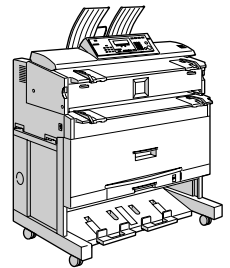


---

**2400WD**  
*A045*  
*LW310*  
**Aficio™ 240W**

**Operating Instructions**  
**Copy Reference**




- 
- 1** Basics
  - 2** Copying
  - 3** Troubleshooting
  - 4** User Tools (Copier Features)
  - 5** Specifications

For safe and correct use of this machine, please be sure to read the Safety Information in the "General Settings Guide" before you use it.

**DRAFT 2003/11/12**

Type for 2400WD/A045/LW310/Aficio240W

Printed in Japan

EN  B125-6607

**DRAFT 2003/11/12**

## Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

## 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.



### Notes:

Some illustrations in this manual might be slightly different from the machine.

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



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

### Power Source **from the supplier**

120V, 60Hz, 15A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see p.00 "#####".

**General Settings Guide**

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

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

**⏻** means **STAND BY.**

In accordance with IEC 60417, this machine uses the following symbols for the anti- humidity heater switch:

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

**○** means **POWER OFF.**

# Manuals for This Machine

This machine can be used as a copier, printer, or scanner. Its manuals are divided thus: a manual covering common operations and functions, and separate copier, printer, and scanner function manuals. Refer to the appropriate manual to learn about your machine.

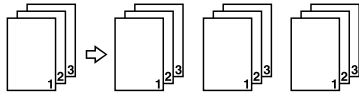
# What You Can Do with This Machine

Available functions depend on installed options. See p.3 “Functions That Require Options”.

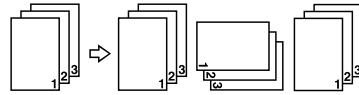
参照先は、最終的に修正します。

## To Put Copies into Sequentially Ordered Sets.

● Sort (see p.34)

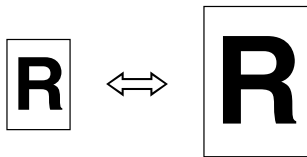


● Rotate Sort (see p.34)

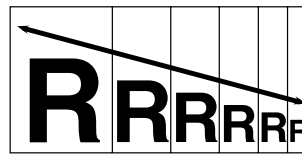


## Types of Magnification

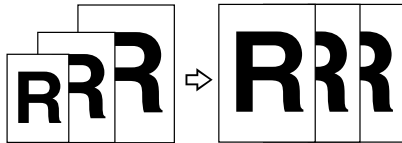
● Preset Reduce/Enlarge (see p.35)



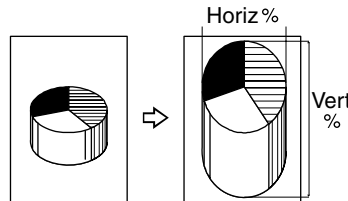
● Zoom (see p.36)



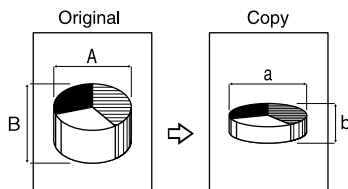
● Auto Reduce/Enlarge (see p.38)



● Directional Magnification (%) (see p.38)



● Directional Size Magnification (mm) (see p.39)



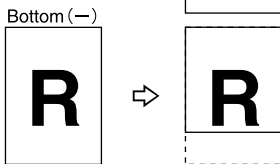
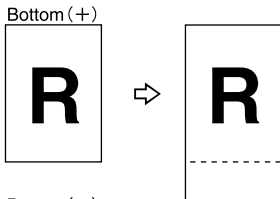
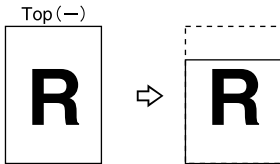
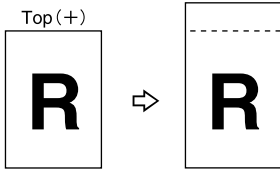
● User Auto Reduce/Enlarge (see p.40)

● Fine Directional Magnification (see p.19)

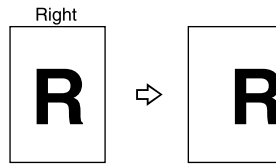
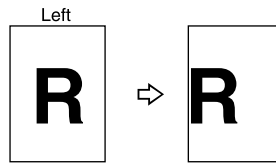
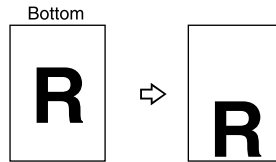
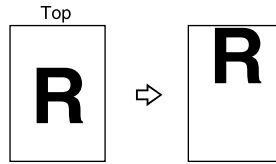
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## Types of Shift/Erase

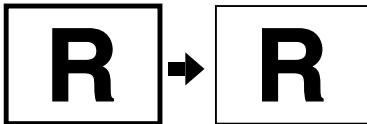
### ● Margin Adjustment (see p.42)



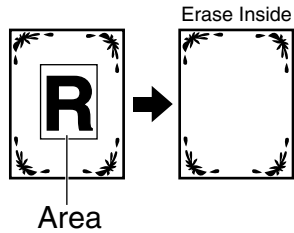
### ● Shift (see p.43)



### ● Erase Border (see p.44)



### ● Erase Inside (see p.45)



### ● Erase Outside (see p.46)

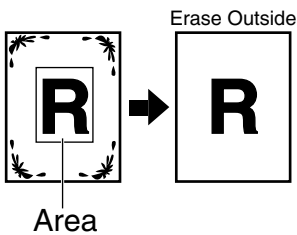
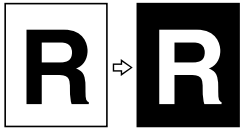


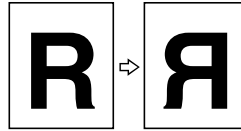
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## Types of Edit

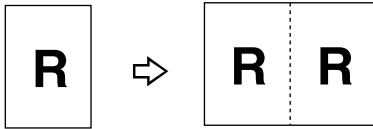
● Positive/Negative (see p.48)



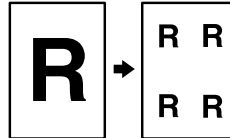
● Mirror Image (see p.48)



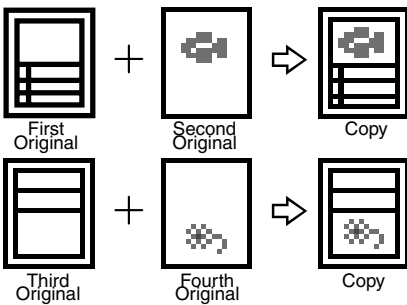
● Double Copies (see p.49)



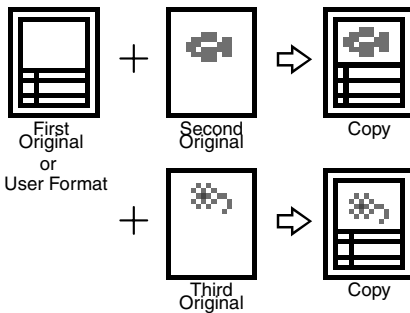
● Image Repeat (see p.49)



● Image Overlay (Overlay 1) (see p.50)

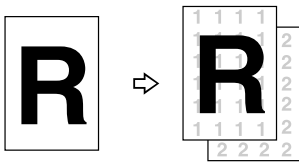


● Format Overlay (Overlay 2) (see p.51)

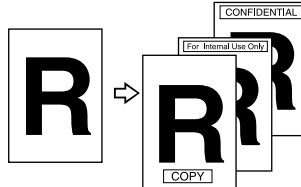


## Types of Stamp

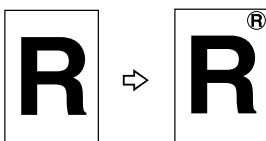
● Background Numbering (see p.54)



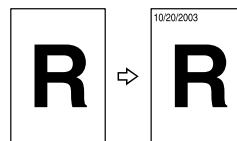
● Preset Stamp (see p.54)



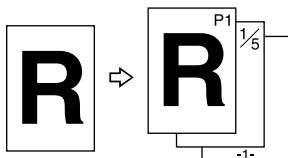
● User Stamp (see p.57)



● Date Stamp (see p.61)



● Page Numbering (see p.63)



● Repeat User Stamp (see p.65)

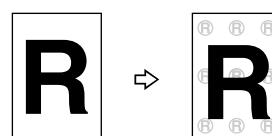


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# How to Read this Manual

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## Symbols

---

In this manual, the following symbols are used:

### **WARNING:**

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

### **CAUTION:**

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

\* The statements above are notes for your safety.

### **Important**

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

### **Preparation**

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

### **Note**

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

### **Limitation**

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

### **Reference**

This symbol indicates a reference.

[    ]

Keys that appear on the machine's display.

[    ]

Keys built into the machine's control panel.

---

## Names of Major Options

---

Major options for this machine are referred to as follows:

- Roll Feeder Type 240A → Paper roll tray 1
- Roll Feeder Type 240B → Paper roll tray 2
- Paper Cassette Type 240 → Cut paper tray
- Table Type 240 → Table
- Stamp Board Type A → Stamp board
- Hard Disk Drive Type 240 → HDD

# Functions That Require Options

Available functions depend on installed options.

○ Required options

Functions		Lower Output	User Format Overlay	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Repeat User Stamp
Options	Paper roll tray or table	○							
	HDD		○			○			○
	Stamp board			○	○	○	○	○	○

# Control Panel

This illustration shows the control panel of a machine that has all options fully installed.

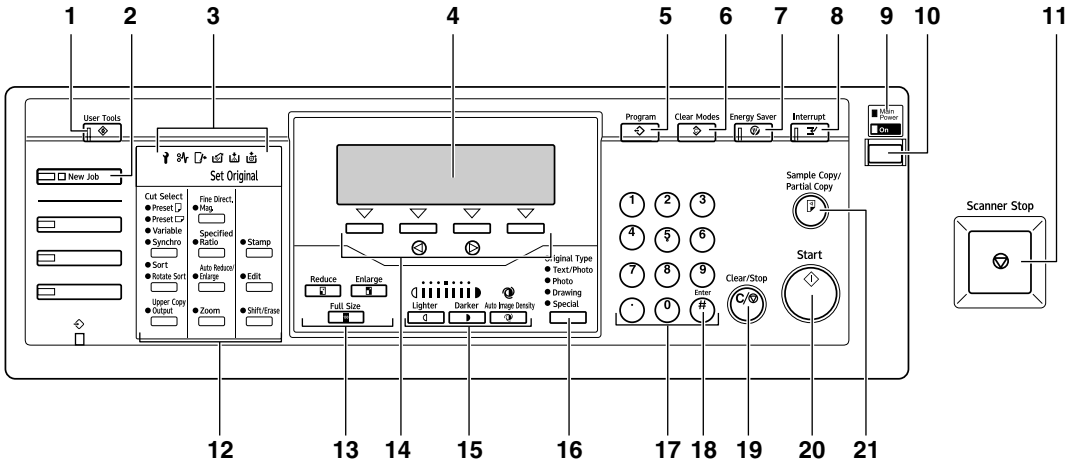


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## 1. [User Tools] key

Press to change the default settings and operation conditions to match your requirements. See p.77 "User Tools (Copier Features)". Can also be used to display and print the total number of copies made, For details, see "Counter", *General Settings Guide*.

## 2. [New Job] key

Press to make settings for the next copy job and scan originals during a copy run. See p.22 "Job Preset".

## 3. Indicators

Show errors or machine status. For details, see "Control Panel", *General Settings Guide*.

- 🔔: Service Call indicator
- ⚠️: Misfeed indicator
- 🔧: Open Cover indicator
- 📊: Used Toner Full indicator
- ⬆️: Add Toner indicator
- 📄: Load Paper indicator

Set Original: Shows the machine is ready to scan an original.

## 4. Screen

Displays the keys to operate each function, operation status, and error messages.

## 5. [Program] key

Press to store or select the program mode. See p.27 "Programs".

## 6. [Clear Modes] key

Press to clear a setting's contents. The number of copies is cleared when you press and hold down this key for three seconds.

## 7. [Energy Saver] key

Press to enter Energy Saver mode. When you press this key again, the machine returns to the ready condition. For details, see "Saving Energy", *General Settings Guide*.

## 8. [Interrupt] key

Press to make interrupt copies during a copy run. See p.24 "Interrupt Copy".

## 9. Main power indicator/On indicator

When the main power switch is turned on, the main power indicator lights.

The On indicator lights when the operation switch is on.

## 10. Operation switch

Press to turn the power on or off. The On indicator lights when the power is on.

## 11. **【Scanner Stop】** key

Press if originals are feeding in slanted, or to cancel scanning while an original is feeding in.

## 12. Copy function keys

- **【Cut Select】** key  
Press to set the length to cut the paper roll. See p.33 "Setting the Length of Copy Paper Cut".
- **【Sort/Rotate Sort】** key  
Press to put copies into sequentially ordered sets. See p.35 "Sort/Rotate Sort".
- **【Upper Copy Output】** key  
Press to set the copy output location. See p.9 "Original and Copy Output Locations".
- **【Fine Direct. Mag.】** key  
Press to adjust the magnification ratio of additional copies. See p.21 "Fine Directional Magnification (Additional Copies Only)".
- **【Specified Ratio】** key  
Press to make copies at different magnifications horizontally and vertically or copy to a selected copy size for each original size. See p.39 "Directional Magnification (%)", p.40 "Directional Size Magnification (mm)", and p.41 "User Auto Reduce/Enlarge".
- **【Auto Reduce/Enlarge】** key  
Press to make reduced/enlarged copies based on the paper you select. See p.39 "Auto Reduce/Enlarge".
- **【Zoom】** key  
Press to make reduced/enlarged copies by the preset magnification ratio in 0.1% (or 1%) increments. See p.37 "Zoom".

- **【Stamp】** key  
Press to print the stamps, date stamps, or page numbers on copies. See p.54 "Background Numbering", p.55 "Preset Stamp", p.58 "User Stamp", p.61 "Date Stamp", p.64 "Page Numbering", and p.66 "Repeat User Stamp".

- **【Edit】** key  
Press to reverse black and white areas of the original or combine two originals on one copy. See p.49 "Positive/Negative", p.49 "Mirror Image", p.50 "Double Copies", p.50 "Image Repeat", p.51 "Image Overlay (Overlay 1)", and p.52 "Format Overlay (Overlay 2)".

- **【Shift/Erase】** key  
Press to create a margin for the leading and trailing edges of the original or copy the original while erasing a specified area. See p.43 "Margin Adjustment", p.44 "Shift", p.45 "Erase Border", p.46 "Erase Inside", and p.47 "Erase Outside".

## 13. **【Reduce】/【Enlarge】/【Full Size】** key

Press to change the magnification ratio for copying. See p.36 "Preset Reduce/Enlarge".

## 14. Selection keys

Press to select the corresponding item on the display. See p.7 "Reading the Display and Using Keys".

## 15. Image density keys

Press to adjust copy density. See p.30 "Adjusting Copy Image Density".

## 16. **【Original Type】** key

Press to select the original type for copying. See p.31 "Selecting Original Type Setting".

## 17. Number keys

Press to enter a value, such as the number of copies.

## 18. **【#】** key (Enter key)

Press to confirm values entered.

## 19. **【Clear/Stop】** key

- Clear: press to clear numbers entered.
- Stop: press to cancel copying.

## **20. [Start] key**

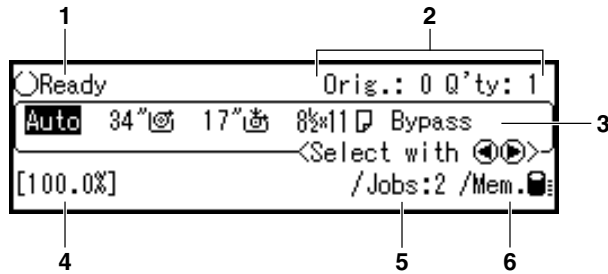
Press to start scanning originals or copying.

## **21. [Sample Copy/Partial Copy] key**

- Sample Copy: press to make a copy of the first part of an original to a length of 280 mm (11") to check the copy settings. See p.24 "Sample Copy".
- Partial Copy: press to make copies of only a specified portion of the original. See p.25 "Partial Copy".



# Display



1. Displays operational status and messages.

2. Displays the number of scanned originals and copies. When you change the Count Display setting, it displays the number of sets and copies. See p.88 "Count Display".

3. Displays the types of paper set in the machine, etc.

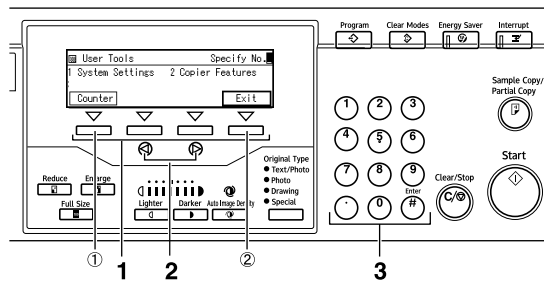
4. Displays the magnification settings.

5. Displays the number of preset jobs when you preset jobs.

6. Displays the remaining memory icon.

## Reading the Display and Using Keys

The display is not touch-sensitive. Use the following keys to select the keys and items displayed on the screen.



### 1. Selection keys

Correspond to items on the bottom line of the display.

Example: initial copy display

- To select [Counter], press ①.
- To select [Exit], press ②.

### 2. ⏪ ⏩ keys

Press to move a highlighted item in either direction, step by step. Use these keys to select function items.

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### **3. Number keys**

Press to enter the number of an item you want to select when it is displayed with that number.

Example:

To select 2 **[Copier Features]** in the initial display.

Press the **[2]** key.

## Original and Copy Output Locations

---

### Original Output Locations

---

The following original output locations are available:

#### ❖ Original Upper Output

This is the basic original output location. Originals are ejected onto the upper output stacker.

#### Note

- If the original is thicker than 157g/m<sup>2</sup> (41.8 lb.), select original rear output.

#### ❖ Original Rear Output

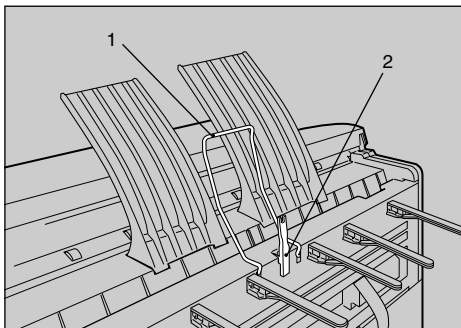
Originals are ejected onto the original output supports. When copying thick or hard originals, select this output location.

---

### Original upper output

---

- 1** Check the upper output guide and original exit switching lever at the machine's center rear are both raised.



1. Upper output guide
2. Original exit switching lever

#### Note

- Remove the ejected original after it is ejected by holding its leading edge.

---

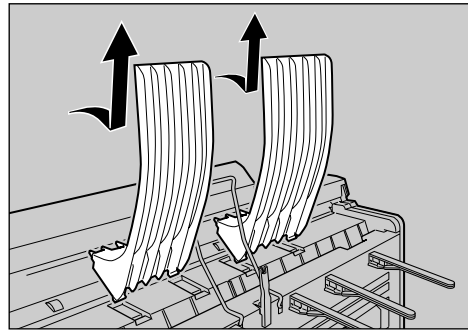
### Original rear output

---

#### Note

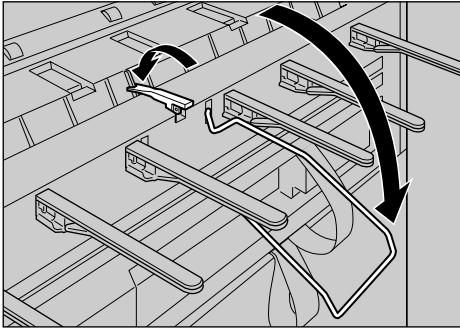
- When original rear output is set as the original output location, the copy output location is automatically set to lower output.

- 1** Remove the upper output stacker.

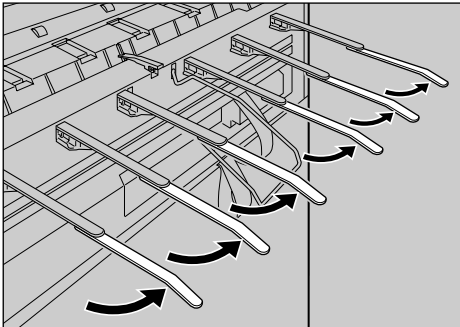


1

**2** Lower the upper output guide and original exit switching lever at the machine's rear.

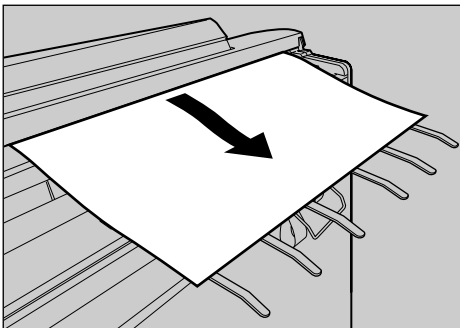


**3** Extend the original output supports.



**Note**

❑ Originals are ejected onto the original output supports.




## Copy Output Locations

The following copy output locations are available.

❖ **Upper Output**

Copies come out between the upper output stacker and upper output guide on the machine's top.

**Note**

❑ When copying sizes up to A1 (D) , we recommend selecting upper output.

❖ **Lower Output**

Copies come out to the lower output stacker through the lower output exit and lower output tray at the machine's rear.

**Note**

❑ When copying A1 (D)  or A0 (E) , select lower output.

❑ The optional paper roll tray or table are required to use this function.

**Limitation**

❑ Paper capacities for each copy output location are 25 sheets <sup>\*1</sup> for upper output; 20 sheets for lower output. If copies exceed the upper limit, paper jams may occur. Remove the copies from the stacker.

<sup>\*1</sup> The number of sheets may be less, according to conditions, paper type, and size.

## Upper output

- 1 Make sure the Upper Copy Output indicator lights.

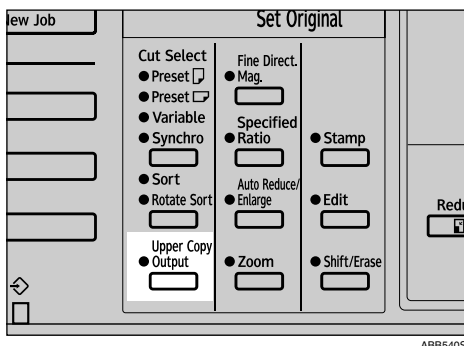
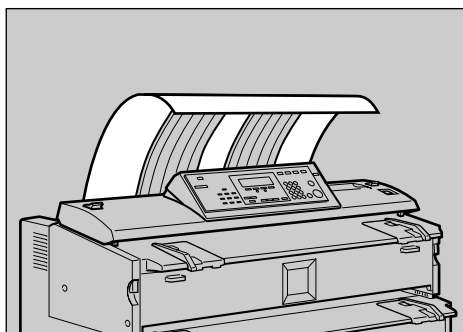


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### Note

- When the Upper Copy Output indicator goes off, press the **[Upper Copy Output]** key. The indicator lights.



