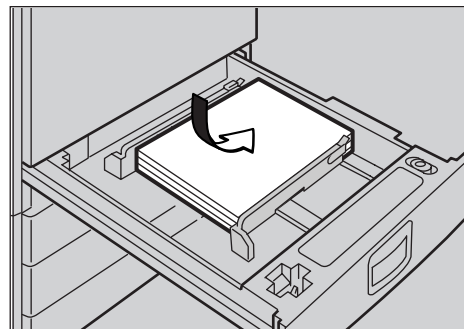


TRSY020E

7 Square the paper and set it in the tray.

Note

- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure the leading corners of the paper are under the corners.



TLCY060E

8 Push the paper tray in until it stops.

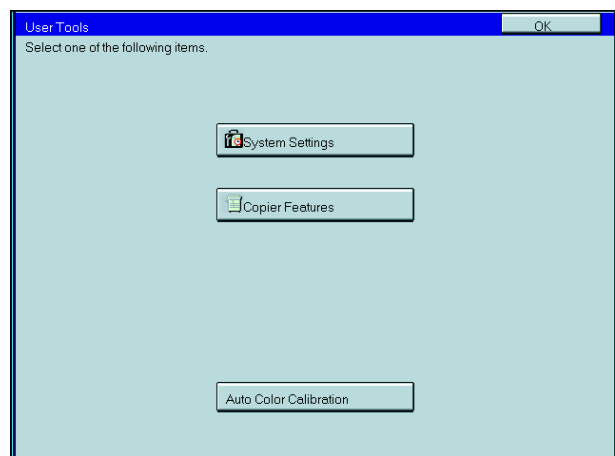
9 Select the paper size with the user tools.

Changing Paper Size with the User Tools

1 Follow the steps 1 to 8 on page 148 and 149.

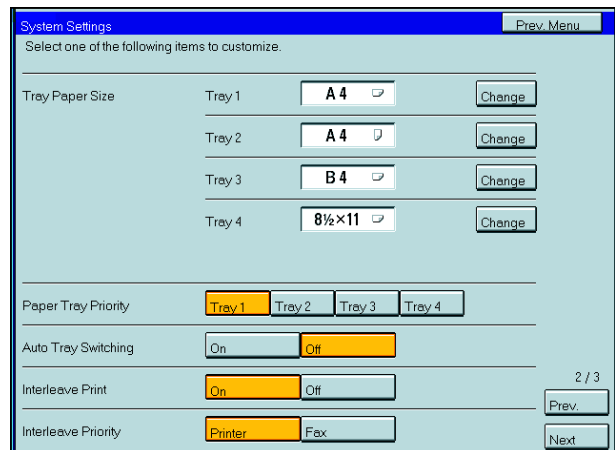
2 Press the **[User Tools]** key.

3 Press the **[System Settings]** key.



4 Press the **[Next]** key until Tray Paper Size is displayed.

5 Press the **[Change]** key to select the tray.



6 Select the paper size, then press the **[OK]** key.

7 Press the **[User Tools]** key to exit from the user tools.

User Tools

Accessing the User Tools

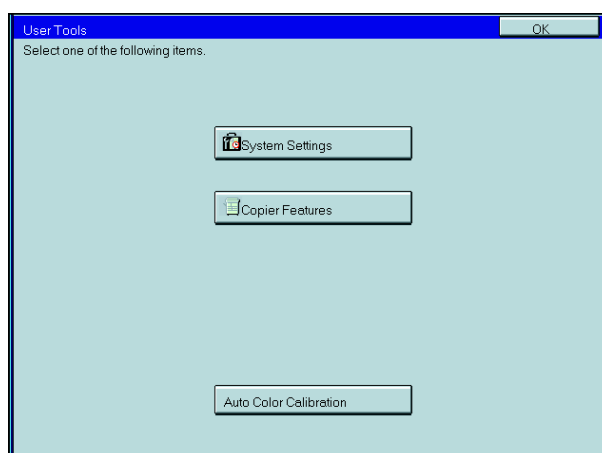
This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Note

- After using the tools, be sure to exit from the user tools.

1 Press the **[User Tools]** key.

2 Press the **[System Settings]** or **[Copier Features]** key.



3 Select the desired user tools menu.

Note

- **[Next]** : Press to go to the next page.
- **[Prev.]** : Press to go back to the previous page.

Reference

User tools menu, see page 153.

4 Change the settings by following the instructions on the panel display.

Note

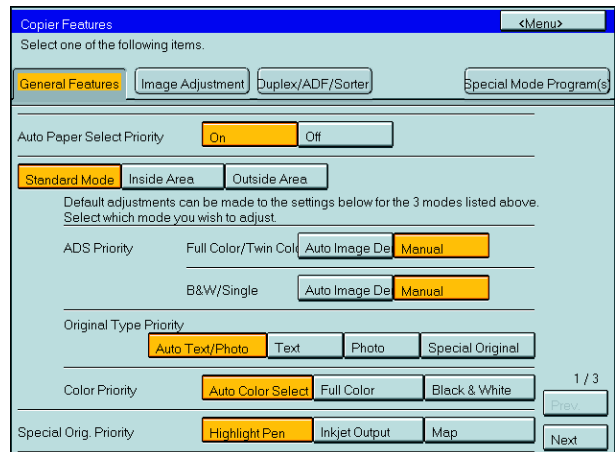
- **[Prev. Menu] key**: Press to return to the previous menu.
- **[Cancel] key**: Press to return to the previous menu without changing any data.

Exiting from the User Tools

1 After changing the user tools settings, press the **[User Tools]** key.

Note

- The settings are not canceled even if the operation switch is turned off or the **[Clear Modes]** key is pressed.



User Tools Menu

System Settings

Menu		See
Panel Tone		page 155
Ready/Tone		page 155
Copy Count Display		page 155
Auto Timer		page 155
Control Panel Off Timer		page 155
System Reset Timer		page 155
Function Reset Timer		page 155
Tray Paper Size		page 156
Paper Tray Priority	-----	page 156
Auto Tray Switching		page 156
Interleave Print		page 156
3 Side Full Bleed		page 156
Bypass Tray Custom Size		page 157
Display Color Setting		page 157
Key Operator Tools		page 157
AOF (Keep It On)		page 157
Output Tray (For 3-bin sorter only)		page 157

Copier Features

Menu		See
General Features	Auto Paper Select Priority	page 158
	ADS Priority (FC/Twin)	page 158
	ADS Priority (B&W/SC)	page 158
	Original Type Priority	page 158
	Color Priority	page 158
	Special Orig. Priority	page 158
	Photo Type (Auto Text/Photo)	page 158
	Photo Type (Photo)	page 158
	Copy Reset Timer	-----
	Maximum Copy Quantity	page 159
	Tone: Original on Platen	page 159
	Front Side Margin Adjust.	page 159
	Back Side Margin Adjust.	page 159
	1→2 Duplex Auto Margin Adjust.	page 159
	Magnification Setting	page 159
	Initial Mode Setting	page 159
	Show Editor Grid	page 160
	Area Shape Priority	page 160
	Key Operator Tools	Accessible Modes Setting
		User Code Setting
	Counter Manager	
Image Adjustment	Background Dens. of A.D.S. (FC/Twin)	page 161
	A.C.S. Priority	-----
	Color Sensitivity	page 161
	Inkjet Output Mode Setting	page 161
Duplex/ADF/Sorter	Duplex Tray Auto Clear	page 161
	SADF Auto Reset Timer	page 161
	ADF Thin paper	page 162
	ADF Mixed Sizes	-----
	ADF Auto Paper Select	page 162
	Full Color Copy Sorting	page 162
	Auto Sort Mode	page 162
Special Mode Program(s)	Special Mode	-----

Auto Color Callibration








Copy Mode/Printer Mode	-----	page 162
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Setting You can Change with the User Tools (System Settings)







Reference

For how to access the user tools,  see page 151.

System setting


Menu	Description
Panel Tone	<p>The key tone sounds when a key is pressed. This beeper can be turned on or off.</p> <p> Note <input type="checkbox"/> Default: On</p>
Ready/Tone	<p>Choose whether the machine beeps when it becomes ready for a copy run after power up.</p> <p> Note <input type="checkbox"/> Default: On <input type="checkbox"/> When the “Panel Tone” is set to Off, the beeper does not sound even if the “Ready/Tone” is set to On.</p>
Copy Count Display	<p>The copy counter can be set to show the number of copies made (Count Up), or the number of copies remaining to be made (Count Down).</p> <p> Note <input type="checkbox"/> Default: Up</p>
Auto Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function called “Auto Off”. The time can be set from 1 to 120 minutes.</p> <p> Note <input type="checkbox"/> Default: 60 minutes</p>
Control Panel Off Timer	<p>The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off. In Energy Saver mode, the panel display turns off.</p> <p> Note <input type="checkbox"/> Default: On (60 seconds)</p>
System Reset Timer (Printer Option Required)	<p>The machine returns to its prioritized mode automatically a certain time after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off.</p> <p> Note <input type="checkbox"/> Default: On (60 seconds)</p>
Function Reset Timer (Printer Option Required)	<p>When Interleave Print is turned on and a print job comes along while the machine is busy printing another job, this delay specifies how long the machine will wait before switching to the priority print job. The time can be set from 10 to 990 seconds.</p> <p> Note <input type="checkbox"/> Default: On (60 seconds) <input type="checkbox"/> The Optional Printer is required to use this function.</p>

Menu	Description
Tray Paper Size	<p>Select the size of the copy paper set in the paper tray.</p> <p> Note</p> <p><input type="checkbox"/> If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.</p> <p> Reference</p> <p>For details,  see page 202.</p>
Paper Tray Priority	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> • When the main power switch or operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the [Clear Modes] key is pressed. • When the Auto Paper Select mode is not selected. <p> Note</p> <p><input type="checkbox"/> Default: Tray 1</p>
Auto Tray Switching	<p>If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> This function is not available in Area Editing Mode.</p>
Interleave Print (Printer Option Required)	<p>Turn this feature on to give print jobs priority. If a print job comes along while another job is in progress, the current job will be temporarily suspended while the print job is printed.</p> <p> Note</p> <p><input type="checkbox"/> Default: On</p>
3 Side Full Bleed	<p>When this mode is off, narrow margins on all 4 sides of the original are not copied.</p> <p>1: 2 ± 2mm / 0.08" ± 0.08" 2: 2 ± 2mm / -1.5mm, 0.08" + 0.08" / -0.06" 3: 2 ± 2mm, 0.08" ± 0.08" 4: 5 ± 2mm, 0.2" ± 0.08"</p> <p>When you turn it on, margins 1, 2 and 3 are copied.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> You cannot cancel the leading edge margin (margin 4).</p>

Menu	Description												
Bypass Tray Custom Size	<p>You can register the non-standard size paper when you make copies with the bypass tray.</p> <ol style="list-style-type: none"> 1. Press the [Change] key. 2. Enter the horizontal size with the (Number) keys. 3. Enter the vertical size with the (Number) keys, then press the [#] key. 4. Press the [OK] key. <p> Note</p> <p><input type="checkbox"/> Adjustment value:</p> <table data-bbox="507 495 991 600"> <tr> <td>Metric version:</td> <td>Vertical:</td> <td>100 - 305mm</td> </tr> <tr> <td></td> <td>Horizontal:</td> <td>140 - 457mm</td> </tr> <tr> <td>Inch version:</td> <td>Vertical:</td> <td>3.9" - 12.0"</td> </tr> <tr> <td></td> <td>Horizontal:</td> <td>5.5" - 18.0"</td> </tr> </table> <p> Note</p> <p><input type="checkbox"/> Default: Custom 1</p>	Metric version:	Vertical:	100 - 305mm		Horizontal:	140 - 457mm	Inch version:	Vertical:	3.9" - 12.0"		Horizontal:	5.5" - 18.0"
Metric version:	Vertical:	100 - 305mm											
	Horizontal:	140 - 457mm											
Inch version:	Vertical:	3.9" - 12.0"											
	Horizontal:	5.5" - 18.0"											
Display Color Setting	<p>You can change the color of the display editor.</p> <p> Note</p> <p><input type="checkbox"/> Default: Blue</p>												
Key Operator Tools	<p>If you select "On", only operators who know the key operator code can access the "Key Operator Tools" and Copier Features.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> If you select "On", you should register the key operator code.</p>												
AOF (Keep It On.)	<p> Note</p> <p><input type="checkbox"/> For details about this function, contact your service representative.</p>												
Output Tray (For 3-bin sorter only)	<p>You can specify a bin to which documents are delivered for each feature (copy and printer).</p> <p> Note</p> <p><input type="checkbox"/> Default: Copy: First Bin Printer: Second Bin</p>												








Setting You can Change with the User Tools (Copier Features)













Reference

For how to access the user tools,  see page 151.

General Features





Menu	Description
Auto Paper Select Priority	<p>As a default setting, the Auto Paper Select is selected just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> Note <input type="checkbox"/> Default: On</p>
ADS Priority (FC/Twin)	<p>As a default setting, the Manual Image Density is selected in Full Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting so that the Auto Image Density is selected.</p> <p> Note <input type="checkbox"/> Default: Manual</p>
ADS Priority (B&W/SC)	<p>As a default setting, the Manual is selected in Black, Single Color, and Twin Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> Note <input type="checkbox"/> Default: Manual</p>
Original Type Priority	<p>You can select the original image type (Auto Text/Photo mode, Text mode, Photo mode, or Special Original mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: Auto Text/Photo mode</p>
Color Priority	<p>You can select the color mode (Auto Color Select mode, Full Color mode, or Black & White mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: Auto Color Select mode</p>
Special Orig. Priority	<p>You can select the special original type (Highlight Pen, Inkjet Output, or Map) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: Highlight Pen</p>
Photo Type (Auto Text/Photo)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Auto Text/Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: Press Print</p>
Photo Type (Photo)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: Press Print</p>

Menu	Description
Copy Reset Timer	<p>The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 990 seconds, or no copy reset.</p> <ol style="list-style-type: none"> 1. Select [On] or [Off] keys. 2. When you select [On], enter the time with the (Number) keys. Then, press the [#] key. <p> Note</p> <p><input type="checkbox"/> Default: on (60 seconds)</p>
Maximum Copy Quantity	<p>The maximum copy quantity can be set from 1 to 99.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
Tone: Original on Platen	<p>The key tone sounds when you forgot to remove originals after copying.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p> <p><input type="checkbox"/> When the “Panel Tone” is set to Off, the beeper does not sound even if the “Original Tone” is set to On.</p>
Front Side Margin Adjust.	<p>You can adjust the front side margin direction and width that is selected as a default in Front Side Margin Adjust. Mode. You can change this setting.</p> <ul style="list-style-type: none"> • Metric version: left/20 mm - right/20 mm in 1 mm steps. • Inch version: left/0.8" - right/0.8" in 0.1" steps. <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: left/right 0mm • Inch version: left/right 0"
Back Side Margin Adjust.	<p>You can adjust the back side margin direction and width that is selected as a default in Back Side Margin Adjust. You can change this setting.</p> <ul style="list-style-type: none"> • Metric version: left/20 mm - right/20 mm in 1 mm steps. • Inch version: left/0.8" - right/0.8" in 0.1" steps. <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: left/right 0mm • Inch version: left/right 0"
1→2 Duplex Auto Margin Adjust.	<p>When you use 1 - Sided → 2 - Sided mode, the machine set the back side margin automatically.</p> <p> Note</p> <p><input type="checkbox"/> Default: Off</p>
Magnification Setting	<p>Up to 2 reproduction ratios which you frequently use can be registered.</p> <ol style="list-style-type: none"> 1. Press the [Setting] key. 2. Select the [User Ratio 1] or [User Ratio 2] key. 3. Enter your desired ratio with the (Number) keys. Then press the [#] key. 4. Press the [OK] key.
Initial Mode Setting	<p>You can set the machine to recall program setting when the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: Normal</p>



Menu	Description
Show Editor Grid (Only for Edit type)	You can turn the grid snap on or off in the display editor. The grids may help you to mark a right angle shape.  Note <input type="checkbox"/> Default: Off
Area Shape Priority	When you designate areas, you can select the first designated shape. 1. Select the  (Rectangle),  (R.A. Polygon),  (Polygon),  (Closed Loop), or  (Multi. Closed Loop) key.  Note <input type="checkbox"/> Default:  (Rectangle) key
Key Operator Tools Use these tools to manage use of the machine.  Note <input type="checkbox"/> Enter a previously registered key operator code with the [Number] keys.  Reference About the key operator code, see page 157.	
Accessible Modes Setting	You can assign user codes to each color mode. Operators must input their user codes before using each color mode (Full color, Black & White, Single, Twin Color). The machine keeps count of the number of copies made under each user code. 1. Select your desired color mode.
User Codes Setting	<p>Program You can register the user codes. 1. Press the [Program] key. 2. Enter the user code with the [Number] keys. Then press the [#] key. 3. Select the color mode from [Full Color], [Black & White], [Single], or [Twin Color] key.</p> <p> Note <input type="checkbox"/> You can up to 50 user codes.</p> <p>Change You can change the user codes. 1. Press the [Change] key. 2. Select the user code. 3. Enter the user code with the [Number] keys. Then press the [#] key. 4. Select the color mode from [Full Color], [Black & White], [Single], or [Twin Color] key.</p> <p>Clear You can clear the user codes. 1. Press the [Clear] key. 2. Select the user code that you want to clear. 3. If you want to clear the all user codes of the page, press the [Select All] key.</p> <p> Note If you want to change the [Select All], press the [Clr All Select] key. 4. Press the [OK] key. 5. Press the [Yes] key.</p> <p>Delete All You can delete the all registered user codes. 1. Press the [Delete All] key. 2. Press the [Yes] key.</p>
Counter Manager	<p>Counter List Print You can print data for all user codes. 1. Press the [Counter List Print] key. 2. Press the [Print Start] key.</p>

Menu	Description
Counter Manager	<p>Reset Counters</p> <p>You can check the number of copies made using each user code. Also, you can clear each code's counter.</p> <ol style="list-style-type: none"> 1. Press the [Reset Counters] key. 2. Input the user code you want to check its number of copies with the [Number] keys. 3. Press the [OK] key. 4. Press the [Yes] key.
	<p>Delete All</p> <p>You can reset the counter for all user codes.</p> <ol style="list-style-type: none"> 1. Press the [Delete All] key. 2. Press the [Yes] key.

Image Adjustment

Menu	Description
Background Dens. of A.D.S. (FC/Twin)	<p>The Auto Image Density levels in Full Color mode, Black mode can be made lighter or darker (5 levels).</p> <p> Note</p> <p><input type="checkbox"/> Default: level 3</p>
A.C.S. Priority	<p>You can select color images or black & white images that are priority detected in Auto Color Select mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: Full Color</p>
Color Sensitivity	<p>When in Color Erase or Color Conversion mode, the function can be made more or less sensitive to the color to be erased or converted. It can be adjusted within 5 levels ("Narrow" to "Wide").</p> <p>For example, if red is selected as the color to be erased or converted, "Narrow" will result in only red being erased or converted, and "Wide" will result in other colors close to red being erased or converted.</p> <p> Note</p> <p><input type="checkbox"/> Default: level 3</p>
Inkjet Output Mode Setting	<p>You can select the type of image adjustment for the Inkjet Output Mode from the below.</p> <p>If you want to emphasis yellow, select 1.</p> <p>If you want to emphasis red and yellow, select 2.</p> <p>If you want to emphasis red and blue, select 3.</p> <p> Note</p> <p><input type="checkbox"/> Default: 1</p>

Duplex/ADF/Sorter

Menu	Description
Duplex Tray Auto Clear	<p>When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be automatically delivered with the reverse side blank. You can cancel this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: On</p>
SADF Auto Reset Timer	<p>When you set one original at a time in the document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. The time can be set from 1 second to 99 seconds.</p> <p> Note</p> <p><input type="checkbox"/> Default: 5 seconds</p>

User Tools

Menu	Description
ADF Thin paper	Use when changing the type of originals to be fed. Select this function to avoid damaging thin originals (40 - 52g/m ² , 11-14 lb) set in the document feeder. Note <input type="checkbox"/> Default: Off
ADF Mixed Sizes	By default, you cannot set originals of different sizes at one time in the document feeder. You can cancel this setting. Note <input type="checkbox"/> Default: Off <input type="checkbox"/> If you select [On] , the copying speed will be reduced. <input type="checkbox"/> When setting different length originals, all originals must be flush with the back fence of the document feeder. <input type="checkbox"/> Smaller size originals might be skewed a little.
ADF Auto Paper Select	By default, the Auto Paper Select is selected when you set originals in the document feeder. You can cancel this setting. Note <input type="checkbox"/> Default: On
Full Color Copy Sorting	You can disable sorting, stacking, or stapling in Full Color mode to maximize quality of full color copies. Note <input type="checkbox"/> Default: Off
Auto Sort Mode	You can have the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original. Note <input type="checkbox"/> Default: On

Special Mode Program(s)

Special Mode for Copying	Use to recall the special modes set by your service representative.
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Auto Color Calibration

Copy Mode/Printer Mode	<p>When the tone of a specific color is strong or the color tone of copies is different from that of originals, perform this function. This function adjusts the balance of the 4 basic colors.</p> <ol style="list-style-type: none"> 1. Press the [Auto Color Calibration] key. 2. If your machine has the printer option installed, select copy mode or printer mode. Then press the [Start] key. 3. Press the [Print Start] key. <p>Note <input type="checkbox"/> The test pattern is delivered to the copy tray.</p> <ol style="list-style-type: none"> 4. Set the test pattern on the exposure glass (platen glass). Then press the [Scan Start] key. <p>Limitation You cannot set the test pattern in the document feeder.</p> <p>Note <input type="checkbox"/> To return to the previous setting, repeat steps 1 to 3 and press the [Prev. Setting] key.</p>
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Maintaining Your Machine
Where to Put Your Machine
Do's and Don'ts
Remarks
Use and Storage of Supplies

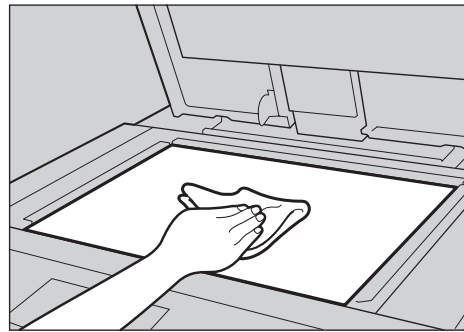
Maintaining Your Machine

If the exposure glass (platen glass), platen cover or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

Note

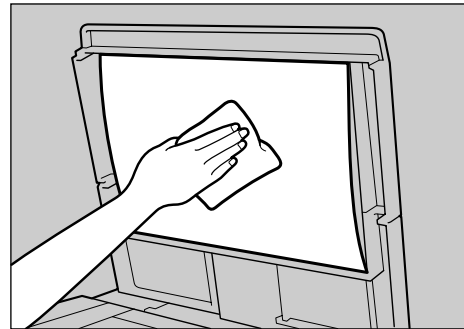
- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.
- Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

Exposure Glass (Platen Glass)



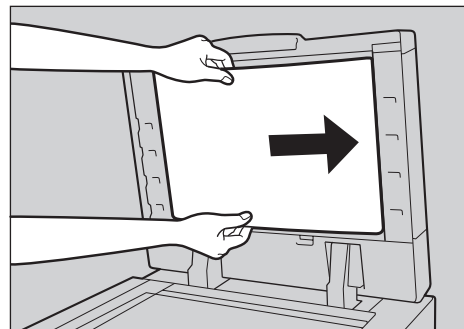
TRSR130E

Platen Cover



TRSR140E

Document Feeder



TRSR150E

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:



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

⚠ CAUTION:



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

- Temperature: 10 – 32°C, (50 – 89.6°F)(humidity to be 54 % at 32°C, 89.6°F)
- Humidity: 15 – 80 % (temperature to be 27°C, 80.6°F at 80 %)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible built-up ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 2,000 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ WARNING:



- Only connect the machine to the power source described on the inside front cover of this manual.

⚠ WARNING:



- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.
- Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.

⚠ WARNING:



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

⚠ CAUTION:



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

⚠ CAUTION:

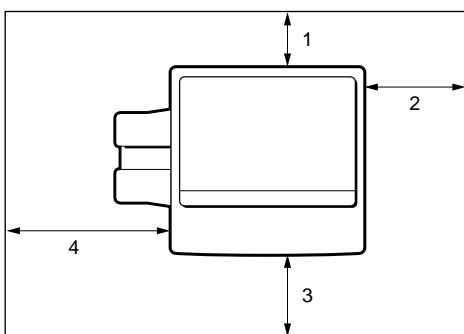


- When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.

- When the main power switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.

Access to Machine

Place the machine near the power source, providing clearance as shown.



1. Rear: more than 10cm, 4.0"
2. Right: more than 37cm, 14.6"
3. Front: more than 70cm, 27.6"
4. Left: more than 40cm, 15.8"

Note

- For the required space when options are installed, please contact your service representative.

Do's and Don'ts

⚠ CAUTION:



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

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you might feel the exposure glass is heated. But this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying. When turning off the operation switch, make sure that copying is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change.
- Do not open the covers of machine while copying. If you do, misfeeds might occur.
- Do not move the machine while copying.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Copier

Be careful not to move the original during the scanning process.


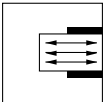
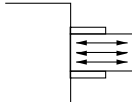
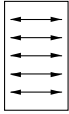
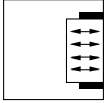
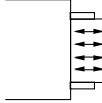
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- As a default setting, narrow margins on all four sides will not be copied as shown in the illustration.

1: $2 \pm 2\text{mm}$, $0.08'' \pm 0.08''$
2: $2 + 2/-1.5\text{mm}$, $0.08'' + 0.08''/-0.06''$
3: $2 \pm 2\text{mm}$, $0.08'' \pm 0.08''$
4: $5 \pm 2\text{mm}$, $0.2'' \pm 0.08''$

Use and Storage of Supplies

Copy Paper

- Copy paper of the types or in the conditions listed below are not recommended for this copier.
 - Folded, curled, creased, or damaged paper
 - Torn paper
 - Perforated paper
 - Paper with conductive or low electrical resistance coating such as carbon or silver coating
 - Thermal paper, art paper
 - Thin paper that has low stiffness
 - Damp paper
 - Wavy paper
 - Stapled paper
 - Translucent paper
- Never use ink-jet printer paper to prevent failure.
- Use a proper type OHP transparency and set it in correct direction to prevent failure.
- Fan copy paper and OHP transparencies to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- When copying on rough surface paper, the copy image may be light.
- When setting paper thinner than 64g/m², 17 lb or translucent paper in the paper trays or bypass trays, set it as shown in the figure below. The paper is divided into the vertical and horizontal types depending on the texture flow direction. If you set thin paper or translucent paper in the reverse direction, a paper jam might occur. Since A3, B4, 11" × 17", and 8 1/2" × 14" sizes of thin paper are set in the lengthwise direction in this machine, they must be of the vertical type.

	Texture flow	Setting paper in the paper trays	Setting paper in the bypass tray
Vertical type			 GCYOS1E
Horizontal type			 GCYOS2E

Others

Paper Storage

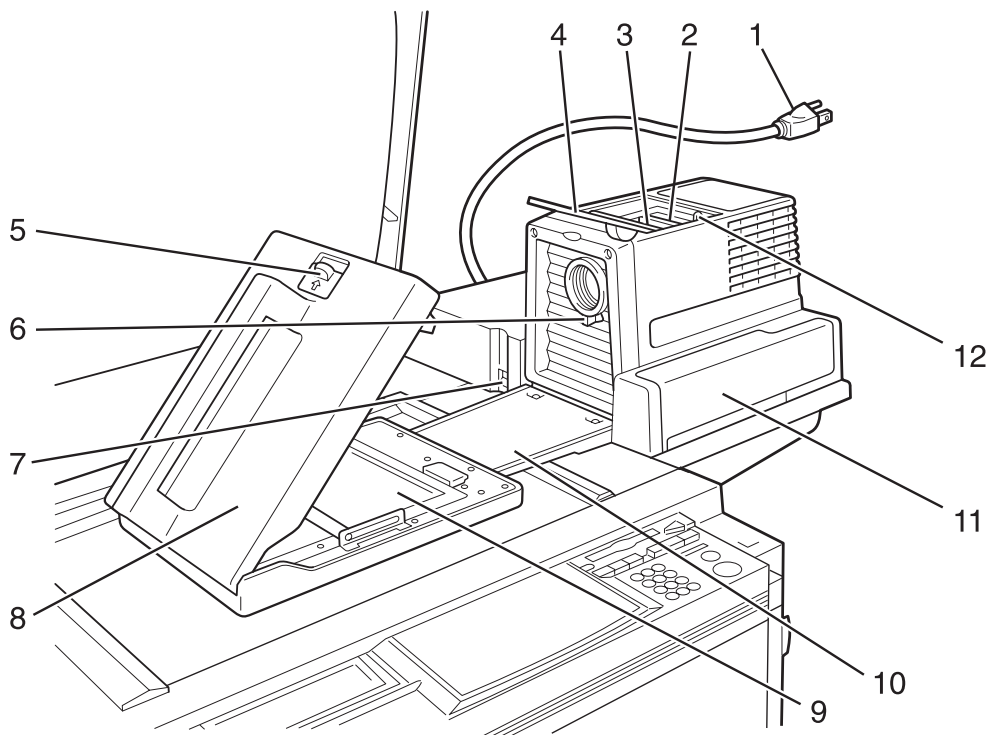
Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

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

Toner Storage

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

Projector Unit Operation



TLCR0A0E

1. Power cord

Plug the power cord into a wall outlet.

2. Holder slot

Set the holder here.

3. Filter slot

Insert the P or N filter here.

4. Film cover

To protect the slots from dust, close it when you are not using the projector.

5. Mirror unit release lever

Slide this to the left when opening the mirror unit.

6. Focusing lever

Adjusting the focus with this lever when you make copies from a glass mount film.

7. Power switch

Switches the power on or off.

8. Mirror unit

Reflects the light from the projector to the copier.

9. Fresnel lens

Pull this up when setting film on the exposure glass.

10. Lens cover

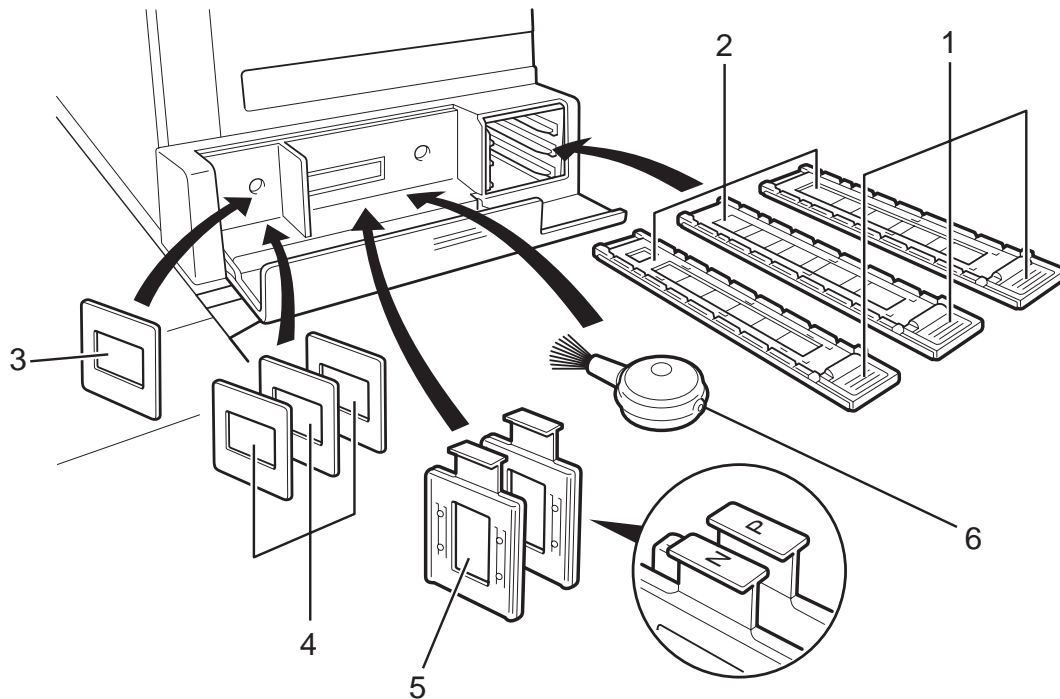
To protect the lens from dust, close it when you are not using the projector.

11. Accessory box

Accessories should be stored here.

12. Holder lever

Use to set the holder into the holder slot.



TRSR0B0E

1. Lock levers

Use to fix the film after setting it in the holder.

2. Film holders

Set 35mm film in one of these holders.

- Slide holder: Set mounted positive films in this holder. (This holder is covered with glass.)
- Film strip holder: Set negative or positive strip film and base film here.
- Glass mount film holder: Set the positive glass mount films in this holder. (This holder is covered with glass.)

3. Slide mount

Use to make a base film slide.

4. Base film slides

Use them when performing shading with Negative film.

5. Filters (P = Positive, N = Negative)

One of them should be set in the filter slot.

6. Blower brush

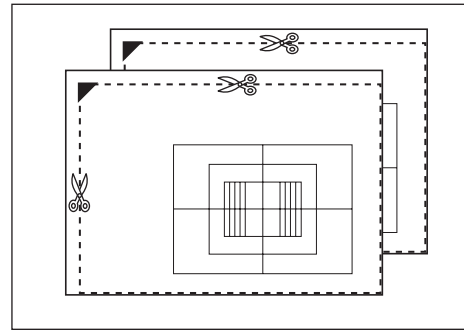
Use to clean the lens or glass.

Master film position sheet

Make a copy of the master sheet onto type D film and use the copy to position the film correctly on the exposure glass.

Make a copy from the original sheet, cut around the surrounding margin on the dotted lines, and cut away the center part corresponding to the size of the film to be copied.

Keep the master film position sheet.



GCFPRJ1E

Before Operating the Projector

Available Films and Setting

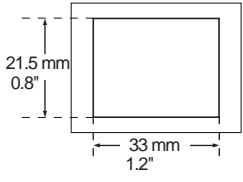
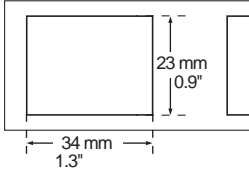
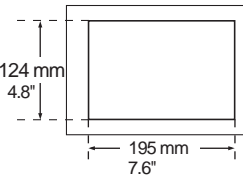
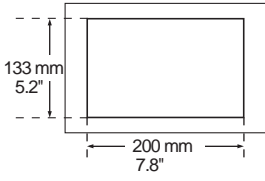
Setting location Film type / size	Slide film holder	Slide strip holder	Glass mount film Holder	Exposure glass (platen glass)
35mm mount film	○	×	×	×
35mm glass mount film	×	×	○	×
35mm strip film	×	○	×	○
60 × 45mm	×	×	×	○
60 × 60mm	×	×	×	○
60 × 70mm	×	×	×	○
60 × 80mm	×	×	×	○
60 × 90mm	×	×	×	○
4" × 5" (101.6 × 127mm)	×	×	×	○
Maximum size (142 × 210mm, 5.5" × 8.2")	×	×	×	○

Note

- Do not use the same film for more than 30 minutes.
- Do not store film in rooms where the temperature is more than 30°C, 86°F.
- For valuable images, we recommend copying from duplicates.
- When using a film strip, be sure to take it out from the film protection sheet.

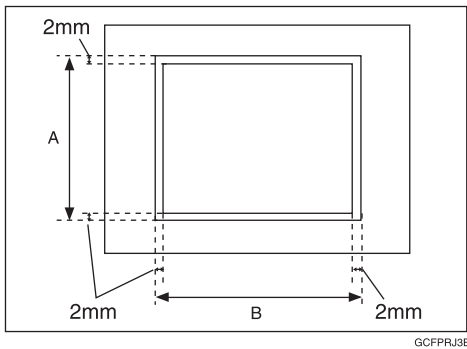
About Copying

When setting mount films and strip films in the film holders

	Mount films (using the slide holder)	Strip films (using the film strip holder)
Area of film that can be copied	 <p style="text-align: center;">GCFPRE1E</p>	 <p style="text-align: center;">GCFPRE2E</p>
Copy size (copying full size)	 <p style="text-align: center;">GCFPRE3E</p>	 <p style="text-align: center;">GCFPRE4E</p>

When setting wide films with the film position sheets

Narrow margins on all four sides will not be copied as shown in the illustration.



Film size	A	B
60 × 45mm	61.3mm	48mm
60 × 60mm	61.3mm	64mm
60 × 70mm	61.3mm	77mm
60 × 80mm	61.3mm	84mm
60 × 90mm	61.3mm	93mm
4" × 5"	100mm	125mm
Maximum	142mm	210mm

Notes for Operation

- First, you must perform shading to get the projector to register the condition of the film. This way, the projector can adjust the light intensity automatically while copying.
- If you press the **[Clear Modes]** key or **[Cancel]** key while using Projector function, all operations with the Projector will be canceled.
- You can adjust the color tone and color density manually.
- This projector has an automatic focus function, but if you use the glass mount film holder, adjust the focus manually.
- Do not forget to turn off the power switch of the projector when you are not using it.
- Do not obstruct the light path from the projector. If the light path is obstructed, the image might not match the original.
- This shading adjustment is very sensitive, so after the shading operation the mirror unit must be left perfectly still. Do not move it or allow vibrations to interfere with it. If this happens during copying, lines might appear on the copy. In that case, you must perform shading again.
- If you need to open and close the doors (to clear a jam or add toner), we recommend that you perform shading again afterwards.
- Avoid multi-wiring.

How to Copy from Film

The outline procedure for making copies is given below. Refer to the rest of this section for details of each step.

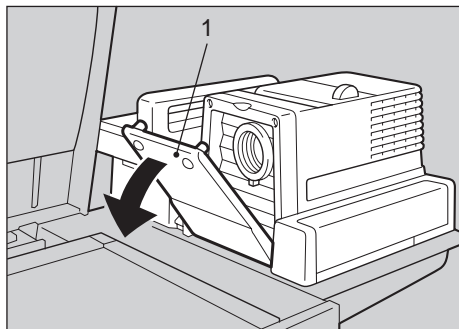
- ① Position the projector. ➔ see page 179.
↓
- ② Prepare the film. ➔ see page 180.
↓
- ③ Select the film type and perform shading. ➔ see page 184.
↓
- ④ Adjust color, density, and focus. ➔ see page 192.
↓
- ⑤ Select modes. ➔ see page 195.
↓
- ⑥ Press the **[Start]** key.
↓
- ⑦ Choose next job. ➔ see page 196.

Positioning the Projector

Note

Do not touch the fresnel lens or the glass on the mirror unit. Fingerprints or dirty parts might appear on the copy. If the fresnel lens becomes dirty, wipe it. ← see page 200.

- 1** Plug the projector into the wall outlet.
- 2** Turn on the main switch of the projector.
- 3** Lift the platen cover or the document feeder and lower the projector lens cover.

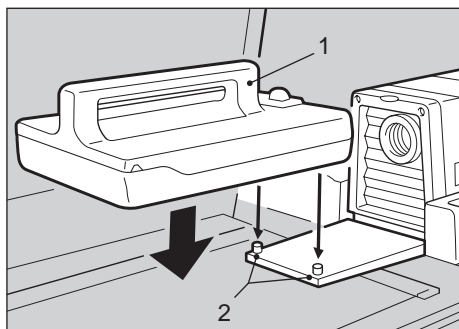


1. Lens cover

- 4** Place the mirror unit so that the unit's position holes fit over the projector's positioning pins.

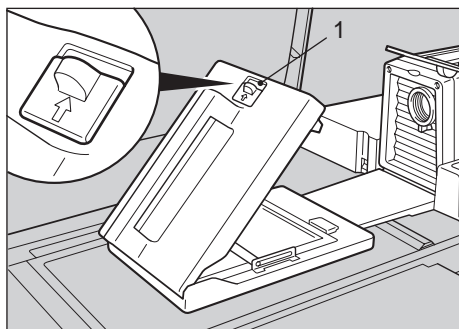
Note

Please be careful not to scratch the exposure glass when setting the mirror unit on it.



1. Mirror unit
2. Positioning pins

- 5** Slide the mirror unit release lever in the direction of the arrow and open the mirror unit cover.



1. Mirror unit release lever

Preparing the Film

Check this table to find out the key you should use for your film type.

Film Type		Filter	Base Film	Positioning Sheet	Holder	Key To Select	
35mm	Positive	Slide (Mount)	"P" (Positive Filter)	X	X	Slide Holder	35mm Slides Positive
		Slide (Glass Mount)	"P" (Positive Filter)	X	X	Glass Mount Film Holder	35mm Slides Positive
		Strip Film	"P" (Positive Filter)	X	X	Film Strip Holder	35mm Slides Positive
	Negative	Strip Film	"N" (Negative Filter)	○	X	Film Strip Holder	35mm Strip Negative
Others Max. Size: 142 × 210mm 5.5" × 8.2"	Positive	"P" (Positive Filter)	X	○	X (Place on the exposure glass)	Positive Film on glass	
	Negative	"N" (Negative Filter)	○	○	X (Place on the exposure glass)	Negative Film on glass	

Note

- When performing shading, you must set a filter that matches that type of film you will copy.
- Use an "N" filter for Negative films and a "P" filter for Positive films.

Selecting the Base Film (If Needed)

Note

- When you use negative film for copying, use that film's appropriate base film for shading.

1 Confirm the manufacture, model name, and ASA rating of the film you want to use.

2 Select a base film suitable for the film to copy.

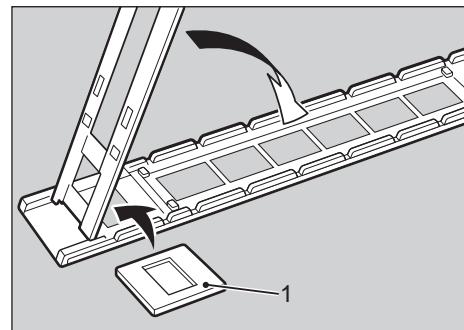
Note

- The following base film slides have been prepared as accessories.
 - For FUJICOLOR (registered trademark of FUJI PHOTO COMPANY LIMITED.)
 - For AGFA (registered trademark of AGFAGEVAERT AG.)
 - For KODAK (registered trademark of EASTMAN KODAK COMPANY.)
- If you use film that does not have suitable base film, you should make the base film yourself. ➔ see page 198.

3 Open the film strip holder and set the base film in the film strip holder.

Note

- The base film must be set sideways in the strip holder.
- There is no difference between both sides of the base film.



TRSR0H0E

1: Base film

4 Close the holder and lock it as shown in the illustration.

Setting Films in the Holder (If Needed)

Check which type of holder you should use. ↗ see page 180.

Slide Holder/Glass Mount Film Holder

Note

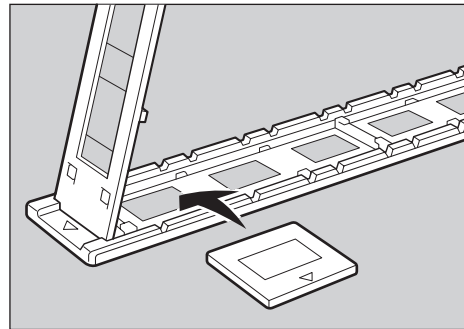
- The slide holder is covered with glass. Set the mount films in the slide holder.
- The glass mount film holder is not covered with the glass. Set the glass mount films (covered by glass) in the glass mount film holder.
- Positive films are usually set in a slide mount or glass mount. If you use positive film not set in a mount, set it in the film strip holder. ↗ see below.

1 Open the cover of the slide holder or glass mount film holder, and set the slides in the holder one by one.

Note

- Set the front side of the film face down when setting in the slide holder or glass mount film holder.
- When setting in the slide holder, make sure that all slides are aligned with the glass of the slide holder cover.

2 Close the holder and lock it.



TRSROL0E

Film Strip Holder

Note

- Negative film usually come in stripes.
- Follow this procedure for positive strip film as well.

1 Open the film strip holder. Put the front side of the film face down and set it in the film strip holder.

Note

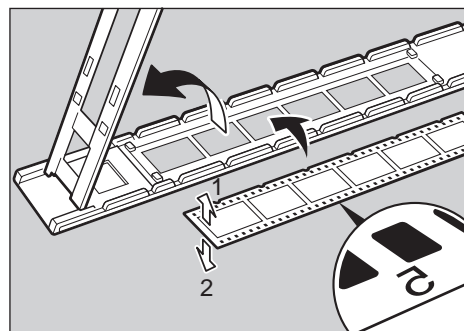
- When setting film, leave the base film in the film strip holder. This is convenient when performing shading again.

2 Adjust the position of the film.

Note

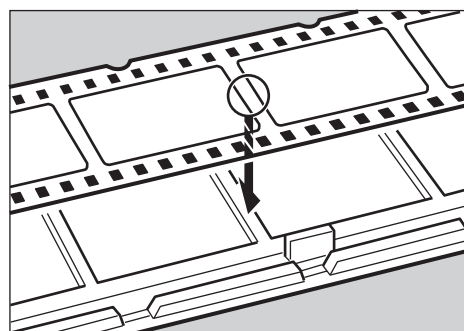
- Do not touch the image parts of the film when adjusting.

3 Close the film strip holder and lock it .



TRSROK0E

1: Back
2: Front

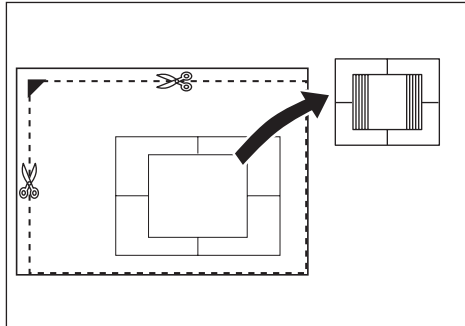


TRSROW0E

Cutting the Film Position Sheet (If Needed)

If you do not use the holders and position the film on the exposure glass, a positioning sheet is required.

Make a copy of one of the positioning sheet originals and use it to make your own sheet. Cut a hole the size of the film from the center of the copy, then crop the sheet by cutting around the dotted lines.



GCPSTN1E

Selecting the Film Type and Performing Shading

The procedures are different depending on the type of film.

1 Press the **[Special Accessory]** Key.

2 Select the film type.



3 Follow the shading procedure appropriate to your film type — see below.

Film Type		Key To Select	Go to page...
35mm	Positive	Slide (Mount)	[35 mm Slides Positive] Page 185
		Slide (Glass Mount)	[35 mm Slides Positive] Page 185
	Strip Film	[35 mm Slides Positive] Page 185	
	Negative	Strip Film	[35 mm Strip Negative] Page 188
Others Max. Size	Positive		[Positive Film on glass] Page 186
	Negative		[Negative Film on glass] Page 190

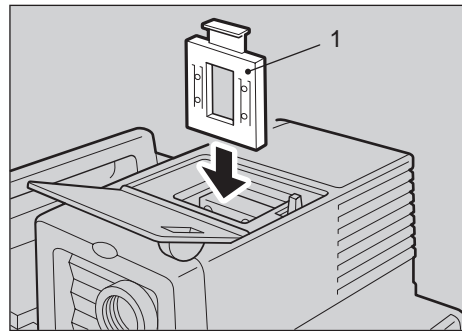
35mm Slides Positive

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

2 Open the film cover and insert the “P” (Positive) filter firmly in the left slot as shown in the illustration.

Note

- ❑ Be careful to insert the filter as shown, not the other way around.
- ❑ Before going to the next step, make sure that fresnel lens is lowered in position.



1: Filter

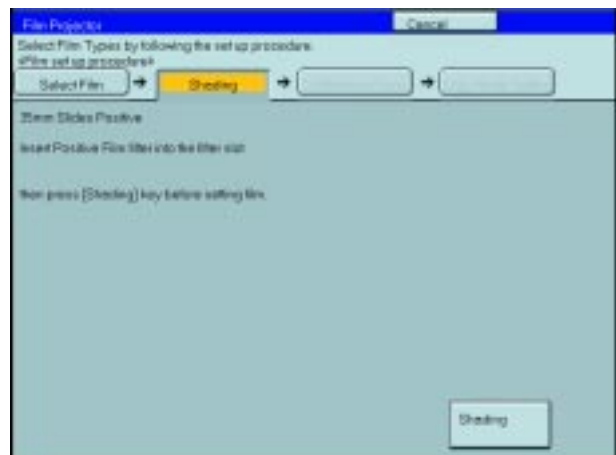
3 Press the **[Shading]** key.

- ❑ The machine will start shading automatically.

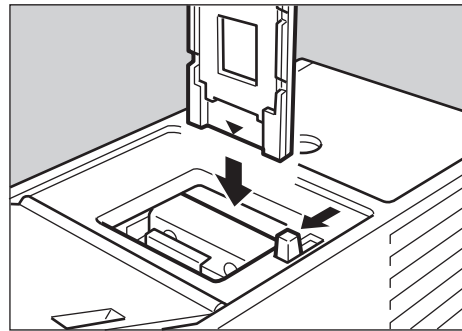
4 Set the film (slide or strip) in the holder.

Reference

Regarding setting the film, see page 182.

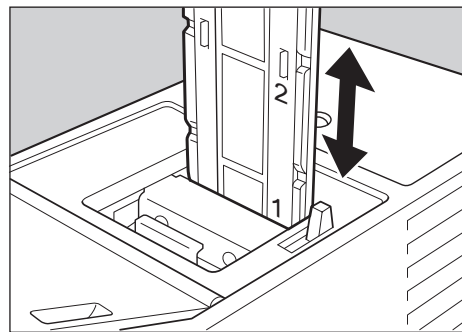


5 While pressing the holder lever to the left, insert the holder in the right slot.



TRSR0Y0E


6 Adjust the holder by sliding it up and down to position the correct frame for copying.



TRSR0N0E


7 If needed, adjust the color, density, or focus.

Reference

For details,  see page 192.

8 If needed, select the copier modes.

Reference

For details,  see page 195.

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

10 Choose your next job.

Reference

For details,  see page 196.

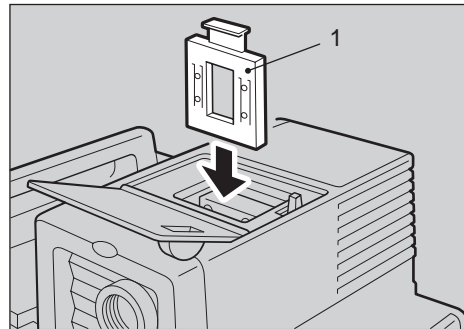
Positive Film on Glass

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

2 Insert the “P” (Positive filter) in the left slot as shown in the illustration.

Note


- Be careful to insert the filter as shown, not the other way around.



1: Filter

3 Cut the positioning sheet to match the film size.

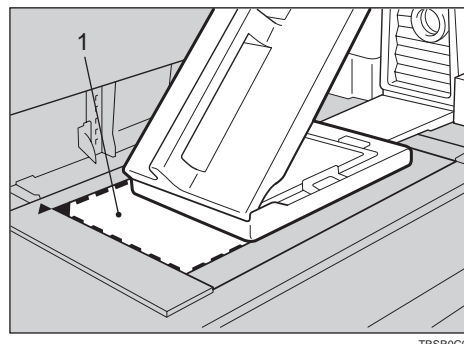
Reference

Regarding the positioning sheet,  see page 183.

4 Place the positioning sheet under the mirror unit (on the exposure glass).

Note

- Place the marked corner of the film position sheet at the rear left corner of the exposure glass.
- Before going to the next step, make sure that the fresnel lens is lowered in position.

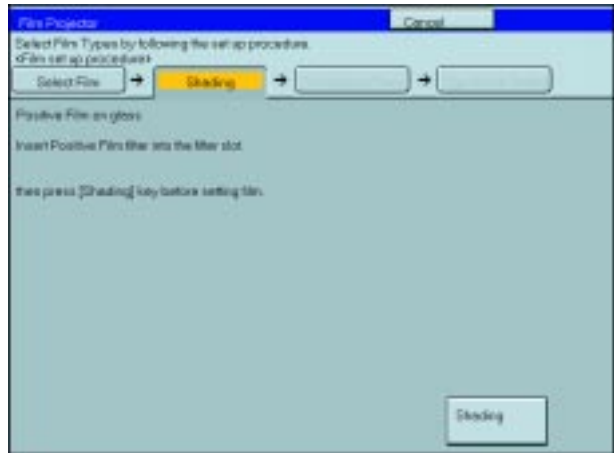


1: Positioning sheet

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

Note

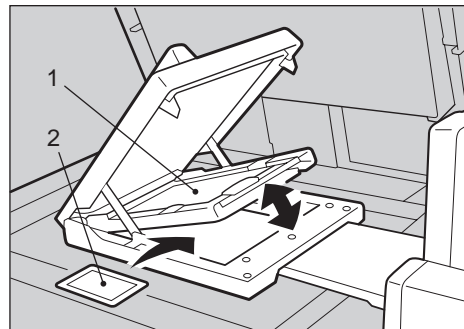
- The machine will start shading automatically.



6 Lift the fresnel lens, place the film inside the film position sheet, and lower the fresnel lens.

Note

- Place the film face down.
- If the film is curled, the copy image might be out of focus. In this case, make the cutout film position sheet a little smaller than the film size and use it to hold the film down.



1. Fresnel lens
2. Film

7 If needed, adjust the color, density, or focus.

Reference

For details, see page 192.

8 If needed, select the copier modes.

Reference

For details, see page 195.

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

10 Choose your next job.

Reference

For details, see page 196.

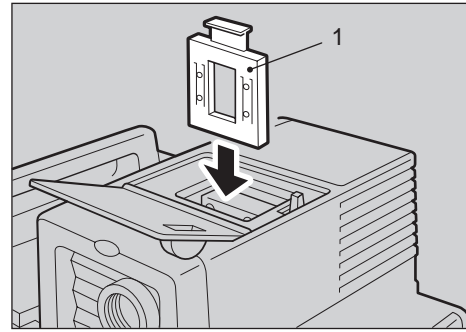
35mm Strip Negative

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

2 Insert the “N” (Negative) filter in the left slot as shown in the illustration.

Note

- Be careful to insert the filter as shown, not the other way around.
- Before going to the next step, make sure that the fresnel lens is lowered in position.



TRSR0FOE

1: Filter

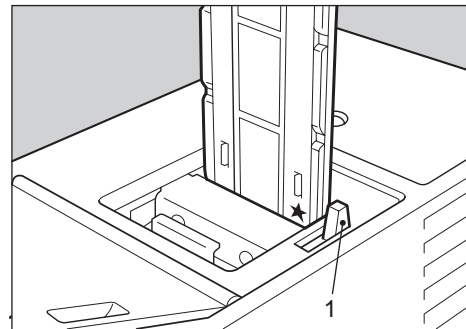
3 Set the base film in the holder.

Reference

Regarding setting the base film, see page 181.

4 Open the film cover and while pressing the holder lever to the left, insert film strip holder the right slot.

5 Insert the holder until the ★ mark is placed as shown in the illustration.



TRSR0JDE

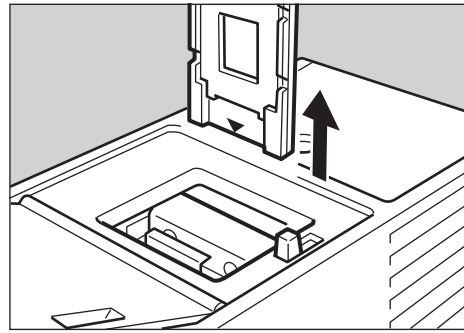
6 Press the **[Shading]** key.

Note

- The machine will start shading automatically.



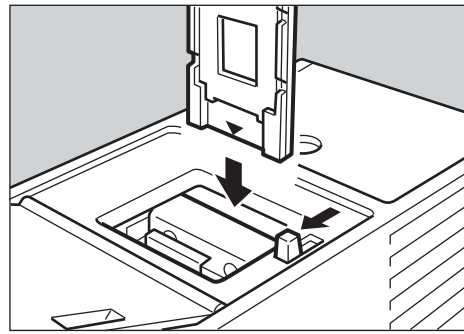
- 7** Pull out the film strip holder with the base film.



- 8** Set the film in the holder.

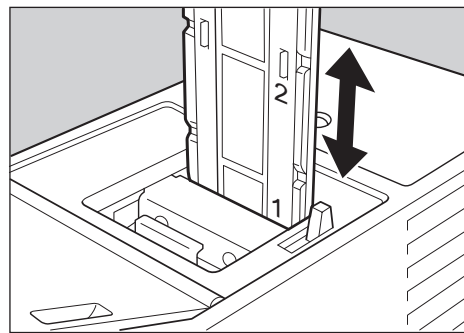
Reference

Regarding setting the film, see page 182.



- 9** While pressing the holder lever to the left, insert the holder in the right slot.

- 10** Adjust the holder by sliding it up and down to position the correct frame for copying.



- 11** If needed, adjust the color, density, or focus.

Reference

For details, see page 192.

- 12** If needed, select the copier modes.

Reference

For details, see page 195.

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

- 14** Choose your next job.

Reference

For details, see page 196.

Negative Film on Glass

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

2 Insert the “N” (Negative) filter in the left slot as shown in the illustration.

Note

- ❑ Be careful to insert the filter as shown, not the other way around.

3 Cut the positioning sheet to match the film size.

Reference

Regarding the positioning sheet, see page 183.

4 Place the positioning sheet under the mirror unit (on the exposure glass).

Note

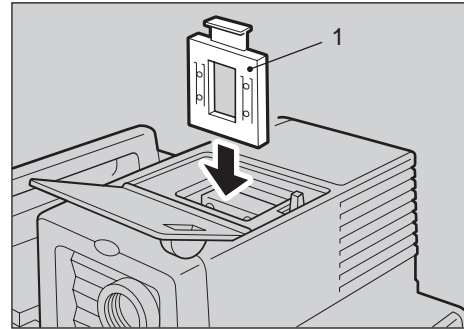
- ❑ Place the marked corner of the film position sheet at the rear left corner of the exposure glass.
- ❑ Before going to the next step, make sure that the fresnel lens is lowered in position.

5 Set the base film in the film strip holder.

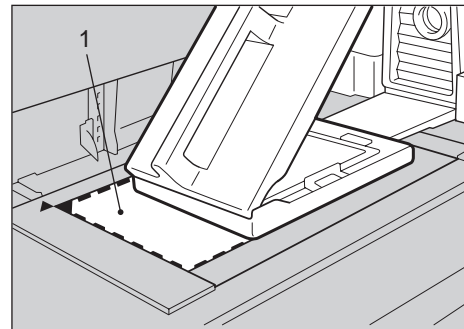
- ❑ Regarding setting the base film, see page 181.

6 Open the film cover and while pressing the holder lever to the left, insert the film strip holder in the right slot.

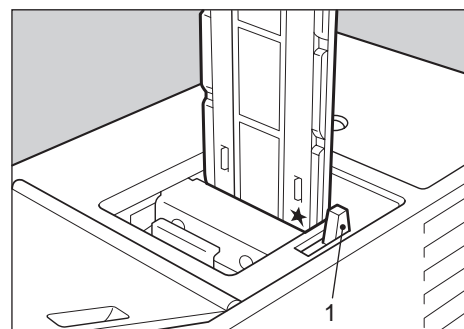
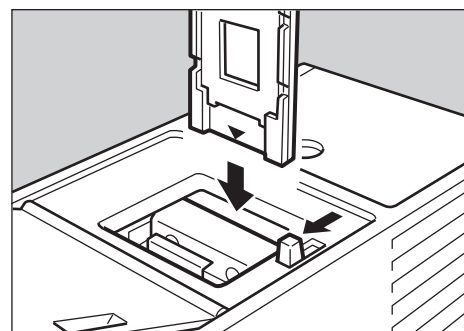
7 Insert the holder until the ★ mark is placed as shown in the illustration.



1: Filter



1. Positioning sheet

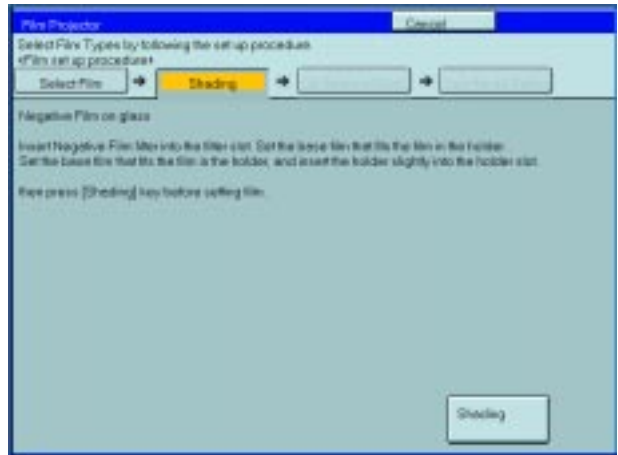


1: Holder lever

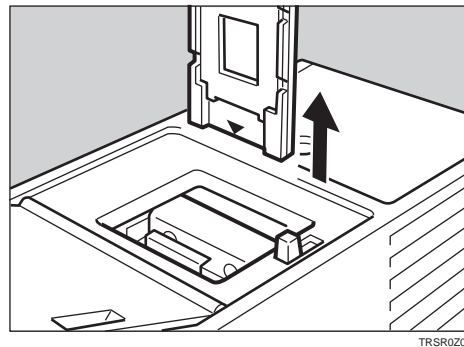
8 Press the **[Shading]** key.

Note

- The machine will start shading.



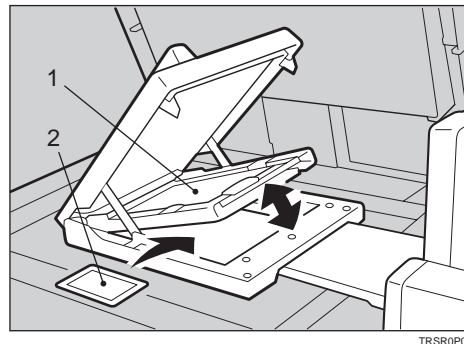
9 Pull out the film strip holder with the base film.



10 Lift the fresnel lens, place the film inside the positioning sheet, and lower the fresnel lens.

Note

- Place the film face down.
- If the film is curled, the copy image may be out of focus. In this case, make the cut out film position sheet a little smaller than the film size and use it to hold the film down.



1: Fresnel lens
2: Film

11 If needed, adjust the color, density, or focus.

Reference

For details, see page 192.

12 If needed, select the copier modes.

Reference

For details, see page 195.

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

14 Choose your next job.

Reference

For details, see page 196.

Adjusting Color, Density, and Focus

After shading, you can adjust the color tone, image density, or manual focusing.



Note

- When setting the glass mount film holder, manual focus adjustment is required.
- You can adjust the focus manually for 35mm film only.

Color Tones in Film Scanning

Use these modes when you want to adjust the overall color tone of copies. Also use these modes when you use negative film, because the color tone of copies varies with the film brand. You can adjust the tone of copies by adjusting Cyan, Magenta, and Yellow (three basic colors).

