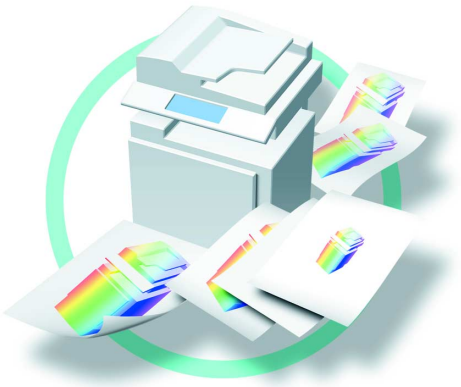
Copier Feature Expander Type 3800C

Operating Instructions

Copy Reference <Basic Features>



For safety, please read this manual carefully before you use this product and keep it handy for future reference.

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machint 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 “Safety Information” in Administrator Reference 1 Copier System Edition 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.

Fax options are not sold in some areas.

Operator Safety

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two 7-milliwatt, 645-660 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.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Warning:

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

Do not attempt any maintenance or troubleshooting other than that mentioned in this manual. This machine contains a laser beam generator and direct exposure to laser beams can cause permanent eye damage.

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

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

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

Power Source

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above.

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.

Notice

⚠ *CAUTION:*

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emission limits governing this device.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

How to Read this Manual

Symbols

The following set of symbols is used in this manual.

⚠ ***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 information or preparations required prior to operating.

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

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 display panel

【 】
Keys built into the machine's control panel

Manuals for This Machine

Two Copy Reference manuals are provided, the Basic Features manual and the Advanced Features manual. Please refer to the manual that suits your needs.

Basic Features (this manual)

Describes basic functions such as Reduce/Enlarge and Duplex copying as well as how to make basic copies.

Advanced Features (on CD-ROM)

The Advanced Features manual describes more advanced functions and also explains settings for user tools.

❖ **Chapter 1 Advanced Copying/Edit Image**
Describes functions for registering and creating color copies, or editing functions such as the attaching cover pages or transparencies and the copying by changing length and width ratio.

❖ **Chapter 2 Troubleshooting**
Describes how to adjust the color or image and what to do when copies do not come out as expected.

❖ **Chapter 3 User Tools (Copier/Document Server Features)**
Describes each setting when copying.

❖ **Chapter 4 Specifications**
Describes about the machine's specifications, as well as the original paper and the type of paper used.

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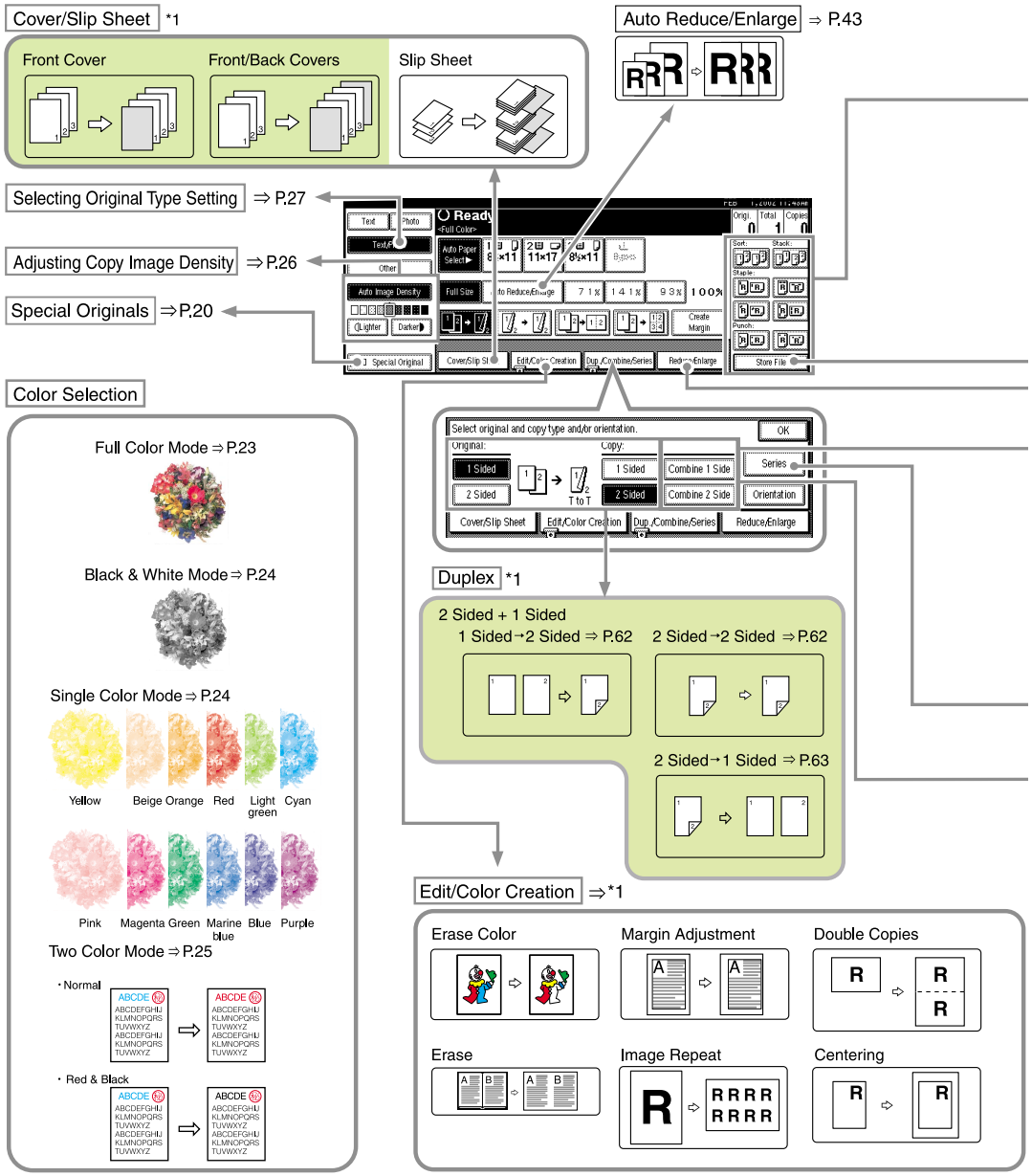
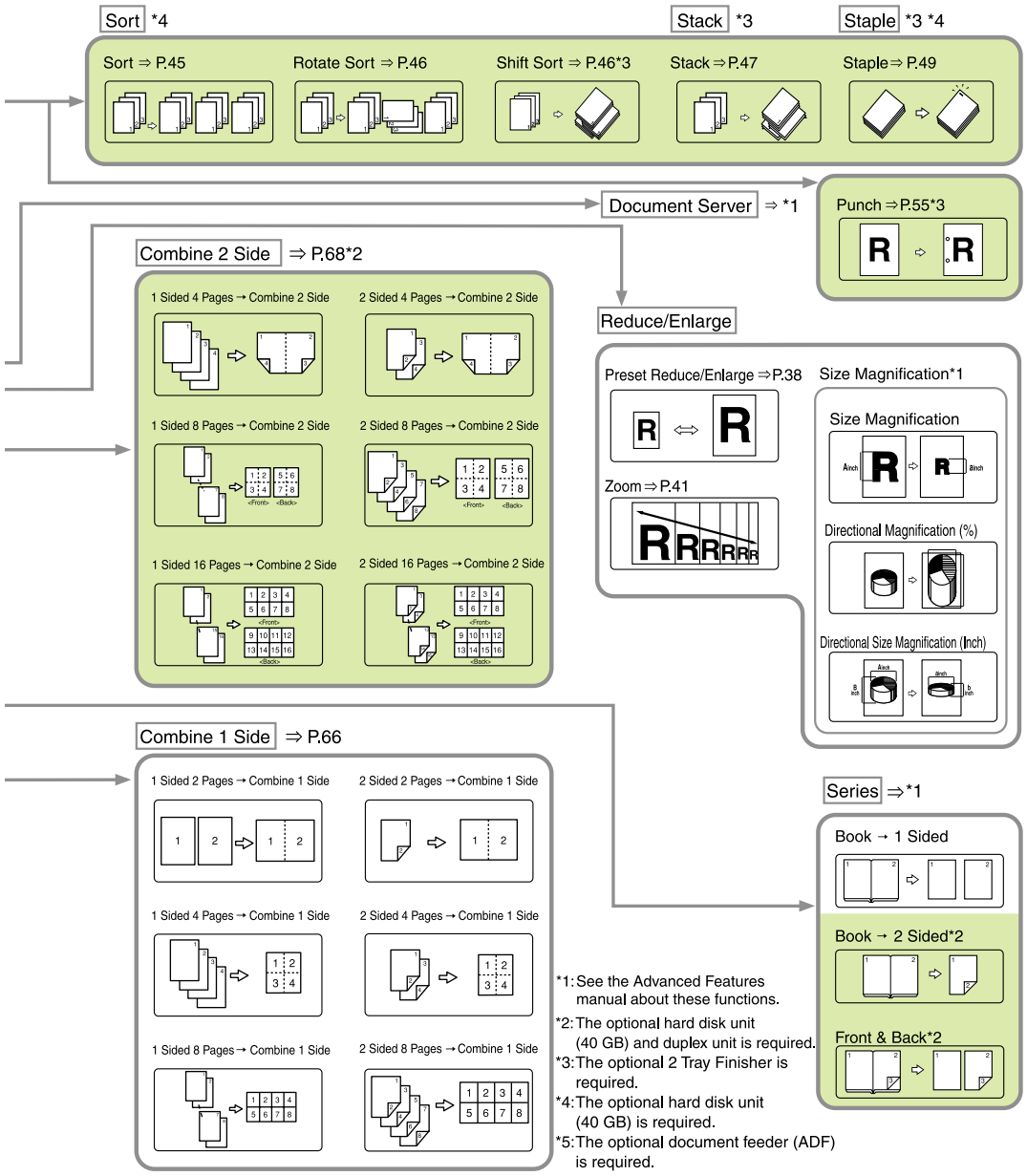
What You Can Do with This Machine (Copy Mode)

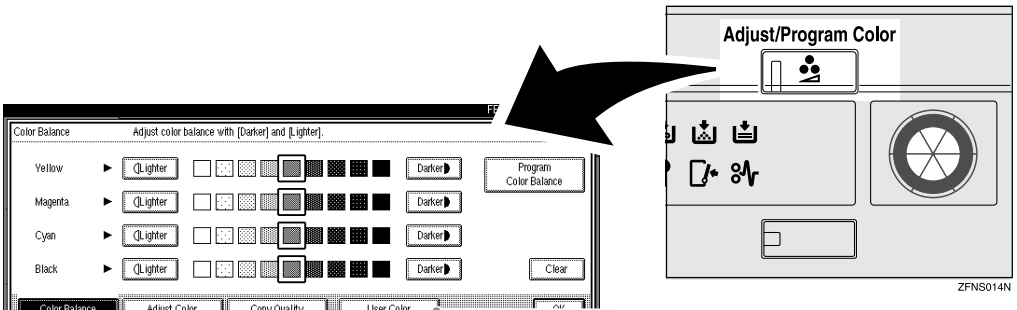


An optional unit is required

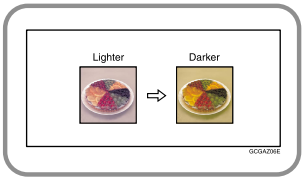


*1: See the Advanced Features manual about these functions.
*2: The optional hard disk unit (40 GB) and duplex unit is required.
*3: The optional 2 Tray Finisher is required.
*4: The optional hard disk unit (40 GB) is required.
*5: The optional document feeder (ADF) is required.

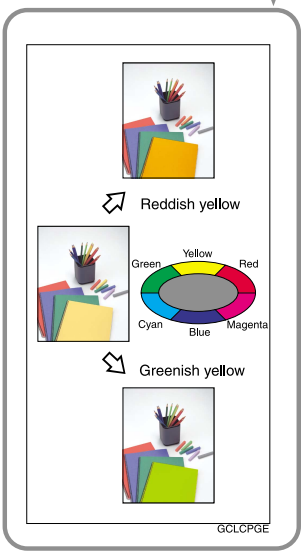
What You Can Do with This Machine (Color Mode)



Color Balance ⇒ *1

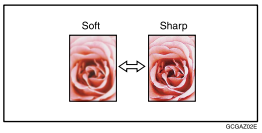


Adjust Color ⇒ *1

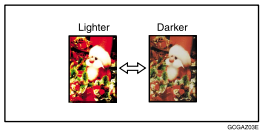


Copy Quality ⇒ *1

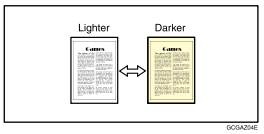
Sharp / Soft



Contrast



Background Density



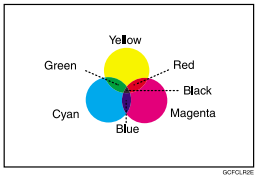
Adjust U.C.R.

Text / Photo Sensitivity

User Color ⇒ *1

Primary Colors

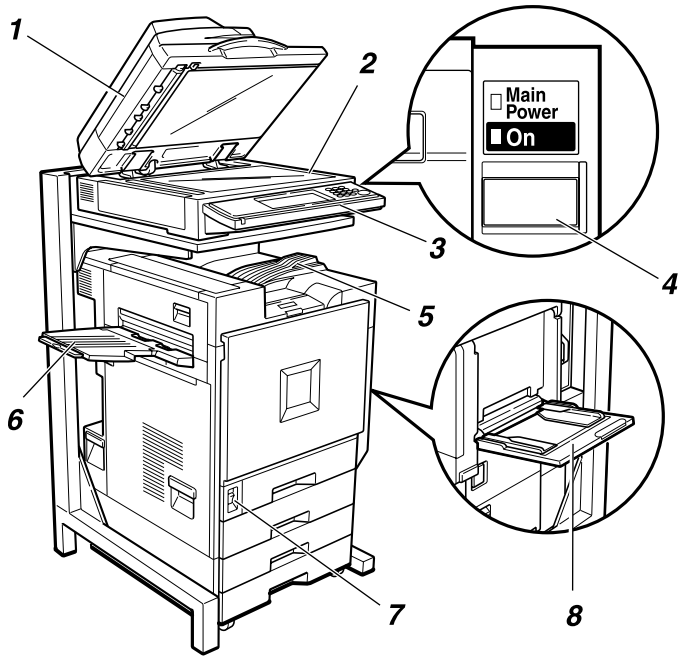
Colors can be created by combining the 3 primary colors: yellow, magenta and cyan. Black can be made by combining yellow, magenta and cyan, however, as there might be some slight differences, "black" will be expressed using a black toner.



*1: See the Advanced Features manual about these functions.

GCCLCPAN1

Guide To Components



1. Exposure Glass Cover<option>/Document Feeder (ADF)<option>

The illustrations in this manual show the optional document feeder (ADF) installed. The optional document feeder (ADF) automatically feeds a stack of originals one by one.

2. Exposure Glass

Place originals face down here for copying. ⇒ p.17 "Placing Originals"

3. Control Panel

⇒ p.6 "Control Panel"

4. 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).

Note

❒ If the machine does not operate, check if the main power switch is turned on. If it is off, turn it on.

5. Standard Tray

Copied paper is delivered here face down.

⇒ "Output: Copy", Administrator Reference 2 Copier System Edition

6. External Tray

Copied paper is delivered here face up.

7. Main Power Switch

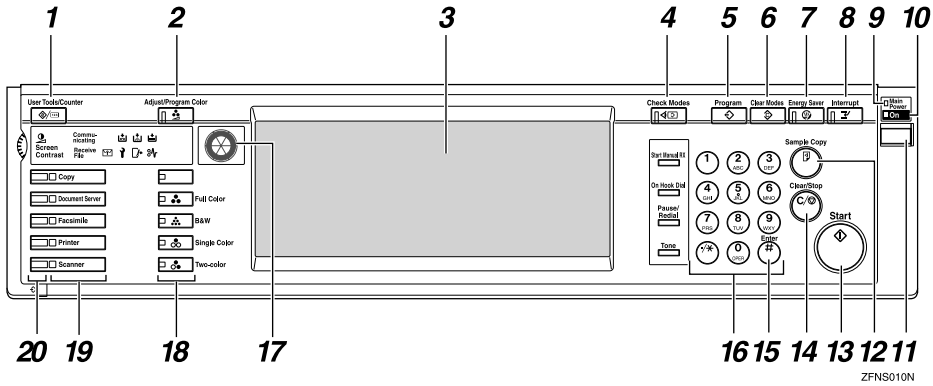
When the main power switch is turned off, the main power indicator will turn off, and the power will be shut off. Do not touch this switch normally.

8. Bypass Tray

Use when copying onto thick paper, OHP transparencies, and custom size paper. ⇒ p.32 "Copying from the Bypass Tray"

Control Panel

The illustration of the control panel will differ depending on the installed optional unit. The following illustration has all the options installed.



1. 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements.
  ⇒ "User Tools", *Advanced Features* manual
- Counter
  Press to check or print the total number of copies made.