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## Lower output

- 1 Press the **[Upper Copy Output]** key. The Upper Copy Output indicator goes off.

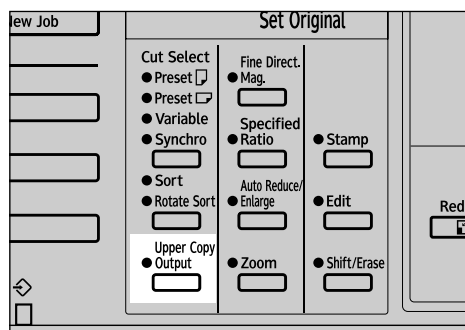


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### Note

- When the Upper Copy Output indicator lights, press the **[Upper Copy Output]** key. The indicator goes off.

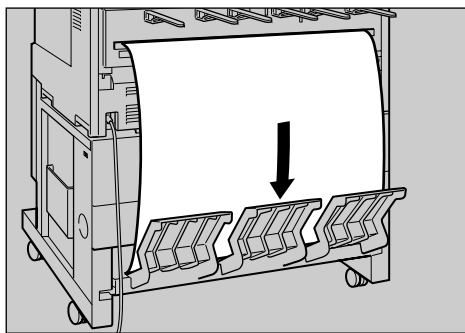
### Important

- If you copy roll originals using the lower output auxiliary guide, and original rear output is selected for the copy output location, the original in the lower output auxiliary guide may interfere with copy output. This may damage originals or cause paper jams. If you use Copy Start Method, copying does not start until you press the **[Start]** key, so you can prevent this. See p.86 "Copy Start Method".

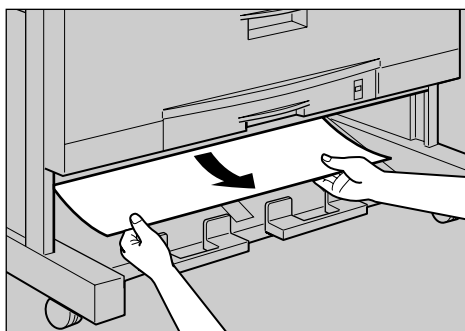
1

**Note**

- ❑ Copies are ejected from the lower output exit onto the lower output tray, and then sent to the lower output stacker at the machine's front.



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- ❑ When using thick paper, the last sheet to be ejected may remain in the output exit. If this happens, remove it.

# Originals

## Sizes and Weights of Recommended Originals

1

### ❖ Metric version

Where original is placed	Original size	Original weight
Original table	Standard sizes: A0, A1, A2, A3, A4, B1, B2, B3, B4, B5	20.9 – 157 g/m <sup>2</sup> (18 – 135 kg) and 0.03 – 1 mm thick originals
	Custom sizes: Original length 140 – 3600 mm Original width 182 – 914 mm (Maximum width 960 mm)	

### ❖ Inch version

Where original is placed	Original type	Original size	Original weight
Original table	Standard size	<ul style="list-style-type: none"> <li>Engineering E(34"×44"), D(22"×34"), C(17"×22"), B(11"×17"), A(8½"×11")</li> <li>Architecture E(36"×48"), 30"×42", D(24"×36"), C(18"×24"), B(12"×18"), A(9"×12")</li> </ul>	20.9 - 157 g/m <sup>2</sup> (5.6 - 41.8 lb.) and 1.1 Mil - 40 Mil thick originals
	Custom size	Length: 5.6" - 141.8" Width: 7.2" - 36" (Maximum width: 37.8")	

### Originals that should be scanned using the carrier sheet

The following type of originals should be mounted on the carrier sheet. You should also use the carrier sheet for important originals and for originals you will copy repeatedly.

- Cut and pasted originals
- Originals with fold lines
- Wrinkled or torn originals
- Waved originals
- Punched originals
- Originals with sticky tape or adhesive

- Pasted originals
- Originals with a damaged leading edge
- Photos or other originals glass-attactive surfaces
- Originals drawn in pencil

**Reference**

p.17 "Setting the Carrier Sheet"

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**Non-recommended original**

---

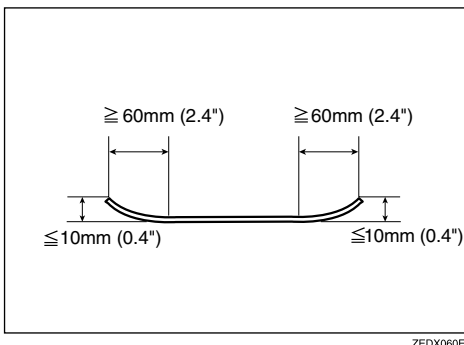
The following original types can cause jams, or may itself be damaged.

- Originals other than those specified in p.13 "Sizes and Weights of Recommended Originals"
- Stapled or clipped originals
- Perforated or torn originals
- Bent, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Bound originals such as books
- Damp originals
- Badly curled originals
- Originals that vary in thickness
- Originals with sticky tape or adhesive
- Originals with thick leading edges
- Originals with wet ink or correction fluid
- Carbon-backed originals
- Originals not made of paper (such as glass, metal)
- Originals with a roll diameter smaller than  $\phi 35$  mm ( $\phi 1.4$ " )
- Originals with a roll diameter larger than  $\phi 110$  mm ( $\phi 4.3$ " )

Flatten curled originals so they fit within the range shown below.

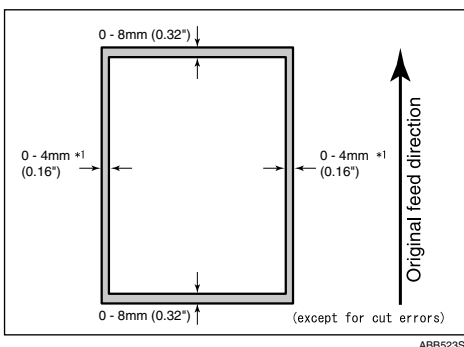


- Front and back curl; R 60 mm (2.4") or more, Height 10 mm (0.4") or less



Originals that use more than 20% of the image area, may be faint.

## Missing Image Area



As shown above, part of the original may not be copied (using paper roll or full-size copying).

\*1: Left and right, less than 5 mm (0.2")

# Placing Originals

1

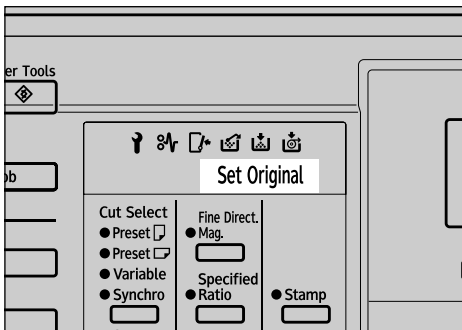
**Note**

- ❑ Place the original after any correction fluid or ink has completely dried. Not taking this precaution will result in a dirtied exposure glass and blemished copies.
- ❑ Dust and residue from pencil-drawn originals can result in a dirtied exposure glass and blemished copies. We recommend using the carrier sheet for this type of original. See p.17 "Setting the Carrier Sheet".
- ❑ If the original's rear edge is badly curled, smooth it out with both hands before scanning. If the original is inserted as is, it may be damaged.
- ❑ When copying curled originals, use the lower output auxiliary guide.

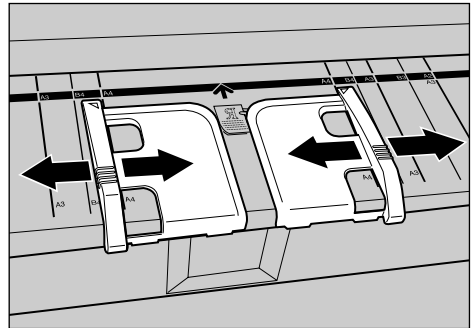
**Reference**

For details about precautions for originals, see p.13 "Originals".

- 1** Make sure "Set Original" lights on the control panel.



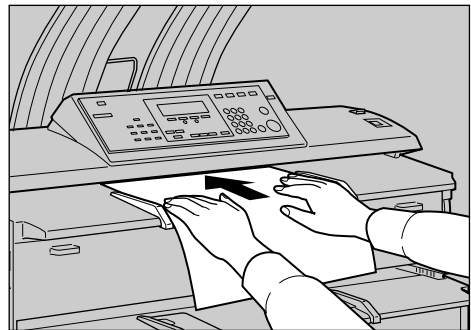
- 2** Adjust the original guides to the size and orientation of the original width.



**Note**

- ❑ Do not push the original guide side fence with force.

- 3** Using both hands, carefully insert the original between the original guides, copy side down.



**Important**

- ❑ Once originals start to feed in, do not push or pull them. This may damage them.
- ❑ After inserting an original, do not try to handle it. Support it, if necessary, so as not to interrupt feeding.

- ❑ When inserting thick paper, push it lightly against the roller. Pushing it with force may cause a paper jam.
- ❑ When inserting originals, be careful not to put the trailing edge into the entrance of the bypass tray. This will cause a paper jam.

#### Note

- ❑ Do not release your hands until the original is pulled in. Release when it has gone slightly in.
- ❑ You can change the original feed delay setting if originals are repeatedly feeding in slanted, or if you need to adjust the delay for the type of originals you are using. See “Orig. Feed Delay1”, *General Settings Guide*.

#### To stop originals feeding in

If the originals are feeding in slanted, or jamming, etc., press the **[Scanner Stop]** key to stop them feeding in.

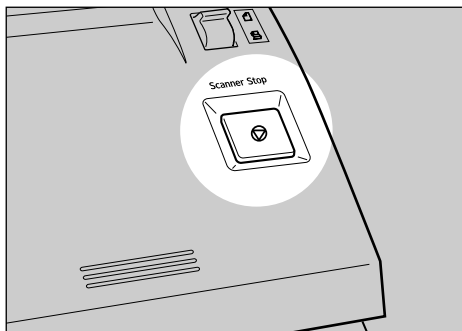



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#### Note

- ❑ When you press the **[Scanner Stop]** key, the original stops immediately, which can cause it to jam. When this happens, see “ Clearing Misfeeds”, *General Settings Guide*.

- ❑ When you have set original rear output as the original output location, the rear edge of the originals are held at the output exit. To cancel this, press the **[Scanner Stop]** key. See p.9 “Original Output Locations”.

## Setting the Carrier Sheet

### Important

- ❑ When using the optional carrier sheet, set the original output location to rear original output. If the original output location is set to original upper output, the original may be damaged.

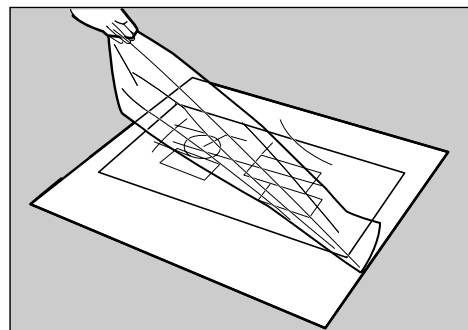
#### Note

- ❑ When using the carrier sheet with Synchro Cut selected, the paper is cut to the size of the carrier sheet.

#### Reference

For details about using the carrier sheet to make copies, see p.13 “Originals that should be scanned using the carrier sheet”.

- 1** Open the carrier sheet with the transparent sheet face up, and then insert the original also face up.



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**Note**

- Align the original with the fold of the carrier sheet.

- 2** Using both hands, hold the original copy side down, and carefully insert the folded edge of the carrier sheet into the insertion area.

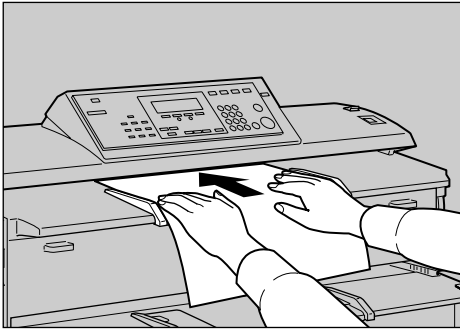


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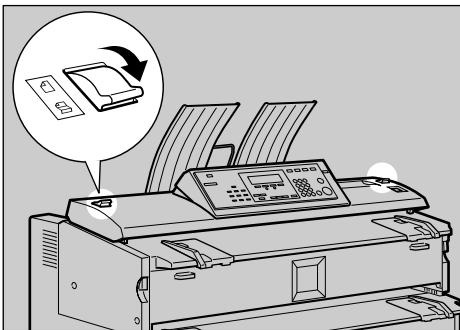
## Setting Folded Originals (the Original Switching Lever)

When setting folded originals such as drawings, you can make copies with the fold lines erased.

**Limitation**

- Originals thicker than 157 g/m<sup>2</sup> (41.8 lb.) cannot be used.

- 1** Move the original switching levers at both sides of the machine to the front.

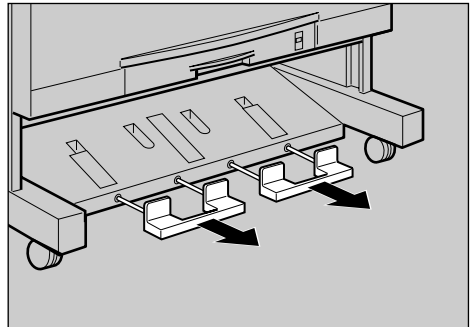


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## Setting Rolled Originals

When setting rolled originals, you can make copies using the lower output auxiliary guide.

- 1** Pull the lower output auxiliary guide out and forward.

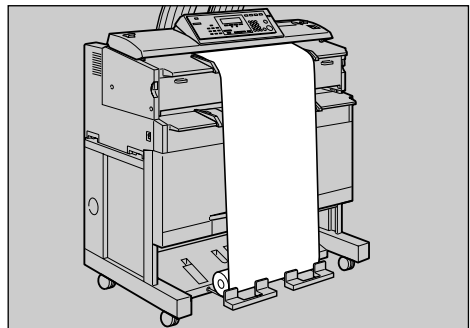


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- 2** Place the rolled original on the lower output auxiliary guide.

- 3** Pull the leading edge of the original up to the original table, and then adjust the original guides to the paper width.

- 4** Using both hands, carefully insert the original between the original guides, copy side to down.



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**Note**

- Do not apply excessive force to the lower output auxiliary guide.

# 2. Copying

## Basic Procedure

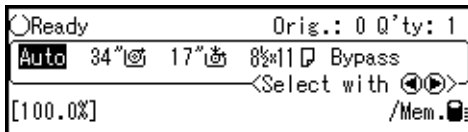
- 1** If user codes are set, enter it using the number keys, and then press the **[#]** key.

The machine is ready to make copies.

### Reference

For details about user codes, see p.99 “Key Operator Tools”.

- 2** Make sure the message “Ready” is displayed on the screen.



### Note

- When the message “Press Start key to copy additional” appears, you can make additional copies. See p.21 “Additional Copy”.

- 3** Make sure no previous settings remain.

### Note

- To clear settings, press the **[Clear Modes]** key.

- 4** Set the output locations for originals and copies, and then prepare to use them.

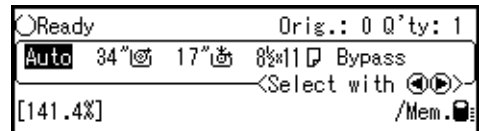
### Reference

p.9 “Original and Copy Output Locations”

- 5** Make the necessary settings.

### Note

- The settings are displayed on the screen.



### Reference

For details, see explanations of each function.

If you use the **[Program]** key to access the program function, you can store and easily recall the settings. See p.27 “Programs”.

- 6** Enter the number of copies using the number keys.

### Note

- The copy quantity is from 1 to 20.

- 7** Make sure “Set Original” lights on the control panel, and then place your originals.

Originals feed into the machine, which then starts copying.

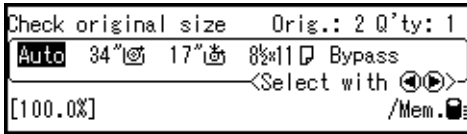
### Reference

p.16 “Placing Originals”

### Note

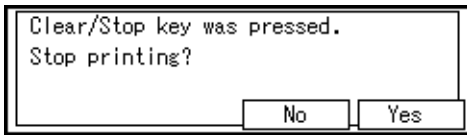
- To stop originals feeding in, press the **[Scanner Stop]** key. See p.17 “To stop originals feeding in”.

- When **[Press Start Key]** is selected in the Copy Start Method, copying starts when you press the **[Start]** key. See p.86 “Copy Start Method”.
- The number of scanned originals is displayed in the screen's top right corner.



### Interrupting a multiple-sheet copy job

Press the **[Clear/Stop]** key after the originals have fed in. The machine stops when the current copy finishes. Press **[Yes]** to cancel the copy job; press **[No]** to resume the interrupted copy job.



## Auto Start

If you make settings and scan the originals while the message “Ready” is displayed, your copies will be made as soon as the warm-up finishes.

## Copier Auto Reset

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

### Note

- Default settings are applied after Copier Auto Reset, or after the **[Clear Modes]** key has been pressed, and are as follows:

Auto Image Density	On
Combined Auto and Manual Density	On *1
Default image density	Center
Synchro Cut	Off *2
Selected paper tray	Bypass Tray *3 *4
Full size	On

- \*1 Can be changed by Auto Density.
- \*2 When optional paper roll tray 1 is installed, it becomes On.
- \*3 When optional paper roll tray 1 is installed, it becomes paper roll tray 1. When optional paper roll tray 2 or cut paper tray is installed, it becomes Auto.
- \*4 Can be changed by Ppr.Tray Priority.

- You can change the Copier Auto Reset time. See p.84 “Copier Auto Reset”.
- In the following cases Copier Auto Reset will not restore settings to their default values:
  - If there is an original or paper jam
  - When Service Call occurs
  - If a cover is open
  - If copying was interrupted
  - During copying (if the specified number of copies is not completed)
  - During copying (if there is no paper in the bypass tray after a manual copy original was scanned)

- When the “Please wait.” message is displayed (such as when the machine is warming up).

## Additional Copy

You can make additional copies after you have finished copying until Copier Auto Reset. You can make additional copies using previous settings and the scanned original's image saved in machine memory. Making changes to settings as required, and then press the **[Start]** key.

### Note

- You can change the following functions when using Additional Copy.
  - Number of copies
  - Paper tray selection
  - Fine Magnification
  - Shift
  - Margin
  - Erase Border
  - Double Copies
  - Upper output/Lower output
  - Paper cut method
  - Interrupt Copy
  - Print function (only when selected in the original settings)
- If paper roll tray 1, 2, or the cut paper tray was selected as the paper source in the original settings, you cannot select the bypass tray.
- If you make a mistake when entering the settings, press the function key again or **[Cancel]** to clear them. If you press the **[Clear Modes]** key, you can delete the scanned original's image from memory.

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

### Fine Directional Magnification (Additional Copies Only)

Paper can expand or shrink, resulting in original and copy size not matching (such as under humid conditions). This function uses the measurements of the original and copy to calculate a ratio to produce copies close to actual size.

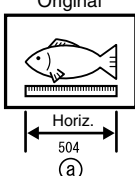
### Note

- Fine Directional Magnification is used for originals that have already been scanned. To perform fine magnification corrections for paper that has expanded due to its type or exposure to humidity, set “Fine Ratio:Copier” in System Settings. See “User Tools (System Settings)”, *General Settings Guide*.
- Set the correction ratio after measuring the length and width of the original and copy.

**Calculating the Correction Value (%)**

Example

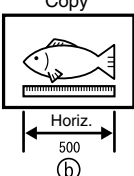
Original



(a)

→

Copy



(b)

To copy at the same size as the original

$$\frac{(a) - (b)}{(b)} \times 100 = \text{correction value}(\%)$$

... For the example above:

$$\frac{(504 - 500)}{500} \times 100 = 0.8\%$$

↓

Set the correction value (horizontal) to 0.8%.

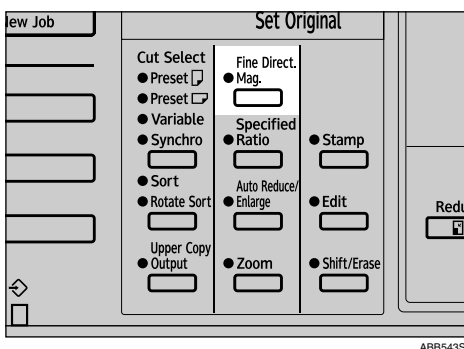
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- When the bypass tray is selected, you can set Fine Directional Magnification after scanning the originals.

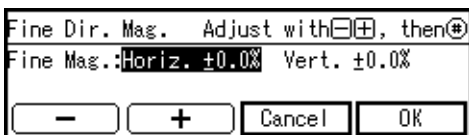
**1** Press the **[Fine Direct. Mag.]** key.

The Fine Direct. Mag. indicator lights.

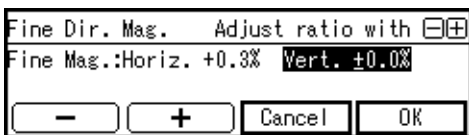
2



**2** Adjust the horizontal ratio using **[-]** and **[+]**, and then press the  **[# ]** key.

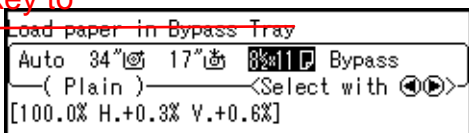


**3** Adjust the vertical ratio using **[-]** and **[+]**, and then press **[OK]**.



After you set the correction values, they are displayed on the screen.

Press Start key to add copies



画面を差し替えます。

**Note**

- If you make a mistake, select the ratio you want to change using the **⏪** **⏩** keys, and then adjust it using **[-]** and **[+]**.

- These settings also appear in “Fine Ratio:Copier” settings in System Settings. If they are adjusted in System Settings using the screen, the setting will apply to both.

## Job Preset

The following Job Preset methods are available (when the current copy job is finished, your copy job will start automatically):

❖ **Job Preset (Standard Preset)**

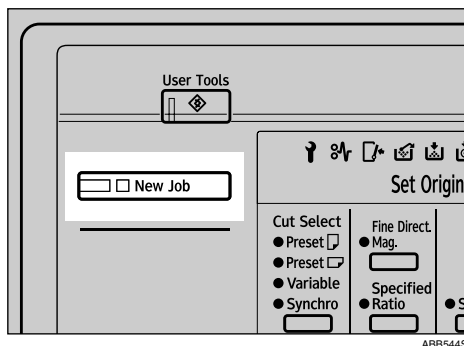
Use this function to set up the next copy job and scan an original when a copy job is in progress. When the current copy job is finished, your copy job will start automatically.