Notes on color tone adjustments

- If the color balance differs slightly from your image, you can also change the tones with the Color Adjustment (☞ see page 193) or Color Balance Adjustment (☞ see page 92) function.
- If dark parts are too black, change the U.C.R. Adjustment to level 3 (default = level 5). ☞ see page 96.

Density Adjustment

- Density can be set not only with this display, but also with Image Density Adjustment. However, when adjusting for the projector, we recommend you adjust the image density with this display.

Adjusting the Color Tone/Brightness Using Negative Film

□ When you copy negative film, adjust the color tone (density of yellow, magenta, and cyan) and brightness (quantity of light) according to the table below. However, even when you use the same type of film, you must use different settings depending on the way the original picture is taken or developed. If you cannot make copies as you want, perform adjustment.

□ You can also use the “Color Balance Adjustment” function of the copier to correct slight color difference.

☞ see page 92.

◆ The following table uses these values to indicate the color tone and brightness levels (the crosshatched values (■) are the default settings):

Yellow (Y)	Lighter	← 1 2 3 4 5 6 7 8 9	→ Darker
Magenta (M)	Lighter	← 1 2 3 4 5 6 7 8 9	→ Darker
Cyan (C)	Lighter	← 1 2 3 4 5 6 7 8 9	→ Darker
Density	Lighter	← 1 2 3 4 5 6 7 8 9	→ Darker

Manufacturer	FUJI COLOR						Kodak						
Film type	SUPER G ACE *3			SUPER V *4	SUPER G *5	REALAACE *6	GOLD *7			ROYAL GOLD *8	GOLD *9		
ISO sensitivity	100	400	800	100	200	800	100	200	400	100	400	800	
Color	Y	5	5	5	4	3	5	4	5	5	5	5	5
	M	5	5	5	5	5	6	7	7	6	7	5	6
	C	5	5	5	3	3	5	6	6	5	6	5	5
Density *1	6	4	5	6	5	4	5	4	5	5	5	5	
Density *2	5	3	4	5	4	3	4	3	4	4	4	4	

Manufacturer	Konica					AGFA			
Film type	LV *10		COLOR JX *11			COLOR HDC *12			
ISO sensitivity	100	200	100	200M	400	100	200	400	
Color	Y	3	3	4	5	5	4	6	8
	M	6	5	7	4	5	5	6	5
	C	5	4	5	4	3	5	5	2
Density *1	5	5	6	5	5	5	4	5	
Density *2	4	4	5	4	4	4	3	4	

- Density *1 should be used when film is set in the film holder.
- Density *2 should be used when film is set on the exposure glass (platen glass).

*3, *4, *5, *6: These products are registered trademarks of Fuji Photo Film Co., Ltd.

*7, *8, *9: These products are registered trademarks of Kodak Ltd.

*10, *11: These products are registered trademarks of Konica Corporation.

*12: This product is a registered trademark of Agfa Gevaert AG.

Adjusting Color, Density, and Focus

1 If you want to adjust the color tone or image density, select [**Col. Balance/Dens.**] key.

2 Select the level (1 - 9).



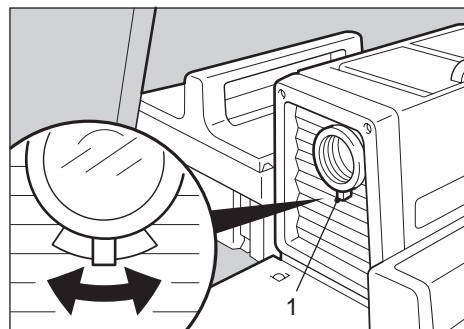
3 If your film type is 35mm and you want to adjust focus manually, press the [**Manual Focus**] key.

4 Place a blank piece of white paper under the mirror unit.

5 Adjust the focus with the focusing lever, then press the [**OK**] key.

Note

- After copying, return the focusing lever to the center.



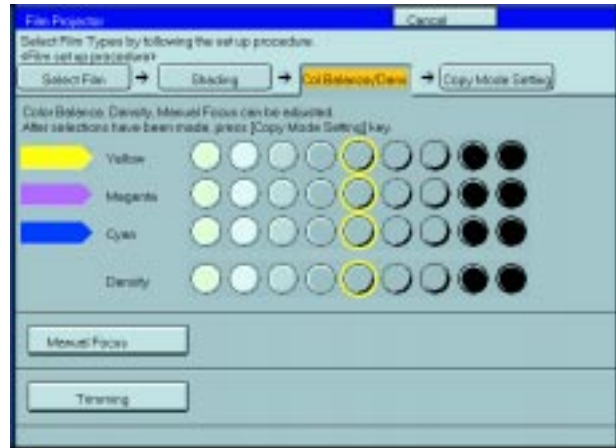
1: Focusing lever

Selecting Modes

You can select copier modes with the projector.

- ☐ Regarding the modes that cannot be selected with the projector, see page 88.

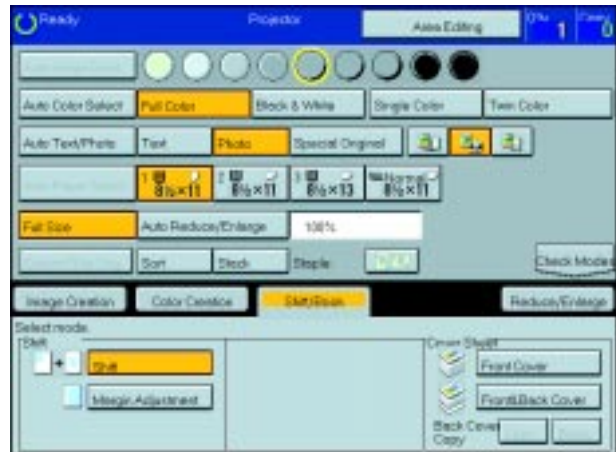
1 After shading, press the **[Copy Mode Setting]** key.



2 Select the modes.

Note

- ☐ This operation is the same as that described in the “Copying” chapter.



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

Choosing Next Job

After copying, you can select the next job:

[Select Film]

If you want to change the type of film, press this key.

[Shading]

If the mirror unit is moved, or if some lines appear on the copy, press this key and perform shading again.

[Color Balance/Density]

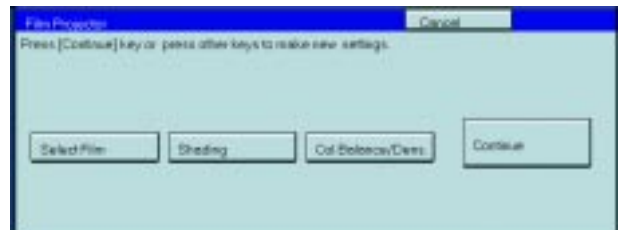
If you want to adjust the color tone, image density, or adjust the focus manually, press this key.

[Continue]

If you want to copy the same film again, or if you want to copy another film which is of the same type, press this key.

1 Press the **[Special Accessory]** key.

2 Select the key.



Exiting Projector Mode

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



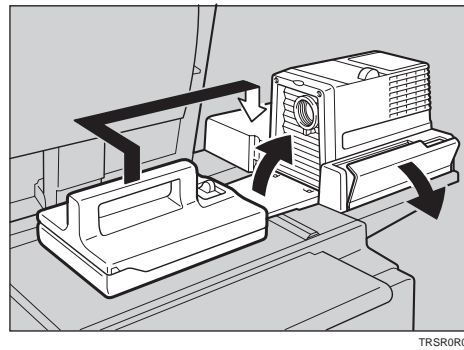
- 2 Replace the mirror unit to its original position.

 **Note**

- Be careful not to touch the fresnel lens. If you do touch it, clean it. ← see page 200.

- 3 Return the holders, filters, and other accessories to the accessory box.

- 4 Close the lens cover.



TRSR00E

- 5 Turn off the power switch.

 **Note**

- Though the power switch is turned off, the cooling fan may be still working. Therefore, please wait a few moments before unplugging the power cord.

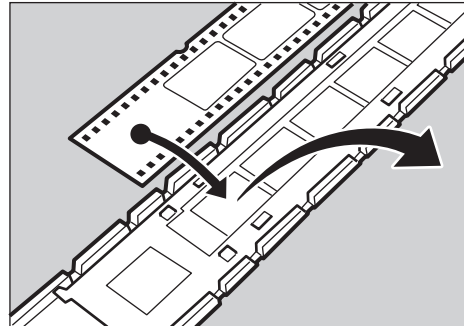
What to do If Something Goes Wrong

1. If the color balance is not right

- ❑ If the color density leans to red or blue, or isn't properly balanced, perform the color density adjustment, and the color balance adjustments for Yellow, Magenta, and Cyan. ➔ see page 92.

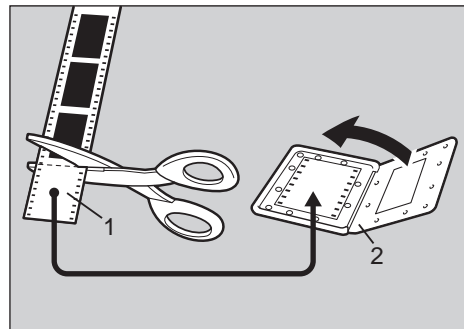
2. If the film you want to copy does not match the types of base film included.

- ❑ If you do not plan on copying from this type of film often, use an unexposed frame of the same film strip, if available, when performing shading.



TRSR1A0E

- ❑ If you plan on copying from this type of film often, make a base slide using an unexposed, developed frame of the film.



TRSR0S0E

1: Unexposed part
2: Mount

- ❑ If you have no blank unexposed frame of the same type of film, you can use an unexposed frame from film produced by the same company, but the colors might differ a bit.

3. If the copy image is out of focus.

- ❑ Check if the image on the film is focused or not. If it is, make sure the film is correctly set in the holder.
- ❑ If you reset the film correctly in the holder and the image is still out of focus, or if you use a different image, and the copy image is out of focus in every case, please call your service representative.
- ❑ You can adjust the focus manually with the focusing lever. ➔ see page 192.

4. If the edge of the original image does not appear on the copy.

- ❑ Check the size of the area that can be copied. ➔ see page 176.
- ❑ When setting film in the holder, be sure to position the desired frame properly.
- ❑ To extend the area that can be copied, use the glass mount film holder and focus manually.

5. If the projection lamp does not light.

- ❑ If the projection lamp does not light and a service message appears on the screen, the lamp might be burned out. In this case, please call you service representative.

6. If you move the mirror unit.

- ❑ Perform the shading operation once again.

7. If lines appear on the copy.

- Perform the shading operation again.
- Some possible causes are:
 1. A long time has passed since shading.
 2. Many copies were made since shading and the mirror unit has moved due to copier operation.
 3. Someone might have leaned on the machine or put something on it.
- If copying from negative film, thin black lines might appear on the lighter part of the copy, even after shading.

8. Black lines appear on the edge.

- These lines are shadows caused by the film holder and cannot be eliminated.

9. If a ring pattern appears on the copy.

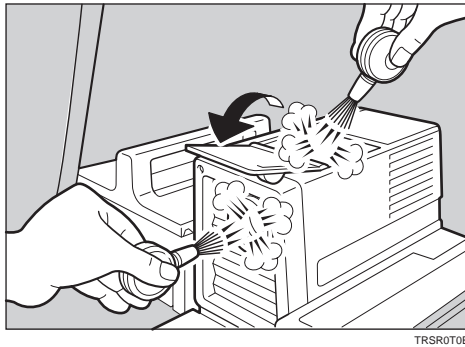
- The ring pattern is present on the film itself, and the machine is sensitive enough to pick it up. Try to change the film setting direction. Adjusting the focusing lever so that the image is slightly out of focus will eliminate most of the pattern.
- Also, try the following:
 - Open and close the film cover.
 - Slide the film in the holder a bit.
 - Turn the film around in the holder. (Do not flip it over.)

Exterior

Wipe with a dry soft cloth.

Lens

Blow off any dust using the blower brush. If there are fingerprints on the lens, wipe them with a soft cloth.

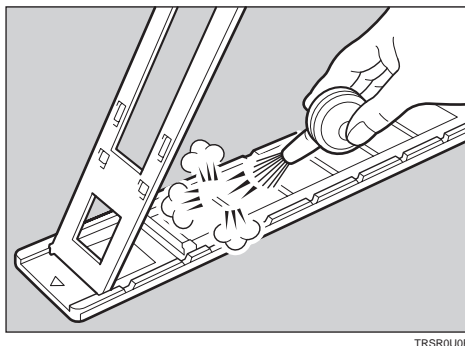


Film Holder

Blow off any dust using the blower brush. If there are fingerprints on the glass, wipe with a soft cloth.

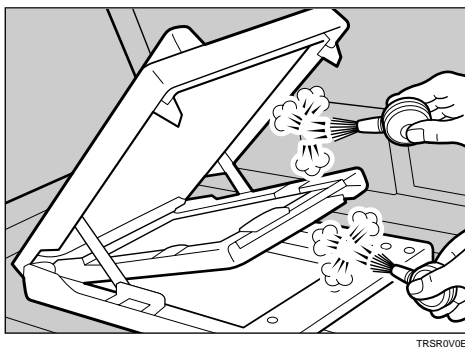
Holder Slot

Blow off any dust using the blower brush.



Mirror Unit

Blow off any dust using the blower brush. If there are fingerprints on the glass, wipe with a soft cloth.



Specifications

Configuration:	Desktop
Process:	Dry electrostatic transfer system
Resolution:	400 dpi
Gradations:	256 gradations
Originals:	Sheet, book, objects
Original size:	Maximum: A3, 11" × 17"
Copy paper size:	Trays: A3□, B4□, A4□□, B5□□, A5□, 11" × 17"□, 8½" × 14"□, 8½" × 13"□, 8½" × 11"□□, 5½" × 8½"□ Bypass Tray: see page 44.
Copy paper weight:	Trays: 64 - 105g/m ² , 17 - 28 lb Bypass Tray: 52 - 160g/m ² , 14 - 43 lb Auto Duplex Tray: 64 - 105g/m ² , 17 - 28 lb (When you use paper heavier than 104.7g/m ² , 28 lb, use the bypass feed table and select Thick mode.)

Copy paper capacity:	Tray: 500 sheets Bypass Tray: 50 sheets
-----------------------------	--

Copying speed (Full size):	Full color (4 colors):
---------------------------------------	------------------------

	Standard mode	OHP/Thick mode
A4□, 8½" × 11"□	6 copies/minute	3 copies/minute
A3□, 11" × 17"□	3 copies/minute	1.5 copies/minute

Black, Yellow, Magenta, Cyan:

	Standard mode	OHP/Thick mode
A4□, 8½" × 11"□	28 copies/minute	5 copies/minute
A3□, 11" × 17"□	14 copies/minute	2.5 copies/minute

Blue (Magenta + Cyan), Green (Yellow + Cyan):

	Standard mode	OHP/Thick mode
A4□, 8½" × 11"□	9 copies/minute	4 copies/minute
A3□, 11" × 17"□	4.5 copies/minute	2 copies/minute

Red (Yellow + Magenta):

	Standard mode	OHP/Thick mode
A4□, 8½" × 11"□	7 copies/minute	3.5 copies/minute
A3□, 11" × 17"□	3.5 copies/minute	1.5 copies/minute

Black + Yellow, Black + Magenta, Black + Cyan:

	Standard mode	OHP/Thick mode
A4□, 8½" × 11"□	7 copies/minute	3.5 copies/minute
A3□, 11" × 17"□	3.5 copies/minute	1.5 copies/minute

First copy time:

	Standard mode	OHP/Thick mode
Full color (4 colors)	22.4 seconds or less	35 seconds or less
Black, Yellow, Magenta, Cyan	8 seconds or less	23 seconds or less
Blue (Magenta + Cyan) Green (Yellow + Cyan)	16 seconds or less	27 seconds or less
Red (Yellow + Magenta)	16 seconds or less	27 seconds or less
Black + Yellow Black + Magenta Black + Cyan	16 seconds or less	27 seconds or less

Non-reproduction area:Leading edge: $5 \pm 2\text{mm}$, $0.2" \pm 0.08"$ Trailing edge: $2+2/ - 1.5\text{mm}$, $0.08" +0.08"/-0.06"$ Side: $2 \pm 2\text{mm}$, $0.08" \pm 0.08"$ (Total 4mm, 0.16" or less)**Toner replenishment:**

Cartridge (220g/cartridge)

Warm-up time:About 7 minutes (20°C , 68°F)**Reproduction ratios:**

5 enlargement and 7 reduction

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

Power consumption:

	Copier only	Full system*
Warm up	1.3kW	1.3kW
Stand-by	0.4kW	0.4kW
Copying	1.1kW	1.3kW
Maximum	less than 1.5kW	less than 1.5kW

* Full system: Mainframe with the document feeder, 3-bin sorter stapler and 1500-sheet tray. Optional printer installed.

Mainframe

Noise Emission (ISO 7779 Sound Power Level):

Based on actual measurement

	Mainframe only	Complete System
When printing	less than 68 dB (A)	less than 72 dB (A)
Stand-by	less than 55 dB (A)	less than 59 dB (A)

Dimensions (W×D×H up to the exposure glass):

620 × 757 × 602mm, 24.5" × 29.9" × 23.8"

Weight: Approx. 105kg, 231.5 lb

Specifications are subject to change without notice.

Document Feeder (Option)

Original Feed:	Automatic reverse document feed - ARDF mode Automatic document feed - ADF mode Semi-automatic document feed - SADF mode
Original size:	A3 □ - B6□□ (B6□□ cannot be used in ARDF mode) 11" × 17"□ - 5 ¹ / ₂ " × 8 ¹ / ₂ "□□
Original weight:	SADF mode, ADF mode: 40 - 128g/m ² , 11 - 34 lb ARDF mode: 52 - 105g/m ² , 14 - 28 lb Combine Originals mode: 52 - 128g/m ² , 14 - 34 lb (For 40 - 52g/m ² , 11 - 14 lb originals, use ADF Thin Paper mode. B6□ cannot be used in ARDF Thin Paper mode.)
Maximum number of originals to be set:	50 sheets (80g/m ² , 20 lb)
Original set:	Face up, First sheet on top
Original transport:	One flat belt
Maximum power consumption:	45W (Power is supplied from the main frame.)
Weight:	Less than 10.5kg, 23.2 lb
Dimensions: (W × D × H)	610 × 507 × 130mm, 24.1" × 20.0" × 5.2"

□ Specifications are subject to change without notice.

20-bin Sorter Stapler (Option)

Number of bins: 20 bins + proof tray

Paper size for bins

(Normal paper mode): Sort/Stack:

A3☐, B4☐, A4☐☐, B5☐☐, 11" × 17"☐, 10" × 14"☐, 8½" × 14"☐, 8½" × 13"☐,
8½" × 11"☐☐, 12" × 18"☐

Staple:

A3☐, B4☐, A4☐☐, B5☐☐, 11" × 17"☐, 10" × 14"☐, 8½" × 14"☐, 8½" × 13"☐,
8½" × 11"☐☐

Paper weight for bins: 52g/m² - 160g/m², 14 - 43 lb

Bin capacity

(Normal paper mode): Sort: A4, 8½" × 11" or smaller: 30 sheets (80g/m², 20 lb)

B4, 8½" × 14" or larger: 25 sheets (80g/m², 20 lb)

Stack: A4, 8½" × 11" or smaller: 25 sheets (80g/m², 20 lb)

B4, 8½" × 14" or larger: 20 sheets (80g/m², 20 lb)

Stapler capacity

(Normal paper mode): 2 - 30 sheets (80g/m², 20 lb)

Proof tray capacity: 100 sheets (80g/m², 20 lb)

Maximum power

consumption: 35W (Power is supplied from the main frame.)

Weight: 23kg, 50.6 lb

Dimensions: 430 × 570 × 680mm, 17.0" × 22.5" × 26.8"
(W × D × H)

☐ Specifications are subject to change without notice.

10-bin Sorter Stapler (Option)

Number of bins:	10 bins + proof tray
Paper size for bins:	Sort/Stack: A3☐, B4☐, A4☐☐, B5☐☐, 11" × 17"☐, 10" × 14"☐, 8½" × 14"☐, 8½" × 13"☐, 8½" × 11"☐☐ Staple: A3☐, B4☐, A4☐☐, B5☐☐, 11" × 17"☐, 10" × 14"☐, 8½" × 14"☐, 8½" × 13"☐, 8½" × 11"☐☐
Paper weight for bins:	52g/m ² - 160g/m ² , 14 - 42 lb
Bin capacity:	Sort: A4, 8½" × 11" or smaller: 30 sheets (80g/m ² , 20 lb) B4, 8½" × 14" or larger: 25 sheets (80g/m ² , 20 lb) Stack: A4, 8½" × 11" or smaller: 25 sheets (80g/m ² , 20 lb) B4, 8½" × 14" or larger: 20 sheets (80g/m ² , 20 lb)
Stapler capacity:	2 - 20 sheets (80g/m ² , 20 lb)
Proof tray capacity:	100 sheets (80g/m ² , 20 lb)
Maximum power consumption:	33W (Power is supplied from the main frame.)
Weight:	12.4kg, 27.4 lb
Dimensions: (W × D × H)	381 × 548 × 443mm, 15.0" × 21.6" × 17.5"

☐ Specifications are subject to change without notice.

3-bin Sorter (Option)

Number of bins:	3 bins
Paper size for bins:	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 11" × 17"☐, 10" × 14"☐, 8½" × 14"☐, 8½" × 13"☐, 8¼" × 13"☐, 8½" × 11"☐☐, 5½" × 8½"☐, 12" × 18"☐
Paper weight for bins:	Face-up: 1 st bin: 52 - 160g/m ² , 14 - 42 lb 2 nd and 3 rd bins: 52 - 105g/m ² , 14 - 28 lb Face-down: 64 - 105g/m ² , 17 - 28 lb
Bin capacity	
(Normal paper mode):	1 st bin: A4, 8½" × 11" or smaller: 500 sheets (80g/m ² , 20 lb) B4, 8½" × 13" or larger: 250 sheets (80g/m ² , 20 lb) 2 nd and 3 rd bins: A4, 8½" × 11" or smaller: 250 sheets (80g/m ² , 20 lb) B4, 8½" × 13" or larger: 125 sheets (80g/m ² , 20 lb)
Maximum power consumption:	30W (Power is supplied from the main frame.)
Weight:	Less than 14kg, 30.9 lb
Dimensions: (W × D × H)	361 × 483 × 427mm, 14.3" × 19.1" × 16.9"

☐ Specifications are subject to change without notice.

1000-sheet T ray Unit (Option)

Copy paper weight:	64 - 105g/m ² , 17 - 28 lb
Available paper size:	A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 11"☐☐, 5 1/2" × 8 1/2"☐
Maximum power consumption:	50W (Power is supplied from the main frame.)
Paper capacity:	500 sheets × 2 trays
Dimensions: (W × D × H)	620 × 680 × 390mm, 24.5" × 26.8" × 15.4"
Weight:	Approx. 32kg, 70.6 lb

☐ Specifications are subject to change without notice.

1500-sheet T ray Unit (Option)

Copy paper weight:	64 - 105g/m ² , 17 - 28 lb
Available paper size:	A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11" × 17"☐, 8 1/2" × 14"☐, 8 1/2" × 11"☐☐, 5 1/2" × 8 1/2"☐
Maximum power consumption:	50W (Power is supplied from the main frame.)
Paper capacity:	500 sheets × 3 trays
Dimensions: (W × D × H)	620 × 680 × 390mm, 24.5" × 26.8" × 15.4"
Weight:	Approx. 37kg, 81.6 lb

☐ Specifications are subject to change without notice.

Projector Unit (Option)

Acceptable film types:	Type: Positive film, Negative film
	Size: 35mm
	Others: 60 × 45mm, 60 × 60mm, 60 × 70mm, 60 × 80mm, 60 × 90mm, 4" × 5"
	Max: 142 × 210mm, 5.5" × 8.2"
	Mount: Yes (Up to 5 frames can be set in a film holder.)
	Strip: Yes (A series of 6 frames can be set in a film holder.)
Focusing:	Fixed/Manual
Maximum power consumption:	70W
Weight:	Projector: 7.9kg, 17.5 lb Mirror unit: 2.7kg, 6.0 lb
Dimensions : (W × D × H)	Projector: 300 × 442 × 212mm, 11.9" × 17.5" × 8.4" Mirror unit: 298 × 232 × 50mm, 11.8" × 9.2" × 2.0"
Remarks:	The holder is required for installation.

Specifications are subject to change without notice.

Index

1 Sided → 2 Sided, 62
 2 Sided → 1 Sided, 68
 2 Side → 2 Sided, 64

A

A.C.S. Sensitivity, 98
 Access to Machine, 166
 Adding Areas, 124
 Adding Staples, 143
 Adding Toner, 138
 Auto Reduce/Enlarge, 51
 Auto Start, 53
 Auto Text/Photo mode, 41
 Auto Text/Photo Sensitivity, 98
 Auto color select mode, 38
 Auto duplex tray, 2
 Auto image density, 37
 Auto paper select, 43

B

Background Density, 97
 Basic Operation, 36
 Black & White copy mode, 38
 Book → 1 Sided, 67
 Book → 2 Sided, 65
 Bypass tray, 3

C

Centering, 71
 Change Modes, 124
 Changing Job Settings for the Entire Image, 122
 Changing Paper Size, 148
 Check Modes, 55
 Checking and Changing Areas, 123
 Clearing Misfeeds, 140
 Color Adjustment, 95
 Color Background, 80
 Color Balance, 92
 Color Balance Adjustment, 92
 Color Balance Program, 93
 Color Sample Chart, 22
 Color Conversion, 77
 Color Creation, 77
 Color Erase, 79
 Color Mode, 38
 Combination Chart, 88
 Combination Chart for Area Editing, 128
 Combine, 69
 Combine 2 Originals, 69
 Combine 4 Originals, 70
 Combined auto and manual image density, 37

Contrast, 97
 Copy Paper, 169
 Copy Paper Size, 28
 Copy tray, 2
 Counter, 55
 Cover Sheet, 74

D

Delete Area, 117
 Designating Areas, 106
 Directional Magnification (%), 59
 Directional Size Magnification (inch), 60
 Do's and Don'ts, 167
 Duplex, 62

E

Energy Saver mode, 52
 Erasing a Group, 126
 Erasing an Areas, 125
 Exiting Area Editing, 127
 Exposure glass (platen glass), 2

F

Finishing, 83
 Front & Back Cover, 75
 Front Cover, 74
 Full Color Copy Mode, 38

H

How to Edit Areas, 105
 How to Make Copies, 36

I

Image Adjustment, 96
 Image Creation, 81
 Image Density, 37
 Interrupt Copying, 52

L

Loading Paper, 136

M

Machine Environment, 165
 Machine Exterior, 2
 Main power switch, 2, 26

Maintaining Your Machine, 164
 Manual image density, 37
 Manual paper select, 43
 Margin Adjustment, 72
 Mirror Image, 81
 Multi → 2 Sided, 66

O

Operation panel, 5
 Operation switch, 2, 26
 Options, 4
 Original Image Type, 41
 Originals, 28

P

Paper Storage, 170
 Paper tray, 2
 Pastel, 97
 Photo mode, 42
 Platen cover, 2
 Positive/Negative, 82
 Power Connection, 166
 Preset R/E, 56
 Program, 54
 Program User Color, 99
 Projector Unit Operation, 171

R

Reduce/Enlarge, 56
 Remarks, 168
 Removing Jammed Staples, 144
 Removing the Platen Cover, 34
 Right side cover/Low right cover, 3

S

Safety Information, iii
 Save Area, 118
 Selecting Modes for Designated Areas, 116
 Selecting Modes for Outside Designated Areas, 120
 Series Copies, 67
 Setting Custom Sized Originals, 33
 Setting Originals of Different Sizes in the Document Feeder, 32
 Setting Originals on the Exposure Glass (Platen Glass), 29
 Setting a Stack of Originals in the Document Feeder, 30
 Setting one Original at a Time in the Document Feeder, 31
 Shifting the Image, 71
 Single color mode, 39
 Soft/Sharp, 97
 Sort, 83

Special original mode, 42
 Specification, 201
 Stack, 84
 Staple, 85
 Starting the Machine, 26
 Stopper, 2

T

Text mode, 41
 Toner Storage, 170
 Touch panel display, 6
 Twin color mode, 40

U

U.C.R. Adjustment, 98
 Use and Storage of Supplies, 169
 User Tools, 151
 User Tools Menu, 153
 Using the Touch Panel Display, 23

V

Ventilation hole, 3

W

What You can do with this Machine, 7
 Where to Put Your Machine, 165

Z

Zoom, 57



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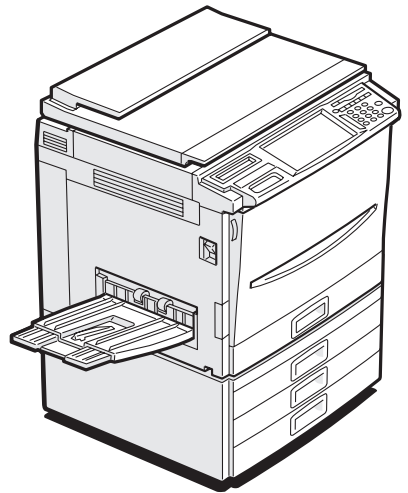
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Aficio ColorTM
4506

Operating Instructions
Copy Reference



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.



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Introduction

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

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



Notes:

Some illustrations might be slightly different from your machine.

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



Operator Safety:

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two 15-milliwatt, 760-800 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

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

Warning:

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

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

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

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

Power Source:

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, ⇒ P.189 "Power Connection".

Note to users in the United States of America

Notice:

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

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

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

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

Warning

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

Note to users in Canada

Note:

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

Remarque concernant les utilisateurs au Canada

Avertissement:

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

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**



Aficio Color 4506 Operating Instructions Copy Reference - **Additional Information**

Please note the following:

USA (This information is for facsimile option users only.)

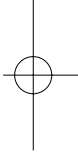
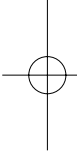
◆FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

◆WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA (This information is for facsimile option users only.)



The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.



SDC326A / CS231 Operating Instructions <Copy Reference> - **Additional Information**

Please note the following:

USA (This information is for facsimile option users only.)

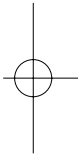
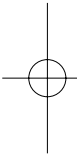
❖FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. This equipment uses the following USOC jack: RJ11C
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications in order to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the SAVIN CORPORATION at 1-203-967-5000 for repair and warranty information. If it is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA (This information is for facsimile option users only.)



The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

Notice

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

The color on each Color key may differ slightly from that of the actual copy.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

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

 **CAUTION:**

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

WARNINGS and CAUTIONS are notes for your safety.

 **Important**

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

 **Preparation**

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

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

TABLE OF CONTENTS

- What You Can Do with This Machine 2**
- Guide To Components 4**
- Options 6**
- Operation Panel 7**
- Using the Touch Panel Display 8**
 - Selecting Functions 8
 - Entering Numbers 9
- Color Sample Chart 10**

1. Basics

- Turning On the Power 11**
 - Turning on the Main Power 11
 - Starting the Machine 12
- Originals 14**
 - Standard Size Originals 14
 - Recommended Originals 14
 - Non-recommended Originals for the Document Feeder 14
- Setting Originals on the Exposure Glass 16**
- Setting a Stack of Originals in the Document Feeder 17**
- Setting one Original at a Time in the Document Feeder 19**
- Setting Originals of Different Sizes in the Document Feeder 21**
- Setting Custom Sized Originals 22**
- Removing the Platen Cover to Copy a Large Original 24**

2. Copying

- Basic Procedure 25**
 - Adjusting Copy Image Density 26
 - Selecting a Color Mode 28
 - Twin color mode 31
 - Selecting the Original Image Type 33
 - Selecting the Copy Paper Size 36
 - Copying from the Bypass Tray 37
 - Auto Reduce/Enlarge 48
 - Energy Saver Mode 49
 - Auto Off Mode 49
 - Interrupt copying 50
 - Auto Start 51
 - Program 51
 - Check Modes 53
 - Counter 54
 - Preset R/E 54

Zoom	57
Directional Magnification (%)	59
Directional Size Magnification (inch)	60
Duplex—Making 2 Sided Copies.....	63
1 Sided → 2 Sided	63
2 Sided → 2 Sided	66
Book → 2 Sided	67
Multi → 2 Sided	68
Series Copies.....	70
Book → 1 Sided	70
2 Sided → 1 Sided	72
Combine	73
Combine 2 Originals.....	73
Combine 4 Originals.....	75
Shifting the Image	76
Shift	76
Margin Adjustment	77
Cover Sheet.....	79
Front Cover	79
Front and Back Cover	80
Color Creation.....	83
Color Conversion	83
Color Erase	85
Color Background	86
Image Creation.....	88
Mirror.....	88
Positive/Negative	89
Finishing.....	90
Sort.....	90
Stack	92
Staple	93
Combination Chart	97






3. Adjustment and Color Memory

Color Balance	103
Color Balance Adjustment.....	103
Color Balance Program.....	104
Color Adjustment	106
Image Adjustment	108
Soft/Sharp, Contrast, Background Density, and Pastel	109
U.C.R. Adjustment, A.C.S. Sensitivity and Auto Text/Photo Sensitivity....	110
Program User Color	111
Adjusting Colors Based on the Selected Color	111
Mixing Colors Manually with the Number Keys	113
Sampling the User Color (Option)	115

4. Area Editing (Option)

What is Area Editing?	117
How to Edit Areas	118
Designating Areas	119
Designate Area Display.....	120
Designate Area Tools.....	121
Area Shapes	122
Frame/Line	125
Notes for Designating Areas	128
Selecting Modes for Designated Areas	130
Area Editing.....	131
Delete Area	132
Save Area	133
Frame/Line.....	134
Selecting Modes for Outside Designated Areas	135
Area Shapes	136
Changing Basic Settings for the Entire Image	138
Checking and Changing Areas	140
Change Modes.....	140
Adding Areas.....	141
Erasing an Area	142
Erasing a Group.....	143
Exiting Area Editing	145
Combination Chart for Area Editing	146

5. What to Do if Something Goes Wrong

If Your Machine Does not Operate as You Want	149
If You Cannot Make Copies as You Want	151
 Loading Paper	154
Non-recommended Paper for Paper Trays	154
Loading Paper in the Paper Tray	155
 Changing The Toner Cartridge	156
Pulling Out the Toner Cartridge	156
Setting the New Toner Cartridge.....	159
 Clearing Misfeeds	161
Check the Misfeed Location Display	161
Clearing Paper Misfeeds.....	162
 Adding Staples	164
 Removing Jammed Staples	166

6. Changing the Machine's Settings

Changing Paper Size	169
Changing Paper Size with the User Tools	171
User Tools	173
Accessing the User Tools	173
Exiting from the User Tools.....	174
Setting You can Change with the User Tools (System Settings)	175
Settings You can Change with the User Tools (Copier Features)	179

7. Others




Do's and Don'ts	187
Where to Put Your Machine	188
Machine Environment	188
Power Connection.....	189
Access to Machine	190
Maintaining Your Machine	191
Exposure Glass.....	191
Platen Cover	191
Document Feeder	192
Remarks	193
Copier.....	193
Use and Storage of Supplies	194
Copy Paper	194
Paper Storage	195
Toner Storage	195

8. Specification


Mainframe	197
Document Feeder (Option)	201
20-bin Sorter Stapler (Option)	202
10-bin Sorter Stapler (Option)	203
3-bin Sorter (Option)	204
1000-sheet Tray Unit (Option)	205
1500-sheet Tray Unit (Option)	206
Multi-access	207
INDEX	209

What You Can Do with This Machine


• Color Mode ⇒ Page 28



- Full Color Copy
 
- Black & White Copy
 
- Single Color Copy
 
- Twin Color Copy

Color



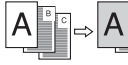


Red & Black

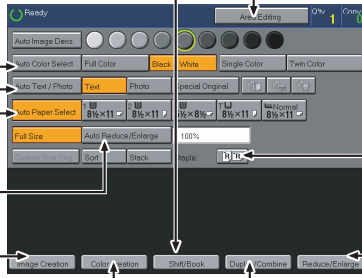




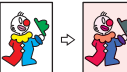
- Mirror Image ⇒ Page 88
 
- Positive / Negative ⇒ Page 89
 

*1 Optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter required.
 *2 Optional 20-bin sorter stapler or 10-bin sorter stapler required.
 *3 Optional document feeder required.

- Shift ⇒ Page 76
 
- Margin Adjustment ⇒ Page 77
 
- Cover Sheet ⇒ Page 79 *2
 

Text ⇒ Page 34
 Auto Paper Select ⇒ Page 36
 Auto Reduce/Enlarge ⇒ Page 48



- Color Conversion ⇒ Page 83
 
- Color Erase ⇒ Page 85
 
- Color Background ⇒ Page 86
 

TLCX301N

• Area Editing ⇒ Page 117

<p>• Color Conversion ⇒ Page 130</p>	<p>• Color Background ⇒ Page 130</p>	<p>• Delete Area ⇒ Page 132</p>
<p>• Color Erase ⇒ Page 130</p>	<p>• Paint ⇒ Page 130</p>	<p>• Save Area ⇒ Page 133</p>

• Sort ⇒ Page 90 *1

• Stack ⇒ Page 92 *1

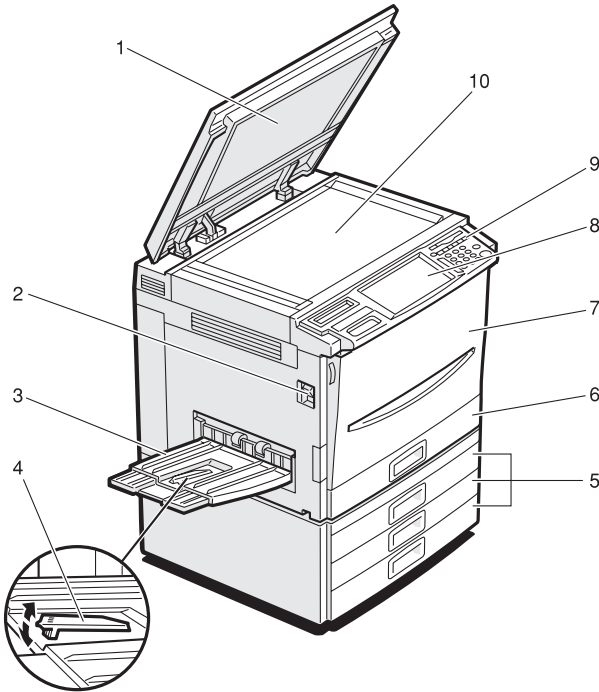
• Staple ⇒ Page 93 *2

<p>• Preset R / E ⇒ Page 54</p>	<p>• Directional Magnification(%) ⇒ Page 59</p>
<p>• Zoom ⇒ Page 57</p>	<p>• Directional Size Magnification(inch) ⇒ Page 60</p>

<p>• 1 Sided → 2 Sided ⇒ Page 63</p>	<p>• 2 Sided → 2 Sided ⇒ Page 66</p>	<p>• Book → 1 Sided ⇒ Page 70</p>	<p>• 2 Sided → 1 Sided ⇒ Page 72</p>
<p>• Book → 2 Sided ⇒ Page 67</p>	<p>• Multi → 2 Sided ⇒ Page 68</p>	<p>• Combine 2 Originals ⇒ Page 73 *3</p>	<p>• Combine 4 Originals ⇒ Page 75 *3</p>

TLCK310N

Guide To Components



ZCMH010E

1. Platen cover (option)

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

2. Main power switch

To start the machine, turn on this switch.

Note

- If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.


3. Copy tray

Completed copies are delivered here.

4. Stopper

When you copy onto thin paper, raise this to prevent curling.

5. Paper tray

Set paper here. ⇒ P.154 “ Loading Paper”.

6. Auto duplex tray

Use to make two-sided copies.

7. Front cover

Open to access the inside of the machine.

8. Operation panel

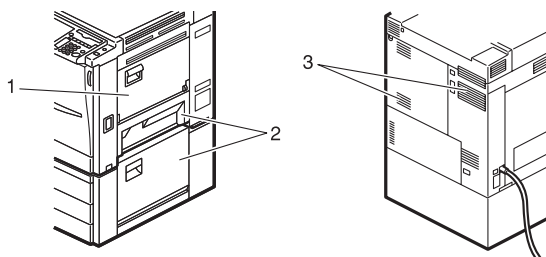
⇒ P.7 “Operation Panel”.

9. Operation switch

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

10. Exposure glass

Position originals here face down for copying.



1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper, ⇒ P.37 "Copying from the Bypass Tray".

2. Right side cover/Lower right cover

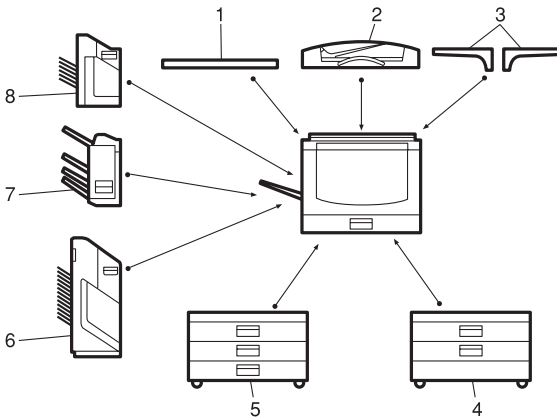
Open this cover to remove jammed paper.

3. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing or leaning an object near them. If the machine overheats, a fault might occur.

Options

This machine can be provided with the following options:



ZCMP010E

1. Platen cover

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

2. Document feeder (ADF)

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

3. Original tray

Put your originals.

4. 1000-sheet tray unit (two 500-sheet trays)

Consists of two paper trays.

Other Options:

- Controller Interface Unit
- Printer Controller

5. 1500-sheet tray unit (three 500-sheet trays)

Consists of three paper trays.

6. 20-bin sorter stapler

Sorts, stacks, and staples copies.

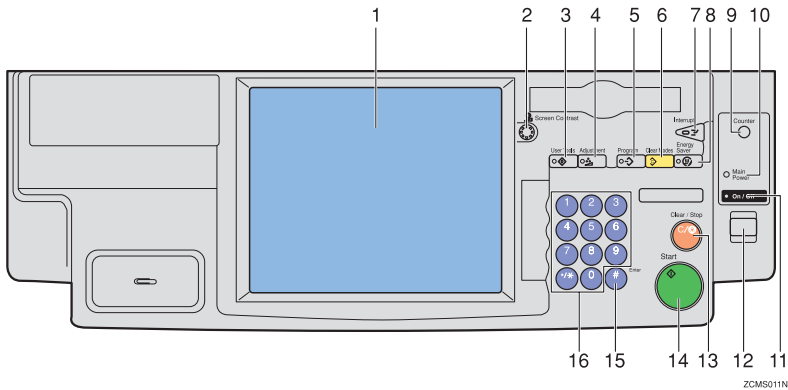
7. 3-bin sorter

Sorts and stacks copies.

8. 10-bin sorter stapler

Sorts, stacks, and staples copies.

Operation Panel



1. Touch panel display

You can see the operation status and messages here.

2. Screen Contrast knob

You can change the brightness of the display.

3. **【User Tools】** key

Press to change the default setting. ⇒ P.173 “User Tools”.

4. **【Adjustment】** key

Press to adjust the image or color balance, or to make user colors. ⇒ P.103 “Adjustment and Color Memory”.

5. **【Program】** key

Press to select the program mode. ⇒ P.51 “Program”.

6. **【Clear Modes】** key

Press to clear the previously entered settings.

7. **【Interrupt】** key

Press to make interrupt copies. ⇒ P.50 “Interrupt copying”.

8. **【Energy Saver】** key

Press to enter/exit the Energy Saver mode. ⇒ P.49 “Energy Saver Mode”.

9. **【Counter】** key

Press to display the total number of copies made.

10. Main Power indicator

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

11. On indicator

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

12. Operation switch

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

13. **【Clear/Stop】** key

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

14. **【Start】** key

Press to start copying.

15. **【#】** key

Press to enter data in selected modes.

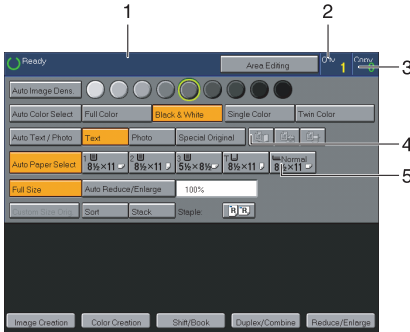
16. Number keys

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

Using the Touch Panel Display

Selecting Functions

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



ZCMP022N

1. Messages and instructions appear here.

2. Total number of copies to make

3. COPY COUNTER

Counts number of copies made so far.

Note

- You can select whether the copy counter counts up (counter up) or counts down (counter down). If you want to change the setting, ⇒ P.175 "System settings".

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

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

Example:

- Key on the display:
- In the manual: **[Auto Paper Select]** key

Note

- Do not press the touch panel display with any hard or sharp object.

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

4. Keys that have been selected.

5. Keys that have the option of being selected.

Entering Numbers

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

Should you make a mistake:

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

Checking the Functions You Have Selected

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



ZCMP040N

1. **[Check Modes]** key

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



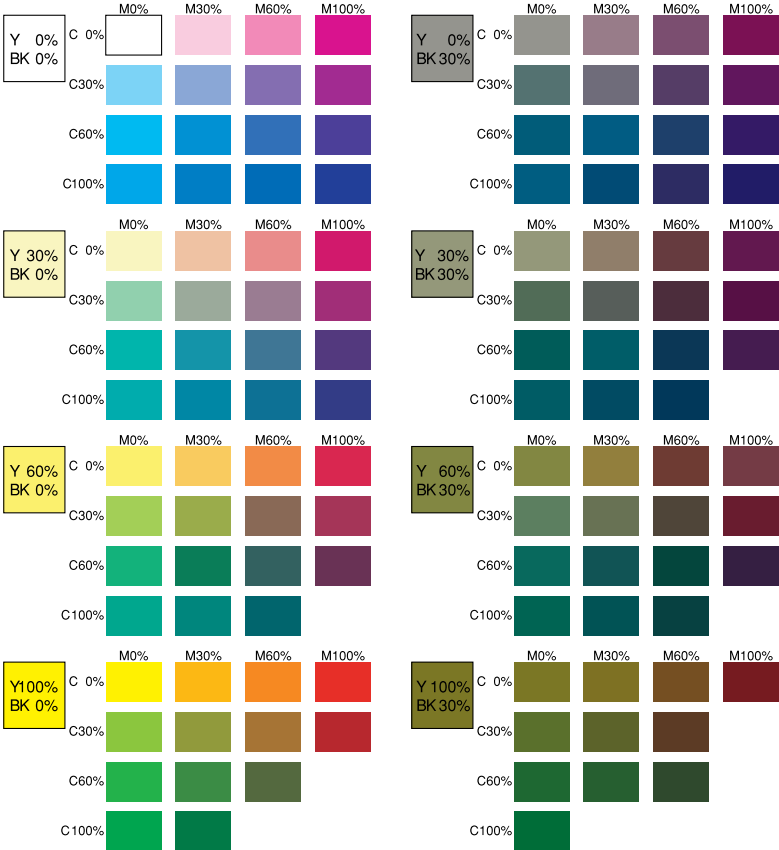
ZCMP050N

Color Sample Chart

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

 **Note**

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



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Turning On the Power

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

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. For details, ⇒ P.49 “Energy Saver Mode”. For details Auto Timer, ⇒ P.175 “System settings”.



Power Switches

This machine has the operation switch and main power switch.

◆ Operation switch (right side of the operation panel)

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

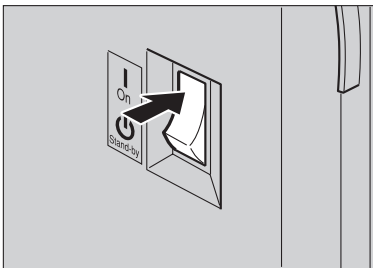
◆ Main power switch (left side of the machine)

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



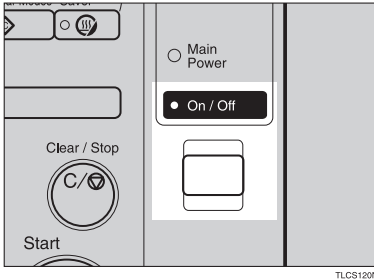
Turning on the Main Power

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



Starting the Machine

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



Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (Less than 270 seconds), you can use the Auto Start function. ⇒ P.51 "Auto Start".

When the machine is set for user codes

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

Note

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

Reference

For more about user codes, ⇒ P.179 "General Features".

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

- 1 Press any key.

The machine will return to the ready condition.

Note

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

Shutting down the machine

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

Turning off the main power

- 1** Turn off the main power switch.

The main power indicator of the control panel goes off.

Originals

1

Standard Size Originals

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

❖ When you set originals on the exposure glass

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ "×13"☐ ^{*1} , 8 ¹ / ₄ "×13"☐ ^{*1} , 8"×13"☐ ^{*1}
Inch version	11"×17"☐, 10"×14"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×11"☐☐

❖ When you set originals in the document feeder

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 11"×17"☐, 8 ¹ / ₂ "×11"☐☐, 8 ¹ / ₂ "×13"☐ ^{*1} , 8 ¹ / ₄ "×13"☐ ^{*1} , 8"×13"☐ ^{*1}
Inch version	A4☐☐, 11"×17"☐, 11"×15"☐, 10"×14"☐, 8 ¹ / ₂ "×14"☐, 8 ¹ / ₂ "×13"☐, 8 ¹ / ₂ "×11"☐☐, 8 ¹ / ₄ "×13"☐, 8"×13"☐, 8"×10"☐, 5 ¹ / ₂ "×8 ¹ / ₂ "☐☐

^{*1} 8¹/₂"×13", 8¹/₄"×13" or 8"×13" can be set by your service representative.

Recommended Originals

Reference

For originals that the document feeder can handle, ⇒ P.201 "Document Feeder (Option)".

Non-recommended Originals for the Document Feeder

Note

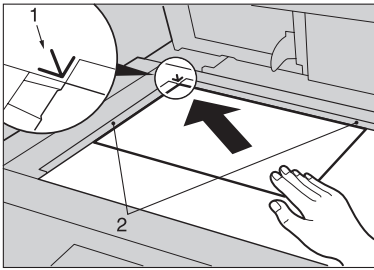
- ☐ The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.
 - Originals thicker than 128g/m², 34 lb
 - Originals thinner than 40g/m², 11 lb
 - For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set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

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

Setting Originals on the Exposure Glass

1

- 1** Lift the platen cover or the document feeder.
- 2** Set the original face down on the exposure glass. The original should be aligned to the rear left corner.



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1. Reference mark
2. Scale

 **Note**

- Start with the first page to be copied.

- 3** Lower the platen cover or the document feeder.

Setting a Stack of Originals in the Document Feeder

1

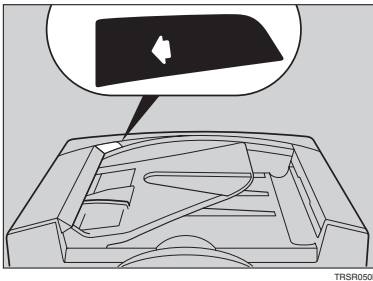
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass.

 **Note**

- Some originals are unsuitable for the document feeder. ⇒ P.14 *“Non-recommended Originals for the Document Feeder”*.
- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

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

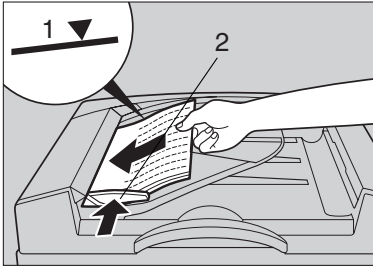
2 Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.



3 Adjust the guide to the original size.

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

1



1. Limit mark

2. Original guide

Note

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

Setting one Original at a Time in the Document Feeder

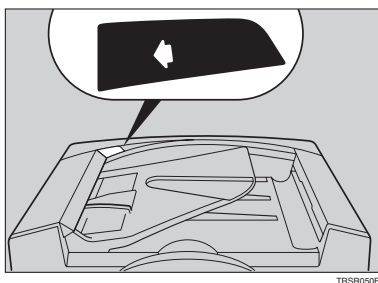
If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

Note

- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

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

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



3 Adjust the guide to the original size.

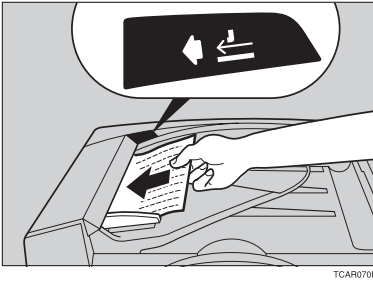
4 Set the original face up into the document feeder until the Insert Original indicator goes off.

Note

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.

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

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



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Note

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

Setting Originals of Different Sizes in the Document Feeder

Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools. ⇒ P.184 “Duplex/ADF/Sorter”.

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

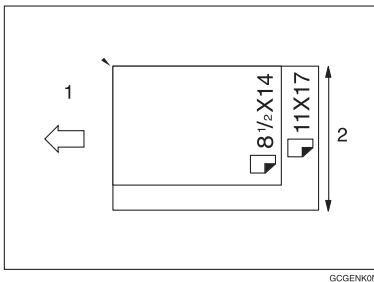
Limitation

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

Note

- If your stack of originals contains pages of different sizes, make sure that:
 - Longer originals are at the bottom of the stack, and shorter originals are at the top.
 - All originals are flush with the back fence of the document feeder.

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



1. Document feeder feed direction.

2. Vertical size

2 Adjust the guide to the widest original size.

3 Set the aligned originals face up into the document feeder.

Setting Custom Sized Originals

When copying from custom sized originals, specify the size of the originals so that copies are well aligned.

1

Limitation

- You must set your custom size originals on the exposure glass.

Reference

For the standard sizes the machine can detect, ⇒ P.14 “Standard Size Originals”.

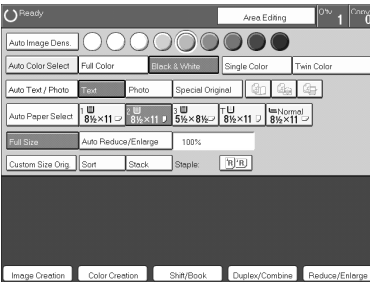
Note

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

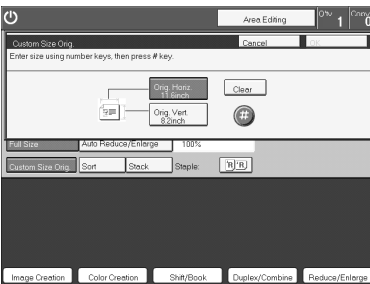
Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)

1 Select the copy paper size.

2 Press the [Custom Size Orig.] key.



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



Note

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

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

Removing the Platen Cover to Copy a Large Original

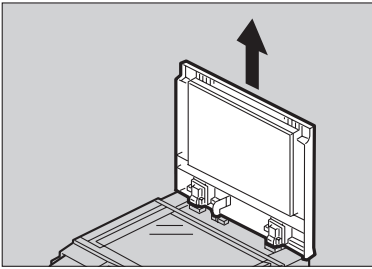
1

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

 **Note**

- You cannot remove the document feeder.

To remove the platen cover, lift it out.

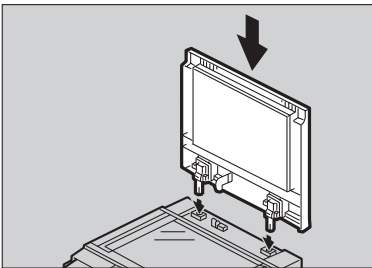


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 **Note**

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

To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover onto the copier.

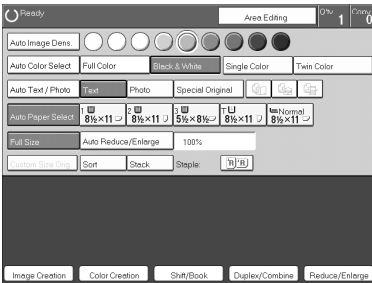


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2. Copying

Basic Procedure

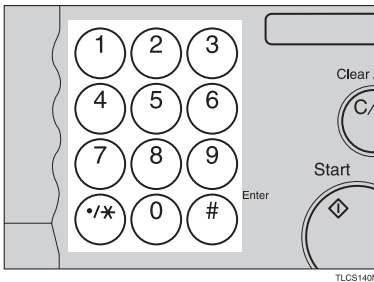
- 1 Set your original on the exposure glass or in the document feeder. ⇒ P.28 “Full color copy mode”, ⇒ P.33 “Auto Text/Photo mode”, or ⇒ P.36 “Auto paper select”.
- 2 Make sure that the [Black & White], [Text], [Auto Paper Select], [Full Size] keys are selected.



Note

- ❑ Full Color copy mode. ⇒ P.28 “Full color copy mode”.
- ❑ Auto Text/Photo. ⇒ P.33 “Auto Text/Photo mode”.
- ❑ Auto Paper Select. ⇒ P.36 “Auto paper select”.

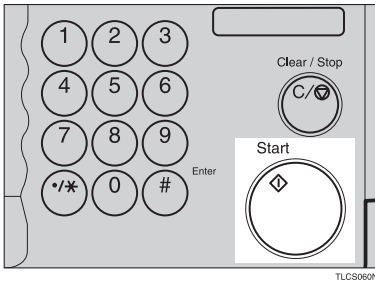
- 3 Enter the number of copies required using the number keys.



Note

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

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



Note

- To stop the machine during a multi-copy run, press the **[Clear/Stop]** key.
- If you want to change the settings, press the **[Clear/Stop]** key. If you want to resume the copy run, press the **[Start]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

Adjusting Copy Image Density

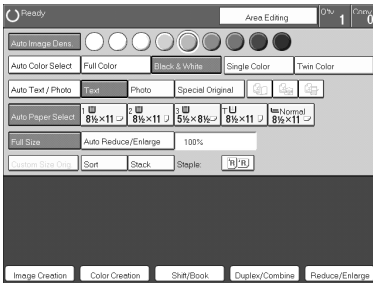
Image density affects the contrast of copies. With these functions you can control the image density so that copies match originals. Make the selection you require then set your originals and press the **[Start]** key.

Auto image density

The machine automatically controls the image density.

1 If Auto Color Select mode is selected, select other color modes to cancel it.
⇒ P.28 “Selecting a Color Mode”.

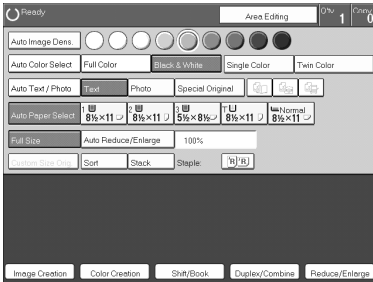
2 Press the **[Auto Image Density]** key.



Manual image density

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

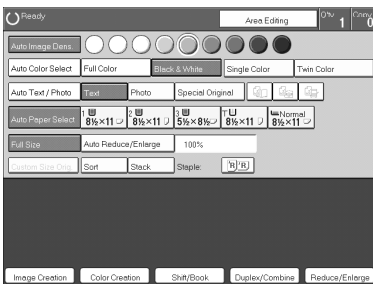
- 1** If [Auto Image Density] key is selected, press it to cancel it.
- 2** Press the desired color density level.



Combined auto and manual image density

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

- 1** If Auto Color Select mode is selected, select other color modes to cancel it.
⇒ P.28 "Selecting a Color Mode".
- 2** Press the [Auto Image Density] key.



- 3** Press the desired color density level.

Selecting a Color Mode

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

Auto color select mode

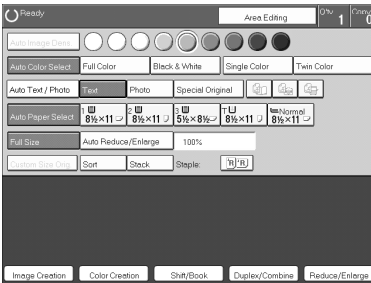
2

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

 **Note**

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

1 Press the [Auto Color Select] key.



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

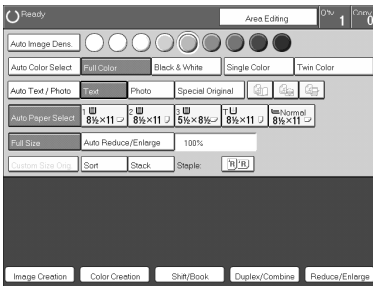
Full color copy mode

This function makes copies in full color.

 **Note**

- You can adjust the overall color tone of copies. ⇒ P.103 "Color Balance".

1 Make sure that the [Full Color] key is selected.

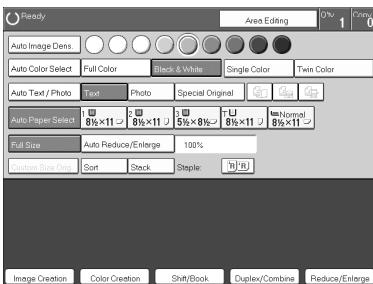


2 Set your originals, then press the [Start] key.

Black & White copy mode

This function makes copies in black.

1 Press the [Black & White] key.



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

Single color mode

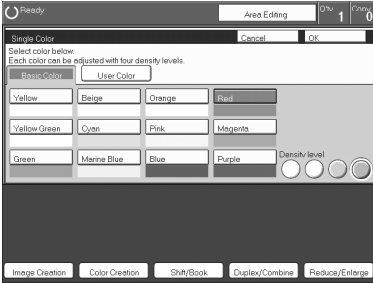
This function makes copies in single colors.

Note

- 12 basic colors: Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Beige, Marine Blue, Pink, Purple
- 15 user colors: Up to 15 colors can be manually mixed and stored in memory. ⇒ P.113 “Mixing Colors Manually with the Number Keys”.

Basic color

- 1** Press the [Single Color] key.
- 2** Select the color.



Note

- You can select the color density level.

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

User colors

Note

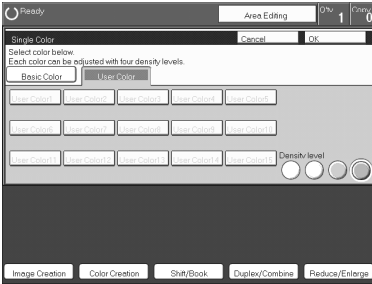
- When Single Color copying, user colors might come out lighter.

Reference

Program User Color, ⇒ P.111 “Program User Color”.

- 1** Press the [Single Color] key.
- 2** Press the [User Color 10] key.



3 Select the color.**Note**

- You can select the color density level.

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

Twin color mode

Two methods are available:

❖ Color Copy

Reproduces black areas of the original in one selected color and areas in other colors using the second selected color.

Note

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

❖ Red & Black

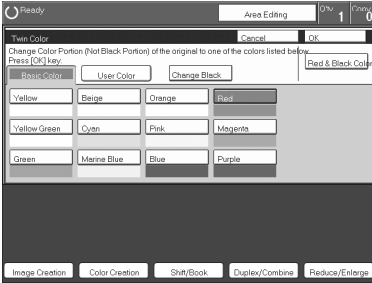
Reproduces red areas of the original in red, and areas in other colors using black.