2. 【Adjust/Program Color】 key

Use this key to register or adjust a color.⇒ "Adjust Color", "Color Balance", "Copy Quality", "User Color", *Advanced Features* manual

3. Display Panel

Shows the operation status, error messages, and function menus. ⇒ p.8 "Display Panel"

4. 【Check Modes】 key

Press to check the entered copy job settings.

5. 【Program】 key

Press to select the Program mode. ⇒ "Program", *Advanced Features* manual

6. 【Clear Modes】 key

Press to clear the previously entered copy job settings.

7. 【Energy Saver】 key

Press to switch to and from the Energy Saver mode. ⇒ "Energy Saver Mode", *Advanced Features* manual

8. 【Interrupt】 key

Press to interrupt a long copy job to make copies. ⇒ "Interrupt Copy", *Advanced Features* manual

9. Main Power indicator

This indicator lights up when the main power switch is turned on.

10. On indicator

This indicator lights up when the operation switch is turned on.

11. Operation Switch

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

12. 【Sample Copy】 key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ "Sample Copy", *Advanced Features* manual

Note

❒ The optional hard disk unit (40 GB) is required to use this function.

13. 【Start】 key

Press to start copying. Also, press to start scanning and printing in Document Server mode.

14. 【Clear/Stop】 key

- Clear
  Press to delete an entered number.
- Stop
  Press to stop a copy job in progress.

15. 【#】 key

Press to enter a value.

16. Number keys

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

17. Color Circle

Use this to adjust the color.

18. Color Selection key

Use this key to switch between **[Full Color]**, **[Black & White]**, **[Single Color]** or **[Two Color]**. ⇒ p.23 “Selecting a Color Mode”

19. Function keys

Press the appropriate key to choose any of the following functions:

⇒ p.14 “Changing Modes”

- Copy
- Document Server (option)
- Facsimile (option)
- Printer
- Scanner

20. Function Status indicator

These show the status of the above functions.

- Yellow: the function is selected.
- Green: the function is active.
- Red: the function has been interrupted.

Display Panel

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

Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the display panel. If you do, the display can be damaged.

*1 N = Newton

*2 Kgf = Kilogram force (1 kgf ≒ 9.8 N)

Note

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

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

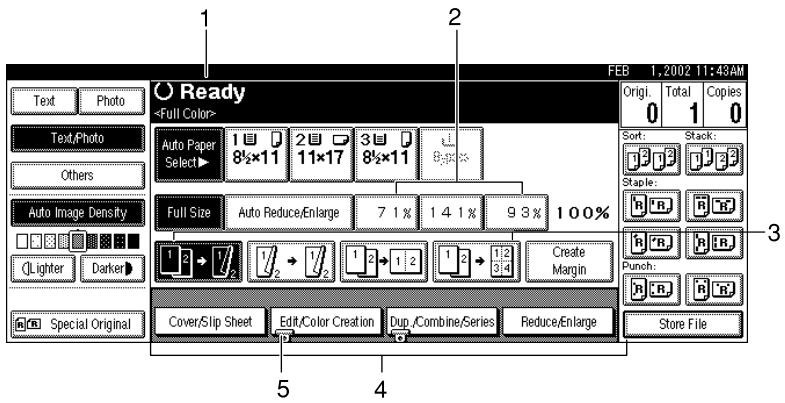
❒ Keys appearing as OK cannot be used.

Displays and Key Operations

Note

❒ The following illustrations are examples for a machine with the optional 2 Tray Finisher, paper bank, duplex unit and hard disk unit (40 GB) installed.

❖ **Initial copy display (Full Color/Black & White/Two-Color)**



1. Displays the operational status, selected color mode, or messages.

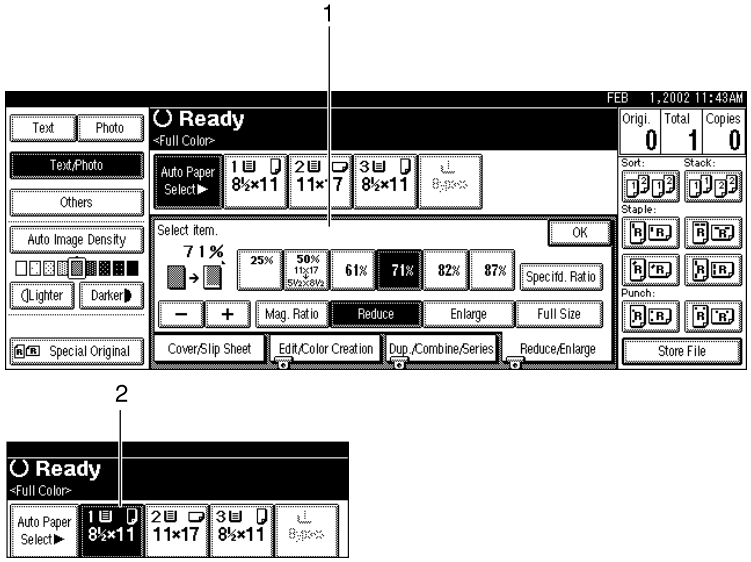
2. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. ⇒ "Shortcut R/E", *Advanced Features* manual

3. Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. ⇒ "Copy Function Key: F1–F5", *Advanced Features* manual

4. Shows the available functions. Press a function name to display its menu. For example, press [Reduce/Enlarge] to bring up the Reduce/Enlarge menu.

5. A clip mark appears for a currently set function.

❖ Function menu



1. **Items you can select.**

2. **The key highlighted indicates the tray feeding the paper.**

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. ⇒ "Panel Off Timer", "Auto Off Timer", Administrator Reference 2 Copier System Edition

Power switches

This machine has two power switches. ⇒ p.5 "Guide To Components", p.6 "Control Panel"

❖ **Operation Switch (right side of the control panel)**

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

❖ **Main Power Switch (left front side of the machine)**

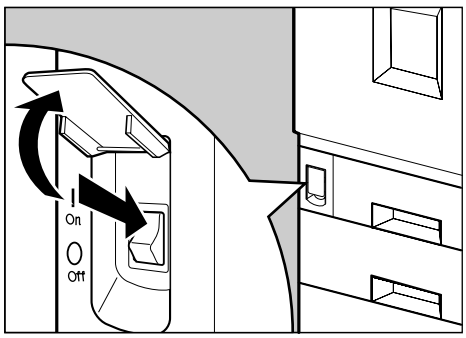
Important

❒ The documents stored in the fax memory will be deleted if the main power switch is turned off for more than one hour. ⇒ "Power Failure Report", Facsimile Reference *Advanced Features* manual

Turning On the Main Power

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

2 Open the switch cover, and then turn on the main power switch. The main power indicator lights.



ZFNH051E

Important

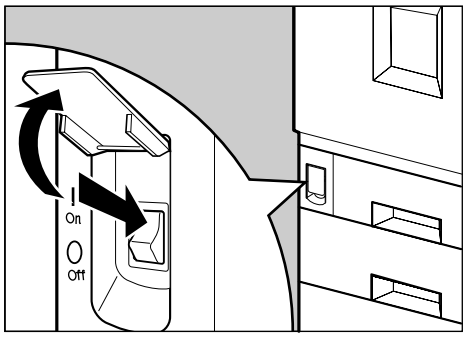
❒ Do not turn the main power switch off right after turning it on. This might damage the hard disk or the memory.

Note

❒ During the warm-up period (less than 119 seconds), you can use the Auto Start function.

Turning On the Power

1 **Make sure that the main power switch on the front lower left side of the machine is set to On.**

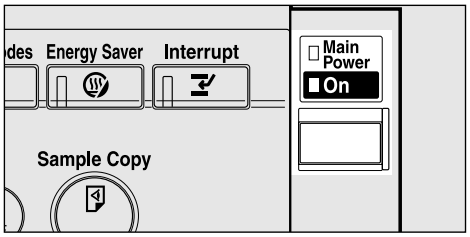


ZFNH051E

2 **Press the operation switch.**

The **On** indicator lights.

The display panel will come on.



ZFLS020N

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.

❒ If "Ready" is not displayed, enter the user code. ⇒ "User Code Management","User Code", Administrator Reference 2 Copier System Edition

Turning Off the Power

1 **Press the operation switch.**

The **On** indicator goes off.

Note

❒ In the following cases, even if you press the operation switch, the indicator does not go off, but blinks:

- When the optional exposure glass cover or the optional document feeder (ADF) is open.
- When communication is in progress with external equipment.
- When the hard disk is operating.

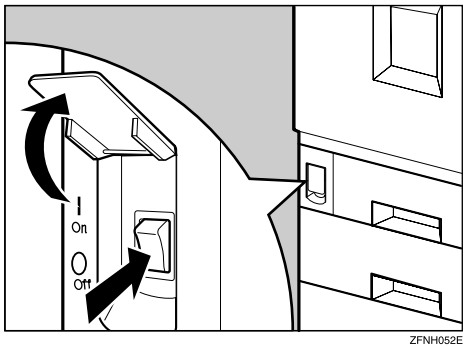
Turning Off the Main Power

1 **Make sure that the On indicator is off.**

Important

- ❒ Do not turn off the main power switch when the **On** indicator is lit or blinking. This might damage the hard disk or cause the memory to malfunctions.
- ❒ Pull out the power plug after you turn off the main power switch. If you do not, the hard disk or memory might be damaged. This could cause malfunctions.
- ❒ Make sure 100% is displayed for remaining memory space before turning off the main power or unplugging the power cord.
- ❒ The documents stored in the fax memory will be deleted if the main power switch is turned off for more than one hour. ⇒ "Power Failure Report", Facsimile Reference *Advanced Features* manual

2 **Turn off the main power switch to make the main power indicator go off.**

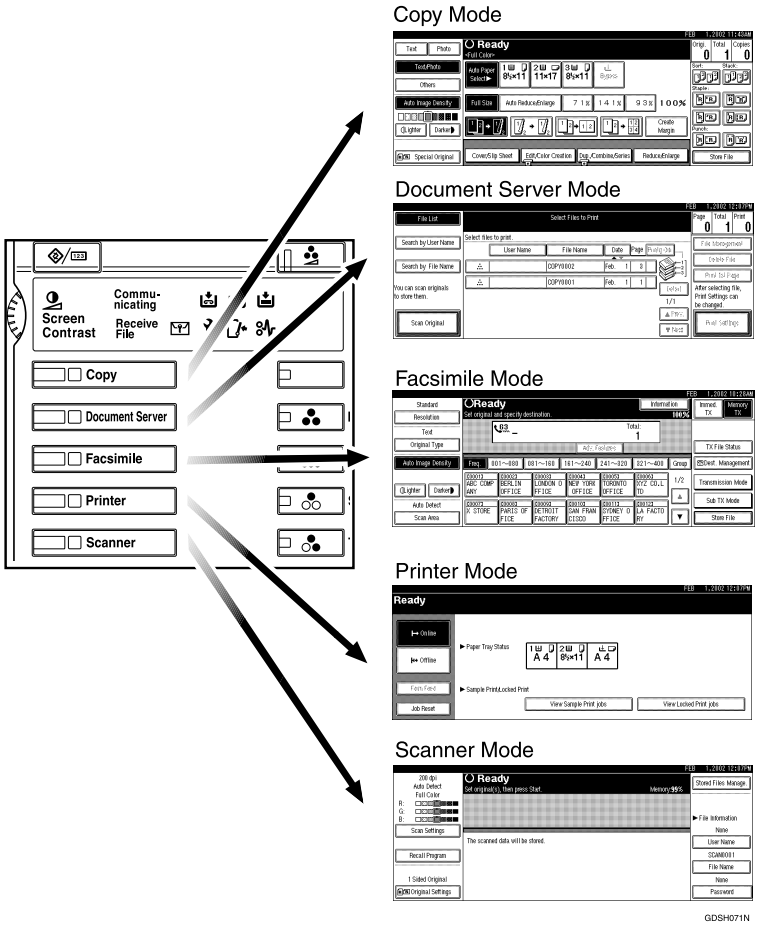


ZFNH052E

Changing Modes

This machine is a copier, document server, facsimile, printer and scanner. When you turn on the operation switch, the copier screen is shown and the machine is ready to make copies. When the machine is not in Copy mode, press the **【Copy】** key on the left of the operation panel to use copier functions.

The initial screen can be changed when the operation switch is turned on. ⇒ "Function Priority" , Administrator Reference 2 Copier System Edition



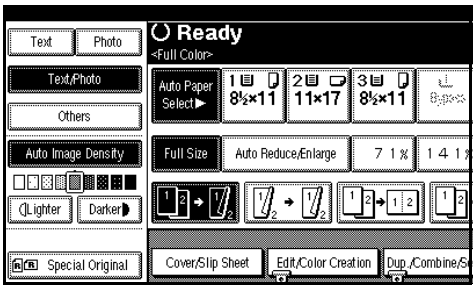
Limitation

❒ You cannot switch modes under the following circumstances:

- During Interrupt Copying
- When scanning in a fax message for transmission
- During Immediate Transmission
- During On Hook Dialing for fax transmission
- While scanning an original
- When accessing the User Tools

Basic Procedure

1 Make sure that the machine is in Copy mode.



If the machine is not in Copy mode, press the 【Copy】 key.

2 When the machine is set for user codes, enter a user code of up to 8 digits with the number keys, and then press the 【#】 key.

Reference

⇒ "User Code", Administrator Reference 2 Copier System Edition

3 Make sure that there are no previous settings remaining.

Note

❒ To clear settings, press the 【Clear Modes】 key.

4 Place your originals.

Reference

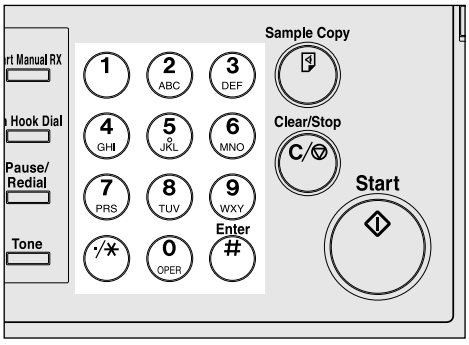
⇒ p.17 “Placing Originals”.

5 Set your desired settings.

Reference

See the explanation of each function.

6 Enter the number of copies required with the number keys.



ZFLS080N

Note

❒ The maximum number of copies that can be set is 99.

❒ To change the number entered, press the 【Clear/Stop】 key, and then enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

❒ When outputting to the standard tray, the copied side will be facing down.

❒ When outputting to the external tray, the copied side will be facing up.

❒ 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.

Saving Color Copies

- There is no difference between color prints and color copies in regard to fading. However, for long-term storage, make sure to store in a binder away from direct sunlight.
- The toner may melt if the copy and a half dried print are put on top of each other.
- The toner may also melt when using solvent type adhesive agents for pasting copies.
- When folding copies, the toner in the folds will come off.
- The toner may melt if it is placed on mats made of chlorinated plastic in locations of high temperature for long periods of time.
- The toner may melt if the copies are placed in places of extremely high temperatures such as near heaters.

Placing Originals

Limitation

❒ Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will to be copied.

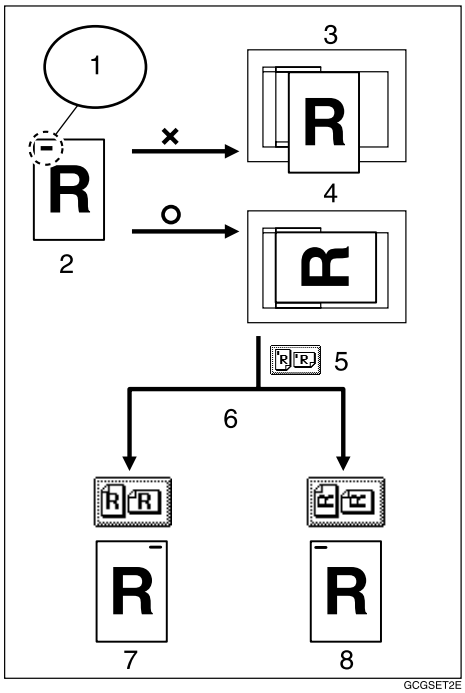
Note

❒ Some copy functions may produce different results depending on the orientation of the originals. For details, see the explanation for each function.

❒ : When the text or images on the original are straight on Portrait or Landscape orientation.

: When the text or images on the original are sideways on Portrait or Landscape orientation.

❒ To use the Staple or Punch function on originals such as A3, B4 or 11" × 17", which cannot be scanned if the original's orientation is not changed, select the orientation to staple, punch or for duplex, combine copying correctly as shown below:



1. **Staple here**
2. **A3, 11" × 17"**
3. **Unable to place**
4. **Change the orientation**
5. **Staple**
6. **Select the orientation**
7. **Wrong stapling position**
8. **Correct stapling position**

❒ It is recommended to use this function together with the Auto Paper Select, Preset Reduce/Enlarge function.