❖ **Quick Preset**

Use this function to scan the original of the next copy job when ejecting copies from the copy output.

## Job preset (Standard preset)

**1** Press the **[New Job]** key while the message “Copying...” is displayed.



**2** Make the settings for the copy job you want to preset.



この頁の画面は、北米用にさしかえます。

### Note

- To cancel a setting while making the preset settings, press the **[Clear Modes]** key.

### 3 Place the originals. The machine scans them.

When copying finishes, the preset job starts automatically.

## Quick preset

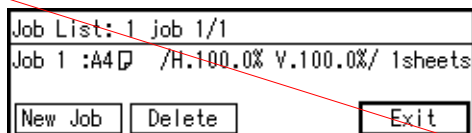
### 1 Place originals when copies are being ejected. The machine scans them.

When copying finishes, the preset job starts automatically.

## Checking a job preset

Both Standard Preset and Quick Preset are displayed.

### 1 Press the **[New Job]** key.



### Note

- If three or more copy jobs are preset, display the job preset you want to check using the **◀▶** keys.
- If you press **[Exit]**, the current copy job is displayed.

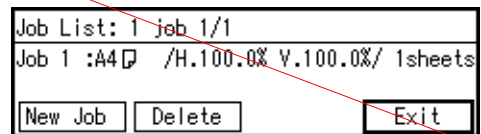
## Adding a job preset

### Limitation

- If you delete a preset job when the optional HDD is not installed, you cannot add another until all remaining preset jobs are finished.

### 1 Press the **[New Job]** key.

### 2 Press **[New Job]**, and then make the settings for the copy job you want to preset.



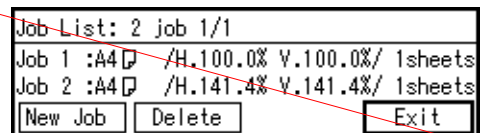
### 3 Place the originals. The machine scans them.

A job preset is added.

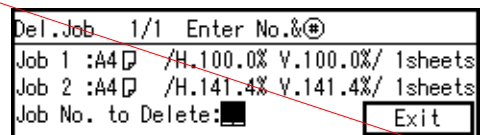
## Deleting a job preset

### 1 Press the **[New Job]** key.

### 2 Press **[Delete]**.



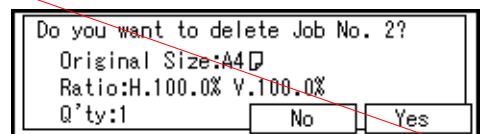
### 3 Enter the number of the job you want to delete using the number keys, and then press the **[#]** key.



### Note

- If the number of the job preset you want to delete is not displayed, scroll to it using the **◀▶** keys.

### 4 Press **[Yes]**.



### Note

- To delete another job preset, repeat steps **3** to **4**.

**5 Press [Exit].**

The Job list is displayed on the screen.

## Interrupt Copy

Use this function to interrupt a long copy job to make urgently needed copies.

### Limitation

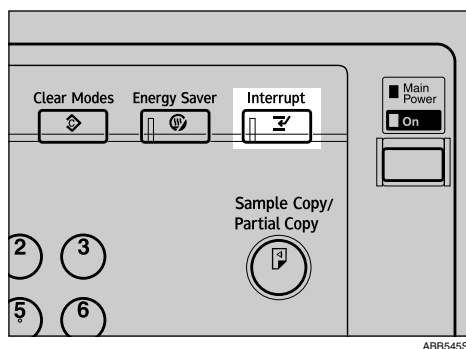
- You cannot use Interrupt Copy while the following types of copying are in progress.
  - Copying from the bypass tray
  - Image Overlay/Format Overlay

### Note

- The number of originals is counted from "1" when you use Interrupt Copy.

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

The Interrupt key indicator lights.



The current copy is ejected, and the machine stops ejecting copies.

**2 Make the settings for the Interrupt Copy job.**

### Limitation

- You cannot use the settings for Sort, Rotate Sort, Double Copies, Image Repeat, Image Overlay, Format Overlay, Stamp, Erase, or Job Preset.

**3 Place your originals.****4 When copying has finished, remove the copy output for the Interrupt Copy job.****5 Press the [Interrupt] key again.**

The Interrupt key indicator goes off.

### Resuming the previous copy job

**1 Place your originals, or press the [Start] key.**

### Exiting interrupt copy

**1 Press the [Clear Modes] key.**

## Sample Copy

Use this function to copy the first part (0 – 250 mm (0 – 10")) of an original to a length of 280 mm (11"). This allows you to check the copy settings before starting a full copy run.

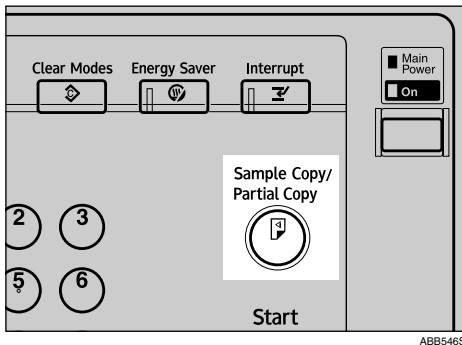
### Note

- When you use cut paper, the whole surface of the original is copied. You can specify the start position.

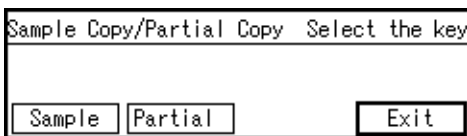
### Reference

Related default settings:  
p.87 "Sample Copy Pos."

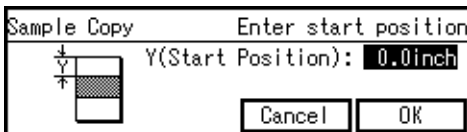
- 1 Press the **[Sample Copy/Partial Copy]** key.



- 2 Press **[Sample]**.



- 3 Enter the start position (Y) using the number keys, and then press **[OK]**.



#### Note

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

- 4 Press **[Exit]**.
- 5 Make the necessary settings.
- 6 Place your originals.

The machine makes a 280 mm (11") copy.

#### Exiting sample copy

- 1 Press the **[Clear Modes]** key.

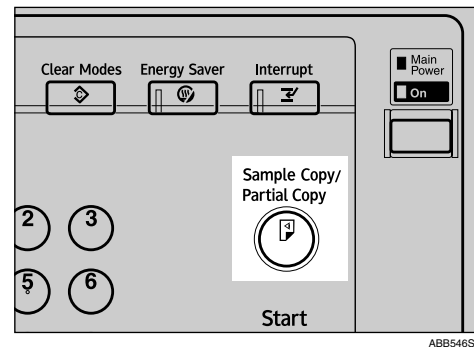
## Partial Copy

Use this function to copy only a specified portion of the original.

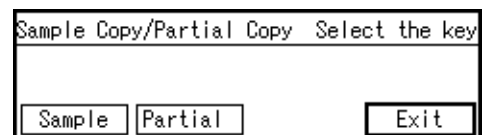
### Reference

Related default settings:  
p.87 "Partial Copy Size"

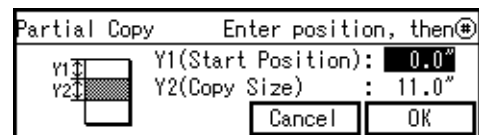
- 1 Press the **[Sample Copy/Partial Copy]** key.



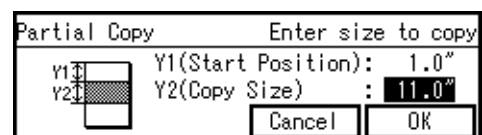
- 2 Press **[Partial]**.



- 3 Enter the scan start position (the length from the leading edge of the original) using the number keys, and then press the **[#]** key.



- 4 Enter the copy size using the number keys, and then press **[OK]**.



**Note**

- To change the value entered, press the **[Clear/Stop]** key, and then enter the new value.
- The entered copy size should be 280 mm (11") or more.
- The maximum length of copy sizes is as follows:
  - HDD not installed:  
Y1 + Y2 ≤ 1189 mm (48")
  - HDD installed:  
Y1 + Y2 ≤ 3600 mm (142")
- If the length specified by "Y1" and "Y2" is longer than the maximum, the machine shortens it. The value entered second is adjusted based on the value entered first.

**5** Press **[Exit]**.

**6** Make the necessary settings.

**7** Place your originals.

The machine copies the specified area.

---

Exiting partial copy

---

**1** Press the **[Clear Modes]** key.

## Copying from the Bypass Tray

Use the bypass tray to copy onto paper sizes that cannot be loaded on the paper rolls, or cut sheet paper.

**Limitation**

- You cannot use Interrupt Copy after setting the original.
- The maximum length is 2000 mm (78").
- The width for paper in the bypass tray is 210 – 914 mm (8<sup>1</sup>/<sub>2</sub>" – 36").

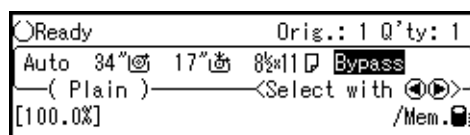
- Insert the paper in the bypass tray lengthwise or sideways to fit it onto the feeding orientation.
- Insert the paper in the bypass tray lengthwise when you use A0(E) size paper.
- Do not copy on both sides of the paper.
- Do not use paper already copied or printed on.
- You cannot use Job Preset. If you scan several originals, the last is used.

**Reference**

For details about paper type, orientation, and number of sheets that can be loaded in the bypass tray, see "Copy Paper" *General Settings Guide*.

**1** Select **[Bypass]** using the **◀▶** keys.

**[Bypass]** is highlighted.



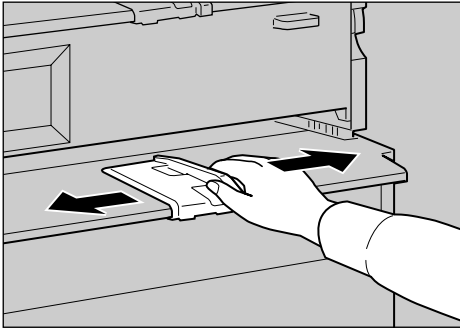
**2** Make the necessary settings.

**3** Place your original and scan it.

**Reference**

p.16 "Placing Originals"

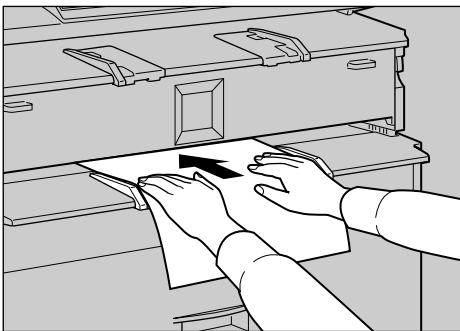
- 4** Adjust the bypass tray's paper guides to the size of the paper.



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- 5** Insert the paper in the bypass tray, copy side up.

The paper feeds in automatically and copying starts.



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### **Important**

- Insert the paper evenly on both sides and support it with your hands until it feeds in.

### **Note**

- To make multiple copies, insert an additional sheet after each feeds in.
- To set a rolled original, pull out the lower output auxiliary guide to the front, and then place the rolled original on it. See p.18 "Setting Rolled Originals".

## Programs

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

The Program function includes the following settings:

- ❖ **Storing a program**  
To store frequently used settings.
- ❖ **Deleting a program**  
To delete a stored program.
- ❖ **Recalling a program**  
To recall a stored program.

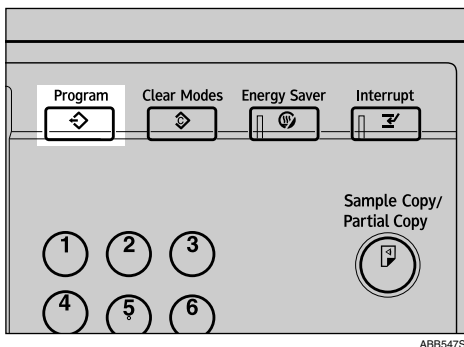
### **Note**

- You can store up to 10 programs.
- You can only select the paper tray. You cannot store a paper type or size.
- If you store the settings in the program sheet, you can create a list. See p.114 "Program Record Sheet".
- Immediately after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed, settings are reset to standard or those stored in program No. 10. See p.84 "Change Init. Mode".
- Stored settings are kept even after the power is turned off or the **[Clear Modes]** key is pressed. They are cleared only when you delete or edit them.

## Storing a program

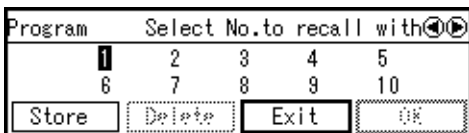
- 1** Make all the copy settings you want to store.
- 2** Press the **[Program]** key.

2

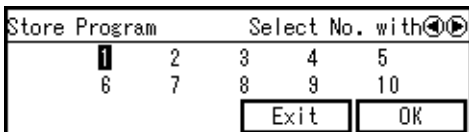


The Program screen appears.

- 3** Press **[Store]**.



- 4** Select the program number you want to store using the **[Left]** **[Right]** keys.

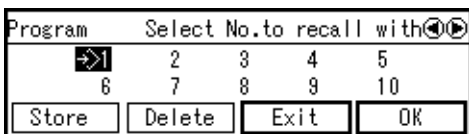


### Note

- ⇔ indicates a program is already stored.

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

When the settings are successfully stored, ⇔ appears.



If settings are already stored (edit)

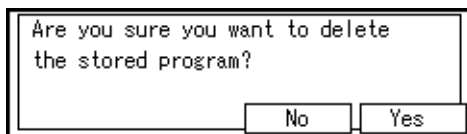
- 1** Check the settings in a stored program.

### Note

- To check the settings in a stored program, recall the program. See p.29 "Recalling a program".

- 2** To change the settings in the stored program, repeat steps **1** to **5**.

- 3** Press **[Yes]**.

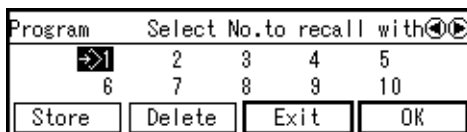


## Deleting a Program

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

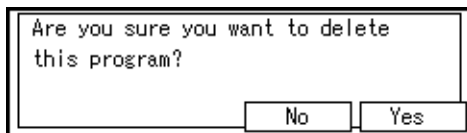
The Program screen appears.

- 2** Press **[Delete]**.



- 3** Select the program number you want to delete using the **[Left]** **[Right]** keys, and then press **[OK]**.

- 4** Press **[Yes]**.



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

---

## Recalling a program

---

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

The Program screen appears.

- 2 Select the program number you want to recall using the **◀▶** keys, and then press **[OK]**.

Program	Select No.to recall with◀▶			
→1	→2	3	4	5
6	7	8	9	10
Store	Delete	Exit	OK	

### Note

- → indicates a program is already stored.

# Copier Functions

## Adjusting Copy Image Density

### Preparation

You can adjust the copy density to match your originals. There are three types of density function:

#### ❖ Auto Image Density

To automatically adjust the image density.

#### ❖ Manual Image Density

To adjust the image density of whole originals.

#### ❖ Combined Auto and Manual Density

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

### Reference

Related default settings:

p.85 "Auto Density"

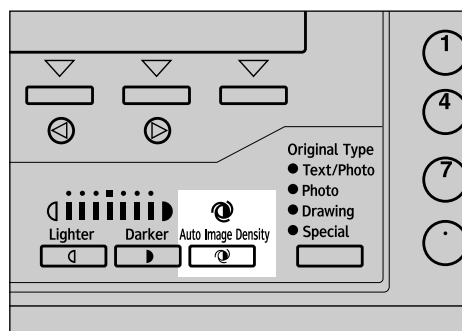
p.85 "Adj. Scan Density"

p.87 "Orig.Mode Density"

- 1 Select the method of image density adjustment.

## Auto image density

- 1 Make sure the **[Auto Image Density]** key is pressed and the **Auto Image Density indicator lights**.



### Note

- ❑ If the Auto Image Density function is not selected, press the **[Auto Image Density]** key.

## Manual image density

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

- 2 Adjust the image density using the **[Lighter]** or **[Darker]** keys.

The image density indicator moves.



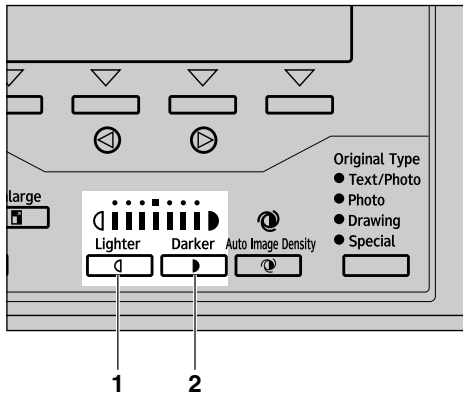


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## 1. Lighter

## 2. Darker

### Combined auto and manual density

- 1 Make sure the **【Auto Image Density】** key is pressed.

#### Note

- If Auto Image Density is not selected, press the **【Auto Image Density】** key.

- 2 Adjust the image density using the **【Lighter】** or **【Darker】** keys.

The image density indicator moves, and the Auto Image Density indicator lights.

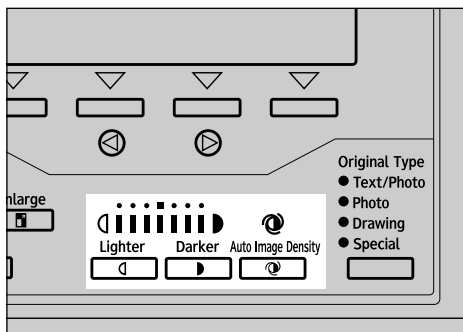


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#### Note

- If dark backgrounds still appear on copies, adjust the density using the **【Lighter】** key.

## Selecting Original Type Setting

The following image quality modes are available, select one to match your originals:

#### ❖ Text

For originals that contain mainly text, or printed characters.

#### ❖ Text/Photo

For originals that contain both text and photographs or pictures.

#### ❖ Photo

For photographs or pictures.

#### ❖ Drawing



For drawings that contain fine lines. Faint lines are clearly reproduced.

#### ❖ Special Original — Pale

For originals that have faintly drawn pencil lines or faint carbon-copy receipts or slips. Faint lines are clearly reproduced.

#### ❖ Special Original – Generation Copy

For originals that are copied. This will copy the image while stopping the width of the characters expanding. It also eliminates any specks on the image.

❖ **Special Original**  - **Background Lines** 

For images drawn on section paper (blue or green sectioned graph paper) without copying the lines on the paper.

Sepia lines on originals cannot be eliminated.

❖ **Special Original**  - **Sharpen Text**

For posters that contain photos with text overlays, requiring a high contrast setting. Use Photo mode to copy glossy photographs and other simple pictures.

 **Reference**

Related default settings:

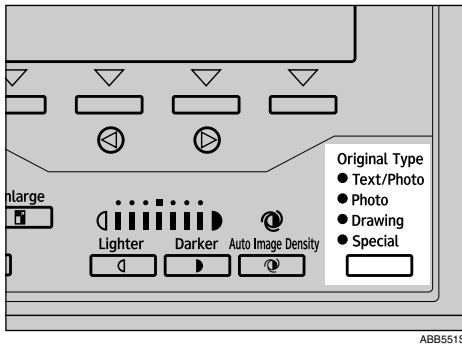
p.84 "Original Priority"

p.86 "Noise Reduction"

p.86 "Orig.Mode Quality"

p.87 "Orig.Mode Density"

**1** Select the original type using the **[Original Type]** key.



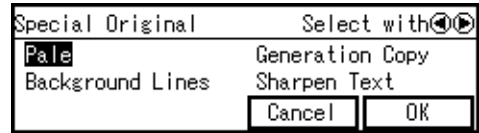
The indicator of the selected original type lights.



 **Note**

❑ When you press the **[Original Type]** key, the indicator moves in the order of "Text/Photo", "Photo", "Drawing", "Special".

❑ When no indicators are lit, the original type is set to "Text".

❑ You can select the special original type such as **[Generation Copy]** by pressing the **[Original Type]** key four times.



❑ When you set the special original type, select the original type using the   keys, and then press **[OK]**.

❑ When you select "Photo", Auto Image Density is automatically canceled.

## Selecting Copy Paper

 **Preparation**

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine detects the original's size, and then automatically selects a suitable copy paper size based on the magnification.

❖ **Manual Paper Select**

Select the paper roll tray, cut paper tray, or bypass tray containing the paper you want to copy onto.

 **Note**

❑ In Auto Paper Select mode, insert the proper size paper in the bypass tray or select the magnification ratio for the paper currently loaded in the paper tray, and then set your original again.

## Reference

p.26 “Copying from the Bypass Tray”

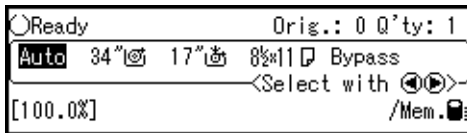
Related default settings:

p.85 “APS Priority”

p.85 “Ppr.Tray Priority”

## Auto paper select

### 1 Make sure [Auto] is selected.



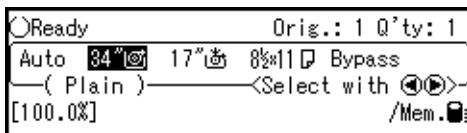
### Note

- When [Auto] is not selected, select [Auto] using the ⏪ ⏩ keys.



## Manual paper select

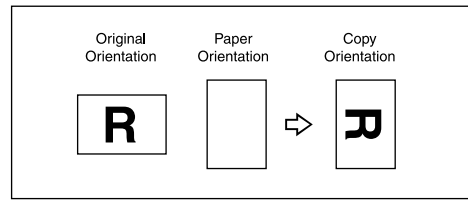
### 1 Select paper roll tray 1, paper roll tray 2, cut paper, or bypass tray using the ⏪ ⏩ keys.

The display of the selected tray is highlighted.




## Rotate Copy

If the original's width is different to that of the paper set in the paper roll tray, or the original's orientation (  or  ) is different to that of the paper set in the bypass tray, this function rotates the original image by 90 degrees, to fit it onto the copy paper.



### Note

- This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. See p.32 “Selecting Copy Paper” and p.39 “Auto Reduce/Enlarge”.
- Rotate Copy in APS default setting is [On]. You cannot use Rotate Copy if this setting is changed to [Off]. See p.88 “Rotate Copy in APS”.
- You cannot use Rotate Copy when enlarging onto A0 (E) size paper. To do this, place originals in the  orientation.

## Setting the Length of Copy Paper Cut

### Preparation

The following paper cut methods are available.

#### ❖ Synchro Cut

Cuts the paper at the same length as the original.