Note

- You cannot change the color.

Twin Color (Color Copy)

- 1 Press the [Twin Color] key.
- 2 Select the color you want to copy the color parts of the original in.



- 3 If you wish to copy black parts using a different color, press the [Change Black] key.

 **Note**

- If you don't want to do this, go to step 5.

- 4 Select the color you want to copy the black parts of the original in. Then press the [OK] key.
- 5 Press the [OK] key.
- 6 Set your originals, then press the [Start] key.

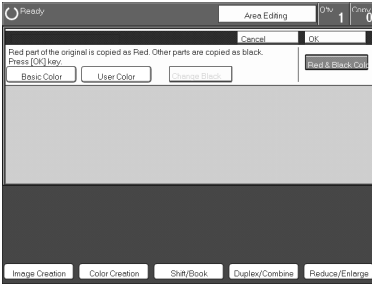
Twin Color (Red & Black Copy)

 **Note**

- If Color Sensitivity is set to wide, the machine recognizes orange or purple as red. This adjustment affect Color Erase or Color Conversion. ⇒ P.108 "Image Adjustment"

- 1 Press the [Twin Color] key.

- 2** Press the [Red & Black Color] key, then press the [OK] key.



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

Selecting the Original Image Type

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




Note

- You can adjust the readability of black lettering in colored areas, ⇒ P.106 "Color Adjustment".

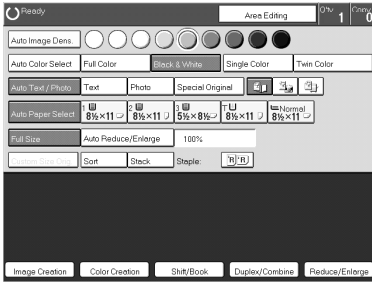
Auto Text/Photo mode

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

Note

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

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



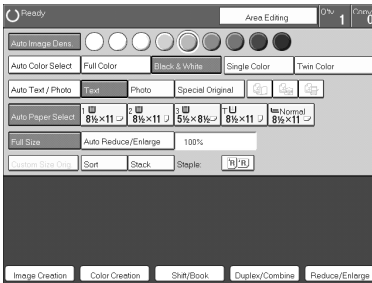
2 Select the photo mode.

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

Text mode

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

1 Press the [Text] key.






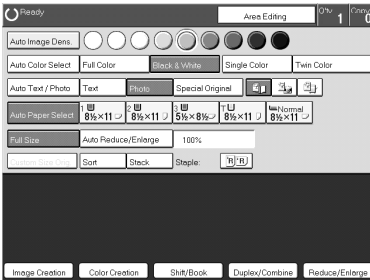
2 Set your originals, then press the [Start] key.

Photo mode

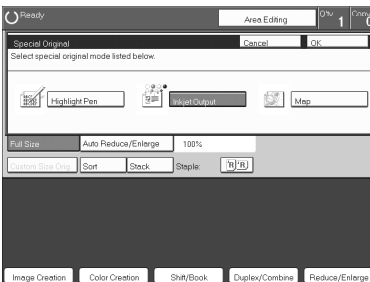
This mode is suitable for copying originals consisting of pictures, photographs, and screened letters/areas, but not solid letters.

Note

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

1 Press the **[Photo]** key.**2** Select the photo mode.**3** Set your originals, then press the **[Start]** key.**Special original mode**

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

1 Press the **[Special Original]** key.**2** Select the original type from the **[Highlight Pen]**, **[Inkjet Output]**, and **[Map]** key.**3** Set your originals, then press the **[Start]** key.

Selecting the Copy Paper Size

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

Auto paper select

2

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

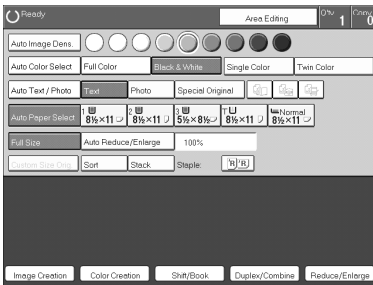
Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 “Combination Chart”.

Note

- Sizes of certain originals might not be detected depending on the originals size and type. In this case, select the size manually.

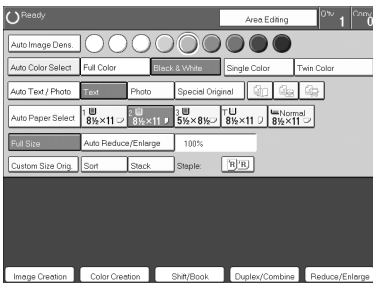
1 Make sure that the [Auto Paper Select] key is selected.



Manual paper select

You can select the copy paper manually.

1 Select the copy paper.



 **Image Rotation**

If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Select or Auto Reduce/Enlarge are selected. ⇒ P.179 “General Features”

 **Note**

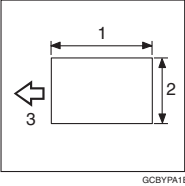
- Image Rotation does not work with the following functions:
 - Area Editing
 - Series Copies (2-sided → 1-sided)
 - Duplex Copies (1-sided → 2-sided, 2-sided → 2-sided)
 - OHP Slip Sheet
-

Copying from the Bypass Tray

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

 **Note**

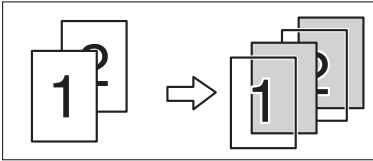
- The following limitations apply:

Acceptable paper types	Normal paper (52 - 105g/m ² , 14 - 28 lb) Thick paper (105 - 160g/m ² , 28 - 43 lb) Post cards OHP transparencies Adhesive labels Translucent paper	
	Standard size	Metric version: ☐: A3, B4, A4, B5, A5, B6, A6, 11" × 17", 12" × 18" ☐: A4, B5, A5, 8 ¹ / ₂ " × 11" Inch version: ☐: 12" × 18", 11" × 17", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	Custom size  <p>1: Horizontal 2: Vertical 3: Feed direction</p>	Metric version: Vertical: 100 - 305mm (in 1mm steps) Horizontal: 140 - 457mm (in 1mm steps) Inch version: Vertical: 3.9" - 12.0" (in 0.1" steps) Horizontal: 5.5" - 18.0" (in 0.1" steps)
Number of sheets that can be set at one time	Normal paper: 50 sheets Thick paper, OHP transparencies: 30 sheets (Smaller than 8" × 13"), 15 sheets (8" × 13" or large) Adhesive labels: 30 sheets Translucent paper: 50 sheets Post cards: 25 sheets	

☐ Select one of the following settings or keys:

- **[Normal]**: normal paper
- **[Thick]**: thick paper, post cards, adhesive labels, translucent paper
- **[OHP]**: OHP transparencies
- **[Duplex Back]**: Copying onto the reverse side of paper that has been already copied onto. ⇒ P.46 "Copying onto the reverse side of paper".
- **[Custom Size]**: Select this after the paper type for custom sized paper. ⇒ P.41 "Copying onto custom size paper with the bypass tray".

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



GCHYOH1E

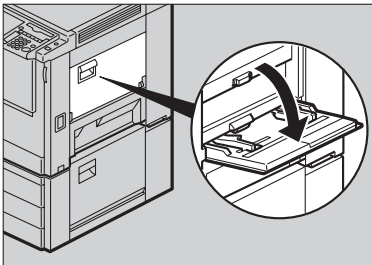
- ❑ When you set several sheets at a time, fan them to get air between them before loading.
- ❑ If the copy paper is curled, gently roll it to remove the curl.
- ❑ When you copy onto OHP transparencies, insert them with the copy side up.
- ❑ Do not stack copy paper above the limit mark.
- ❑ If the copy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

Copying onto standard size paper with the bypass tray

Note

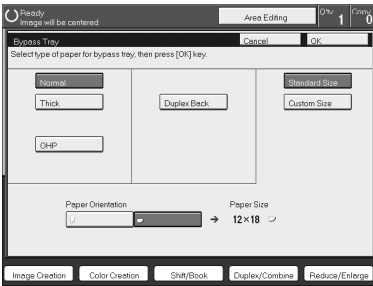
- ❑ When you copy onto the reverse side of paper that has been already copied onto, ⇒ P.46 "Copying onto the reverse side of paper".

1 Open the bypass tray.



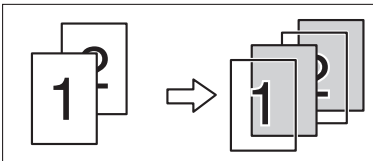
TLCH040E

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



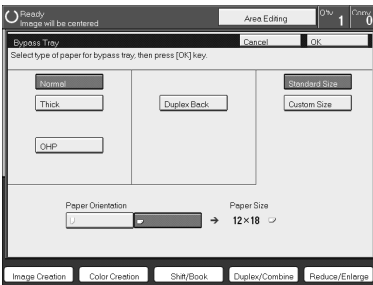
Note

- ❑ Make sure that the [Standard Size] key is selected.
- ❑ When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



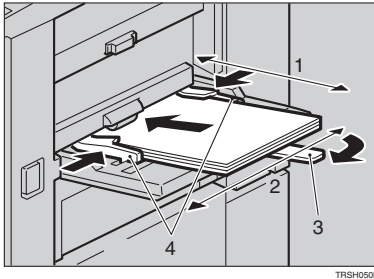
GCHYOH1E

3 Press the [Portrait/Landscape] key to select the paper orientation.





4 Press the [OK] key.

5 Adjust the paper guides to the paper size.



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

Note

- Make sure the paper size and direction in the bypass tray is displayed on the operation panel.
- Make sure that the paper guides matches to the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.
- With large copy paper (more than A4 , 8¹/₂" × 11" ), swing out the extender.

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

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



Copying onto custom size paper with the bypass tray

Preparation

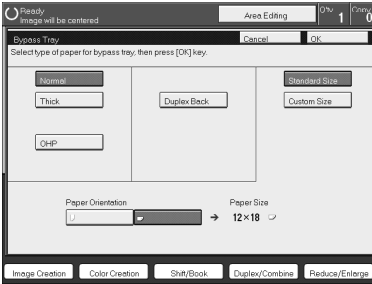
You can register custom paper sizes you use often in keys **[Custom 1]**, **[Custom 2]**, and **[Custom 3]** with the user tools. ⇒ P.175 "System settings".

Note

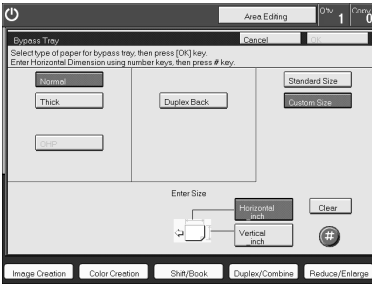
- Be sure to set the paper size or a paper misfeed might occur.

- 1 Open the bypass tray.
- 2 Press the **[Normal]**, **[Thick]** or **[OHP]** key.
- 3 Press the **[/** key to select paper orientation.

4 Press the [Custom Size] key.



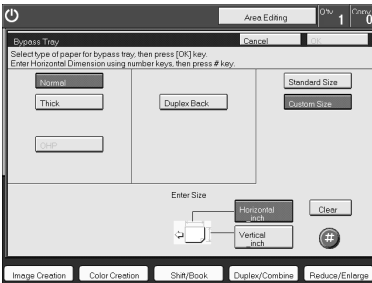
5 Select [Custom 1], [Custom 2], [Custom 3] or [Enter Size] keys.



Note

❑ If you selected [Custom 1], [Custom 2] or [Custom 3], go to step 3.

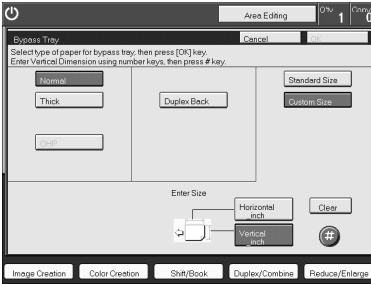
6 If you selected [Enter Size] in step 5, enter the horizontal paper size with the number keys, then press the [#] key.



Note

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

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



- 8** Press the [OK] key.
- 9** Adjust the paper guides to the paper size.

 **Note**

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

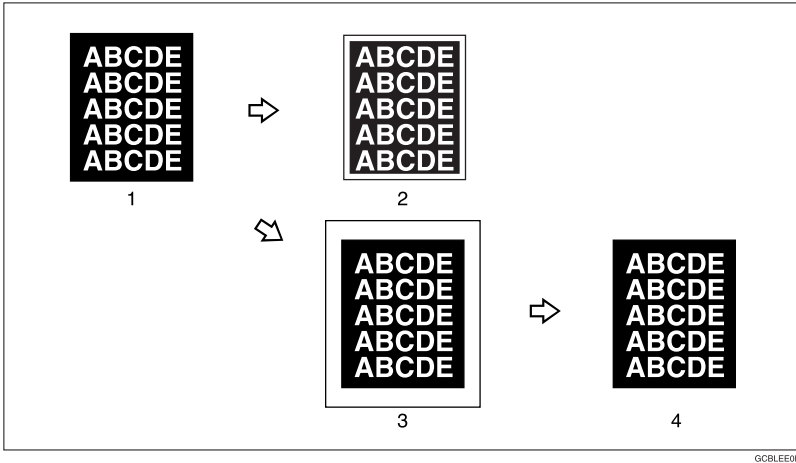
- 10** Insert the paper into the bypass tray.
- 11** Set your originals, then press the [Start] key.

Making A3, 11" × 17" full bleed copies

By sliding the paper guides of the bypass tray to greater than A3 (11") size, A3 11" × 17", full bleed copying mode is automatically selected.

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

2



1. A3, 11" × 17" size Original

2. In standard copy mode, margins appear on copies

3. 12" × 18" Full Bleed Copy

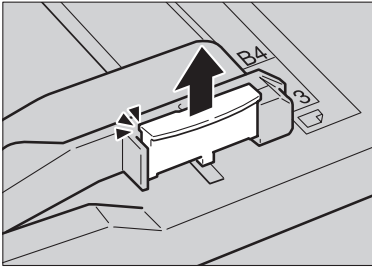
4. Cut around the margins to produce a full image

By sliding the paper guides of the bypass tray, the machine enters A3, 11" × 17", full bleed copying mode automatically.

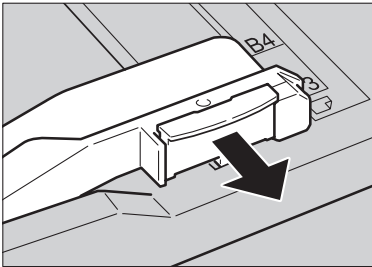
Note

- This function can be used with 12" × 18" paper.
- When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically changed to widthwise .
- When A3, 11" × 17" full bleed copying is made, the original image is copied onto the center.

By sliding the paper guides of the bypass tray, the machine enters A3, 11" × 17" full bleed copying mode automatically.

1 Pull up the tab.

ZCBY010E

2 Leaving the tab up, slide the paper guides until they stop.

ZCBY020E

Note











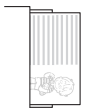

- Make sure that the paper guides match the paper size.
- Be sure to return the tab to its original position before you close the bypass tray. If you do not return it correctly, the bypass tray might not close properly.

Copying onto the reverse side of paper

You can copy onto the reverse side of paper that has been already copied onto.

 **Note**

- If you wish to copy 2 sided onto normal paper, use the Duplex feature. ⇒ P.63 “Duplex—Making 2 Sided Copies”.
- Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.

Original set on the exposure glass	Copy paper set on the bypass tray	Copies
		 <p style="text-align: right; font-size: small;">GCMRY02E</p>
		 <p style="text-align: right; font-size: small;">GCMRY04E</p>
		 <p style="text-align: right; font-size: small;">GCMRY01E</p>
		 <p style="text-align: right; font-size: small;">GCMRY03E</p>



- If Duplex copying cannot be done because of paper problems, set paper on the bypass tray to copy on the front side, and once again copy on the backside.
- You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.
- Do not use copy paper that has been already copied onto by other machines.
- If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.



1 Open the bypass tray.

2 Insert the paper into the bypass tray.

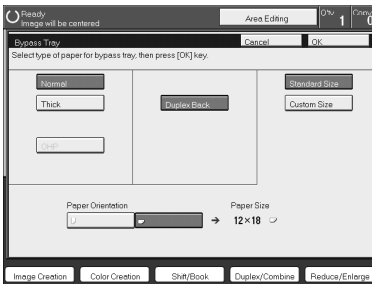
 **Note**

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

3 Press the [Normal] or [Thick] key.

4 Press the [ / ] key to select paper orientation.

5 Press the [Duplex Back] key.



 **Note**

- To copy onto custom size paper, press the [Custom Size] key and select or enter the size. For details, ⇒ P.41 “Copying onto custom size paper with the bypass tray”.

6 Press the [OK] key.

7 Adjust the paper guides to the paper size.

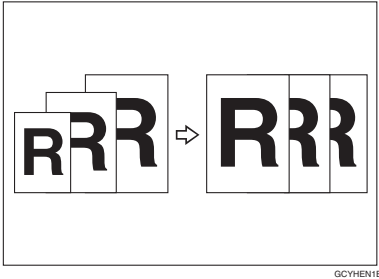
 **Note**

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

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

Auto Reduce/Enlarge

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



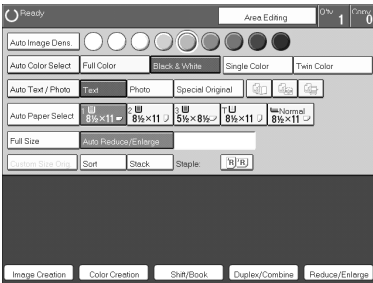
Note

❑ Regarding functions that cannot be used together with this function, ⇒ P.97 "Combination Chart".

Example:

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

1 Press the [Auto Reduce/Enlarge] key.



2 Set your original on the exposure glass or in the document feeder.

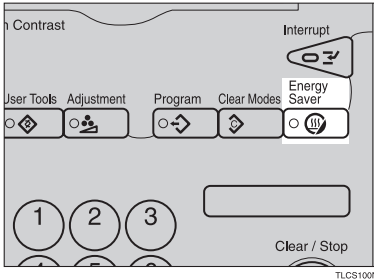
3 Choose your copy paper size (e.g. A4❑, 8¹/₂" × 11"❑).

4 Press the [Start] key. The original image is enlarged or reduced to fit the selected copy paper.

Energy Saver Mode

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

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



Note

- To exit this mode, press the **[Energy Saver]** key again.

Auto Off Mode

This machine automatically turns itself off 60 minutes after the last copy or print job has finished. If you wish to make copies when the machine is in Auto Off mode, press the operation switch.

Reference

For how to change the default interval that the machine waits before entering Auto Off mode, see "Auto Timer" ⇒ P.175 "System settings"

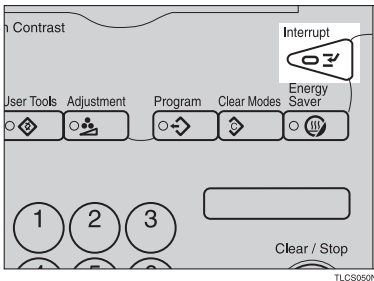
Interrupt copying

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

Reference

Regarding functions that cannot be used together with this function, ⇒ P.175 "System settings".

- 1** Press the **[Interrupt]** key. The machine will stop the copy run and store the present settings in memory before returning to ready condition.

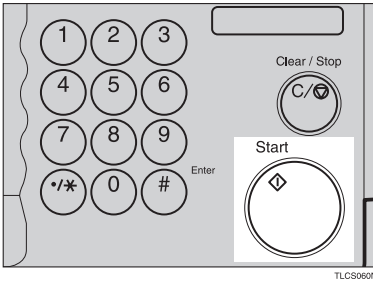


- 2** Remove the previous originals. Set your original for interrupt copying on the exposure glass or in the document feeder.
- 3** Make your copies.
- 4** After interrupt copying is completed, press the **[Interrupt]** key again. The machine will recall the previous copy settings.
- 5** Reset the previous originals and press the **[Start]** key to resume the previous run.

Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and the machine will start copying after the warm-up period.

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



Note

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

Program

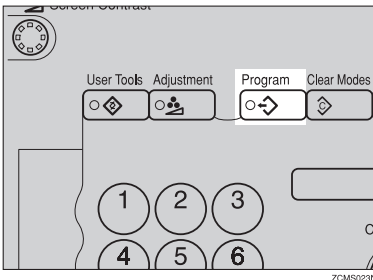
You can store up to five frequently used copy job settings in machine memory and recall them for future use.

Note

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

Storing your settings

- 1 Set the copy settings you want to put into memory.
- 2 Press the **[Program]** key.



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



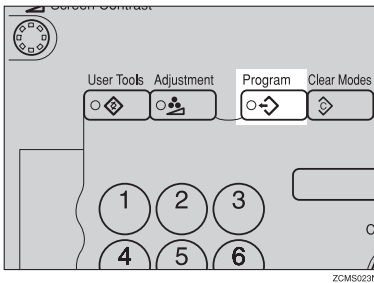
4 Select the program number you want to store the settings in.

Note

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

Recalling your settings

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



Note

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

2 Press the [Recall] key.



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

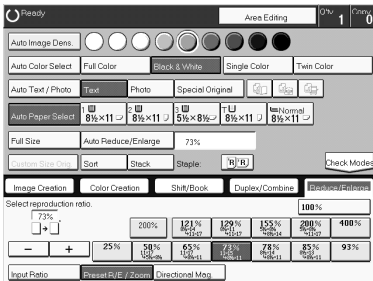
Note

- ☐ Only programs with ↔ contain a program.

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

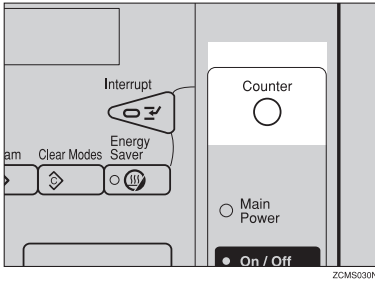
Check Modes

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

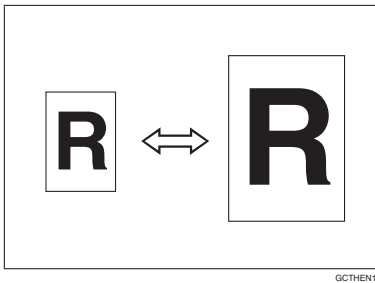


Counter

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



Preset R/E



Reference

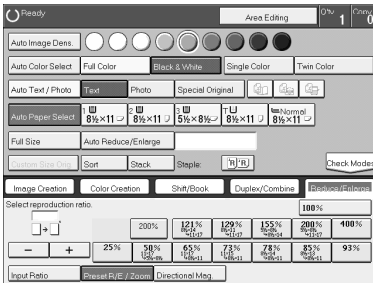
Regarding functions that cannot be used together with this function, ⇒ P.97 "Combination Chart".

Note

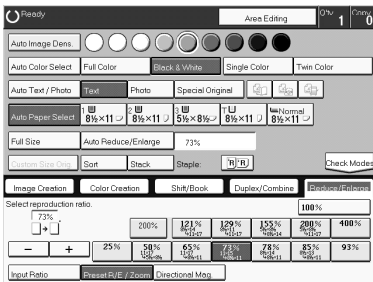
- You can add up to two preset ratios with the user tools. ⇒ P.179 "General Features".
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- To return to 100%, press the **[100%]** key.

Reducing

- 1 Press the [Reduce/Enlarge] key.
- 2 Make sure that the [Preset R/E / Zoom] key is selected.



- 3 Select the ratio you require.

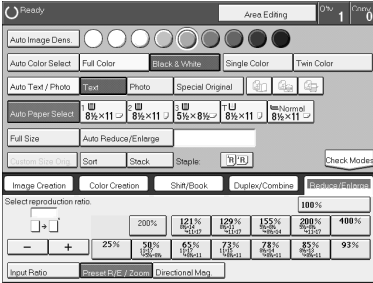


- 4 Set your originals, then press the [Start] key.

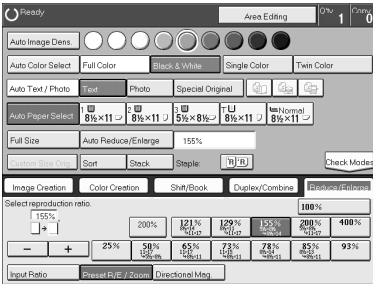
2

Enlarging

- 1 Press the [Reduce/Enlarge] key.
- 2 Make sure that the [Preset R/E / Zoom] key is selected.

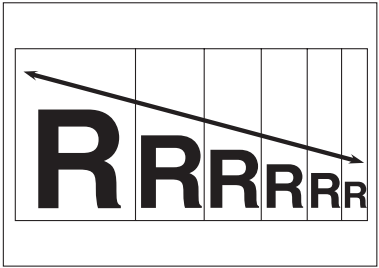


- 3 Select the ratio you require.



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

Zoom



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

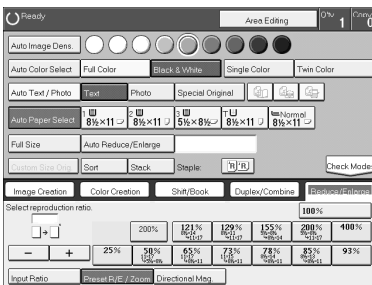
Note

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- To return to 100%, press the **[100%]** key.
- You can select a preset ratio which is near the desired ratio, then press the **[Zoom]** key and adjust the ratio with the **[+]** or **[-]** key.
- There are two ways to set the ratios.

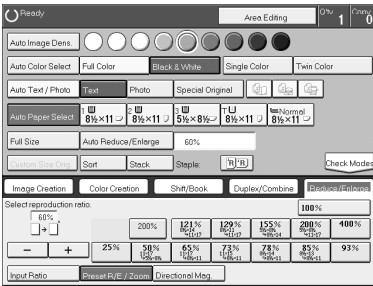
Using the [-] and [+] keys

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

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



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

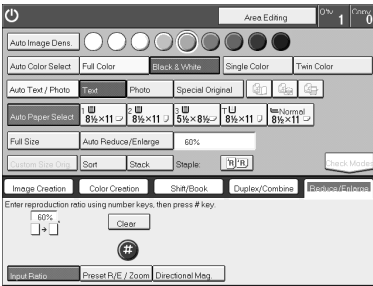


4 Set your originals, then press the **[Start]** key.

Using the number keys

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

2 Press the **[Input Ratio]** keys.



3 Enter the reproduction ratio with the number keys.

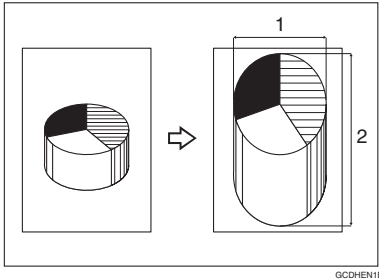
 **Note**

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

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

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

Directional Magnification (%)



1. Horizontal %

2. Vertical %

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

Note

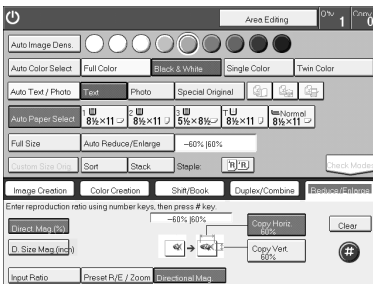
- You can select a ratio from between 25% to 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image might not be copied or blank margins might appear on copies.

1 Press the [Reduce/Enlarge] key.

2 Press the [Directional Mag.] key.

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

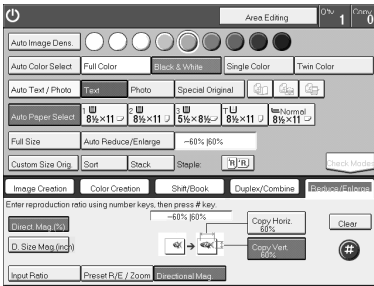
4 Enter the horizontal ratio with the number keys, then press the [#] key.



Note

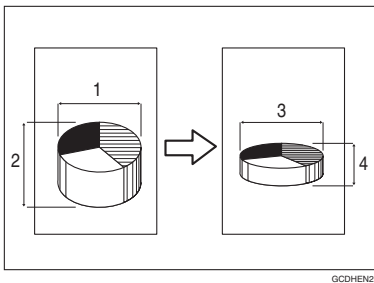
- To change the ratio entered, press the [Clear] key and enter a new ratio.

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



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

Directional Size Magnification (inch)



1. Horizontal original size
2. Vertical original size
3. Horizontal copy size
4. Vertical copy size

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

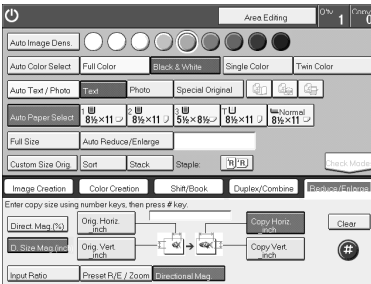
Note

- You can enter sizes within the following ranges:

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

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

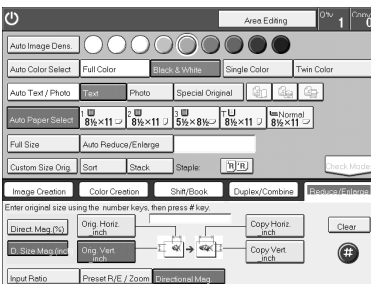
- 1** Press the [Reduce/Enlarge] key.
- 2** Press the [Directional Mag.] key.
- 3** Press the [D. Size Mag.(mm)] key.
- 4** Enter the horizontal original size with the number keys, then press the [#] key.



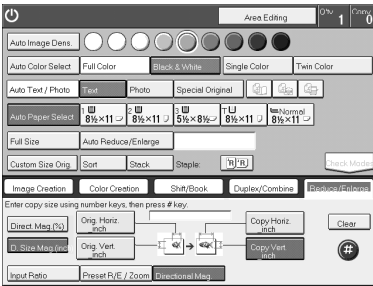
Note

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

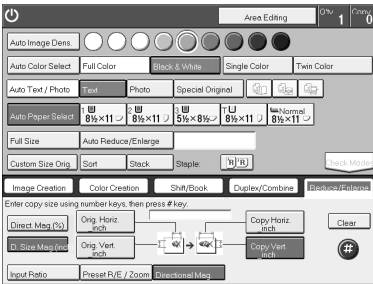
- 5** Enter the horizontal copy paper size with the number keys, then press the [#] key.



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



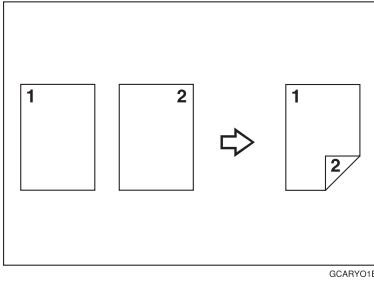
7 Enter the vertical copy paper size with the number keys, then press the [#] key.



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

Duplex—Making 2 Sided Copies

1 Sided → 2 Sided



GCARV01E

This function makes double sided copies from single sided originals.

Limitation

- You cannot use the following kinds of copy paper with this function:
 - Paper smaller than A5, $5\frac{1}{2}'' \times 8\frac{1}{2}''$
 - Translucent paper
 - Adhesive labels
 - OHP transparencies
 - Post Cards

Note

- The following paper limitations apply:
 - Metric version

	Single color	Full color
Paper weight	64 - 105g/m ²	
maximum copy quantity	B4 or smaller: 50 sheets	A3 - A5: 20 sheets
	A3: 30 sheets	

- Inch version



	Single color	Full color
Paper weight	17 - 28 lb	
maximum copy quantity	$8\frac{1}{2}'' \times 14''$ or smaller: 50 sheets	$11'' \times 17'' - 5\frac{1}{2}'' \times 8\frac{1}{2}''$: 20 sheets
	$11'' \times 17''$: 30 sheets	


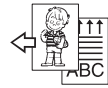

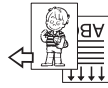


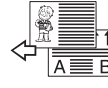

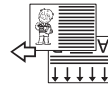

Note

- The image on the backside of copies is shifted by just the binding margin.
- You can change the width and position of the binding margin.
- You can change the default binding margin.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 "Combination Chart".

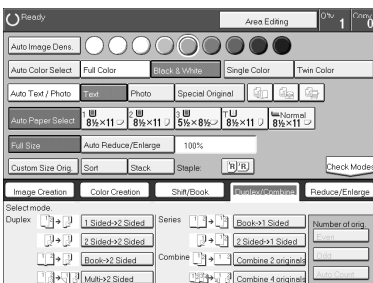
◆ The resulting copy image will differ according to the direction in which you set your original (lengthwise  or widthwise .

Originals	Orientation	Result*1
		
		
		
		

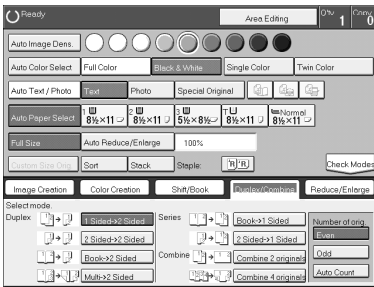
GCTYTY1E

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

1 Press the [Duplex/Combine] key.



2 Press the [1 Sided→2 Sided] key.



3 Press the [Even] key or the [Odd] key according to the number of your originals.

Note

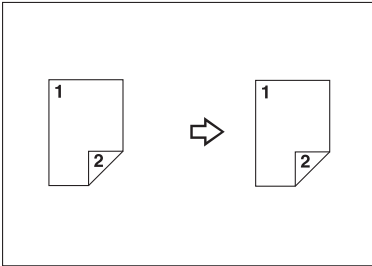
- When you set an odd number originals, the back side of the last page is left blank.
- If you don't know the total number of originals, press the **[Auto Count]** key, then press the **[Start Count]** key.

The optional document feeder is required to use Auto Count function.

4 Press the [OK] key.

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

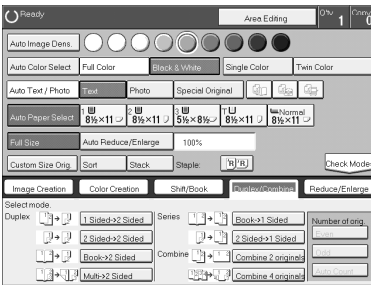
2 Sided → 2 Sided



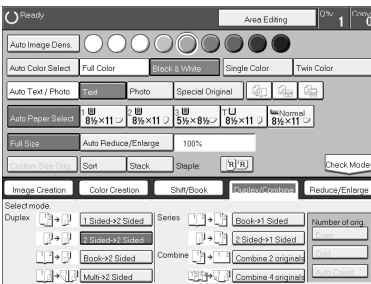
GCARY02E

This function makes double sided copies from double sided originals.

1 Press the [Duplex/Combine] key.

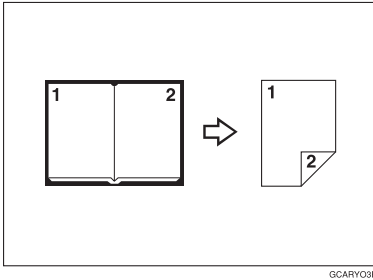


2 Press the [2 Sided→2 Sided] key.



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

Book → 2 Sided



GCARY03E

Use this feature to copy facing pages of a book or magazine onto both sides of the copy paper.

Note

- Select the lengthwise copy paper.
- The following table summarizes the relationship between the size of originals and copy paper size for full-size copying.

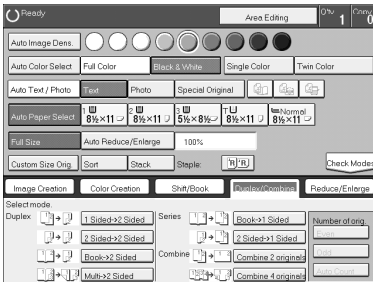
- Metric version


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

- Inch version

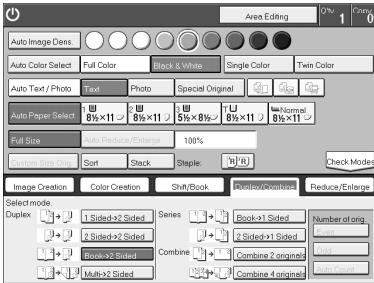
Original	Copy Paper
11" × 17"	8 ¹ / ₂ " × 11" (2-sided)
8 ¹ / ₂ " × 11"	5 ¹ / ₂ " × 8 ¹ / ₂ " (2-sided)

1 Press the [Duplex/Combine] key.



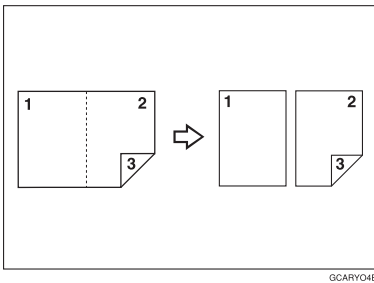
2 Select the lengthwise  copy paper.

3 Press the [Book→2 Sided] key.



4 Set your original on the exposure glass, then press the [Start] key.

Multi → 2 Sided









This function makes one single sided and one double sided copy from a three page pamphlet.





 **Note**

The following table summarizes the relationship between the size of originals and copy paper size for full-size copying (100%).

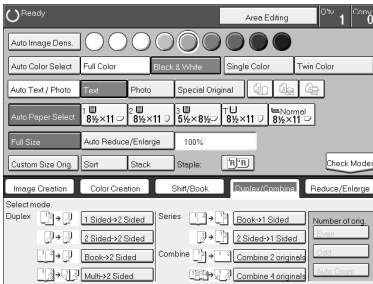
- Metric version

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


- Inch version

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

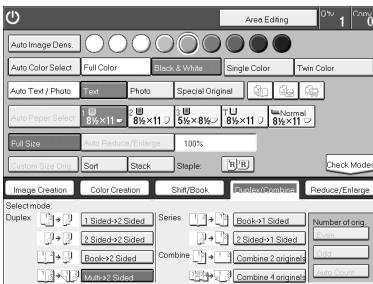
1 Press the [Duplex/Combine] key.



2

2 Select lengthwise  copy paper.

3 Press the [Multi->2 Sided] key.

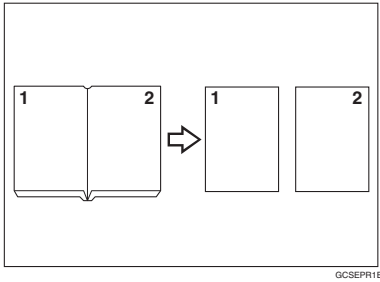


4 Set your originals in the document feeder, then press the [Start] key.

Series Copies

Book → 1 Sided

2



GCSEPR1E

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

Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 “Combination Chart”.

Note

The following table summarizes the relationship between the size of originals and copy paper size for full-size copying (100%).

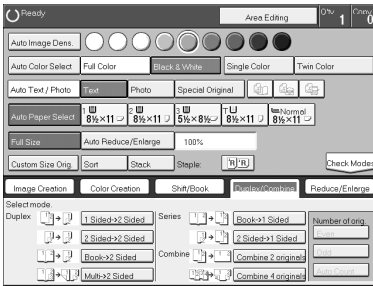
- Metric version

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

- Inch version

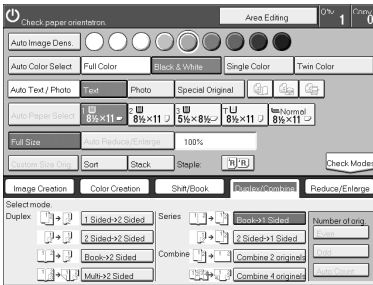
Original	Copy Paper
11" × 17"	8 ¹ / ₂ " × 11" × 2 sheets
8 ¹ / ₂ " × 11"	5 ¹ / ₂ " × 8 ¹ / ₂ " × 2 sheets

1 Press the [Duplex/Combine] key.



2 Select lengthwise copy paper.

3 Press the [Book→1 Sided] key.

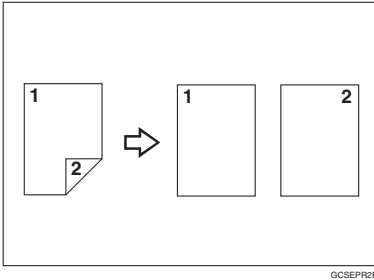


4 Set your originals, then press the [Start] key.

2

2 Sided → 1 Sided

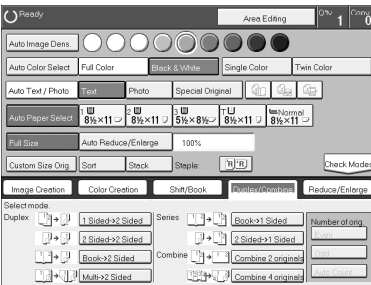
The optional document feeder is required to use this function.



Reference

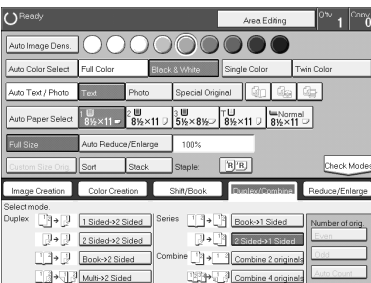
Regarding functions that cannot be used together with this function, ⇒ P.97 “Combination Chart”.

1 Press the [Duplex/Combine] key.



2 Select lengthwise copy paper.

3 Press the [2 Sided→1 Sided] key.

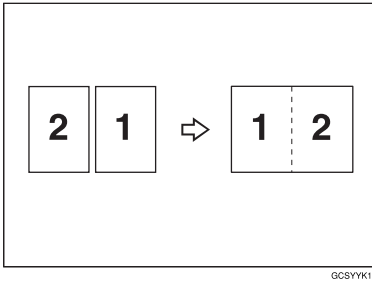


4 Set your originals in the document feeder, then press the [Start] key.

Combine

Combine 2 Originals

The optional document feeder is required to use this function.



GCSYK1E

This function automatically combines two single sided originals onto one copy.

Note

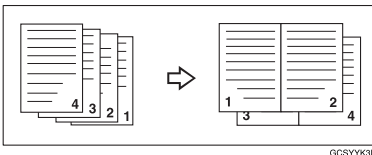
- If the original size and direction is set differently, you cannot use the combine function.
- When you use the combine function, Auto Reduce/Enlarge is selected automatically.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 "Combination Chart".

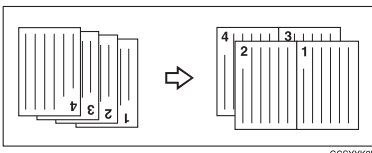
Setting originals (Originals set in the document feeder)

- Originals reading from left to right



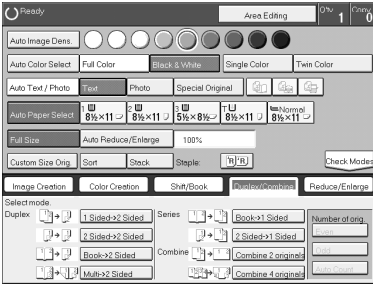
GCSYK2E


- Originals reading from top to bottom



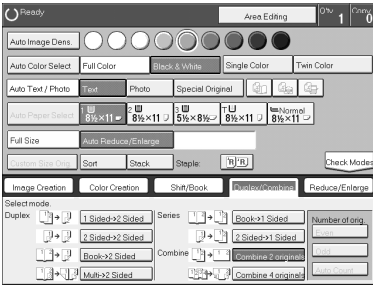
GCSYK2E

1 Press the [Duplex/Combine] key.



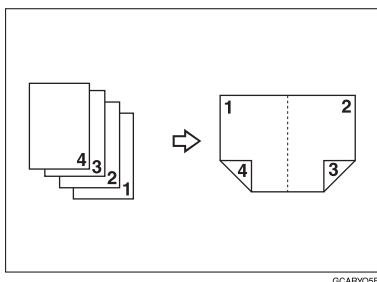
2 Select widthwise  copy paper.

3 Press the [Combine 2 originals] key.



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

Combine 4 Originals

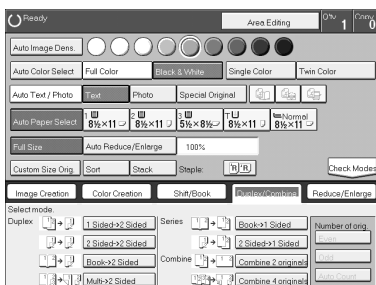


GCARYOSE

Reference

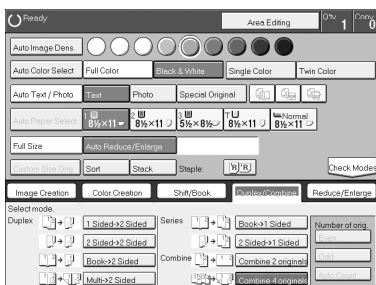
Regarding functions that cannot be used together with this function, ⇒ P.97 “Combination Chart”.

1 Press the [Duplex/Combine] key.



2 Select widthwise copy paper.

3 Press the [Combine 4 originals] key.

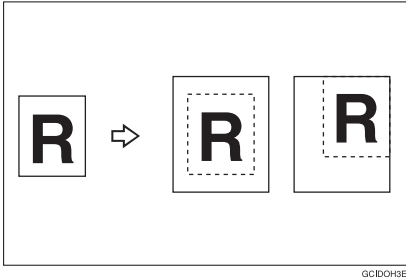


4 Set your originals in the document feeder, then press the [Start] key.

Shifting the Image

Shift

2



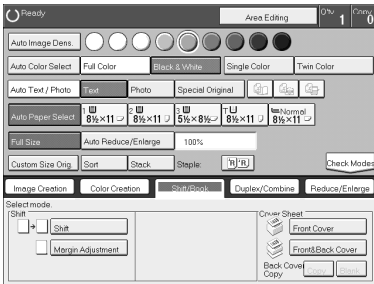
You can move the image to a corner or edge as well as center it. This function is useful when the copy paper is larger than the original.

Note

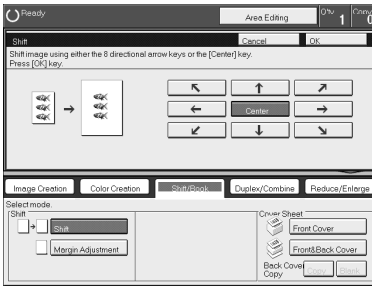
You cannot use 12" × 18" size copy paper for this function.

1 Press the [Shift/Book] key.

2 Press the [Shift] key.



3 Select the direction in which you want to shift the image.



Note

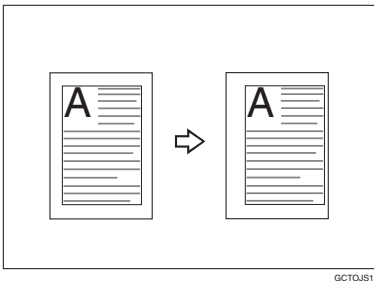
- When you want to center the image, press the **[Center]** key.

4 Press the [OK] key.

5 Select the copy paper size.

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

Margin Adjustment



You can make a margin by shifting the image to the left or right. This function is useful when you want to bind copies.

Note

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

Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8" (in 0.1" steps)

- ❑ The margin width default is as follows. You can change this default setting with the user tools. ⇒ P.179 “General Features”.

Metric Version	<ul style="list-style-type: none"> • Front: 0mm Left • Back: 0mm Right
Inch Version	<ul style="list-style-type: none"> • Front: 0" Left • Back: 0" Right

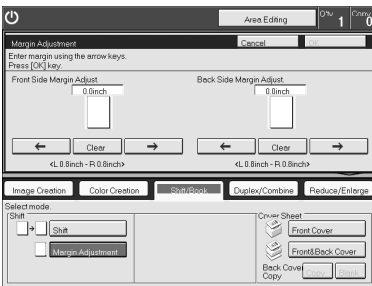
2

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

Reference

Regarding functions that cannot be used together with this function, ⇒ P.179 “General Features”.

- 1 Press the [Shift/Book] key.
- 2 Press the [Margin Adjustment] key.



- 3 Enter the margins for the front side and back side of the copy paper.

Note

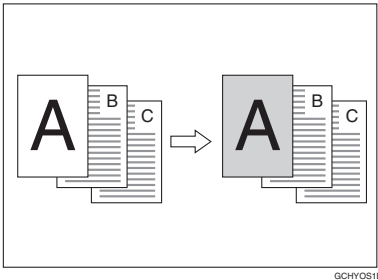
- ❑ To change the value entered, press the [Clear] key and enter a new value.
- ❑ To make a left margin, press the [→] key until the number displayed reaches the required setting.
- ❑ To make a right margin, press the [←] key until the number displayed reaches the required setting.

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

Cover Sheet

Front Cover

The optional document feeder is required to use this function.



GCHYOS1E

Note

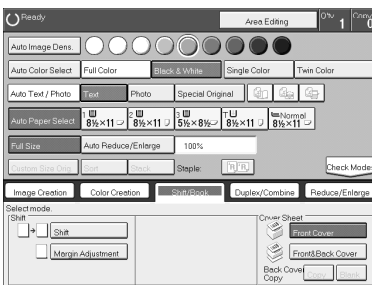
- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick mode.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 “Combination Chart”.

When you use front cover mode with 1 Sided → 1 Sided mode

1 Press the [Shift/Book] key.

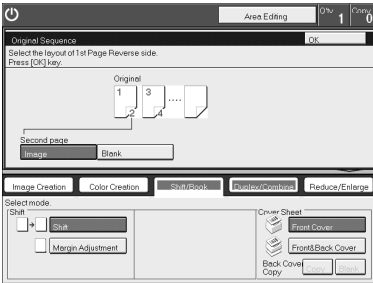


2 Press the [Front Cover] key.

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

When you use Front Cover mode with 2 Sided → 1 Sided or 2 Sided → 2 Sided mode

- 1** Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. ⇒ P.72 “2 Sided → 1 Sided” or ⇒ P.66 “2 Sided → 2 Sided”.
- 2** Follow steps **1** to **2** on ⇒ P.79 “When you use front cover mode with 1 Sided → 1 Sided mode”.
- 3** Select [Image] or [Blank] key depending on the reverse side of first original has an image or not.

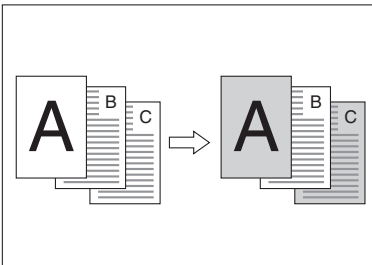


- 4** Press the [OK] key.
- 5** Set your originals in the document feeder, then press the [Start] key.

Front and Back Cover

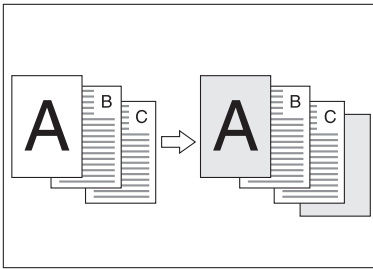
The optional document feeder is required to use this function.

◆ **Back Cover: Copy**



GCHY033E

◆ Back Cover: Blank



Note

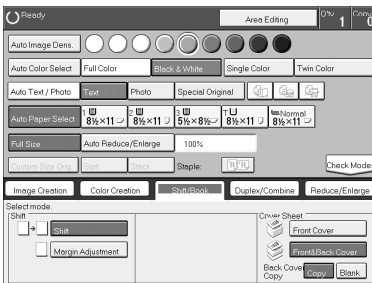
- You can specify whether to copy onto the back cover sheet. If you select **[Copy]**, the last pages will be copied onto the back cover sheet. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.
- The cover sheets should be identical in size and direction to the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick mode.
- If Blank Cover mode is selected, the back cover will not be counted as a copy.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 "Combination Chart".

When you use Front & Back covers mode with 1 Sided → 1 Sided mode

1 Press the **[Shift/Book]** key.



2 Press the **[Front&Back Cover]** key.

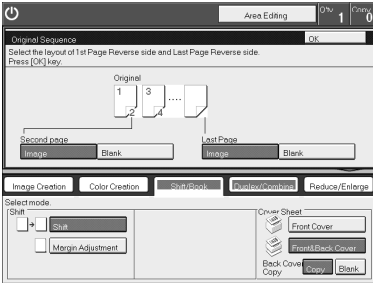
3 Press the **[Copy]** or **[Blank]** key to choose whether to copy onto the back cover.

4 Set your originals in the document feeder.

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

When you use Front & Back Covers mode with 2 Sided → 1 Sided or 2 Sided → 2 Sided mode

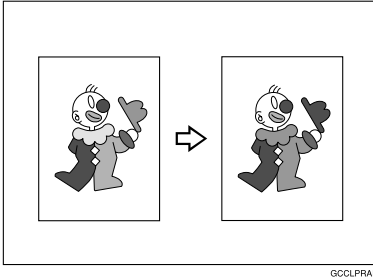
- 1** Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. ⇒ P.72 “2 Sided → 1 Sided” or ⇒ P.66 “2 Sided → 2 Sided”.
- 2** Follow steps **1** to **3** in the previous procedure.
- 3** Press the [Image] or [Blank] key depending on whether the reverse side of the first original has an image or not.



- 4** Press the [Image] or [Blank] key depending on whether the reverse side of last original has an image or not.
- 5** Press the [OK] key.
- 6** Follow steps **4** and **5** in the previous procedure.

Color Creation

Color Conversion



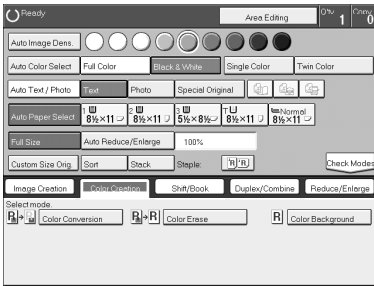
This function converts selected colors of an original into different colors on the copy.

Note

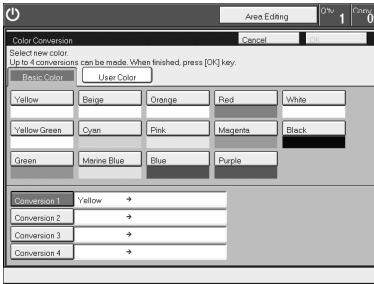
- Up to 4 colors can be converted at one time.
- Colors you can convert: Yellow, Red, Magenta, Green, Cyan, Blue, Black, White.
- Colors that can be converted to: Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, White, Beige, Pink, Marine Blue, Purple and User colors.
- This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from "Narrow" to "Wide". ⇒ P.108 "*Image Adjustment*". For example, if red is selected as the color to be converted, "Narrow" will result in only red being converted, and "Wide" will result in other colors close to red being converted.
- This function can be used in Full Color mode.

1 Press the [Color Creation] key.

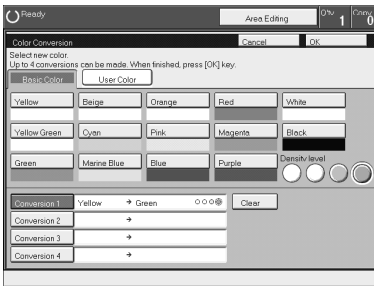
2 Press the [Color Conversion] key.



3 Select the original color (color to be converted).



4 Select the new color (color to convert to).



5 If you want to convert more than one color, repeat steps **3** and **4**.

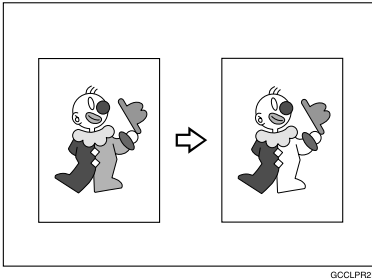
Note

- ❑ If you pick the wrong color, press the [Clear] key.

6 Press the [OK] key.

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

Color Erase



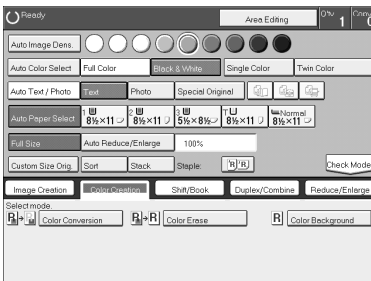
This function erases selected colors from the original image.

Note

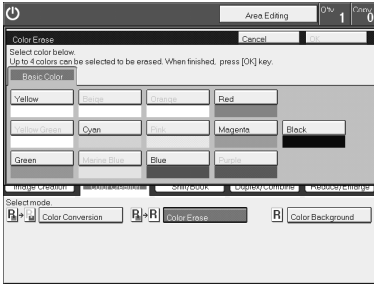
- Up to 4 colors can be erased at one time.
- Colors that can be erased: Yellow, Red, Magenta, Green, Cyan, Blue and Black.
- This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from “Narrow” to “Wide”. ⇒ P.108 “Image Adjustment”. For example, if red is selected as the color to be erased, “Narrow” will result in only red being erased, and “Wide” will result in other colors close to red being erased.

1 Press the [Color Creation] key.

2 Press the [Color Erase] key.



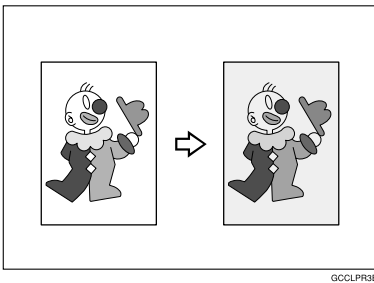
3 Select the color to be erased.



4 Press the [OK] key

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

Color Background



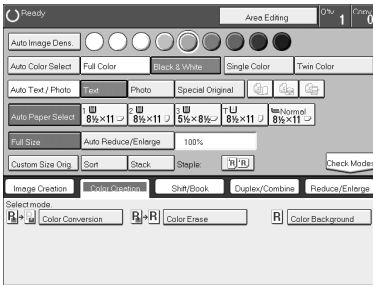
This function makes copies with the selected color background.

Note

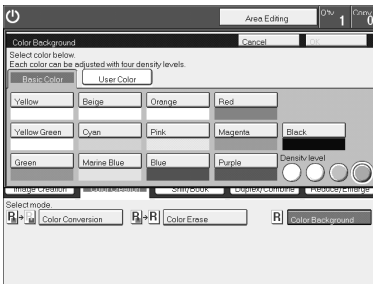
- Colors that can be selected as a background color: Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, Beige, Pink, Marine Blue, Purple and User Colors.
- In this mode, color tones of photos or pictures might be changed depending on the color on the background.

1 Press the [Color Creation] key.

2 Press the [Color Background] key.



3 Select the color for the background.



Note

- You can select the color density level.

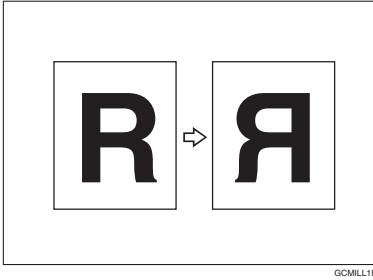
4 Press the [OK] key

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

Image Creation

Mirror

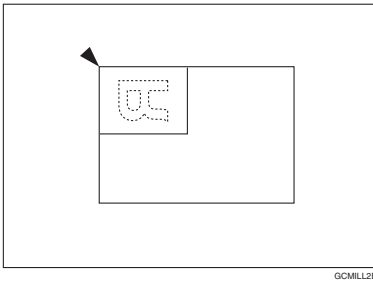
2



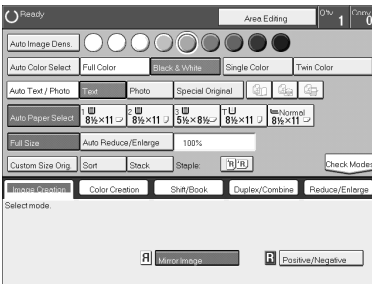
This function makes a mirror image copy of the original.

Note

- If set the original as below when setting on the exposure glass.



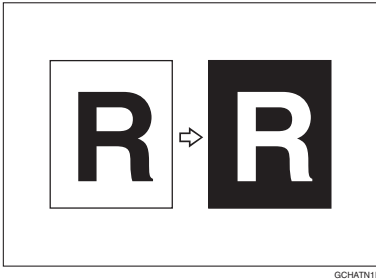
1 Press the [Image Creation] key.



2 Press the [Mirror Image] key.

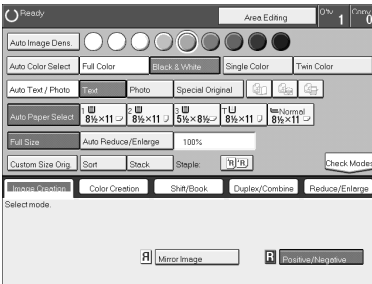
3 Set your originals, then press the [Start] key.

Positive/Negative



This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

- 1** Press the [Image Creation] key.
- 2** Press the [Positive/Negative] key.



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

Finishing

 **Note**

- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

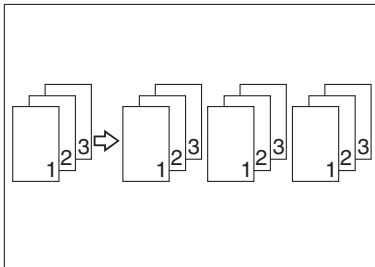
 **Reference**

Regarding functions that cannot be used together with this function, ⇒ P.97 “Combination Chart”.

2

Sort

The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sotrer is required to use this function.



GCSORT1E

One copy of each original is delivered to each bin and copies are collated into sets.

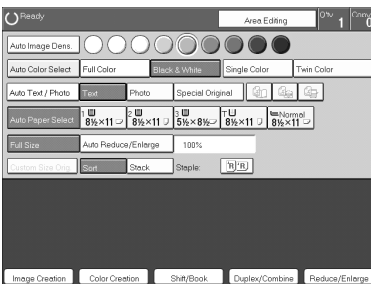
Note

- ❑ It is recommended to set originals in the document feeder with this function.
- ❑ For sorting, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter stapler	
	Normal paper mode	Thick mode		1 st bin	2 nd or 3 rd bin
Maximum paper size	☞: A3, 12" × 18" ☞: A4, 8 ¹ / ₂ " × 11"	☞: A3, 12" × 18" ☞: A4, 8 ¹ / ₂ " × 11"	☞: A3, 11" × 17" ☞: A4, 8 ¹ / ₂ " × 11"	☞: A3, 12" × 18" ☞: A4, 8 ¹ / ₂ " × 11"	☞: A3, 12" × 18" ☞: A4, 8 ¹ / ₂ " × 11"
Minimum paper size	☞: B5, 8" × 11" ☞: B5, 8 ¹ / ₂ " × 11"	☞: B5, 8" × 11" ☞: B5, 8 ¹ / ₂ " × 11"	☞: B5, 8" × 11" ☞: B5, 8 ¹ / ₂ " × 11"	☞: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☞: A5, 8 ¹ / ₂ " × 11"	☞: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☞: A5, 8 ¹ / ₂ " × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 ¹ / ₂ " × 11" or smaller: 30 sheets B4, 8" × 13" or larger: 25 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 15 sheets B4, 8" × 13" or larger: 12 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 30 sheets B4, 8" × 13" or larger: 25 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 500 sheets B4, 8" × 13" or larger: 250 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 250 sheets B4, 8" × 13" or larger: 125 sheets

- ❑ When you have the 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.
- ❑ When you have the 10-bin sorter stapler, 12" × 18" size paper cannot be used.
- ❑ You cannot use OHP transparencies or custom size paper in Sort mode.
- ❑ You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original. ⇒ P.184 "Duplex/ADF/Sorter".