❒ Each of the following options is necessary when using the Staple, Punch, Duplex and Combine (2 Sided) functions:

- Staple → 2 Tray Finisher
- Punch → 2 Tray Finisher, Punch Kit

- Duplex → Duplex unit, hard disk unit (40 GB)
- Combine (2 Sided) → Duplex unit, hard disk unit (40 GB)

Reference

⇒ p.19 “Original Orientation”

Placing Originals on the Exposure Glass

1 **Lift the optional exposure glass cover or the optional document feeder (ADF).**

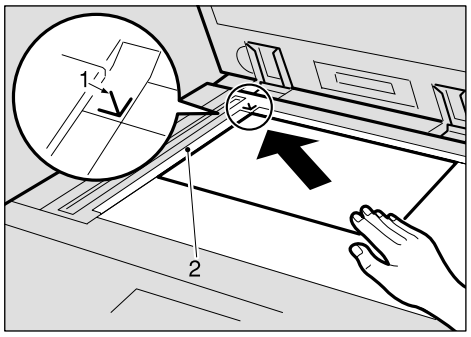
Important

❒ Do not open the optional document feeder (ADF) forcefully. Otherwise, the cover of the optional document feeder (ADF) can be damaged.

Note

❒ Be sure to open the optional document feeder (ADF) by more than 30°. Otherwise the original size might not be detected correctly.

2 **Place the original face down on the exposure glass. The original should be aligned to the left scale.**



ZDSH051E

1: Reference mark

2: Left scale

Note

❒ Start with the first page to be copied.

3 **Lower the optional exposure glass cover or the optional document feeder (ADF).**

Placing Originals in the Optional Document Feeder (ADF)

Note

❒ The last page should be at the bottom.

❒ Do not stack originals beyond the limit mark on the side fence of the optional document feeder (ADF).

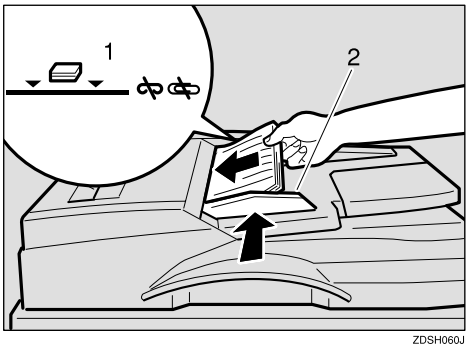
❒ The original might become dirty if it is written in pencil or other writing equipment.

Reference

Regarding originals that the optional document feeder (ADF) can handle. ⇒ "Originals", *Advanced Features* manual

1 **Set the document guide to the original size.**

2 **Place the aligned originals face up into the optional document feeder (ADF).**



ZDSH060J

1: Limit mark

2: Document guide

Note

❒ Straighten curls in the originals before placing them in the optional document feeder (ADF).

❒ To avoid a multi-sheet feed, shuffle the originals before placing them in the optional document feeder (ADF).

Original Orientation

You can set the original orientation in the following ways.

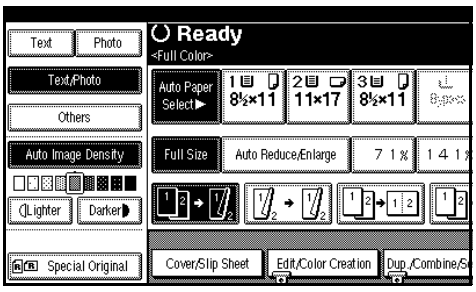
To use the Staple or Punch function on originals such as A3 ▯, B4 ▯ or 11" × 17" ▯, which cannot be scanned if the original's orientation is not changed, select the orientation to staple, punch or for duplex, combine copying correctly.

Note

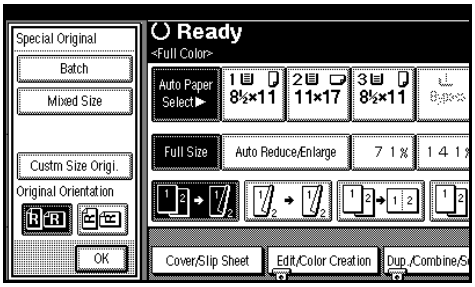
❒ Each of the following options is necessary when using the Staple, Punch, Duplex and Combine (2 Sided) functions:

- Staple → 2 Tray Finisher
- Punch → 2 Tray Finisher, Punch Kit
- Duplex → Duplex unit, hard disk unit (40 GB)
- Combine (2 Sided) → Duplex unit, hard disk unit (40 GB)

1 **Press [Special Original].**



2 **Select the original orientation.**



3 **Press [OK].**

Batch Mode

The optional document feeder (ADF) is required.

Up to 80 standard originals can be placed in the optional document feeder (ADF) at a time.

Important

❒ When placing special originals, such as translucent paper, place them one by one.

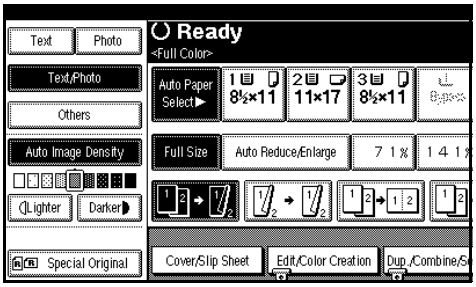
Note

❒ You can scan A3 sized color 2 sided originals of more than 50 pages and A3 sized color 1 sided originals of more than 100 pages using the Batch mode. The maximum number of pages to be scanned can change depending on the color or paper size.

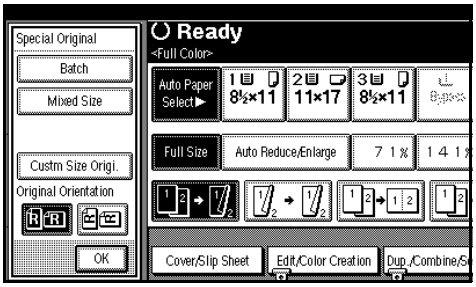
❒ **[Batch]** can be changed to **[SADF]**. ⇒ "Switch to Batch", *Advanced Features* manual

1

1 **Press [Special Original].**



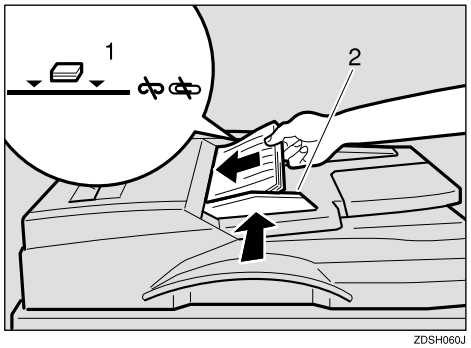
2 **Press [Batch].**



3 **Press [OK].**

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

5 **After all the previously placed originals are fed, place the next originals.**



ZDSH060J

1: Limit mark

2: Document guide

Note

❒ When the Sort, Combine or 1 Sided→2 Sided mode has been set, press the [#] key after all originals are scanned.

SADF Mode

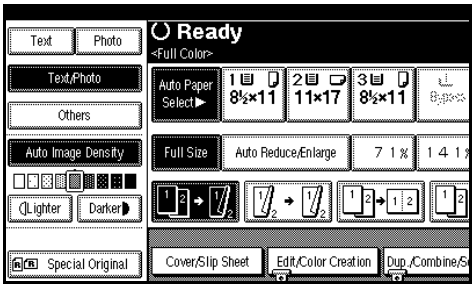
The optional document feeder (ADF) is required.

This function automatically feeds originals when they are placed one by one in the optional document feeder (ADF).

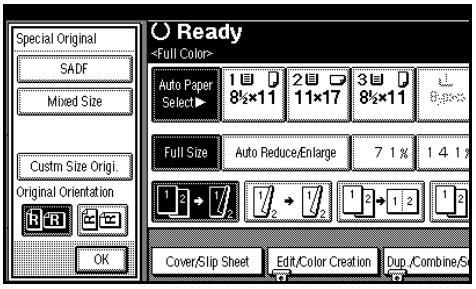
Note

❒ It is necessary to set **[Switch to Batch]** to **[SADF]** when using the SADF mode. ⇒ "Switch to Batch", *Advanced Features* manual

1 **Press [Special Original].**



2 **Press [SADF].**



3 **Press [OK].**

4 **Place one page of an original, and then press the [Start] key.**

5 Once the "Place the next original" appears, place the next original.

Note

❒ The original will be automatically fed without having to press the **[Start]** key.

❒ You can also change the time when the message is displayed. ⇒ "SADF Auto Reset", *Advanced Features* manual

❒ After all the originals have been read, press the **[#]** key in Sort, Combine, 1 Sided→2 Sided mode.

Mixed Size Mode

The optional document feeder (ADF) is required.

When originals of different sizes are placed on the optional document feeder (ADF) at a time, the machine automatically checks the size of the originals and makes copies.

Limitation

❒ When placing originals of different sizes in the optional document feeder (ADF) and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.

❒ The weight range for originals placed with this function is 60 – 81g/m^2, 16 – 20 lb.

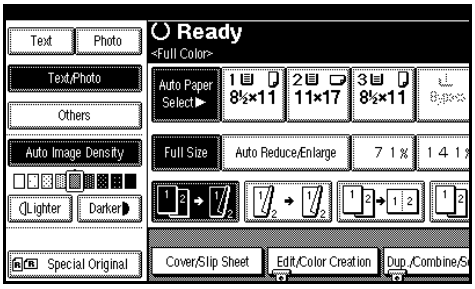
❒ The sizes of the original that can be placed together with this function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17"□, 8^1/$_2$" × 14"□, 8^1/$_2$" × 11"□, 5^1/$_2$" × 8^1/$_2$"□□

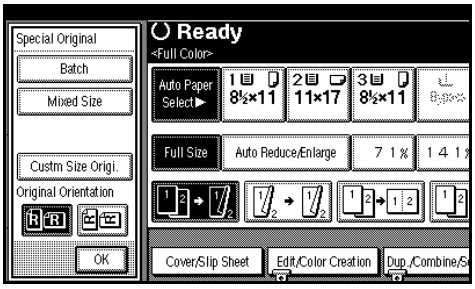
❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the document guide.

❒ Copying speed and scanning speed will be reduced.

1 Press [Special Original].

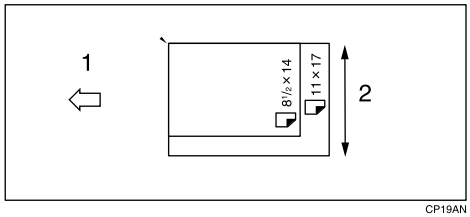


2 Press [Mixed Size].



3 Press [OK].

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



1: Place in the optional document feeder (ADF).

2: Vertical size

5 Adjust the guide to the widest original size.

6 **Place the aligned originals face up into the optional document feeder (ADF).**

7 **Press the 【Start】 key.**

Note

❒ After all the originals have been read, press the 【#】 key in Sort, Combine, 1 Sided→2 Sided mode.

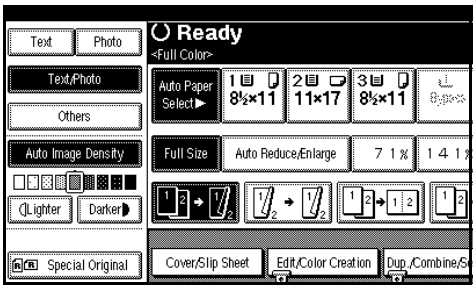
Placing Custom Size Originals

When placing custom size originals in the optional document feeder (ADF), specify the size of the originals.

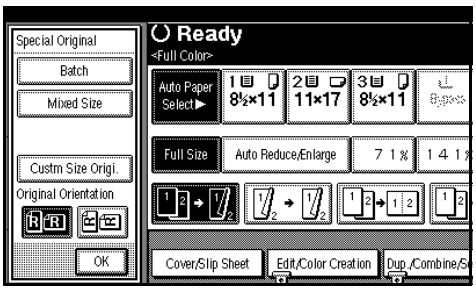
Limitation

❒ The paper that can be placed with this function can have a vertical length of 128-297mm (5.1" – 11.6"), and a have a horizontal length of 128-432mm (5.1" – 17").

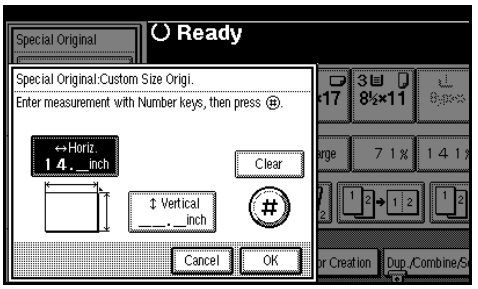
1 **Press [Special Original].**



2 **Press [Custm Size Origi.].**



3 **Enter the horizontal size of the original with the Number keys, and then press [#].**

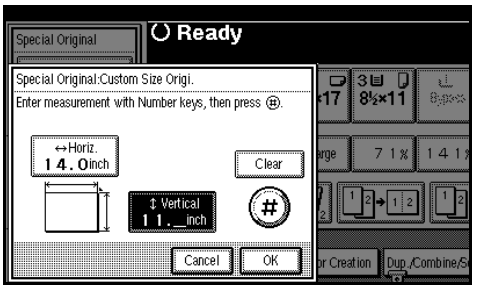


Note

❒ You can enter the horizontal size of up to 432mm (17").

❒ If you make a mistake, press **[Clear]** or the 【Clear/Stop】 key, and then enter the value again.

4 **Enter the vertical size of the original with the Number keys, and then press [#].**



Note

❒ You can enter the vertical size of up to 297mm (11.6").

5 **Press [OK].**

6 **Place your originals, and then press the 【Start】 key.**

Basic Functions

The following basic functions are explained in this section.

❖ **Selecting a Color Mode**
Full Color, Black & White, Single Color and Two Color

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text/Photo, Photo, Map, Pale and Generation Copy

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

Note

❒ You can select the functions to be activated when System Reset is turned on, when Energy Saver is turned off, or after the machine is turned on.

❒ You can change the default settings for basic functions.

Reference

⇒ "User Tools", *Advanced Features* manual

Selecting a Color Mode

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

Full Color Mode

Copies can be made using 4 colors: yellow, magenta, cyan, and black.

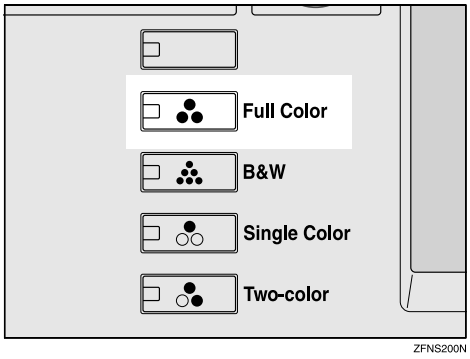
Note

❒ Color preferences and specific colors on the copy can be adjusted.

Reference

⇒ "Adjust Color", "Color Balance", *Advanced Features* manual

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



Note

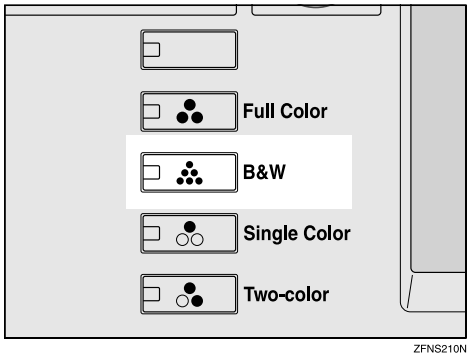
❒ If you do not wish to set any other functions, press the [Start] key to start copying.

1

Black & White Mode

This mode makes copies in black and white color.

1 **Press the 【Black & White】 key.**



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Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

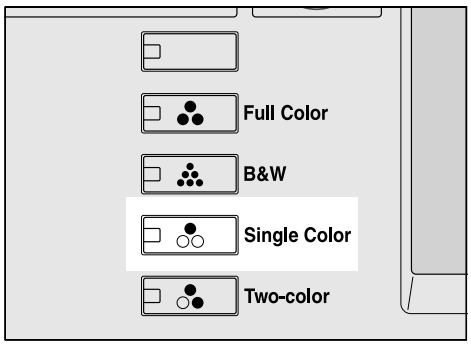
Single Color Mode

This mode makes copies in a single color.

Note

❒ Even the same single color, yellow, magenta, cyan will be copied using one color toner, however, beige, orange, red, light green, pink, green, marine blue, blue, and purple will be copied using a two color toner.

1 **Press the 【Single Color】 key.**



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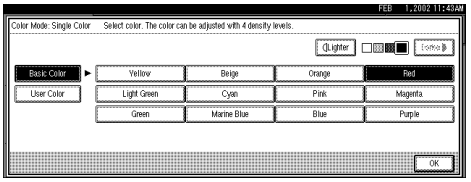
2 **Select a color.**



Note

❒ Each color can be adjusted in four levels of density.

❒ Make sure that **[Basic Color]** is highlighted when selecting from 12 colors, which are not in the user colors.

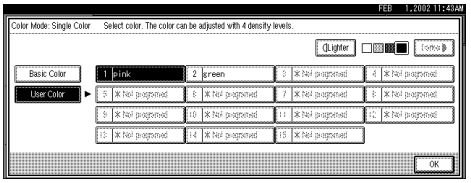
Selecting a single color from user colors

Note

❒ When copying with the registered colors, the copies will come out lighter than the sample color.