If the copy is enlarged or reduced, the machine calculates the appropriate length for the magnification ration and cuts the paper.

❖ **Preset Cut**

Cuts the paper at a preset size, regardless of the size of the original. You can use this to copy different sized originals to the same size.

❖ **Variable Cut**

Cuts the paper to the size entered.

 **Note**

- ❑ The maximum length for copy paper is 3600 mm (141.7") regardless of paper type, width, or paper cut method.
- ❑ You cannot cut the paper in the bypass tray.

---

**Synchro cut**



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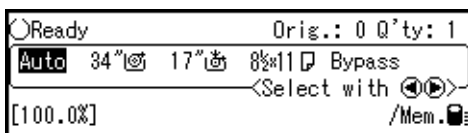
 **Note**

- ❑ When using Synchro Cut, the paper can be cut from 280 to 3600 mm (11" to 141.7").

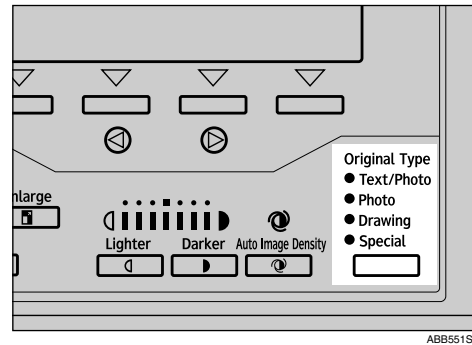
 **Limitation**

- ❑ Depending on the original length and paper, copy paper length may be different from the original.

- 1** Select paper roll tray 1 or 2 using the   keys.





The Synchro indicator lights.

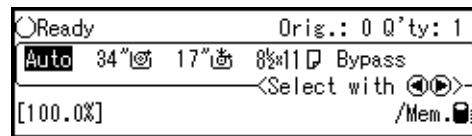



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**Preset cut**

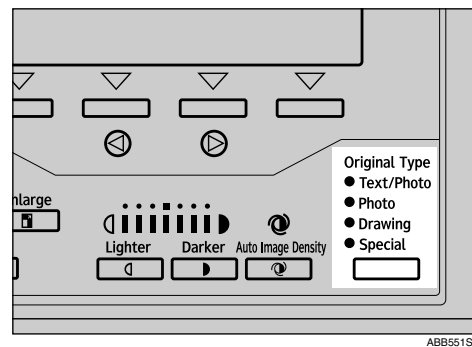
---

- 1** Select paper roll tray 1 or 2 using the   keys.



- 2** Select "Preset  " or "Preset  " using the **[Cut Select]** key.

The Preset  or Preset  indicator is lit.



 **Note**

- ❑ The preset cut size differs depending on the roll paper width. It is cut in the following sizes or standard lengths.

### ❖ Metric version

Roll paper width	Preset <input type="checkbox"/>	Preset <input type="checkbox"/>
841 mm	A0 <input type="checkbox"/>	A1 <input type="checkbox"/>
594 mm	A1 <input type="checkbox"/>	A2 <input type="checkbox"/>
420 mm	A2 <input type="checkbox"/>	A3 <input type="checkbox"/>
297 mm	A3 <input type="checkbox"/>	—
210 mm	A4 <input type="checkbox"/>	—
728 mm	B1 <input type="checkbox"/>	B2 <input type="checkbox"/>
515 mm	B2 <input type="checkbox"/>	B3 <input type="checkbox"/>
364 mm	B3 <input type="checkbox"/>	—
257 mm	B4 <input type="checkbox"/>	—
914 mm	1219 mm	610 mm
880 mm	1219 mm	610 mm
800 mm	1189 mm	594 mm
660 mm	1189 mm	594 mm
440 mm	594 mm	297 mm

### ❖ Inch version (Engineering)

Roll paper width	Preset <input type="checkbox"/>	Preset <input type="checkbox"/>
34"	44"	22"
22"	34"	17"
17"	22"	11"
11"	17"	—
8 <sup>1</sup> / <sub>2</sub> "	11"/13"/14"	—

### ❖ Inch version (Architecture)

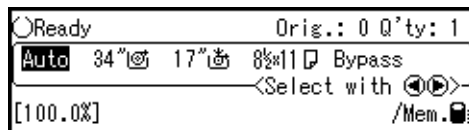
Roll paper width	Preset <input type="checkbox"/>	Preset <input type="checkbox"/>
36"	48"	24"
30"	42"	21"
24"	36"	18"
18"	24"	12"
12"	18"	—
9"	12"	—

## Variable cut

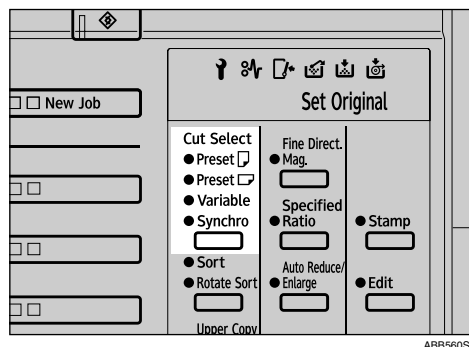
### Note

- When using Variable Cut, the paper can be cut from 280 to 3600 mm (from 11" to 141.7").

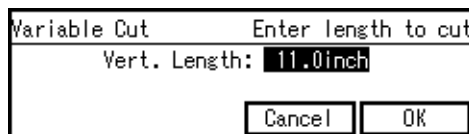
- Select paper roll tray 1 or 2 using the **◀▶** keys.



- Select "Variable" using the **[Cut Select]** key.



- Enter the length using the number keys, and then press **[OK]**.



### Note

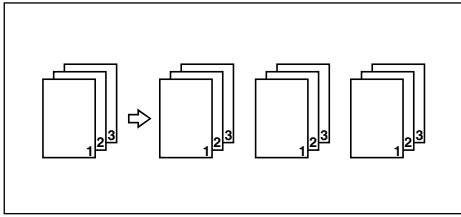
- To change the value, press the **[Clear/Stop]** key, and then enter the new value.

## Sort/Rotate Sort

You can put copies into sequentially ordered sets.

❖ **Sort**

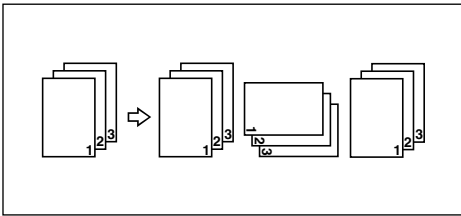
Put copies into sequentially ordered sets.



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❖ **Rotate sort**

Alternate sets are rotated (↻) and delivered to the output tray.



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**Note**

- You cannot select Sort for Job Pre-set copy jobs.
- When using Rotate Sort, make sure original and paper image sizes are the same. See p.107 "Supplementary Specifications".

**Reference**

Related default settings:  
p.87 "Copy Mode in Sort"

**1** Select "Sort" or "Rotate Sort" using the **[Sort/Rotate Sort]** key.

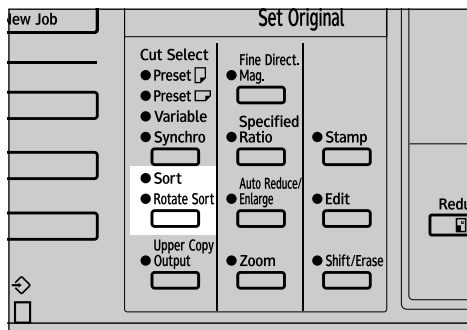
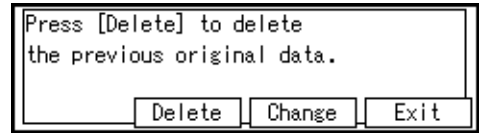
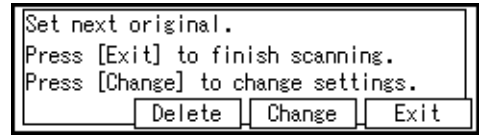


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**2** Make the necessary settings.

**3** Place your originals.

After the originals are scanned, the following message appears.



**Note**

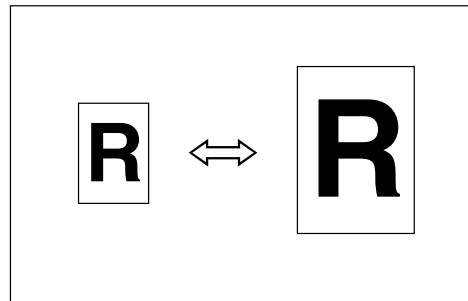
- You can repeat the scanning procedure until all your originals are scanned.
- Press **[Delete]** to delete scanned images.

**4** After the last original is scanned, press **[Exit]**.

Copying starts.

**Preset Reduce/Enlarge**

You can select a preset copy ratio. You can store up to three enlargement or reduction ratios of your own.



❖ **Metric version**

Enlargement Ratios: 141.4%, 200.0%, 282.8%, 400.0%
Reduction Ratios: 25.0%, 35.4%, 50.0%, 70.7%

❖ **Inch version**

Engineering	Enlargement ratios: 129.4%, 200.0%, 258.8%, 400.0%
	Reduction Ratios: 25.0%, 32.4%, 50.0%, 64.7%
Architecture	Enlargement ratios: 133.3%, 200.0%, 266.7%, 400.0%
	Reduction Ratios: 25.0%, 33.3%, 50.0%, 66.7%

You can store up to three ratios of your own for frequently used ratio, but are not preset. The ratios can be set in 0.1% increments (0.2% over 200%). See p.88 “User R/E Ratio”.

 **Note**

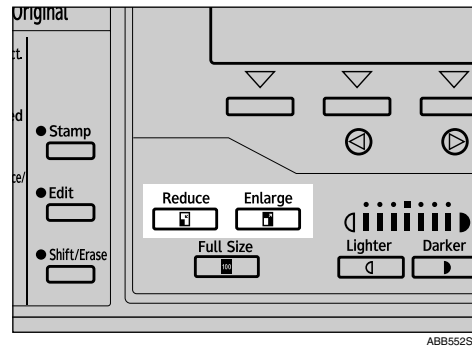
- ❑ Preset ratios are set by combining original size and paper size.

 **Reference**

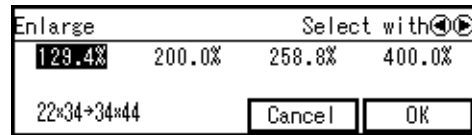
For details about the relationship between the original and paper sizes for preset ratios, see p.117 “Magnification Ratio Chart”.

Related default settings:  
p.88 “R/E Priority”

**1** Press the **[Reduce]** or **[Enlarge]** key.

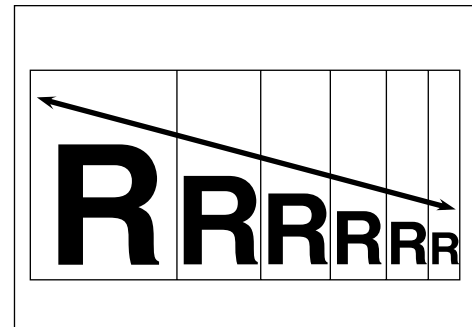


**2** Select a ratio using the **◀▶** keys, and then press **[OK]**.



**Zoom**

You can change the magnification in 0.1% (or 1%) increments.



 **Preparation**

You can set the ratio in the following ways.

- Using the number keys
- Selecting a ratio close to the one you want to set from Preset Reduce/Enlarge, and then press **[-]** or **[+]** to adjust the ratio

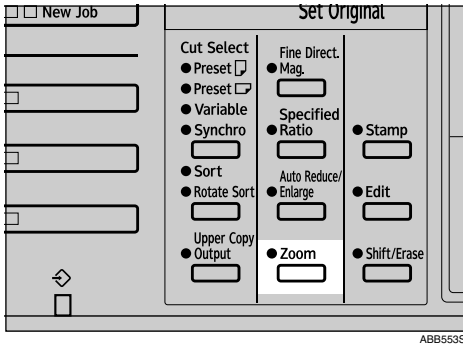
**Note**

- For ratios 25.0 – 200.0%, increments are 0.1%, for ratios 200.0 – 400.0%, 0.2%.

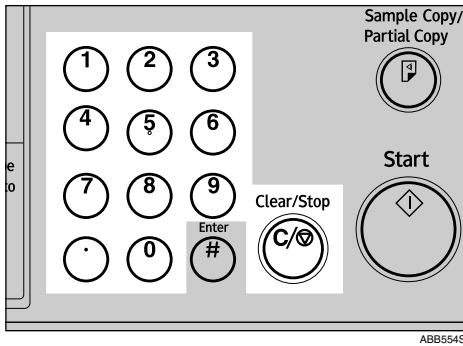
**Using the number keys**

2

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



**2** Enter the ratio using the number keys, and then press **[OK]**.

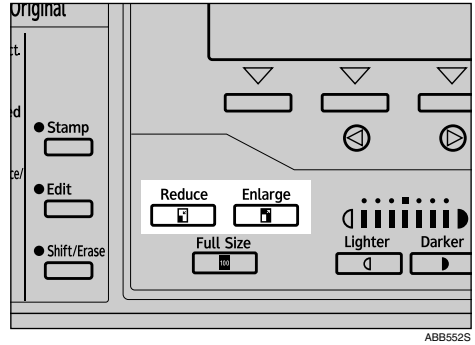


**Note**

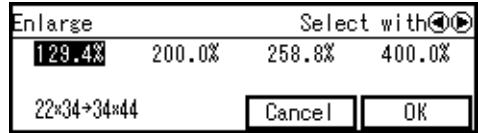
- Use the **[.]** key to enter a decimal point.
- To change the value, press the **[Clear/Stop]** key, and then enter the new value.

**Selecting a ratio from the preset ratios, and then using [-] or [+] to adjust it**

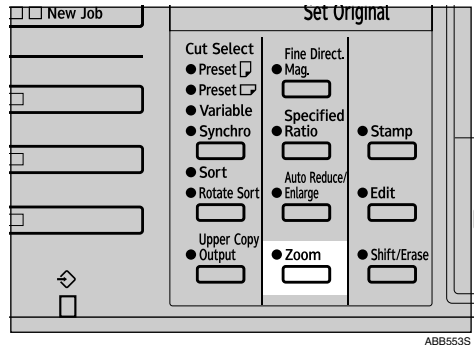
**1** Press the **[Reduce]** or **[Enlarge]** key.



**2** Select a ratio using the **[Left/Right]** keys, and then press **[OK]**.



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



**4** Press **[-]** or **[+]** to set the ratio, and then press **[OK]**.



**Note**

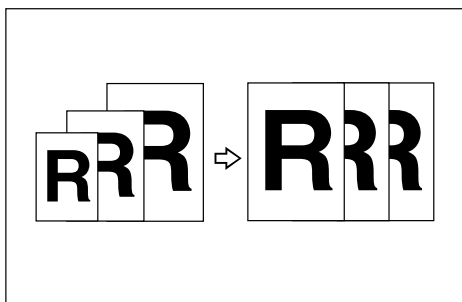
- Press **[-]** or **[+]** to adjust the ratio in 0.1% increments.



- ❑ If you make a mistake, press [-] and [+] to readjust the ratio.

## Auto Reduce/Enlarge

The machine chooses an appropriate magnification based on the paper and original sizes you select.



CP2F0100

### Note

- ❑ The machine selects one of the following ratios:

- Metric version  
400.0%, 282.8%, 200.0%, 141.4%, 100.0%, 70.7%, 50.0%, 35.4%, 25.0%
- Inch version (Engineering)  
400.0%, 258.8%, 200.0%, 129.4%, 100.0%, 64.7%, 50.0%, 32.4%, 25.0%
- Inch version (Architecture)  
400.0%, 266.7%, 200.0%, 133.3%, 100.0%, 66.7%, 50.0%, 33.3%, 25.0%

- ❑ This is useful to copy different size originals to same size paper.

### Reference

p.117 "Magnification Ratio Chart"

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

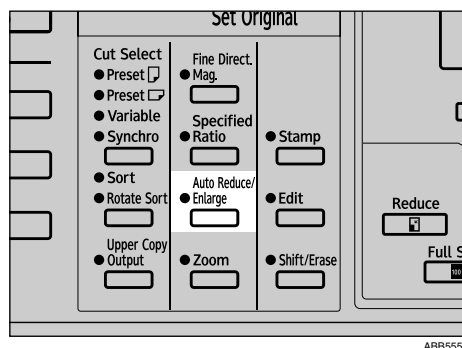
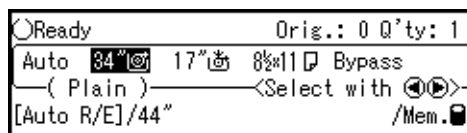


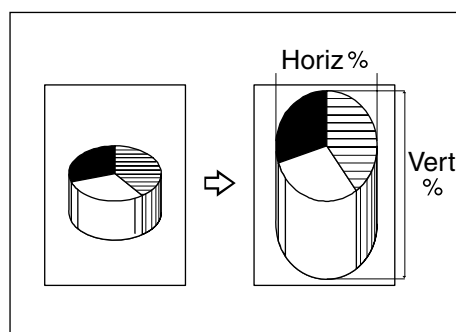
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- 2 Select paper roll tray 1, paper roll tray 2, or cut paper using the [Left] [Right] keys.



## Directional Magnification (%)

Copies can be reduced or enlarged at different magnifications, horizontally and vertically. Use this function to alter the image.



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### Note

- ❑ For ratios 25.0 – 200.0%, increments are 0.1%, for ratios 200.0 – 400.0%, 0.2%.

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

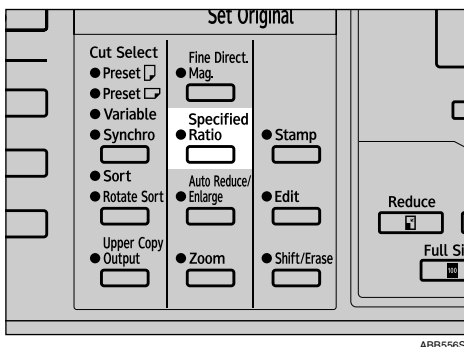
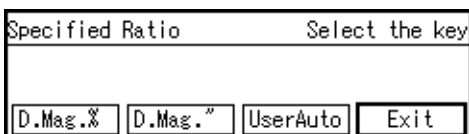
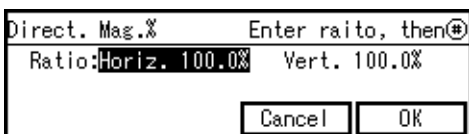


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**2** Press **[D.Mag.%]**.



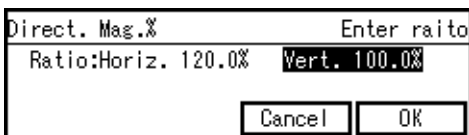
**3** Enter the horizontal ratio using the number keys, and then press the **[#]** key.



**Note**

- Use the **[.]** key to enter a decimal point.

**4** Enter the vertical ratio using the number keys, and then press **[OK]**.



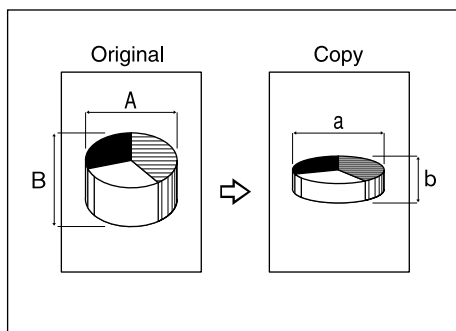
**Note**

- To change the value, select the ratio you want to change using the **[←]** **[→]** keys, and then enter the new value.

**5** Press **[Exit]**. 仔表記に修正します。

## Directional Size Magnification (mm) inch

You can specify the length for the horizontal and vertical of both originals and copies separately. Use this function to alter the image.



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**Preparation**

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

**Note**

- You can set the ratio from 25.0 to 400.0%.
- If the calculated ratio is less than 25%, the ratio is set to 25.0%, if it is more than 400%, 400.0%.
- Enter the length of the vertical from 1 to 9999 mm, for the horizontal, 1 to 999 mm (1 mm increments).

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

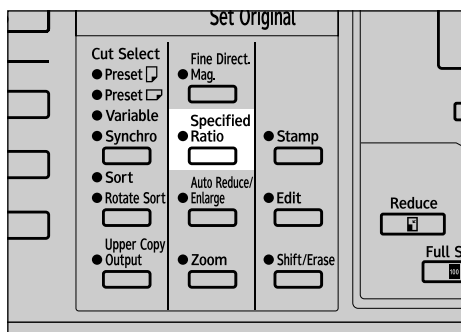
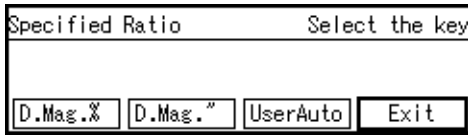


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画面に合わすように、修正します

2 Press [D.Mag.mm].



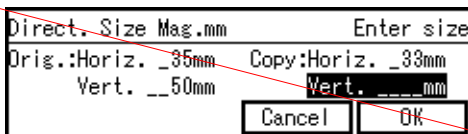
3 Enter the length for "Orig.: Horiz." using the number keys, and then press the [#] key.



4 Enter the length for "Copy: Horiz." using the number keys, and then press the [#] key.

5 Enter the length for "Orig.: Vert." using the number keys, and then press the [#] key.

6 Enter the length for "Copy: Vert." using the number keys, and then press [OK].



北米用画面にさしかえます。

**Note**

- To change a length, select the length you want to change using the [Left] [Right] keys, and then re-enter the number.

7 Press [Exit].

**Note**

- If you enter the only length of either "Vert." or "Horiz." and press [OK], the one not entered is set at the same magnification also.

## User Auto Reduce/Enlarge

Use this function to copy to a selected size for each original size.

When the original is set, the machine automatically enlarges or reduces the image to fit the size of the copy paper.

**Preparation**

You can select the following combinations:

**Metric version**

Original size	Copy size
A0, A1, A2, A3, A4	A0, A1, A2, A3, A4
A1, A2, A3, A4	A1, A2, A3
B1 JIS, B2 JIS, B3 JIS, B4 JIS	B1 JIS, B2 JIS, B3 JIS, B4 JIS
B2 JIS, B3 JIS, B4 JIS	B2 JIS, B3 JIS

JIS: Japanese Industrial Standard

**Inch version**

	Original size	Copy size
Engineering	E(34"×44"), D(22"×34"), C(17"×22"), B(11"×17"), A(8 <sup>1</sup> / <sub>2</sub> "×11")	E(34"×44"), D(22"×34"), C(17"×22"), B(11"×17"), A(8 <sup>1</sup> / <sub>2</sub> "×11")
	D(22"×34"), C(17"×22"), B(11"×17"), A(8 <sup>1</sup> / <sub>2</sub> "×11")	D(22"×34"), C(17"×22"), B(11"×17")

Architecture	E(36"×48") <input type="checkbox"/> D(26"×36") <input type="checkbox"/> C(18"×24") <input type="checkbox"/> B(12"×18") <input type="checkbox"/> A(9"×12") <input type="checkbox"/>	E(36"×48"), D(26"×36"), C(18"×24"), B(12"×18"), A(9"×12")
	D(26"×36") <input type="checkbox"/> C(18"×24") <input type="checkbox"/> B(12"×18") <input type="checkbox"/> A(9"×12") <input type="checkbox"/>	D(26"×36"), C(18"×24"), B(12"×18")

**3** Check that the combination selected for User Auto Reduce/Enlarge is the one you want.



**4** Press [Exit].

**Note**

- The default setting is to copy at same size (full size). To change the combination, use User Auto R/E. See p.90 "User Auto R/E".