1 Press the [Sort] key.

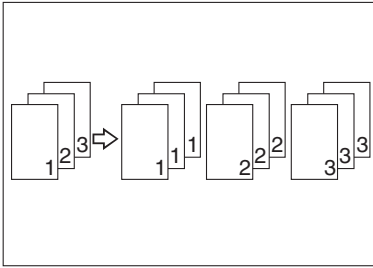


2 Set your originals in the document feeder.

3 Press the [Start] key.

Stack

The optional 20-bin sorter stapler, 10-bin sorter or 3-bin sorter is required to use this function.



GCSORT2E

All copies of each original are delivered to the same bin.

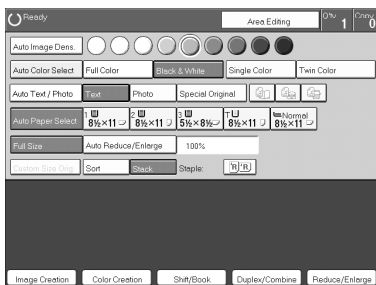
Note

For stacking, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter stapler	
	Normal paper mode	Thick mode		1 st bin	2 nd or 3 rd bin
Maximum paper size	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 11" × 17" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"
Minimum paper size	☐: B5, 8" × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: B5, 8" × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: B5, 8" × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: A5, 8 ¹ / ₂ " × 11"	☐: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: A5, 8 ¹ / ₂ " × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 ¹ / ₂ " × 11" or smaller: 25 sheets B4, 8" × 13" or larger: 20 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 12 sheets B4, 8" × 13" or larger: 10 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 25 sheets B4, 8" × 13" or larger: 20 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 500 sheets B4, 8" × 13" or larger: 250 sheets	A4, 8 ¹ / ₂ " × 11" or smaller: 250 sheets B4, 8" × 13" or larger: 125 sheets

- ☐ When you have the 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.
- ☐ When you have the 10-bin sorter stapler, 12" × 18" size paper cannot be used.
- ☐ You cannot use OHP transparencies or custom size paper in Stack mode.

1 Press the [Stack] key.

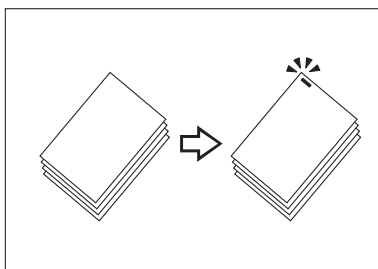


2 Set your originals in the document feeder.

3 Press the [Start] key.

Staple

The optional 20-bin sorter, 10-bin sorter stapler is required to use this function.



GCSORT3E

Each copy set can be stapled together.

Note

- Since the image is rotated, if the direction of the original and paper direction differ, the staples might not be in the desired position.
- When you select Staple mode, Sort mode is automatically selected.
- You cannot use Staple mode with Stack mode.
- When you have the 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.
- You cannot use OHP transparencies or custom size paper in Staple mode.
- You cannot staple different widths of paper.

- The relationship between the orientation in which the original is set and the stapling position is shown below.

Orientation of original			Stapling position	
	Exposure glass	Document feeder	20-bin sorter stapler	10-bin sorter stapler
□				
□				

- For stapling, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler
	Normal paper mode	Thick paper mode	
Maximum paper size	<ul style="list-style-type: none"> □: A3, 11" × 17" □: A4, 8¹/₂" × 11" 	<ul style="list-style-type: none"> □: A3, 11" × 17" □: A4, 8¹/₂" × 11" 	<ul style="list-style-type: none"> □: A3, 11" × 17" □: A4, 8¹/₂" × 11"
Minimum paper size	<ul style="list-style-type: none"> □: B5, 8¹/₂" × 11" □: B5, 8¹/₂" × 11" 	<ul style="list-style-type: none"> □: B5, 8¹/₂" × 11" □: B5, 8¹/₂" × 11" 	<ul style="list-style-type: none"> □: B5, 8¹/₂" × 11" □: B5, 8¹/₂" × 11"
Stapler capacity (80g/m ² , 20 lb)	20 sheets	10 sheets	20 sheets

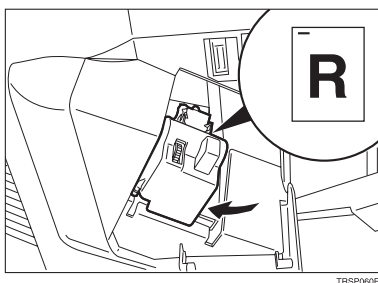
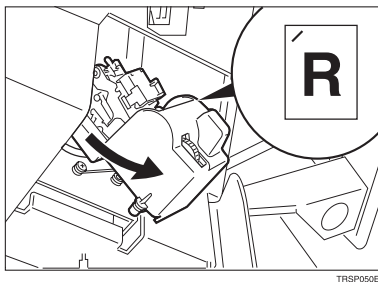
Reference

If you want to add staples, ⇒ P.164 " Adding Staples".

When the stapler is jammed, ⇒ P.166 " Removing Jammed Staples".

Changing the staple position

If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.



Note

- After changing the position of the stapler should be clicked in position.

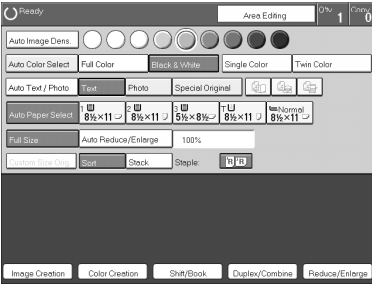
Having copies stapled automatically after copying

The optional document feeder is required to use this function.

1 Press the  key.

2 Set your originals in the document feeder.

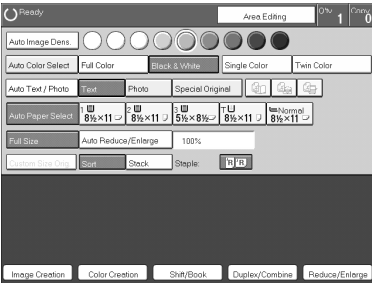
3 Press the **[Start]** key.



2

Stapling copies manually after copying

1 After Sort mode copying is completed, press the **[R|R]** key.



Combination Chart

- ☆ Those modes can be used together.
- ★ Those modes can be used together with some limitations.
- The original mode is overridden and the newly selected mode is active.
- × These modes cannot be used together.
- ^{*1} 20-bin sorter stapler. ☆
10-bin sorter stapler. ×
- ^{*2} 20-bin sorter stapler. →
10-bin sorter stapler. ×

Newly Selected Mode		Original Mode	
Image Density	Auto Image Density	!	☆
	Manual Image Density	!	☆
Color Mode	Auto Color Select	×	☆
	Full Color	↓	☆
	Black & White	↓	☆
	Single Color	↓	☆
	Twin Color	↓	☆
	Auto Text/Photo	!	☆
	Text	!	☆
	Photo	!	☆
	Special Originals	!	☆
	Image Density	Auto Image Density	!
Manual Image Density		!	☆
Auto Color Select		↓	☆
Full Color		↓	☆
Black & White		↓	☆
Single Color		↓	☆
Twin Color		↓	☆
Auto Text/Photo		!	☆
Text		!	☆
Photo		!	☆
Special Original		!	☆
Photo Type Selection		!	☆
Auto Paper Select		×	☆
Copying from Paper Trays		☆	☆
Standard size paper		☆	☆
Custom size paper	☆	☆	
Bypass Feed Copying	Normal paper	☆	☆
	Thick paper	☆	☆
	OHP	☆	☆
	OHP Slip Sheet	☆	☆
	A3 Fullbleed Copying	☆	☆
	Duplex Back	☆	☆
	Auto Reduce/Enlarge	☆	☆
	Custom Size Original	☆	☆
	Sort	☆	☆
	Stack	☆	☆
Auto Staple	☆	☆	
Manual Staple	☆	☆	

Newly Selected Mode		Original Mode	
Reduce/Enlarge	Preset Reduce/Enlarge	☆	☆
	Zoom	☆	☆
Image Creation	Directional Magnification (%)	☆	☆
	Directional Size Magnification (mm)	☆	☆
Color Creation	Mirror Image	☆	☆
	Positive/Negative	☆	☆
	Color Conversion	☆	☆
Color Creation	Color Erase	☆	☆
	Color Background	☆	☆
	Color Erase	☆	☆
Finishing	Staple	☆	☆
	Stack	☆	☆
	Sort	☆	☆
Custom Size Original	Auto Reduce/Enlarge	☆	☆
	Duplex Back	☆	☆
	A3 Fullbleed Copying	☆	☆
Paper Selection	By-pass Feed Copying	Normal	☆
		Thick	☆
	Custom size paper	Standard size paper	☆
		OHP	☆
		OHP Slip Sheet	☆
	A3 Fullbleed Copying	Normal	☆
		Thick	☆
	Auto Paper Select	Auto Image Density	☆
		Manual Image Density	☆
		Auto Color Select	☆
		Full Color	☆
		Black & White	☆
Single Color		☆	
Twin Color		☆	
Auto Text/Photo		☆	
Text		☆	
Photo		☆	
Special Original		☆	
Photo Type Selection		☆	
Copying from Paper Trays	Auto Paper Select	☆	
	Auto Reduce/Enlarge	☆	
	Custom Size Original	☆	
	Sort	☆	
	Slack	☆	
	Auto Staple	☆	
	Manual Staple	☆	
	Bypass Feed Copying	Normal	☆
		Thick	☆
		OHP	☆
		OHP Slip Sheet	☆
		Standard size paper	☆
Custom size paper		☆	
Normal paper		☆	
Thick paper		☆	
OHP		☆	
OHP Slip Sheet		☆	
A3 Fullbleed Copying		☆	
Duplex Back		☆	
Bypass Feed Copying	Auto Reduce/Enlarge	☆	
	Custom Size Original	☆	
	Sort	☆	
	Slack	☆	
	Auto Staple	☆	
	Manual Staple	☆	
	Bypass Feed Copying	Normal	☆
		Thick	☆
		OHP	☆
		OHP Slip Sheet	☆
		Standard size paper	☆
		Custom size paper	☆
Normal paper		☆	
Thick paper		☆	
OHP		☆	
OHP Slip Sheet		☆	
A3 Fullbleed Copying		☆	
Duplex Back		☆	

Newly Selected Mode		Original Mode		Shift/Book	
Margin Adjustment	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Centering/Cornering	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Cover Sheet	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Duplex/Combine	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Combine Series	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Combine 2 originals	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Combine 4 originals	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Duplex	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
1 Sided → 2 Sided	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
2 Sided → 2 Sided	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Book → 2 Sided	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Multi → 2 Sided	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Program User Color	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Image Adjustment	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Soft/Sharp	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Contrast	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Background Density	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Pastel	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
U.C.R. Adjustment	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
A.C.S Sensitivity	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Auto Text/ Photo Sensitivity	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Color Adjustment	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Color Balance Adjustment	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Program After recalling your settings	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Interrupt Copying	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Auto Image Density	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Manual Image Density	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Auto Color Select	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Full Color	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Black & White	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Single Color	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Twin Color	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Auto Text/Photo	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Text	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Photo	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Special Original	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Photo Type Selection	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Auto Paper Select	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Copying from Paper Trays	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Bypass Feed Copying	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Standard size paper	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Custom size paper	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Normal paper	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Thick paper	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
OHP	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
OHP Slip Sheet	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
A3 Fullbleed Copying	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Duplex Back	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Auto Reduce/Enlarge	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Custom Size Original	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Sort	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Slack	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Auto Staple	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆
Manual Staple	☆	☆	☆	☆	☆
	☆	☆	☆	☆	☆

		Newly Selected Mode		Original Mode			
Image Density	Auto Image Density	☆	☆	☆	☆		
	Manual Image Density	☆	☆	☆	☆		
Color Mode	Auto Color Select	★	★	☆	☆		
	Full Color	☆	☆	☆	☆		
	Black & White	★	☆	☆	☆		
	Single Color	★	☆	☆	☆		
	Twin Color	★	☆	☆	☆		
Original Image Type	Auto Text/Photo	☆	☆	☆	☆		
	Text	☆	☆	☆	☆		
	Photo	☆	☆	☆	☆		
	Special Originals	☆	☆	☆	☆		
Paper Selection	Auto Paper Select	☆	☆	☆	☆		
	By-pass Feed Copying	Copying from Paper Trays	☆	☆	☆	☆	
		Standard size paper	Normal	☆	☆	☆	☆
			Thick	☆	☆	☆	☆
			OHP	☆	☆	☆	☆
			OHP Slip Sheet	☆	☆	☆	☆
	Custom size paper	Normal	☆	☆	☆		
	Thick	☆	☆	☆	☆		
	A3 Fullbleed Copying	☆	☆	☆	☆		
	Duplex Back	☆	☆	☆	☆		
Auto Reduce/Enlarge	☆	☆	☆	☆			
Custom Size Original	☆	☆	☆	☆			
Finishing	Sort	☆	☆	☆	☆		
	Stack	☆	☆	☆	☆		
	Staple	☆	☆	☆	☆		
	Color Conversion	☆	☆	☆	☆		
	Color Erase	☆	☆	☆	☆		
	Color Background	☆	☆	☆	☆		
	Mirror Image	☆	☆	☆	☆		
	Positive/Negative	★	☆	☆	☆		
	Preset Reduce/Enlarge	☆	☆	☆	☆		
	Zoom	☆	☆	☆	☆		
	Directional Magnification (%)	☆	☆	☆	☆		
	Directional Size Magnification (mm)	☆	☆	☆	☆		
	Margin Adjustment	☆	☆	☆	☆		
	Centering/Cornering	☆	☆	☆	☆		
	Cover Sheet	☆	☆	☆	☆		
	Book → 1 Sided	☆	☆	☆	☆		
	2 Sided → 1 Sided	☆	☆	☆	☆		
	Combine 2 originals	☆	☆	☆	☆		
	Combine 4 originals	☆	☆	☆	☆		
	1 Sided → 2 Sided	☆	☆	☆	☆		
	2 Sided → 2 Sided	☆	☆	☆	☆		
	Book → 2 Sided	☆	☆	☆	☆		
	Multi → 2 Sided	☆	☆	☆	☆		
	Program User Color	☆	☆	☆	☆		
	Image Adjustment	☆	☆	☆	☆		
	Color Adjustment	☆	☆	☆	☆		
	Color Balance Adjustment	☆	☆	☆	☆		
	Program	☆	☆	☆	☆		
	Interrupt Copying	☆	☆	☆	☆		

Newly Selected Mode		Original Mode	
Program	After recalling your settings	☆	☆
	Color Balance Adjustment	☆	☆
Color Adjustment	Color Adjustment	☆	☆
	U.C.R. Adjustment	☆	☆
Image Adjustment	Auto Text/Photo Sensitivity	☆	☆
	A.C.S Sensitivity	☆	☆
	Pastel	☆	☆
	Background Density	☆	☆
	Contrast	☆	☆
Program User Color	Soft/Sharp	☆	☆
	Multi → 2 Sided	☆	☆
Duplex/Combine	Book → 2 Sided	☆	☆
	2 Sided → 2 Sided	☆	☆
Duplex/Combine	1 Sided → 2 Sided	☆	☆
	Combine 4 originals	☆	☆
	Combine 2 originals	☆	☆
Series	2 Side → 1 Sided	☆	☆
	Book → 1 Sided	☆	☆
Shift/Book	Cover Sheet	☆	☆
	Centering/Cornering	☆	☆
	Margin Adjustment	☆	☆
Reduce/Enlarge	Directional Size Magnification (mm)	☆	☆
	Directional Magnification (%)	☆	☆
	Zoom	☆	☆
	Preset Reduce/Enlarge	☆	☆
Image Creation	Positive/Negative	★	☆
	Mirror Image	☆	☆
Color Creation	Color Background	☆	☆
	Color Erase	☆	☆
	Color Conversion	☆	☆
Interrupt Copying	Program	☆	☆
	Color Balance Adjustment	☆	☆
	Color Adjustment	☆	☆
	Image Adjustment	☆	☆
	Program User Color	☆	☆
	Multi → 2 Sided	☆	☆
	Book → 2 Sided	☆	☆
	2 Sided → 2 Sided	☆	☆
	1 Sided → 2 Sided	☆	☆
	Combine 4 originals	☆	☆
	Combine 2 originals	☆	☆
	2 Side → 1 Sided	☆	☆
	Book → 1 Sided	☆	☆
	Cover Sheet	☆	☆
	Centering/Cornering	☆	☆
	Margin Adjustment	☆	☆
	Directional Size Magnification (mm)	☆	☆
	Directional Magnification (%)	☆	☆
	Zoom	☆	☆
	Preset Reduce/Enlarge	☆	☆
Mirror Image	☆	☆	
Color Background	☆	☆	
Color Erase	☆	☆	
Color Conversion	☆	☆	

3. Adjustment and Color Memory

Color Balance

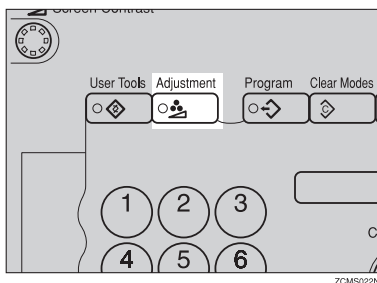
This function allows you to control the overall color tone of copies by adjusting the Yellow, Magenta, Cyan and Black color balance. Nine levels of tone are available.

Note

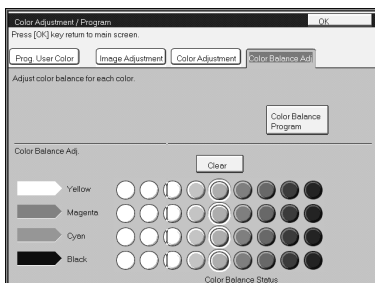
- The color balance will return to the default when:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.
- You can store adjustments you make in memory and recall them later.

Color Balance Adjustment

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



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



3 Adjust the color balance, then press the **[OK]** key.

Color Balance Program

You can store the color balance setting in memory and recall it when you want to use it.

 **Note**

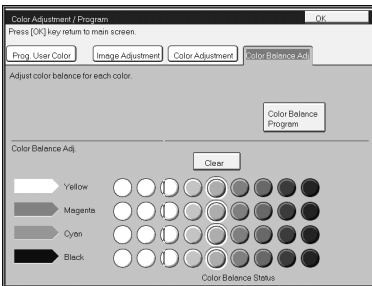
- You can store up to three color balances.

Storing the adjusted color balance

3

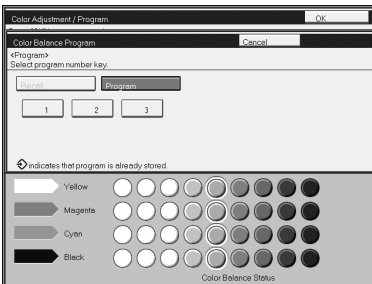
1 Change the color balance (⇒ P.103 “Color Balance Adjustment”), but don't press the [OK] key.

2 Press the [Color Balance Program] key.



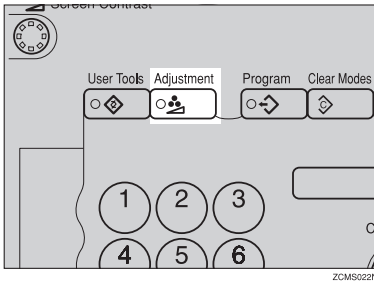
3 Press the [Program] key.

4 Select a number for this setting.



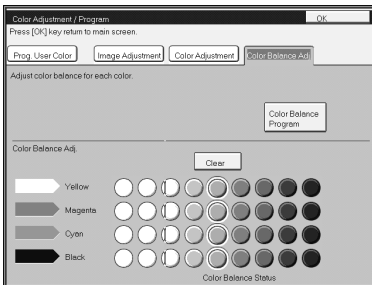
Recalling the color balance

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

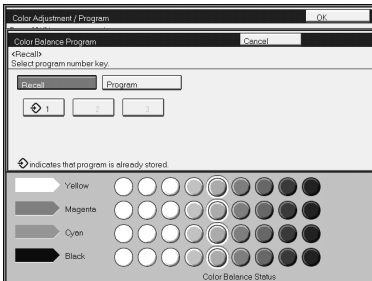


- 2 Make sure that the **[Color Balance]** key is selected.

- 3 Press the **[Color Balance Program]** key.



- 4 Make sure that the **[Recall]** key is selected.



- 5 Select the setting you want to recall.

Note

- Only color balance programs marked with **♦** contain a color balance.

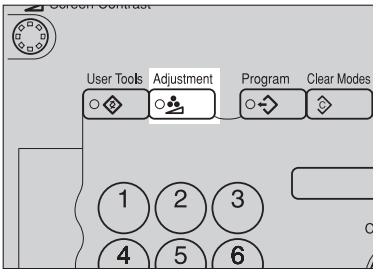
Color Adjustment

This function lets you alter up to three single colors by mixing them with adjacent colors in the color circle. For example, yellow can be shifted towards red to make orange, or towards green to make a yellow green. Note that only areas of the image containing this color will be modified.

Note

- This function is only available in Full Color mode or Auto Color Select mode.
- The single color adjustment will return to the default when:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

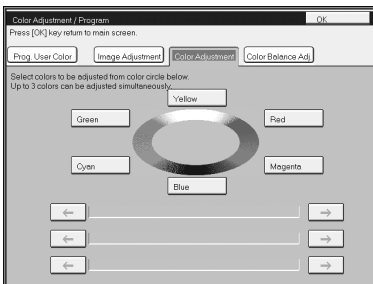
1 Press the **[Adjustment]** key.



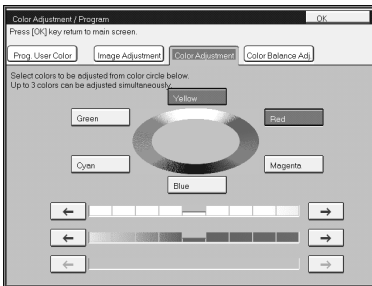
ZCMS022N

2 Press the **[Color Adjustment]** key.

3 Select the color key that you want to adjust from the color circle.



4 Adjust the color with the keys.










Note

- For example, if you wish to make yellow appear more red, press the [→] key.
- If you wish to make yellow appear more green, press the [←] key.

5 Press the [OK] key.

Image Adjustment

You can change the following default settings for image adjustment:

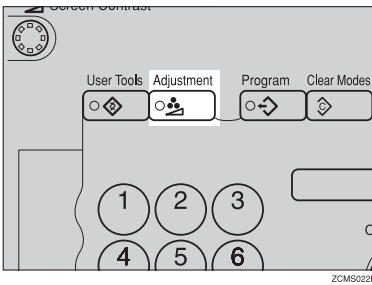
Soft/Sharp	<p>You can adjust the edges of the image to make the image sharper or softer.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 4</i></p>
Contrast	<p>You can adjust the contrast between light parts and dark parts of the image.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p>
Background Density	<p>You can adjust the background density control.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p> <p><input type="checkbox"/> If copying a newspaper or an original with a dark background, adjust the background density to a lighter setting.</p> <p><input type="checkbox"/> If part of the original is marked with a highlighting pen, adjust the background density to a darker setting. However, because the color of a highlighting pen is difficult to duplicate, it might be copied in different colors or some colors might not be copied.</p>
Pastel	<p>You can make copies in pastel tones.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 9 which yields a normal color copy</i></p>
U.C.R. Adjustment	<p>You can adjust the black toner density to make the black parts clearer in Full Color mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p> <p><input type="checkbox"/> Adjust this setting to a darker setting when you want to copy letter parts clearly in black.</p> <p><input type="checkbox"/> Adjust this setting to a lighter setting when the original image is dark.</p>
A.C.S. (Auto Color Selection) Sensitivity	<p>You can adjust the sensitivity when detecting whether the original has color areas in Auto Color Select mode. When set to "B&W" values, the machine will be more likely to detect originals as black originals. "Full Color" values will cause the machine to be more likely to detect originals as color originals.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 3</i></p>
Auto Text/Photo Sensitivity	<p>You can adjust the sensitivity when detecting letter and photo parts of an original in Auto Text/Photo mode. If letter parts photo parts of an original are not differentiated correctly, adjust this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p>

Soft/Sharp, Contrast, Background Density, and Pastel

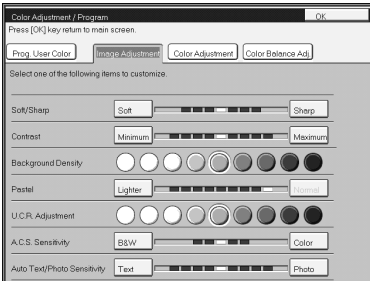
Note

- Any settings you make with the Sharp/Soft, Contrast, Background Density and Pastel functions will be canceled under the following conditions:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

1 Press the **[Adjustment]** key.



2 Press the **[Image Adjustment]** key.



3 Adjust the settings.

Reference

For details, ⇒ P.108 "Image Adjustment".

4 Press the **[OK]** key.

Note

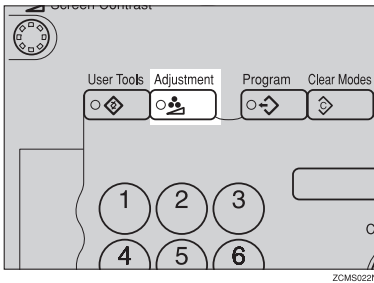
- If you do not press the **[OK]** key, you can still make copies, but the Image Adjustment settings you have just entered will not be used. However, any settings or features you chose before pressing the **[Adjustment]** key will still apply.

U.C.R. Adjustment, A.C.S. Sensitivity and Auto Text/Photo Sensitivity

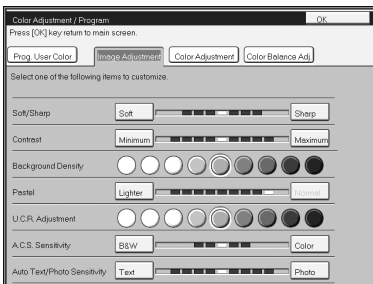
Note

- Any settings you make with the U.C.R. Adjustment, A.C.S. Sensitivity, and Auto Text/Photo Sensitivity functions are not cleared by turning the power off or by pressing the **[Clear Modes]** key. They are canceled only when you overwrite them with new settings.

1 Press the **[Adjustment]** key.



2 Press the **[Image Adjustment]** key.



3 Adjust the settings.

Reference

For details, ⇒ P.108 “Image Adjustment”.

4 Press the **[OK]** key.

Note

- If you do not press the **[OK]** key, you can still make copies, but the Image Adjustment settings you have just entered will not be used. However, any settings or features you choose before pressing the **[Adjustment]** key will still apply.

Program User Color

In addition to the base colors, you can store up to 15 customized colors into memory (User Color).

Reference

For color samples ⇒ P.10 “Color Sample Chart”.

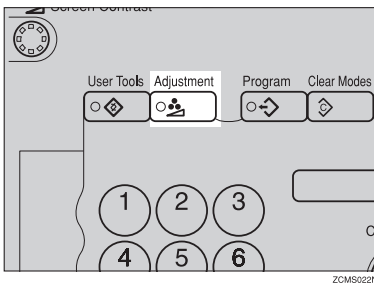
If your machine has an option, you can sample the user color. ⇒ P.115 “Sampling the User Color (Option)”.

Note

- There are two ways to make user colors as follows:
 - Adjusting a selected base color
 - Mixing colors manually with number keys
- Up to 15 colors can be stored.
- The total percentages of the mixed colors must be 255% or less.
- If the total percentage of the mixed color is over 255%, the copier cannot create the color properly and the results will appear different.
- If the total percentage of the mixed colors is too low, toner may not bond to the paper properly resulting in a change in image density.
- The appearance of user colors might vary slightly according to the image type you have selected (Photo, Text, etc.).

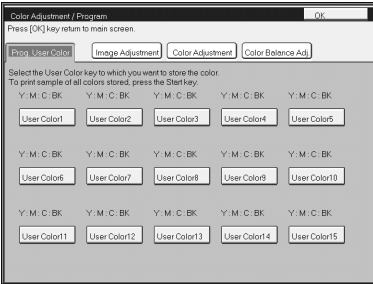
Adjusting Colors Based on the Selected Color

1 Press the **[Adjustment]** key.

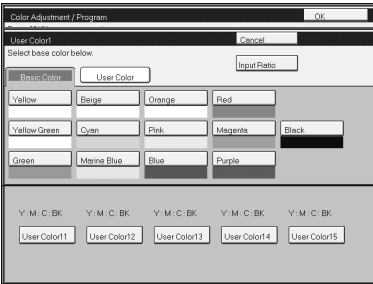


2 Press the **[Prog. User Color]** key.

3 Select the key you wish to store the color in.



4 Select the base color.

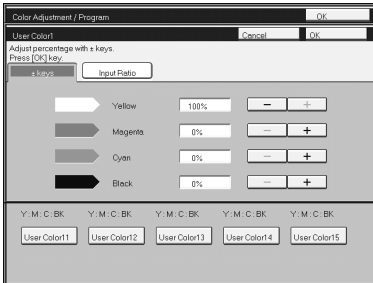


3

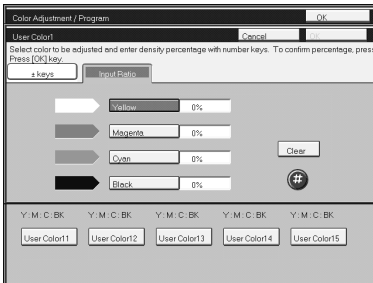
5 You can change the color density in two ways— press the **[+ - keys]** key.

Note

- Increase or decrease in steps with the **[+]** or **[-]** key. Press the **[+ - keys]** key.



- Enter the percentage with the number keys.—Press the **[Input Ratio]** key.

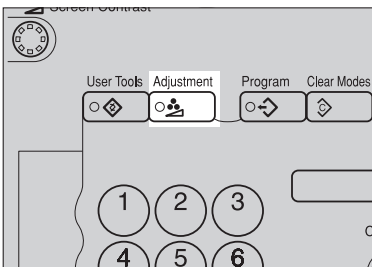


6 Repeat step **5** for each color, then press the **[OK]** key.

7 Press the **[OK]** key.

Mixing Colors Manually with the Number Keys

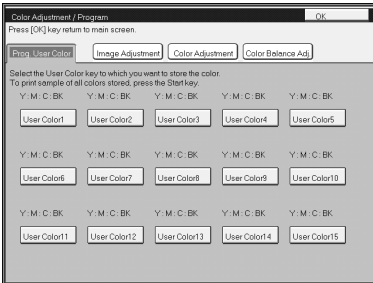
1 Press the **[Adjustment]** key.



ZCMS022N

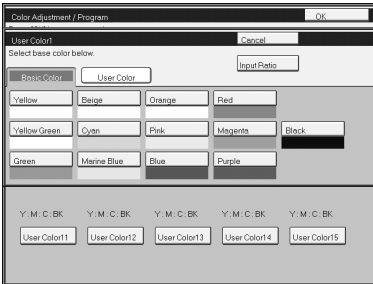
2 Press the [Prog. User Color] key.

3 Select the number that you want to store the user color in.



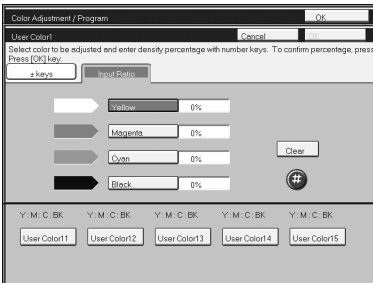
3

4 Press the [Input Ratio] key.



5 Select the color that you want to adjust.

6 Enter the density with the number keys, then press the [#] key.



Note

To change the number, press the [Clear] key.





7 Repeat steps 5 and 6 for each color then press the [OK] key.

8 Press the [OK] key.

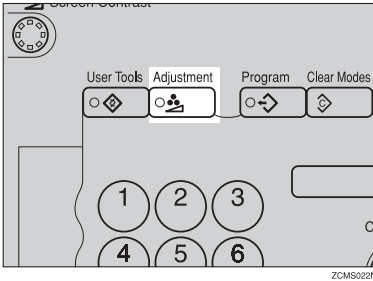
Sampling the User Color (Option)

You can print out a sample of User Colors to check the colors you have made.

Note

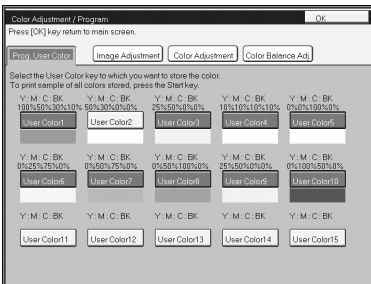
- The sample will be copied on a A4 , 8¹/₂" × 11"  sheet or a A3 , 11" × 17"  sheet.

1 Press the [Adjustment] key.



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2 Press the [Prog. User Color] key.



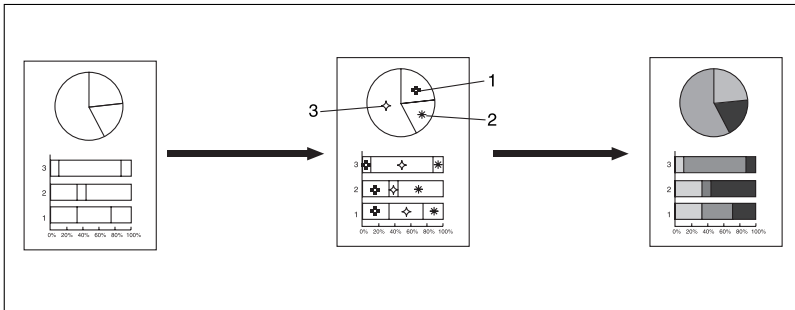
3 Press the [Start] key.

4. Area Editing (Option)

What is Area Editing?

If your machine has an Area Editing (Option), you can select areas of an image to be treated differently or have effects applied to them. An example is shown below.

Example:



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Note

- In this chapter, multiple areas of the image that you wish to apply the same effects to are referred to as a “Group”.

How to Edit Areas

Editing an image involves scanning it in to memory, choosing areas to edit and how those areas will be re-produced.

The basic steps are summarized below. Details are given in the rest of this section.

- ① Enter Area Editing mode.
Press the **[Area Editing]** key.
- ② Designate areas.
⇒ P.119 "*Designating Areas*".
- ③ Select modes.
⇒ P.130 "*Selecting Modes for Designated Areas*".
- ④ Specify more areas to be treated differently (optional).
Repeat ③ and ④.
- ⑤ Copy image.
Press the **[Start]** key.

Designating Areas

Several tools are provided for designating areas of an image.

Area Shapes

- **Rectangle:** Specify two points defining the opposite diagonals of a rectangle.
- **Right Angle Polygon/Polygon:** Specify a sequence of points defining a polygon.
- **Closed Loop:** If your image contains a shape outlined in black and that outline forms a closed loop, specify a point inside the shape to designate it.
- **Multi-Closed Loop:** If your image contains a closed loop and that outline forms another closed loop, specify points inside of the closed loop to designate it.

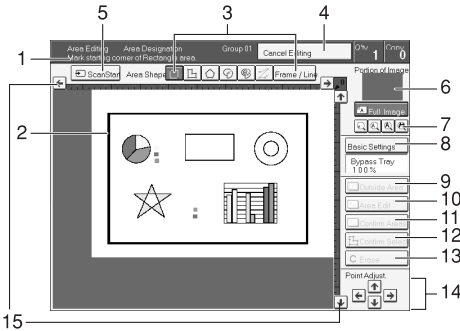
Frame/Line

- **Rectangle frame:** Specify areas defined by a rectangular frame.
- **Right Angle Polygon/Polygon frame:** Specify areas defined by a polygon or right-angled polygon.
- **Line:** Specify a series of points linked together by straight lines.

Note

- You can designate many areas and apply the same changes to them all by placing them in the same Group.
- Different areas may be treated differently by placing them in different Groups.

Designate Area Display



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1. Message Area

Messages and instructions appear here.

2. Display Area

The image is displayed.

3. Area Shape/Frame/Line

Select the area shape or frame shape and line.

4. Cancel Editing

Exit area editing.

5. Scan Start

Scan in the original again.

6. Portion of Image

Shows the portion of the original that is currently being viewed or is enlarged.

7. Enlarge

Enlarge 4

Enlarge by about 528%

Enlarge 3

Enlarge by about 394%

Enlarge 2

Enlarge by about 264%

Enlarge 1

Enlarge by about 200%

Full Image

Note

- ❑ After pressing the **[Enlarge]** key, mark a point in the displayed image to zoom in on.

8. Basic Settings

Change the job settings for the entire image.

9. Outside Area

Set modes for outside areas.

10. Area Edit

Edit inside the area.

11. Confirm Areas

Show selected areas, modes, and groups.

12. Confirm Selection

Complete a designated area.

13. Erase

Cancel last point selected.

14. Arrow keys

Move cursor in small steps.

15. Scroll key

Move the portion of the original.

Note

- ❑ Do not press the touch panel display with any hard or sharp object.

Designate Area Tools

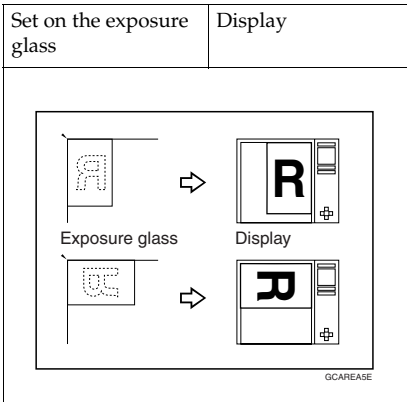
Note

- There are nine tools to designate areas.

Area Editing	Area Shape	Rectangle (⇒ P.122 “Rectangle”.)
		Right Angle Polygon (⇒ P.123 “Right Angle Polygon and Polygon”.)
		Polygon (⇒ P.123 “Right Angle Polygon and Polygon”.)
		Closed Loop (⇒ P.124 “Closed Loop”.)
		Multi Closed Loop (⇒ P.124 “Multi-Closed Loop”.)
	Frame/Line	Rectangle frame (⇒ P.122 “Rectangle”.)
		Right Angle Polygon frame (⇒ P.126 “Right Angle Polygon frame and Polygon frame”.)
		Polygon frame (⇒ P.126 “Right Angle Polygon frame and Polygon frame”.)
		Line (⇒ P.127 “Line”.)

Note

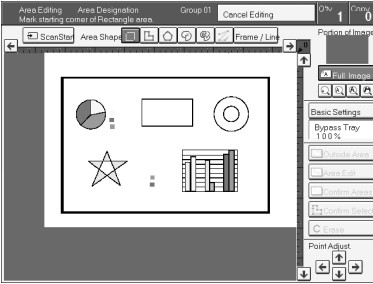
- You cannot use the optional document feeder with this function.
- The relationships between the position of the original and the orientation of the scanned image on the display are as follows:



Area Shapes

Rectangle

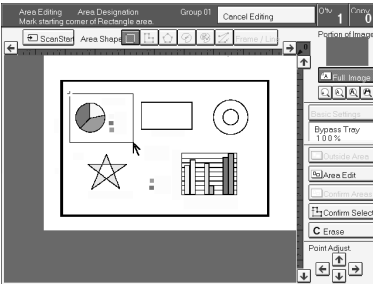
- 1** Set your original on the exposure glass.
- 2** Press the [Area Editing] key.



Note

- [Rectangle] key is selected by default.

- 3** Mark the first point.
- 4** Mark the diagonally opposite corner of the area you wish to select.



Note

- When you make a mistake, press the [Erase] key.
- Repeat **4** and **5** to add more rectangles.
- When you continue to add areas, you can select other shapes (except Closed Loop Multi-Closed Loop, Line, Frame).

- 5** Press the [Confirm Selection] key.

4

6 Press the [Area Edit] key, specify your settings, then press the [OK] key.

 **Reference**

For details, ⇒ P.130 “Selecting Modes for Designated Areas”.

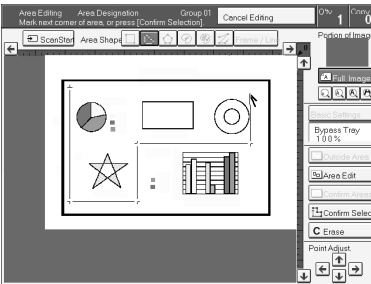
7 Press the [Start] key.

Right Angle Polygon and Polygon

1 Set your original on the exposure glass.

2 Press the [Area Editing] key.

3 Press the  [R.A. Polygon] or  [Polygon] key.



4 Mark the first point.

5 Mark the next points.

 **Note**

- When you use Right Angle Polygon mode, mark points that make right angles.

6 After making the last point, press the [Confirm Selection] key.

7 Press the [Area Edit] key, specify your settings, then press the [OK] key.

 **Reference**

For details, ⇒ P.130 “Selecting Modes for Designated Areas”.

8 Press the [Start] key.

Closed Loop

🔔 Limitation


- If you specify an area with Closed Loop, you cannot specify any additional areas with other selection tools.

📝 Note

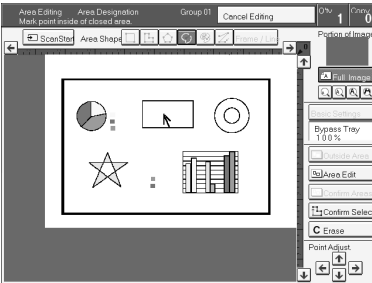
- When you color areas with the Closed Loop, the area boundary may shift depending on the image.

1 Set your original on the exposure glass.

2 Press the [Area Editing] key.

3 Press the  (Closed Loop) key.

4 Touch on a point inside a closed loop.



5 Press the [Confirm Selection] key.

6 Press the [Area Edit] key, specify your settings, then press the [OK] key.

🔍 Reference

For details, ⇒ P.130 "Selecting Modes for Designated Areas".

7 Press the [Start] key.


Multi-Closed Loop

🔔 Limitation

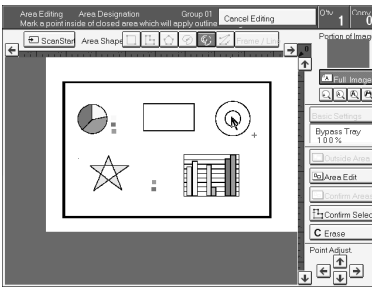
- If you specify an area with Multi-Closed Loop, you cannot specify any additional areas with other selection tools.

1 Set your original on the exposure glass.

2 Press the [Area Editing] key.

3 Press the  (Multi-Closed loop) key.

- 4** Press on a point inside the exterior area you wish to specify.



- 5** Press on a point inside the interior area you wish to treat differently.

Note

- Be sure to select a point inside of the exterior area you wish to define.

- 6** Press the [Confirm Selection] key.

- 7** Press the [Area Edit] key, specify your settings, then press the [OK] key.

Reference

For details, ⇒ P.130 "Selecting Modes for Designated Areas".

- 8** Press the [Start] key.

Frame/Line

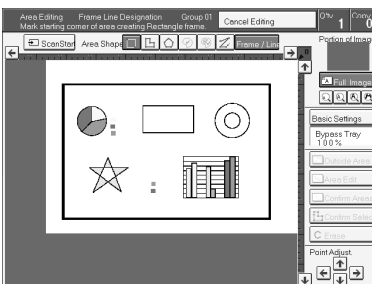
Rectangle frame

- 1** Set your original on the exposure glass.

- 2** Press the [Area Editing] key.

- 3** Press the [Frame / Line] key.

- 4** Press the (Rectangle) key.



- 5** Mark the first point.
- 6** Mark the diagonally opposite corner of the area you wish to select.
- 7** Press the [Confirm Selection] key.
- 8** Press the [Area Edit] key, specify your settings, then press the [OK] key.



 **Reference**

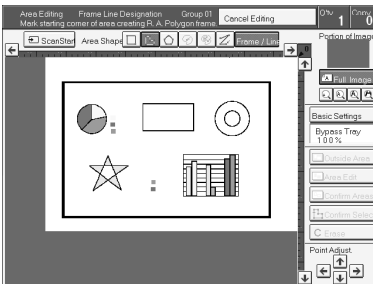
For details, ⇒ P.130 "Selecting Modes for Designated Areas".

- 9** Press the [Start] key.

Right Angle Polygon frame and Polygon frame

4

- 1** Set your original on the exposure glass.
- 2** Press the [Area Editing] key.
- 3** Press the [Frame / Line] key.
- 4** Press the  (Right Angle Polygon) key or the  (Polygon) key.




- 5** Mark the first point.
- 6** Mark the next points.
- 7** After making the last point, press the [Confirm Selection] key.
- 8** Press the [Area Edit] key, specify your settings, then press the [OK] key.

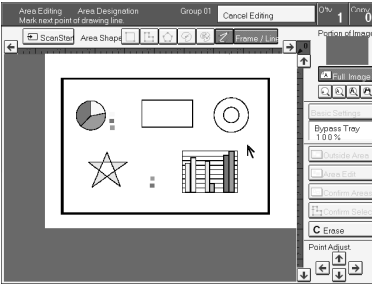
 **Reference**

For details, ⇒ P.130 "Selecting Modes for Designated Areas".

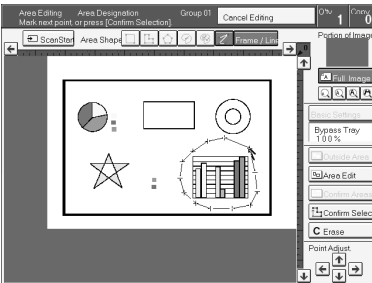
- 9** Press the [Start] key.

Line

- 1** Set your original on the exposure glass.
- 2** Press the [Area Editing] key.
- 3** Press the [Frame / Line] key.
- 4** Press the  (Line) key.



- 5** Mark the first point.
- 6** Mark the next points.
- 7** After marking the last point, press the [Confirm Selection] key.



- 8** Press the [Area Edit] key, specify your settings, then press the [OK] key.

 **Reference**

For details, ⇒ P.130 “Selecting Modes for Designated Areas”.




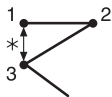
- 9** Press the [Start] key.

Notes for Designating Areas

The number of the points, areas, and groups that can be designated

 **Note**

- Maximum number of points: 500
- In Right Angle Polygon mode, Polygon mode, or Line mode, the maximum number of points for one area is 30.
- The number of areas that can be designated is as follows:
 - Rectangle mode: maximum 250 areas
 - Right Angle Polygon mode, Polygon mode, Line mode: 500 points maximum. For example, if 10 points are designated for each area, the maximum number of areas that can be designated is 50.
 - Closed Loop mode, Multi-Closed Loop mode: maximum 500 areas
- Maximum number of groups: 20 ("Group" means a set of areas that you want to do same editions.)
- If you want to designate area shape like an acute angle by using Polygon mode or Line mode, see the following instructions.
 - Use two separate lines to create angle(A).
 - The first designated point(1) and the next designate point(3) should have distance of more than 4mm(0.2")(B).

	Area you want to designate	How to designate area
A		
B		

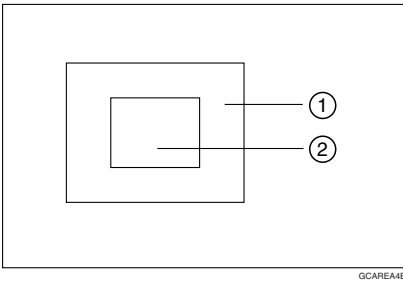
GCAREAME

*:4mm(0.2")

 **Note**

- Do not designate an area or line which overlaps part of another area or line. If an area overlaps another one, the job settings specified last will be applied to the overlapped portion or those areas might not be copied.

- However, areas containing areas (see below) are permitted. Designate starting with the outermost area.



- These operations are available, however, under the following conditions:
 - When designating areas with Closed Loop mode, Multi-closed Loop or Frame/Line mode.
- If you mark a line and it overlaps another line you have previously marked, the last point you marked will be canceled automatically.
- If you designate an area in Right Angle Polygon mode, make sure to mark points that make right angles. If you mark a point which does not match, the editor will automatically correct it to make a right angle.
- If you want to designate a triangular area, use Polygon mode.
- In Closed Loop mode or Multi-Closed Loop mode, the machine might not detect a closed loop area or multi-closed loop area completely under the following conditions:
 - The outline is not completely closed, it is too light to detect, or the thickness is uneven.
 - The outline is thinner than 0.3mm.
 - The outline is not black.
 - The space between two closed loop outlines is less than 1mm.
 - The closed loop can be up to 2 meters long.
 - The area enclosed by the outline is not white.
- The more areas you designate, the more time copying will take.
- If you erase an area, group, or job setting, it is cleared from the display. However, the points are still stored in memory and are not cleared until you exit Area Editing. This affects the maximum number of areas you can designate.
- Closed Loop mode Multi-Closed Loop mode and Frame/Line mode cannot be used with Rectangle mode, Right Angle Polygon mode, and Polygon mode for one group at a time.
- If you need to align areas precisely, you can have a grid shown on the enlarged display. The grid spacing matches the scale of the display.

Selecting Modes for Designated Areas

Reference

The available modes for area editing depend on the area shape. ⇒ P.146 “Combination Chart for Area Editing”.

Regarding functions that cannot be used together in area editing, ⇒ P.146 “Combination Chart for Area Editing”.

More than one mode can be set for designated area, however, there are some limitations, ⇒ P.146 “Combination Chart for Area Editing”. And up to 7 patterns of modes can be set together.

Note

- ❑ Up to 20 groups of multiple areas can be edited. All the areas should belong to groups 1 ~ 20. You can select up to seven job patterns for at most 20 groups. After you have set seven patterns, the copier will only allow you to choose the pattern of a previous group. If you change the settings for one group, it will change the settings for all other groups with the same job pattern. However, if you have set a Paint, Color Background, or Frame/ Line, changing the color in one group will not affect other groups. (Up to 15 colors can be selected.)
- ❑ The modes that can be set for inside areas as follows:
 - Color/Image Adjustment: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
 - Color Creation: Color Conversion, Color Erase, Color Background, Paint, Type Mask

Note

- ❑ The editing functions available when specifying area with Frame/Line mode are Width and Color.
- ❑ Color/Image Adjustment's default setting:
 - Image Density - Manual Image Density
 - Color Mode - Black & White
 - Original Type - Text
- ❑ You can change the default settings. ⇒ P.173 “User Tools”.
- ❑ Depending on the shapes of the areas, coloring or deleting near the outlines of the areas might not do well, or the outlines might become uneven.
- ❑ The way to set modes is basically the same as for the entire image. For details, refer to each page.
 - To fill an area with a selected color, select the Paint.
 - Image Density (⇒ P.26 “Adjusting Copy Image Density”.)
 - Original Type (⇒ P.33 “Selecting the Original Image Type”.)
 - Color Adjustment (⇒ P.106 “Color Adjustment”.)
 - Color Conversion (⇒ P.83 “Color Conversion”.)

- Color Background (⇒ P.86 “Color Background”).
- Color Mode (⇒ P.28 “Selecting a Color Mode”).
- Image Adjustment (⇒ P.108 “Image Adjustment”).
- Color Balance Adjustment (⇒ P.103 “Color Balance Adjustment”).
- Color Erase (⇒ P.85 “Color Erase”).
- Save Area (⇒ P.133 “Save Area”).
- Changing Basic Settings for the Entire Image (⇒ P.138 “Changing Basic Settings for the Entire Image”).
- Change Modes (⇒ P.140 “Change Modes”).
- Adding Areas (⇒ P.141 “Adding Areas”).
- Erasing a Group (⇒ P.143 “Erasing a Group”).

Area Editing

Basic modes

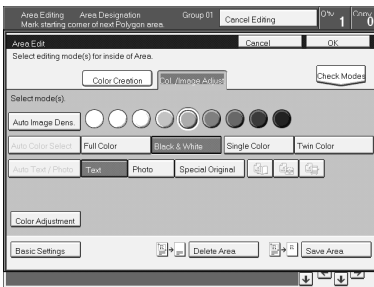
1 Designate the areas you wish to modify.

 **Note**

- For how to designate areas, ⇒ P.119 “Designating Areas”.

2 Press the [Area Edit] key.

3 Press the [Col. /Image Adjust.], [Color Creation] key.



4 Select the effects you wish to apply.

 **Note**

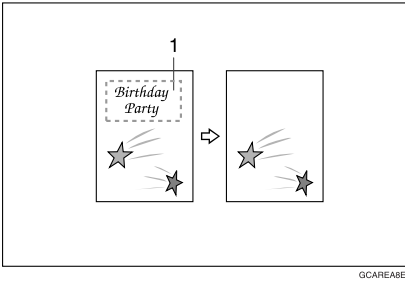
- Image Density, ⇒ P.26 “Adjusting Copy Image Density”.
- Color Mode, ⇒ P.28 “Selecting a Color Mode”.
- Original Type, ⇒ P.33 “Selecting the Original Image Type”.
- Color Adjustment, ⇒ P.106 “Color Adjustment”.
- Color Creation, ⇒ P.83 “Color Creation”.

5 Press the [OK] key.

6 Press the [Start] key.

Delete Area

This function blanks out designated areas.



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1. Designated area

Note

When you select Delete Area mode, previously selected modes are canceled.

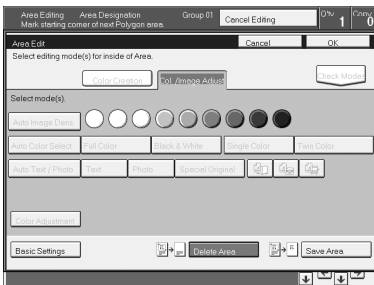
1 Designate the areas you wish to modify.

2 Press the [Area Edit] key.

Note

For how to designate areas, ⇒ P.119 “Designating Areas”.

3 Press the [Delete Area] key.

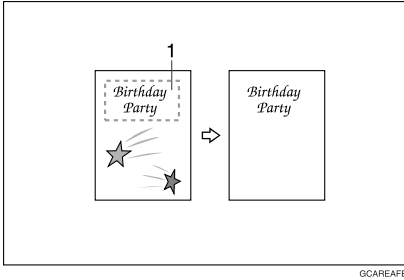


4 Press the [OK] key.

5 Press the [Start] key.

Save Area

This function blanks out all areas except those designated.



4

1. Designated area

Note

When you select Save Area mode, previously selected modes are canceled.

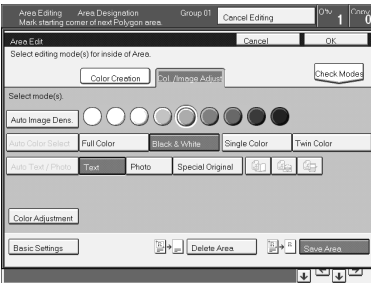
1 Designate the areas you wish to modify.

Note

For how to designate areas, ⇒ P.119 “Designating Areas”.

2 Press the [Area Edit] key.

3 Press the [Save Area] key.



4 Press the [OK] key.

5 Press the [Start] key.

Frame/Line

Editing color and widths

 **Note**

- When specifying the Area for the Frame/Line mode, only the line color and width are features that can be selected.
- Frame/Line widths:
 - Metric version: 0.25 - 2.0mm (in 0.25mm steps)
 - Inch version: 0.01" - 0.08" (in 0.01" steps)
- The frame and line width might be uneven depending on the angle of the line.

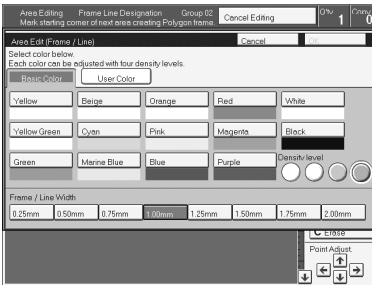
1 Designate the areas you wish to modify.

 **Note**

- For how to designate areas, ⇒ P.119 "Designating Areas".

2 Press the [Area Edit] key.

3 Select the color and widths.



4 Press the [OK] key.

Selecting Modes for Outside Designated Areas

Reference

The available modes for area editing depend on the area shape. ⇒ P.146 *“Combination Chart for Area Editing”*.

Regarding functions that cannot be used together in area editing, ⇒ P.146 *“Combination Chart for Area Editing”*.

More than one mode can be set. However, there are some limitations, ⇒ P.146 *“Combination Chart for Area Editing”*.

The modes that can be set for outside areas as follows:

- Color/Image Adjustment: Copy Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
- Color Creation: Color Conversion, Color Erase, Color Background, Paint

Note

- Color/Image Adjustment default settings:
 - Image Density - Manual Image Density
 - Color Mode - Black & White
 - Original Type - Auto Text/Photo
- You can change the default settings. ⇒ P.173 *“User Tools”*.
- The way to set modes is basically the same as for the entire image. For details, refer to each page.
 - To fill an area with a selected color, select Paint.
 - Image Density (⇒ P.26 *“Adjusting Copy Image Density”*.)
 - Original Type (⇒ P.33 *“Selecting the Original Image Type”*.)
 - Color Adjustment (⇒ P.106 *“Color Adjustment”*.)
 - Color Conversion (⇒ P.83 *“Color Conversion”*.)
 - Color Background (⇒ P.86 *“Color Background”*.)
 - Color Mode (⇒ P.28 *“Selecting a Color Mode”*.)
 - Image Adjustment (⇒ P.108 *“Image Adjustment”*.)
 - Color Balance Adjustment (⇒ P.103 *“Color Balance Adjustment”*.)
 - Color Erase (⇒ P.85 *“Color Erase”*.)
 - Save Area (⇒ P.133 *“Save Area”*.)

Area Shapes

Basic modes

1 Designate the areas you wish to modify.

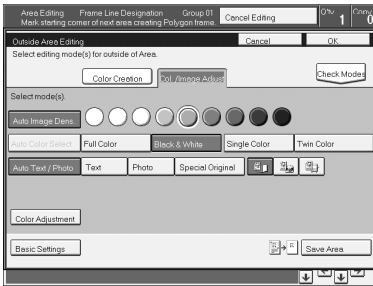
 **Note**

For how to designate areas, ⇒ P.119 “Designating Areas”.

2 Press the [Outside Area] key.

3 Press the [Col. /Image Adjust.] or [Color Creation] key.

4



4 Select the effects you wish to apply.

 **Note**

Color Creation, ⇒ P.83 “Color Creation”.

Basic Settings, ⇒ P.138 “Changing Basic Settings for the Entire Image”.

5 Press the [OK] key.

6 Press the [Start] key.

Save Area

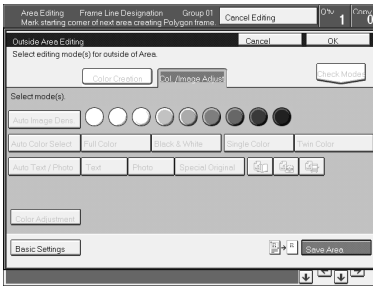
1 Designate the areas you wish to modify.

 **Note**

For how to designate areas, ⇒ P.119 “Designating Areas”.

2 Press the [Area Edit] or [Outside Area] key.

3 Press the [Save Area] key.



4 Select the effects you wish to apply [OK] key.

5 Press the [Start] key.

4

Changing Basic Settings for the Entire Image

You can change job settings for the entire image during area editing.

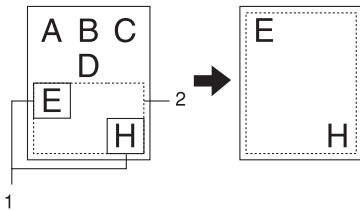
The job settings that can be changed are as follows:

- Paper Select, ⇒ P.36 “Selecting the Copy Paper Size”.
- Reduce/Enlarge (Preset R/E, Zoom, Size Magnification, Directional Magnification), ⇒ P.54 “Preset R/E”.
- Shift, ⇒ P.76 “Shifting the Image”.
- Margin Adjustment, ⇒ P.77 “Margin Adjustment”.
- Sort/Stack/Staple (Option), ⇒ P.90 “Finishing”.

Note

Regarding functions that cannot be used together in area editing, ⇒ P.146 “Combination Chart for Area Editing”.

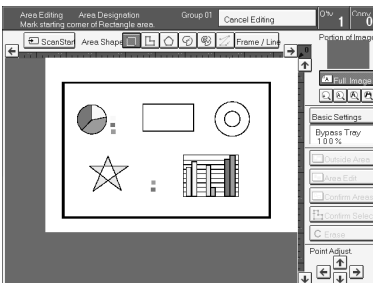
When you set Shift and Save Area together and designate more than one area in this mode, the minimum size rectangle that includes all the designated areas is shifted as follows:

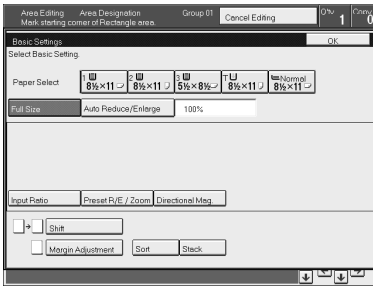


1. Designated Area

2. Area that will be shifted

1 Press the [Basic Settings] key.



2 Change the job settings.**3** Press the [OK] key.

Checking and Changing Areas

Use this function to check the areas you have selected and the modes you have chosen for each area.

You can:

- Change the modes for an area/group
- Add an area to a group
- Erase an area
- Erase a group

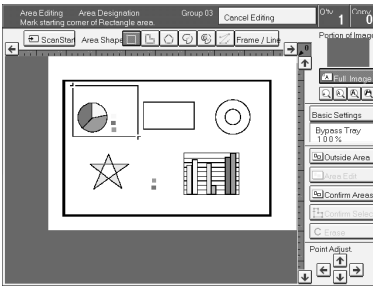
 **Note**

- Note that even if you erase a job setting, a group, or an area, they still consume memory until you exit Area Editing.

4

Change Modes

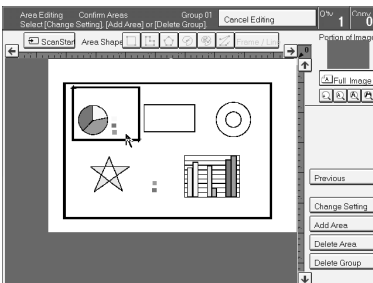
1 Press the [Confirm Areas] key.



 **Note**

- All designated areas are displayed.

2 Select an area or a group.

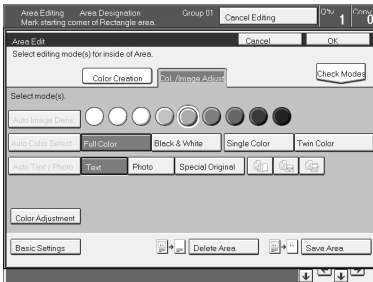


 **Note**

- Areas in this group are highlighted.

3 Press the [Change Setting] key.

4 Change the modes, then press the [OK] key.



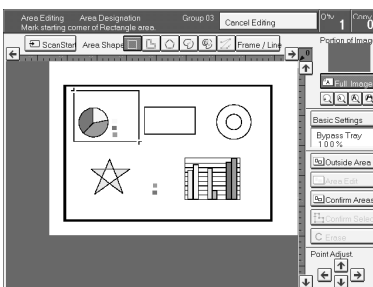
Note

- Color Creation, ⇒ P.83 “Color Creation”.
- Color Adjustment, ⇒ P.106 “Color Adjustment”.
- Basic Settings, ⇒ P.138 “Changing Basic Settings for the Entire Image”.
- Delete Area, ⇒ P.132 “Delete Area”.
- Save Area, ⇒ P.133 “Save Area”.