❶ **Press [User Color].**

❷ **Select a color from the user colors.**



3 **Adjust the density by pressing [Lighter] or [Darker].**

4 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Two Color Mode

There are two types of two color mode:

❖ **Two Color Mode**
Copies using two specified colors.

Note

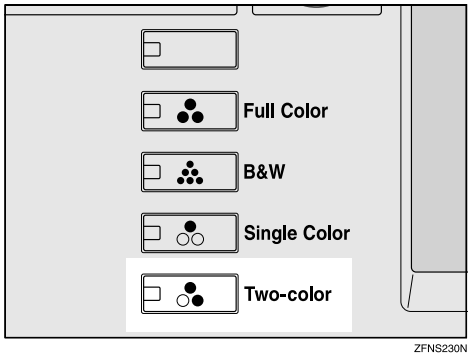
❒ Select colors from basic colors or user colors.

❖ **Two Color Mode (Red & Black)**
Copies the red colored areas in the original in red, and other areas in black or white.

Two Color Mode

This mode makes copies in two colors.

1 **Press the 【Two-color】 key.**



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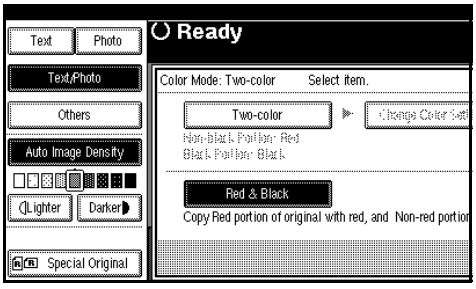
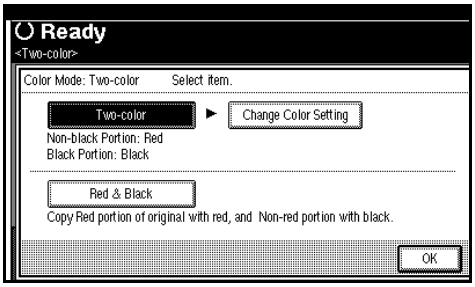
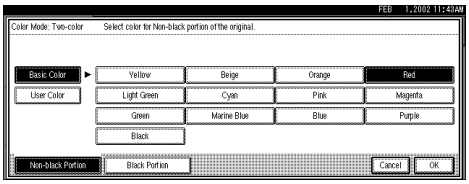
2 **Press [Two-color].**



3 **Press [Change Color Setting].**



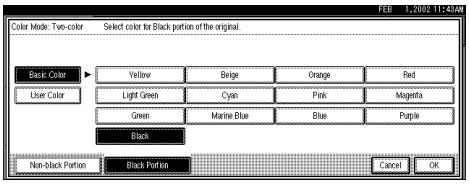
4 **Press [Black Portion], and then select the color to be replaced by black.**



Note

❒ When selecting a color from the user colors, press **[User Color]**.

5 **Press [Non-black Portion], and then select the color to replace the black color of the original.**



6 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

1

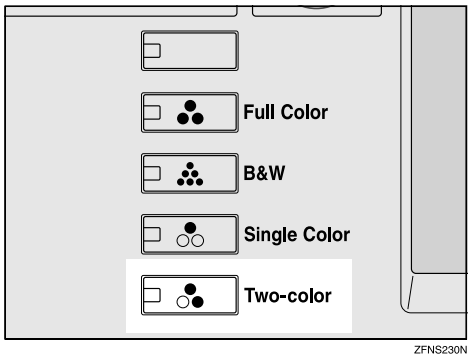
Two Color Mode (Red & Black)

Copies the red colored areas in the original in red, and other areas in black or white.

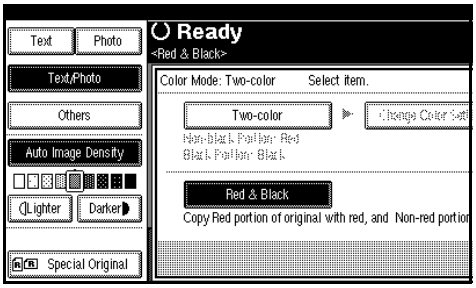
Note

❒ If you set the color width to "Wide" a reddish color close to orange or purple will be recognized as a Red. This adjustment is also active when using "Erase Color". ⇒ "Erasing Colors", *Advanced Features* manual

1 **Press the 【Two-color】 key.**



2 **Press [Red & Black].**



3 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Adjusting Copy Image Density

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

There are three types of adjustment available:

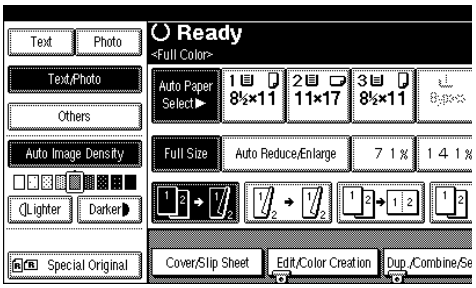
❖ **Auto Image Density**
The machine automatically detects and adjusts the image density and copies so that the background of dirty originals, such as newspapers and recycled paper, does not come out.

❖ **Manual Image Density**
You can adjust the image density manually from 9 levels.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

Auto Image Density

1 **Make sure that [Auto Image Density] is selected.**



Note

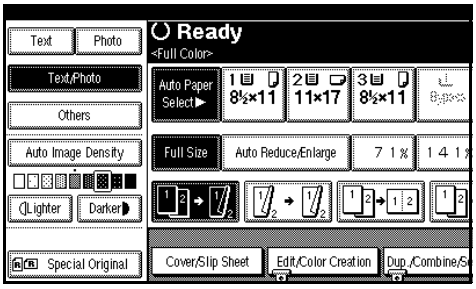
❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Manual Image Density

1 **Press [Auto Image Density] to cancel it.**

2 **Press [Lighter] or [Darker] to adjust the image density.**



Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

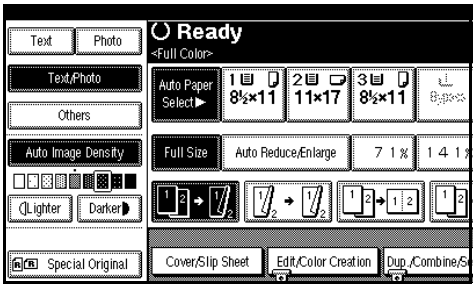
Combined Auto and Manual Image Density

1 **Make sure that [Auto Image Density] is selected.**

Note

❒ If **[Auto Image Density]** is not selected, press **[Auto Image Density]**.

2 **Press [Lighter] or [Darker] to adjust the density.**



Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**

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

❖ **Text/Photo**

Select Text/Photo when your originals contain photographs or pictures with texts.

❖ **Photo**

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

Note

❒ If you select "Text/Photo" or "Photo" for the original type, select the photo type from the three below:

- Glossy Photo
- Printed Photo
- Copied Photo

❖ **Generation**

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

❖ **Pale**

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

❖ **Map**

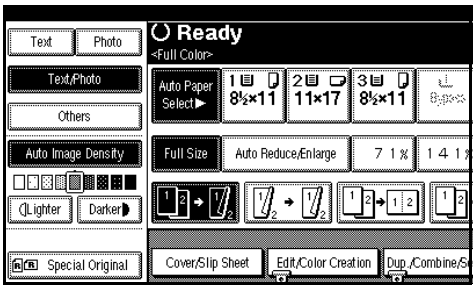
Reading with settings suitable for Map originals. "Others" is displayed when "Original Type Display" (copy/document server box initial settings) has been set to "Display".

Note

❒ You can replace all the original type keys with **[Original Type]**. ⇒ "Original Type Display", *Advanced Features* manual

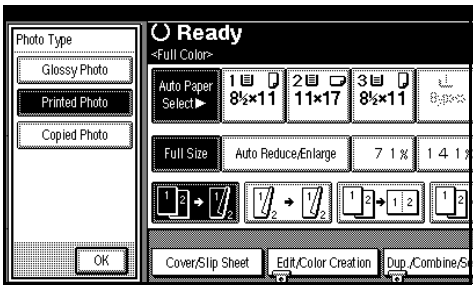
❒ You can adjust the quality level for each original type. ⇒ "Copy Quality", *Advanced Features* manual

1 **Press the appropriate key to select the original type.**



Selecting Photo or Text/Photo

1 **Select the type of photo.**



Note

❒ You can also set the type of photo to be prioritized. ⇒ "Original Type Priority", *Advanced Features* manual

2 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Maps, Pale and Generation Copies

1 **Press [Others].**

2 **Select the type of original.**

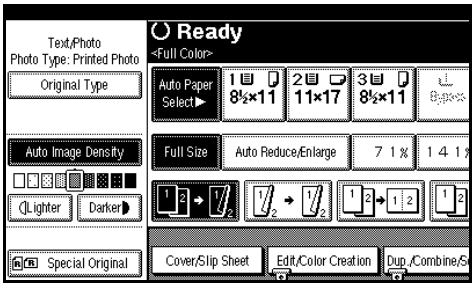
3 **Press [OK].**

Note

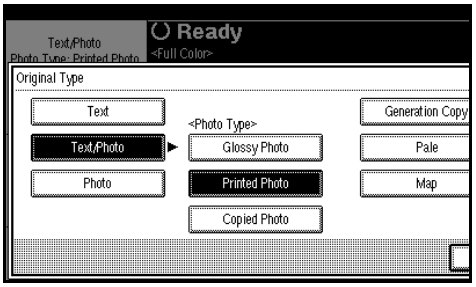
❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Displaying the Hidden Original Type

1 **Press [Original Type].**



2 **Select the type of original.**



Note

❒ You can also select the type of photo when selecting Photo, Text/Photo.

3 **Press [OK].**

Note

❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Selecting Copy Paper

Select the paper size for copying.

There are two ways to select copy paper:

❖ Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ p.31 “Rotated copy”

❖ Manual Paper Select

Choose the tray containing the paper you wish to copy onto: A Paper Tray, Bypass Tray or paper bank.

Limitation

❒ Auto Paper Select is applied to only the tray that is set to “Yes” in “Apply Auto Paper Select”, when setting “No Display” or “Recycled Paper” in “Paper Tray” in the “Paper Settings”. ⇒ “Paper Type : Tray 1-4”, Administrator Reference 2 Copier System Edition

❒ If you set all the paper trays to “No Display” or “Recycled Paper”, you cannot use Auto Paper Select.

Note

❒ See the following table for copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ Metric version

Where Original Is Placed	Paper Size and Direction
Exposure glass	A3⬓, B4⬓, A4⬒⬓, B5⬒⬓
Optional document feeder (ADF)	A3⬓, B4⬓, A4⬒⬓, B5⬒⬓, A5⬒⬓, $8^1/_2$" × 13"⬒⬓, 8K⬓, 16K⬓

❖ Inch version

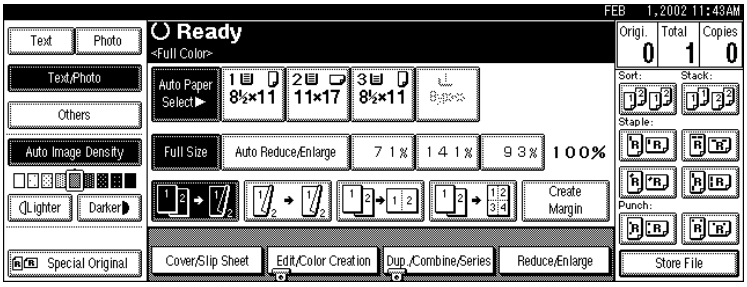
Where Original Is Placed	Paper Size and Direction
Exposure glass	11" × 17"⬓, $8^1/_2$" × 14"⬓, $8^1/_2$" × 11"⬒⬓
Optional document feeder (ADF)	A4⬒, 11"×17"⬓, $8^1/_2$"×14"⬓, $8^1/_2$"×11"⬒⬓, US EXE⬓

❒ For some originals, the original size might not be detected correctly.

❒ When you load special paper, such as recycled paper, you can have the paper type shown on the display. ⇒ “Special Paper Indication”, *Advanced Features* manual

Auto Paper Select

1 **Make sure that [Auto Paper Select] is selected.**



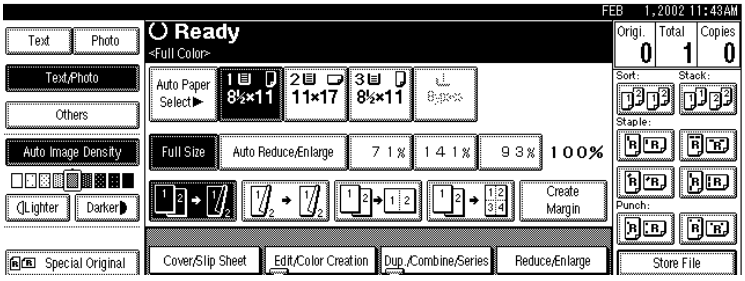
Note

- ❒ Press **[Auto Paper Select]**, if not selected.
- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.
- ❒ The tray with a key mark will not be automatically selected.

Manual Paper Select

1 **Select the paper tray, Bypass Tray or paper bank.**

The selected paper tray will be highlighted.



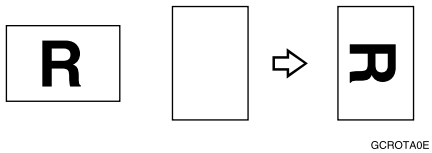
Note

- ❒ If "Yes" has been selected in "Original Type Display" of the User Tools, press **[Auto Paper Select]**. ⇒ "Paper Display", *Advanced Features* manual
- ❒ If you do not wish to set any other functions, press the **【Start】** key to start copying.

Rotated copy

If the direction in which your original is placed (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. ⇒ "Auto Paper Select" on p.29 "Selecting Copy Paper" and ⇒ p.43 "Auto Reduce/Enlarge"

Original Orientation	Paper Orientation	Copy Orientation

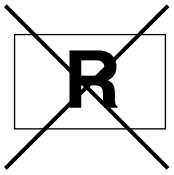


GCROTA0E

Limitation

❒ The default setting for "Auto Tray Switching" is "With Image Rotation". "Without Image Rotation" or "Off", Rotated Copy function cannot be used. ⇒ "General Features 1/5", *Advanced Features* manual

❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, place your original in the landscape direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 portrait	GCROTA1E	When enlarging to →	B4, A3	 GCROTA2E
You can rotate:	A4, B5, or A5 landscape	GCROTA3E	When enlarging to →	B4, A3	GCROTA4E

❒ You cannot use the Rotated Copy function when "Top Slant", "Left 2" or "Top 2" is selected for stapling or if the Punch, Cover, Slip Sheet function is selected when using the optional 2 Tray Finisher. ⇒ p.49 "Staple" , p.55 "Punch" and ⇒ "Cover", "Slip Sheets", *Advanced Features* manual

Copying from the Bypass Tray

Use the Bypass Tray to copy onto OHP transparencies, adhesive labels, translucent paper, postcards, and copied paper that cannot be placed in the paper tray.

Preparation

When copying from the Bypass Tray, select **[1 Sided]** for copying in **[Dup./Combine/Series]** (for example **[1 Sided]**→ **[1 Sided]** or **[2 Sided]**→ **[1 Sided]**).

Note

❒ The machine can automatically detect the following sizes as standard size copy paper:

Metric version	A3□, A4□, A5□, Folio□
Inch version	A3□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□, 8 1/2" ×5 1/2"□

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

Metric version	• Vertical: 90 – 305mm • Horizontal: 148 – 458mm
Inch version	• Vertical: 3.6" – 12" • Horizontal: 5.9" – 18"

❒ When using paper larger than 433mm (17″) in size, load it so that it is fed straight into the machine.

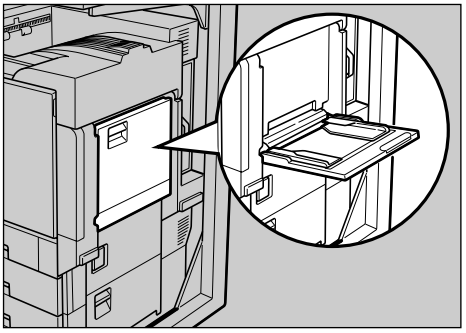
❒ When paper larger than 433mm (17″) in size is used, the paper may become wrinkled, may not be fed into the machine, or may cause paper jams.

❒ To make copies onto OHP transparencies or thick paper exceeding 128g/m^2, 35 lb., specify the paper type in. ⇒ p.34 "When Copying onto OHP Transparencies or Thick Paper"

❒ The maximum number of sheets you can load at a time depends on the paper type.

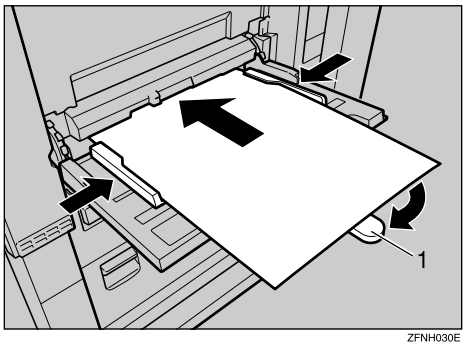
❒ It is not possible to output to the Finisher when using the Bypass Tray.