**Reference**

Related default settings:  
p.90 "User Auto R/E"

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

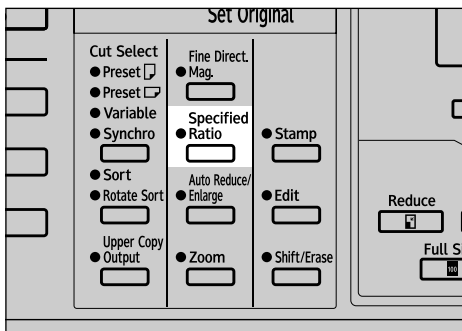
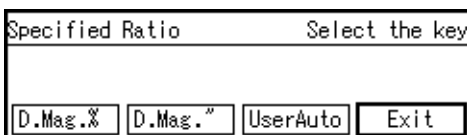


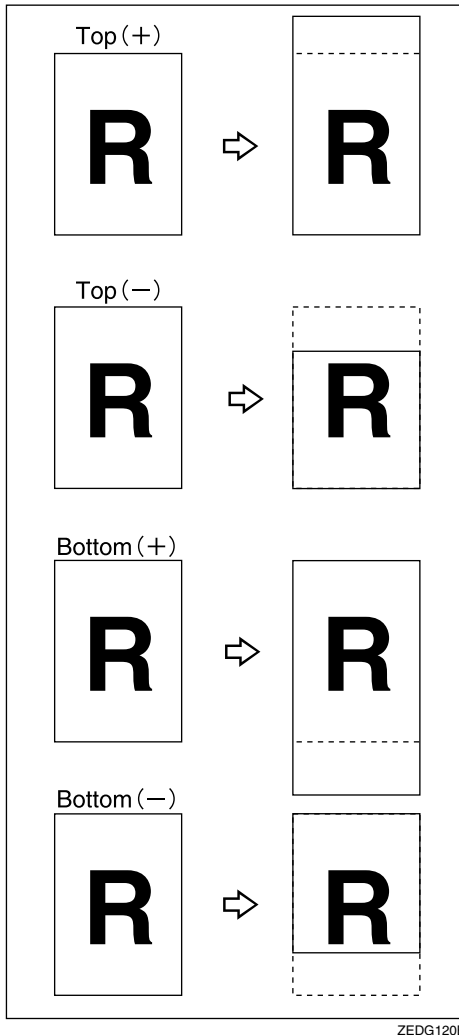
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**2** Press **[UserAuto]**.



## Margin Adjustment

When Synchro Cut is selected, you can create a margin for the original's leading and trailing edge, cut unwanted parts from the copy.



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### Preparation

You can select the following types of margin for this function:

- Top (+): margin at the leading edge of the original (top of copy).

- Top (-): reduces leading edge margin of the original (top of copy).
- Bottom (+): margin at the trailing edge of the original (bottom of copy).
- Bottom (-): reduces trailing edge margin of the original (bottom of copy).

You can set the margin from -200 to +200 mm, in 1 mm increments (from -7.8" to 7.8", 0.1" increments). The default margin setting is 20 mm (0.8").

You can set the margin using distance (mm) from either top or bottom.

The copy length is the specified length plus or minus the margin.

### Reference

p.34 "Synchro cut"

Related default settings:

p.90 "Margin Adjustment"

### 1 Press the **[Shift/Erase]** key.

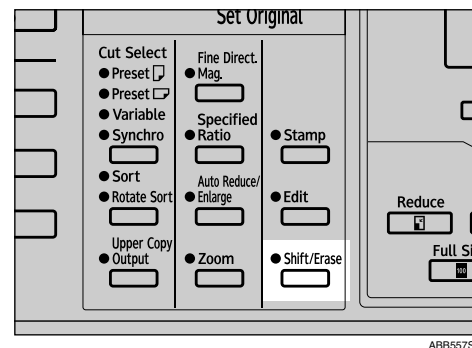
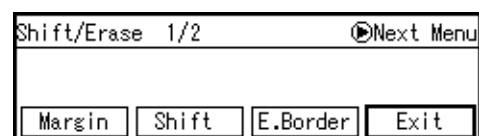


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### 2 Press **[Margin]**.



- Use [-] or [+] to specify the top margins, and then press the [#] key.



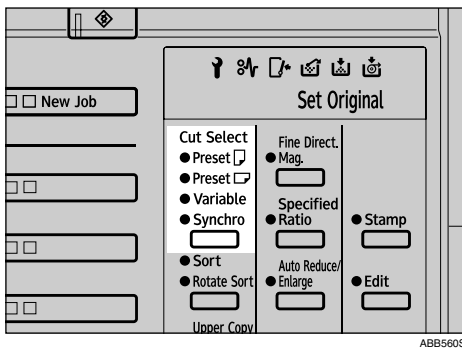
**Note**

- If you set a minus margin that makes the copy less than 280 mm (11"), the paper will be cut at 280 mm (11").

- Use [-] or [+] to specify the bottom margins, and then press [OK].



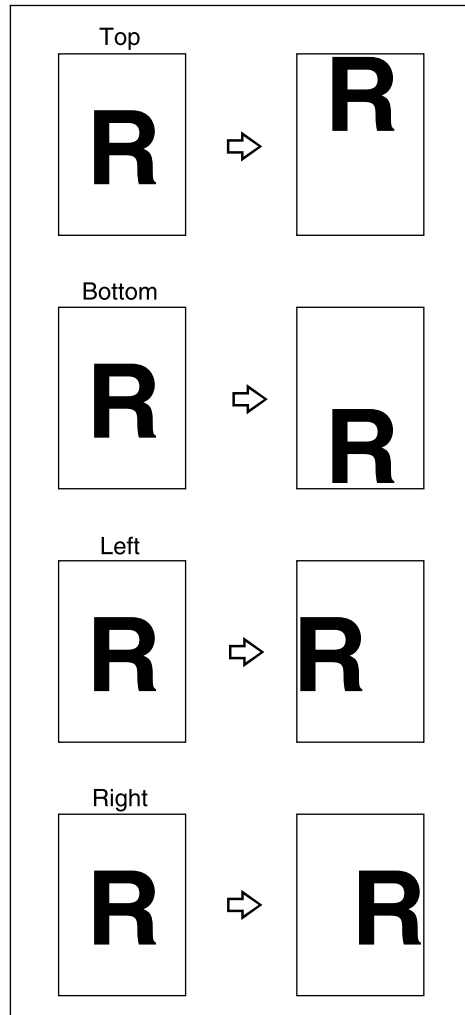
The Synchro indicator lights.



- Press [Exit].

## Shift

Use this function to move (shift) the copy image up, down, left, or right to create a margin.



ZEDG110E

### Preparation

You can select the following types of margin for this function:

- [↑] (Top): shift towards the leading edge of the original (top of copy).
- [↓] (Bottom): shift towards the trailing edge of the original (bottom of copy).

- [←] (Left): shift towards the left of the original.
- [→] (Right): shift towards the right of the original.

You can shift the image from 0 to 200 mm in 1 mm increments (0 to 7.8" in 0.1" increments).

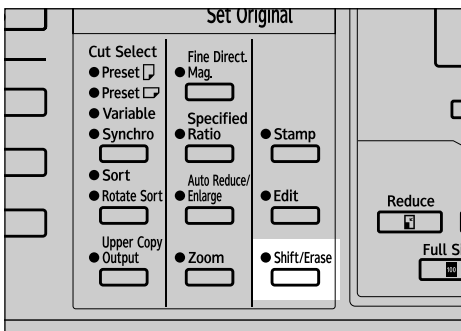
The default setting is Up 20 mm (0.8") and Right 20 mm (0.8").

You can also shift in a combination of up/down and left/right.

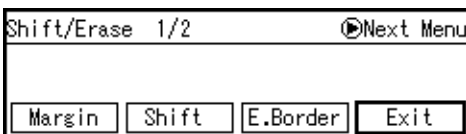
**Reference**

Related default settings:  
p.90 "Shift Image"

- 1 Press the [Shift/Erase] key.

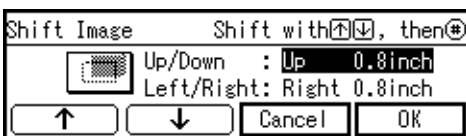


- 2 Press [Shift].



Creating a top or bottom margin

- 1 Use [↑] or [↓] to specify the length of shift.



Creating a left or right margin

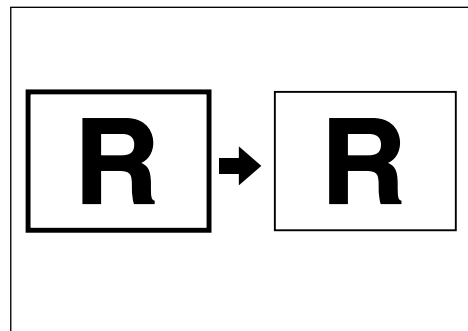
- 1 Press the [#] or [⏻] key.
- 2 Use [←] or [→] to specify the length of shift.



- 3 Press [OK].
- 4 Press [Exit].

Erase Border

Use this function to erase the border area around the original image.



**Preparation**

The default erase border setting is 10 mm (0.4").

**Reference**

Related default settings:  
p.91 "Erase Brdr. Width"

**1** Press the **[Shift/Erase]** key.

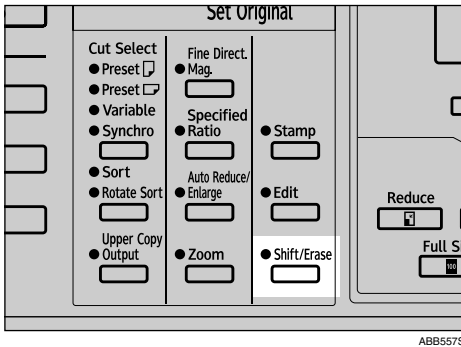
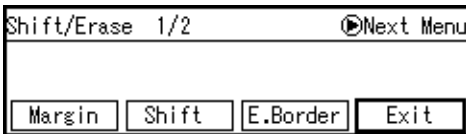


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**2** Press **[E.Border]**.



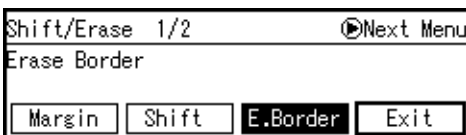
**3** Press **[-]** or **[+]** to set the Erase Border width, and then press **[OK]**.



**Note**

The Erase Border width can be set from 3 to 50 mm (0.1" to 2.0").

**4** Press **[Exit]**.



## Erase Inside

Use this function to copy the original while erasing a specified area.

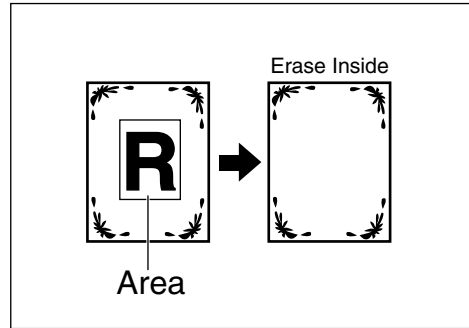


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**Note**

The area is specified by defining two points for the top left of the original (X1, Y1) and two points for the size of the area (X2, Y2). Measure the area you want to specify before entering the area settings.

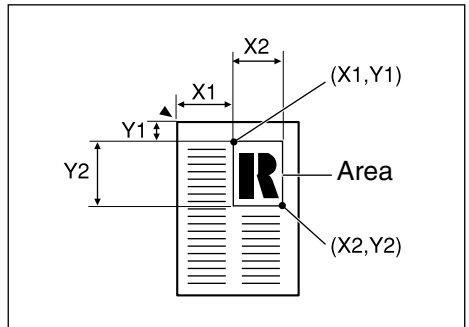
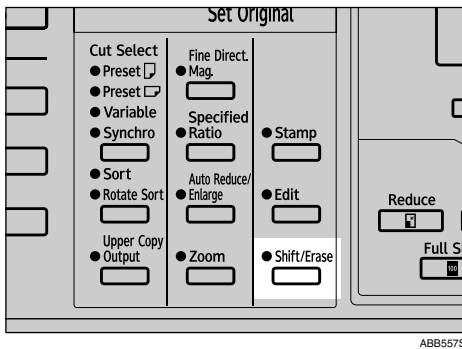


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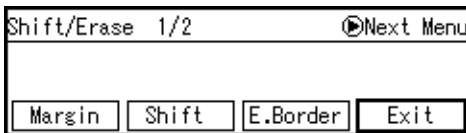
- When using this function with magnification, the actual setting will be the specified setting multiplied by the reproduction ratio.
- You can specify up to five areas.



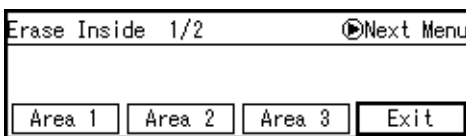
- 1** Press the **[Shift/Erase]** key.



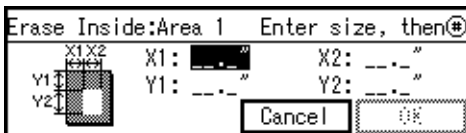
- 2** Display "Shift/Erase 2/2" using the **[▶]** key, and then press **[E.Inside]**.



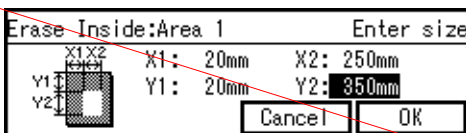
- 3** Press **[Area 1]**.



- 4** Enter the length of "X1" using the number keys, and then press the **[#]** key.



- 5** Enter the length of "X2", "Y1", and "Y2" in the same way, and then press **[OK]**.



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### Note

- To change a length, select the length you want to change using the **[◀▶]** keys, and then enter the new length.

- 6** To specify multiple areas, specify areas 1 to 5, and then repeat steps **4** to **5**.

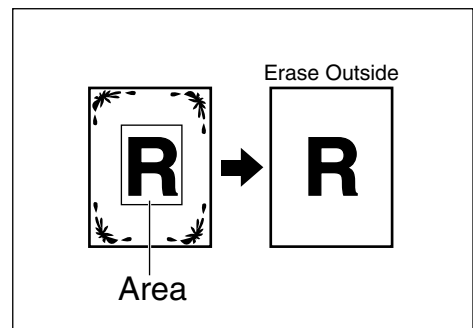
### Note

- To display **[Area 4]** and **[Area 5]**, press the **[◀▶]** keys.

- 7** Press **[Exit]** twice.

## Erase Outside

Use this function to copy the original while erasing outside a specified area.



**Note**

- The area is specified by defining two points for the top left of the original (X1, Y1) and two points for the size of the area (X2, Y2). Measure the area you want to specify before entering the area settings.

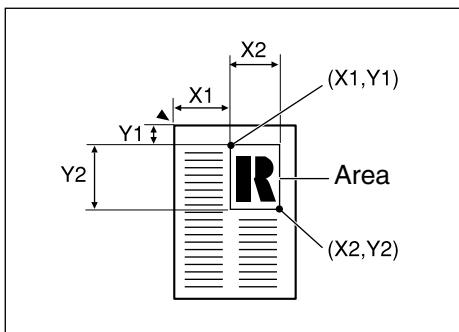


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- When using this function with magnification, the actual setting will be the specified setting multiplied by the reproduction ratio.
- You can specify up to five areas.

**1** Press the **[Shift/Erase]** key.

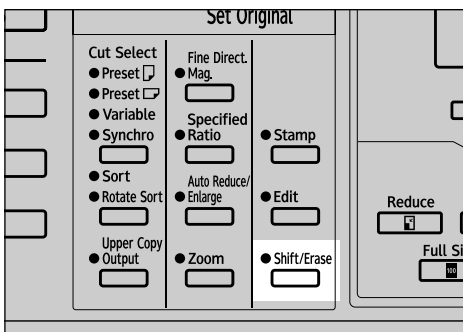
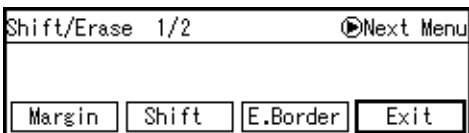
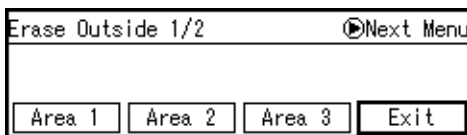


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**2** Display "Shift/Erase 1/2" using the **[>]** key, and then press **[E.Outsd.]**.



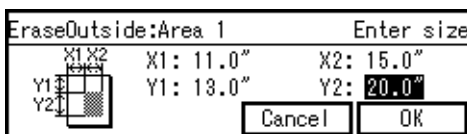
**3** Press **[Area 1]**.



**4** Enter the length of "X1" using the number keys, and then press the **[#]** key.



**5** Enter the length of "X2", "Y1", and "Y2" in the same way, and then press **[OK]**.



**Note**

- To change a length, select the length you want to change using the **[<]** **[>]** keys, and then enter the new length.

**6** To specify multiple areas, specify areas 1 to 5, and then repeat steps **4** to **5**.

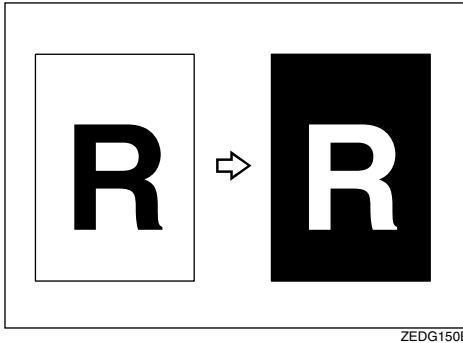
**Note**

- To display **[Area 4]** and **[Area 5]**, press the **[<]** **[>]** keys.

**7** Press **[Exit]** twice.

## Positive/Negative

Use this function to reverse black and white areas of the original.



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### Note

- When making continuous copies, image density may deteriorate. See p.72 "If You Cannot Make Clear Copies".

### 1 Press the [Edit] key.

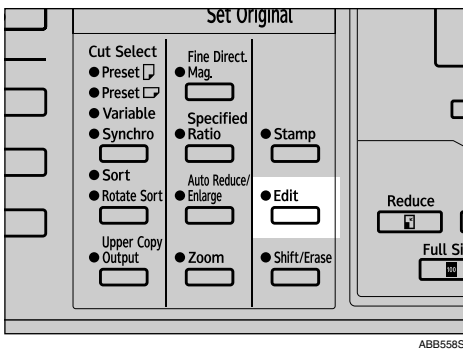
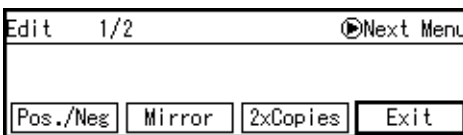


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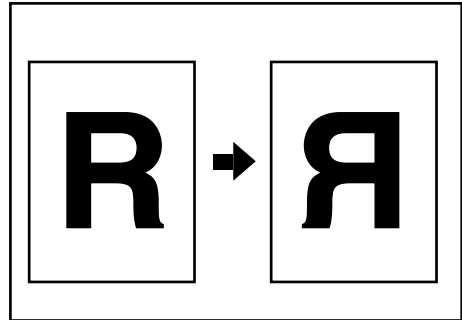
### 2 Press [Pos./Neg].



### 3 Press [Exit].

## Mirror Image

Use this function to mirror the image along the left/right axis, so it appears as if in a mirror.



ZEDG160E

2

### 1 Press the [Edit] key.

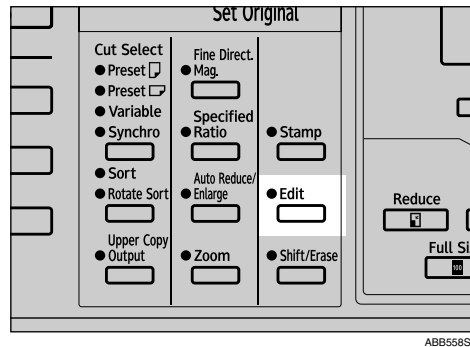
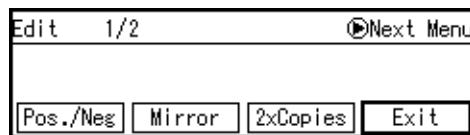


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### 2 Press [Mirror].

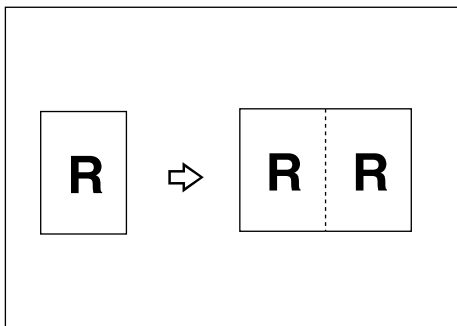


### 3 Press [Exit].

2

## Double Copies

Use this function to copy an original image twice onto one copy, as shown.



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**Note**

- You can erase the separation line between the two images.
- When using Double Copies, the copy paper must be twice as large as the original. When using Reduce/Enlarge, consider the magnification ratio when selecting the paper size.

**Reference**

Related default settings:  
p.91 “2xCopies Sep.Line”

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

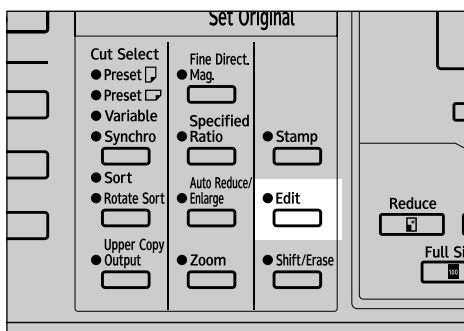
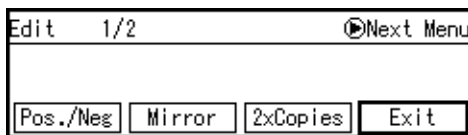


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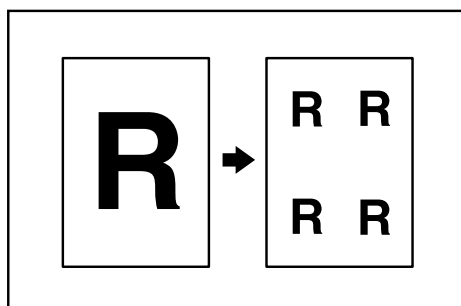
**2** Press **[2xCopies]**.