5 Press the [Previous] key.

Adding Areas

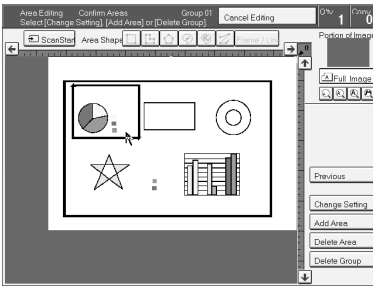
1 Press the [Confirm Areas] key.



Note

- All designated areas are displayed.

2 Select an area or a group.



Note

- Areas in this group are highlighted.

3 Press the [Add Area] key.

4 Select the area shape.

5 Designate areas, then press the [Confirm Areas] key.

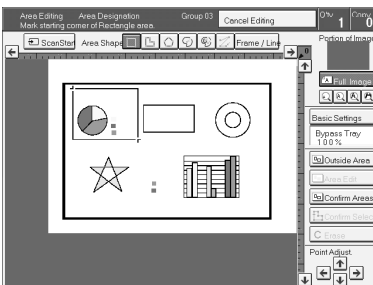
Note

- For how to designate areas, ⇒ P.119 “Designating Areas”.

6 Press the [Previous] key.

Erasing an Area

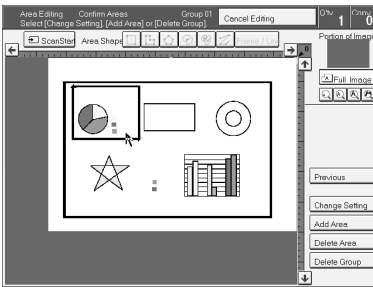
1 Press the [Confirm Areas] key.



Note

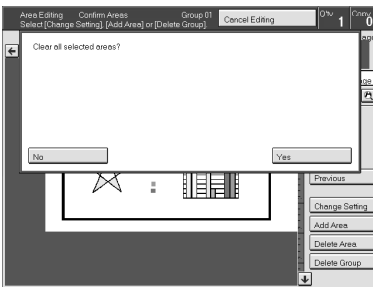
- All designated areas are displayed.

2 Select an area that you want to cancel.



3 Press the [Delete Area] key.

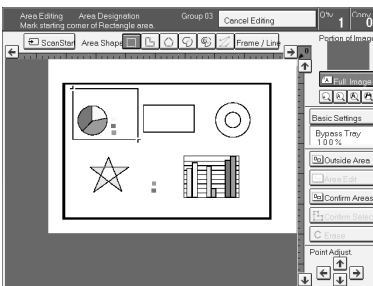
4 Press the [Yes] key.



5 Press the [Previous] key.

Erasing a Group

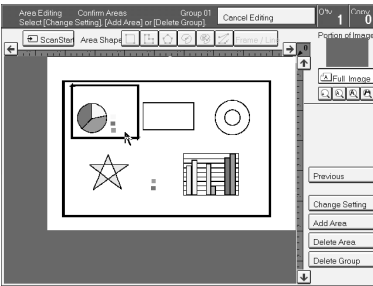
1 Press the [Confirm Areas] key.



Note

- All designated areas are displayed.

2 Select a group that you want to cancel.

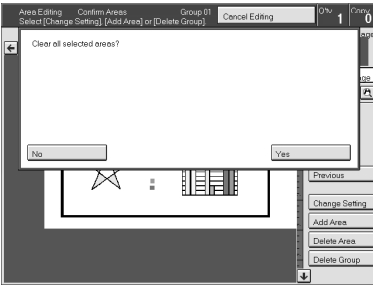


Note

Areas in this group are highlighted.

3 Press the [Delete Group] key.

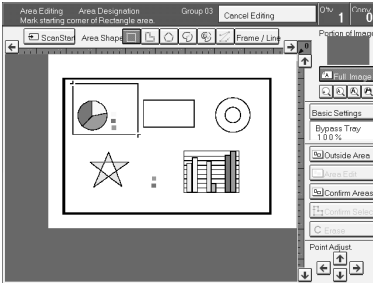
4 Press the [Yes] key.



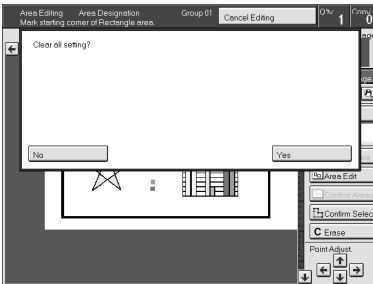
5 Press the [Previous] key.

Exiting Area Editing

1 Press the [Cancel Editing] key.



2 Press the [Yes] key.



Combination Chart for Area Editing

- ① Functions available for designated areas.
- ② Functions available for areas outside designated areas.
- ③ Functions that can be selected together in an area.
- ④ Functions available with each shape.
- ⑤ Functions available for the entire image.
- ☆ Those modes can be used together.
- ★ Those modes can be used together with some limitations.
- The original mode is overridden and the newly selected mode is active.
- × These modes cannot be used together.

4

		①	②	③											
		Newly selected mode													
		Color Mode				Density	Original Type			Color Creation					
		Full Color	Black & White	Single Color	Twin Color	Manual Image Density	Auto Image Density	Auto Text Photo	Text	Photo	Special Original	Color conversion	Color Erase	Paint	Color Background
Color Mode	Full Color	★	☆	→	→	→	→	→	→	→	→	→	→	→	→
	Black & White	★	☆	→	→	→	→	→	→	→	→	→	→	→	→
	Single Color	★	☆	→	→	→	→	→	→	→	→	×	→	→	→
	Twin Color	★	☆	→	→	→	→	→	→	→	→	×	→	→	→
Image Density	Manual Image Density	☆	☆	☆	☆	☆	→	→	→	→	→	→	→	→	→
	Auto Image Density	★	☆	★	☆	☆	☆	→	→	→	→	→	→	→	→
Original Type	Auto Text/Photo	×	☆	☆	☆	☆	☆	→	→	→	→	→	→	→	→
	Text	★	☆	☆	☆	☆	☆	→	→	→	→	→	→	→	→
	Photo	★	☆	☆	☆	☆	☆	→	→	→	→	→	→	→	→
	Special Original	★	☆	☆	☆	☆	☆	→	→	→	→	→	→	→	→
Color Creation	Color Conversion	★	☆	×	×	×	×	×	×	×	→	→	→	→	→
	Color Erase	★	☆	☆	☆	×	☆	☆	☆	☆	☆	→	→	→	→
	Paint	★	☆	×	×	×	×	×	×	×	×	→	→	→	→
	Color Background	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→
Image Adjustment	Soft/Sharp	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→
	Contrast	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Background Density	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→
	Pastel	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→
	U.C.R. Adjustment	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Adjustment	★	☆	☆	→	→	→	→	→	→	→	→	→	→	→	
Color Balance Adjustment	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Save Area	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Delete Area	☆	×	×	×	×	×	×	×	×	×	×	×	×	×	














		①	②	③														
				Newly selected mode														
				Color Mode	Density	Original Type			Color Creation									
				Full Color	Black & White	Single Color	Twin Color	Manual Image Density	Auto Image Density	Auto Text Photo	Text	Photo	Special Original	Color conversion	Color Erase	Paint	Color Background	
Paper Select	Auto Paper Select		×	×														
	Copying from Paper Trays		×	×														
	Bypass Feed Copying		×	×														
Reduce/Enlarge	Preset Reduce/Enlarge		×	×														
	Zoom		×	×														
	Directional Magnification (%)		×	×														
	Directional Size Magnification (mm)		×	×														
Auto Reduce/Enlarge		×	×															
Shift/Book	Centering/Cornering, Margin Adjustment		×	×														
Duplex/Combine	Series	Book → 1 Sided		×	×													
		2 Sided → 1 Sided		×	×													
	Duplex	1 Sided → 2 Sided		×	×													
		2 Sided → 2 Sided		×	×													
		Book → 2 Sided		×	×													
		Multi → 2 Sided		×	×													
	Combine	Combine 2 originals		×	×													
		Combine 4 originals		×	×													
Finishing	Sort/Stack/Staple		×	×														
Program			×	×														
Interrupt Copying			×	×														

		③										④										⑤			
		Newly selected mode																							
		Image Adjustment																							
		Soft/Sharp	Contrast	Background Density		Pastel	U.C.R. Adjustment		Color Adjustment		Color Balance Adjustment		Save Area	Delete Area	Rectangle	Right Rectangle	Polygon	Closed Loop	Multi Closed Loop	Line	Frame Line & Rectangle	Frame Line & Right Polygon	Frame Line & Polygon		
Color Mode	Full Color	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Black & White	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Single Color	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Twin Color	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Image Density	Manual Image Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Auto Image Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Original Type	Auto Text/Photo	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Text	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Photo	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Special Original	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Color Creation	Color Conversion	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	
	Color Erase	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	×	×	☆	☆	☆	☆	☆	
	Paint	×	☆	×	☆	☆	×	☆	×	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Color Background	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Image Adjustment	Soft/Sharp	-	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Contrast	☆	-	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Background Density	☆	☆	-	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	Pastel	☆	☆	☆	-	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
	U.C.R. Adjustment	☆	☆	☆	☆	-	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Color Adjustment		☆	☆	☆	☆	☆	☆	-	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Color Balance		☆	☆	☆	☆	☆	☆	☆	☆	-	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Save Area		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	
Delete Area		×	×	×	×	×	×	×	×	×	×	-	☆	×	×	×	×	×	×	-	-	-	-	-	
Paper Select	Auto Paper Select																						×		
	Copying from Paper Trays																						☆		
	Bypass Feed Copying																						☆		
Reduce/Enlarge	Preset Reduce/Enlarge																						☆		
	Zoom																						☆		
	Directional Magnification (%)																						☆		
	Directional Size Magnification (mm)																						☆		
Auto Reduce/Enlarge																							☆		
Shift/Book	Centering/Cornering, Margin Adjustment																							☆	
Duplex/Combine	Series	Book → 1 Sided																							×
		2 Sided → 1 Sided																							×
																									×
	Duplex	1 Sided → 2 Sided																							×
		2 Sided → 2 Sided																							×
		Book → 2 Sided																							×
		Multi → 2 Sided																							×
Combine	Combine 2 originals																							×	
	Combine 4 originals																							×	
Finishing	Sort/Stack/Staple																							☆	
Program																							☆		
Interrupt Copying																							×		

5. What to Do if Something Goes Wrong

If Your Machine Does not Operate as You Want

Check the following:


Condition	Action
Nothing happens when the operation switch is turned on.	Is the main power switch turned on? → Turn on the main power switch.
 Paper tray is empty.	Load paper. ⇒ P.154 "  Loading Paper".
 Toner container is almost empty. Or toner container is empty.	Add toner. ⇒ P.156 "  Changing The Toner Cartridge".
 Doors/covers are open.	Close the doors/covers.
 Misfeed occurs.	Remove misfed paper. ⇒ P.161 "  Clearing Misfeeds".
 The machine instructs you to add staples.	Add staples. ⇒ P.164 "  Adding Staples".
The machine instructs you to enter your user code.	The machine is set for user code mode. Enter your user code. ⇒ P.179 "General Features".
The Energy Saver indicator is on.	Your machine is in Energy Saver mode. → Press the [Energy Saver] key. ⇒ P.49 "Energy Saver Mode".
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? → Paper size and weight must be within the specifications for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? → Always use dry, undamaged paper.
	Is the paper properly set in the paper tray? → Always load paper correctly.
	Are there any pieces of misfed paper or other foreign objects in the machine? → Make sure that the paper path is completely clear of paper and other material after a misfeed.
Staples do not come out at all.	There are jammed staples in the stapler. → Remove the jammed staples. ⇒ P.166 "  Removing Jammed Staples".
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
 or  or  is lit	Contact your service representative.

Condition	Action
The machine cannot detect the original size.	Set custom size original on the exposure glass.
	Input the both horizontal and vertical sizes of the custom original. ⇒ P.41 <i>"Copying onto custom size paper with the bypass tray"</i> .
	Select paper manually, not in Auto Paper Select mode.
	Do not use Auto Reduce/Enlarge mode.
	Set your originals.
The machine instructs you to check the original direction.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Select the proper paper size.
The machine cannot sort this size paper.	Select the proper paper size that can be used in Sort mode. ⇒ P.90 <i>"Sort"</i> .
The machine cannot stack this size paper.	Select the proper paper size that can be used in Stack mode. ⇒ P.92 <i>"Stack"</i> .
You cannot enter the desired copy set number.	You can change the maximum copy quantity that you can make at a time. ⇒ P.179 <i>"General Features"</i> .
The machine instructs you to set the duplex tray.	Reset the duplex tray correctly. ⇒ P.4 <i>"Guide To Components"</i> .
The machine instructs you to wait.	Wait for the machine to warm-up.
The panel display is off.	Press the [Energy Saver] key to cancel Energy Saver mode.
	Turn on the operation switch.
	Adjust the Screen Contrast. ⇒ P.7 <i>"Operation Panel"</i> .

If you cannot correct the problem by taking the above actions, please contact your service representative.

If You Cannot Make Copies as You Want

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.26 "Adjusting Copy Image Density".
		Adjust the background density. ⇒ P.108 "Image Adjustment".
The reverse side of an original image is copied.	The image density is too dark.	Clean them. ⇒ P.191 "Maintaining Your Machine"
		Adjust the image density. ⇒ P.26 "Adjusting Copy Image Density".
A shadow is copied when copying a pasted original.	The image density is too dark.	If you select Black & White Copy mode or Single Color mode, place a black paper in the backside of the original and select Auto Image Density mode.
		Lighten the background density. ⇒ P.108 "Image Adjustment".
		Adjust the image density. ⇒ P.26 "Adjusting Copy Image Density".
Copies are too light.	The original has a low contrast image.	Adjust the background density. ⇒ P.108 "Image Adjustment".
		Set the original in a different direction.
		Put mending tape on the bound part.
		Adjust the image density. ⇒ P.26 "Adjusting Copy Image Density".
Copies are too light.	The image density is too light.	Use dry paper without rough grain.
	Damp or rough grain paper is used	
Copy image is not clear.	The original image type (Auto Text/Photo) is not selected properly.	Select the proper original image type. ⇒ P.26 "Adjusting Copy Image Density".
		Adjust the sharpness of the image with the Soft/Sharp function. ⇒ P.108 "Image Adjustment".

Problem	Cause	Action
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them. ⇒ P.191 <i>"Maintaining Your Machine"</i> .
Copies are blank or parts of the image are not copied.	The original is not set correctly.	Set the originals correctly. ⇒ P.16 <i>"Setting Originals on the Exposure Glass"</i> .
	An improper paper size is selected.	Select the proper paper size.
	The selected reproduction ratio does not match the paper size.	Select the proper reproduction ratio.
A moire pattern is produced on copies as shown in the illustration. 	Text mode is selected.	Select Auto Text/Photo mode or Photo mode. ⇒ P.33 <i>"Selecting the Original Image Type"</i> .
	The line images of the original might be overlapped each other.	Place the original on the exposure glass at a slight angle. Adjust the sharpness of the image. ⇒ P.108 <i>"Image Adjustment"</i> .
Color tone of copies is different from that of originals.	The color balance is not set properly.	Adjust the Color Balance. ⇒ P.103 <i>"Color Balance Adjustment"</i> .
		Perform the Auto Color Calibration. ⇒ P.108 <i>"Image Adjustment"</i> .
Color tone of copies is completely different from that of originals.	Unsuitable color setting.	Perform Auto Color Calibration (A.C.C.). ⇒ P.108 <i>"Image Adjustment"</i> . If you cannot correct the problem by performing Auto Color Calibration, contact your service representative.
Letter parts and photo parts of an original are not separated correctly.	An original has screen letters or low density letters.	Adjust the Auto Text/Photo Sensitivity to a "Text" level. ⇒ P.108 <i>"Image Adjustment"</i> .
	An original has a high contrast photo.	Adjust the Auto Text/Photo Sensitivity to a "Photo" level. ⇒ P.108 <i>"Image Adjustment"</i> .
	An original has a photo having sequence thin lines with regular thin spaces.	
Color parts of an original are copied in black in Auto Color Select mode.	The original image contains small or thin color parts.	Adjust the A.C.S. Sensitivity to a "Full color" level. ⇒ P.108 <i>"Image Adjustment"</i> .

Problem	Cause	Action
Non-color parts of an original are copied in color in Auto Color Select mode.	The machine might detect some black and white screen images (such as from newspaper) as a full color original.	Select Black & White Copy mode. ⇒ P.29 " <i>Black & White copy mode</i> ".
		Adjust the A.C.S. Sensitivity to a "B&W" level. ⇒ P.108 " <i>Image Adjustment</i> ".
A copy image is blurred.	The image density is too light.	Adjust the image density. ⇒ P.26 " <i>Adjusting Copy Image Density</i> ".
	An improper kind of paper is set.	Set the right kind of paper in the paper tray. Note <input type="checkbox"/> Copies might be blurred if you copy onto rough grain, coated, or damp paper.
	Toner is running out.	Add toner. ⇒ P.156 " <i>Changing The Toner Cartridge</i> ".
In Margin Adjustment mode, parts of the original image are not copied.	The margin is set too wide.	Set the narrow margin with the user tools. ⇒ P.179 " <i>General Features</i> ".

If you cannot correct the problem by taking the above actions, please contact your service representative.

Loading Paper

Reference

Regarding paper sizes that can be set, ⇒ P.197 “Mainframe”.

Note

If you want to change the paper size, ⇒ P.169 “Changing Paper Size”.

Non-recommended Paper for Paper Trays

- Folded, curled, creased, or damaged paper
- Torn paper
- Perforated paper
- Paper with conductive or low electrical resistance coating such as carbon or silver coating
- Thermal paper, art paper
- Thin paper that has low stiffness
- Damp paper
- Wavy paper
- Stapled paper
- Translucent paper
- OHP transparencies

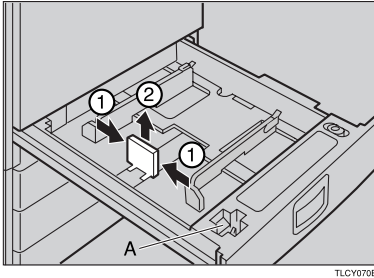
Note

- Load paper with the side you wish to copy onto face-down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- Correct curls in copy paper before loading.
- Fan copy paper to get air between the sheets before loading.
- When making 2-sided copies, do not load paper in the paper tray to copy on the reverse side. Use the bypass tray. ⇒ P.46 “Copying onto the reverse side of paper”.

Loading Paper in the Paper Tray

1 Pull out the paper tray until it stops.

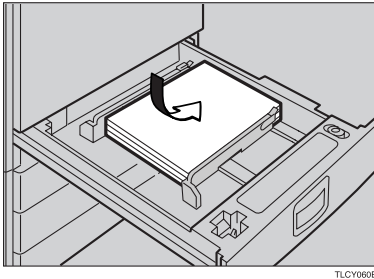
2 Remove the back fence.



Note

- For 11" × 17" paper, put the back fence inside A.

3 Square the paper and set it in the tray.




Note

- Do not stack paper over the limit mark.
- Make sure that the leading corners of the paper are under the corners.

4 Reinstall the side fences.

5 Push the paper tray in until it stops.

Changing The Toner Cartridge

There are four kinds of toner (Cyan, Magenta, Yellow, and Black). When  is lit, it is time to add toner.

 **WARNING:**

- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.**

 **CAUTION:**


- *Keep toner (used or unused) and toner containers out of reach of children.*

 **CAUTION:**

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

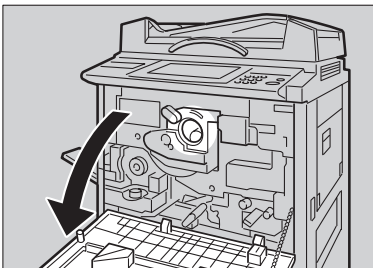
5

 **Note**

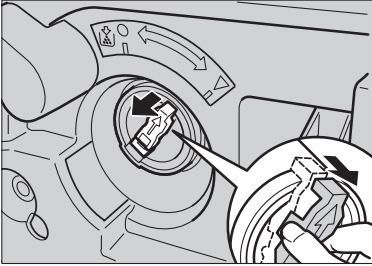
- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.
- Be sure to add the correct color toner.
- You can still make about 20 copies after  appears. This is a good time to get a new toner cartridge ready.

Pulling Out the Toner Cartridge

- 1** Open the front cover of the machine.

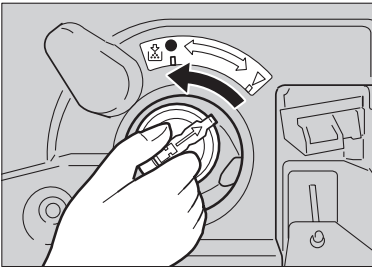


2 Pull the knob out to unlock it.



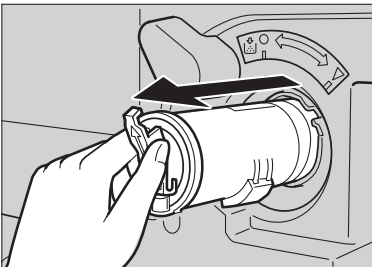
C2MT010E

3 Turn it counterclockwise to the ● mark.



C2MT060E

4 While holding the knob, then gently pull out the toner cartridge.



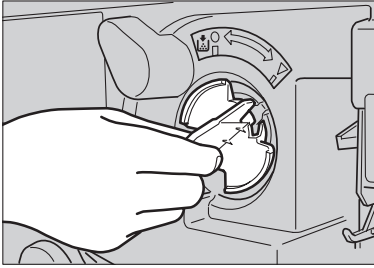
C2MT020E

When you use the Cartridge Replacement Tool


 **Note**

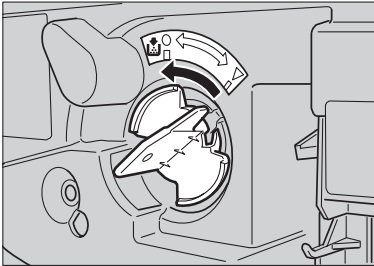
The cartridge replacement tool helps you to turn the knob.

- 1 Detach the cartridge replacement tool from the hook.**
- 2 Set it onto the knob.**



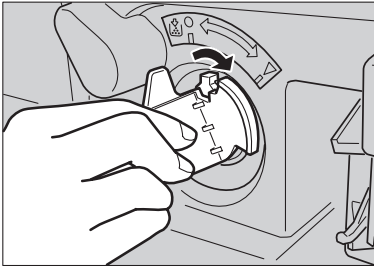
CZMT090E

- 3 Turn it counterclockwise to the  mark.**



CZMT100E

- 4 Turn it clockwise a little, then pull it out from the knob.**



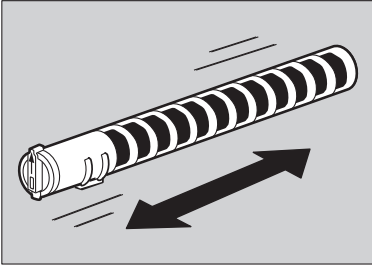
CZMT110E

 **Note**

Hang the cartridge replacement tool on the hook for future use.

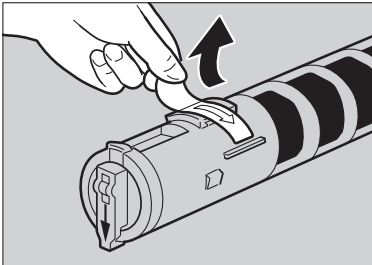
Setting the New Toner Cartridge

1 Hold the new toner cartridge horizontally and shake it 5 or 6 times.



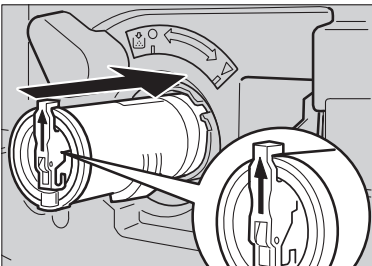
CZMT030E

2 Remove the seal.



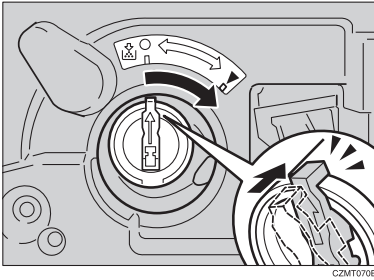
CZMT040E

3 Insert the toner cartridge with the ↑ mark at the top.



CZMT050E

4 Turn the knob clockwise to the ▼ mark until it clicks.



Note

- Hang the cartridge replacement tool on the hook for future use.

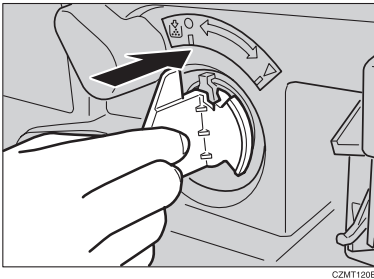
When you use the Cartridge Replacement Tool

5

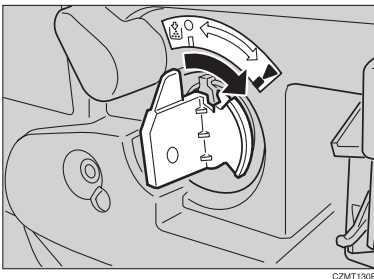
Note

- The cartridge replacement tool helps you to turn the knob.

1 Set it onto the knob.



2 Turn it clockwise to the ▼ mark.



3 Detach the cartridge replacement tool from the knob.

Note

- Hang the cartridge replacement tool on the hook for future use.

160 **5** Close the front cover.

Clearing Misfeeds

CAUTION:

- *The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.*

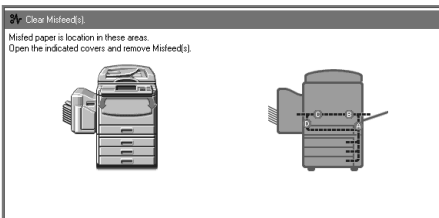
Note

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.
- When clearing misfeeds, make sure that all units and levers are returned to their original position and all covers are closed.
- Do not touch originals in the document feeder when a paper misfeed occurs in the machine. If you do the machine cannot determine which originals have been copied and which haven't.

5


Check the Misfeed Location Display

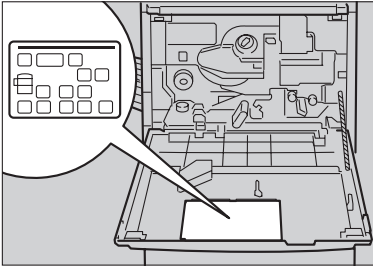
The display shows the location of misfed paper.



Clearing Paper Misfeeds

When A, B, C, D, Y or Z is Displayed:

- 1** Open the front cover of the machine.
- 2** You can find the sticker (with  at the top) explaining how to remove misfed paper inside the front cover as shown in the illustration.




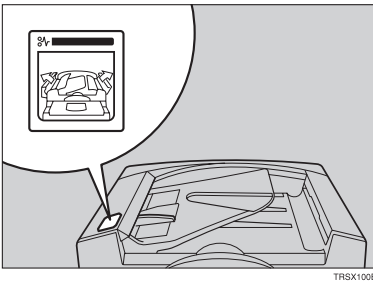
- 3** Remove misfed paper following the instructions on the sticker.
-

When P is Displayed:

 **Note**

- This indicator is displayed only when your machine is equipped with the document feeder.

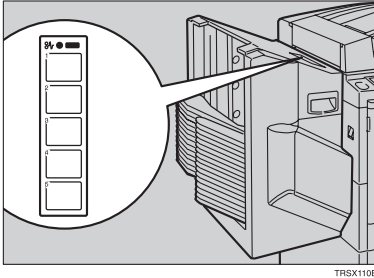
- 1** You can find a sticker (with  at the top), explaining how to remove the misfed paper, on the document feeder as shown in the illustration.



- 2** Remove the misfed paper following the instructions on the sticker.

When R is Displayed: (If your machine is equipped with the 20-bin sorter stapler.)

- 1 You can find a sticker (with ✂ at the top) explaining how to remove the misfed paper, on the color of the sorter stapler as shown in the illustration.



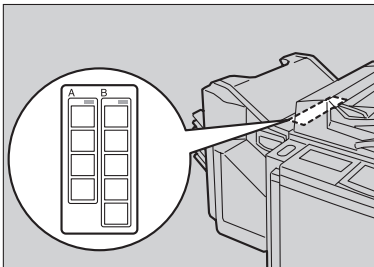
TR5X110E

- 2 Remove the misfed paper following the instructions on the sticker.

5

When P is Displayed: (If your machine is equipped with the 10-bin sorter stapler.)

- 1 You can find the sticker (with ✂ at the top), explaining how to remove the misfed paper on the cover of the sorter stapler as shown in the illustration.



TR5X120E

- 2 Remove the misfed paper following the instructions on the sticker.

Adding Staples

CAUTION:

- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

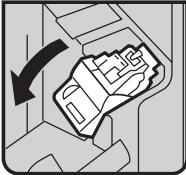
Note

- If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

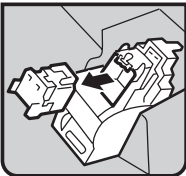
If the staple is coming out, press it to the proper position.

1 Open the front cover of the sorter stapler.

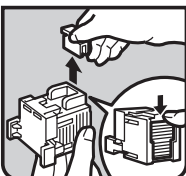
2 Raise the staple unit towards you.



3 Remove the cartridge.



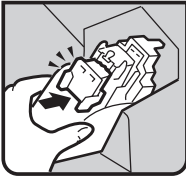
4 Hold the new cartridge as shown in the illustration, then pullout the stopper.



Note

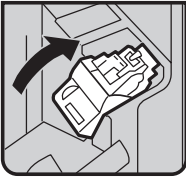
- If the staple is coming out, press it to the proper position.

5 Reinstall the cartridge until it clicks.



TRSP033E

6 Push the staple unit to the original position.



TRSP034E

7 Close the front cover of the sorter stapler.

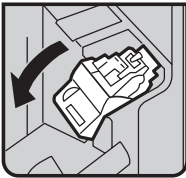
Removing Jammed Staples

Note

- Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curl.
- After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

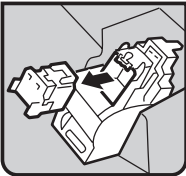
1 Open the front cover of the sorter stapler.

2 Raise the staple unit towards you.



TRSP030E

3 Remove the cartridge.



TRSP031E

4 While pushing the lock, pull the top cover.



TRSP040E

5 Remove the jammed staple.



TRSP041E

6 Push the top cover until it clicks.

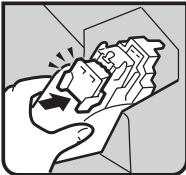


TRSP042E

Note

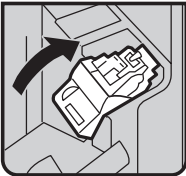
- If the staple is coming out, press it to the proper position.

7 Reinstall the cartridge until it clicks.



TRSP039E

8 Push the staple unit to the original position.



TRSP034E

9 Close the front cover of the sorter stapler.

6. Changing the Machine's Settings

Changing Paper Size

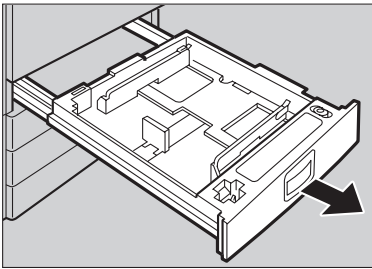
Note

- Be sure select the paper size with the user tools or misfeeds might occur.

Reference

For the paper sizes, weight, and capacity that can be set in each tray. ⇒ P.197 "Mainframe".

- 1** Make sure that the paper tray is not being used.
- 2** Pull out the paper tray until it stops.

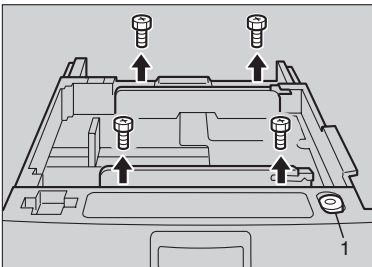


TLCY050E

Note

- Remove any remaining copy paper.

- 3** Remove the screws fastening the side fences using the screwdriver.



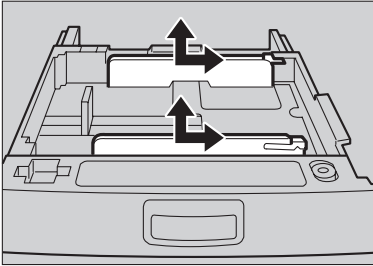
TRSY010E

1. Screwdriver

Note

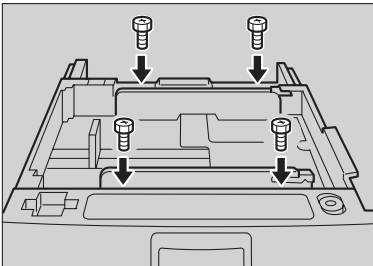
- A screwdriver is contained in the front area of the tray.

4 Re-position the side fence to the paper size you want to use.



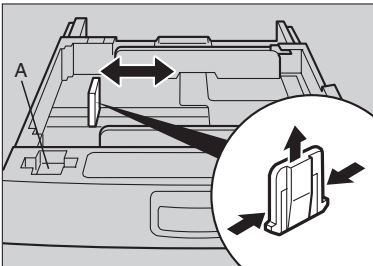
TRSY030E

5 Fasten the fences with screws.



TRSY040E

6 Adjust the back fence to the new paper size.

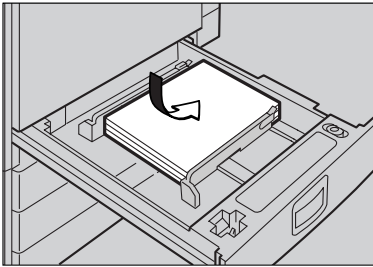


TRSY020E

Note

- For 11" × 17" paper, put the back fence inside A.

7 Square the paper and set it in the tray.



TRSY060E

Note

- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure the leading corners of the paper are under the corners.

8 Push the paper tray in until it stops.

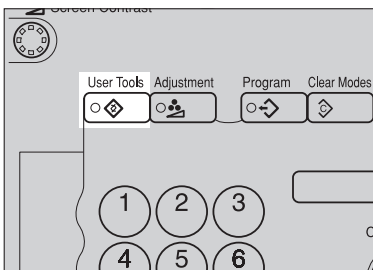
9 Select the paper size with the user tools.

6

Changing Paper Size with the User Tools

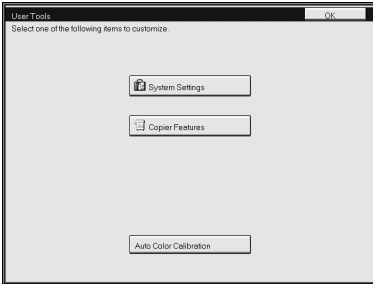
1 Follow the steps 1 to 8 on ⇒ P.169 “Changing Paper Size”.

2 Press the [User Tools] key.



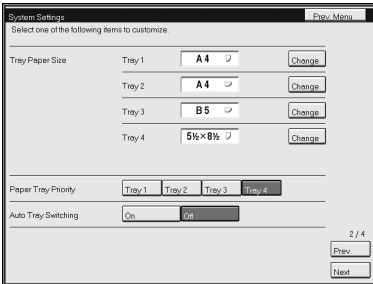
ZCMS021N

3 Press the [System Settings] key.



4 Press the [Next] key until Tray Paper Size is displayed.

5 Press the [Change] key to select the tray.



6 Select the paper size, then press the [OK] key.

7 Press the [User Tools] key to exit from the user tools.

User Tools

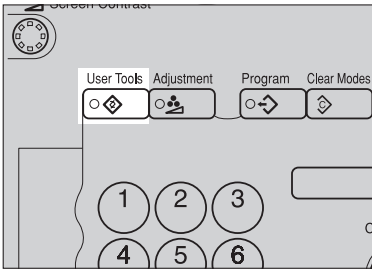
Accessing the User Tools

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

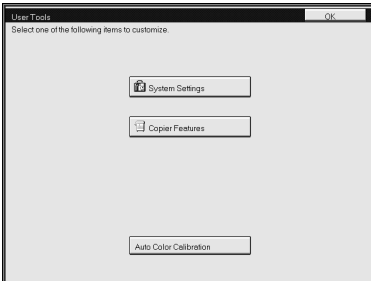
Note

- Do not forget to exit the user tools menu after accessing it.

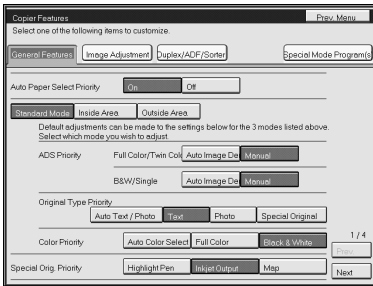
1 Press the **[User Tools]** key.



2 Press the **[System Settings]** or **[Copier Features]** key.



3 Select the desired user tools menu.



Note

- [Next]:** Press to go to the next page.
- [Prev.]:** Press to go back to the previous page.

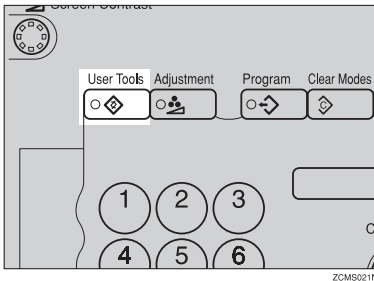
4 Change the settings by following the instructions on the panel display.

Note

- [Prev. Menu]** key: Press to return to the previous menu.
- [Cancel]** key: Press to return to the previous menu without changing any data.

Exiting from the User Tools

1 After changing the user tools settings, press the **[User Tools]** key.



Note






- The settings are not canceled even if the operation switch is turned off or the **[Clear Modes]** key is pressed.







Setting You can Change with the User Tools (System Settings)


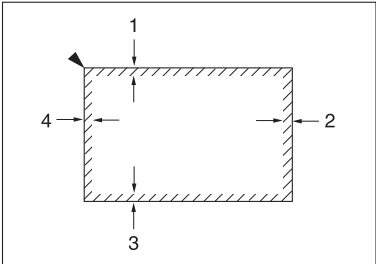


Reference








For how to access the user tools, ⇒ P.173 “Accessing the User Tools”.

System settings

Menu	Description
Function Priority	<p>You can specify the mode to be displayed immediately after the operation switch is turned on or System Reset mode is turned on.</p> <p> Note <input type="checkbox"/> Default: <i>Copier</i></p>
Panel Tone	<p>The key tone sounds when a key is pressed. This beeper can be turned on or off.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>
Ready / Tone	<p>Choose whether the machine beeps when it becomes ready for a copy run after power up.</p> <p> Note <input type="checkbox"/> Default: <i>On</i> <input type="checkbox"/> When the “Panel Tone” is set to Off, the beeper does not sound even if the “Ready/Tone” is set to On.</p>
Auto Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function called “Auto Off”. The time can be set from 1 to 240 minutes.</p> <p> Note <input type="checkbox"/> Default: <i>60 minutes</i></p>
Control Panel Off Timer	<p>The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off. In Energy Saver mode, the panel display turns off.</p> <p> Note <input type="checkbox"/> Default: <i>On (60 seconds)</i></p>

Menu	Description
Control Panel Off Level	<p>The machine enters Energy Saver Mode automatically after your job is finished.</p> <p>Three Energy Saver levels are available.</p> <ul style="list-style-type: none"> • Level 1 The back light of the panel display goes off. Warm-up time: 0 seconds • Level 2 Power consumption approximately A 25% decrease compared to stand-by. Warm-up time: Approximately 80 seconds • Level 3 Power consumption: Approximately A 50% decrease compared to stand-by. Warm-up time: Approximately 140 seconds <p> Note <input type="checkbox"/> Default: <i>Level 1</i></p>
System Reset Timer (Printer Option Required)	<p>The machine returns to its prioritized mode automatically a certain time after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off.</p> <p> Note <input type="checkbox"/> Default: <i>On (60 seconds)</i></p>
Function Reset Timer (Printer Option Required)	<p>When Interleave Print is turned on and a print job comes along while the machine is busy printing another job, this delay specifies how long the machine will wait before switching to the priority print job.</p> <p>The time can be set from 10 to 990 seconds.</p> <p> Note <input type="checkbox"/> Default: <i>On (60 seconds)</i> <input type="checkbox"/> The optional printer is required to use this function.</p>
Tray Paper Size	<p>Select the size of the copy paper set in the paper tray.</p> <p> Note <input type="checkbox"/> If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.</p> <p> Reference For details, ⇒ P.197 “Mainframe”.</p>
Paper Tray Priority	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> • When the main power switch or operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the [Clear Modes] key is pressed. • When the Auto Paper Select mode is not selected. <p> Note <input type="checkbox"/> Default: <i>Tray 1</i></p>

Menu	Description
Auto Tray Switching	<p>If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> This function is not available in Area Editing Mode.
3 Side Full Bleed	<p>When this mode is off, narrow margins on all 4 sides of the original are not copied.</p> <div style="text-align: center;">  <p style="text-align: right; font-size: small;">GGGENKZE</p> </div> <p>1: $2 \pm 2\text{mm} / 0.08'' \pm 0.08''$ 2: $2 \pm 2\text{mm} / -1.5\text{mm}, 0.08'' + 0.08'' / -0.06$ 3: $2 \pm 2\text{mm}, 0.08'' \pm 0.08''$ 4: $4 \pm 2\text{mm}, 0.2'' \pm 0.08''$</p> <p>When you turn it on, margins 1, 2 and 3 are copied.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> You cannot cancel the leading edge margin (margin 4).
Bypass Tray Custom Size	<p>You can register non-standard size paper when you make copies with the bypass tray.</p> <ol style="list-style-type: none"> ① Press the [Change] key. ② Enter the horizontal size with the number keys, then press the [#] key. ③ Enter the vertical size with the number keys, then press the [#] key. ④ Press the [OK] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adjustment value: <ul style="list-style-type: none"> • Metric version: <ul style="list-style-type: none"> Vertical: 100 - 305mm Horizontal: 140 - 457mm • Inch version: <ul style="list-style-type: none"> Vertical: 3.9" - 12.0" Horizontal: 5.5" - 18.0" <input type="checkbox"/> Default: <i>Custm 1</i>








Menu	Description
Interleave Print	<p>Turn this feature on to give print jobs priority. If a print job comes along while another job is in progress, the current job will be temporarily suspended while the print job is printed.</p> <p> Note</p> <p><input type="checkbox"/> If you select "On", various documents output to the same tray. To avoid mixing copies, you can select "Off" or specify the output bin for each function.</p> <p><input type="checkbox"/> Default: <i>On</i></p>
Interleave Priority	<p>Which function has priority when interleaving delivery of prints, copies and faxes.</p> <ul style="list-style-type: none"> • Copier • Printer • Fax <p> Note</p> <p><input type="checkbox"/> Default: <i>Copier</i></p>
Copy Count Display	<p>The copy counter can be set to show the number of copies made (Count Up), or the number of copies remaining to be made (Count Down).</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Up</i></p>
Display Color Setting	<p>You can change the color of the display editor.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Blue</i></p>
Key Operator Tools	<p>If you select "On", only operators who know the key operator code can access the "Key Operator Tools" in the System Settings and Copier Features.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> If you select "On", you should register the key operator code.</p>
AOF(Keep It On.)	<p> Note</p> <p><input type="checkbox"/> For details about this function, contact your service representative.</p>
Output Tray (For 3-bin sorter only)	<p>You can specify a bin to which documents are delivered for each feature (Copy, printer and fax).</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Copier: <i>First Bin</i> • Printer: <i>Second Bin</i> • Fax: <i>Third Bin</i>







Settings You can Change with the User Tools (Copier Features)














Reference





For how to access the user tools, ⇒ P.173 “Accessing the User Tools”.

General Features

Menu	Description
Auto Paper Select Priority	By default, Auto Paper Select is selected just after the machine is turned on or when modes are cleared. You can cancel this setting.  Note <input type="checkbox"/> Default: <i>On</i>
ADS Priority (FC/Twin)	By default, Manual Image Density is selected in Full Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting so that the Auto Image Density is selected.  Note <input type="checkbox"/> Default: <i>Manual</i>
ADS Priority (B&W/SC)	As a default setting, Manual Image Density is selected in Black & White, Single Color, and Twin Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting.  Note <input type="checkbox"/> Default: <i>Manual</i>
Original Type Priority	You can select the original image type (Auto Text/Photo mode, Text mode, Photo mode, or Special Original mode) that is selected automatically just after the machine is turned on or when modes are cleared.  Note <input type="checkbox"/> Default: <i>Auto Text/Photo mode</i>
Color Priority	You can select the color mode (Auto Color Select mode, Full Color mode, or Black & White mode) that is selected automatically just after the machine is turned on or when modes are cleared.  Note <input type="checkbox"/> Default: <i>Auto Color Select mode</i>
Special Orig. Priority	You can select the special original type (Highlight Pen, Inkjet Output, or Map) that is selected automatically just after the machine is turned on or when modes are cleared.  Note <input type="checkbox"/> Default: <i>Highlight Pen</i>
Photo Type(Auto Text/Photo) (Auto Text/Photo)	You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Auto Text/Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.  Note <input type="checkbox"/> Default: <i>Press Print</i>




Menu	Description
Photo Type(Auto Text/Photo) (Photo)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Press Print</i></p>
Copy Reset Timer	<p>The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 990 seconds, or this function can be turned off.</p> <p>① Select [On] or [Off] keys.</p> <p>② When you select [On], enter the time with the number keys. Then, press the [#] key.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>On (60 seconds)</i></p>
Maximum Copy Quantity	<p>The maximum copy quantity can be set from 1 to 100.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>
Tone: Original on Platen	<p>The key tone sounds when you forgot to remove originals after copying.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> When the "Panel Tone" is set to Off, the beeper does not sound even if the "Original Tone" is set to On.</p>
Front Side Margin Adjust.	<p>You can adjust the front side margin direction and width that is selected as a default in "Front Side Margin Adjust" mode. You can change this setting.</p> <ul style="list-style-type: none"> • Metric Version: left/20mm - right/20mm in 1mm steps. • Inch Version: left/0.8" - right/0.8" in 0.1" steps. <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>left/right 0mm</i> • Inch version: <i>left/right 0"</i>
Back Side Margin Adjust.	<p>You can adjust the back side margin direction and width that is selected as a default in Back Side Margin Adjust. You can change this setting.</p> <ul style="list-style-type: none"> • Metric Version: left/20mm - right/20mm in 1mm steps. • Inch Version: left/0.8" - right/0.8" in 0.1" steps. <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: <i>left/right 0mm</i> • Inch version: <i>left/right 0"</i>


Menu	Description
1→2 Duplex Auto Margin Adjust.	<p>When you use 1 Sided → 2 Sided mode, the machine sets the back side margin automatically.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>
Magnification Setting	<p>Up to 2 reproduction ratios which you frequently use can be registered.</p> <p>① Press the [Setting] key.</p> <p>② Select the [User Ratio 1] or [User Ratio 2] key.</p> <p>③ Enter your desired ratio with the number keys. Then press the [#] key.</p> <p>④ Press the [OK] key.</p>
Initial Mode Setting	<p>You can set the machine to recall program setting when the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Normal</i></p>
Show Editor Grid (Option)	<p>You can turn the grid snap on or off in the display editor. The grids may help you to mark a right angle shape.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>
Area Shape Priority (Option)	<p>When you designate areas, you can select the first designated shape.</p> <p>① Select the  (Rectangle),  (R.A. Polygon),  (Polygon),  (Closed Loop), or  (Multi. Closed Loop) key.</p> <p> Note</p> <p><input type="checkbox"/> Default:  (<i>Rectangle</i>) key</p>
B&W Copy Default: Text	<p>When you select Black & White copy mode, you can select text mode regardless of the Original Type Priority setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p>
Image Rotation	<p>When copying onto copy paper of the same size but different orientation in Auto Paper Select or Auto Reduce/Enlarge mode, rotate the image by 90 degrees.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p>
Priority Tray for FC	<p>When copying in Full Color mode, the paper in the selected paper tray can be used.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> When you select Black copy mode, you can select Text mode regardless of the Orig. Mode Priority setting.</p>

Menu	Description
Key Operator Tools	<p>Use these tools to manage use of the machine.</p> <p> Note</p> <p><input type="checkbox"/> Enter a previously registered key operator code with the number keys.</p> <p> Reference</p> <p>For details about the key operator code, ⇒ P.175 “System settings”.</p>
Accessible Modes Setting	<p>You can assign user codes to each color mode. Operators must input their user codes before using each color mode (Full color, Black & White, Single, Twin Color).</p> <p>The machine keeps count of the number of copies made under each user code.</p> <p>① Select your desired color mode.</p>
User Codes Setting	<p>❖ Program</p> <p>You can register the user codes.</p> <p>① Press the [Program] key.</p> <p>② Enter the user code with the number keys. Then press the [#] key.</p> <p>③ Select the color mode from [Full Color], [Black & White], [Single], or [Twin Color] key.</p> <p> Note</p> <p><input type="checkbox"/> You can up to 50 user codes.</p>
	<p>❖ Change</p> <p>You can change the user codes.</p> <p>① Press the [Change] key.</p> <p>② Select the user code.</p> <p>③ Enter the user code with the number keys. Then press the [#] key.</p> <p>④ Select the color mode from [Full Color], [Black & White], [Single], or [Twin Color] key.</p>
	<p>❖ Clear</p> <p>You can clear the user codes.</p> <p>① Press the [Clear] key.</p> <p>② Select the user code that you want to clear.</p> <p>③ If you want to clear the all user codes of the page, press the [Select All] key.</p> <p> Note</p> <p><input type="checkbox"/> If you want to change the [Select All], press the [Clr All Select] key.</p> <p>④ Press the [OK] key.</p> <p>⑤ Press the [Yes] key.</p>
	<p>❖ Delete All</p> <p>You can delete the all registered user codes.</p> <p>① Press the [Delete All] key.</p> <p>② Press the [Yes] key.</p>






Menu	Description
Counter Manager	<p>❖ Counter List Print</p> <p>You can print data for all user codes.</p> <ol style="list-style-type: none"> ① Press the [Counter List Print] key. ② Press the [Print Start] key.
	<p>❖ Reset Counters</p> <p>You can check the number of copies made using each user code, and clear each code's counter.</p> <ol style="list-style-type: none"> ① Press the [Reset Counters] key. ② Input the user code you want to check the number of copies made under the number keys. ③ Press the [OK] key. ④ Press the [Yes] key.
	<p>❖ Delete All</p> <p>You can reset the counter for all user codes.</p> <ol style="list-style-type: none"> ① Press the [Delete All] key. ② Press the [Yes] key.



Image Adjustment

Menu	Description
Background Dens. of A.D.S. (FC/Twin)	<p>The Auto Image Density levels in Full Color mode can be made lighter or darker (5 levels).</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 3</i></p>
A.C.S. Priority	<p>You can select whether color images or black & white images are priority detected in Auto Color Select mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Full Color</i></p>
Color Sensitivity	<p>When in Color Erase, Color Conversion or Twin Color (Red & Black) mode, the function can be made more or less sensitive to the color to be erased or converted. It can be adjusted within 5 levels ("Narrow" to "Wide").</p> <p>For example, if red is selected as the color to be erased or converted, "Narrow" will result in only red being erased or converted, and "Wide" will result in other colors close to red being erased or converted.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 3</i></p>

Menu	Description
Inkjet Output Mode Setting	<p>Specifies the type of image adjustment for Inkjet Output mode.</p> <ul style="list-style-type: none"> • 1 – emphasize yellow • 2 – emphasize red and yellow • 3 – emphasize red and blue <p>If you want to emphasis yellow, select 1. If you want to emphasis red and yellow, select 2. If you want to emphasis red and blue, select 3.</p> <p> Note <input type="checkbox"/> Default: 1</p>

Duplex/ADF/Sorter




Menu	Description
Duplex Tray Auto Clear	<p>When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be automatically delivered with the reverse side blank. You can cancel this setting.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>
SADF Auto Reset Timer	<p>When you set one original at a time in the document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. The time can be set from 1 second to 99 seconds.</p> <p> Note <input type="checkbox"/> Default: <i>5 seconds</i></p>
ADF Thin paper	<p>Use when changing the type of originals to be fed. Select this function to avoid damaging thin originals (40 - 52g/m², 11-14 lb) set in the document feeder.</p> <p> Note <input type="checkbox"/> Default: <i>Off</i></p>
ADF Mixed Sizes	<p>By default, you cannot set originals of different sizes at one time in the document feeder. You can cancel this setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> If you select [On], the copying speed will be reduced. <input type="checkbox"/> When setting different length originals, all originals must be flush with the back fence of the document feeder. <input type="checkbox"/> Smaller originals might be skewed a little.
ADF Auto Paper Select	<p>By default, Auto Paper Select is selected when you set originals in the document feeder. You can cancel this setting.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>

Menu	Description
Full Color Copy Sorting	<p>You can disable sorting, stacking, or stapling in Full Color mode to maximize quality of full color copies.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p>
Auto Sort Mode	<p>You can have the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p>

Special Mode Program(s)

Special Mode	Use to recall the special modes set by your service representative.
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Auto Color Calibration

Copy Mode/Printer Mode	<p>When the tone of a specific color is strong or the color tone of copies is different from that of originals, perform the procedure below to adjust the balance of the 4 basic colors.</p> <ol style="list-style-type: none"> ① Press the [Auto Color Calibration] key. ② If your machine has the printer option installed, select Copy Mode or Printer Mode. Then press the [Start] key. ③ Press the [Print Start] key. <p> Note</p> <p><input type="checkbox"/> The test pattern is delivered to the copy tray.</p> <ol style="list-style-type: none"> ④ Set the test pattern on the exposure glass. Then press the [Scan Start] key. <p> Limitation</p> <p><input type="checkbox"/> You cannot set the test pattern in the document feeder.</p> <p> Note</p> <p><input type="checkbox"/> To return to the previous setting, press the [Prev. Setting] key.</p>
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Do's and Don'ts

⚠ CAUTION:

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- When you use this equipment for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend you keep it well ventilated.
- Do not press areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may feel warm this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change.
- Do not open the covers of machine while copying or printing. If you do, mis-feeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ CAUTION:

- *If you use the equipment in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10-32°C, (50-89.6°F)(humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15-80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible built-up ozone, make sure to locate this machine in a large well ventilated room that an air turnover of more than 30m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 2,000 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Please where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ WARNING:

- ***Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.***

⚠ CAUTION:

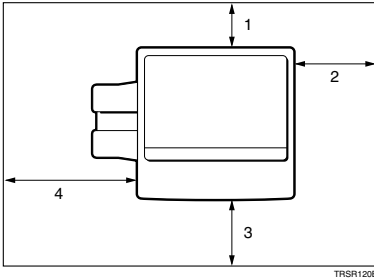
- ***Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.***

⚠ CAUTION:

- ***When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).***
- When the main power switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate than 10%
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

Access to Machine

Place the machine near the power source, providing clearance as shown.



1. Rear: more than 10cm, 4.0"
2. Right: more than 37cm, 14.6"
3. Front: more than 70cm, 27.6"
4. Left: more than 40cm, 15.8"

 **Note**

- For the required space when options are installed, please contact your service representative.

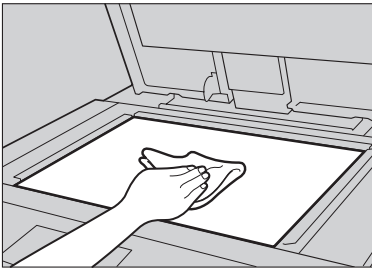
Maintaining Your Machine

If the exposure glass, platen cover or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty

Note

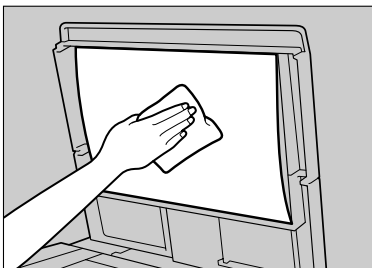
- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.
- Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove the water.

Exposure Glass



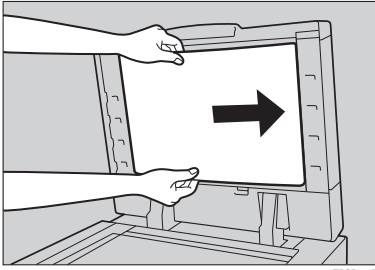
TRSR130E

Platen Cover



TRSR140E

Document Feeder

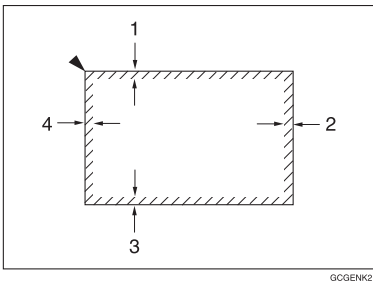


TRSR150E

Remarks

Copier

- Be careful not to move the original during the scanning process.
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- As a default setting, narrow margins on all four sides will not be copied as shown in the illustration.


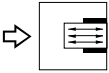


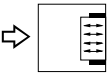



1. $2 \pm 2\text{mm}$, $0.08'' \pm 0.08''$
2. $2 + 2 / -1.5\text{mm}$, $0.08'' + 0.08'' / -0.06''$
3. $2 \pm 2\text{mm}$, $0.08'' \pm 0.08''$
4. $5 \pm 2\text{mm}$, $0.2'' \pm 0.08''$

Use and Storage of Supplies

Copy Paper

- Copy paper of the types or in the conditions listed below are not recommended for this copier.
 - Folded, curled, creased, or damaged paper
 - Torn paper
 - Perforated paper
 - Paper with conductive or low electrical resistance coating such as carbon or silver coating
 - Thermal paper, art paper
 - Thin paper that has low stiffness
 - Damp paper
 - Wavy paper
 - Stapled paper
 - Translucent paper
- Never use ink-jet printer paper to prevent failure.
- Use a proper type OHP transparency and set it in correct direction to prevent failure.
- Fan copy paper and OHP transparencies to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- When copying on rough surface paper, the copy image may be light.
- When setting paper thinner than $64\text{g}/\text{m}^2$, 17 lb or translucent paper in the paper trays or bypass trays, set it as shown in the figure below. The paper is divided into the vertical and horizontal types depending on the texture flow direction. If you set thin paper or translucent paper in the reverse direction, a paper jam might occur. Since A3, B4, $11" \times 17"$, and $8\frac{1}{2}" \times 14"$ sizes of thin paper are set in the lengthwise direction in this machine, they must be of the vertical type.

	Texture flow	Setting paper in the paper trays	Setting paper in the bypass tray
Vertical type			 GCYOSHE
Horizontal type			 GCYOSIZE

Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- Do not store paper where it will be exposed to heat.
- Store on a flat surface.
- Use older stock first.
- Do not lay heavy objects on paper.
- Keep open reams of paper in the package, and store as you would unopened paper.

Toner Storage

- Store in a cool, dark place.
- Never store toner where it will be exposed to heat.
- Do not lay heavy objects on toner container.

8. Specification

Mainframe

❖ **Configuration:**

Desktop

❖ **Process:**

Dry electrostatic transfer system

❖ **Resolution:**

600 dpi

❖ **Gradations:**

256 gradations

❖ **Originals:**

Sheet, book, objects

❖ **Original size:**

Maximum: A3, 11" × 17"

❖ **Copy paper size:**

- Trays:
A3, B4, A4, B5, A5, 11" × 17", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₂" × 11", 8" × 13", 5¹/₂" × 8¹/₂"
- Bypass Tray:
⇒ P.37 "Copying from the Bypass Tray".

❖ **Copy paper weight:**





- Trays:
64 - 105g/m², 17 - 28 lb
- Bypass tray:
52 - 160g/m², 14 - 43 lb
- Auto Duplex Tray:
64 - 105g/m², 17 - 28 lb (When you use paper heavier than 104.7g/m², 28 lb, use the bypass feed table and select Thick mode.)

❖ **Copy paper capacity:**





- Tray:
500 sheet
- Bypass Tray:
50 sheets

◆ **Copying speed (full size):**





◆ **Full color (4 colors)**

	Standard mode	OHP/Thick mode
A4  , 8 ¹ / ₂ " × 11" 	6 copies/minute	3 copies/minute
A3  , 11" × 17" 	3 copies/minute	1.5 copies/minute





◆ **Black, Yellow, Magenta, Cyan:**

	Standard mode	OHP/Thick mode
A4  , 8 ¹ / ₂ " × 11" 	31 copies/minute	5 copies/minute
A3  , 11" × 17" 	15 copies/minute	2.5 copies/minute





◆ **Blue (Magenta + Cyan), Green (Yellow + Cyan):**

	Standard mode	OHP/Thick mode
A4  , 8 ¹ / ₂ " × 11" 	9 copies/minute	4 copies/minute
A3  , 11" × 17" 	4.5 copies/minute	2 copies/minute

◆ **Red (Yellow + Magenta):**

	Standard mode	OHP/Thick mode
A4  , 8 ¹ / ₂ " × 11" 	7 copies/minute	3.5 copies/minute
A3  , 11" × 17" 	3.5 copies/minute	1.5 copies/minute

◆ **Black + Yellow, Black + Magenta, Black + Cyan:**

	Standard mode	OHP/Thick mode
A4  , 8 ¹ / ₂ " × 11" 	7 copies/minute	3.5 copies/minute
A3  , 11" × 17" 	3.5 copies/minute	1.5 copies/minute

◆ **First copy time:**

	Standard mode	OHP/Thick mode
Full colors (4 colors)	22.4 seconds	35 seconds
Black, Yellow, Magenta, Cyan	8 seconds	23 seconds
Blue (Magenta + Cyan), Green (Yellow + Cyan)	16 seconds	27 seconds
Red (Yellow + Magenta)	16 seconds	27 seconds
Black + Yellow, Black + Magenta, Black + Cyan	16 seconds	27 seconds

❖ **Non-reproduction area:**

- Leading edge:
5±2mm, 0.2"±0.08"
- Trailing edge:
2+2/-1.5mm, 0.08"+0.08"/-0.06"
- Side:
2±2mm, 0.08"±0.08" (Total 4mm, 0.16" or less)

❖ **Toner replenishment:**

Cartridge (220g/cartridge)

❖ **Warm-up time:**

Less than 270 seconds (20°C, 68°F)

❖ **Reproduction ratios:**

5 enlargement and 7 reduction

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

❖ **Power consumption:**

	Copier only	Full system ^{*1}
Warm up	1.3kW	1.3kW
Stand-by	0.4kW	0.4kW
During printing	1.1kW	1.3kW
Maximum	less than 1.5kW	less than 1.5kW

^{*1} Full system: Mainframe with the document feeder, 3-bin sorter stapler and 1500 sheet tray unit. Optional printer installed.

❖ **Noise Emission *1**

❖ **Sound power level**

	Mainframe only	Complete System *3
Stand-by	less than 49 dB (A)	less than 50 dB (A)
During printing	less than 66 dB (A)	less than 66 dB (A)

❖ **Sound pressure level *2**

	Mainframe only
Stand-by	less than 49 dB (A)
During printing	less than 66 dB (A)

*1 The above measurements made in accordance with ISO 7779 are actual value.