1 **Open the Bypass Tray.**



ZFNH020E

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



ZFNH030E

1. **Extender**

Important

❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeed might occur.

3 Gently insert the copy paper face up until the beeper sounds.

The ☰ indicator on the display automatically goes on.

Note

❒ Do not stack paper over the limit mark, otherwise a skewed image or paper misfeeds might occur.

❒ If the beeper is turned off, the beeper does not sound. Gently insert the copy paper until it stops.

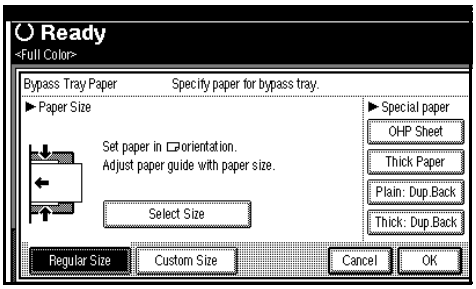
❒ Swing out the extender to support paper sizes larger than A4⬓, $8^1/_2$" × 11"⬓.

❒ Fan the paper to get air between the sheets to avoid a multi-sheet feed.

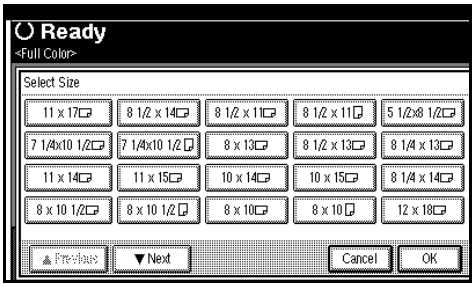
When copying onto standard size paper

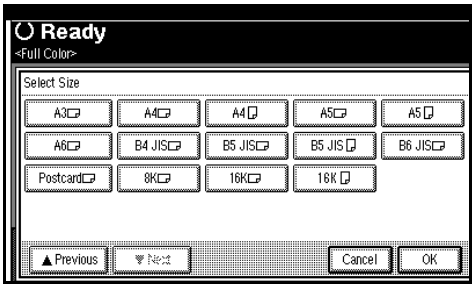
❶ Press the 【#】 key.

❷ Press [Select Size].



❸ Select the paper size, and then press [OK].





Note

❒ The copy paper sizes that can be selected are as follows:

- A3⬓, A4⬓⬓, A5⬓⬓, A6⬓, B4 JIS⬓, B5 JIS⬓⬓, B6⬓, Postcard⬓, 8K⬓, 16K⬓⬓, 11×17⬓, $8^1/_2$×14⬓, $8^1/_2$×11⬓⬓, $5^1/_2$×$8^1/_2$⬓, $7^1/_4$×$10^1/_2$⬓⬓, 8×13⬓, $8^1/_2$×13⬓, $8^1/_4$×13⬓, 11×14⬓, 11×15⬓, 10×14⬓, 10×15⬓, $8^1/_4$×14⬓, 8×$10^1/_2$⬓⬓, 8×10⬓⬓, 12×18⬓

❒ When copying on 12×18 sized paper, the image will be moved to the center and copied.

❹ Press [OK] twice.

4 Place your originals, and then press the 【Start】 key.

5 When your copy job is finished, press the 【Clear Modes】 key to clear the setting.

When Copying onto OHP Transparencies or Thick Paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type. ⇒ p.34 "When Copying onto Custom Size Paper", p.36 "When Copying on the Back Side of the Paper"

Note

❒ Copying onto OHP transparencies or thick paper may take about 2 minutes.

1 **Open the Bypass Tray, and then adjust the guides to the paper size.**

Important

❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeed might occur.

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

Important

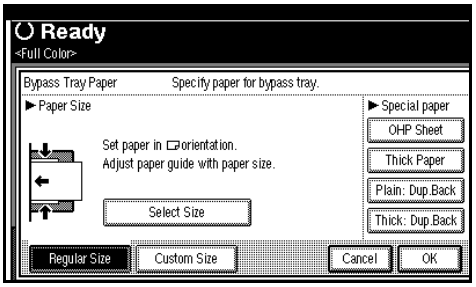
❒ When you load an OHP transparency, make sure that its front and back faces are properly positioned.

❒ To avoid paper misfeeds, fan the paper before loading it in the tray.

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

Display for "Bypass Tray Paper" is shown.

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



5 **Press [OK].**

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

Important

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

7 **When your copy job is finished, press the [Clear Modes] key to clear the settings.**

When Copying onto Custom Size Paper

Important

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

1 **Open the Bypass Tray, and then adjust the guides to the paper size.**

Important

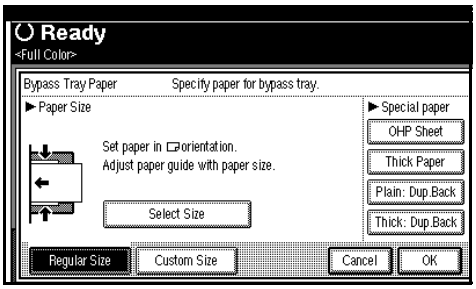
❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeeds might occur.

2 **Gently insert the paper face up until the beeper sounds.**

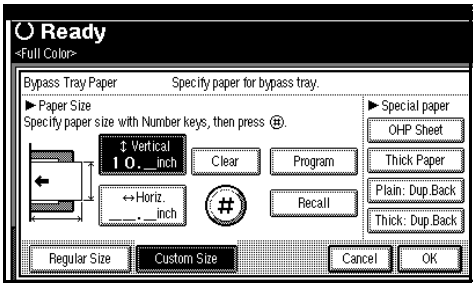
The ≡ indicator on the display automatically goes on.

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

4 **Press [Custom Size].**



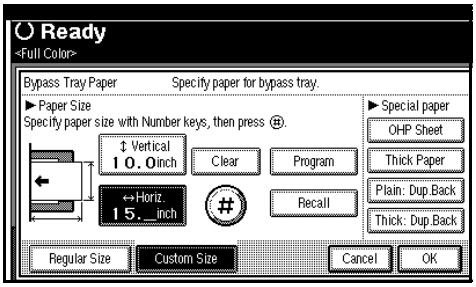
5 **Enter the vertical size of the paper with the number keys, and then press [#].**



Note

- ❒ The size that you can enter is between 90 (3.5″) to 305mm (12″).
- ❒ To change the number entered, press **[Clear]** or the **[Clear/Stop]** key and enter the new number.

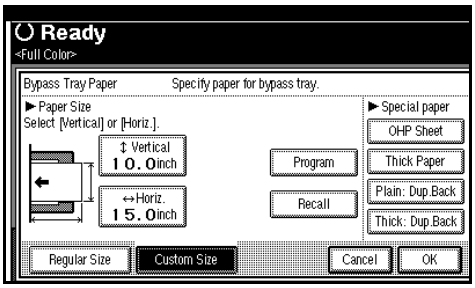
6 **Enter the horizontal size of the paper with the number keys, and then press [#].**

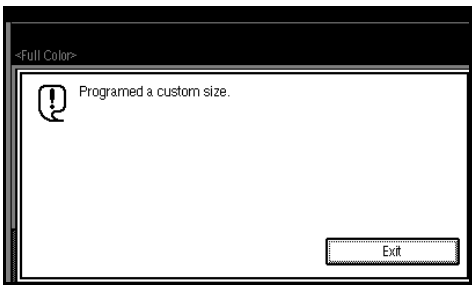


Note

- ❒ The size that you can enter is between 148 (5.8″) to 458mm (18″).
- ❒ If **[Horiz. mm]** is not highlighted, press **[Horiz. mm]**.
- ❒ To change the number entered, press **[Clear]** or the **[Clear/Stop]** key, and then enter the new number.
- ❒ When entering a size over 305mm (12″), the image will be moved to the center of paper and copied.

7 **To register the custom size entered, press [Program] and then press [Exit].**





Note

- ❒ If you do not register the custom size, go to step **8**.
- ❒ Only one custom size can be stored.
- ❒ To recall the custom size stored, press **[Recall]**.
- ❒ If you do not register the custom size, the size you set is deleted when modes are cleared.

8 **Press [OK].**

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

1

When Copying on the Back Side of the Paper

Using the Bypass Tray, you can make copies on the back of paper on which the front side of the paper has already been copied.

Note

❒ Do not use paper that has been copied once using other equipment.

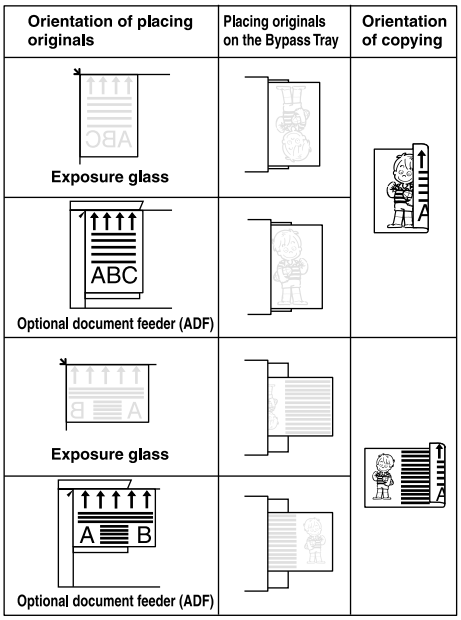
❒ Copies made on the back side of paper should be originals that have a very low image area, such as text originals.

❒ If the paper is curled, straighten it out and then re-set it. If the paper is not straightened out, it can cause paper jams.

The orientation of placing originals and paper and when copying.

Take care with placing the orientation of paper and originals.

❖ Top to top



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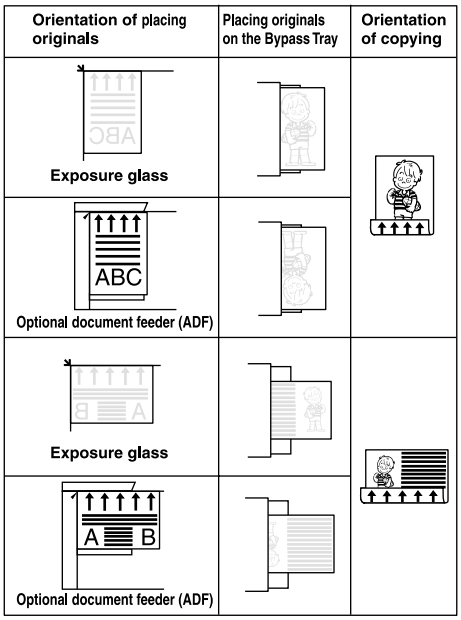
❖ Top to bottom



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1 **Open the Bypass Tray, and then adjust the guides to the paper size.**

Important

❒ If the guides are not flushed with the copy paper, a skewed image or paper misfeed might occur.

2 **Gently insert the copied paper with the copied side face down (the non-copied side face up) until the beeper sounds.**

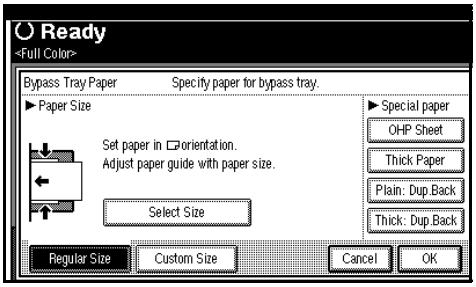
The ≡ indicator on the display automatically goes on.

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

Display for "Bypass Tray Paper" is shown.

4 **Select the paper size.**

5 **In Special Paper, select [Plain: Dup. Back] or [Thick: Dup. Back].**

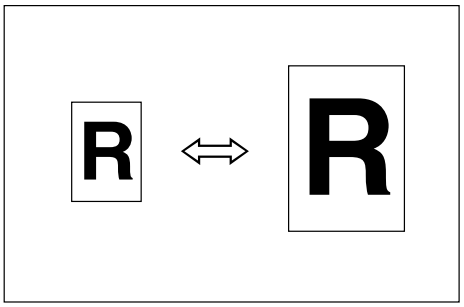


6 **Press [OK].**

7 **Place your originals, and then press the 【Start】 key.**

Preset Reduce/Enlarge

You can select a preset ratio for copying.



❖ The Starting Point

The starting position for enlarging and reducing varies depending on how the original is scanned. When placing originals on the exposure glass, the starting point will be where the original touches the reference mark on the far left. When placing originals in the optional document feeder (ADF), the originals' lower left corner will be the starting point.

Note

❒ Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. ⇒ p.40 "Create Margin Mode"

❒ You can change the preset ratios to other ratios you frequently use. ⇒ "Enlarge" and "Reduce", *Advanced Features* manual

❒ You can set and display three ratios on the initial display. ⇒ "Shortcut R/E", *Advanced Features* manual

❒ You can specify if **[Reduce]**, **[Enlarge]** or **[Mag. Ratio]** is to be given priority and displayed when **[Reduce/Enlarge]** is pressed. ⇒ "Reproduction Ratio 2/2", *Advanced Features* manual

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

❒ Copies can be reduced or enlarged as follows:

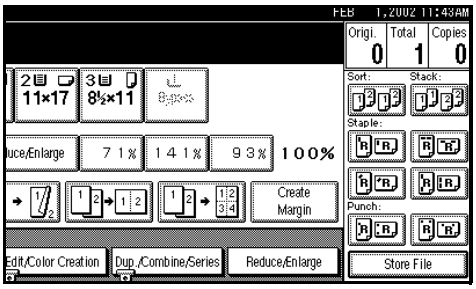
❖ Metric version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
82	F→A4, B4→A4
75	B4→F4, B4→F
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)	A3→A5, F→A5
25	--

❖ Inch version

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2$"×$8^1/_2$"→11"×17"
155 (enlarge area by 2)	$5^1/_2$"×$8^1/_2$"→$8^1/_2$"×14"
129	$8^1/_2$"×11"→11"×17"
121	$8^1/_2$"×14"→11"×17"
85	F→$8^1/_2$"×11"
78	$8^1/_2$"×14"→$8^1/_2$"×11"
73	11"×15"→$8^1/_2$"×11"
65	11"×17"→$8^1/_2$"×11"
50 (reduce area by $^1/_4$)	11"×17"→$5^1/_2$"×$8^1/_2$"
25	--

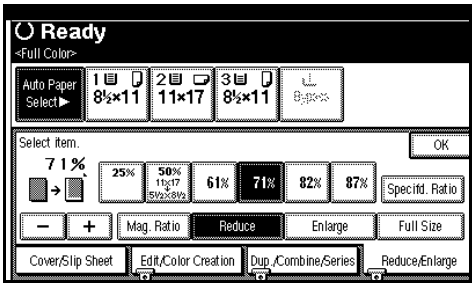
1 **Press [Reduce/Enlarge].**



Note

❒ To select a preset ratio on the initial display, press the short-cut reduce/enlarge key and go to step **5**.

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



3 **Select a ratio.**

4 **Press [OK].**

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

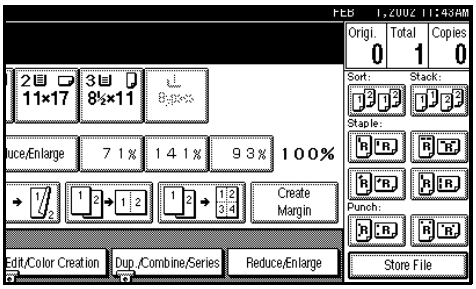
Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. You can register this function in a shortcut key on the initial display. By combining it with the Reproduction function, you can also provide the Reduce/Enlarge copy with a margin.

Note

❒ You can change the Reproduction ratio for "Create Margin". ⇒ "Reproduction ratio $^{2}/_{2}$", *Advanced Features* manual

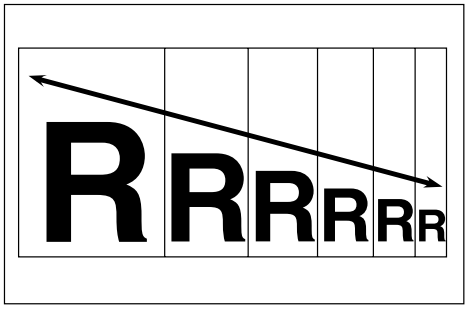
1 Press [Create Margin] displayed on the initial display.



2 If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the【Start】key.

Zoom

You can change the reproduction ratio in 1% steps.

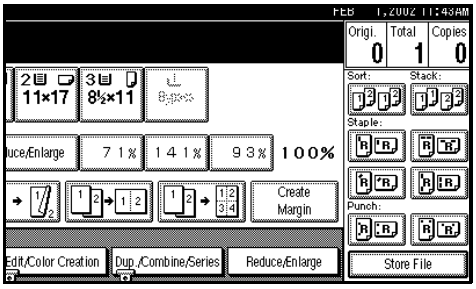


Note

❒ 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 margins will appear on copies.