**3** Press **[Exit]**.

## Image Repeat

The original image is copied repeatedly.



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**Preparation**

The number of repeated images depends on original size, copy paper size, and reproduction ratio.

- For example, you can copy eight A4 (A) images to one sheet of A1 (D) size paper.

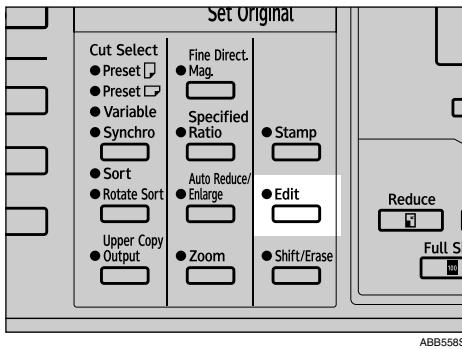
**Note**

- You cannot use the bypass tray with this function.
- You can insert separation lines (solid, broken, crop marks) between repeated images.
- When using Image Repeat with Shift, the composite image is shifted.
- When using Image Repeat with Image Overlay, the composite image is repeated.

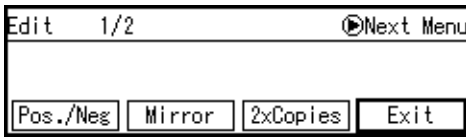
**Reference**

Related default settings:  
p.91 "Repeat Sep. Line"

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



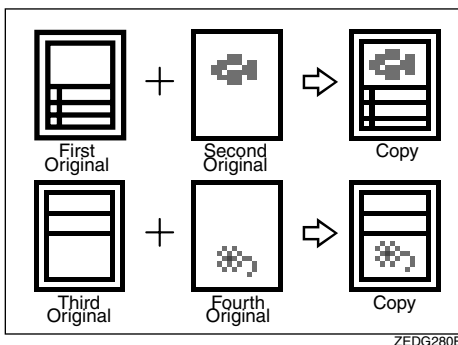
**2** Display "Edit 2/2" using the **⏪** key, and then press **[Repeat]**.



**3** Press **[Exit]**.

**Image Overlay (Overlay 1)**

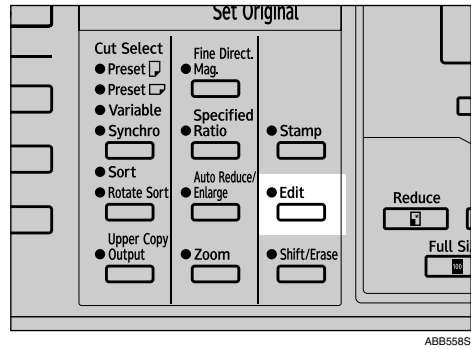
Use this function to combine two originals onto one copy.



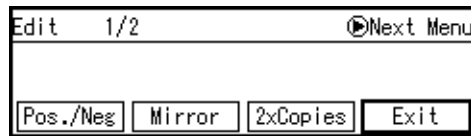
**Reference**

For details about combinations for background and composite image originals, see p.107 "Supplementary Specifications".

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



**2** Display "Edit 2/2" using the **⏪** key, and then press **[Overlay1]**.



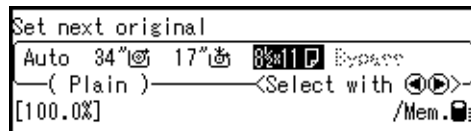
**3** Press **[Exit]**.

**4** Make the necessary settings.

**5** Place the first original of the composite image.

The first original is scanned.

**6** Place the next original (to be overlaid on the first) of the composite image.



The next original is scanned and the composite copy is output to the copy output tray.

You can continue adding further pairs to make overlay copies.

2

## Format Overlay (Overlay 2)

Use this function to combine two images (original + format) onto one copy using the first original.

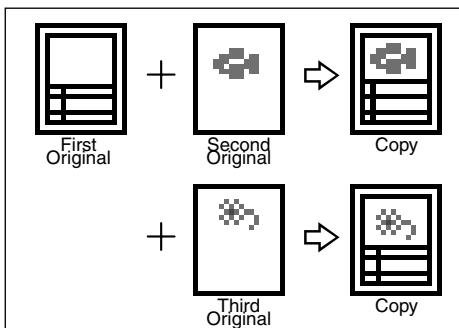


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**1** Press the **[Edit]** key.

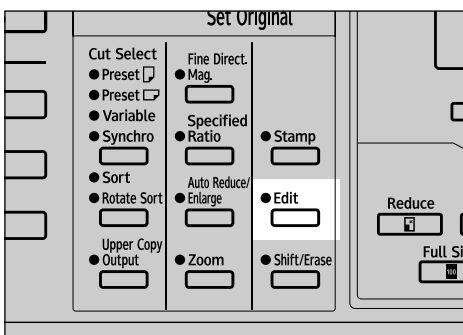
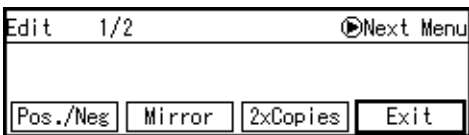
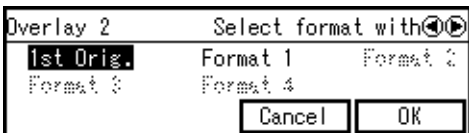


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**2** Display "Edit 2/2" using the **[Next Menu]** key, and then press **[Overlay2]**.



**3** Select **[1st Orig.]**, and then press **[OK]**.

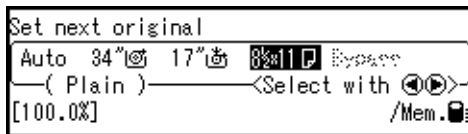


If the optional HDD is not installed, the screen in step **3** does not appear. Proceed to step **4**.

**4** Press **[Exit]**.

**5** Make the necessary settings, and then place the first original.

**6** Place the second original.



The machine makes a composite copy of the first and second originals.

**7** Place the third original.

The machine makes a composite copy of the first and third originals.

**8** Place any further originals, as required.

## User Format Overlay

Two images (original + format) are combined onto a single copy using a stored image (user format).

### Note

To use User Format Overlay, you need to use Prog.Overlay Fmt. See p.53 "Program/Delete Overlay Format".

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

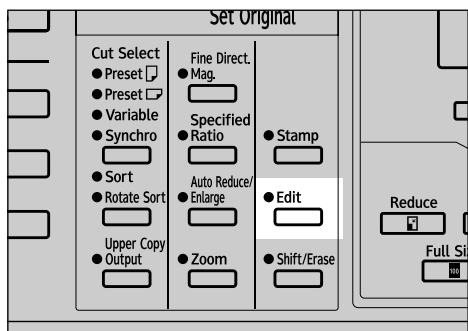
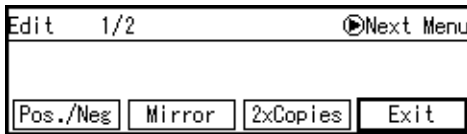
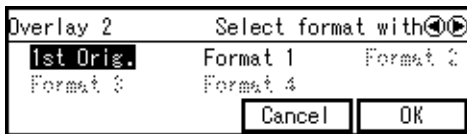


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- 2** Display “Edit 2/2” using the **⊙** key, and then press **[Overlay2]**.



- 3** Select a stored format number using the **⊙****⊙** keys, and then press **[OK]**.



- 4** Press **[Exit]**.

- 5** Make the necessary settings, and then place the first original to be overlaid on the format original.

The machine makes a copy overlaying the first original onto the user format original.

- 6** Place any further originals, as required.

The machine makes a copy overlaying the new original onto the user format original.

## Program/Delete Overlay Format

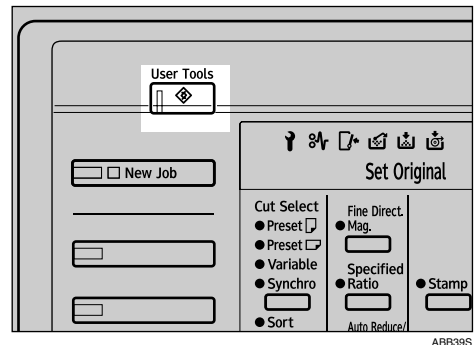
### Preparation

The maximum size of original size to be stored is A0 (E). You cannot store long length originals.

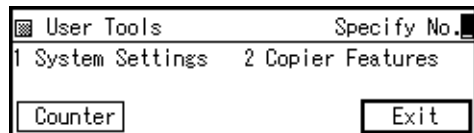
- 1** Make sure the machine is ready to copy.

- 2** Press the **[User Tools]** key.

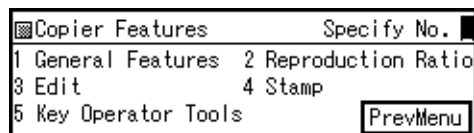
The User Tools key indicator lights.



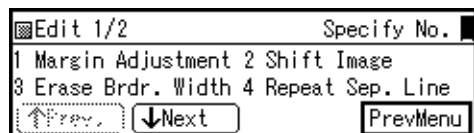
- 3** Press **[2]** (**[Copier Features]**) using the number keys.



- 4** Press **[3]** (**[Edit]**) using the number keys.

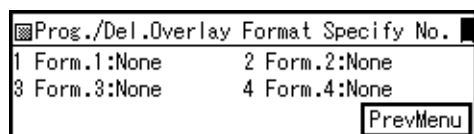


- 5** Display “Edit 2/2” using **[↓Next]**, and then press **[6]** (**[Prog.Overlay Fmt.]**) using the number keys.

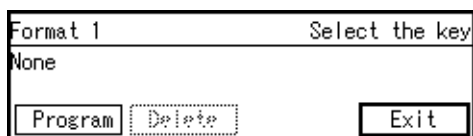


## Storing

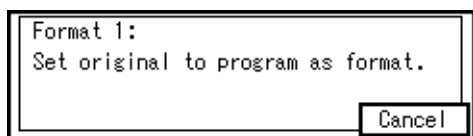
- 1** Enter a format number (1 to 4) using the number keys.



**2 Press [Program].**



**3 Place your originals.**



**4 To store another original, repeat steps 1 to 3.**

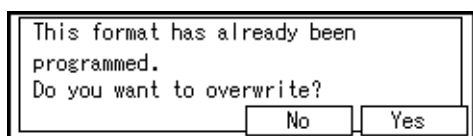
Overwriting a stored format

**1 Enter the number for the format you want to overwrite using the number keys.**

**2 Press [Program].**



**3 Press [Yes].**

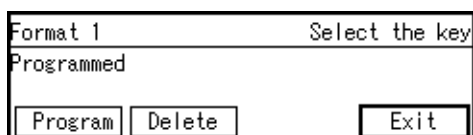


**4 Place your originals.**

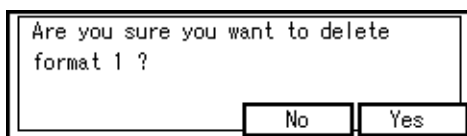
Deleting

**1 Select the number for the format you want to delete using the number keys.**

**2 Press [Delete].**



**3 Press [Yes].**



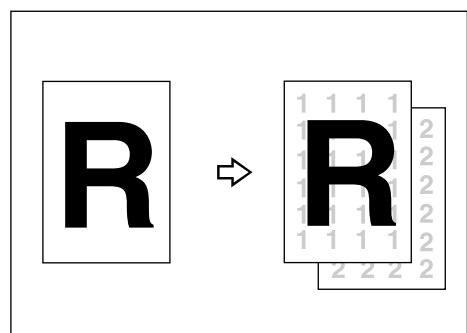
**6 Press [PrevMenu] three times.**

**7 Press [Exit].**

The machine exits Storing/Deleting overlay format and is ready to copy.

**Background Numbering**

Use this function to make number-stamped copies.



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**Note**

- You can set the number from 1 to 999.
- You can combine this function with up to two other print functions.

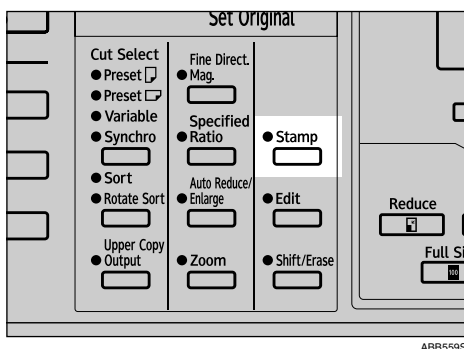
**Reference**

Related default settings:

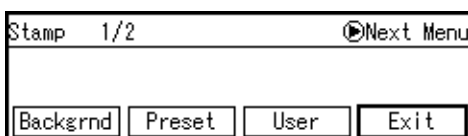
- p.92 "Size"
- p.92 "Density"



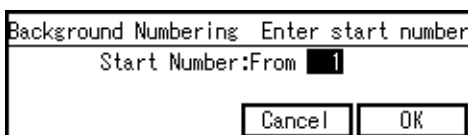
- 1 Press the **[Stamp]** key.



- 2 Press **[Backgrnd]**.



- 3 Enter the start number using the number keys, and then press **[OK]**.



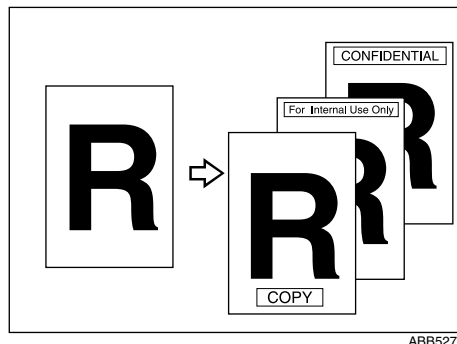
#### Note

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

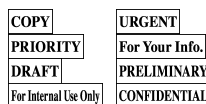
- 4 Press **[Exit]**.

## Preset Stamp

Use this function to print a stamp that already stored in the machine.



- Stamp types are as follows:



- You can change the position and orientation of the stamp.
- You can use this function with Background Numbering and Date Stamp (up to two types).

## ❖ Setting Originals and Stamp Position/Orientation

2

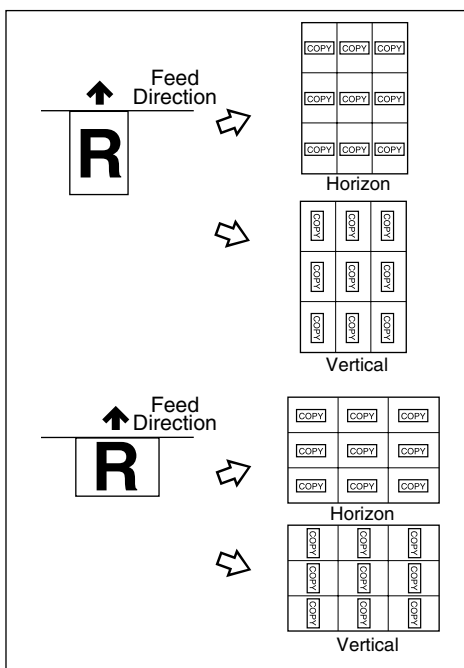


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### Note

- You can use only one type of stamp at a time.

### Reference

Related default settings:  
 p.92 "Stamp Type Priority"  
 p.93 "Stamp Settings"

## 1 Press the [Stamp] key.

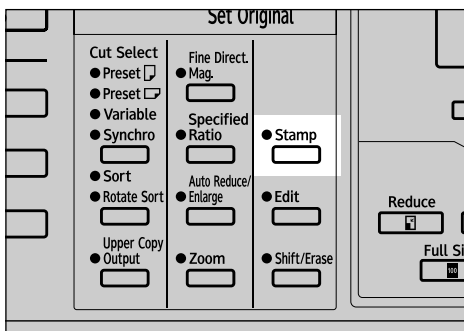
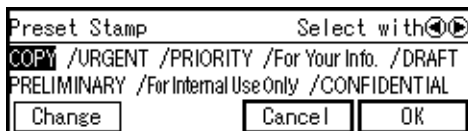


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## 2 Press [Preset].



## 3 Select the stamp type using the ⏪ ⏩ keys.



### Note

- You can change the priority of the selected stamp. See p.92 "Stamp Type Priority".

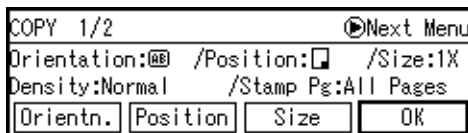
## 4 Press [Change] to change the stamp orientation, stamp position, size, density, and stamp page.

### Note

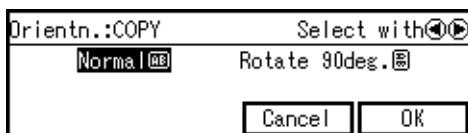
- If you do not need to change any of these, proceed to step 6.

## Setting the stamp orientation

### 1 Press [Orientn.].



## 2 Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the ⏪ ⏩ keys, and then press [OK].



## Setting the stamp position

- 1 Press [**Position**].

COPY 1/2		Next Menu	
Orientation: <input checked="" type="checkbox"/> /Position: <input type="checkbox"/> /Size: 1X			
Density: Normal /Stamp Pg: All Pages			
<input type="button" value="Orientn."/> <input type="button" value="Position"/> <input type="button" value="Size"/> <input type="button" value="OK"/>			

- 2 Select the stamp position using the **←** **→** keys, and then press [**OK**].

Position: COPY		Select with <b>←</b> <b>→</b>	
<input checked="" type="checkbox"/> <b>R</b>	<input type="checkbox"/> <b>R</b>	<input type="checkbox"/> <b>R</b>	<input type="checkbox"/> <b>R</b>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>			

## Setting the size

- 1 Press [**Size**].

COPY 1/2		Next Menu	
Orientation: <input checked="" type="checkbox"/> /Position: <input type="checkbox"/> /Size: 1X			
Density: Normal /Stamp Pg: All Pages			
<input type="button" value="Orientn."/> <input type="button" value="Position"/> <input type="button" value="Size"/> <input type="button" value="OK"/>			

- 2 Select the size (1X, 2X, 4X, or 8X) using the **←** **→** keys, and then press [**OK**].

Size: COPY		Select with <b>←</b> <b>→</b>	
<input checked="" type="checkbox"/> <b>1X</b>	<input type="checkbox"/> <b>2X</b>	<input type="checkbox"/> <b>4X</b>	<input type="checkbox"/> <b>8X</b>
<input type="button" value="Cancel"/> <input type="button" value="OK"/>			

## Setting the density

- 1 Display "XXX 2/2" using the **→** key, and then press [**Density**].

COPY 1/2		Next Menu	
Orientation: <input checked="" type="checkbox"/> /Position: <input type="checkbox"/> /Size: 1X			
Density: Normal /Stamp Pg: All Pages			
<input type="button" value="Orientn."/> <input type="button" value="Position"/> <input type="button" value="Size"/> <input type="button" value="OK"/>			

- 2 Select the density ([Normal], [Lighter], or [Lightest]) using the **←** **→** keys, and then press [**OK**].

Density: COPY		Select with <b>←</b> <b>→</b>	
<input checked="" type="checkbox"/> <b>Normal</b>	<input type="checkbox"/> <b>Lighter</b>	<input type="checkbox"/> <b>Lightest</b>	
<input type="button" value="Cancel"/> <input type="button" value="OK"/>			

## Setting the stamp page

- 1 Display "XXX 2/2" using the **→** key, and then press [**Stamp Pg**].

COPY 1/2		Next Menu	
Orientation: <input checked="" type="checkbox"/> /Position: <input type="checkbox"/> /Size: 1X			
Density: Normal /Stamp Pg: All Pages			
<input type="button" value="Orientn."/> <input type="button" value="Position"/> <input type="button" value="Size"/> <input type="button" value="OK"/>			

- 2 Select the stamp page ([All Pages] or [1st Page Only]) using the **←** **→** keys, and then press [**OK**].

Stamp Page: COPY		Select with <b>←</b> <b>→</b>	
<input checked="" type="checkbox"/> <b>All Pages</b>	<input type="checkbox"/> <b>1st Page Only</b>		
<input type="button" value="Cancel"/> <input type="button" value="OK"/>			

### Note

- When you select Sort or Rotate Sort, you can select [**All Pages**] or [**1st Page Only**]. If neither is selected, the machine stamps all pages.

- 5 When all settings are made, press [**OK**].

- 6 Press [**OK**].

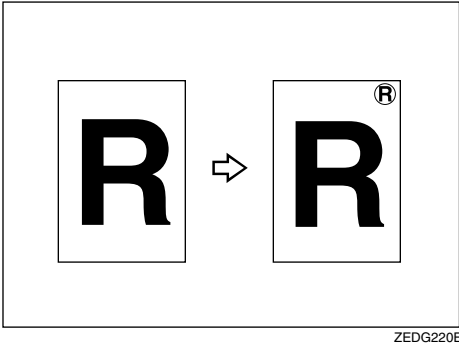
- 7 Press [**Exit**].

### Reference

For details about setting originals, see p.56 "Setting Originals and Stamp Position/Orientation".

## User Stamp

You can store frequently used characters or symbols, and then use them as a stamp.



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### Preparation

You must have a user stamp already stored. See p.60 “Program/Delete User Stamp”.

- You can store up to four types of user stamp.
- You can use a stored user stamp for Repeat User Stamp.
- You can use this function with Background Numbering and Date Stamp (up to two types).
- You can change the stamp position and orientation.

### Reference

For details about deleting stored user stamps, see p.60 “Program/Delete User Stamp”.

## Setting Originals and Stamp Position/Orientation

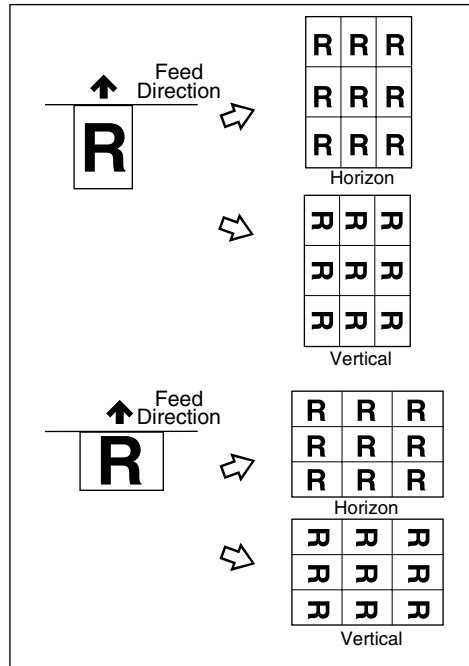


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### Note

- When User Stamp is selected, it may take longer to print the first copy.