*2 It is measured at the position of the operator.

*3 The Complete System consists of mainframe and Sorter Stapler.

❖ **Dimensions (W × D × H up to the exposure glass):**

620 × 744 × 620mm, 24.5" × 29.3" × 24.5"

❖ **Weight:**

Approximately 112kg, 244.7 lb

 **Note**










- Specifications are subject to change without notice.

Document Feeder (Option)


❖ Original Feed:

Automatic reverse document feed - ARDF mode
Automatic document feed - ADF mode
Semi-automatic document feed - SADF mode

❖ Original size:

A3  - B6   (B6   cannot be used in ARDF mode)
11" × 17" , 8 1/2" × 13" , 8 1/2" × 5 1/2"  

❖ Original weight:

- SADF mode, ADF mode:
40 - 128g/m², 14 - 34 lb
- ARDF mode:
52 - 105g/m², 14 - 28 lb
(For 40 - 52g/m², 11 - 14 lb originals, use ADF Thin Paper mode. B6  cannot be used in ARDF Thin Paper mode)

❖ Maximum number of originals to be set:

50 sheets (80g/m², 20 lb)

❖ Original set:

Face up, First sheet on top

❖ Original transport:

One flat belt

❖ Maximum power consumption:

45W (Power is supplied from the main frame.)

❖ Weight:

Less than 10.5kg, 23.2 lb

❖ Dimensions (W × D × H):

610 × 507 × 130mm, 24.1" × 20.0" × 5.2"

Note

- Specifications are subject to change without notice.














20-bin Sorter Stapler (Option)

❖ Number of bins:













20 bins + proof tray

❖ Paper size for bins (Normal paper mode):

- Sort/Stack:

A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8 1/2" × 14" , 8 1/2" × 13" , 8 1/2" × 11"  , 12" × 18" 

- Staple:

A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8 1/2" × 14" , 8 1/2" × 13" , 8 1/2" × 11"  

❖ Paper weight for bins:

52g/m² - 160g/m², 14 - 42 lb

❖ Bin capacity (Normal paper mode):

- Sort:

A4, 8 1/2" × 11" or smaller: 30 sheets (80g/m², 20 lb)

A4, 8 1/2" × 13" or larger: 25 sheets (80g/m², 20 lb)

- Stack:

A4, 8 1/2" × 11" or smaller: 25 sheets (80g/m², 20 lb)

A4, 8 1/2" × 13" or larger: 20 sheets (80g/m², 20 lb)

❖ Stapler capacity (Normal paper mode):

2-30 sheets (80g/m², 20 lb)

❖ Proof tray capacity:

100 sheets (80g/m², 20 lb)

❖ Maximum power consumption:

35W (Power is supplied from the main frame.)

❖ Weight:

20.5kg, 45.2 lb

❖ Dimensions (W × D × H):

430 × 570 × 680mm, 17.0" × 22.5" × 26.8"

Note

Specifications are subject to change without notice.

10-bin Sorter Stapler (Option)

❖ Number of bins:

10 bins + proof tray

❖ Paper size for bins:

• Sort/Stack:

A3, B4, A4, B5, 11" × 17", 10" × 14", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₂" × 11"

• Staple:

A3, B4, A4, B5, 11" × 17", 10" × 14", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₂" × 11"

❖ Paper weight for bins:

52g/m² - 160g/m², 14 - 42 lb

❖ Bin capacity:

• Sort:

A4, 8¹/₂" × 11" or smaller: 30 sheets (80g/m², 20 lb)

B4, 8¹/₂" × 13" or larger: 25 sheets (80g/m², 20 lb)

• Stack:

A4, 8¹/₂" × 11" or smaller: 25 sheets (80g/m², 20 lb)

B4, 8¹/₂" × 13" or larger: 20 sheets (80g/m², 20 lb)

❖ Stapler capacity:

2-20 sheets (80g/m², 20 lb)

❖ Proof tray capacity:

100 sheets (80g/m², 20 lb)

❖ Maximum power consumption:

33W (Power is supplied from the main frame.)

❖ Weight:

12.4kg, 27.4 lb

❖ Dimensions (W × D × H):

381 × 548 × 443mm, 15.0" × 21.6" × 17.5"

Note

☐ Specifications are subject to change without notice.

3-bin Sorter (Option)

◆ Number of bins:

3 bins

◆ Paper size for bins:

A3, B4, A4, B5, A5, B6, A6, 11" × 17", 10" × 14", 8¹/₂" × 14", 8¹/₂" × 13", 8¹/₄" × 13", 8¹/₂" × 11", 5¹/₂" × 8¹/₂", 12" × 18"

◆ Paper weight for bins:

- Face-up:
 - 1st bin: 52 - 160g/m², 14 - 42 lb
 - 2nd and 3rd bins: 52 - 105g/m², 14 - 28 lb
- Face-down:
 - 64 - 105g/m², 17 - 28 lb

◆ Bin capacity (Normal paper mode):

- 1st bin:
 - A4, 8¹/₂" × 11" or smaller: 500 sheets (80g/m², 20 lb)
 - B4, 8¹/₂" × 13" or larger: 250 sheets (80g/m², 20 lb)
- 2nd and 3rd bins:
 - A4, 8¹/₂" × 11" or smaller: 250 sheets (80g/m², 20 lb)
 - B4, 8¹/₂" × 13" or larger: 125 sheets (80g/m², 20 lb)

◆ Maximum power consumption:

30W (Power is supplied from the main frame.)

◆ Weight:

Less than 14kg, 30.9 lb

◆ Dimensions (W × D × H):

361 × 483 × 427mm, 14.3" × 19.1" × 16.9"

Note

- Specifications are subject to change without notice.

1000-sheet Tray Unit (Option)

❖ **Copy paper weight:**

64 - 105g/m², 17 - 28 lb

❖ **Available paper size:**

A3, B4, A4, B5, A5, 11"×17", 8¹/₂"×14", 8¹/₂"×11", 8"×13", 8¹/₂"×13", 5¹/₂"×8¹/₂"

❖ **Maximum power consumption:**

50W (Power is supplied from the main frame.)

❖ **Paper capacity:**

500 sheets × 2 trays

❖ **Dimensions (W × D × H):**

620 × 680 × 390mm, 24.5" × 26.8" × 15.4"

❖ **Weight:**

Approx. 32kg, 70.6 lb

 **Note**

☐ Specifications are subject to change without notice.

1500-sheet Tray Unit (Option)

❖ **Copy paper weight:**

- 64 - 105g/m², 17 - 28 lb

❖ **Available paper size:**

A3, B4, A4, B5, A5, 11"×17", 8¹/₂"×14", 8¹/₂"×11", 8"×13", 5¹/₂"×8¹/₂"

❖ **Maximum power consumption:**

50W (Power is supplied from the main frame.)

❖ **Paper capacity:**

500 sheets × 3 trays

❖ **Dimensions (W × D × H):**

620 × 680 × 390mm, 24.5" × 26.8" × 15.4"

❖ **Weight:**

Approx. 37kg, 81.6 lb

 **Note**

- Specifications are subject to change without notice.

Multi-access

You can carry out another job using a different function while the current job is being performed.

This allows you to handle your jobs efficiently regardless of how the machine is being used. For example:

- While making copies, the machine can send a fax message that has been stored in memory.
- The machine can receive print data in any mode.

Performing multiple functions simultaneously like this is called Multi-access.

Note

- You can choose which mode has highest priority for print jobs. The default is "Copy". See "Interleave Print" in ⇒ P.175 "System settings".
- If your machine is equipped with the optional 3-bin sorter, you can specify the tray used for each mode so that output can be delivered separately. If you require the optional 3-bin sorter, contact your local dealer or service representative. See "Output tray" ⇒ P.175 "System settings".



Sample operations

This chart is based on the following conditions:

- "16. Print Priority" is set to "Interleave" (See "16. Print Priority" in ⇒ P.175 "System settings").
- For details on operations under other conditions, contact your service representative.

Mode after you select		Copy				Facsimile					Printer									
		Copying	Sort *1	Copying *2	Stapling *1	Transmission Operation/ Manual Reception Operation	Transmission		Reception	Printing Received Data	Print									
Mode before you select		○	×	×	×		→	×			☆	×	☆	☆	☆	☆	☆			
Copy	Copying	○	×	×	×	→	×	☆	×	☆	☆	☆	☆	☆	☆					
	Sort *1	○	×	—	×	→	×	☆	×	☆	☆	☆	☆	☆	☆					
	Sort *2	○	—	×	—	→	×	☆	×	☆	☆	☆	☆	☆	☆					
	Stapling *1	○	×	—	×	→	×	☆	×	☆	☆	☆	☆	☆	☆					
Facsimile	Transmission Operation/ Manual Reception Operation		○	→	→	→	×	×	☆	×	☆	☆	☆	☆	☆	☆				
	Transmission	Scanning an original for memory transmission	×	×	×	×	×	×	☆	×	☆	☆	☆	☆	☆	☆				
		Memory transmission	☆	☆	☆	☆	☆	☆	→	×	→	☆	☆	☆	☆	☆				
		Immediate transmission	×	×	×	×	×	×	→	×	→	☆	☆	☆	☆	☆				
	Reception	Memory Reception☆	☆	☆	☆	☆	☆	☆	→	×	→	☆	☆	☆	☆	☆				
		Printing Received Data	*5	×	*5	×	☆	☆	×	☆	→	☆	☆	*5	*3	*5	*3			
Printer	Data Reception		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→				
	Print	Printing	*5	×	*5	×	☆	☆	☆	☆	☆	☆	☆	*5	☆	→	*3	→	*3	
		Sort	*1	×	×	—	×	☆	☆	☆	☆	☆	☆	☆	→	☆	→	*3	—	*3
			*2	*5	—	*5	—	☆	☆	☆	☆	☆	☆	☆	*5	☆	→	—	→	—
Stapling *1		×	×	—	×	☆	☆	☆	☆	☆	☆	☆	→	☆	→	*3	—	*3		

☆...means that these functions can be used together.

○...means that you can interrupt the current job with Function keys or the **[Interrupt]** key to proceed to a subsequent job.

→...means that another job will automatically start after the current job is finished.

×

*1 When the optional 20-bin sorter stapler or 10-bin sorter stapler is installed.

*2 When the optional 3-bin sorter is installed.

*3 When papers is left in the optional sorter stapler, remove it or the subsequent operation cannot output papers.

*4 Copies are output if you press the **[Clear Modes]** key. However, the subsequent operation will start automatically after a System Reset occurs.

*5 Both operations are performed concurrently and output is interleaved.



INDEX

-
- 1 Sided → 2 Sided, 63
 - 2 Sided → 1 Sided, 72
 - 2 Sided → 2 Sided, 66

A

- Access to Machine, 190
- Adding Areas, 141
- Adding Staples, 164
- Adjusting Colors Based on the Selected Color, 111
- Adjusting Copy Image Density, 26
- Area Editing, 131
- Area Shapes, 122, 136
- Auto color select mode, 28
- Auto image density, 26
- Auto Off Mode, 49
- Auto paper select, 36
- Auto Reduce/Enlarge, 48
- Auto Start, 51

B

- Book → 1 Sided, 70
- Book → 2 Sided, 67

C

- Change Modes, 140
- Changing Basic Settings for the Entire Image, 138
- Changing Paper Size, 169
- Clearing Misfeeds, 161
- Checking and Changing Areas, 140
- Check Modes, 53
- Changing The Toner Cartridge, 156
- Color Adjustment, 106
- Color Background, 86
- Color Balance, 103
- Color Balance Adjustment, 103
- Color Balance Program, 104
- Color Conversion, 83
- Color Creation, 83
- Color Erase, 85
- Color Sample Chart, 10
- Combination Chart, 97
- Combination Chart for Area Editing, 146
- Combine, 73

- Combine 2 Originals, 73
- Combine 4 Originals, 75
- Combined auto and manual image density, 27
- Copying from the Bypass Tray, 37
- Counter, 54
- Cover Sheet, 79

D

- Delete Area, 132
- Designate Area Display, 120
- Designate Area Tools, 121
- Designating Areas, 119
- Directional Magnification (%), 59
- Directional Size Magnification (inch), 60
- Do's and Don'ts, 187
- Duplex—Making 2 Sided Copies, 63

E

- Energy Saver Mode, 49
- Erasing a Group, 143
- Erasing an Area, 142
- Exiting Area Editing, 145

F

- Finishing, 90
- Frame/Line, 125, 134
- Front and Back Cover, 80
- Front Cover, 79
- Full color copy mode, 28

H

- How to Edit Areas, 118

I

- Image Adjustment, 108
- Image Creation, 88
- Interrupt copying, 50

L

- Loading Paper, 154

M

- Machine Environment, 188
- Maintaining Your Machine, 191

Manual image density, 27
Manual paper select, 36
Margin Adjustment, 77
Mirror, 88
Mixing Colors Manually with the
Number Keys, 113
Multi → 2 Sided, 68

N

Notes for Designating Areas, 128

O

Operation Panel, 7
Options, 6
Originals, 14

P

Paper Storage, 195
Photo mode, 34
Positive/Negative, 89
Power Connection, 189
Preset R/E, 54
Program, 51
Program User Color, 111

R

Removing Jammed Staples, 166

S

Safety Information, ii
Sampling the User Color (Option), 115
Save Area, 133
Selecting a Color Mode, 28
Selecting Modes for Designated Areas, 130
Selecting Modes for Outside Designated
Areas, 135
Selecting the Copy Paper Size, 36
Selecting the Original Image Type, 33
Series Copies, 70
Setting a Stack of Originals in the
Document Feeder, 17
Setting Custom Sized Originals, 22
Setting one Original at a Time in the
Document Feeder, 19
Setting Originals of Different Sizes in the
Document Feeder, 21
Setting Originals on the Exposure Glass, 16
Shift, 76
Shifting the Image, 76

Soft/Sharp, Contrast, Background
Density, and Pastel, 109
Sort, 90
Special original mode, 35
Specification, 197
Stack, 92
Staple, 93
Starting the Machine, 12

T

Text mode, 34
Toner Storage, 195
Twin color mode, 31

U

U.C.R. Adjustment, A.C.S. Sensitivity and
Auto Text/Photo Sensitivity, 110
User Tools, 173

W

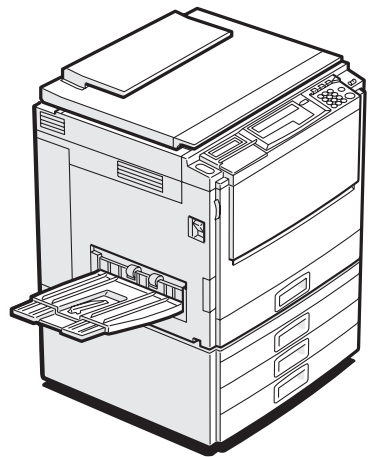
What is Area Editing?, 117
Where to Put Your Machine, 188

Z

Zoom, 57

Aficio ColorTM 3506

**Operating Instructions
Copy Reference**



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.



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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.



Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.



Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/EDP use. The machine contains a 15-milliwatt, 760-800 nanometer wavelength, GaAlAs laser diode. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source:

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, ⇒ P.151 "Power Connection".

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

I means **POWER ON.**

⏻ means **STAND BY.**

Notice

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Safety Information

When using your equipment, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ WARNING:
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ CAUTION:
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ WARNING:

- **Connect the power cord directly into a wall outlet and never use an extension cord.**
- **Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.**
- **To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.**
- **Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:**
 - **You spill something into the equipment.**
 - **You suspect that your equipment needs service or repair.**
 - **Your equipment's cover has been damaged.**
- **Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.**
- **Disposal can take place at our authorized dealer or at appropriate collection sites.**
- **Dispose of the used toner cartridge in accordance with the local regulation.**

⚠ CAUTION:

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

How to Read This Manual

Symbols

In this manual, the following symbols are used:

 **WARNING:**

This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

 **CAUTION:**

This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

WARNINGS and CAUTIONS are notes for your safety.

 **Important**

If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

 **Preparation**

This symbol indicates the prior knowledge or preparations required before operating.

 **Note**

This symbol indicates precautions for operation or actions to take after misoperation.

 **Limitation**

This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

TABLE OF CONTENTS

- What You Can Do with This Machine 2**
- Guide to Components 4**
- Options 6**
- Operation Panel 7**
- Panel Display 9**
 - Layout and Keys 9
 - Common Keys..... 10
 - Example Displays..... 10

1. Basics

- Turning On the Power 13**
 - Turning On the Main Power 13
 - Starting the Machine 14
- Originals 16**
 - Standard Size Originals 16
 - Recommended Originals..... 16
 - Non-recommended Originals for the Document Feeder 16
- Setting Originals on the Exposure Glass 18**
- Setting a Stack of Originals in the Document Feeder 19**
- Setting one Original at a Time in the Document Feeder..... 21**
- Setting Originals of Different Sizes in the Document Feeder 23**
- Setting Custom Sized Originals 24**
- Removing the Platen Cover to Copy a Large Original 26**

2. Copying

- Basic Procedure 27**
 - Adjusting Copy Image Density 28
 - Selecting a Color Mode 30
 - Selecting the Original Image Type (Photo/Text) 35
 - Selecting the Copy Paper Size 40
 - Copying from the Bypass Tray 42
 - Auto Reduce/Enlarge 51
 - Energy Saver Mode 52
 - Auto Off Mode 53
 - Interrupt Copying..... 53
 - Auto Start 54
 - Program 54
 - Check Modes 57
 - Counter 58

Reduce/Enlarge	59
Preset R/E.....	59
Zoom	61
Directional Magnification (%)	63
Directional Size Magnification (inch)	65
Shifting the Image	68
Centering.....	68
Margin Adjustment	69
Series Copies.....	71
Book → 1 Sided	71
2 Sided → 1 Sided	73
Combine 2 Originals.....	74
Cover Sheet.....	76
Front Cover	76
Front & Back Covers	78
Color Creation.....	81
Color Conversion	81
Color Erase	83
Image Creation.....	86
Mirror.....	86
Positive/Negative	87
Finishing.....	89
Sort.....	89
Stack	91
Staple	92


3. Adjustment and Color Memory





Color Balance	97
Color Balance Adjustment.....	97
Color Balance Program.....	98
Image Adjustment	100
Sharp/Soft, Contrast, Background Density, and Pastel	101
U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level ...	103

4. Combination Chart

Combination Chart.....	105
-------------------------------	------------

5. What to Do If Something Goes Wrong

If Your Machine Does Not Operate as You Want.....	111
If You Cannot Make Copies as You Want.....	112
 Loading Paper.....	115
Non-recommended Paper for Paper Trays	115
Loading Paper in the Paper Tray	116

 Changing The Toner Cartridge	117
Pulling Out the Toner Cartridge	117
Setting the New Toner Cartridge.....	120
 Clearing Misfeeds	122
When A, B, C or Y is Displayed:	123
When P is Displayed:	123
When R is Displayed:.....	124
 Adding Staples	125
 Removing Jammed Staples	127

6. Changing the Machine's Settings

Changing Paper Size	129
To Adjust the Paper Size with the User Tools.....	131
User Tools	133
Accessing the User Tools	133
Exiting from the User Tools.....	134
Settings You Can Change with the User Tools (System Settings)	135
Settings You Can Change with the User Tools (Copy Features).....	140

7. Others

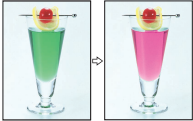
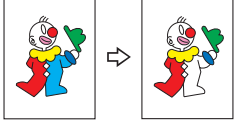
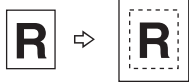
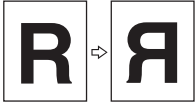

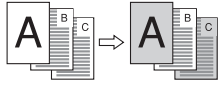
Do's and Don'ts	149
Where to Put Your Machine	150
Machine Environment	150
Power Connection.....	151
Access to Machine	152
Maintaining Your Machine	153
Exposure Glass.....	153
Platen Cover	153
Document Feeder	154
Remarks	155
Copier.....	155
Use and Storage of Supplies	156
Copy Paper	156
Paper Storage	157
Toner Storage	157

8. Specification

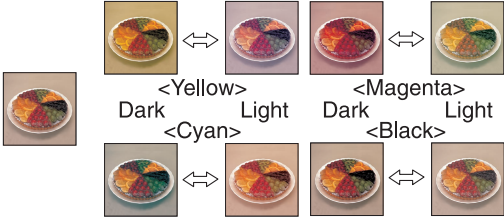
Mainframe	159
Document Feeder (Option)	163
20-bin Sorter Stapler (Option)	164
10-bin Sorter Stapler (Option)	165

3-bin Sorter (Option) 166
1000-sheet Tray Unit (Option) 167
1500-sheet Tray Unit (Option) 168
INDEX..... 169

What You Can Do with This Machine

<ul style="list-style-type: none"> • Color Conversion ⇒ Page 81 	<ul style="list-style-type: none"> • Color Erase ⇒ Page 83 	<ul style="list-style-type: none"> • Centering ⇒ Page 68 
<ul style="list-style-type: none"> • Mirror ⇒ Page 86 	<ul style="list-style-type: none"> • Positive/Negative ⇒ Page 87 	<ul style="list-style-type: none"> • Cover Sheet ⇒ Page 76 *3 

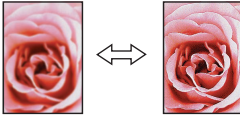
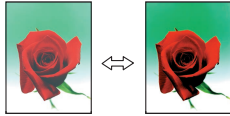
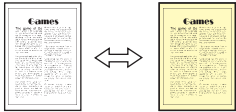

- Color Balance ⇒ Page 97



<Yellow> Dark ↔ Light
 <Magenta> Dark ↔ Light
 <Cyan> Dark ↔ Light
 <Black> Dark ↔ Light

- Bypass feed Copying ⇒ Page 42

- Image Adjustment ⇒ Page 100

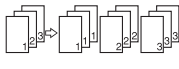
<ul style="list-style-type: none"> • Sharp/Soft 	<ul style="list-style-type: none"> • Contrast 
<ul style="list-style-type: none"> • Background Density 	<ul style="list-style-type: none"> • Pastel 

*1 The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter is required.
 *2 The optional 20-bin sorter stapler or 10-bin sorter stapler is required.
 *3 The optional document feeder is required.

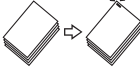
• Sort ⇒ Page 89 *1



• Stack ⇒ Page 91 *1



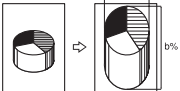
• Staple ⇒ Page 92 *2



• Check Modes ⇒ Page 57

• Color Mode ⇒ Page 30

• Directional Magnification (%) ⇒ Page 63



• Auto Reduce/Enlarge ⇒ Page 51



• Full Color Copy



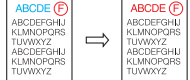
• Black Copy



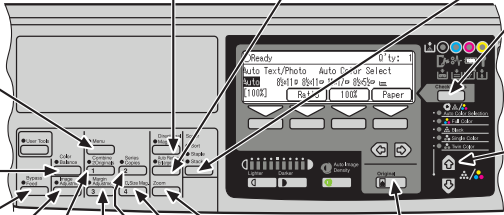
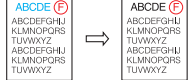
• Single Color Copy



• Twin Color Copy Color



Red & Black

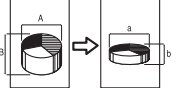


• Original Image Selection ⇒ Page 35

• Margin Adjustment ⇒ Page 69



• Directional Size Magnification (Inch) ⇒ Page 65



• Zoom ⇒ Page 61

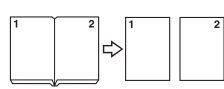


• Combine 2 Originals ⇒ Page 74 *3

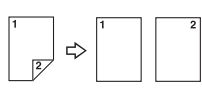


• Series Copies ⇒ Page 71

• Book → 1 Sided

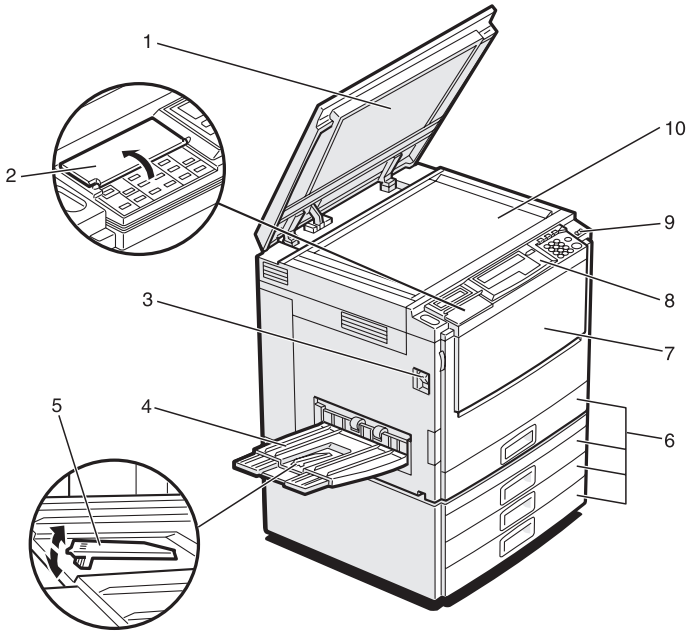


• 2 Sided → 1 Sided *3



TRSK012N

Guide to Components



TRSH011E

1. Platen cover (option)

Lower this cover over originals placed on the exposure glass for copying.

2. Flip cover

Flip this up when to access the keys underneath.

3. Main power switch

To start the machine, turn on this switch.

Note

- If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

4. Copy tray

Copied paper is delivered here.

5. Stopper

When you copy onto thin paper, raise this to prevent curling.

6. Paper tray

Set paper here.

7. Front cover

Open to access the inside of the machine.

8. Operation panel

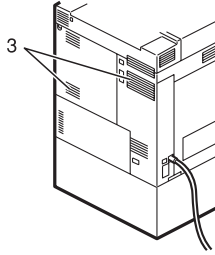
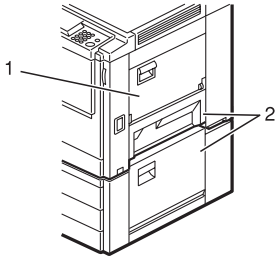
⇒ P.7 "Operation Panel".

9. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

10. Exposure glass

Position originals here face down for copying.



1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper.

2. Right covers

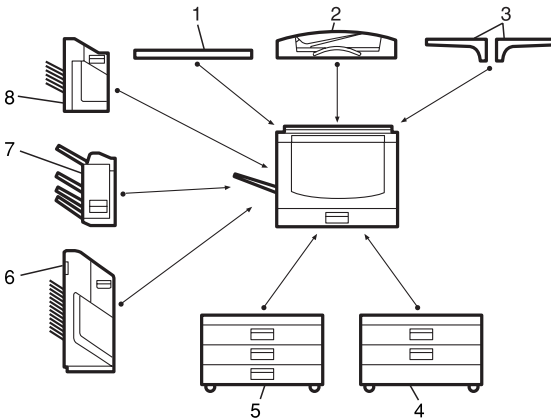
Open this cover to remove jammed paper.

3. Ventilation holes

Prevent overheating. Do not obstruct the ventilation holes by placing or leaning an object near them. If the machine overheats, a fault might occur.

Options

This machine can be provided with the following options:



TRSP012E

1. Platen cover

Lower this cover over originals placed on the exposure glass for copying.

2. Document feeder (ADF)

Insert a stack of originals here. They will be fed automatically.

3. Original tray

4. 1000-sheet tray unit (two 500-sheet trays)

Consists of two paper trays.

Other options:

- Controller Interface unit

5. 1500-sheet tray unit (three 500-sheet trays)

Consists of three paper trays.

6. 20-bin sorter stapler

Sorts, stacks, and staples copies.

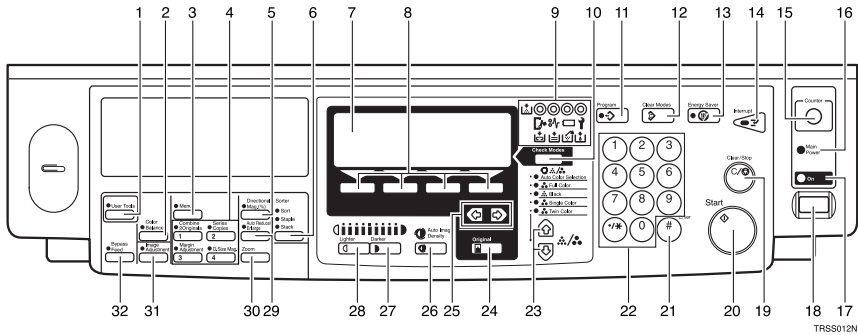
7. 3-bin sorter

Sorts and stacks copies.

8. 10-bin sorter stapler

Sorts, stacks, and staples copies.

Operation Panel



1. **【User Tools】** key

Press to change the default settings and conditions to meet your requirements.

2. **【Color Balance】** key

Press to adjust and store the color balance. ⇒ P.97 “Color Balance”.

3. **【Menu】** key

Displays the names of available functions.

4. **【Favorite】** keys

Press to use the stored functions you frequently use. By default, the following functions are stored:

- Combine 2 Originals
- Series Copies
- Margin Adjustment
- Directional Size Magnification (inch)

5. **【Directional Mag.(%)】** key

Press to use Directional Magnification (%) mode. ⇒ P.63 “Directional Magnification (%)”.

6. **【Sorter】** key

Press to select Sort, Stack or Staple mode. ⇒ P.89 “Sort”.

7. **Panel Display**

Shows operation status, error messages, and function menus. ⇒ P.9 “Panel Display”.

8. **【Selection】** keys

Press the key under the item you wish to select.

9. **Indicators**

These indicators show errors or the status of the machine. ⇒ P.111 “What to Do If Something Goes Wrong”.

10. **【Check Modes】** key

Press to check all the settings you have set.

11. **【Program】** key

Press to select the program mode. ⇒ P.54 “Program”.

12. **【Clear Modes】** key

Press to clear the previously entered settings.

13. **【Energy Saver】** key

Press to enter/exit Energy Saver mode. ⇒ P.52 “Energy Saver Mode”.

14. **【Interrupt】** key

Press to make interrupt copies. ⇒ P.53 “Interrupt Copying”.

15. **【Counter】** key

Press to check the total number of copies made. ⇒ P.58 “Counter”.

16. Main Power indicator

This indicator goes on when the main power switch is turned on, and goes off when the switch is turned off.

17. On indicator

This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

18. Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off).

19. **[Clear/Stop]** key

Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

20. **[Start]** key

Press to start copying. Use to set the Auto Start.

21. **[#]** key

Use to enter data in selected modes.

22. Number keys

Use to enter the desired number of copies. They are also used to enter data.

23. keys (Color Mode keys)

Press to select the color mode. ⇒ P.30 *“Selecting a Color Mode”*.

24. **[Original]** key

Press to specify the type of original image. ⇒ P.35 *“Selecting the Original Image Type (Photo/Text)”*.

25. keys (Cursor keys)

Press to select an item on the panel display.

26. **[Auto Image Density]** key

Press to make copies in Auto Image Density mode. ⇒ P.28 *“Auto image density”*.

27. **[Darker]** key

Press to increase the image density.

28. **[Lighter]** key

Press to lower the image density.

29. **[Auto Reduce/Enlarge]** key

Enlarges or reduces the image automatically according to the specified paper size. ⇒ P.51 *“Auto Reduce/Enlarge”*.

30. **[Zoom]** key

Enlarges or reduces in 1 % steps. ⇒ P.61 *“Zoom”*.

31. **[Image Adjustment]** key

Press to change the default settings for image adjustment. ⇒ P.100 *“Image Adjustment”*.

32. **[Bypass Feed]** key

Press to select the paper type when copying with the bypass tray. ⇒ P.42 *“Copying from the Bypass Tray”*.

Panel Display

The panel display shows the status of the machine, error messages, and function menus.

Important

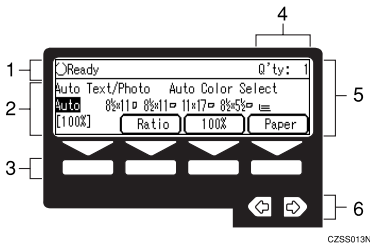
- ❑ Do not apply a strong shock or force of about 30N or more to the panel display or you could damage it.

Note

- ❑ Currently selected items are shown highlighted on the panel display (e.g. **Auto**).
- ❑ Keys that are not available are shown grayed out (e.g. **OK**).

Layout and Keys

◆ Initial display



1. The machine status and messages appear here.


2. Items which can be selected or specified.


3. These four keys correspond to the keys that are in the bottom line of the display (e.g. [Ratio], [100%], and [Paper] in the above display). Press the relevant key to select a key in the display.

4. Number of copies set.

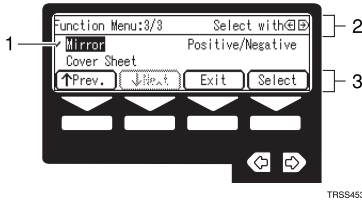
5. Settings for this function.

6. Press these keys to select an item on the display.

To move the selection to the left, press the  key.

To move the selection to the right, press the  key.

◆ Function menu display



1. A ✓ mark appears before the names of functions that are currently selected.
2. The machine status and messages appear here.
3. Items which can be selected or specified.

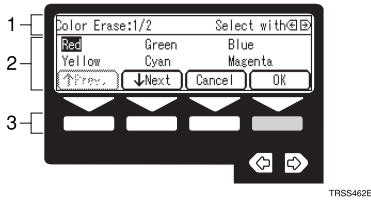
Common Keys

[OK]	Confirm the selected function or value and return to the previous display.
[Cancel]	Cancel the selected function or value and return to the previous display.
[↑Prev.][↓Next]	When there are too many items to fit on the display, use these keys to move between pages.
◀▶	Press to highlight items you wish to select.
[Exit]	Confirm the selected function or value and return to the initial display.
[Select]	Confirm the selected function.

Example Displays

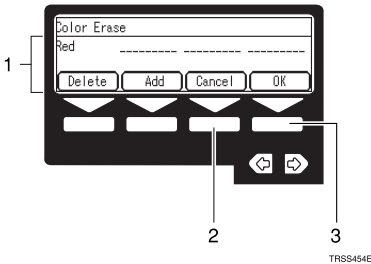
The basic elements used on the display are shown below. Understanding their meaning help you exploit this machine's features quickly and easily.

Sample display for color erase



1. The machine status and messages appear here.
2. Available settings.
3. A screened key means you should press it.

↓ Press the [OK] key.



1. Selected item.
2. Cancel the settings and return to the previous display.
3. Confirm the settings and return to the previous display.

Turning On the Power

To turn the machine on, press the operation switch.

Note

- ❑ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. For details, ⇒ P.52 “Energy Saver Mode”. For details Auto Off Timer, ⇒ P.135 “System settings”.

Power Switches

This machine has two power switches.

❖ Operation switch (right side of the operation panel)

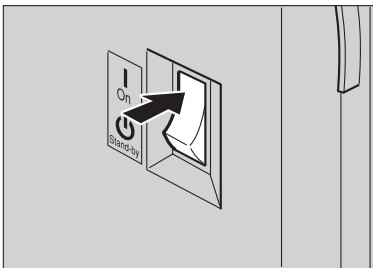
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

Turning On the Main Power

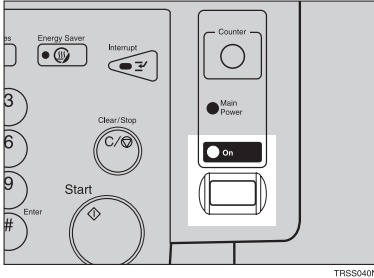
- 1** Make sure that the power cord is firmly plugged into the wall outlet.
- 2** Turn on the main power switch.



Starting the Machine

1

1 Press the operation switch to make the On indicator go on.



Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (Less than 270 seconds), you can use the Auto Start function. ⇒ P.54 "Auto Start".

When the machine is set for user codes

1 Enter your user code using the number keys. Then press the [#] key.

Note

- To prevent others from making copies with your user code, press the **[Clear Modes]** key and the **[Clear/Stop]** key simultaneously after copying.

Reference

For more about user codes ⇒ P.140 "General features".

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

1 Press any key.

The machine will return to the ready condition.

Note

- The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or the document feeder is opened.

Shutting down the machine

- 1** Press the operation switch to make the On indicator go off.
-

Turning off the main power

- 1** Turn off the main power switch.

The main power indicator of the operation panel goes off.

Originals

1

Standard Size Originals

The machine will detect originals of the following sizes and directions as standard size originals:

❖ When you set originals on the exposure glass

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, 8 ¹ / ₂ " × 13"☐
Inch version	11" × 17"☐, 10" × 14"☐, 8 ¹ / ₂ " × 14"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₂ " × 11"☐☐

❖ When you set originals in the document feeder

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐☐, 267 × 390mm☐, 195 × 267mm☐☐, 11" × 17"☐, 8 ¹ / ₂ " × 13"☐, 8 ¹ / ₂ " × 11"☐☐
Inch version	A4☐☐, 11" × 17"☐, 11" × 15"☐, 10" × 14"☐, 8 ¹ / ₂ " × 14"☐, 8" × 13"☐, 8 ¹ / ₂ " × 11"☐☐, 8" × 10"☐, 5 ¹ / ₂ " × 8 ¹ / ₂ "☐☐

Recommended Originals

Regarding originals that the document feeder can handle, ⇒ P.163 "Document Feeder (Option)".

Non-recommended Originals for the Document Feeder

Note

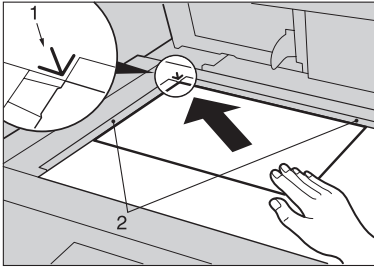
- ☐ The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass.
 - Originals thicker than 128g/m², 34 lb
 - Originals thinner than 40g/m², 11 lb
 - For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools.
 - Originals larger than A3, 11" × 17"
 - Originals smaller than B6☐☐, 5¹/₂" × 8¹/₂"☐☐
 - Folded, curled, creased, or damaged originals
 - Mailing labels, or perforated originals
 - Bound, stapled, or clipped originals
 - OHP transparencies
 - Translucent paper

- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

Setting Originals on the Exposure Glass

1

- 1** Lift the platen cover or the document feeder.
- 2** Set the original face down on the exposure glass. The original must be aligned with the rear left corner.



1. Reference mark
2. Scale

 **Note**

- Start with the first page to be copied.

- 3** Lower the platen cover or the document feeder.

Setting a Stack of Originals in the Document Feeder

1

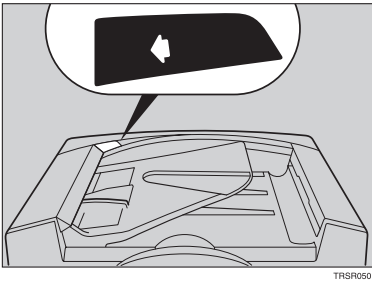
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass.

Note

- Some originals are unsuitable for the document feeder. ⇒ P.16 *“Non-recommended Originals for the Document Feeder”*.
- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

1 Correct any curl, fold, or crease in the originals before setting the originals.

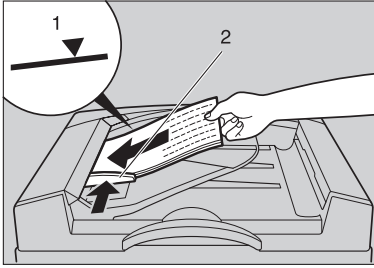
2 Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.



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3 Adjust the guide to the original size.

- 4** Set the originals face up into the document feeder until the Insert Original indicator goes off.



1. Limit mark

2. Original guide

Note

- The last page should be on the bottom.
- The original guide must touch the front side of the originals.
- Do not stack originals above the limit mark.

Setting one Original at a Time in the Document Feeder

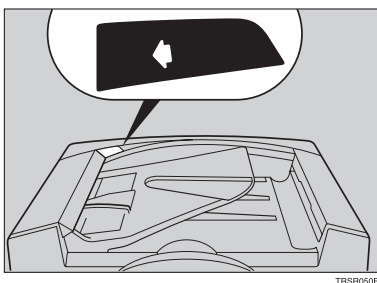
If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

Note

- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass, do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

1 Correct any curl, fold, or crease in the originals before setting them.

2 Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.



3 Adjust the guide to the original size.

4 Set the original face up into the document feeder until the Insert Original indicator goes off.

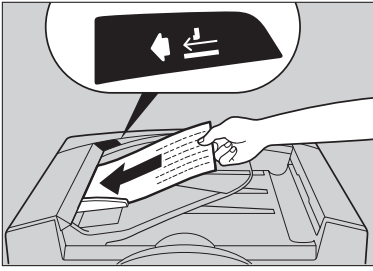
Note

- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.

5 Press the **[Start]** key.

6 While the Auto Feed indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

1



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Note

- You can adjust the time the machine waits before being ready for the next original with the user tools.

Setting Originals of Different Sizes in the Document Feeder

Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools. ⇒ P.146 “ADF/Sorter”.

You can insert a stack of originals of different standard sizes (e.g. A4, B5 etc.) into the document feeder. These originals are individually fed onto and removed from the exposure glass.

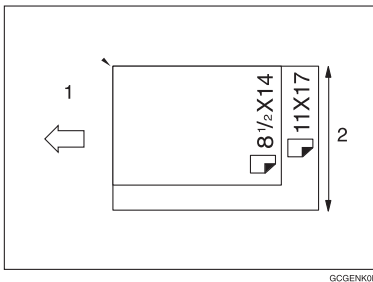
Limitation

- The weight of originals that can be set with this function is 52 - 81g/m², 14 - 20 lb.
- Smaller size originals might be skewed a little.

Note

- If your stack of originals contains pages of different sizes, make sure that:
 - Longer originals are at the bottom of the stack, and shorter originals are at the top.
 - All originals are flush with the back fence of the document feeder.

1 Align the rear and left edges of the originals as shown in the illustration.



1. Document feeder feed direction

2. Vertical size

2 Adjust the guide to the widest original size.

3 Set the aligned originals face up into the document feeder.

Setting Custom Sized Originals

1

When copying from custom sized originals, enter the original size so that copy is well aligned.

Limitation

- You must set your custom sized originals on the exposure glass.

Reference

For the standard sizes the machine can detect, ⇒ P.16 “Standard Size Originals”.

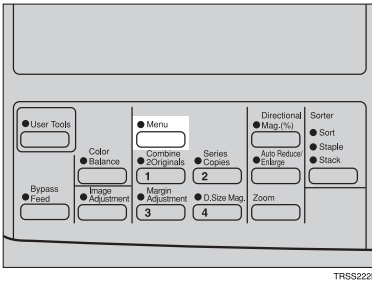
Note

- The dimensions you can enter must be within the following ranges:

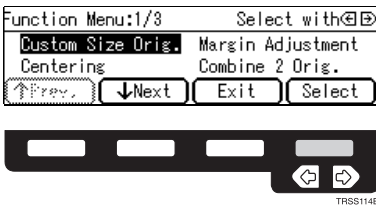
Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)

1 Select the copy paper size.

2 Press the [Menu] key.



3 Make sure that the [Custom Size Orig.] is selected, then press the [Select] key.



- 4** Enter the vertical original size with the number keys, then press the **[▶]** or **[#]** key.

Note

- To change the value entered, press the **[Clear/Stop]** key and enter the new value.

- 5** Enter the horizontal original size with the number keys, then press the **[OK]** key.



- 6** Set your original on the exposure glass, then press the **[Start]** key.

Removing the Platen Cover to Copy a Large Original

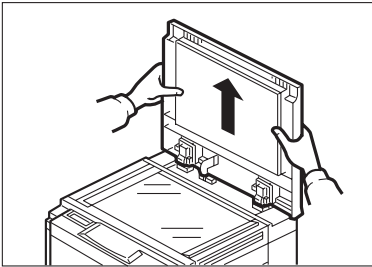
1

You can remove the platen cover to copy a large (more than A3, 11" × 17") original.

 **Note**

- You cannot remove the document feeder.

To remove the platen cover, lift it out.

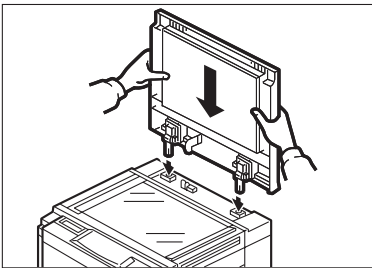


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 **Note**

- Lift the platen cover with both hands. Place the removed cover on a flat surface, such as a desk, and where it will not be damaged.

To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover onto the copier.

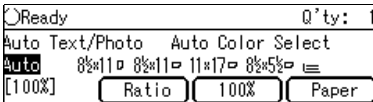


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2. Copying

Basic Procedure

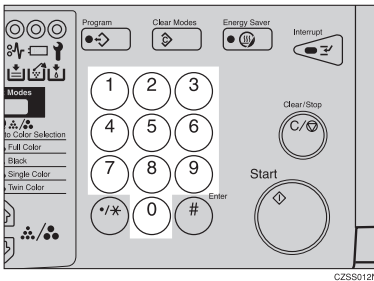
- 1** Set your original on the exposure glass or in the document feeder.
- 2** Make sure that the [Auto Text/Photo], [Auto Color Select], [Auto] (Auto Paper Select), and [100%] are selected.



Note

- Auto Text / Photo ⇒ P.35 “Auto Text/Photo mode”.
- Auto Color Select ⇒ P.30 “Auto color selection mode”.
- Auto Paper Select ⇒ P.40 “Auto paper select”.

- 3** Enter the number of copies required using the number keys.

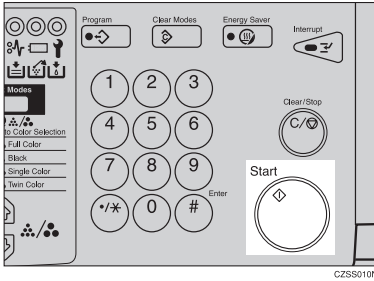


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Note

- To change the number entered, press the **[Clear/Stop]** key, then enter the new number.

4 Press the **[Start]** key.



Note

- To stop the machine during a multi-copy run, press the **[Clear/Stop]** key.
- If you want to change the settings, press the **[Clear/Stop]** key. If you want to resume the copy run, press the **[Start]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.

Adjusting Copy Image Density

Image density affects the contrast of copies. With these functions you can control the image density so that copies match originals. Make the selection you require then set your originals and press the **[Start]** key.

Auto image density

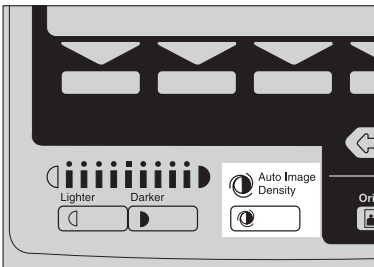
The machine automatically controls the image density.

Note

- Auto Image Density and Auto Color Selection cannot be set together.

1 If Auto Color Selection mode is selected, select other color modes to cancel it. ⇒ P.30 “Auto color selection mode”.

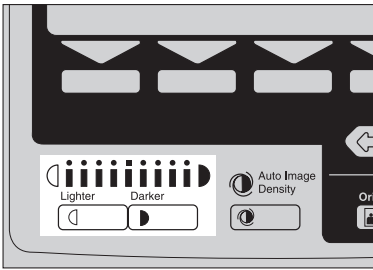
2 Press the **[Auto Image Density]** key to light the Auto Image Density indicator.



Manual image density

If you require darker or lighter copies, adjust the image density yourself.

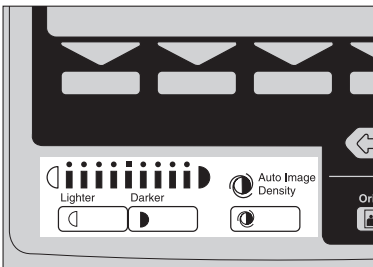
- 1** If the Auto Image Density indicator is lit, press the **[Auto Image Density]** key to cancel it.
- 2** Press the **[Lighter]** (left) key to lower the image density. Press the **[Darker]** (right) key to increase the image density.



Combined auto and manual image density

Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while masking out the dark background.

- 1** If Auto Color Selection mode is selected, select other color modes to cancel it. ⇒ P.30 "Auto color selection mode".
- 2** Press the **[Auto Image Density]** key to light the Auto Image Density indicator.
- 3** Press the **[Lighter]** or **[Darker]** key to adjust the density.



Selecting a Color Mode

Select a color mode that best suits your originals and copying requirements.

Auto color selection mode

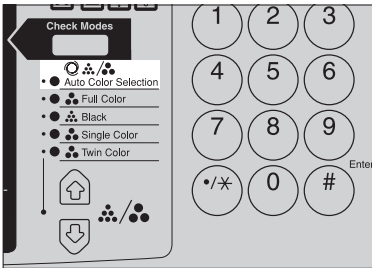
2

The machine automatically detects whether the original has color parts or not. Originals containing only black images will be copied in Black mode. Originals with some color areas will be copied in Full Color mode.



 **Note**

- If you make one copy set of a black original using the document feeder, it is recommended to select Black mode. If you choose Auto Color Selection mode, the machine will reset the color selection for every original page, taking a long time to complete the job.

1 Make sure that the Auto Color Selection indicator is lit.



 **Note**

- If it is not, press the   keys to light the **Auto Color Selection** indicator.

2 Set your originals, then press the **[Start]** key.

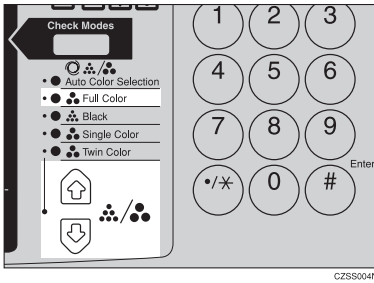
Full color copy mode

This function makes copies in full color.

 **Note**

- You can adjust the overall color tone of copies. ⇒ P.97 “Color Balance”.



- 1** Press the   keys to light the Full Color indicator.

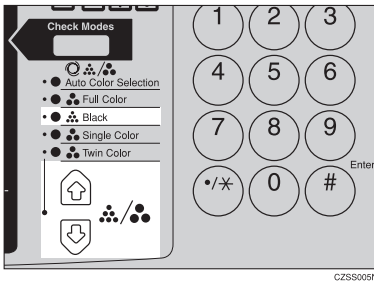


- 2** Set your originals, then press the **[Start]** key.

Black copy mode

This function makes copies in black.

- 1** Press the   keys to light the Black indicator.





- 2** Set your originals, then press the **[Start]** key.

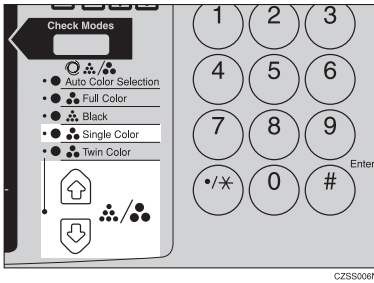
Single color mode

This function makes copies in single colors.

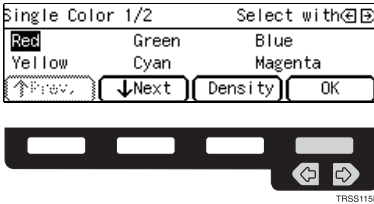
 **Note**

- You can choose one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple

1 Press the   keys to light the Single Color indicator.



2 Select the color with the   keys. Then press the [OK] key.



 **Note**

- You can select the color density level after pressing the [Density] key.

3 Set your originals, then press the [Start] key.

Twin color mode

Two methods are available:

❖ **Twin Color (Color Copy)**

Reproduces black areas of the original in one selected color and areas in other colors using the second selected color.

 **Note**

- You can have colored areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, and Purple.
- You can have Black areas copied in one of the following colors: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black.

❖ **Twin Color (Red & Black)**

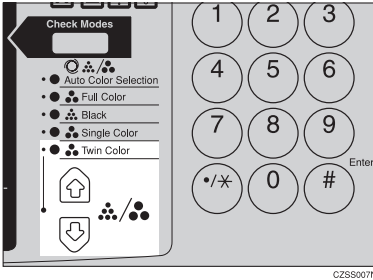
Reproduces red areas of the original in red, and areas in other colors using black.

 **Note**

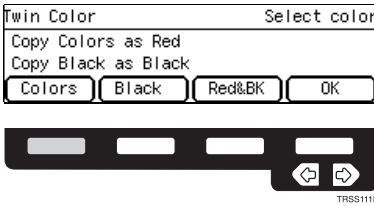
- You cannot change the color.



 Twin Color (Color copy)

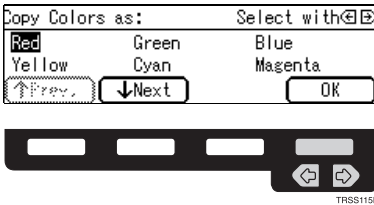
- 1** Press the   keys to light the Twin Color indicator.



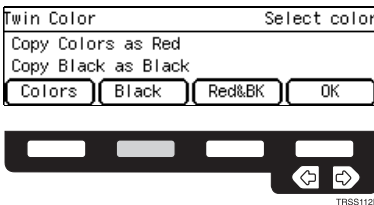
- 2** Press the [Colors] key.



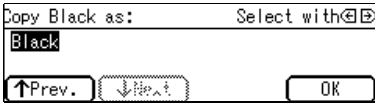
- 3** Select the color you want to copy in for the color parts of the original with the   keys. Then press the [OK] key.



- 4** Press the [Black] key.



- 5 Select the color you want to copy in for the black parts of the original with the **←→** keys. Then press the **[OK]** key.



TRSS115E

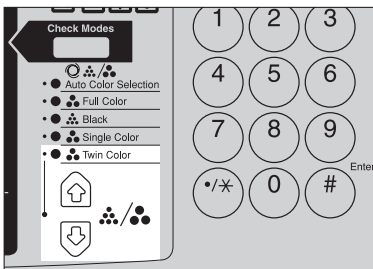
- 6 Set your originals, then press the **[Start]** key.

Twin Color (Red & Black)

Note

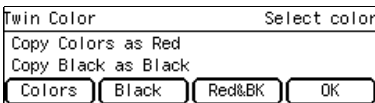
- If Color Sensitivity is set to wide, the machine recognizes orange or purple as red. This adjustment affect Color Erase or Color Conversion. ⇒ P.100 "Image Adjustment".

- 1 Press the **↑↓** keys to light the Twin Color indicator.

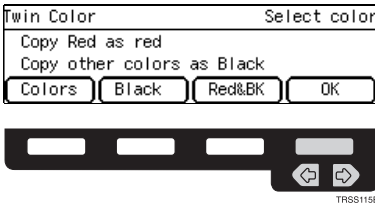


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- 2 Press the **[Red&BK]** key.



TRSS115E

3 Press the [OK] key.**4** Set your originals, then press the [Start] key.

Selecting the Original Image Type (Photo/Text)

To optimize the likeness between copies and originals, select an image type that matches your originals.

Note

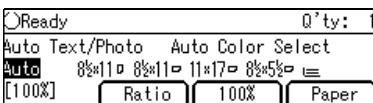
- You can adjust the readability of black lettering in colored areas, ⇒ P.100 "Image Adjustment".

Auto Text/Photo mode

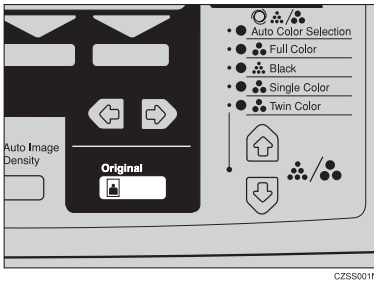
This mode automatically detects the areas of your original containing text or photographs. The text areas are copied using Text mode, and the photographs are copied with Photo mode.

Note

- There are 3 types of Photo mode:
 - **[Press Print]:**
Use when copying photographs or pictures that are printed on paper (e.g. magazines).
 - **[Glossy Photo]:**
Use when copying developed photographs.
 - **[2nd Generation]:**
Use when copying copies or originals generated by printers.

1 Make sure that the [Auto Text/Photo] appears on the display.

2 Press the **[Original]** key.



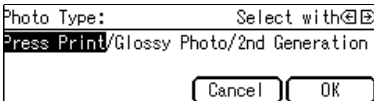
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3 Press the **[Photo Typ]** key.



TRSS111E

4 Select the photo type with the **[Left][Right]** keys. Then press the **[OK]** key.



TRSS115E

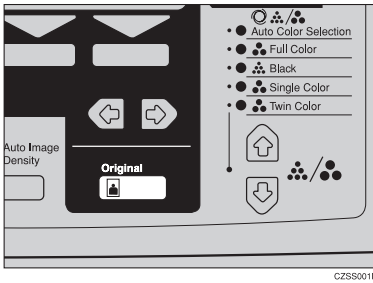
5 Press the **[OK]** key.

6 Set your originals, then press the **[Start]** key.

Text mode

This mode is suitable for copying originals consisting of characters, line diagrams, and letter, but not photograph images.

1 Press the **[Original]** key.



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2 Select **[Text]** with the **◀▶** keys. Then press the **[OK]** key.



TRSS115E

3 Set your originals, then press the **[Start]** key.

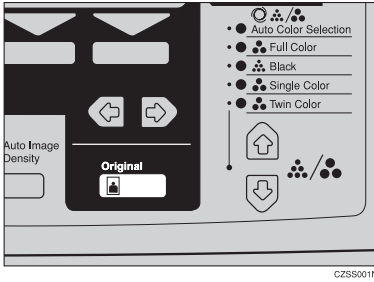
Photo mode

This mode is suitable for copying originals consisting of pictures, photographs, and screened letters/areas, but not solid letters.

Note

- There are 3 types of Photo mode:
 - **[Press Print]:**
Use when copying photographs or pictures that are printed on paper (e.g. magazines).
 - **[Glossy Photo]:**
Use when copying developed photographs.
 - **[2nd Generation]:**
Use when copying copies or originals generated by printers.

1 Press the **[Original]** key.



CZSS001N

2 Select **[Photo]** with the **←→** keys.



TRSS116E

3 Press the **[Photo Typ]** key.



TRSS111E

4 Select the photo type with the **←→** keys. Then press the **[OK]** key.



TRSS115E

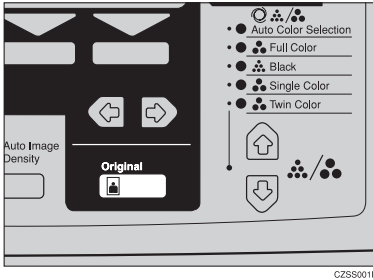
5 Press the **[OK]** key.

6 Set your originals, then press the **[Start]** key.

Special original mode

Use this function for originals written in highlight pen, originals printed from inkjet printers, or maps.

- 1 Press the **[Original]** key.



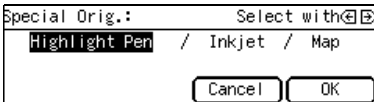
CZSS001N

- 2 Select **[Special Orig.]** with the **←→** keys. Then press the **[OK]** key.



TRSS115E

- 3 Select the original type with the **←→** keys. Then press the **[OK]** key.



TRSS115E

- 4 Set your originals, then press the **[Start]** key.

Selecting the Copy Paper Size

Select a suitable size of copy paper based on the original size and the reproduction ratio.

Auto paper select

The machine automatically selects a suitable size of copy paper based on the original size and the reproduction ratio.

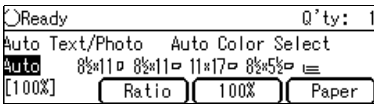
Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 “Combination Chart”.

Note

- Sizes of certain originals might not be detected depending on the original size and type. In this case, select the size manually.

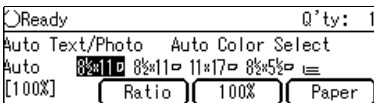
1 Make sure that the [Auto] is selected on the display.



Manual paper select

You can select the copy paper manually.

1 Select the copy paper with the   keys.



TRSS116E

 **Image Rotation**

If the direction in which your original is set (landscape or portrait) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ P.140 “General features”

 **Note**

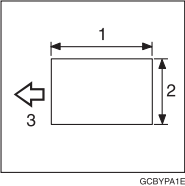
- The following functions cannot be used.
 - Book → 1 Sided
 - OHP Slip Sheet

Copying from the Bypass Tray

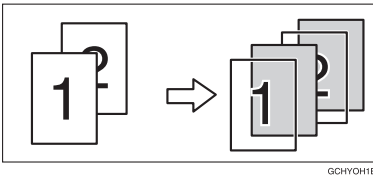
Use the bypass tray to copy onto thick paper, adhesive labels, OHP transparencies, or custom size paper. Also use the bypass tray to copy onto the reverse side of paper that has already been copied onto.

Note

☐ The following limitations apply:

Acceptable paper types	Normal paper (52 - 105g/m ² , 14 - 28 lb) Thick paper (105 - 160g/m ² , 28 - 43 lb) Post cards OHP transparencies Adhesive labels Translucent paper	
	Standard size	Metric version: ☐: A3, B4, A4, B5, A5, B6, A6, 12" × 18", 11" × 17" ☐: A4, B5, A5, 8 ¹ / ₂ " × 11"
		Inch version: ☐: 12" × 18", 11" × 17", 10" × 14", 8" × 13", 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: 8 ¹ / ₂ " × 11", 5 ¹ / ₂ " × 8 ¹ / ₂ "
	Custom size  <p>1: Horizontal 2: Vertical 3: Feed direction</p>	Metric version: Vertical: 100 - 305mm (in 1mm steps) Horizontal: 140 - 457mm (in 1mm steps)
		Inch version: Vertical: 3.9" - 12.0" (in 0.1" steps) Horizontal: 5.5" - 18.0" (in 0.1" steps)
Number of sheets that can be set at one time	Normal paper: 50 sheets Thick paper, OHP transparencies: 30 sheets (smaller than 8" × 13"), 15 sheets (8" × 13" or larger) Adhesive labels: 30 sheets Translucent paper: 50 sheets Post cards: 25 sheets	

- Select one of the following settings or keys:
 - **[Normal]**: normal paper
 - **[Thick]**: thick paper, post cards, adhesive labels, translucent paper
 - **[OHP]**: OHP transparencies
 - **[Duplex]**: Use for copying onto the reverse side of paper that has been already copied onto. ⇒ P.49 *"Copying onto the reverse side of paper"*.
 - **[Duplex Thick]**: Use for copying onto the reverse side of thick paper (105-160g/m², 28-43 lb) that has been copied onto. ⇒ P.49 *"Copying onto the reverse side of paper"*.
 - **[Custom]**: Use to specify a custom sized. ⇒ P.45 *"Copying onto custom size paper with the bypass tray"*.
- If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.
- When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



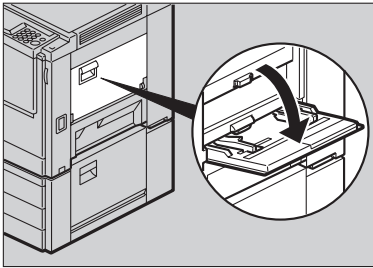
- When you set several sheets at a time, fan them to get air between them before loading.
- If the copy paper is curled, gently roll it to remove the curl.
- When you copy onto OHP transparencies, insert them with the copy side up.
- Do not stack copy paper above the limit mark.
- When setting custom size paper, be sure to set the size after pressing the **[Custom]** key.