❒ You can select a preset ratio which is near the desired ratio, and then adjust the ratio with **[+]** or **[−]**.

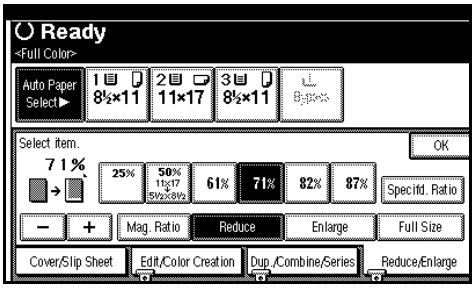
1 **Press [Reduce/Enlarge].**



2 **Enter the ratio.**

To select the ratio with [+] and [−]

❶ **Adjust the ratios with [+] or [−].**



Note

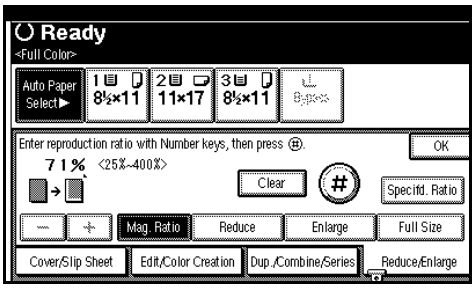
❒ To change the ratio in 1% steps, just press **[+]** or **[−]**. To change the ratio in 10% steps, press and hold down **[+]** or **[−]**.

❒ To change the ratio entered, press **[+]** or **[−]** again.

To enter the ratio with the number keys

❶ **Press [Mag. Ratio].**

❷ **Enter the desired ratio with the number keys.**



Note

❒ To change the ratio entered, press **[Clear]** or the **【Clear/Stop】** key and enter the new ratio.

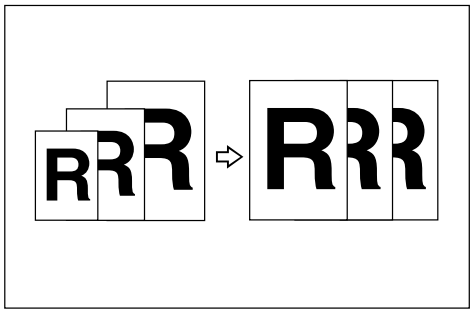
❸ **Press [#] to set the ratio.**

❹ **Press [OK].**

3 **Place your originals, and then press the 【Start】 key.**

Auto Reduce/Enlarge

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



Limitation

❒ You cannot use the Bypass Tray with this function.

Note

❒ When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use:

❖ Metric version

Where Original Is Placed	Original Size and Direction
Exposure glass	A3⬓, B4⬓, A4▯⬓, B5▯⬓
Optional document feeder (ADF)	A3⬓, B4⬓, A4▯⬓, B5▯⬓, A5▯⬓, 8K⬓, 16K⬓

❖ Inch version

Where Original Is placed	Original Size and Direction
Exposure glass	11" × 17"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"▯⬓, 8" × 13"⬓
Optional document feeder (ADF)	A4▯, 11" × 17"⬓, 10" × 14"⬓, 8 1/2" × 14"⬓, 8 1/2" × 11"▯⬓, 5 1/2" × 8 1/2"▯⬓, US EXE⬓

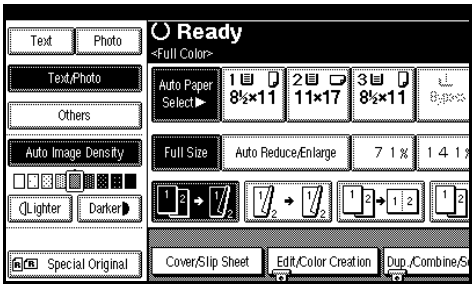
❒ The reproduction ratios the machine will select are 25 – 400%.

❒ For some originals, the original size might not be detected correctly. ⇒ "Sizes difficult to detect", *Advanced Features* manual

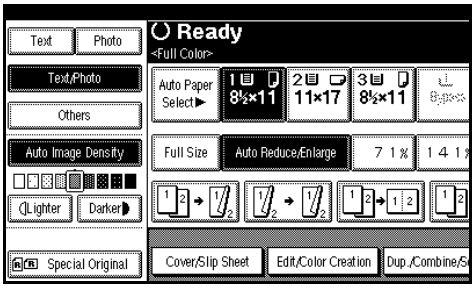
❒ You can also place originals of different sizes in the optional document feeder (ADF) at the same time. ⇒ p.21 "Mixed Size Mode"

❒ You cannot use the Rotated Copy function when enlarging to B4 or A3. When enlarging to B4 or A3 size copy paper, place the original in the ⬓ direction.

1 **Press [Auto Reduce/Enlarge].**



2 **Select the paper tray.**



Note

❒ If you do not wish to set any other functions, press the 【Start】 key to start copying.

Sort/Stack/Staple

1

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

❖ Sort

The optional hard disk unit (40 GB) is required:

- Sort
- Rotate Sort
- Shift Sort

Note

❒ *The optional 2 Tray Finisher is required.*

❖ Stack

The optional 2 Tray Finisher is required.

❖ Staple

The optional 2 Tray Finisher and hard disk unit (40 GB) are required.

Limitation

❒ The maximum capacity for Sort, Rotate Sort, and Stack with A5 ▭ is 100 sheets.

Note

❒ When the number of copies exceeds the tray capacity, remove copies from the tray.

❒ The maximum tray capacity is as follows:

❖ Metric version

Standard Tray	500 sheets (80g/m^2)
External Tray	100 sheets (80g/m^2)
Multi-bin	• Tray 1: 100 sheets (80g/m^2) • Tray 2: 250 sheets (80g/m^2)
Optional 2 Tray Finisher	Finisher Shift Tray 1: A4▯, A5▯, B5▯▭: 500 sheets (80g/m^2) A3▭, A4▭, B4▭: 250 sheets (80g/m^2)
	Finisher Shift Tray 2: A4▯: 1500 sheets (80g/m^2) (Large capacity mode:2000 sheets(80g/m^2)) A3▭, A4▭, B4▭, B5▯▭: 750 sheets (80g/m^2) A5▯: 500 sheets (80g/m^2)
	Staple Tray: A4▭ or smaller: 50 sheets (80g/m^2) B4▭ or larger: 30 sheets (80g/m^2)

❖ Inch version

Standard Tray	500 sheets (20 lb.)
External Tray	100 sheets (20 lb.)
Multi-bin	• Tray 1: 100 sheets (20 lb.) • Tray 2: 250 sheets (20 lb.)
Optional 2 Tray Finisher	Finisher Shift Tray 1: $8^1/_2$" × 11"□: 500 sheets (20 lb.) 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□: 250 sheets (20 lb.)
	Finisher Shift Tray 2: $8^1/_2$" × 11"□: 1500 sheets (20 lb.) (Large capacity mode:2000 sheets (20 lb.)) 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□: 750 sheets (20 lb.)
	Staple Tray: $8^1/_2$" × 11" or smaller: 50 sheets (20 lb.) $8^1/_2$" × 14" or larger: 30 sheets (20 lb.)

When using the Rotate Sort, Staple, or Punch functions, the capacity may be reduced.

Sort

The optional hard disk unit (40 GB) is required.

Copies can be assembled as sets in sequential order.

Limitation

❒ You cannot use the Bypass Tray with this function.

Note

❒ When the optional 2 Tray Finisher is installed, you can switch to or from the Rotate Sort function with the User Tools. ⇒ "Select Stack or Rotate sort", *Advanced Features* manual

❒ Regardless of the output tray settings, which automatically becomes the shift sort, the copies will be delivered to the finisher's shift tray, when the optional 2 Tray Finisher is installed.

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

Metric version	A4□□, B5□□
Inch version	$8^1/_2$" × 11"□□

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

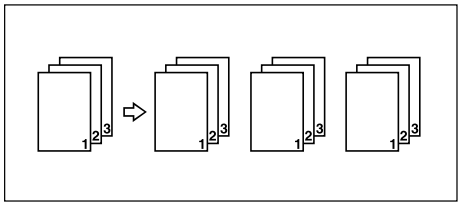
Reference

For the maximum tray capacity of the optional 2 Tray Finisher is installed. ⇒ "Options", Administrator Reference 2 Copier System Edition

1

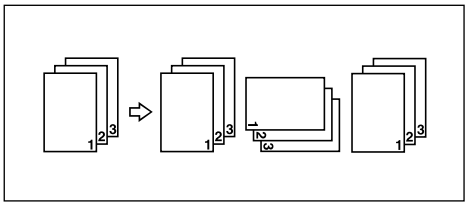
❖ Sort

Copies are assembled as sets in sequential order.



❖ Rotate Sort

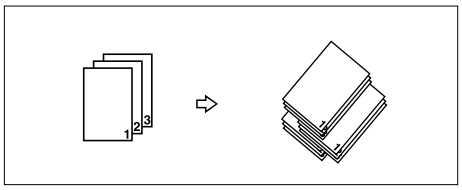
Every other copy set is rotated by 90° and delivered to the copy tray.



❖ Shift Sort

The optional 2 Tray Finisher is required.

The shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can differentiate each set or job.



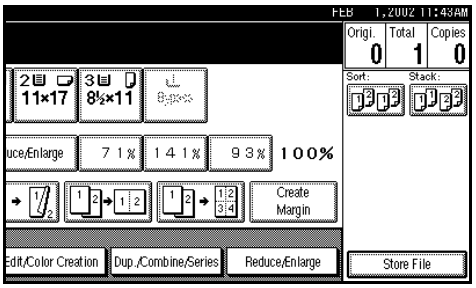
Note

❒ The paper sizes that can be used in the Shift Sort function are as follows.

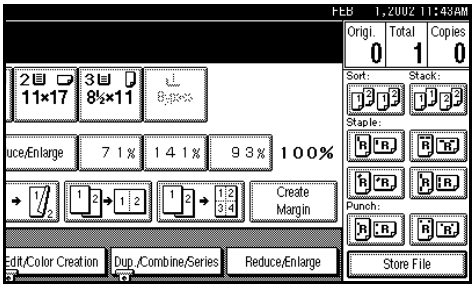
Metric version	A3, B4, A4, B5, A5
Inch version	11"×17", 8 1/2"×14", 8 1/2"×11"

1 **Press [Sort] or [Rotate Sort].**

❖ When the optional 2 Tray Finisher is not installed



❖ When the optional 2 Tray Finisher is installed



Note

❒ When the optional 2 Tray Finisher is installed, use the User Tools to display **[Rotate Sort]**. ⇒ "Select Stack Function", *Advanced Features* manual

2 **Enter the number of copy sets with the number keys.**

Limitation

❒ The maximum number of sets is 99.

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

3 **Place your originals, and then press the 【Start】 key.**

When placing a stack of originals in the optional document feeder (ADF)

❶ **Place a stack of originals in the optional document feeder (ADF), and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the optional document feeder (ADF) according to the instructions on the display. The display will indicate the number of scanned originals.

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original, and then press the 【Start】 key.**

Note

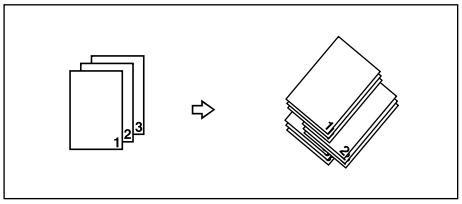
❒ Place the original in the same direction as the first one.

❸ **After all originals are scanned, press the 【#】 key.**

Stack

The optional 2 Tray Finisher is required.

Copies can be put together with each page placed. This function groups together copies of each page in a multi-page original. Every other page stack is shifted for ease of separation. The shift tray of the optional 2 Tray Finisher provides this function by sliding from side to side.



Limitation

❒ You cannot use the Bypass Tray with this function.

❒ You cannot use the following paper with this function:

- OHP transparencies
- Thick paper

Note

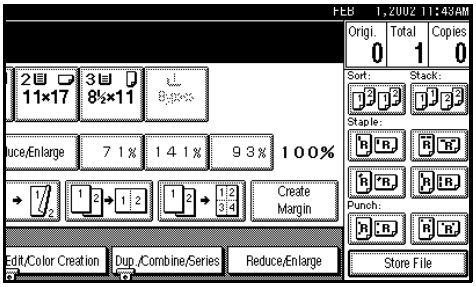
❒ The paper sizes that can be used with the Stack function are as follows:

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

Reference

For the maximum tray capacity of the optional 2 Tray Finisher. ⇒ "Options", Administrator Reference 2 Copier System Edition

1 **Press [Stack].**



2 **Enter the number of copies with the number keys.**

Note

❒ To change the entered number, press the 【Clear/Stop】 key.

3 **Place your originals, and then press the 【Start】 key.**

When placing a stack of originals in the optional document feeder (ADF)

❶ **Place a stack of originals in the optional document feeder (ADF), and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original, and then press the 【Start】 key.**

Note

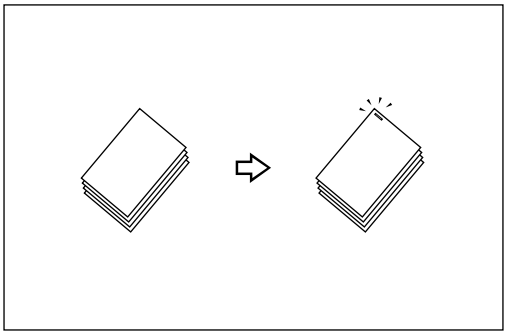
❒ Place the original in the same direction as the first one.

❸ **Press the 【#】 key, after all the originals have been scanned.**

Staple

The optional 2 Tray Finisher and hard disk unit (40 GB) are required.

Each copy set can be stapled together.



Limitation

❒ You cannot use the Bypass Tray with this function.

❒ You cannot use the following paper in this function:

- Postcards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Paper of low stiffness
- Paper of different vertical sizes

Note

❒ Stapling cannot occur when copying on thick paper as well as OHP transparencies.

❒ When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray, and then resume copying.

❖ Metric version

Paper size	A3□, B4□, A4□□, B5□□
Stapler capacity	• A4□□, B5□□: 50 sheets (80g/m^2) • A3□, B4□: 30 sheets (80g/m^2) • Mixed Size: 30 sheets (80g/m^2)
Shift Tray capacity (A4□) *1	• Finisher Shift Tray 1: 500 sheets (80g/m^2) • Finisher Shift Tray 2: 1,500 sheets (80g/m^2) (Large capacity mode: 2000 sheets (80g/m^2))

❖ Inch version

Paper size	11" × 17"□, 8 1/2" × 14"□ , 8 1/2" × 11"□□
Stapler capacity	• 8 1/2" × 11"□□: 50 sheets (20 lb.) • 11" × 17"□, 8 1/2" × 14"□: 30 sheets (20 lb.) • Mixed Size: 30 Sheets (20 lb.)
Shift Tray capacity (8 1/2" × 11"□) *1	• Finisher Shift Tray 1: 500 sheets (20 lb.) • Finisher Shift Tray 2: 1,500 sheets (20 lb.) (Large capacity mode: 2000 sheets (20 lb.))

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

❒ In the following cases, the copies will be delivered to the shift tray without stapling:

- When the number of sheets for one set is over the stapler capacity.
- When memory reaches 0% during copying.

Reference

When using Staple with "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", "2 Sided → 1 Sided" in Combine mode or Double Copies, select □ original for □ copy and □ original for □ copy.

When combining the Mixed Size function and Auto Paper Select, you can select and staple suitable paper even if originals of different sizes are placed. Make sure to set beforehand the paper size you will use on the paper tray. The following sizes can be stapled when using mixed sizes:

- A3 and A4
- B4 and B5
- 11" × 17"□ and 8 1/2" × 11"□

Stapling position and original setting

Place all the originals in a direction in which they can be read. They will automatically be rotated and copied. When the copy paper is identical in size and direction to your original, the staple positions are as follows:

		Original location			Stapling position
			Exposure glass	Optional document feeder (ADF)	
	Top				
	Top Slant				
	Bottom				
	Left 2				
	Top 2				

1

Note

❒ You cannot change stapling positions during copying.

❒ When the original image is rotated, the stapling direction turns by 90°.

❒ In "Top 2" displayed on the Copy Initialization screen, you can select either "Top 2" or "Bottom".

❒ When using Staple with "1 Sided 2 Pages→ Combine 1 Side", "1 Sided 4 Pages→ Combine 2 Sided" in Combine mode or Double Copies, select ▯ original for ▯ copies and ▯ original for ▯ copies.

❒ When using "Top Slant", "Left 2" or "Top 2" with "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode or Double Copies, select ▯ original for ▯ copies and ▯ originals for ▯ copies.

❒ When using "Top Slant", "Left 2" or "Top 2" with Combine, Double Copies or Auto Reduce/Enlarge modes, the "Blank part will appear. Check orientation." message may be displayed depending on the orientation of papers and originals. In this case, change the paper orientation.