### Reference

Related default settings:

p.94 “Program/Del. User Stamp”

p.94 “Stamp Settings”

### 1 Press the [Stamp] key.

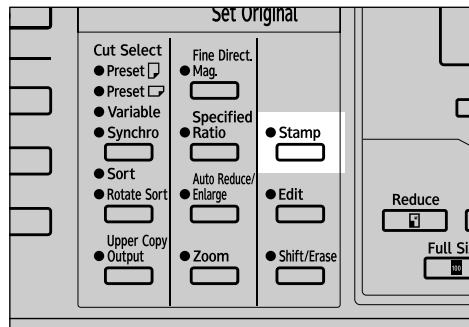
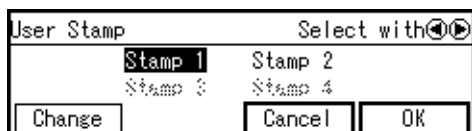
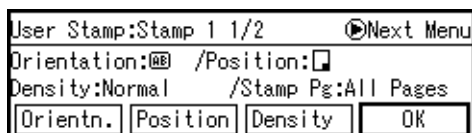
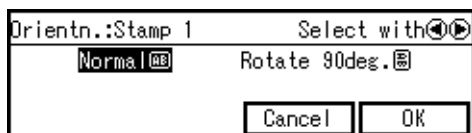


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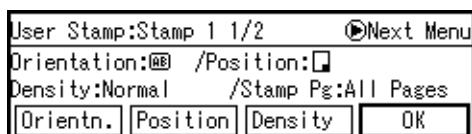
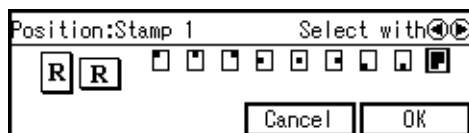
**2** Press [User].**3** Select the number for the user stamp using the ⏪ ⏩ keys.**4** Press [Change] to change the stamp orientation, stamp position, density, and stamp page.**Note**

- If you do not need to change any of these, proceed to step 6.

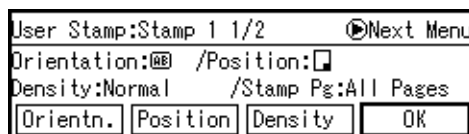
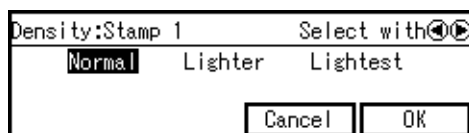
## Setting the stamp orientation

**1** Press [Orientn.].**2** Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the ⏪ ⏩ keys, and then press [OK].

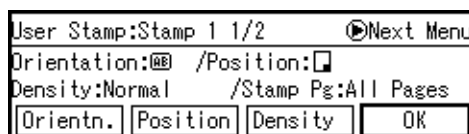
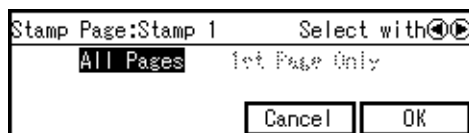
## Setting the stamp position

**1** Press [Position].**2** Select the stamp position using the ⏪ ⏩ keys, and then press [OK].

## Setting the density

**1** Press [Density].**2** Select the density ([Normal], [Lighter], or [Lightest]) using the ⏪ ⏩ keys, and then press [OK].

## Setting the stamp page

**1** Display "User Stamp : Stamp X 2/2" using the ⏩ key, and then press [Stamp Pg].**2** Select the stamp page ([All Pages] or [1st Page Only]) using the ⏪ ⏩ keys, and then press [OK].

**Note**

- When you select Sort or Rotate Sort, you can select **[All Pages]** or **[1st Page Only]**. If neither is selected, the machine stamps all pages.

**5** When all settings are made, press **[OK]**.

**6** Press **[OK]**.

**7** Press **[Exit]**.

**Reference**

For details about setting originals, see p.58 "Setting Originals and Stamp Position/Orientation".

**Program/Delete User Stamp**

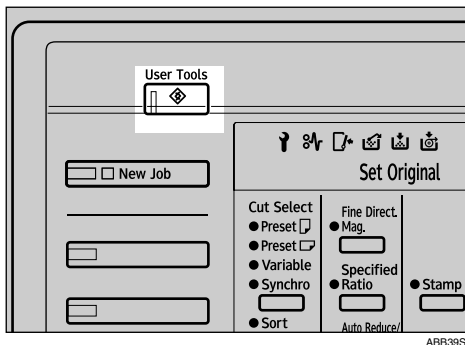
**Preparation**

If the stamp is red or bright red, it may not scan clearly. To store a user stamp, use a black ink stamp, or make a copy and use that as the original.

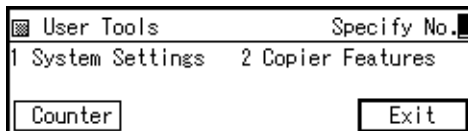
**1** Make sure the machine is ready to copy.

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

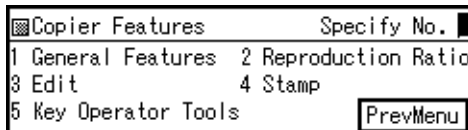
The User Tools key indicator lights.



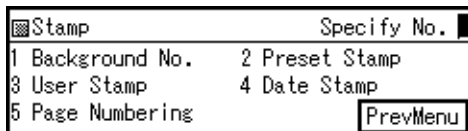
**3** Press **[2]** (**[Copier Features]**) using the number keys.



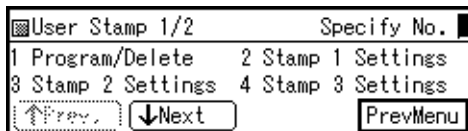
**4** Press **[4]** (**[Stamp]**) using the number keys.



**5** Press **[3]** (**[User Stamp]**) using the number keys.

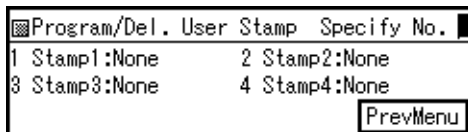


**6** Press **[1]** (**[Program/Delete]**) using the number keys.

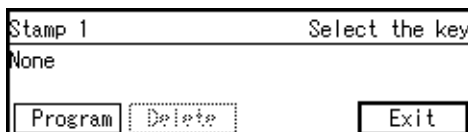


**Storing**

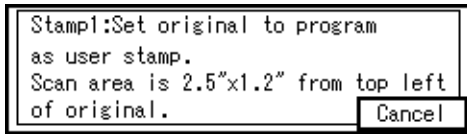
**1** Select the number you want to use to store the stamp as (1 to 4) using the number keys.



**2** Press **[Program]**.

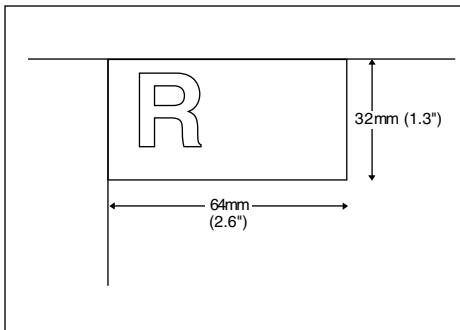


**3 Place your originals.**



**Note**

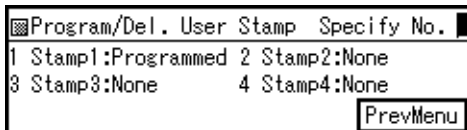
- The area in the top right of the original of 64x32 mm (2.6"x1.3") is stored as a user stamp.



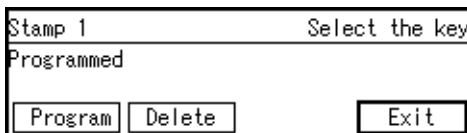
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**Overwriting a stored user stamp**

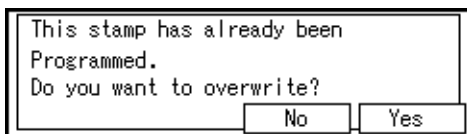
- Enter the number of the stamp you want to overwrite (1 to 4) using the number keys.



- Press [Program].



- Press [Yes].

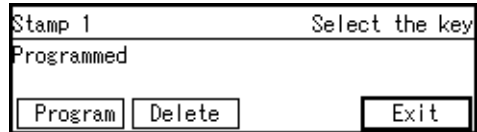


- Place your originals.

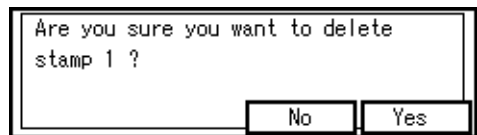
**Deleting**

- Select the number of the stamp you want to delete (1 to 4) using the number keys.

- Press [Delete].



- Press [Yes].



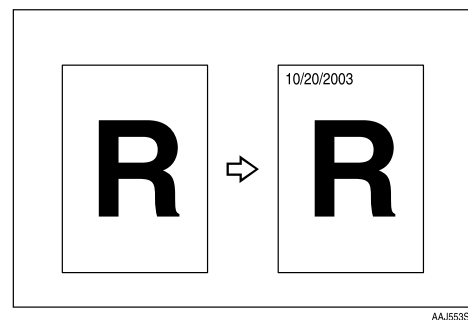
- Press [PrevMenu] four times.

- Press [Exit].

After the default settings are changed, the machine is ready to make copies.

**Date Stamp**

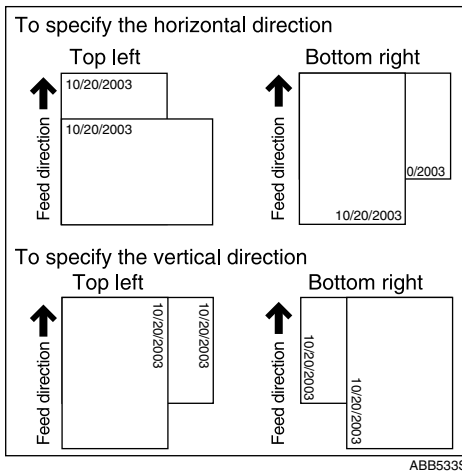
Use this function to print a date stamp on copies.



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- There are six formats of Date Stamp:
  - MM/DD/YYYY
  - MM.DD.YYYY
  - DD/MM/YYYY
  - DD.MM.YYYY

- YYYY.MM.DD
  - DD.JUN.YYYY
  - Specify the stamp position (Top left/Top center/Top right/Bottom left/Bottom center/Bottom right) and print orientation (Horizontal/Vertical).
- ❖ **Setting Originals and Date Stamp Position/Orientation**



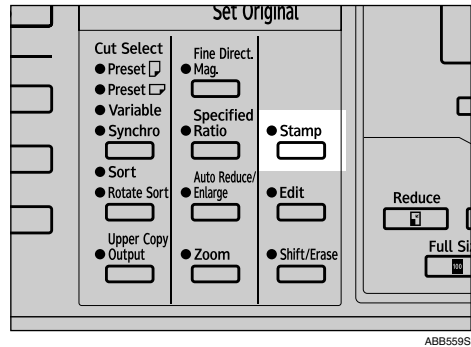
**Note**

- ❑ You can use the date stamp with up to two other user stamps.

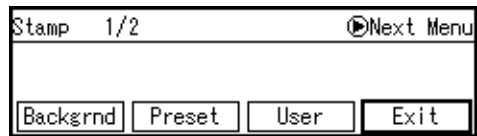
**Reference**

Related default settings:  
 p.96 "Format Priority"  
 p.96 "Stamp Settings"  
 "Date", *General Settings Guide*

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

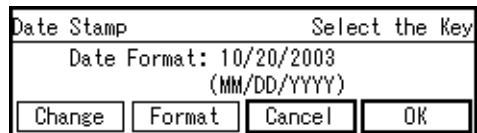


**2** Display "Stamp 2/2" using the **[Next Menu]** key, and then press **[Date]**.

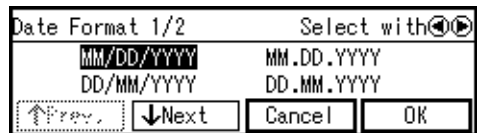


Selecting date stamp format

**1** Press **[Format]**.



**2** Select the date format using the **[Left]** and **[Right]** keys.



**Note**

- ❑ Press **[↑Prev.]** or **[↓Next]** to display the date format.

**3** Press **[OK]** twice.



## Selecting the stamp orientation

### 1 Press [Change].

Date Stamp	Select the Key		
Date Format: 10/20/2003 (MM/DD/YYYY)			
Change	Format	Cancel	OK

### 2 Press [Orientn.].

Date Stamp:MM/DD/YYYY
Orientation:☐ /Position:☐
Stamp Pg:All Pages
Orientn.   Position   Stamp Pg   OK

### 3 Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the ⏪ ⏩ keys, and then press [OK].

Orientn.:MM/DD/YYYY	Select with ⏪ ⏩
Normal☒	Rotate 90deg.☐
Cancel   OK	

### 4 When all settings are made, press [OK] twice.

## Setting the stamp position

### 1 Press [Change].

Date Stamp	Select the Key		
Date Format: 10/20/2003 (MM/DD/YYYY)			
Change	Format	Cancel	OK

### 2 Press [Position].

Date Stamp:MM/DD/YYYY
Orientation:☐ /Position:☐
Stamp Pg:All Pages
Orientn.   Position   Stamp Pg   OK

### 3 Select the stamp position using the ⏪ ⏩ keys, and then press [OK].

Position:MM/DD/YYYY	Select with ⏪ ⏩
R   R	☐ ☐ ☐ ☐ ☐ ☐
Cancel   OK	

### 4 When all settings are made, press [OK] twice.

## Setting the stamp page

### 1 Press [Change].

Date Stamp	Select the Key		
Date Format: 10/20/2003 (MM/DD/YYYY)			
Change	Format	Cancel	OK

### 2 Press [Stamp Pg].

Date Stamp:MM/DD/YYYY
Orientation:☐ /Position:☐
Stamp Pg:All Pages
Orientn.   Position   Stamp Pg   OK

### 3 Select the stamp page ([All Pages] or [1st Page Only]) using the ⏪ ⏩ keys, and then press [OK].

Stamp Page:MM/DD/YYYY	Select with ⏪ ⏩
All Pages☒	1st Page Only☐
Cancel   OK	

#### Note

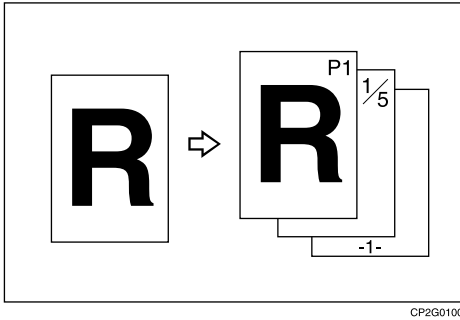
- ☐ When you select Sort or Rotate Sort, you can select [All Pages] or [1st Page Only]. If neither is selected, the machine stamps all pages.

### 4 When all settings are made, press [OK] twice.

### 3 Press [Exit].

## Page Numbering

Use this function to print page numbers on your copies.



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- There are five formats of Page Numbering:
  - 1, 2,...
  - -1-, -2-,...
  - P.1,P.2...
  - P1,P2...
  - 1/5, 2/5,...
- Specify the stamp position (Top left/Top center/Top right/Bottom left/Bottom center/Bottom right) and print orientation (Horizontal/Vertical).

**Note**

- You can print page numbers from 1 to 999.

**Reference**

Related default settings:  
 p.98 "Format Priority"  
 p.98 "Stamp Settings"

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

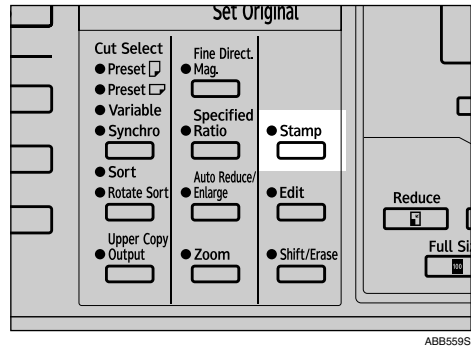
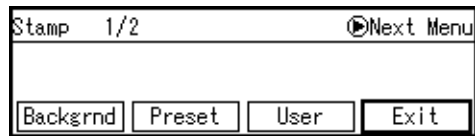
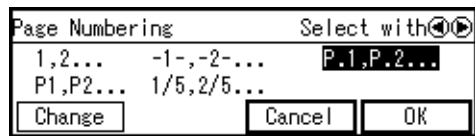


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**2** Display "Stamp 1/2" using the key, and then press **[Page]**.



**3** Select the page numbering format using the keys.



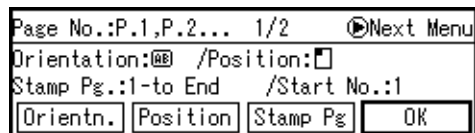
**4** Press **[Change]** to change the stamp orientation, stamp position, stamp page, and start number.

**Note**

- If you do not need to change any of these, proceed to step **6**.

### Selecting the stamp orientation

**1** Press **[Orientn.]**.



- 2 Select the stamp orientation ([Normal] or [Rotate 90deg.]) using the  $\leftarrow$   $\rightarrow$  keys, and then press [OK].

Orientn.:P.1,P.2...		Select with $\leftarrow$ $\rightarrow$	
Normal <input checked="" type="checkbox"/>	Rotate 90deg. <input type="checkbox"/>		
		Cancel	OK

### Setting the stamp position

- 1 Press [Position].

Page No.:P.1,P.2... 1/2		Next Menu $\rightarrow$	
Orientation: <input checked="" type="checkbox"/> / Position: <input type="checkbox"/>			
Stamp Pg.:1-to End / Start No.:1			
Orientn.	Position	Stamp Pg.	OK

- 2 Select the stamp position using the  $\leftarrow$   $\rightarrow$  keys, and then press [OK].

Position:P.1,P.2...		Select with $\leftarrow$ $\rightarrow$	
R <input checked="" type="checkbox"/>	R <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Cancel	OK

### Specifying first page/last page to print

- 1 Press [Stamp Pg].

Page No.:P.1,P.2... 1/2		Next Menu $\rightarrow$	
Orientation: <input checked="" type="checkbox"/> / Position: <input type="checkbox"/>			
Stamp Pg.:1-to End / Start No.:1			
Orientn.	Position	Stamp Pg.	OK

- 2 Enter the first page using the number keys, and then press the [#] key.

Stamp Pg.:P.1,P.2...		Enter page & $\#$	
Start Pg.:1st Pg.	Last Pg.:to the End		
		Cancel	OK

- 3 Enter the last page using the number keys, and then press [OK].

Stamp Pg.:P.1,P.2...		Enter page	
Start Pg.: 2	Last Pg.:to the End		
		Cancel	OK

### Note

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

### Selecting start number

- 1 Display "Page No.: xxx 2/2" using the  $\rightarrow$  key, and then press [StartNo.].

Page No.:P.1,P.2... 1/2		Next Menu $\rightarrow$	
Orientation: <input checked="" type="checkbox"/> / Position: <input type="checkbox"/>			
Stamp Pg.:1-to End / Start No.:1			
Orientn.	Position	Stamp Pg.	OK

- 2 Enter the start number using the number keys, and then press [OK].

Start No.:P.1,P.2...		Enter start number	
Start Number:1			
		Cancel	OK

### Note

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

If [1/5,2/5...] are selected

If you select [1/5,2/5...] the screen for setting the total pages is displayed.

- 1 Display "Page No.:1/5, 2/5... 2/2" using the **▶** key, and then press [StartNo.].

Page No.:1/5,2/5... 1/2		▶Next Menu	
Orientation: [00] /Position: [ ]			
Stamp Pg.:1-to End /Start No.:1/1			
[Orientn.]	[Position]	[Stamp Pg.]	[OK]

- 2 Enter the start number using the number keys, and then press the [#] key.

Start No.:1/5,2/5		Enter No., then [▶]	
Start Number: [1]			
Total Pages : 1			
		[Cancel]	[OK]

- 3 Enter the total pages using the number keys, and then press [OK].

Start No.:1/5,2/5		Enter No.	
Start Number: 1			
Total Pages : [1]			
		[Cancel]	[OK]

#### Note

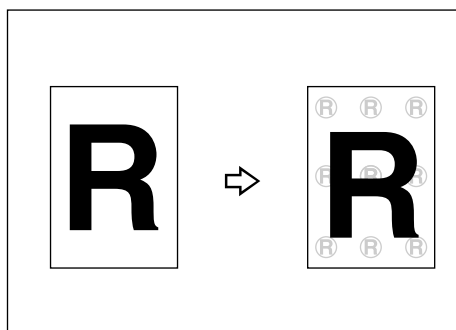
- To change the number, press the **[Clear/Stop]** key, and then enter the new number.

- 5 Press [OK] twice.

- 6 Press [Exit].

## Repeat User Stamp

Use this function to print a stored user stamp of letters or symbols over the whole area of the copy.



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#### Preparation

You must have a user stamp already stored. See p.60 "Program/Delete User Stamp".

- You can store up to four user stamps.
- You can choose to print the user stamp vertically or horizontally.
- You can use this function with Background Numbering and Date Stamp (up to two types).

#### Note

- When the Repeat User Stamp function is selected, it may take longer to print the first copy.

#### Reference

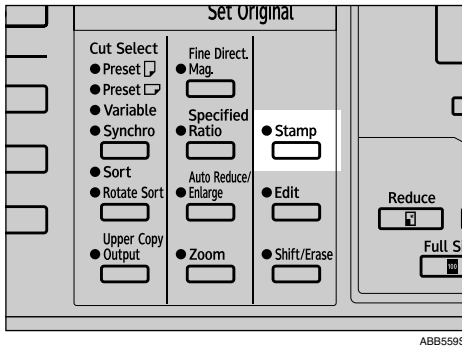
For details about deleting user stamps, see p.60 "Program/Delete User Stamp".

Related default settings:

p.94 "Program/Del. User Stamp"

p.94 "Stamp Settings"

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

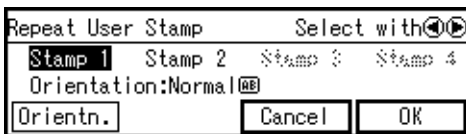


**5** Press **[Exit]**.

**2** Display "Stamp 2/2" using the **[Next Menu]** key, and then press **[Repeat]**.

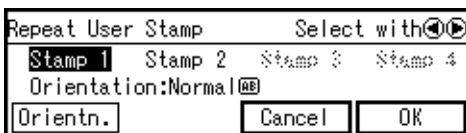


**3** Select the user stamp number (1 to 4) using the **[Left]** **[Right]** keys.

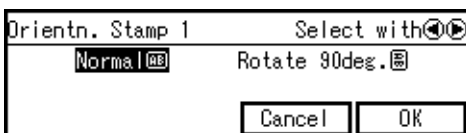


### Selecting the stamp orientation

**1** Press **[Orientn.]**.



**2** Select the stamp orientation (**[Normal]** or **[Rotate 90deg.]**) using the **[Left]** **[Right]** keys, and then press **[OK]**.