Copying onto standard size paper with the bypass tray

Note

- When you copy onto the reverse side of paper that has been already copied onto, ⇒ P.49 *"Copying onto the reverse side of paper"*.

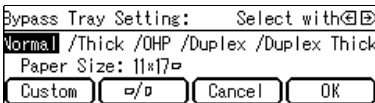
1 Open the bypass tray.



TRSH040E

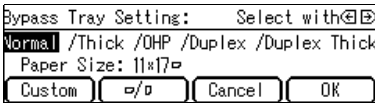
2

2 Select [Normal], [Thick] or [OHP] with the \leftarrow \rightarrow keys.



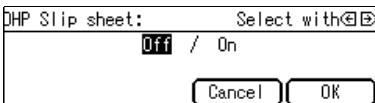
TRSS116E

3 Press the $\left[\square / \square \right]$ key to select the paper direction.



TRSS112E

4 If you selected [OHP] in step 2, press the [OK] key then select whether blank slip sheets are inserted between OHP transparencies with the \leftarrow \rightarrow keys.

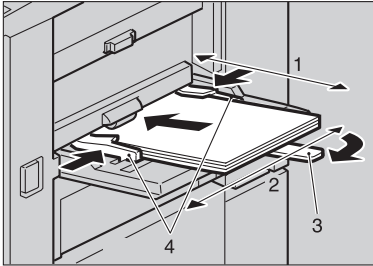


TRSS116E

Note

- If you select [On], make sure that the paper for slip sheets is identical in size and direction to the OHP transparencies set in the paper tray.

- 5 Press the [OK] key.
- 6 Adjust the paper guides to the paper size.



1. Horizontal size
2. Vertical size
3. Extender
4. Paper guides

Note

- Make sure the paper size and direction in the bypass tray is displayed on the operation panel.
- Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeed might occur.
- With large copy paper (more than A4 \square , $8\frac{1}{2}'' \times 11'' \square$), swing out the extender.

- 7 With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.
- 8 Set your originals, then press the [Start] key.

Copying onto custom size paper with the bypass tray

Preparation

You can register custom paper sizes you use often in keys [Custom1], [Custom2], and [Custom3] with the user tools. \Rightarrow P.135 "System settings".

Note

- Be sure to set the paper size or a paper misfeed might occur.

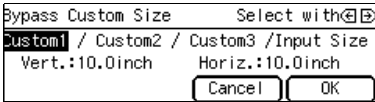
- 1 Open the bypass tray.
- 2 Select one of desired paper types or settings with the $\leftarrow \rightarrow$ keys.

3 Press the [Custom] key.



TRSS111E

4 Select [Custom1], [Custom2], [Custom3] or [Input Size] with the \leftarrow \rightarrow keys. Then press the [OK] key.



TRSS115E

Note

If you selected [Custom1], [Custom2] or [Custom3], go to step **8**.

5 If you selected [Input Size] in step **4**, enter the vertical paper size with the number keys, then press the \rightarrow or [#] key.

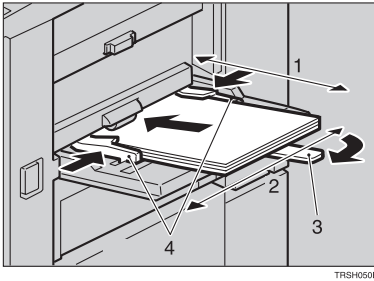


Note

To change the value entered, press the [Clear/Stop] key and enter the new value.

6 Enter the horizontal paper size with the number keys, then press the [OK] key.

7 Press the [OK] key.

8 Adjust the paper guides to the paper size.

1. Horizontal size
2. Vertical size
3. Extender
4. Paper guides

Note

- Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeed might occur.

9 With the side you wish to copy onto face up, insert the paper into the bypass tray.

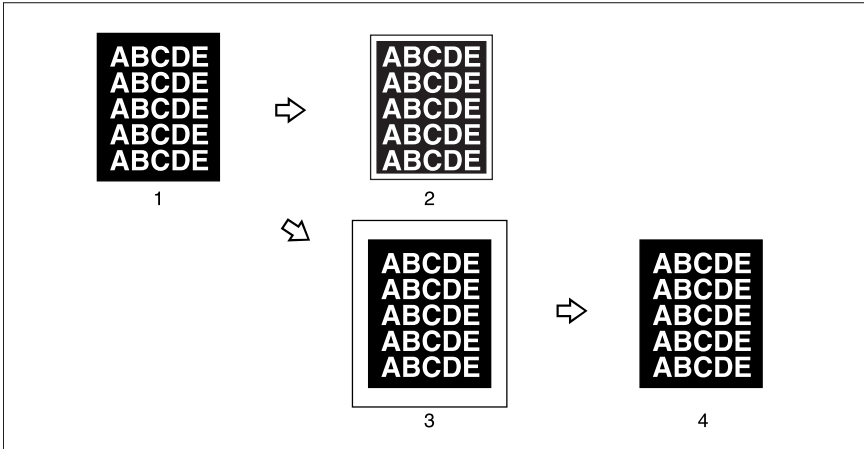
10 Set your originals, then press the **[Start]** key.

Making A3, 11" × 17" full bleed copies

By sliding the paper guides of the bypass tray to greater than A3 (11") size, A3, 11" × 17" full bleed copying mode is automatically selected.

In this mode, you can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful for making A3, 11" × 17" size copies with a colored background (e.g. catalogues).

2



GCBLEED

1. A3, 11" × 17" size Original

2. In standard copy mode, margins appear on copies

3. 12" × 18" Full Bleed Copy

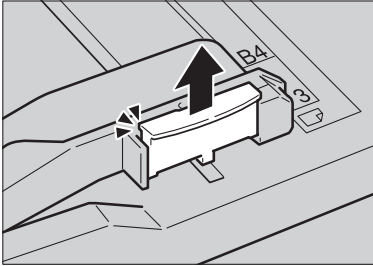
4. Cut around the margins to produce a full image

Note

- This function can be used with 12" × 18" paper.
- When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically changed to widthwise .
- When A3, 11" × 17" full bleed copying is made, the original image is copied onto the center.

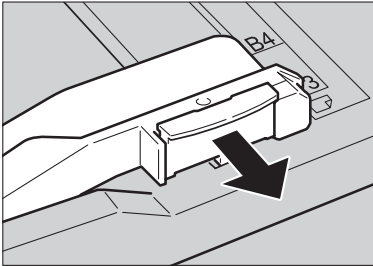
By sliding the paper guides of the bypass tray, the machine enters A3, 11" × 17" full bleed copying mode automatically.

1 Pull up the tab.



ZC8Y010E

2 Leaving the tab up, slide the paper guides until they stop.



ZC8Y020E

Note

- Make sure that the paper guides match the paper size.
- Be sure to return the tab to its original position before you close the bypass tray. If you do not return it correctly, the bypass tray might not close properly.













Copying onto the reverse side of paper

You can copy onto the reverse side of paper that has been already copied onto.

Note

- If you want to copy onto thick paper (105-160g/m², 28-43 lb), select **[Duplex Thick]**.
- Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.

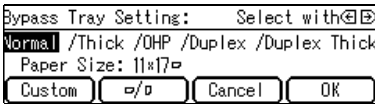
2

Original set on the exposure glass	Copy paper set on the bypass tray	Copies
		 <p style="text-align: right; font-size: small;">GCMRY02E</p>
		 <p style="text-align: right; font-size: small;">GCMRY04E</p>
		 <p style="text-align: right; font-size: small;">GCMRY01E</p>
		 <p style="text-align: right; font-size: small;">GCMRY03E</p>

- You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.
- Do not use copy paper that has been already copied onto by other machines.
- If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.

1 Open the bypass tray.

- 2** Select [Duplex], or [Duplex Thick] with the  keys.



TRSS116E

 **Note**

- To copy onto custom size paper, press the **[Custom]** key and select or enter the size. For details, ⇒ P.45 "Copying onto custom size paper with the bypass tray".

- 3** Press the **[OK]** key.

- 4** Adjust the paper guides to the paper size.

 **Note**

- Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or paper misfeeds might occur.

- 5** Insert the paper into the bypass tray.

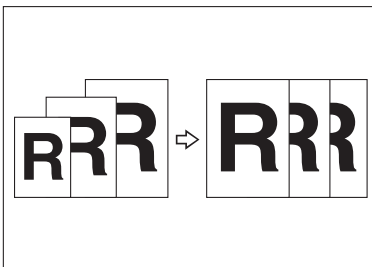
 **Note**

- Make sure that front side (the side that has been copied onto) faces down.

- 6** Set your originals, then press the **[Start]** key.

Auto Reduce/Enlarge

The machine can select the proper reproduction ratio based on the selected paper size and the original size.



GOYHEN1E

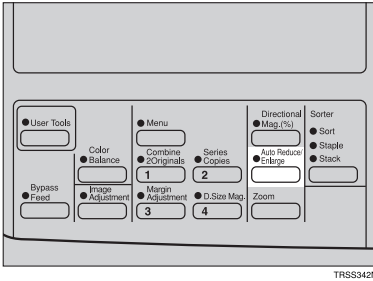
 **Note**

- Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

Example:

- Metric version: original: A3☐, copy paper: A4☐
- Inch version: original: 11" × 17"☐, copy paper: 8¹/₂" × 11"☐

1 Press the **[Auto Reduce/Enlarge]** key.



TRSS342N

2 Set your originals.

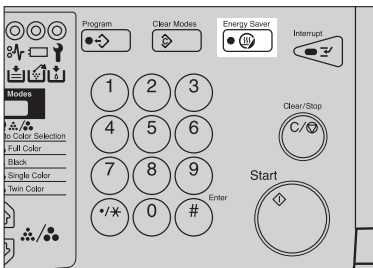
3 Choose your copy paper size (e.g. A4☐, 8¹/₂" × 11"☐).

4 Press the **[Start]** key. The original image is enlarged or reduced to fit the selected copy paper.

Energy Saver Mode

If you do not operate the machine for a certain period after copying, or when you press and hold the **[Energy Saver]** key for more than one second, the display goes blank and the machine enters Energy Saver mode. When you press the **[Energy Saver]** key again, when the originals are set in the document feeder, or when the platen cover or document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

1 Hold down the **[Energy Saver]** key more than one second to enter Energy Saver mode.



CZSS009N

 **Note**

- ☐ To exit this mode, press the **[Energy Saver]** key again.

Auto Off Mode

This machine automatically turns itself off 60 minutes after the last copy or print job has finished. If you wish to make copies when the machine is in Auto Off mode, press the operation switch.

Reference

For how to change the default interval that the machine waits before entering Auto Off mode, see “Auto Timer” ⇒ P.135 “System settings”.

2

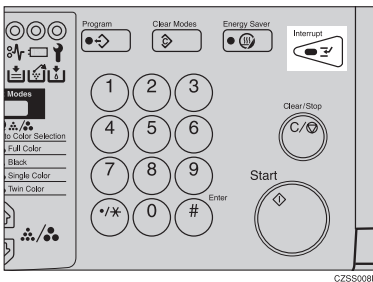
Interrupt Copying

Use the **[Interrupt]** key to interrupt a multicopy run and make urgently needed copies.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 “Combination Chart”.

- 1** Press the **[Interrupt]** key. The machine will stop the copy run and store the present settings in memory before returning to the ready condition.



- 2** Remove the previous originals. Set your originals for interrupt copying on the exposure glass or in the document feeder.
- 3** Make your copies.
- 4** After interrupt copying is completed, press the **[Interrupt]** key again. The machine will recall the previous copy settings.
- 5** Reset the previous originals and press the **[Start]** key to resume the previous run.

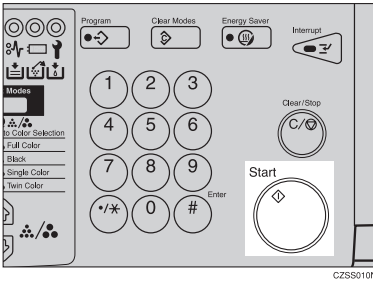
Auto Start

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and the machine will start copying after the warm-up period.

1 Set your copy settings during the warm-up period.

2

2 Press the **[Start]** key.



 **Note**

To cancel Auto Start, press the **[Clear/Stop]** key.

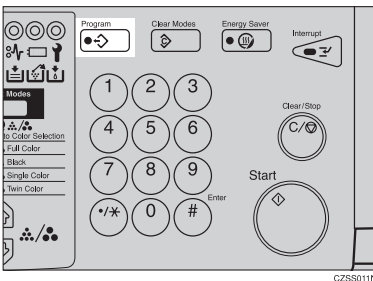
Program

You can store up to five frequently used copy job settings in machine memory and recall them for future use.

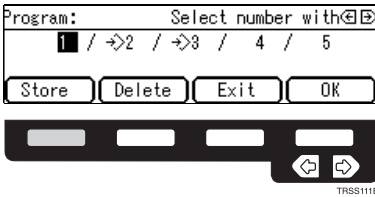
Storing your settings

1 Set the copy settings you want to put into memory.

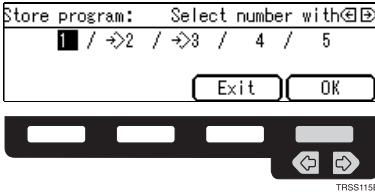
2 Press the **[Program]** key.



3 Press the [Store] key.



4 Select the program number you want to store the settings in with the \leftarrow \rightarrow keys. Then press the [OK] key.

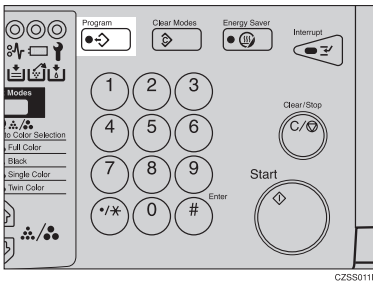


Note

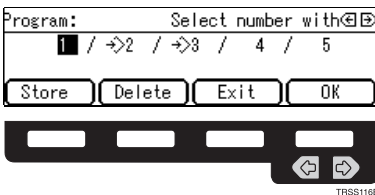
- If this program number is already used, the machine asks whether you wish to overwrite it or not. Press the [Yes] or [No] key.

Recalling your settings

1 Press the [Program] key.



2 Select the program number you want to recall with the \leftarrow \rightarrow keys.



Note

- Only programs with \rightarrow contain a program.

3 Press the [OK] key.

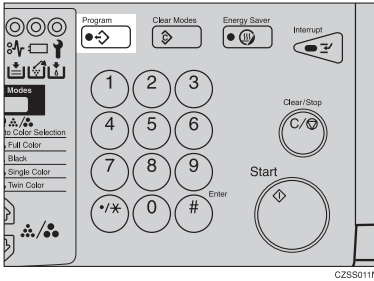
The stored settings are displayed.

4 Set your originals, then press the [Start] key.

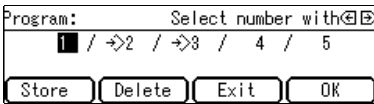
Deleting a program

2

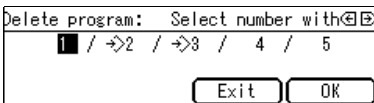
1 Press the [Program] key.

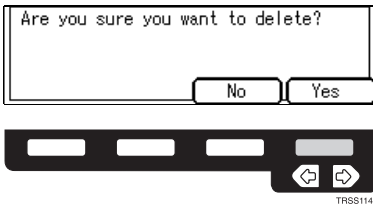


2 Press the [Delete] key.



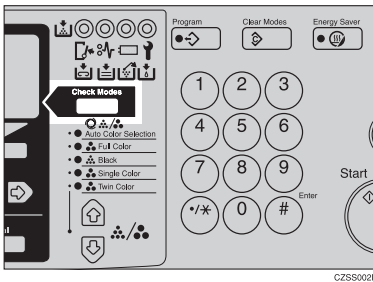
3 Select the program number that contains the program you wish to delete with the [Left] [Right] keys. Then press the [OK] key.



4 Press the [Yes] key.**5** Press the [Exit] key.

Check Modes

By pressing the **[Check Modes]** key, you can see at a glance the modes you have selected.

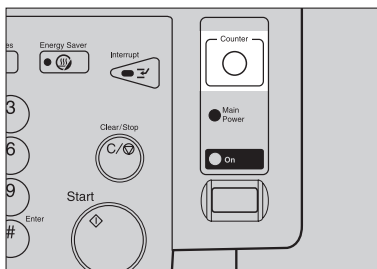
**Note**

□ You can check the following modes:

- Book → 1 Sided
- 2 Sided → 1 Sided
- Combine 2 Originals
- Margin Adjustment
- Centering
- Cover
- Color Conversion
- Color Erase
- Mirror
- Positive/Negative
- Bypass Feed Copying

Counter

By pressing the **【Counter】** key, you can check the machine's counter.

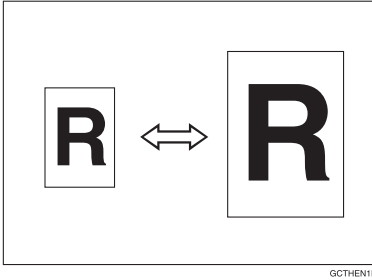


TRSS320N

2

Reduce/Enlarge

Preset R/E



Reference

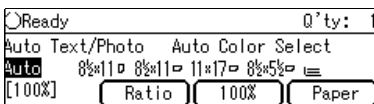
Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".


Note

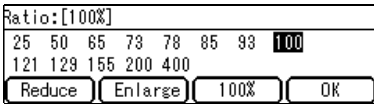
- You can add up to two preset ratios with the user tools. ⇒ P.140 "General features".
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- To return to 100%, press the [100%] key.

Reducing

1 Press the [Ratio] key.



2 Press the [Reduce] or  key to select the reducing ratio.



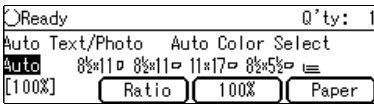
TRSS118E

3 Press the [OK] key.


4 Set your originals, then press the [Start] key.

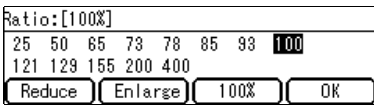
Enlarging

1 Press the [Ratio] key.



TRSS112E

2 Press the [Enlarge] or  key to select the enlarging ratio.



TRSS119E

3 Press the [OK] key.

4 Set your originals, then press the [Start] key.

Zoom



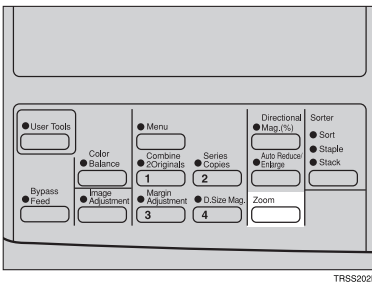
You can change the reproduction ratio from 25% to 400% in 1% steps.

Note

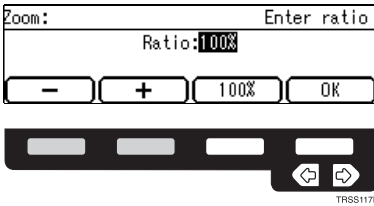
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- To return to 100%, press the **[100%]** key.
- You can select a preset ratio which is near the desired ratio, then press the **[Zoom]** key and adjust the ratio with the **[+]** or **[-]** key.
- There are two ways to set the ratios.

Using the [-] and [+] keys

1 Press the **[Zoom]** key.



2 Adjust the reproduction ratio with the [+] or [-] key.

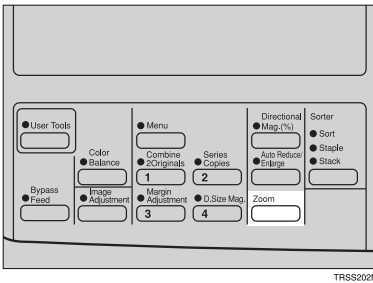


3 Press the [OK] key.

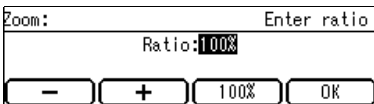
4 Set your originals, then press the [Start] key.

Using the number keys

1 Press the [Zoom] key.



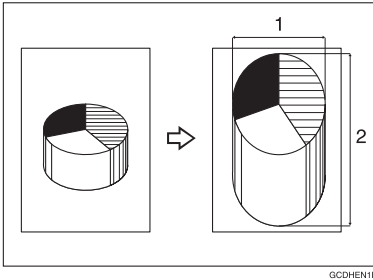
2 Enter the reproduction ratio with the number keys.



3 Press the [OK] key.

4 Set your originals, then press the [Start] key.

Directional Magnification (%)



1. Horizontal %

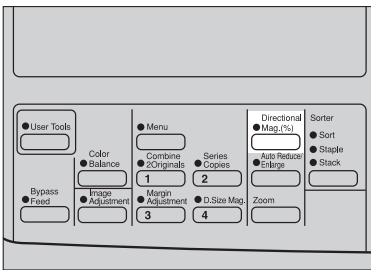
2. Vertical %

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.

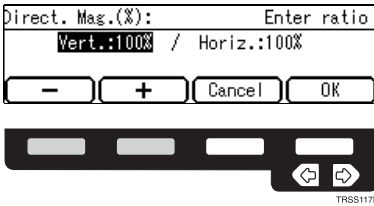
Note

- You can select the ratio from 25% to 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image will not be copied or blank margins will appear on copies.

1 Press the **[Directional Mag.(%)]** key.



2 Enter the vertical ratio with the number keys, or the [+][-] keys.

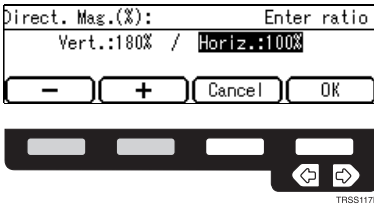


Note

- To change the ratio entered, press the **[Clear/Stop]** key and enter the new ratio.

3 Press the **[>]** or **[#]** key.

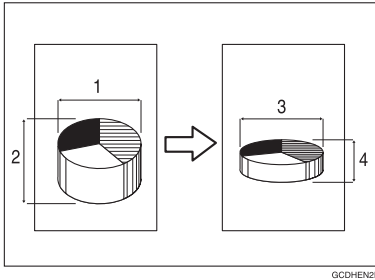
4 Enter the horizontal ratio with the number keys or the [+][-] keys.



5 Press the **[OK]** key.

6 Set your originals, then press the **[Start]** key.

Directional Size Magnification (inch)



1. Horizontal original size
2. Vertical original size
3. Horizontal copy size
4. Vertical copy size

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you want.

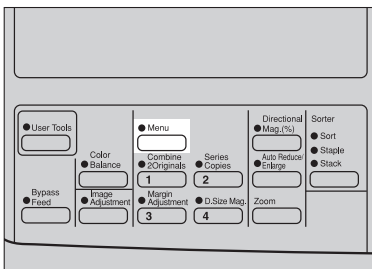
Note

- You can enter sizes within the following ranges:

Metric Version	1 - 999mm (in 1mm steps)
Inch Version	0.1" - 99.9" (in 0.1" steps)

- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

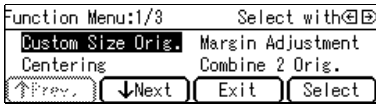
- 1 Press the **[Menu]** key.



Note

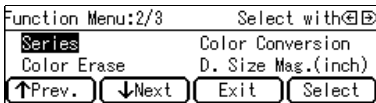
- ❑ If you have assigned the Directional Size Magnification (inch) function to one of the **[Favorite]** keys, press it and go to step 1. To assign a function to the **[Favorite]** keys, ⇒ P.147 “Set favorite keys”.

2 Press the **[↓Next]** key until **[D. Size Mag. (inch)]** is displayed.



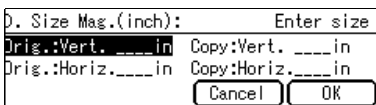
TRSS112E

3 Select **[D. Size Mag. (inch)]** with the **[←→]** keys, then press the **[Select]** key.



TRSS114E

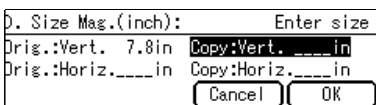
4 Enter the vertical original size with the number keys, then press the **[▶]** or **[#]** key.



Note


- ❑ To change the value entered:
 - If you have not pressed the **[▶]** or **[#]** key yet, press the **[Clear]** key and enter a new value.
 - If you have already pressed the **[▶]** or **[#]** key, select **[Orig.:Vert.]** with the **[←→]** key and enter the new value.

5 Enter the vertical copy paper size with the number keys, then press the **[▶]** or **[#]** key.



Note

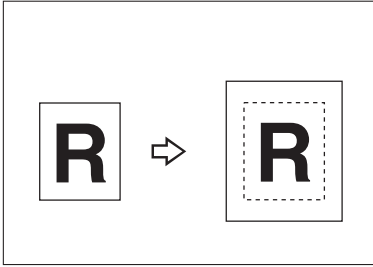
- ❑ If you press the **[OK]** key after entering the vertical original and paper sizes, the horizontal ratio will become same as the vertical ratio automatically.

- 6** Enter the horizontal original size with the number keys, then press the  or [#] key.
- 7** Enter the horizontal copy paper size with the number keys, then press the [#] key.
- 8** Press the [OK] key.
- 9** Set your originals, then press the **[Start]** key.

Shifting the Image

Centering

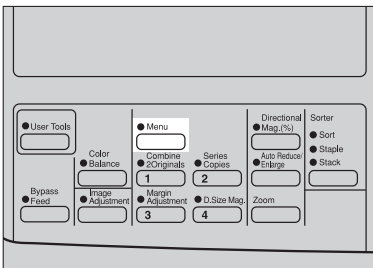
2



GCID0H1E

You can move the image to the center. This function is convenient when the copy paper is larger than the original.

1 Press the **[Menu]** key.



TRSS222N

Note

- ❑ If you have assigned the Centering function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

2 Select **[Centering]** with the **⏪ ⏩** keys. Then press the **[Select]** key.

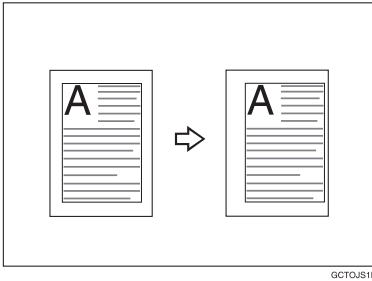


TRSS115E

- 3 Press the [Exit] key.
- 4 Select the copy paper size.
- 5 Set your originals, then press the [Start] key.

Margin Adjustment

2



You can make a margin by shifting the image to the left or right. This function is convenient when you want to bind copies.

Note

- You can change the width of the binding margin as follows.

Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8" (in 0.1" steps)

- The margin width default is as follows. You can change this default setting with the user tools. ⇒ P.140 "General features".

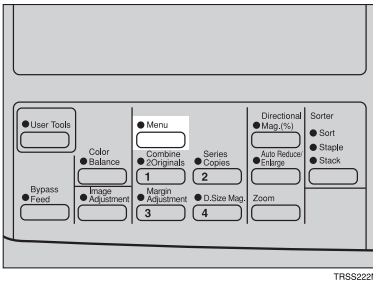
Metric Version	10mm Left
Inch Version	0.4" Left

- If you set too wide a margin, areas you do not want to delete might be erased.

Reference

Regarding function that cannot be used together with this function, ⇒ P.105 "Combination Chart".

1 Press the **[Menu]** key.

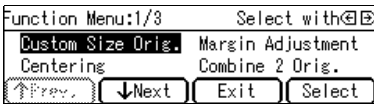


TRSS222N

Note

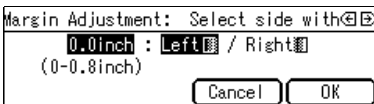
- ❑ If you have assigned the Margin Adjustment function to one of the **[Favorite]** keys, press it and go to step **2**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

2 Select **[Margin Adjustment]** with the **◀▶** keys. Then press the **[Select]** key.



TRSS115E

3 Select **[Left]** (left margin) or **[Right]** (right margin) with the **◀▶** keys. Then enter the desired margin width with the number keys.



TRSS116E

Note

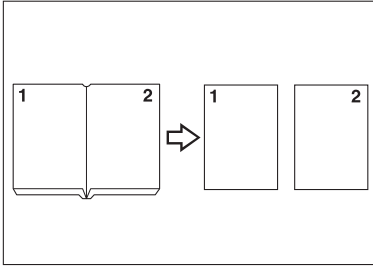
- ❑ To change the value entered, press the **[Clear/Stop]** key and enter the new value.

4 Press the **[OK]** key.

5 Set your originals, then press the **[Start]** key.

Series Copies

Book → 1 Sided



GCSEPR1E

This function makes one-sided copies from two facing pages of bound (book) originals.

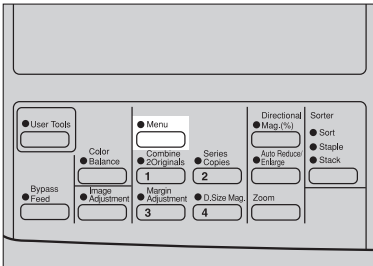


Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 “Combination Chart”.



1 Press the **[Menu]** key.



TRSS222N



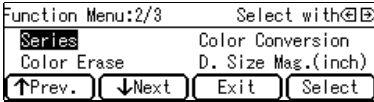
Note

- If you have assigned the Series Copies function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, ⇒ P.147 “Set favorite keys”.

2 Press the [↓Next] key until [Series] is displayed.



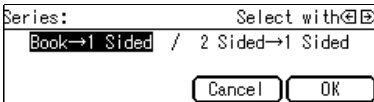
3 Make sure that [Series] is selected, then press the [Select] key.



Note

□ If your machine do not have the document feeder, go to step 5.

4 Make sure that [Book → 1 Sided] is selected, then press the [OK] key.

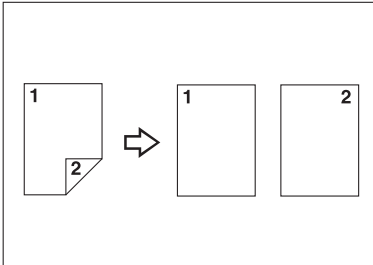


5 Select the copy paper size.

6 Set your originals, then press the [Start] key.

2 Sided → 1 Sided

The optional document feeder is required to use this function.



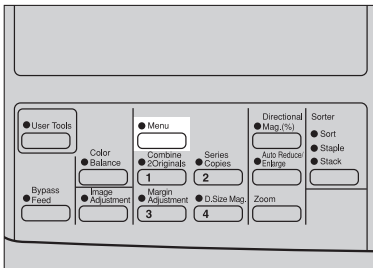
GCSEPR2E



Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

1 Press the **[Menu]** key.



TRSS222N



Note

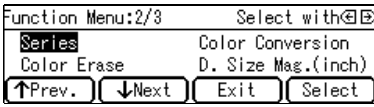
- If you have assigned the Series Copies function to one of the **[Favorite]** keys, press it and go to step 4. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

2 Press the **[↓Next]** key until **[Series]** is displayed.

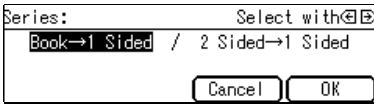


TRSS112E

3 Make sure that [Series] is selected, then press the [Select] key.



4 Select [2 Sided→1 Sided] with the ⬅➡ keys, then press the [OK] key.

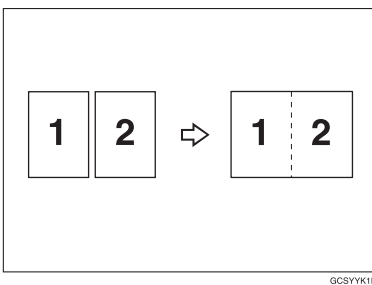


5 Select the copy paper size.

6 Set your originals in the document feeder, then press the [Start] key.

Combine 2 Originals

The optional document feeder is required to use this function.



This function automatically combines 2 one-sided originals onto one copy.

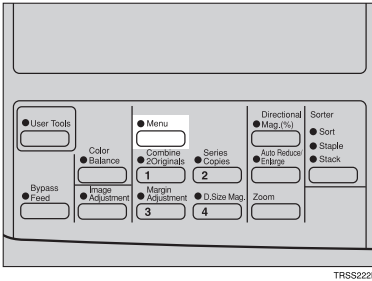
Note

- You cannot use the bypass tray with this function.
- If the original size and direction is set differently, you cannot use the Combine 2 Originals function.
- When you use the Combine 2 Originals function, Auto Reduce/Enlarge is selected automatically.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 “Combination Chart”.

1 Press the **[Menu]** key.

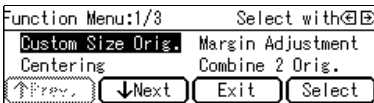


TRSS222N

Note

- If you have assigned the Combine 2 Originals function to one of the **[Favorite]** keys, press it and go to step 1. To assign a function to the **[Favorite]** keys, ⇒ P.147 “Set favorite keys”.

2 Select **[Combine 2 Orig.]** with the **◀▶** keys, then press the **[Select]** key.



TRSS115E

3 Select the copy paper size.

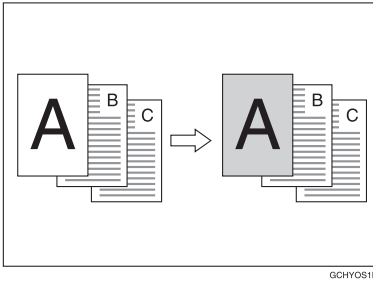
4 Set your originals in the document feeder, then press the **[Start]** key.

Cover Sheet

Front Cover

The optional document feeder is required to use this function.

2



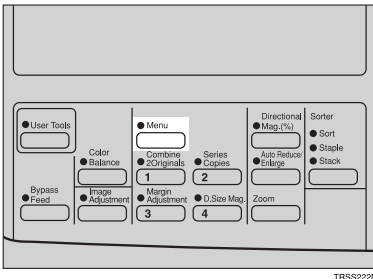
Note

- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick Paper mode.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

1 Press the **[Menu]** key.



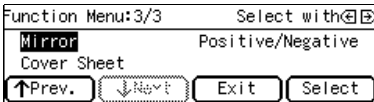
Note

- If you have assigned the Cover Sheet function to one of the **[Favorite]** keys, press it and go to step **1**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

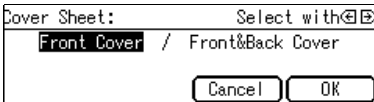
- 2** Press the [↓Next] key until [Cover Sheet] is displayed.



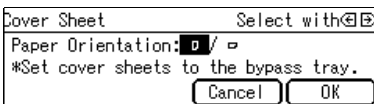
- 3** Select [Cover Sheet] with the ⏪ ⏩ keys, then press the [Select] key.



- 4** Make sure that [Front Cover] is selected, then press the [OK] key.



- 5** Select orientation of the copy paper and cover sheets with the ⏪ ⏩ keys, then press the [OK] key.

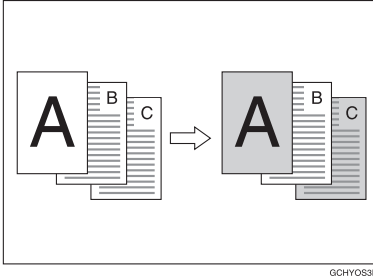


- 6** Set cover sheets into the bypass tray.
- 7** Set your originals in the document feeder.
- 8** Press the [Start] key.

Front & Back Covers

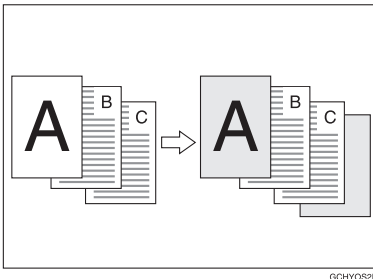
The optional document feeder is required to use this function.

❖ Back Cover: Copy



GCHYOSZE

❖ Back Cover: Blank



GCHYOSZE

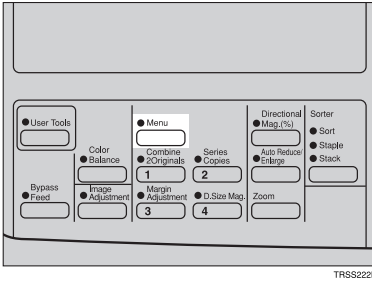
Note

- You can specify whether to make a copy on a back cover sheet. If you select **[Copy]**, the last page will be copied on the back cover sheet. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.
- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick Paper mode.
- If Blank Cover mode is selected, the back cover will not be counted as a copy.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

1 Press the [Menu] key.



TRSS222N

2

Note

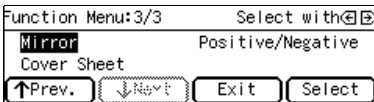
- ❑ If you have assigned the Cover Sheet function to one of the [Favorite] keys, press it and go to step 4. To assign a function to the [Favorite] keys, ⇒ P.147 "Set favorite keys".

2 Press the [↓Next] key until [Cover Sheet] is displayed.



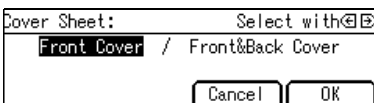
TRSS112E

3 Select [Cover Sheet] with the [Left] [Right] keys, then press the [Select] key.





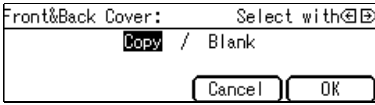
TRSS115E

4 Select [Front & Back Cover] with the [Left] [Right] keys, then press the [OK] key.





TRSS116E

- 5** Specify whether to copy on back cover sheets with the   keys, then press the [OK] key.



2



- 6** Select orientation of the copy paper and cover sheets with the   keys, then press the [OK] key.



- 7** Set cover sheets into the bypass tray.
- 8** Set your originals in the document feeder.
- 9** Press the [Start] key.

Color Creation

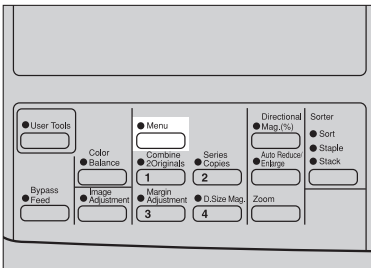
Color Conversion

This function converts a selected color of an original into a different color on the copy.

Note

- Up to 4 colors can be converted at one time.
- Colors that can be converted: Red, Green, Blue, Yellow, Cyan, Magenta, Black, and White
- Colors you can convert to: Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, and Black
- This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from “Narrow” to “Wide”. ⇒ P.144 “Image adjustment”. For example, if red is selected as the color to be converted, “Narrow” will result in only red being converted, and “Wide” will result in other colors close to red being converted.
- This function can be used in Full Color mode.

1 Press the **[Menu]** key.



TRSS222N

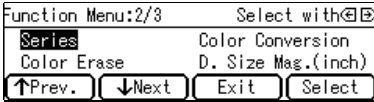
Note

- If you have assigned the Color Conversion function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 “Set favorite keys”.

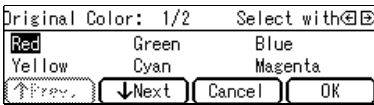
2 Press the [↓Next] key until [Color Conversion] is displayed.



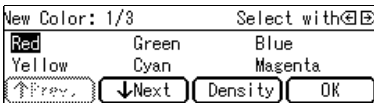
3 Select [Color Conversion] with the ⬅ ➡ keys, then press the [Select] key.



4 Select the original color (color to be converted) with the ⬅ ➡ keys, then press the [OK] key.

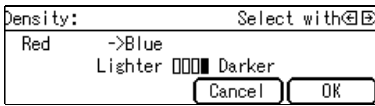


5 Select the new color (color to convert to) with the ⬅ ➡ keys.



6 If you want to select the color density level, press the [Density] key.

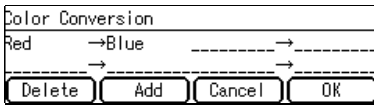
- 7** Select the level with the **←→** keys. Then press the **[OK]** key.



TRSS115E

- 8** Press the **[OK]** key.

- 9** If you want to convert more than one color, press the **[Add]** key. Then repeat steps **4** to **8**.



TRSS112E

Note

- Repeat step **9** until you have finished designating colors.
- If you pick the wrong color, press the **[Delete]** key.

- 10** Press the **[OK]** key.

- 11** Set your originals, then press the **[Start]** key.

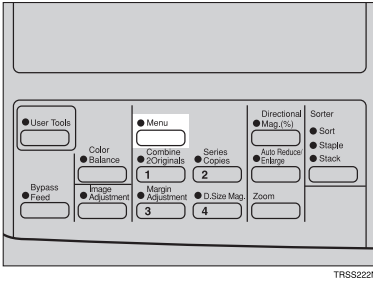
Color Erase

This function erases a selected color from the original image.

Note

- Up to 4 colors can be erased at one time.
- Colors that can be erased: Red, Green, Blue, Yellow, Cyan, Magenta, and Black
- This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from "Narrow" to "Wide". ⇒ P.144 "Image adjustment". For example, if red is selected as the color to be erased, "Narrow" will result in only red being, and "Wide" will result in other colors close to red being erased.

1 Press the **[Menu]** key.



TRSS222N

Note

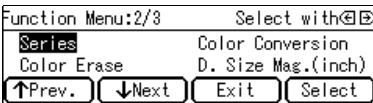
- If you have assigned the Color Erase function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

2 Press the **[↓Next]** key until **[Color Erase]** is displayed.



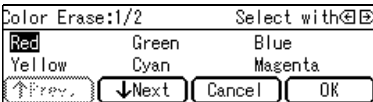
TRSS112E

3 Select **[Color Erase]** with the **[←→]** keys, then press the **[Select]** key.



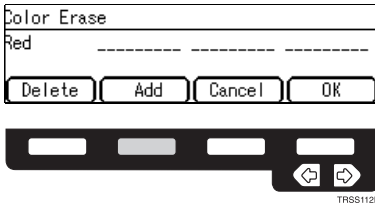
TRSS115E

4 Select the color to be erased with the **[←→]** keys, then press the **[OK]** key.



TRSS116E

- 5** If you want to erase more than one color, press the **[Add]** key. Then repeat step **4**.



 **Note**

- Repeat step **5** until you have finished designating colors.
- If you pick the wrong color, press the **[Delete]** key.

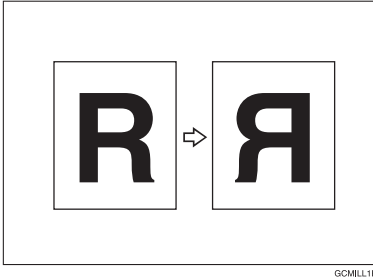
- 6** Press the **[OK]** key.

- 7** Set your originals, then press the **[Start]** key.

Image Creation

Mirror

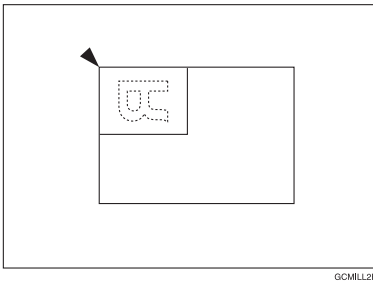
2



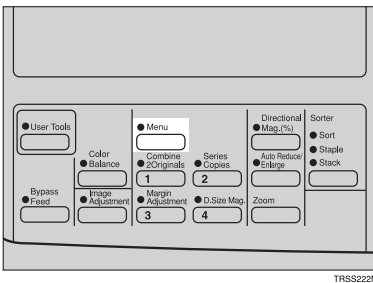
This function makes a mirror image copy of the original.

Note

- Set the original as below when setting on the exposure glass.



1 Press the **[Menu]** key.



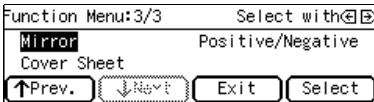
Note

- If you have assigned the Mirror function to one of the **[Favorite]** keys, press it and go to step **1**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

- 2** Press the [↓Next] key until [Mirror] is displayed.

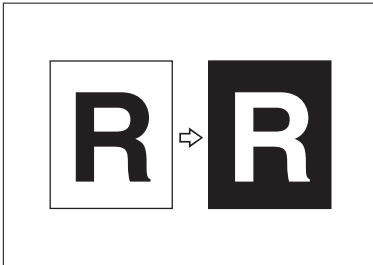


- 3** Make sure that [Mirror] is selected, then press the [Select] key.



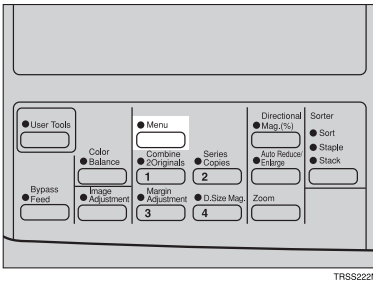
- 4** Set your originals, then press the [Start] key.

Positive/Negative



This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

1 Press the **[Menu]** key.

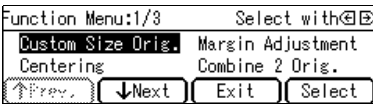


TRSS222N

Note

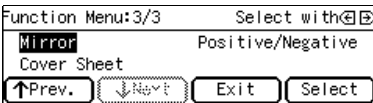
- If you have assigned the Positive/Negative function to one of the **[Favorite]** keys, press it and go to step **4**. To assign a function to the **[Favorite]** keys, ⇒ P.147 "Set favorite keys".

2 Press the **[↓Next]** key until **[Positive/Negative]** is displayed.



TRSS112E

3 Select **[Positive/Negative]** with the **[Left]** **[Right]** keys. Then press the **[Select]** key.



TRSS115E

4 Set your originals, then press the **[Start]** key.

Finishing

Note

- ❑ To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

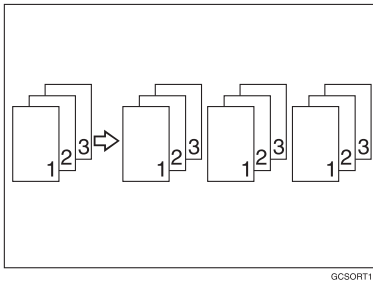
Reference

Regarding functions that cannot be used together with this function, ⇒ P.105 "Combination Chart".

2

Sort

The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.



One copy of each original is delivered to each bin and copies are collated into sets.

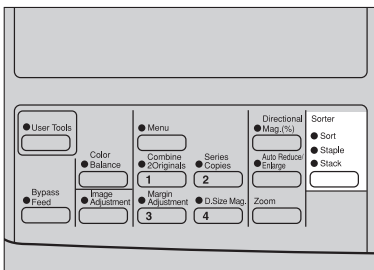
Note

- It is recommended to set originals in the document feeder with this function.
- For sorting, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1 st bin	2 nd or 3 rd bin
Maximum paper size	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 11" × 17" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"
Minimum paper size	☐: B5, 8 ¹ / ₂ " × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: B5, 8 ¹ / ₂ " × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: B5, 8 ¹ / ₂ " × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: A5, 8 ¹ / ₂ " × 11"	☐: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: A5, 8 ¹ / ₂ " × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 ¹ / ₂ " × 11" or smaller: 30 copies B4, 8 ¹ / ₄ " × 13" or larger: 25 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 15 copies B4, 8 ¹ / ₄ " × 13" or larger: 12 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 30 copies B4, 8 ¹ / ₄ " × 13" or larger: 25 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 500 copies B4, 8 ¹ / ₄ " × 13" or larger: 250 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 250 copies B4, 8 ¹ / ₄ " × 13" or larger: 125 copies

- When you have 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.
- When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Sort mode.
- You cannot use OHP transparencies or custom size paper in Sort mode.
- You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original with the user tools. ⇒ P.146 "ADF/Sorter".

1 Press the **[Sorter]** key until the Sort indicator (top) is lit.



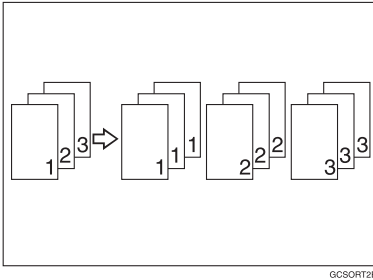
TRSS302N

2 Set your originals in the document feeder.

3 Press the **[Start]** key.

Stack

The optional 20-bin sorter stapler, 10-bin sorter stapler, or 3-bin sorter is required to use this function.



GCSORT2E

All copies of each original are delivered to the same bin.

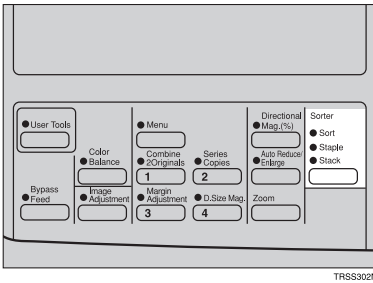
Note

For stacking, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter	
	Normal paper mode	Thick paper mode		1 st bin	2 nd or 3 rd bin
Maximum paper size	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 11" × 17" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"	☐: A3, 12" × 18" ☐: A4, 8 ¹ / ₂ " × 11"
Minimum paper size	☐: B5, 8 ¹ / ₂ " × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: B5, 8 ¹ / ₂ " × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: B5, 8 ¹ / ₂ " × 11" ☐: B5, 8 ¹ / ₂ " × 11"	☐: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: A5, 8 ¹ / ₂ " × 11"	☐: A6, 5 ¹ / ₂ " × 8 ¹ / ₂ " ☐: A5, 8 ¹ / ₂ " × 11"
Maximum paper capacity of bins (80g/m ² , 20 lb)	A4, 8 ¹ / ₂ " × 11" or smaller: 30 copies B4, 8 ¹ / ₄ " × 13" or larger: 25 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 15 copies B4, 8 ¹ / ₄ " × 13" or larger: 12 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 30 copies B4, 8 ¹ / ₄ " × 13" or larger: 25 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 500 copies B4, 8 ¹ / ₄ " × 13" or larger: 250 copies	A4, 8 ¹ / ₂ " × 11" or smaller: 250 copies B4, 8 ¹ / ₄ " × 13" or larger: 125 copies

- When you have an optional 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.
- When you have 10-bin sorter stapler, 12" × 18" size paper cannot be used in Stack mode.
- You cannot use OHP transparencies or custom size paper in Stack mode.

1 Press the **[Sorter]** key until the Stack indicator (bottom) is lit.



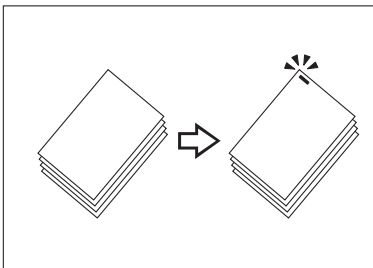
TRSS302N

2 Set your originals in the document feeder.

3 Press the **[Start]** key.

Staple

The optional 20-bin sorter stapler, 10-bin sorter stapler is required to use this function.













GC/SORT3E

Each copy set can be stapled together.

Note

- Since the image is rotated, if the direction of the original and paper direction differ, the staples might not be in the desired position.
- When you select Staple mode, Sort mode is automatically selected.
- You cannot use Staple mode with Stack mode.
- When you have an optional 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.
- You cannot use OHP transparencies or custom size paper in Staple mode.
- You cannot staple different width of paper.

Stapling position and original setting:

Original setting		Stapling position		
	Exposure glass	Document Feeder	20-bin sorter stapler	10-bin sorter stapler
<input type="checkbox"/>				
				
<input type="checkbox"/>				
				


For stapling, the following limitations apply:


	20-bin sorter stapler		10-bin sorter stapler
	Normal paper mode	Thick paper mode	
Maximum paper size	<input type="checkbox"/> A3, 11" × 17" <input type="checkbox"/> A4, 8 ¹ / ₂ " × 11"	<input type="checkbox"/> A3, 11" × 17" <input type="checkbox"/> A4, 8 ¹ / ₂ " × 11"	<input type="checkbox"/> A3, 11" × 17" <input type="checkbox"/> A4, 8 ¹ / ₂ " × 11"
Minimum paper size	<input type="checkbox"/> B5, 8 ¹ / ₂ " × 11" <input type="checkbox"/> B5, 8 ¹ / ₂ " × 11"	<input type="checkbox"/> B5, 8 ¹ / ₂ " × 11" <input type="checkbox"/> B5, 8 ¹ / ₂ " × 11"	<input type="checkbox"/> B5, 8 ¹ / ₂ " × 11" <input type="checkbox"/> B5, 8 ¹ / ₂ " × 11"
Stapler capacity (80g/m ² , 20 lb)	30 sheets	15 sheets	20 sheets

In the following cases, the copies will be delivered to the tray without stapling.

- When the number of copies for one set is over the stapler capacity.
- When the stapler runs out of staples.

 **Reference**

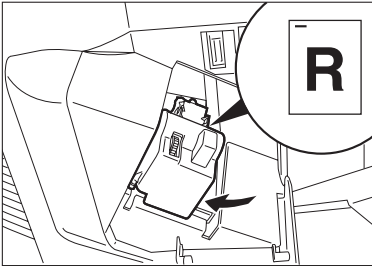
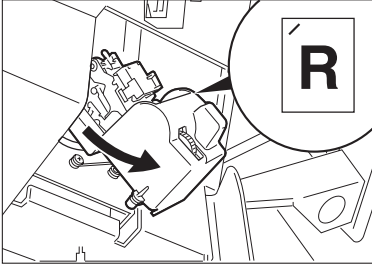
If you want to add staples, ⇒ P.125 " Adding Staples".

When the stapler is jammed, ⇒ P.127 " Removing Jammed Staples".

Changing the staple position

If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.

2



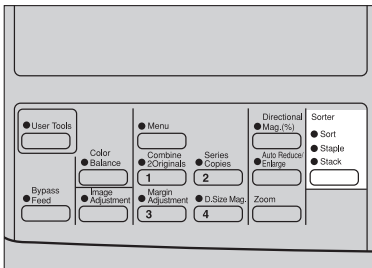
 **Note**

- After changing the position of the stapler, the stapler should be clicked in position.

Stapling copies automatically after copying

The optional document feeder is required to use this function.

- 1 Press the **[Sorter]** key until the Sort (top) and Staple (center) indicators are lit.

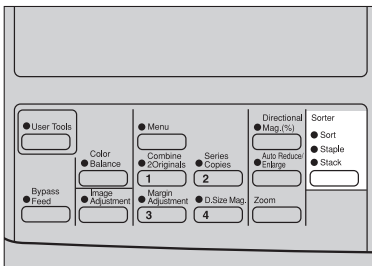


TRSS302N

- 2 Set your originals in the document feeder.
- 3 Press the **[Start]** key.

Stapling copies manually after copying

- 1 Press the **[Sorter]** key until the Sort indicator (top) is lit.



TRSS302N

- 2 Make your copies.
- 3 After copying is completed, press the **[Sorter]** key before the Staple indicator stops blinking.

3. Adjustment and Color Memory

Color Balance

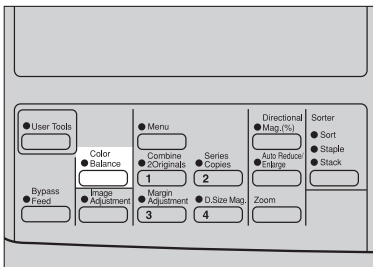
This function allows you to control the overall color tone of copies by adjusting the Yellow, Magenta, Cyan and Black color balance. Nine levels of tone are available.

Note

- The color balance will return to the default when:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.
- You can store any adjustments you make in memory and recall them later.

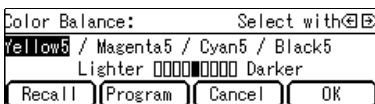
Color Balance Adjustment

1 Press the **[Color Balance]** key.



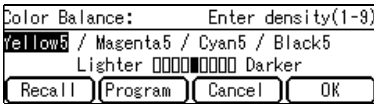
TRSS292N

2 Select the color to be adjusted with the **←→** keys.



TRSS116E

3 Enter the level of color tone with the number keys.



Note

- Default: level 5

4 If you want to adjust more than one color, repeat steps **2** and **3**.

5 Press the [OK] key.

Color Balance Program

You can store the color balance setting in memory and recall it when you want to use it.

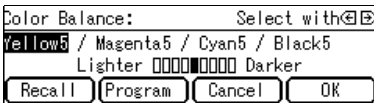
Note

- Only one setting can be stored.

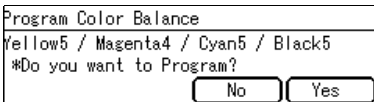
Storing the adjusted color balance

1 Change the color balance, but do not press the [OK] key.

2 Press the [Program] key.



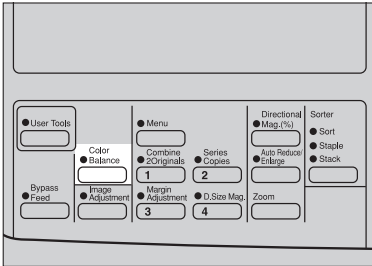
3 Press the [Yes] key.



4 Press the [OK] key.

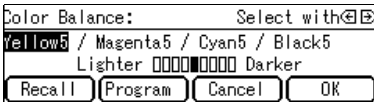
Recalling the color balance

- 1 Press the **[Color Balance]** key.



TRSS292N

- 2 Press the **[Recall]** key.










TRSS111E

- 3 Press the **[OK]** key.

3

Image Adjustment

You can change the following default settings for image adjustment:

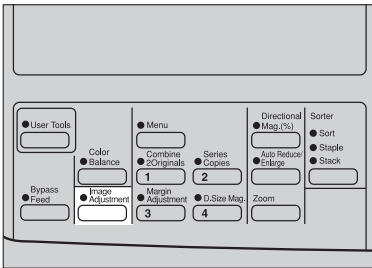
Sharp/Soft	<p>You can adjust the edges of the image to make the image sharper or softer.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 4</i></p>
Contrast	<p>You can adjust the contrast between light parts and dark parts of the image.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p>
Background Density	<p>You can adjust the background density control.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p> <p><input type="checkbox"/> If copying a newspaper or an original with a dark background, adjust the background density to a lighter setting.</p> <p><input type="checkbox"/> If part of the original is marked with a highlighting pen, adjust the background density to a darker setting. However, because the color of a highlighting pen is difficult to duplicate, it might be copied in different colors or some colors might not be copied.</p>
Pastel	<p>You can make copies in pastel tones.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 9 which yields a normal color copy</i></p>
U.C.R. Adjustment	<p>You can adjust the black toner density to make the black parts clearer in Full Color mode.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p> <p><input type="checkbox"/> Adjust this setting to a darker setting when you want to copy letter parts clearly in black.</p> <p><input type="checkbox"/> Adjust this setting to a lighter setting when the original image is dark.</p>
A.C.S. (Auto Color Selection) Sensitivity Level	<p>You can adjust the sensitivity when detecting whether the original has color areas in Auto Color Selection mode. When set to "B&W" values, the machine will be more likely to detect originals as black originals. "Full Color" values will cause the machine to be more likely to detect originals as color originals.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 3</i></p>
Auto Separation Sensitivity Level (Text/Photo Adjustment)	<p>You can adjust the sensitivity when detecting letter and photo parts of an original in Auto Text/Photo mode. If letter parts and photo parts of an original are not differentiated correctly, adjust this setting.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 5</i></p>

Sharp/Soft, Contrast, Background Density, and Pastel

Note

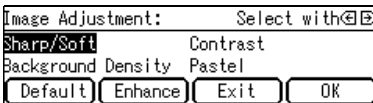
- Any settings you make with the Sharp/Soft, Contrast, Background Density Control and Pastel Color functions will be cancelled under the following conditions:
 - The machine is automatically reset.
 - The **[Clear Modes]** key is pressed.
 - The operation switch is turned off.
 - The main power switch is turned off.

- 1** Press the **[Image Adjustment]** key.



TRSS282N

- 2** Select the function with the **[Left/Right]** keys. Then press the **[OK]** key.

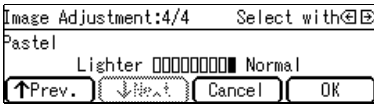
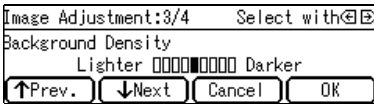
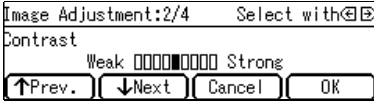
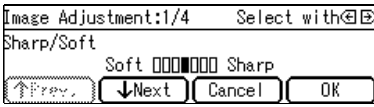


TRSS115E

Note

- To return to the default setting, select the function with the **[Left/Right]** keys and press the **[Default]** key.

3 Adjust the settings with the **←** **→** keys. Then press the **[OK]** key.



Note

- If you press the **[↑Prev.]** or **[↓Next]** key repeatedly, Sharp/Soft, Contrast, Background Density, and Pastel adjustment displays appear in turn.

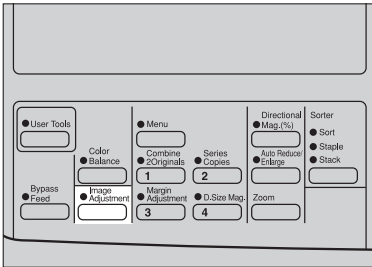
4 Press the **[OK]** key.

U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level

Note

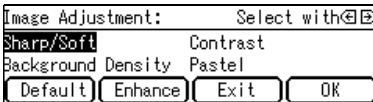
- Any settings you make with the U.C.R. Adjustment, A.C.S. Sensitivity Level and Auto Separation Sensitivity Level functions are not cleared by turning the power off or by pressing the **[Clear Modes]** key. They are cancelled only when you overwrite them with new settings.

1 Press the **[Image Adjustment]** key.





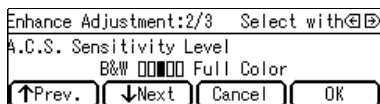
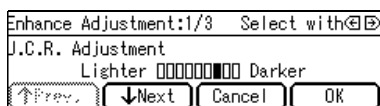
TRSS282N

2 Press the **[Enhance]** key.



TRSS112E

3 Select the function with the **[↑Prev.]** or **[↓Next]** key.














4 Adjust the settings with the   keys.**5** Press the [OK] key.

4

5. What to Do If Something Goes Wrong

If Your Machine Does Not Operate as You Want

Check the following:

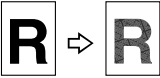
Condition	Action
Nothing happens when the operation switch is turned on.	Is the main power switch turned on? → Turn on the main power switch.
 Paper tray is empty.	Load paper. ⇒ P.115 "  Loading Paper".
 Toner container is almost empty. Or toner container is empty.	Add toner. ⇒ P.117 "  Changing The Toner Cartridge".
 Doors/covers are open.	Close the doors/covers.
 Misfeed occurs.	Remove misfed paper. ⇒ P.122 "  Clearing Misfeeds".
 The machine instructs you to add staples.	Add staples. ⇒ P.125 "  Adding Staples".
The machine instructs you to enter your user code.	The machine is set for user code mode. Enter your user code. ⇒ P.14 "When the machine is set for user codes".
The Energy Saver indicator is on.	Your machine is in Energy Saver mode. → Press the [Energy Saver] key. ⇒ P.52 "Energy Saver Mode".
Misfeeds occur frequently.	Is the right kind of paper in the paper tray? → Paper size and weight must be within the specifications for this machine.
	Is folded, wrinkled, damp, or curled paper in the paper tray? → Always use dry, undamaged paper.
	Is the paper properly set in the paper tray? → Always load paper correctly.
	Are there any pieces of misfed paper or other foreign objects in the machine? → Make sure that the paper path is completely clear of paper and other material after a misfeed.
Staples do not come out at all.	There are jammed staples in the stapler. → Remove the jammed staples. ⇒ P.127 "  Removing Jammed Staples".
	After loading a new staple cartridge, staples might not be ejected the first few times you try to use the stapler.
 or  or  is lit.	Contact your service representative.