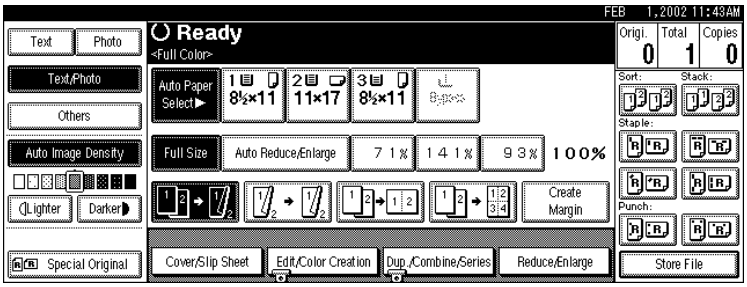
❒ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2$" × 11"

❒ When selecting "Top Slant", "Left 2", or "Top2", the following settings will make a suitable image rotation:

- **[Auto Reduce/Enlarge]** or **[Auto Paper Select]**
- Setting **[Auto Tray Switching]** to **[With image rotation]** in the Copy Initialization settings

1 Select one of the stapling positions.



Note

❒ When you select the stapling position, the Sort mode is automatically selected.

Reference

⇒ p.51 "Stapling position and original setting"

2 **Enter the number of copy sets with the number keys.**

Note

❒ To change the entered number, press the 【Clear/Stop】 key.

3 **Place your originals, and then press the 【Start】 key.**

When placing a stack of originals in the optional document feeder (ADF)

❶ **Place a stack of originals in the optional document feeder (ADF), and then press the 【Start】 key.**

Note

❒ The last page should be on the bottom.

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

Note

❒ Place the original in the same direction as the first one.

❸ **After all originals are scanned, press the 【#】 key.**

To Stop Scanning Temporarily

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

1 Press the [Clear/Stop] key to stop originals from being scanned into memory.

The confirmation screen is displayed.

To continue scanning

❶ Press [Continue] to continue scanning.

Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ Press [Stop].

Scanning is stopped and the images cleared.

When Memory Reaches 0%

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

Note

❒ There is enough memory to store approximately 200 (Color mode)/800 (Black & White) originals of A4, $8^1/_2$" × 11" size. The number of originals that can be stored in memory varies depending on the memory setting and original type. In addition, the number of originals that can be stored in memory will be reduced when you use other functions.

❒ Scanning will stop when memory reaches 0% during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray. After which the machine automatically continues scanning the remaining originals. ⇒ "Memory Full Auto Scan Restart", *Advanced Features* manual

1 Press the [Start] key.

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

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

To Remove Paper from the Staple Unit

If you cancel a stapling copy in the middle of the job, paper might be left in the optional 2 Tray Finisher. In this case, remove the paper from the optional 2 Tray Finisher.

1 Press the [Clear Modes] key to cancel the copy settings.

2 Place the next original, and then press the [Start] key.

The paper left in the optional 2 Tray Finisher is automatically delivered, and then the next job starts.

Note

❒ When paper is not delivered and a message is displayed, follow the instructions on the display to remove the paper.

Punch

The optional 2 Tray Finisher and the Punch Kit are required.

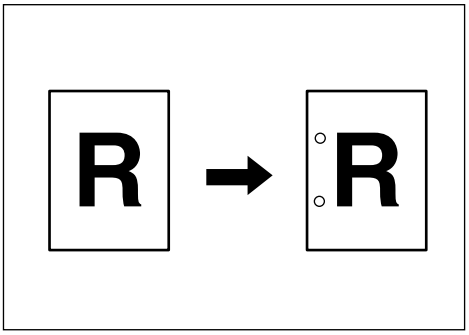
This function is used to punch holes in copies.

Note

❒ The optional Punch Kit varies depending on the geographic area. See the following table for the one that suits your machine.

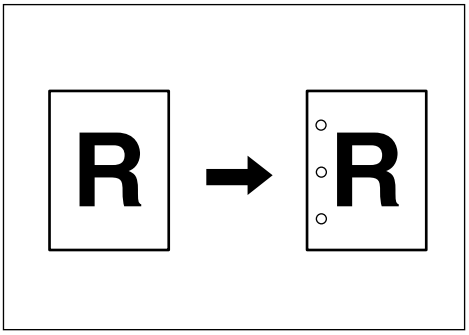
Name	Hole number
Punch Kit Type 1045 EU	2 holes / 4 holes
Punch Kit Type 1045 SC	4 holes
Punch Kit Type 1045 NA	2 holes / 3 holes

❖ **2 holes**



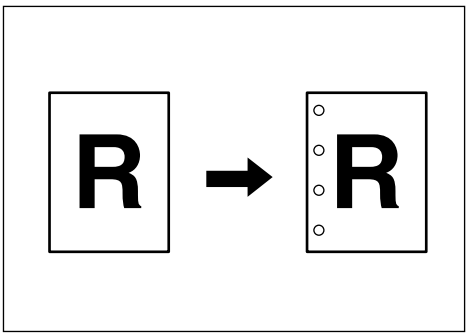
GCPNCH1E

❖ **3 holes**



GCPNCH3E

❖ 4 holes



Limitation

❒ You cannot use the Bypass Tray as the paper tray.

❒ Depending on the orientation of the original, Rotate Copy may not function when Punch is selected. In this case, the "Blank part will appear. Check orientation." message may be displayed. Change the paper orientation.

❒ Punchable paper sizes are as follows:

With the optional 2 Tray Finisher			
Optional Punch Kit type			
2 & 4 holes type	2 holes	▭	A3-A5, 11" × 17"-5 1/2" × 11"
		▯	A4-A5, 8 1/2" × 11"
	4 holes	▭	A3, B4, 11" × 17"
		▯	A4, B5, 8 1/2" × 11"
4 holes type	4 holes	▭	A3-A5, 11" × 17"-5 1/2" × 11"
		▯	A4-A5, 8 1/2" × 11"
2 & 3 holes type	2 holes	▭	A3-A5, 11" × 17"-5 1/2" × 11"
		▯	A4-A5, 8 1/2" × 11""
	3 holes	▭	A3, B4, 11" × 17"
		▯	A4, B5, 8 1/2" × 11"

Note

❒ Punching cannot occur when copying on thick paper as well as OHP transparencies.

❒ When using Punch with Combine, Double Copies or Auto Reduce/Enlarge, the message "Blank part will appear. Check orientation." may appear because of the orientation of the original and the copy paper. If this occurs, change the orientation of the copy paper.

❒ The relationship between the direction in which you place the original and the punch hole positions is as follows:

❖ Punch hole positions

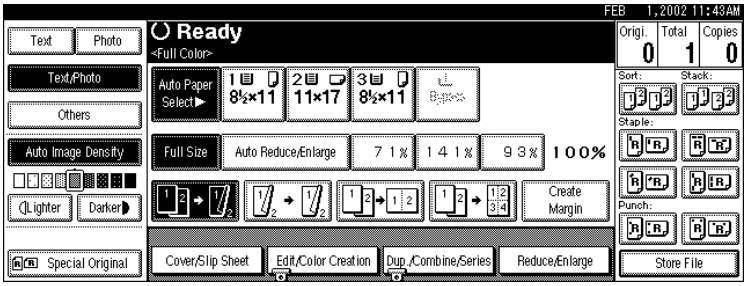
			Orientation in which Original is Placed		Punch Hole Positions
			Exposure glass	Optional document feeder (ADF)	
Standard	2 holes				
	3 holes				
	4 holes				
90° Turn	2 holes				
	3 holes				
	4 holes				

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

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

1

1 **Select the Punch position.**



Note

❒ Select a stapling position when stapling copies. ⇒ p.49 “Staple”.

2 **Enter the number of copy sets with the number keys.**

Note

❒ To change the entered number, press the **【Clear/Stop】** key.

❒ If you wish to use the Sort function, press **[Sort]**.

3 **Place your originals, and then press the 【Start】 key.**

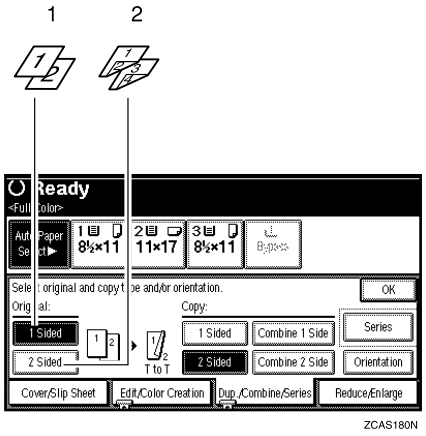
Duplex/Combine

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

⇒ p.62 “Duplex”, p.65 “Combine”

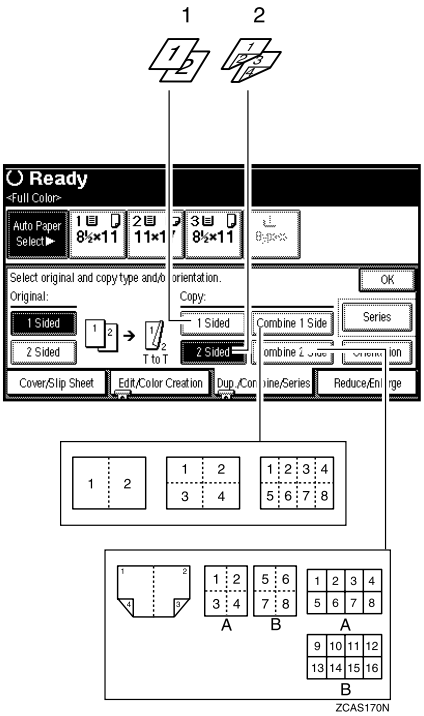
1 **Press [Dup./Combine/Series], check your originals, and then select [1 Sided] or [2 Sided] for the originals.**



1: 1 Sided

2: 2 Sided

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



1: 1 Sided

2: 2 Sided

A: Front

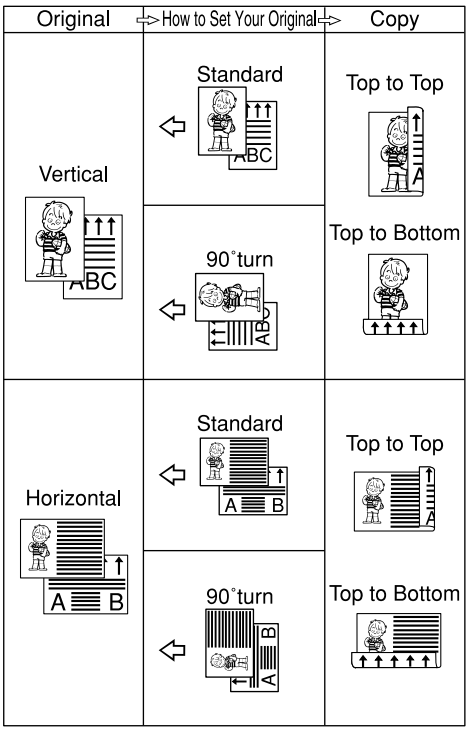
B: Back

3 **Press [OK].**

1

Original Orientation and Completed Copies

The resulting copy image will differ according to the orientation in which you place your original (portrait ▯ or landscape ▭).



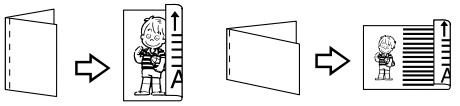
Note

❒ The table shows the orientation of images on the front and back of copies, not the directions of delivery.

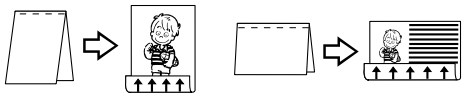
Originals and Copy Orientation

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). ⇒ p.60 "Specifying the Orientation of Bound Originals"

- Top to Top



- Top to Bottom



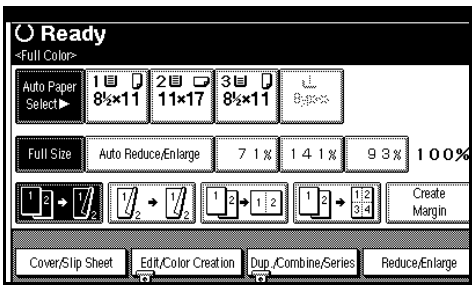
Specifying the Orientation of Bound Originals

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

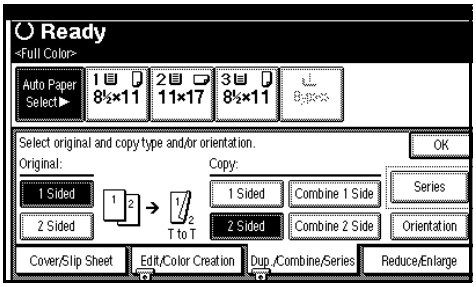
Note

❒ You can change the orientation default with the User Tools. ⇒ "General Features 2/5", *Advanced Features* manual

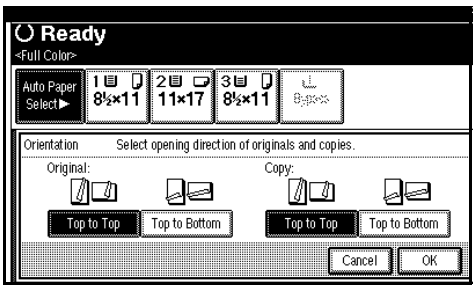
1 **Press [Dup./Combine/Series].**



2 **Press [Orientation].**



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



4 **Press [OK].**

5 **Press [OK].**

Duplex

This function can be used in following ways:

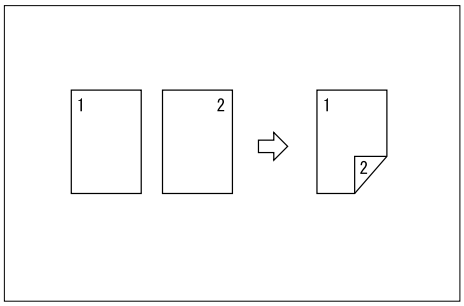
- 1 Sided → 2 Sided
- 2 Sided → 2 Sided
- 2 Sided → 1 Sided

Duplex

The optional duplex unit and hard disk unit (40 GB) are required.

❖ 1 Sided → 2 Sided

This mode makes two-sided copies from one-sided originals.



Note

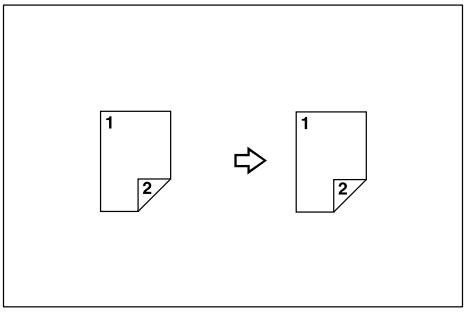
❒ If you set an odd number of 1-Sided originals in the optional document feeder (ADF), the reverse side of the last page is left blank.

❒ When original images are copied, the images are shifted by the width of the binding margin. You can adjust the binding margin or binding position. You can also change their default values. ⇒ "Front Margin: Left/Right", "Back Margin: Left/Right", "Front Margin: Top/Bottom" and "Back Margin: Top/Bottom", *Advanced Features* manual

❒ A binding margin can be automatically made on the back side. ⇒ "1 sided → 2 sided Auto Margin: T to T", *Advanced Features* manual

❖ 2 Sided → 2 Sided

This mode makes two-sided copies from two-sided originals.



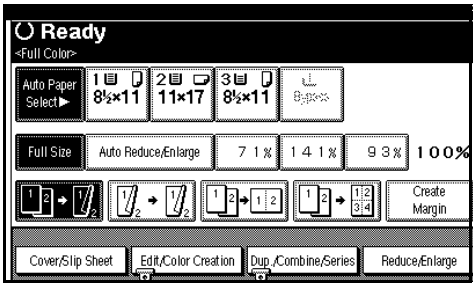
Limitation

❒ You cannot use the following copy paper in this function:

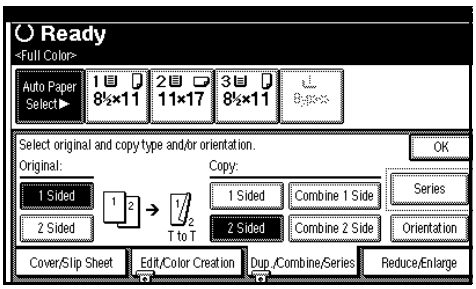
- Paper smaller than A5 (possible on A5)
- Paper larger than A3, 11"× 17"
- Paper thicker than 105g/m², 28 lb.
- Paper thinner than 60g/m², 16 lb.
- Translucent paper
- Adhesive labels
- OHP transparencies
- Thick paper
- Postcards

❒ You cannot use the Bypass Tray with this function.

1 **Press [Dup./Combine/Series].**



2 **Press [1 Sided] for original, and then press [2 Sided] for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", press **[Orientation]**, and then select **[Top to Bottom]**. ⇒ p.60 "Specifying the Orientation of Bound Originals"

3 **Press [OK].**

4 **Place your originals, and then press the 【Start】 key.**

When placing an original on the exposure glass or in the optional document feeder (ADF) using Batch mode

❶ **Place the original, and then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

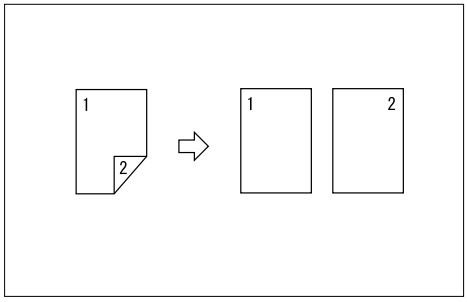
❷ **Place the next original. When it is placed on the exposure glass, press the 【Start】 key.**

❸ **Press the 【#】 key after the last original has been scanned.**

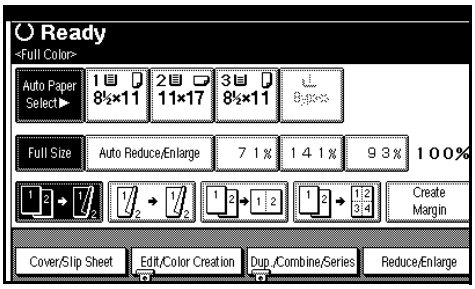
2 Sided → 1 Sided

The optional document feeder (ADF) is required.

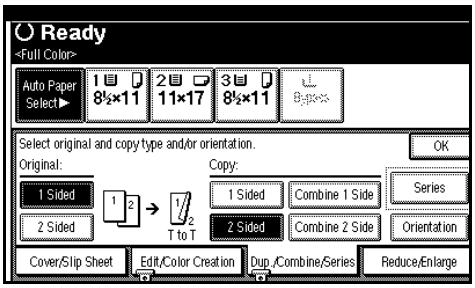
Copies each side of a 2 Sided original onto two separate pages.



1 **Press [Dup./Combine/Series].**



2 **Press [2 Sided] for original, and then press [1 Sided] for copy.**

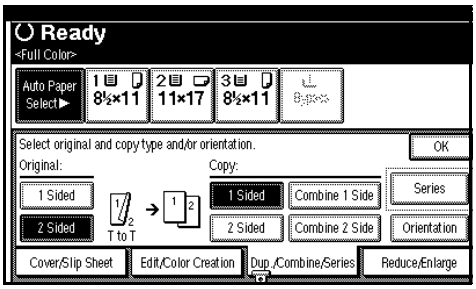


1

Note

❒ To change the copy orientation to "Top to Bottom", press **[Orientation]**, and then select **[Top to Bottom]**. ⇒ p.60 "Specifying the Orientation of Bound Originals"

3 **Press [OK].**



4 **Place your originals, and then press the 【Start】 key.**

When placing an original on the exposure glass or in the optional document Feeder (ADF) using Batch mode

❶ **Place the front side of the original on the exposure glass or in the optional document Feeder (ADF), and then press the 【Start】 key.**

❷ **Place the back side of the original on the exposure glass or in the optional document feeder (ADF). When it is placed on the exposure glass, press the 【Start】 key.**

❸ **Press the 【#】 key after the last original has been scanned.**

Combine

You can combine two or more originals into one copy. 1 Sided Combine mode is for one-sided copies, and 2 Sided Combine mode for two-sided copies.

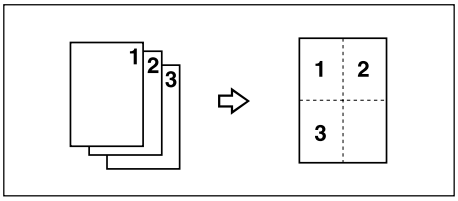
This function can be used in twelve ways:

Limitation

- ❒ You cannot use the Bypass Tray with this function.
- ❒ If the calculated ratio is under the minimum ratio, it is adjusted to within the available range of ratios automatically. However, with some ratios, parts of the image might not be copied.

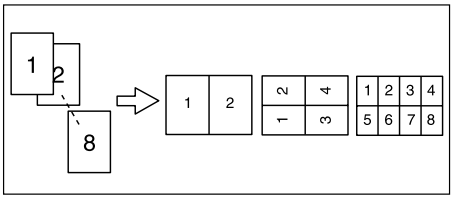
Note

- ❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.
- ❒ The machine uses ratios in the following range:
  - Metric version: 25 - 400%
  - Inch version: 25 - 400%
- ❒ A separation line between originals can be printed with the User Tools. ⇒ "Separation Line in Combine", *Advanced Features* manual
- ❒ If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.
- ❒ When making copies in the Combine mode, the border of each original can be automatically erased by 3mm, 0.1". ⇒ "Erase Original Shadow in Combine", *Advanced Features* manual
- ❒ If the number of originals placed is less than the number specified for combining, the last page is left blank as shown in the illustration.



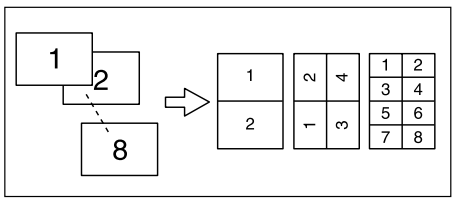
- ❒ You can change the copy order in Combination mode. ⇒ "Copy Order In Combine", *Advanced Features* manual
- ❒ Orientation of the originals and arrangement of combined images are as follows:

❖ **Open to Left ( ) originals**



GCSHUY1E

❖ **Open to Right ( ) originals**



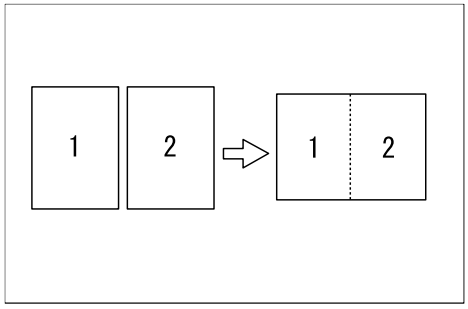
GCSHUY2E

Combine 1 Side

This function combines one-sided documents and copies them.

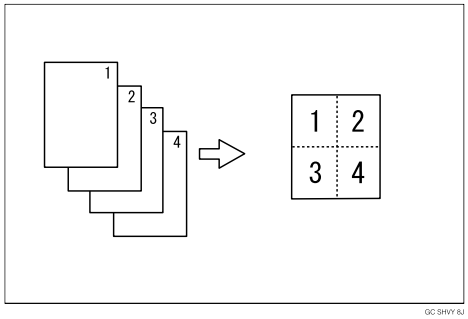
1

❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1 sided originals to one side of a page.



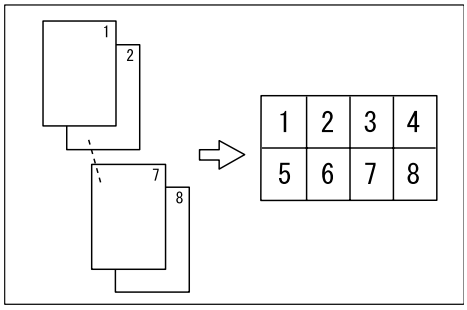
GC SHVY 7J

❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1 sided originals together to one side of a sheet.



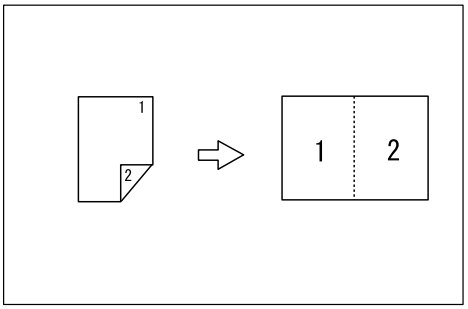
GC SHVY 8J

❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1 sided originals together to one side of a sheet.



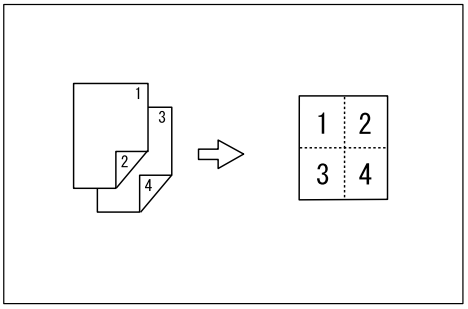
GC SHVY 3J

❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2 sided original to one side of a sheet.



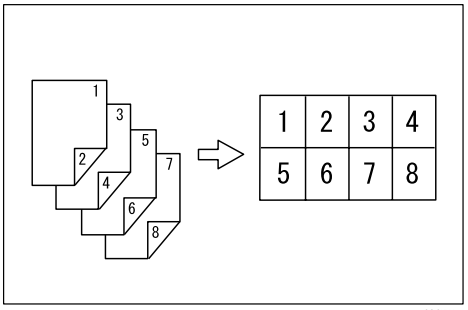
GC SHVY 0J

❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2 sided originals to one side of a sheet.



GC SHVY 8J

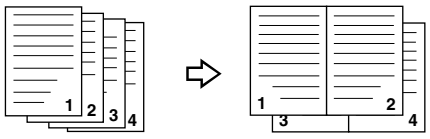
❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2 sided originals to one side of a sheet.



GC SHVY 4J

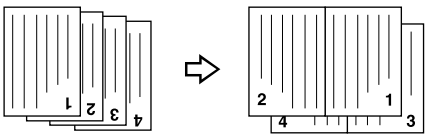
❖ Placing originals (Originals placed in the optional document feeder (ADF))

- Originals read from left to right



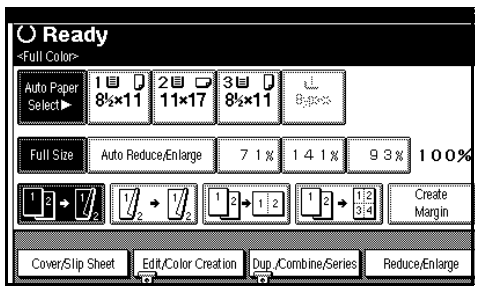
Combine5

- Originals read from top to bottom

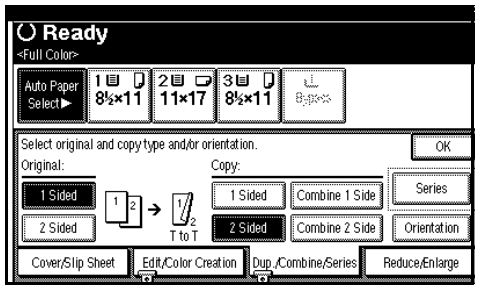


Combine6

1 Press [Dup./Combine/Series].

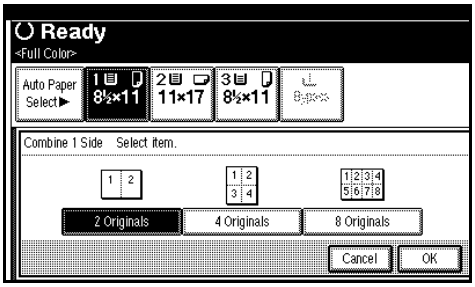


2 Select [1 Sided] or [2 Sided] for the original.



3 Press [Combine 1 Side] for the copy.

4 Select the pages of the originals to be combined, and then press [OK].



Note

❒ To change the orientation, press [Orientation].⇒ p.60 "Specifying the Orientation of Bound Originals"

5 Press [OK].

6 Select the paper.

7 Place your originals, and then press the [Start] key.

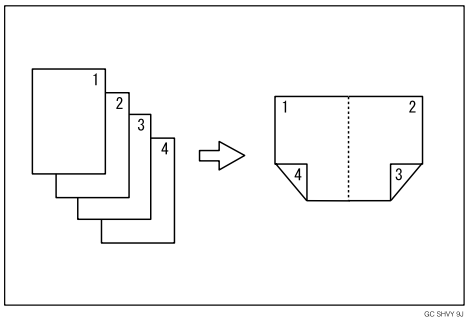
1

Combine 2 Side

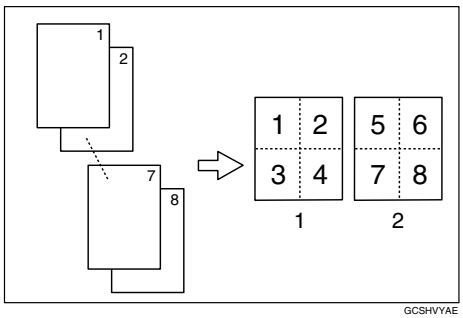
The optional duplex unit and hard disk unit (40 GB) are required.

This function combines both sides of a document and copies it. The following are the types of copying combining 2 sides.

❖ **1 Sided 4 Pages → Combine 2 Side**
Copies four 1 sided originals to the two-page spread on both sides of a sheet.

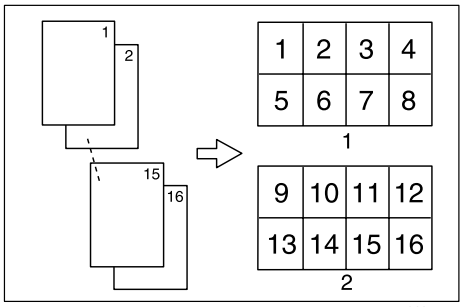


❖ **1 Sided 8 Pages → Combine 2 Side**
Copies eight 1 sided originals to one sheet with four pages per side.



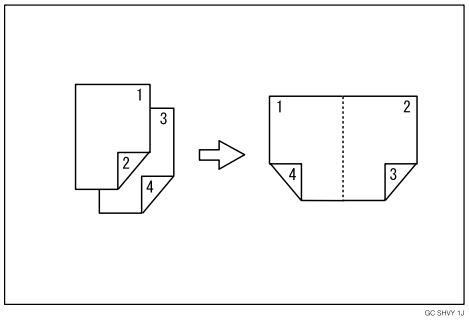
1. **Front**
2. **Back**

❖ **1 Sided 16 Pages → Combine 2 Side**
Copies sixteen 1 sided originals to one sheet with eight pages per side.

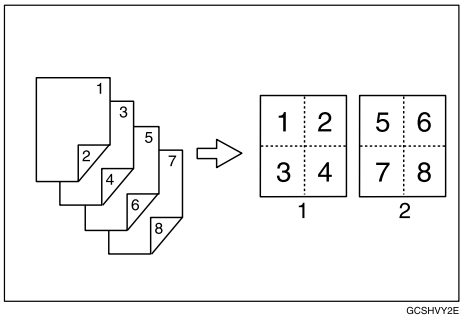


1. **Front**
2. **Back**

❖ **2 Sided 4 Pages → Combine 2 Side**
Copies two 2 sided originals to one sheet with two pages per side.

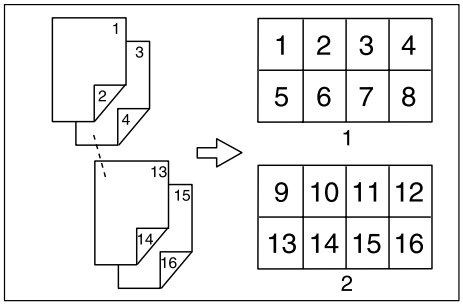


❖ **2 Sided 8 Pages → Combine 2 Side**
Copies four 2 sided originals to one sheet with four pages per side.



1. **Front**
2. **Back**

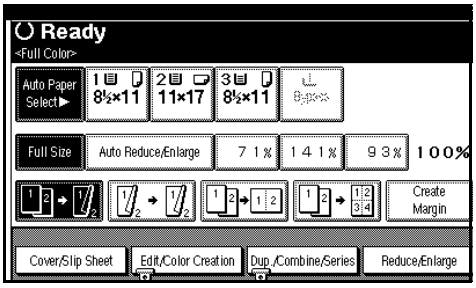
❖ **2 Sided 16 Pages → Combine 2 Side**
Copies eight 2 sided originals to one sheet with eight pages per side.



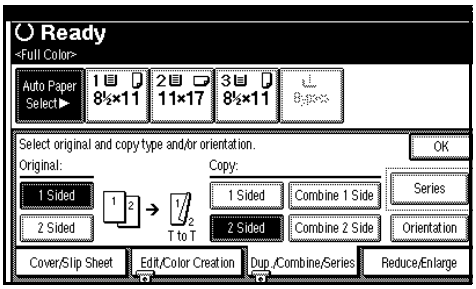
1. **Front**

2. **Back**

1 **Press [Dup./Combine/Series].**

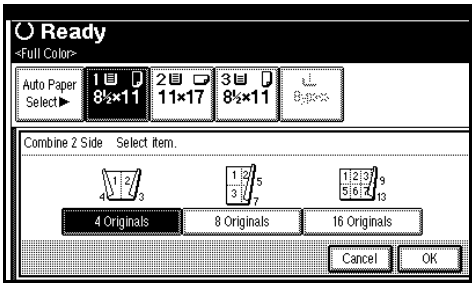


2 **Select [1 Sided] or [2 Sided] for the original.**



3 **Press [Combine 2 Side] for the copy.**

4 **Select the pages of the original to be combined, and then press [OK].**



Note

❒ To change the orientation, press **[Orientation]**. ⇒ p.60 "Specifying the Orientation of Bound Originals"

5 **Press [OK].**

6 **Select the paper.**

7 **Place your originals, and then press the [Start] key.**

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In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

- **| means POWER ON.**
- **○ means POWER OFF.**
- **⏻ means STAND-BY.**

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