If you cannot correct the problem by taking the above actions, please contact your service representative.

If You Cannot Make Copies as You Want

5

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.28 <i>“Adjusting Copy Image Density”</i> .
		Adjust the background density. ⇒ P.100 <i>“Image Adjustment”</i> .
The reverse side of an original image is copied.	The image density is too dark.	Clean them. ⇒ P.153 <i>“Maintaining Your Machine”</i>
		Adjust the image density. ⇒ P.28 <i>“Adjusting Copy Image Density”</i> .
		If you select Black Copy mode or Single Color mode, place a black sheet of paper under the reverse side of the original and select Auto Image Density mode.
A shadow is copied when copying a pasted original.	The image density is too dark.	Lighten the background density. ⇒ P.100 <i>“Image Adjustment”</i> .
		Adjust the image density. ⇒ P.28 <i>“Adjusting Copy Image Density”</i> .
		Adjust the background density. ⇒ P.100 <i>“Image Adjustment”</i> .
		Set the original in a different direction.
Copies are too light.	Put mending tape on the bound part.	Adjust the image density. ⇒ P.28 <i>“Adjusting Copy Image Density”</i> .
	The original has a low contrast image.	
	The image density is too light.	
	Damp or rough grain paper is used	Use dry paper without rough grain.

Problem	Cause	Action
Copy image is not clear.	The original image type (Photo/Text) is not selected properly.	Select the proper original image type. ⇒ P.35 "Selecting the Original Image Type (Photo/Text)".
		Adjust the sharpness of the image with the Sharp/Soft function. ⇒ P.100 "Image Adjustment".
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them. ⇒ P.153 "Maintaining Your Machine".
Copies are blank or parts of the image are not copied.	The original is not set correctly.	Set the originals correctly.
	An improper paper size is selected.	Select the proper paper size.
	The selected reproduction ratio does not match the paper size.	Select the proper reproduction ratio.
A moire pattern is produced on copies as shown in the illustration. 	Text mode is selected.	Select Auto Text/Photo mode or Photo mode. ⇒ P.35 "Auto Text/Photo mode".
	The line images of the original might be overlapped each other.	Place the original on the exposure glass at a slight angle.
		Adjust the sharpness of the image. ⇒ P.100 "Image Adjustment".
Color tone of copies is different from that of originals.	The color balance is not set properly.	Adjust the Color Balance. ⇒ P.97 "Color Balance".
		Perform the Auto Color Calibration. ⇒ P.144 "Image adjustment".
Color tone of copies is completely different from that of originals.	Unsuitable color setting.	Perform Auto Color Calibration. ⇒ P.144 "Image adjustment". If you cannot correct the problem by performing Auto Color Calibration, contact your service representative.
Letter parts and photo parts of an original are not separated correctly.	An original has screen letters or low density letters.	Adjust the Auto Separation Sensitivity Level to a "Text" level. ⇒ P.100 "Image Adjustment".
	An original has a high contrast photo.	Adjust the Auto Separation Sensitivity Level to a "Photo" level. ⇒ P.100 "Image Adjustment".
	An original has a photo having sequence thin lines with regular thin spaces.	Adjust the Auto Separation Sensitivity Level to a "Photo" level. ⇒ P.100 "Image Adjustment".

Problem	Cause	Action
Color parts of an original are copied in black in Auto Color Selection mode.	The original image contains small or thin color parts.	Adjust the A.C.S. Sensitivity Level to a "Full color" level. ⇒ P.100 "Image Adjustment".
Non-color parts of an original are copied in color in Auto Color Selection mode.	The machine might detect some black and white screen images (such as from newspaper) as a full color original.	Select Black Copy mode. ⇒ P.31 "Black copy mode".
		Adjust the A.C.S. Sensitivity Level to a "B&W" level. ⇒ P.100 "Image Adjustment".
A copy image is blurred.	The image density is too light.	Adjust the image density. ⇒ P.28 "Adjusting Copy Image Density".
	An improper kind of paper is set.	Set the right kind of paper in the paper tray. Note <input type="checkbox"/> Copies might be blurred if you copy onto rough grain, coated, or damp paper.

If you cannot correct the problem by taking the above actions, please contact your service representative.

Loading Paper

Reference

Regarding paper sizes that can be set, ⇒ P.159 “Mainframe”.

Note

If you want to change the paper size, ⇒ P.129 “Changing Paper Size”.

Non-recommended Paper for Paper Trays

- Folded, curled, creased, or damaged paper
- Torn paper
- Perforated paper
- Paper with conductive or low electrical resistance coating such as carbon or silver coating
- Thermal paper, art paper
- Thin paper that has low stiffness
- Damp paper
- Wavy paper
- Stapled paper
- Translucent paper
- OHP transparencies

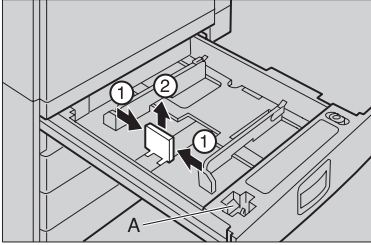
Note

- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- Correct curls in copy paper before loading.
- Fan copy paper to get air between the sheets before loading.
- When making two-sided copies, do not load paper in the paper tray to copy on the reverse side. Use the bypass tray. ⇒ P.42 “Copying from the Bypass Tray”.

Loading Paper in the Paper Tray

1 Pull out the paper tray until it stops.

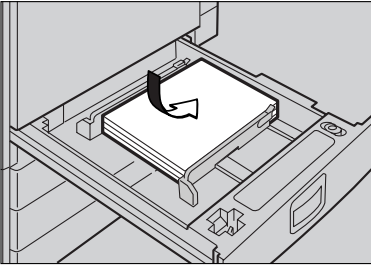
2 Remove the back fence.



Note

For 11" × 17" paper, put the back fence inside A.

3 Square the paper and set it in the tray.




Note

- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure that the leading corners of the paper are under the corners.

4 Reinstall the back fence.

5 Push the paper tray in until it stops.

Changing The Toner Cartridge

There are four kinds of toner (Cyan, Magenta, Yellow, and Black). When  is lit, it is time to add toner.

⚠ WARNING:

- **Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of used toner containers in accordance with local regulations for plastics.**


⚠ CAUTION:

- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ CAUTION:

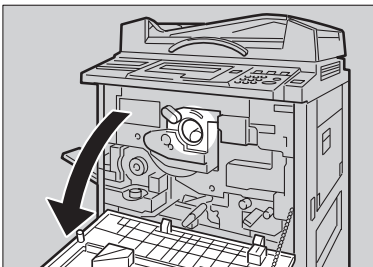
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

Note

- If you use toner other than that recommended, a fault might occur.
- When adding toner, do not turn off the operation switch. If you do, your settings are cleared.
- Always add toner after the machine instructs you to add toner.
- Do not use used toner. This will damage the machine.
- Be sure to add the correct color toner.
- You can still make about 20 copies after  appears. This is a good time to get a new toner cartridge ready.

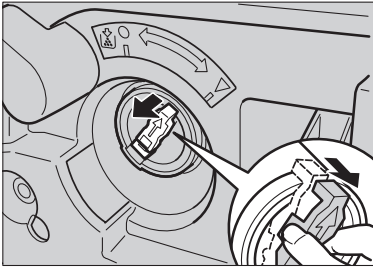
Pulling Out the Toner Cartridge

- 1** Open the front cover of the machine.

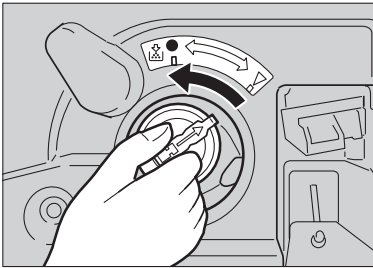


C2MH031E

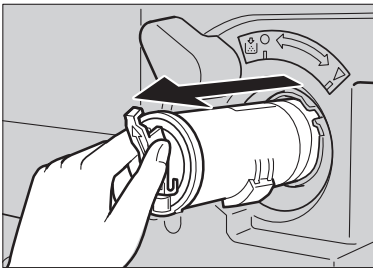
2 Pull the knob out to unlock it.



3 Turn it counterclockwise to the ● mark.



4 While holding the knob, then gently pull out the toner cartridge.



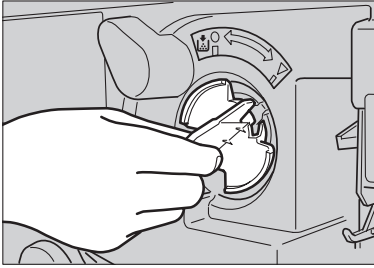
5

When you use the Cartridge Replacement Tool

Note

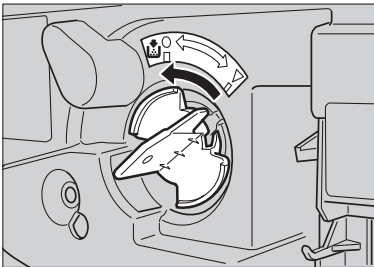
The cartridge replacement tool helps you to turn the knob.

- 1 Detach the cartridge replacement tool from the hook.
- 2 Set it onto the knob.



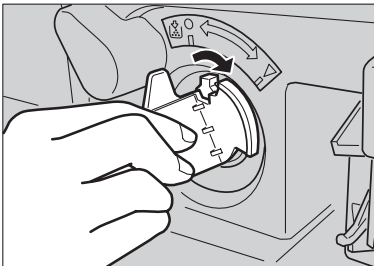
CZMT090E

- 3 Turn it counterclockwise to the  mark.



CZMT100E

- 4 Turn it clockwise a little, then pull it out from the knob.



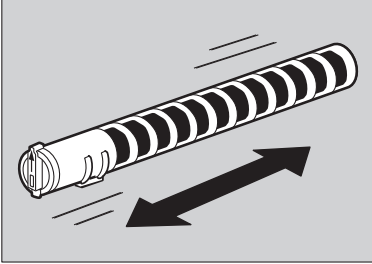
CZMT110E

Note

Hang the cartridge replacement tool on the hook for future use.

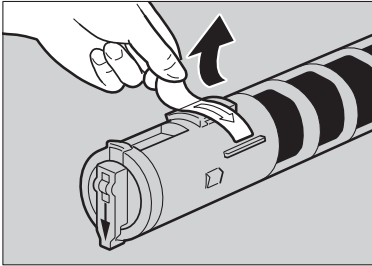
Setting the New Toner Cartridge

1 Hold the new toner cartridge horizontally and shake it 5 or 6 times.



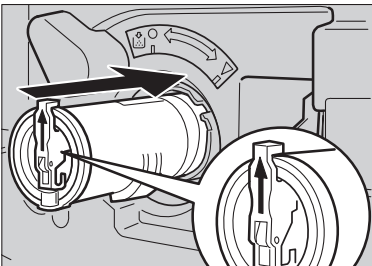
CZMT030E

2 Remove the seal.



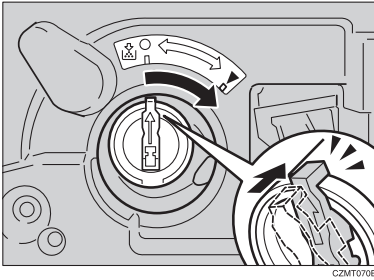
CZMT040E

3 Insert the toner cartridge with the ↑ mark at the top.



CZMT050E

4 Turn the knob clockwise to the ▼ mark until it clicks.



Note

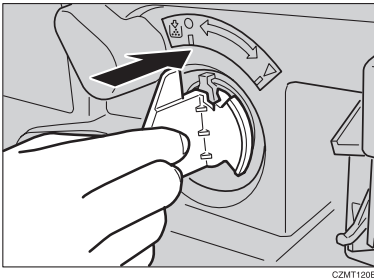
- Hang the cartridge replacement tool on the hook for future use.

When you use the Cartridge Replacement Tool

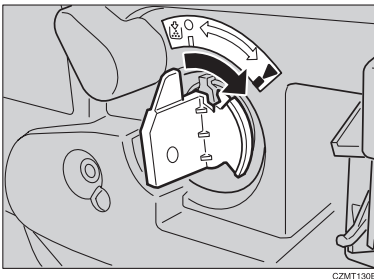
Note

- The cartridge replacement tool helps you to turn the knob.

1 Set it onto the knob.



2 Turn it clockwise to the ▼ mark.



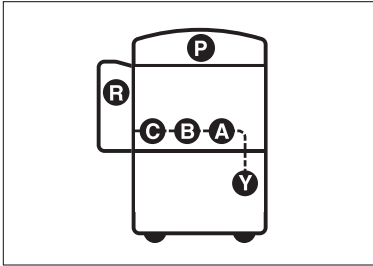
3 Detach the cartridge replacement tool from the knob.

Note

- Hang the cartridge replacemet tool on the hook for future use.

5 Close the front cover.

Clearing Misfeeds



TRISX083E


CAUTION:

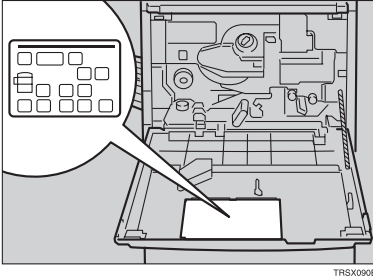
- *The fusing section of this equipment might be very hot. You should be very careful that you don't touch this section when removing the misfed paper.*

Note

- When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- If paper misfeeds occur repeatedly, contact your service representative.
- When clearing misfeeds, make sure that all units and levers are returned to their original position and all covers are closed.
- Do not touch originals in the document feeder when a paper misfeed occurs in the machine. If you do, the machine cannot determine which originals have been copied and which have not.

When A, B, C or Y is Displayed:

- 1 Open the front cover of the machine.
- 2 You can find a sticker (with  at the top) explaining how to remove misfed paper, inside the front cover as shown in the illustration.




- 3 Remove misfed paper following the instructions on the sticker.

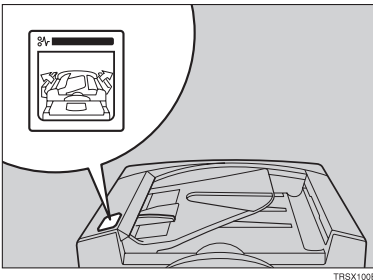
5

When P is Displayed:

Note

- This indicator is displayed only when your machine is equipped with the document feeder.

- 1 You can find a sticker (with  at the top), explaining how to remove the misfed paper, on the document feeder as shown in the illustration.

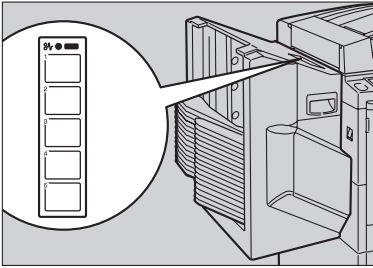


- 2 Remove the misfed paper following the instructions on the sticker.

When R is Displayed:

If your machine is equipped with the 20-bin sorter stapler

- 1 You can find a sticker (with  at the top) explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.

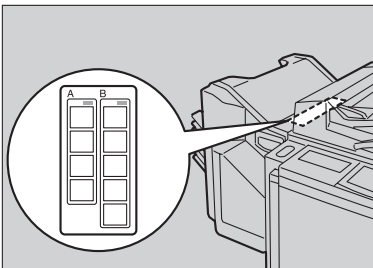


TRSX110E

- 2 Remove the misfed paper following the instructions on the sticker.

If your machine is equipped with the 10-bin sorter stapler

- 1 You can find a sticker (with  at the top), explaining how to remove misfed paper, on the cover of the sorter stapler as shown in the illustration.



TRSX120E

- 2 Remove the misfed paper following the instructions on the sticker.

Adding Staples

CAUTION:

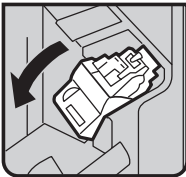
- Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.

Note

- If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

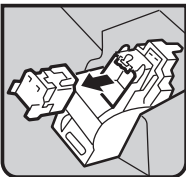
1 Open the front cover of the sorter stapler.

2 Raise the staple unit towards you.



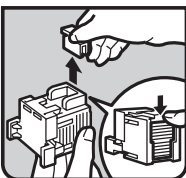
TRSP030E

3 Remove the cartridge.



TRSP031E

4 Hold the new cartridge as shown in the illustration, then pull out the stopper.

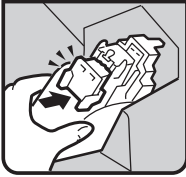


TRSP032E

Note

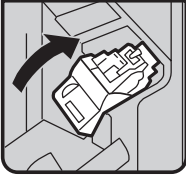
- If the staple is coming out, press it to the proper position.

5 Reinstall the cartridge until it clicks.



TRSP033E

6 Push the staple unit to the original position.



TRSP034E

7 Close the front cover of the sorter stapler.

5

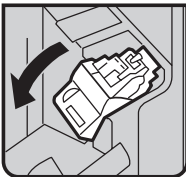
Removing Jammed Staples

Note

- ❑ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.
- ❑ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.

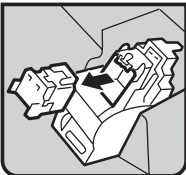
1 Open the front cover of the sorter stapler.

2 Raise the staple unit towards you.



TRSP030E

3 Remove the cartridge.



TRSP031E

4 While pushing the lock, pull the top cover.



TRSP040E

5 Remove the jammed staple.



TRSP041E

6 Push the top cover until it clicks.

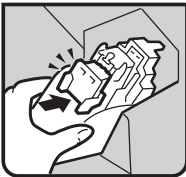


TRSP042E

 **Note**

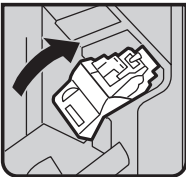
- If the staple is coming out, press it to the proper position.

7 Reinstall the cartridge until it clicks.



TRSP033E

8 Push the staple unit to the original position.



TRSP034E

9 Close the front cover of the sorter stapler.

6. Changing the Machine's Settings

Changing Paper Size

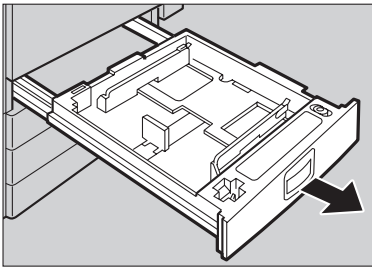
Note

- Be sure to select the paper size with the user tools or misfeeds might occur.

Reference

For the paper sizes, weight, and capacity that can be set in each tray, ⇒ P.159 "Mainframe".

- 1** Make sure that the paper tray is not being used.
- 2** Pull out the paper tray until it stops.

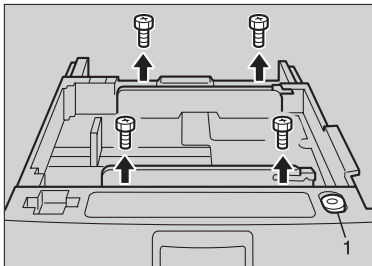


TRSY050E

Note

- Remove any remaining copy paper.

- 3** Remove the screws fastening the side fences using the screwdriver.



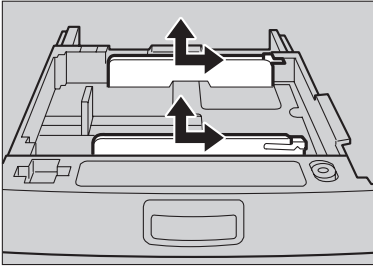
TRSY010E

1: Screwdriver

Note

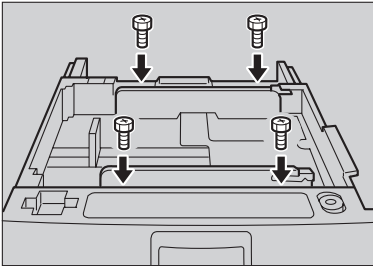
- A screwdriver is contained in the front area of the tray.

4 Re-position the side fences to the paper size you want to use.



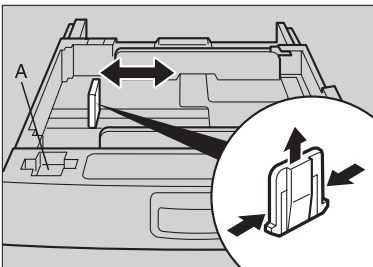
TRSY030E

5 Fasten the fences with screws.



TRSY040E

6 Adjust the back fence to the new paper size.

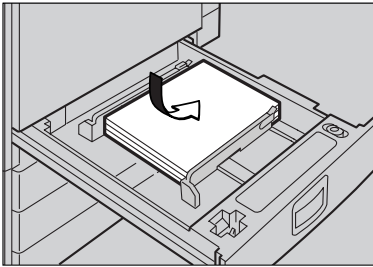


TRSY020E

 **Note**

- For 11" × 17" paper, put the back fence inside A.

7 Square the paper and set it in the tray.



TRSY060E

Note

- Shuffle the paper before setting it in the tray.
- Do not stack paper over the limit mark.
- Make sure the leading corners of the paper are under the corners.

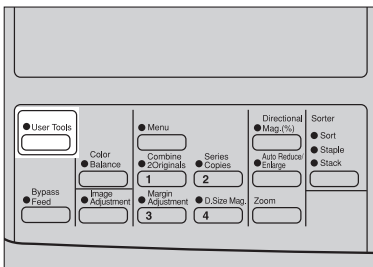
8 Push the paper tray in until it stops.

9 Select the paper size with the user tools.

6

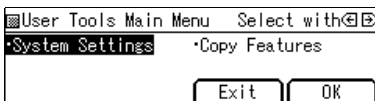
To Adjust the Paper Size with the User Tools

1 Press the [User Tools] key.



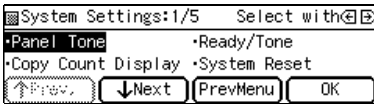
TRSS312N

2 Make sure that [System Settings] is selected, then press the [OK] key.

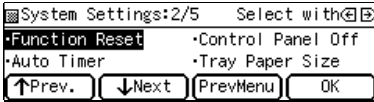


TRSS114E

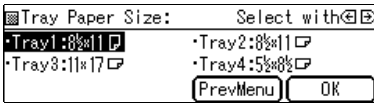
3 Press the [↓Next] key until [Tray Paper Size] is displayed.



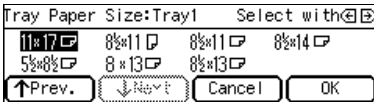
4 Select [Tray Paper Size] with the ⏪ ⏩ keys, then press the [OK] key.



5 Select the tray with the ⏪ ⏩ keys, then press the [OK] key.



6 Select the size with the ⏪ ⏩ keys, then press the [OK] key.



7 Press the [User Tools] key to exit from the user tools.

User Tools

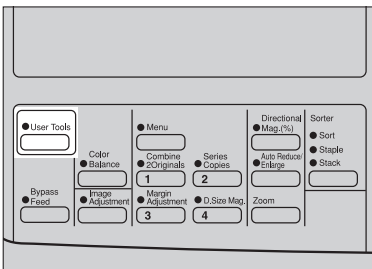
Accessing the User Tools

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Note

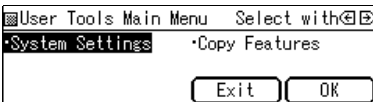
- Do not forget to exit the user tools menu after accessing it.

1 Press the **[User Tools]** key.



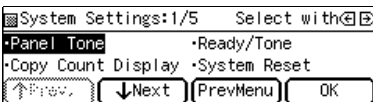
TRSS312N

2 Select **[System Settings]** or **[Copy Features]** with the **←→** keys, then press the **[OK]** key.



TRSS115E

3 Select the desired user tools menu with the **←→** keys, then press the **[OK]** key.

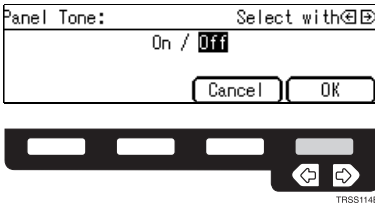


TRSS115E

Note

- [↓Next]**: Press to go to the next page.
- [↑Prev.]**: Press to go back to the previous page.

4 Change the settings by following the instructions on the display. Then press the **[OK]** key.



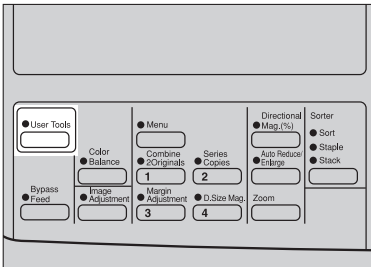
TRSS114E

Note

- [OK]** key: Press to set the new settings and return to the previous menu.
- [Cancel]** key: Press to return to the previous menu without changing any data.

Exiting from the User Tools

1 After changing the user tools settings, press the **[User Tools]** key.



TRSS312N

Note







- The settings are not canceled even if the operation switch is turned off or the **[Clear Modes]** key is pressed.






Settings You Can Change with the User Tools (System Settings)










Reference

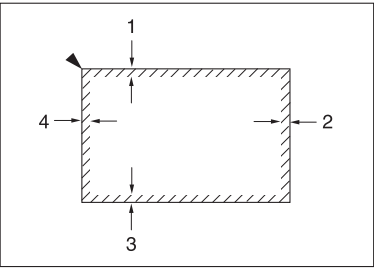
For how to access the user tools, ⇒ P.133 “Accessing the User Tools”.





System settings

Menu	Description
Panel Tone	<p>The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>
Ready/Tone	<p>Choose whether the machine beeps when it becomes ready for a copy run after power up.</p> <p> Note <input type="checkbox"/> Default: <i>On</i> <input type="checkbox"/> When the “Panel Tone” is set to Off, the beeper does not sound even if the “Ready/Tone” is set to On.</p>
Copy Count Display	<p>The copy counter can be set to show the number of copies made (Count Up), or the number of copies remaining to be made (Count Down).</p> <p> Note <input type="checkbox"/> Default: <i>Count Up</i></p>
System Reset	<p>You can set the reset time of the machine.</p> <p>After a copy job in Interrupt or Sort/Stack/Staple mode is completed, the mode will not be reset if there is still paper in the sorter or originals in the document feeder. A print job cannot be started in this condition. When the system is reset by this user tool, the machine can start printing.</p> <p>You can set this reset time from 10 to 990 seconds (in 10 seconds steps) or off.</p> <p>① Select [On] or [Off] with the   keys.</p> <p>② When you select [On], enter the system reset time with the number keys. Then press the [OK] key.</p> <p> Note <input type="checkbox"/> Default: <i>On (60 seconds)</i></p>

Menu	Description
Function Reset	<p>You can set the function switching time when "Interleave Print" is Off.</p> <p>When a print job comes while the machine is copying, after finishing the copy job the machine will wait for a specified time before starting the print job.</p> <p>You can set this time from 10 to 990 seconds (in 10 seconds steps) or off.</p> <ol style="list-style-type: none"> ① Select [On] or [Off] with the ◀▶ keys. ② When you select [On], enter the time with the number keys. Then press the [OK] key. <p> Note</p> <p><input type="checkbox"/> Default: <i>On (60 seconds)</i></p>
Control Panel Off	<p>The machine enters Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 990 seconds (in 10 seconds steps), or off. In Energy Saver mode, the panel display turns off.</p> <ol style="list-style-type: none"> ① Select [On] or [Off] with the ◀▶ keys. ② When you select [On], enter the time with the number keys. Then press the [OK] key. <p> Note</p> <p><input type="checkbox"/> Default: <i>On (60 seconds)</i></p>
Auto Timer	<p>The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function called "Auto Off". The time can be set from 1 to 240 minutes.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>60 minutes</i></p>
Tray Paper Size	<p>Select the size of the copy paper set in the paper tray.</p> <p> Note</p> <p><input type="checkbox"/> If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly.</p> <p> Reference</p> <p>For details, ⇒ P.131 "To Adjust the Paper Size with the User Tools".</p>

Menu	Description
Tray Priority	<p>You can select the paper tray which will be selected as a default in the following conditions:</p> <ul style="list-style-type: none"> • When the main power switch or operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the [Clear Modes] key is pressed. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Tray 1</i> <input type="checkbox"/> Tray 2, Tray 3, and Tray 4 are options.
Auto Tray Switch	<p>If you load paper of the same size in two or more trays, the machine automatically shifts another tray when the tray in use runs out of paper. You can set or cancel this setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i>
Interleave Print	<p>In this settings On, a print job can interrupt a copy job and vice versa.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On</i>
Output Tray Prio. (For 3-bin sorter only)	<p>You can specify a bin to which documents are delivered for each feature (copy and printer).</p> <ol style="list-style-type: none"> ① Select [Copy] or [Printer] with the   keys. Then press the [OK] key. ② Select a bin with the   keys. Then press the [OK] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <ul style="list-style-type: none"> • Copy: <i>First bin</i> • Printer: <i>First bin</i>
Display Contrast	<p>You can adjust the brightness of the panel display.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>level 4</i>

Menu	Description
<p>3 Side Full Bleed</p>	<p>When this mode is off, narrow margins on all 4 sides of the original are not copied.</p>  <p style="text-align: right; font-size: small;">GCGENKGE</p> <p>1: 2 ± 2 mm, $0.08''\pm 0.08''$ 2: $2\pm 2/-1.5$ mm, $0.08''+0.08''/-0.06''$ 3: 2 ± 2 mm, $0.08''\pm 0.08''$ 4: 5 ± 2 mm, $0.2''\pm 0.08''$</p> <p>When you turn it on, margins 1, 2 and 3 are copied.</p> <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> You cannot cancel the leading edge margin (margin 4).
<p>Bypass Custom Size</p>	<p>You can register custom size paper when you make copies with the bypass tray.</p> <ol style="list-style-type: none"> ① Select [Custom1], [Custom2], or [Custom3] with the \leftarrow \rightarrow keys. ② Press the [OK] key. ③ Enter the vertical size with the number keys, then press the [#] key. ④ Enter the horizontal size with the number keys, then press the [OK] key. <p>Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adjustment value: <ul style="list-style-type: none"> • Metric version: Vertical: 100 - 305mm Horizontal: 140 - 457mm • Inch version: Vertical: 3.9" - 12.0" Horizontal: 5.5" - 18.0" <input type="checkbox"/> To clear the custom paper size, select the [Delete] key.







Menu	Description
Ctr. Panel Off Level	<p>The machine enters Energy Saver mode automatically after your job is finished.</p> <p>Three Energy Saver levels are available.</p> <ul style="list-style-type: none"> • Level 1 The back light of the panel display goes off. Warm-up time: 0 seconds • Level 2 Power Consumption: Approximately A 25 % decrease compared to stand-by. Warm-up time: Approximately 80 seconds • Level 3 Power Consumption: Approximately A 50 % decrease compared to stand-by. Warm-up time: Approximately 140 seconds <p> Note</p> <p><input type="checkbox"/> Default: <i>Level 1</i></p>
<p>Key Operator Tools</p> <p>Use these tools to manage use of the machine.</p> <p> Note</p> <p><input type="checkbox"/> Enter a previously registered key operator code with the number keys.</p>	
Key Op. Access	<p>If you select On, only operators who know the key operator code can access the “Key Operator Tools” in the System Settings and Copy Features.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Off</i></p> <p><input type="checkbox"/> If you select On, you should register the key operator code.</p>
Program KeyOpCode	Use to register or change the key operator code (up to 8 digits).
AOF (Keep it on.)	<p> Note</p> <p><input type="checkbox"/> For details about this function, contact your service representative.</p>









Settings You Can Change with the User Tools (Copy Features)










Reference




For how to access the user tools, ⇒ P.133 “Accessing the User Tools”.




General features

Menu	Description
APS Priority	<p>As a default setting, the Auto Paper Select is selected just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>
ADS Priority (FC)	<p>By default Manual Image Density is selected in Full Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting so that the Auto Image Density is selected.</p> <p> Note <input type="checkbox"/> Default: <i>Off</i></p>
ADS Prio. (B&W/SC)	<p>As a default setting, Auto Image Density is selected in Black, Single Color, and Twin Color mode just after the machine is turned on or when modes are cleared. You can cancel this setting.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>
Orig. Mode Priority	<p>You can select the original image type (Auto Text/Photo mode, Text mode, Photo mode, or Special Original mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: <i>Auto Text/Photo mode</i></p>
Orig. Type Priority	<p>You can select the special original type (Highlight Pen, Inkjet, or Map) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: <i>Highlight Pen</i></p>
Col. Mode Priority	<p>You can select the color mode (Auto Color Selection mode, Full Color mode, or Black mode) that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note <input type="checkbox"/> Default: <i>Auto Color Select</i></p>

Menu	Description
Photo Type (Auto)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Auto Text/Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Press Print</i></p>
Photo Type (Photo)	<p>You can select the photo type (Press Print, Glossy Photo, or 2nd Generation) in Photo mode that is selected automatically just after the machine is turned on or when modes are cleared.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>Press Print</i></p>
Copy Reset	<p>The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 300 seconds, or off.</p> <ol style="list-style-type: none"> ① Select [On] or [Off] with the  keys. ② When you select [On], enter the time with the number keys. Then press the [OK] key. <p> Note</p> <p><input type="checkbox"/> Default: <i>60 seconds</i></p>
Max. Copy Q'ty	<p>The maximum copy quantity can be set from 1 to 99.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>99</i></p>
Original Tone	<p>The beeper (key tone) sounds when you forgot to remove originals after copying.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>On</i></p> <p><input type="checkbox"/> When the "Panel Tone" is set to Off, the beeper does not sound even if the "Original Tone" is set to On.</p>
Margin Adjustment	<p>You can adjust the margin width that is selected as a default in Margin Adjust mode. You can change this setting as follows:</p> <ol style="list-style-type: none"> ① Select the margin direction with the  keys. ② Enter the margin width with the number keys. Then press the [OK] key. <p>Metric version: left/20mm - right/20mm in 1mm steps Inch version: left/0.8" - right/0.8" in 0.1" steps</p> <p> Note</p> <p><input type="checkbox"/> Default:</p> <ul style="list-style-type: none"> • Metric version: left/10mm • Inch version: left/0.4"




Menu	Description
Set User Ratio	<p>Up to 2 reproduction ratios which you frequently use can be registered.</p> <ol style="list-style-type: none"> ① Select [Ratio1] or [Ratio 2] with the   keys. ② Enter the ratio with the number keys. Then press the [OK] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: 100 %
Initial Mode Set	<p>You can set the machine to recall program setting when the machine is turned on or when modes are cleared.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Normal</i> <input type="checkbox"/> Your service representative can store the program setting. <input type="checkbox"/> Your service representative can select whether the program setting is recalled when the machine is turned on or when modes are cleared.
<p>Key Operator Tools</p> <p>Use these tools to manage use of the machine.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Enter a previously registered key operator code with the number keys. 	
Accessible Modes	<p>You can assign user codes to each color mode. Operators must input their user codes before using each color mode (Full Color, Black, Single Color, and Twin Color). The machine keeps count of the number of copies made under each user code.</p> <ol style="list-style-type: none"> ① Select the color mode with the   keys. ② Press the [Select] key. ③ Press the [Exit] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeat steps ① and ② until you finished designating color modes.
Counter Reset	<p>You can check the number of copies made using each user code. Also, you can clear each code's counter.</p> <ol style="list-style-type: none"> ① Input the user code with the number keys. ② Press the [OK] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> To clear the counter, press the [Reset] key. Then press the [Yes] key. <ol style="list-style-type: none"> ③ Press the [Exit] key.













Menu	Description
Clear Code & Counter	<p>You can reset the counters for all user codes and delete all user codes.</p> <ol style="list-style-type: none"> ① Select [User Code] to delete all user codes or [Counter] to reset the counter for all user codes with the ◀▶ keys. ② Press the [Yes] key. ③ Press the [Exit] key.
Program User Code	<p>You can register your user code (8 digits).</p> <ol style="list-style-type: none"> ① Input the user code with the number keys. ② Press the [OK] key. ③ Select the color mode you want to use with the new code with the ◀▶ keys. ④ Press the [Select] key. ⑤ Press the [Exit] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeat steps ③ and ④ until you finished designating color modes. <input type="checkbox"/> Up to 50 user codes can be registered.
Chg/Del User Code	<p>You can change or delete your user code or the color mode assigned to your user code.</p> <p>❖ Changing your user code</p> <ol style="list-style-type: none"> ① Input the user code you want to change with the number keys. Then press the [#] key. ② Press the [Change] key. ③ Input the new user code with the number keys. ④ Press the [OK] key. ⑤ Select the color mode you want to use with the new code with the ◀▶ keys. ⑥ Press the [Select] key. ⑦ Press the [Exit] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Repeat steps ⑤ and ⑥ until you finished designating color modes. <p>❖ Deleting your user code</p> <ol style="list-style-type: none"> ① Input user code you want to delete with the number keys. Then press the [#] key. ② Press the [Delete] key. ③ Press the [Yes] key. <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> The counter under the deleted code is also cleared.
Counter List Print	<p>You can print data for all user codes.</p>

Menu	Description
Priority Tray FC	<p>When copying in Full Color mode, the paper in the selected paper tray can be used.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> When you select Auto Paper Select mode with Full Color mode, the selected paper tray will be used.
B&W Default: Text	<p>When you select Black copy mode, you can select Text mode regardless of the Orig. Mode Priority setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On</i>
Image Rotation	<p>When copying onto copy paper of the same size but different direction in Auto Paper Select or Auto Reduce/Enlarge mode, rotate the image by 90 degrees.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>On</i>







6

Image adjustment

Menu	Description
A.D.S. (FC)	<p>The Auto Image Density levels in Full Color mode can be made lighter or darker (5 levels).</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>level 3</i>
A.D.S. (B&W/SC)	<p>The Auto Image Density levels in Black mode, Single Color mode, or Twin Color mode can be made lighter or darker (5 levels).</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>level 3</i>
A.C.S. Priority	<p>You can select color images or black & white images that are priority detected in Auto Color Selection mode.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Full Color</i>



Menu	Description
Color Sensitivity	<p>When in Color Erase, Color Conversion or Twin Color (Red & Black) mode, the function can be made more or less sensitive to the color to be erased or converted. It can be adjusted within 5 levels ("Narrow" to "Wide").</p> <p>For example, if red is selected as the color to be erased or converted, "Narrow" will result in only red being erased or converted, and "Wide" will result in other colors close to red being erased or converted.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>level 3</i></p>
Auto Color Cal.	<p>When the tone of a specific color is strong or the color tone of copies is different from that of originals, perform this function. This function adjusts the balance of the 4 basic colors.</p> <p>① If your machine has the printer option installed, select [Copy Mode] or [Printer Mode] with the   keys. Then press the [OK] key.</p> <p>② Make sure that A4 , 8¹/₂" × 11" , B4 , A3 , or 11" × 17"  is set in trays. Then press the [Print] key.</p> <p> Note</p> <p><input type="checkbox"/> The test pattern is delivered to the copy tray.</p> <p>③ Set the test pattern on the exposure glass. Then press the [Scan] key.</p> <p> Limitation</p> <p><input type="checkbox"/> You cannot set the test pattern in the document feeder.</p> <p> Note</p> <p><input type="checkbox"/> To return to the previous setting, repeat steps ① to ③ and press the [Previous] key.</p>
IJ Printer Select	<p>You can select the type of inkjet printer if your originals are printed with inkjet printer.</p> <ul style="list-style-type: none"> • 1 – emphasize yellow • 2 – emphasize red and yellow • 3 – emphasize red and blue <p>If you want to emphasis yellow, select 1. If you want to emphasis red and yellow, select 2. If you want to emphasis red and blue, select 3.</p> <p> Note</p> <p><input type="checkbox"/> Default: <i>1</i></p>

ADF/Sorter

Menu	Description
SADF Auto Reset	<p>When you set one original at a time in the document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. The time can be set from 1 second to 99 seconds.</p> <p> Note <input type="checkbox"/> Default: <i>5 seconds</i></p>
Thin Paper Mode	<p>Use when changing the type of originals to be fed. Select this function to avoid damaging thin originals (40 - 52g/m², 11-14 lb) set in the document feeder.</p> <p> Note <input type="checkbox"/> Default: <i>Off</i></p>
ADF Mixed Sizes	<p>By default, you cannot set originals of different sizes at one time in the document feeder. You can cancel this setting.</p> <p> Note</p> <ul style="list-style-type: none"> <input type="checkbox"/> Default: <i>Off</i> <input type="checkbox"/> If you select [On], the copying speed will be reduced. <input type="checkbox"/> When setting different length originals, all originals must be flush with the back fence of the document feeder. <input type="checkbox"/> Smaller size originals might be skewed a little.
ADF Auto Paper Select	<p>By default, the Auto Paper Select is selected when you set originals in the document feeder. You can cancel this setting.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>
FC Copy Sorting	<p>You can disable sorting, stacking, or stapling in Full Color mode to maximize quality of full color copies.</p> <p> Note <input type="checkbox"/> Default: <i>Available (Sorting, stacking, or stapling can be used in Full Color mode.)</i></p>
Auto Sort Mode	<p>You can have the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original.</p> <p> Note <input type="checkbox"/> Default: <i>On</i></p>

Set favorite keys

You can register up to 4 frequently used functions in the **[Favorite]** keys.

- ① Press the **[Favorite]** key you want to store the function in.
- ② Select the function you want to store with the   keys.
- ③ Press the **[OK]** key.

 **Note**

- Default:
 - ① Combine 2 Originals
 - ② Series Copies
 - ③ Margin Adjustment
 - ④ Directional Size Magnification (inch)
- You can check the functions that are registered in the **[Favorite]** keys with the **[Status]** key.

Special modes

Use to recall the special modes set by your service representative.

 **Note**

- Default: *Off*
- The special modes are set by your service representative. If you want to use this function, contact your service representative.

Do's and Don'ts

CAUTION:

- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- When you use this equipment for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend you keep it well ventilated.
- Do not press areas on or around the fusing unit. These areas get hot.
- After making copies continuously, the exposure glass may feel warm — this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. Make sure that all copying or printing has finished.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change.
- Do not open the covers of machine while copying or printing. If you do, mis-feeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where to Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ CAUTION:

- *Keep the equipment away from humidity and dust. Otherwise a fire or an electric shock might occur.*
- *Do not place the equipment on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ CAUTION:

- *If you use the equipment in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10-32°C, (50-89.6°F)(humidity to be 54% at 32°C, 89.6°F)
- Humidity: 15-80% (temperature to be 27°C, 80.6°F at 80%)
- A strong and level base.
- The machine must be level within 5mm, 0.2" both front to rear and left to right.
- To avoid possible built-up ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30m³/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 2,000 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ WARNING:

- **Only connect the machine to the power source described on the inside front cover of this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.**
- **Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.**

⚠ CAUTION:

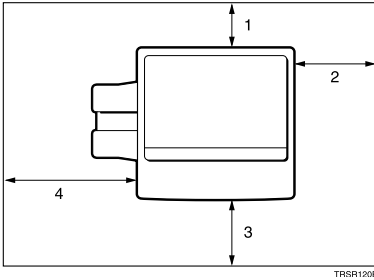
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*

⚠ CAUTION:

- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- When the main power switch is in the Stand-by position, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10%.
- The socket-outlet shall be installed near the equipment and shall be easily accessible.

Access to Machine

Place the machine near the power source, providing clearance as shown.



1. Rear: more than 10cm, 4.0"

2. Right: more than 37cm, 14.6"

3. Front: more than 70cm, 27.6"

4. Left: more than 40cm, 15.8"

 **Note**

- For the required space when options are installed, please contact your service representative.

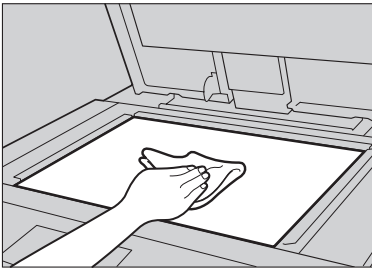
Maintaining Your Machine

If the exposure glass, platen cover or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

Note

- Wipe the machine with a soft, damp cloth. Then wipe it with a dry cloth to remove water.
- Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.
- Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

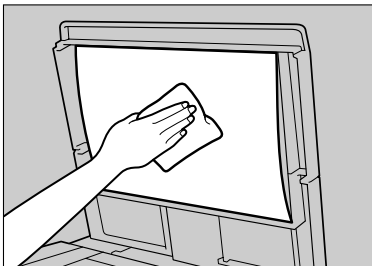
Exposure Glass



TRSR130E

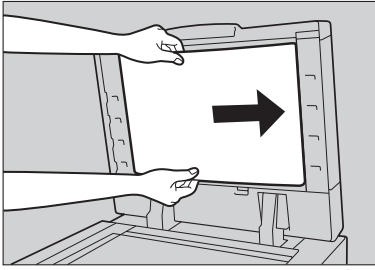
7

Platen Cover



TRSR140E

Document Feeder

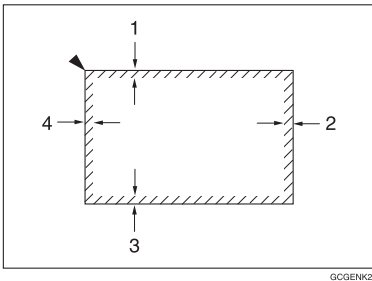


TRSR150E

Remarks

Copier

- When copying from a colored original, the copier will scan the original 4 times for one copy. Be careful not to move the original during the scanning process. If the original is moved slightly, the colors (Cyan, Magenta, Yellow, and Black) might not combine properly.
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- As a default setting, narrow margins on all four sides will not be copied as shown in the illustration.









1. $2\pm 2\text{mm}$, $0.08''\pm 0.08''$
2. $2+2/-1.5\text{mm}$, $0.08''+0.08''/-0.06''$
3. $2\pm 2\text{mm}$, $0.08''\pm 0.08''$
4. $5\pm 2\text{mm}$, $0.2''\pm 0.08''$

Use and Storage of Supplies

Copy Paper

- Copy paper of the types or in the conditions listed below are not recommended for this copier.
 - Folded, curled, creased, or damaged paper
 - Torn paper
 - Perforated paper
 - Paper with conductive or low electrical resistance coating such as carbon or silver coating
 - Thermal paper, art paper
 - Thin paper that has low stiffness
 - Damp paper
 - Wavy paper
 - Stapled paper
 - Translucent paper
- Do not use ink-jet printer paper because it may cause serious damage to the machine.
- Use a recommended OHP transparency and set it in correct direction to prevent failure.
- Fan copy paper and OHP transparencies to get air between the sheets before loading.
- Do not touch copy paper if your fingers are wet or oily; finger prints may appear on the copy.
- Load paper with the copy side down in the paper trays. If copies are curled, try turning the copy paper over in the tray. If there is no improvement, change to copy paper with less curl.
- When copying on rough surface paper, the copy image may be light.
- When making two-sided copies, do not load paper in the paper tray to copy the reverse side. Use the bypass tray. ⇒ P.42 "*Copying from the Bypass Tray*".

- When setting paper thinner than $64\text{g}/\text{m}^2$, 17 lb or translucent paper in the paper trays or bypass trays, set it as shown in the figure below. The paper is divided into the vertical and horizontal types depending on the texture flow direction. If you set thin paper or translucent paper in the reverse direction, a paper jam might occur. Since A3, B4, $11" \times 17"$, and $8\frac{1}{2}" \times 14"$ sizes of thin paper are set in the lengthwise direction in this machine, they must be of the vertical type.

	Texture flow	Setting paper in the paper trays	Setting paper in the bypass tray
Vertical type			
Horizontal type			

Paper Storage

Paper should always be stored properly. Improperly stored paper might result in poor image reproduction, creased copies, and paper misfeeds. Generally, avoid curling and absorption of moisture.

- Avoid storing paper in humid areas. Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a vinyl bag.
- Do not store paper where it will be exposed to heat.
- Store on a flat surface.
- Use older stock first.
- Do not lay heavy objects on paper.
- Keep open reams of paper in the package, and store as you would unopened paper.

Toner Storage

- Store in a cool, dark place.
- Never store toner where it will be exposed to heat.
- Do not lay heavy objects on toner container.

8. Specification

Mainframe

❖ **Configuration:**

Desktop

❖ **Process:**

Dry electrostatic transfer system

❖ **Resolution:**

600 dpi

❖ **Gradations:**

256 gradations

❖ **Originals:**

Sheet, book, objects

❖ **Original size:**

Maximum: A3, 11" × 17"

❖ **Copy paper size:**

- Trays:
A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11" × 17"☐, 8¹/₂" × 14"☐,
8¹/₂" × 13"☐, 8" × 13"☐, 8¹/₂" × 11"☐☐, 5¹/₂" × 8¹/₂"☐
- Bypass Tray:
⇒ P.42 "Copying from the Bypass Tray".

❖ **Copy paper weight:**

- Trays:
64 - 105g/m², 17 - 28 lb
- Bypass tray (Simplex):
52 - 160g/m², 14 - 43 lb
- Bypass tray (Duplex):
64 - 160g/m², 17 - 43 lb (When you use paper heavier than 104.7g/m²,
28 lb, use the bypass feed table and select Thick Paper mode.)

❖ **Copy paper capacity:**

- Tray:
500 sheets
- Bypass Tray:
50 sheets

◆ **Copying speed (Full size):**

◆ **Full color (4 colors):**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 ¹ / ₂ " × 11" □)	6 copies/minute	3 copies/minute
(A3 □, 11" × 17" □)	3 copies/minute	1.5 copies/minute

◆ **Black, Yellow, Magenta, Cyan:**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 ¹ / ₂ " × 11" □)	25 copies/minute	5 copies/minute
(A3 □, 11" × 17" □)	13 copies/minute	2.5 copies/minute

◆ **Blue (Magenta + Cyan), Green (Yellow + Cyan):**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 ¹ / ₂ " × 11" □)	9 copies/minute	4 copies/minute
(A3 □, 11" × 17" □)	4.5 copies/minute	2 copies/minute

◆ **Red (Yellow + Magenta):**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 ¹ / ₂ " × 11" □)	7 copies/minute	3.5 copies/minute
(A3 □, 11" × 17" □)	3.5 copies/minute	1.5 copies/minute

◆ **Black + Yellow, Black + Magenta, Black + Cyan:**

	Standard mode	OHP/Thick paper mode
(A4 □, 8 ¹ / ₂ " × 11" □)	7 copies/minute	3.5 copies/minute
(A3 □, 11" × 17" □)	3.5 copies/minute	1.5 copies/minute

◆ **First copy time:**

	Standard mode	OHP/Thick paper mode
Full color (4 colors)	22.4 seconds	35 seconds
Black, Yellow, Magenta, Cyan	8 seconds	23 seconds
Blue (Magenta + Cyan)	19 seconds	30 seconds
Green (Yellow + Cyan)	16 seconds	27 seconds
Red (Yellow + Magenta)	16 seconds	27 seconds
Black + Yellow, Black + Magenta, Black + Cyan	16 seconds	27 seconds

(A4 □, 8¹/₂" × 11" □, when setting an original on the exposure glass and full size copying)

❖ **Non-reproduction area:**

- Leading edge:
5±2mm, 0.2"±0.08"
- Trailing edge:
2+2/-1.5mm, 0.08"+0.08"/-0.06"
- Side:
2±2mm, 0.08"±0.08" (Total 4mm, 0.16" or less)

❖ **Toner replenishment:**

Cartridge (220g/cartridge)

❖ **Warm-up time:**

Less than 270 seconds (20°C, 68°F)

❖ **Reproduction ratios:**

5 enlargement and 7 reduction

	Metric version	Inch version
Enlargement	400%	400%
	200%	200%
	141%	155%
	122%	129%
	115%	121%
Full size	100%	100%
Reduction	93%	93%
	82%	85%
	75%	78%
	71%	73%
	65%	65%
	50%	50%
	25%	25%

❖ **Power consumption:**

	Copier only	Full system ^{*1}
Warm up	1.3kW	1.3kW
Stand-by	0.4kW	0.4kW
During printing	1.1kW	1.1kW
Maximum	less than 1.5kW	less than 1.5kW

^{*1} Full system: Mainframe with the document feeder, 20-bin sorter stapler and 1500-sheet tray unit.

❖ **Noise Emission ^{*1}:**

❖ **Sound power level**

	Mainframe only	Complete System ^{*3}
Stand-by	less than 49.9 dB (A)	less than 50.1 dB (A)
During printing	less than 65.4 dB (A)	less than 65.9 dB (A)

❖ **Sound pressure level ^{*2}**

	Mainframe only
Stand-by	less than 35.9 dB (A)
During printing	less than 51.4 dB (A)

^{*1} The above measurements made in accordance with ISO 7779 are actual value.

^{*2} It is measured at the position of the operator.

^{*3} The Complete System consists of mainframe and sorter stapler.

❖ **Dimensions (W × D × H up to the exposure glass):**

620 × 680 × 620mm, 24.5" × 26.8" × 24.4"

❖ **Weight:**

Approximately 109kg, 238.1 lb

 **Note**






Specifications are subject to change without notice.

Document Feeder (Option)

❖ Original feed:

Automatic reverse document feed - ARDF mode
Automatic document feed - ADF mode
Semi-automatic document feed - SADF mode

❖ Original size:

A3  - B6   (B6   cannot be used in ARDF mode)
11" × 17"  - 5¹/₂" × 8¹/₂"  

❖ Original weight:

- SADF mode, ADF mode:
40 - 128g/m², 11 - 34 lb
- ARDF mode:
52 - 105g/m², 14 - 28 lb
(For 40 - 52g/m², 11 - 14 lb originals, use Thin Paper mode.)

❖ Maximum number of originals to be set:

50 sheets (80g/m², 20 lb)

❖ Original set:

Face up, First sheet on top

❖ Original transport:

One flat belt

❖ Maximum power consumption:

45W (Power is supplied from the main frame.)

❖ Weight:

Less than 10.5kg, 23.2 lb

❖ Dimensions (W × D × H):

610 × 507 × 130mm, 24.1" × 20.0" × 5.2"

Note

Specifications are subject to change without notice.















20-bin Sorter Stapler (Option)

❖ Number of bins:














20 bins + proof tray

❖ Paper size for bins (Normal paper mode):

- Sort/Stack:

A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8¹/₂" × 14" ,
8¹/₂" × 13" , 8¹/₄" × 13" , 8¹/₂" × 11"  , 12" × 18" 

- Staple:

A3 , B4 , A4  , B5  , 11" × 17" , 10" × 14" , 8¹/₂" × 14" ,
8¹/₂" × 13" , 8¹/₄" × 13" , 8¹/₂" × 11"  

❖ Paper weight for bins:

52g/m² - 157g/m², 14 - 42 lb

❖ Bin capacity (Normal paper mode):

- Sort:

A4, 8¹/₂" × 11" or smaller: 30 sheets (80g/m², 20 lb)

B4, 8¹/₂" × 13" or larger: 25 sheets (80g/m², 20 lb)

- Stack:

A4, 8¹/₂" × 11" or smaller: 25 sheets (80g/m², 20 lb)

B4, 8¹/₂" × 13" or larger: 20 sheets (80g/m², 20 lb)

❖ Stapler capacity (Normal paper mode):

30 sheets (80g/m², 20 lb)

❖ Proof tray capacity:

100 sheets (80g/m², 20 lb)

❖ Maximum power consumption:

35W (Power is supplied from the main frame.)

❖ Weight:

20.5kg, 45.2 lb

❖ Dimensions (W × D × H):

430 × 570 × 680mm, 17.0" × 22.5" × 26.8"

Note

Specifications are subject to change without notice.

10-bin Sorter Stapler (Option)

❖ Number of bins:

10 bins + proof tray

❖ Paper size for bins:

• Sort/Stack:

A3, B4, A4, B5, 11" × 17", 10" × 14", 8¹/₂" × 14",
8¹/₂" × 13", 8¹/₄" × 13", 8¹/₂" × 11"

• Staple:

A3, B4, A4, B5, 11" × 17", 10" × 14", 8¹/₂" × 14",
8¹/₂" × 13", 8¹/₄" × 13", 8¹/₂" × 11"

❖ Paper weight for bins:

52g/m² - 157g/m², 14 - 42 lb

❖ Bin capacity:

• Sort:

A4, 8¹/₂" × 11" or smaller: 30 sheets (80g/m², 20 lb)

B4, 8¹/₂" × 13" or larger: 25 sheets (80g/m², 20 lb)

• Stack:

A4, 8¹/₂" × 11" or smaller: 25 sheets (80g/m², 20 lb)

B4, 8¹/₂" × 13" or larger: 20 sheets (80g/m², 20 lb)

❖ Stapler capacity:

20 sheets (80g/m², 20 lb)

❖ Proof tray capacity:

100 sheets (80g/m², 20 lb)

❖ Maximum power consumption:

33W (Power is supplied from the main frame.)

❖ Weight:

12.4kg, 27.4 lb

❖ Dimensions (W × D × H):

381 × 548 × 443mm, 15.0" × 21.6" × 17.5"

Note

☐ Specifications are subject to change without notice.

3-bin Sorter (Option)

◆ Number of bins:

3 bins

◆ Paper size for bins:

A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, B6☐, A6☐, 11" × 17"☐, 10" × 14"☐, 8¹/₂" × 14"☐, 8¹/₂" × 13"☐, 8¹/₄" × 13"☐, 8¹/₂" × 11"☐☐, 5¹/₂" × 8¹/₂"☐, 12" × 18"☐

◆ Paper weight for bins:

- Face-up:
 - 1st bin: 52 - 160g/m², 14 - 42 lb
 - 2nd and 3rd bins: 52 - 105g/m², 14 - 28 lb
- Face-down:
 - 64 - 105g/m², 17 - 28 lb

◆ Bin capacity (Normal paper mode):

- 1st bin:
 - A4, 8¹/₂" × 11" or smaller: 500 sheets (80g/m², 20 lb)
 - B4, 8¹/₂" × 13" or larger: 250 sheets (80g/m², 20 lb)
- 2nd and 3rd bins:
 - A4, 8¹/₂" × 11" or smaller: 250 sheets (80g/m², 20 lb)
 - B4, 8¹/₂" × 13" or larger: 125 sheets (80g/m², 20 lb)

◆ Maximum power consumption:

30W (Power is supplied from the main frame.)

◆ Weight:

Less than 14kg, 30.9 lb

◆ Dimensions (W × D × H):

361 × 483 × 427mm, 14.3" × 19.1" × 16.9"

Note

- ☐ Specifications are subject to change without notice.

1000-sheet Tray Unit (Option)

❖ **Copy paper weight:**

64 - 105g/m², 17 - 28 lb

❖ **Available paper size:**

A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11"×17"☐, 8¹/₂"×14"☐, 8¹/₂"×13"☐,
8"×13"☐, 8¹/₂"×11"☐☐, 5¹/₂"×8¹/₂"☐

❖ **Maximum power consumption:**

50W (Power is supplied from the main frame.)

❖ **Paper capacity:**

500 sheets × 2 trays

❖ **Dimensions (W × D × H):**

620 × 680 × 390mm, 24.5" × 26.8" × 15.4"

❖ **Weight:**

Approx. 32kg, 70.6 lb

 **Note**

☐ Specifications are subject to change without notice.

1500-sheet Tray Unit (Option)

❖ **Copy paper weight:**

- 64 - 105g/m², 17 - 28 lb

❖ **Available paper size:**

A3☐, B4☐, A4☐☐, B5☐☐, A5☐, 11"×17"☐, 8¹/₂"×14"☐, 8¹/₂"×13"☐, 8"×13"☐, 8¹/₂"×11"☐☐, 5¹/₂"×8¹/₂"☐

❖ **Maximum power consumption:**

50W (Power is supplied from the main frame.)

❖ **Paper capacity:**

500 sheets × 3 trays

❖ **Dimensions (W × D × H):**

620 × 680 × 390mm, 24.5" × 26.8" × 15.4"

❖ **Weight:**

Approx. 37kg, 81.6 lb

 **Note**

- ☐ Specifications are subject to change without notice.

INDEX

2 Sided → 1 Sided, 73

A

Access to Machine, 152
A.C.S. Sensitivity Level, 103
Adding Staples, 125
Adjusting Copy Image Density, 28
Auto color selection mode, 30
Auto image density, 28
Auto Off Mode, 53
Auto paper select, 40
Auto Reduce/Enlarge, 51
Auto Separation Sensitivity Level, 103
Auto Start, 54
Auto Text/Photo mode, 35

B

Background Density, 101
Black copy mode, 31
Book → 1 Sided, 71
Bypass tray, 5

C

Centering, 68
Changing Paper Size, 129
Changing The Toner Cartridge, 117
Check Modes, 57
Clearing Misfeeds, 122
Color Balance, 97
Color Balance Adjustment, 97
Color Balance Program, 98
Color Conversion, 81
Color Erase, 83
Combination Chart, 105
Combine, 74
Combined auto and manual image density, 29
Contrast, 101
Copy tray, 4
Counter, 58
Cover Sheet, 76

D

Directional Magnification (%), 63
Directional Size Magnification (inch), 65
Do's and Don'ts, 149

E

Energy Saver Mode, 52
Exposure glass, 4

F

Finishing, 89
Flip cover, 4
Front & Back Covers, 78
Front Cover, 76
Full color copy mode, 30

I

Image Adjustment, 100
Image Creation, 86
Interrupt Copying, 53

L

Loading Paper, 115

M

Machine Environment, 150
Main power switch, 4
Maintaining Your Machine, 153
Manual image density, 29
Manual paper select, 40
Margin Adjustment, 69
Mirror, 86

O

Operation Panel, 7
Operation panel, 4
Operation switch, 4
Options, 6
Originals, 16
Others, 149

P

Panel Display, 9
Paper Storage, 157
Paper tray, 4
Pastel, 101
Photo mode, 37
Platen cover, 4
Positive/Negative, 87
Power Connection, 151
Preset R/E, 59
Program, 54

R

Reduce/Enlarge, 59
Removing Jammed Staples, 127
Removing the Platen Cover to Copy a
Large Original, 26
Right covers, 5

S

Safety Information, ii
Selecting the Copy Paper Size, 40
Selecting the Original Image Type, 35
Series Copies, 71
Setting a Stack of Originals in the
Document Feeder, 19
Setting Custom Sized Originals, 24
Setting one Original at a Time in the
Document Feeder, 21
Setting Originals of Different Sizes in the
Document Feeder, 23
Setting Originals on the Exposure Glass,
18
Sharp/Soft, 101
Shifting the Image, 68
Single color mode, 31
Sort, 89
Special original mode, 39
Specification, 159
Stack, 91
Staple, 92
Starting the Machine, 14
Stopper, 4

T

Text mode, 36
Toner Storage, 157
Twin color mode, 32

U

U.C.R. Adjustment, 103
User Tools, 133

V

Ventilation holes, 5

W

Where to Put Your Machine, 150

Z

Zoom, 61