**4** Press **[OK]**.



# 3. Troubleshooting


## If Your Machine Does Not Operate As You Want

### When a Message Appears

The following chart contains explanations of common messages. If other messages appear, follow the instructions displayed.



#### Note

- Service Call messages contain a contact phone number and your machine number.

Message	Problem/Causes	Solutions
Please wait.	The main power has just been turned on, paper type (plain paper/translucent paper/film) was changed, or the machine is otherwise getting ready.	Wait for the machine to fully warm-up.  <b>Note</b> <input type="checkbox"/> When the "Ready" message appears, you can make the settings for your copies and scan your originals. After the originals have been scanned, the machine will automatically start copying after it has warmed-up. See p.86 "Copy Start Method".
Loading toner... Please wait.	The machine is getting ready after loading toner.	
Check original size	An improper original is set.	Select paper manually, do not use Auto Paper Select.
Set original length-wise	In User Auto Reduce/Enlarge, the original is set to <input type="checkbox"/> .	For User Auto Reduce/Enlarge, set the original to <input type="checkbox"/> .
Set original side-ways	In User Auto Reduce/Enlarge, the original is set to <input type="checkbox"/> .	For User Auto Reduce/Enlarge, set the original to <input type="checkbox"/> .
Memory is full. Cannot scan.	The machine's memory is full due to scanning originals or performing a function. The number of originals that can be stored in memory depends on the size of originals and function settings.	<ul style="list-style-type: none"><li>• When Sort is selected, press <b>[Exit]</b> to copy scanned originals, and then copy remaining originals.</li><li>• When the Job Preset function is selected, check the number of preset jobs, and then try scanning the originals again.</li></ul>

Message	Problem/Causes	Solutions
Out of specified paper Load ***mm width paper	The ratio set in Auto Paper Select is different to the size of the copy paper size.	<ul style="list-style-type: none"> <li>• Check the settings for Reduce/Enlarge, etc., and then try again.</li> <li>• Set paper of a suitable width.</li> </ul>
Check settings	Copy paper size and original size is different.	Check the settings for Reduce/Enlarge, etc., and then try again.
Cannot rotate sort this size orig. Set other original, or press [Change] and cancel rotate sort.	<p>The scanned original is too big to rotate.</p> <p>An unsuitable paper size for rotate sort has been set.</p>	<p>You cannot use rotate sort with A0 (E) originals.</p> <p>Set paper of the following dimensions: A2 594 × 420 mm, A3 420 × 297 mm.</p> <p>❖ <b>Inch version (Engineering)</b></p> <ul style="list-style-type: none"> <li>• 11" × 17"</li> <li>• 17" × 22"</li> <li>• 22" × 34"</li> </ul> <p>❖ <b>Inch version (Architecture)</b></p> <ul style="list-style-type: none"> <li>• 12" × 18"</li> <li>• 18" × 24"</li> <li>• 24" × 35"</li> </ul>
Max. Copy Quantity: NN	The number of copies exceeds maximum.	Change the maximum copy quantity you can make at a time. See p.86 "Max. No. of Sets".
Some settings cannot be changed. Press [Re-scan] and reset original to copy with current setting.	Function that cannot be changed are set in Additional Copy.	Check the settings, and then use Additional Copy again.
Open the part as shown and remove original.	The original has jammed (original misfeed).	Follow the on-screen instructions to remove the jammed original. See "🔧 Clearing Misfeeds", <i>General Settings Guide</i> .
Open the part as shown and remove paper.	The copy paper has jammed.	Follow the on-screen instructions to remove the jammed paper. See "🔧 Clearing Misfeeds", <i>General Settings Guide</i> .
Open the Rear Cover and remove paper.		



Message	Problem/Causes	Solutions
Toner is almost empty Add Toner	The machine is running out of toner.	Change the toner cartridge. See “  Adding Toner”, <i>General Settings Guide</i> .
Open the cover as shown and replace toner bottle.	The machine has run out of toner.	Follow the on-screen instructions to change the toner cartridge. See “  Adding Toner”, <i>General Settings Guide</i> .

## If You Cannot Make Clear Copies

3



Problem	Causes	Solutions
Black or white streaks appear on copies.	Image density is too dark.	Adjust image density. See p.30 "Adjusting Copy Image Density".
	The exposure glass or platen plate is dirty.	Clean the exposure glass or platen plate. See "Maintaining Your Machine", <i>General Settings Guide</i> .
	The original is dusty.	Clean the original and try copying again. Be particularly careful when using the following types of original: <ul style="list-style-type: none"> <li>• Hand drawn or drawn on with other forms of pencil or pen, such as a plotter.</li> <li>• Film, translucent paper, or other originals that attract static electricity.</li> <li>• Very long originals.</li> </ul>
A shadow of the reverse side of an original image appears on copies.	Image density is too dark.	Adjust the image density setting. See p.30 "Adjusting Copy Image Density".
The background is dirty.	Image density is too dark.	Adjust the image density setting. See p.30 "Adjusting Copy Image Density".
The edges of pasted sections are shown.	Image density is too dark.	Adjust the image density setting. See p.30 "Adjusting Copy Image Density". Change the orientation of the original. Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or platen plate is dirty.	Clean the exposure glass or platen plate. See "Maintaining Your Machine", <i>General Settings Guide</i> .

Problem	Causes	Solutions
Copies are too light.	Image density is too light.	Adjust the image density setting. See p.30 "Adjusting Copy Image Density".
	Damp or rough grain paper is used.	For good copy quality, use recommended paper. <b>Note</b> □ If you use coated paper (such as thermal fax paper, art paper, carbon paper), damp paper, or rough grain paper, copy image might be too light.
Toner fusing is poor.	The fusing temperature is too low.	Adjust the fusing temperature for the paper. See "Fusing Adjustment", <i>General Settings Guide</i> .
	The copy paper is too thick.	
A moire pattern appears on copies.	Your original has a dot pattern image or many lines.	Change the orientation of the original. This may prevent the moire pattern. Copy using "Photo" or "Sharpen Text".
Image density is uneven.	The original has areas of solid color, or Positive/Negative is selected when copying multiple sheets.	When using Repeat Copy with originals that have areas of solid color, set the number of originals as follows: A0 – A2 (E – C): 1 sheet, A3 (B) or smaller: 3 sheets
	Halftone originals can cause this problem.	Try using "Text/Photo" or "Photo".
Images are blurred when using translucent paper.	Translucent paper is being used when copying multiple sheets.	Adjust the fusing setting to match the paper type. See "Fusing Adjustment", <i>General Settings Guide</i> .
Wrinkles appear when using translucent paper.	Fusing temperature is too low.	Adjust the fusing setting to match the paper type. See "Fusing Adjustment", <i>General Settings Guide</i> .
	The paper type has recently been changed from plain paper to translucent paper.	Wait about one minute.
The background on translucent paper is dirty.	More than 50 copies are being made of originals longer than 1189 mm (46.9") with solid blocks of color (2 mm × 900 mm (0.08" × 35.4") or larger.)	Adjust the fusing setting to match the paper type. See "Fusing Adjustment", <i>General Settings Guide</i> .

<b>Problem</b>	<b>Causes</b>	<b>Solutions</b>
Streaks, scratches, or wrinkles appear in areas of solid black.	Copy paper has been changed from plain to translucent paper, or from translucent to plain paper.	After switching from plain to translucent paper, wait one minute. After switching from translucent to plain paper, wait two minutes before making copies.
Shadows appear on the copies.	The original is two-sided, or the image density setting is too dark.	Adjust the image density setting. See p.30 "Adjusting Copy Image Density".
Copies are blurred.	Continuous copies have been made on small sized paper.	Wait about two minutes, and then try copying again.

# If You Cannot Make Copies As You Want

This section explains causes of, and solutions for, unexpected copy results.

Problem	Causes	Solutions
Misfeeds occur frequently.	The size of paper is different to that of the tray.	Adjust the tray to the size of paper.
	Jammed or torn paper is inside the machine.	Remove the paper. See “  Clearing Misfeeds”, <i>General Settings Guide</i> .
	The paper is curled.	Smooth out the curl and try again.
Images are cropped when using Erase Border.	The Erase Border setting is too big. The margin of the original is too small.	Reduce the size of the Erase Border setting. See p.45 “Erase Border”.
Parts of the image are not copied.	The original is not placed correctly.	Place the original correctly. See p.16 “Placing Originals”.
	An improper size of paper is selected.	Select the proper paper. See “Copy Paper”, <i>General Settings Guide</i> .
	Shift or Margin Adjustment mode is selected.	Cancel Shift or Margin Adjustment mode. See p.43 “Margin Adjustment” and p.44 “Shift”.
Copies are blank.	The original is not set correctly.	Place the original with the surface to be copied on face down.
Copies shift sideways.	The paper roll is not set correctly.	Set the paper roll correctly, making sure it is straight and not loose. See “  Loading Paper Roll”, <i>General Settings Guide</i> .
	The original does not match the size in the original table setting.	Adjust the original guides to the specified size, and then insert the original along the guides. See p.16 “Placing Originals”.
	The paper is not set correctly in the bypass tray.	Make sure the paper size matches the bypass tray guides. See p.26 “Copying from the Bypass Tray”.

Problem	Causes	Solutions
Copies shift in the direction of the original feed (or opposite) direction.	Shift or Margin Adjustment mode is selected.	Cancel Shift or Margin Adjustment mode. See p.43 "Margin Adjustment" and p.44 "Shift".
Copies are shorter than the selected size, or cut off before the end.		
Wrinkles appear on the copy.	The paper is damp.	Replace the paper with new paper. Cut the paper to 1000 mm (40") just before copying.
	The paper is damp. See "Anti-humidity Heater Switch", <i>General Settings Guide</i> .	Turn on the anti-humidity heater. See "Anti-humidity Heater Switch", <i>General Settings Guide</i> .
Copies are slanted.	The original is not straight.	Insert the original along the original guides, so it is straight.
Original and copy size does not match.	Dampness can cause paper to stretch.	Adjust the Fine Magnification setting for Additional Copy. See p.21 "Fine Directional Magnification (Additional Copies Only)". Adjust the Fine Magnification setting. See "Fine Ratio:Copier", <i>General Settings Guide</i> .
You cannot combine several functions.	The selected functions cannot be used together.	Check the combination of settings, and set again. See p.104 "Combination Chart".

# 4. User Tools (Copier Features)

## User Tools Menu (Copier Features)

### Reference

For details about option-related functions, see p.3 “Functions That Require Options”.

### ◆ General Features (see p.84 “General Features”)

User Tools item menu	Default
Change Init. Mode	<i>Standard</i>
Copier Auto Reset	<i>On 60 sec.</i>
Original Priority	<i>Text</i>
Auto Density	<i>On</i>
Adj. Scan Density	<i>4</i>
APS Priority *1	<i>On</i>
Ppr.Tray Priority *1	<i>Paper Roll1</i>
Copy Start Method	<i>Auto</i>
Orig. Size Detect	<i>Auto</i>
Max. No. of Sets	<i>20 sheets</i>
Noise Reduction	<i>Text: Off</i> <i>Text/Photo: Off</i> <i>Photo: Off</i> <i>Drawing: Off</i> <i>Pale: Off</i> <i>Generation Copy: Off</i> <i>Background Lines: Off</i> <i>Sharpen Text: Off</i>
Orig.Mode Quality	<i>Text: Normal</i> <i>Text/Photo: Normal</i> <i>Photo: Normal</i> <i>Drawing: Normal</i> <i>Pale: Normal</i> <i>Generation Copy: Normal</i> <i>Background Lines: Normal</i> <i>Sharpen Text: Normal</i>

User Tools item menu	Default
Orig.Mode Density	Text: <i>Normal</i> Text/Photo: <i>Normal</i> Photo: <i>Normal</i> Drawing: <i>Normal</i> Pale: <i>Normal</i> Generation Copy: <i>Normal</i> Background Lines: <i>Normal</i> Sharpen Text: <i>Normal</i>
Copy Mode in Sort * <sup>1</sup>	<i>Copy after Scan</i>
Sample Copy Pos.	<i>0.0"</i>
Partial Copy Size	Start Position: <i>0.0"</i> Copy Size: <i>11.0"</i>
Count Display	<i>Original</i>
Rotate Copy in APS * <sup>1</sup>	<i>On</i>

❖ **Reproduction Ratio (see p.88 “Reproduction Ratio”)**

User Tools item menu	Default
User R/E Ratio : 1-3	<i>100.0%</i>
R/E Priority	Metric version: <i>100.0%</i> Inch version (Engineering): <i>100.0%</i> Inch version (Architecture): <i>100.0%</i>
User Auto R/E	Metric version <i>A0 : A0/ A1 : A1/ A2 : A2/ A3 : A3/A4 : A4/B1 JIS : B1 JIS / B2 JIS : B2 JIS / B3 JIS : B3 JIS / B4 JIS : B4 JIS</i> Inch version (Engineering) <i>34×44 : 34×44/22×34 : 22×34/17×22 : 17×22/11×17 : 11×17/8<sup>1</sup>/<sub>2</sub>×11 : 8<sup>1</sup>/<sub>2</sub>×11</i> Inch version (Architecture) <i>36×48 : 36×48/24×36 : 24×36/18×24 : 18×24/12×18 : 12×18/9×12 : 9×12</i>
UserAutoR/E Orig.	<i>Vertical</i>



❖ **Edit (see p.90 “Edit”)**

User Tools item menu	Default
Margin Adjustment	Metric version Top Margin: +20 mm Bottom Margin: +20 mm Inch version Top Margin: +0.8" Bottom Margin: +0.8"
Shift Image	Metric version Up: 20 mm Right: 20 mm Inch version Up: 0.8" Right: 0.8"
Erase Brdr. Width	Metric version 10 mm Inch version 0.4"
Repeat Sep. Line	None
2xCopies Sep.Line	Separation Line
Prog.Overlay Fmt. *2	—

❖ **Stamp (see p.92 “Stamp”)**

User Tools item menu	Default	
Background No. *3	Size	1X
	Density	Normal

User Tools item menu		Default
Preset Stamp *3	Stamp Type Priority	<i>COPY</i>
	Stamp Settings	Orientation: <i>Normal</i>
		Position: <i>Bottom Right</i>
		Adjust:
		Metric version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>24 mm</i></li> <li>• Center (Left/Right): <i>0 mm</i></li> <li>• Center (Top/Bottom): <i>0 mm</i></li> </ul> Inch version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>0.9"</i></li> <li>• Center (Left/Right): <i>0"</i></li> <li>• Center (Top/Bottom): <i>0"</i></li> </ul>
Size: <i>1X</i>		
Density: <i>Normal</i>		
User Stamp *2 *3	Program/Del. User Stamp	—
	Stamp Settings	Orientation: <i>Normal</i>
		Position: <i>Bottom Right</i>
		Adjust:
		Metric version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>24 mm</i></li> <li>• Center (Left/Right): <i>0 mm</i></li> <li>• Center (Top/Bottom): <i>0 mm</i></li> </ul> Inch version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>0.9"</i></li> <li>• Center (Left/Right): <i>0"</i></li> <li>• Center (Top/Bottom): <i>0"</i></li> </ul>
Density: <i>Normal</i>		
Date Stamp *3	Date Format Priority	<i>MM/DD/YYYY</i>
	Stamp Settings	Orientation: <i>Normal</i>
		Position: <i>Top Left</i>
		Adjust:
Metric version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>24 mm</i></li> <li>• Center (Left/Right): <i>0 mm</i></li> </ul> Inch version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>0.9"</i></li> <li>• Center (Left/Right): <i>0"</i></li> </ul>		
Size: <i>1X</i>		

User Tools item menu		Default
Page Numbering <sup>*3</sup>	Format Priority	1, 2...
	Stamp Settings	Orientation: <i>Normal</i> Position: <i>Top Left</i> Adjust: Metric version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>24 mm</i></li> <li>• Center (Left/Right): <i>0 mm</i></li> </ul> Inch version <ul style="list-style-type: none"> <li>• Left/Right/Top/Bottom: <i>0.9"</i></li> <li>• Center (Left/Right): <i>0"</i></li> </ul>

❖ **Key Operator Tools (see p.99 “Key Operator Tools”)**

User Tools item menu	Default
Program/Change/Delete User Code	—
Display/Clear/Print Counter per Code	—

<sup>\*1</sup> The optional paper roll tray is required.

<sup>\*2</sup> The optional HDD is required.

<sup>\*3</sup> The optional stamp board is required.

# Accessing User Tools (Copier Features)

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

## Note

- ❑ Be sure to exit User Tools and return to the initial copy display after all settings are made. See p.83 “Exiting User Tools”.
- ❑ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the **[Clear Modes]** key is pressed.

## Reference

For details about System Settings, see “User Tools Menu (System Settings)”, *General Settings Guide*.

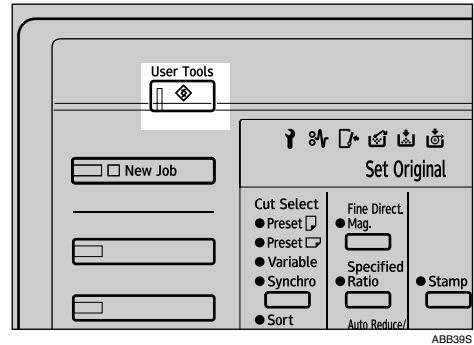
## Changing Default Settings

### Note

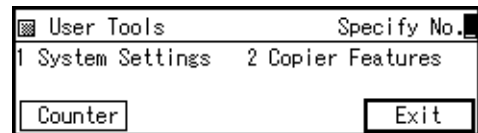
- ❑ When a key operator code is set, the key operator code input display appears when changing the default settings. Enter the registered key operator code beforehand. For details about key operator codes, see “Key Op. Tools”, *General Settings Guide*.

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

The User Tools key indicator lights.



### 2 Press **[2]** (**[Copier Features]**) using the number keys.



### 3 Enter the number of the menu you want to select using the number keys.

The relevant settings screen appears for the item selected.

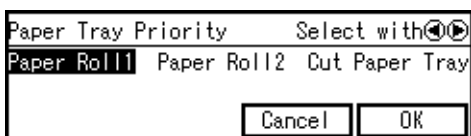
### Note

- ❑ If the item you want to select is not displayed, press **[↑Prev.]** or **[↓Next]** to scroll to it.

### Reference

p.77 “User Tools Menu (Copier Features)”

- 4 Change the settings as described in the on-screen instructions, and then press [OK].



**Note**

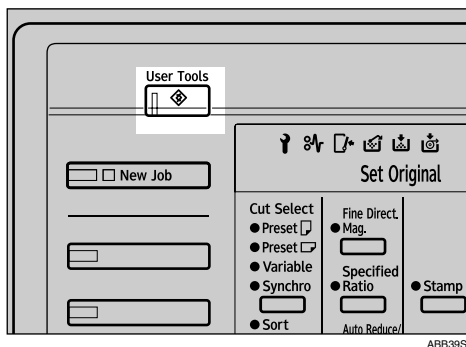
- For details about selecting items, see p.7 “Reading the Display and Using Keys”.
- Use the [.] key to enter a decimal point.
- To cancel changing settings and return to the initial display, press the [User Tools] key.

4

## Exiting User Tools

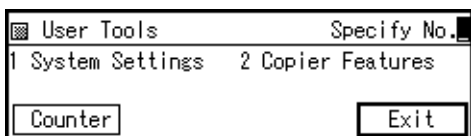
- 1 Press the [User Tools] key.

The User Tools key indicator goes off.



**Note**

- You can also exit User Tools by pressing [Exit].



# Settings You Can Change with User Tools

For details about displaying settings, see p.82 “Accessing User Tools (Copier Features)”.

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## General Features

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### ❖ Change Init. Mode

Specifies the settings to appear in the initial copy display after the machine is turned on, after Copier Auto Reset, or after the **【Clear Modes】** key is pressed. You can select from **【Standard】** or the settings stored in **【Program No.10】**.

- Standard
- Program No.10

#### Note

Default: *Standard*

### ❖ Copier Auto Reset

Specifies the time period for Copier Auto Reset. See p.20 “Copier Auto Reset”.

- On 60 sec.

The machine copies using the Auto Roll Switch.

- Off

#### Note

Default: *On 60 sec.*

The time can be set from 10 to 999 seconds.

### ❖ Original Priority

Specifies the default original type to be used after the machine is turned on, after Copier Auto Reset, or after the **【Clear Modes】** key is pressed. See p.31 “Selecting Original Type Setting”.

- Text
- Text/Photo
- Photo
- Drawing
- Pale
- Generation Copy
- Background Lines
- Sharpen Text

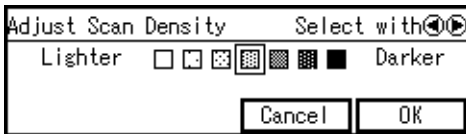
 **Note** Default: *Text***❖ Auto Density**

Specifies whether or not Auto Image Density should be used after the machine is turned on, after Copier Auto Reset, or after the **【Clear Modes】** key is pressed. See p.30 “Adjusting Copy Image Density”.

- On
- Off

 **Note** Default: *On***❖ Adj. Scan Density**

Specifies one of seven density levels as the scan density.

 **Note** Default: *Center***❖ APS Priority**

Specifies whether or not Auto Paper Select should be used after the machine is turned on, after Copier Auto Reset, or after the **【Clear Modes】** key is pressed. See p.32 “Selecting Copy Paper”.

- On
- Off

 **Note** Default: *On***❖ Ppr.Tray Priority**

Specifies the default paper tray to be used after the machine is turned on, after Copier Auto Reset, or after the **【Clear Modes】** key is pressed.

- Paper Roll1
- Paper Roll2
- Cut Paper Tray

 **Note** Default: *Paper Roll1*

### ❖ Copy Start Method

Specifies whether or not the machine should start copying automatically.

To scan the originals first and then copy when the **[Start]** key is pressed, press **[Press Start Key]**. To start copying automatically after the originals are scanned, press **[Auto]**.

- Auto
- Press Start Key

#### Note

Default: *Auto*

### ❖ Orig. Size Detect

Specifies whether or not to automatically detect the size of originals.

To detect the size of original automatically, press **[Auto]**. To scan the original at maximum size, press **[Fixed (Max. Size)]**.

- Auto
- Fixed (Max. Size)

#### Note

Default: *Auto*

### ❖ Max. No. of Sets

Specifies the maximum number of copies that can be set.

#### Note

Default: *20 sheets*

The number can be set from 1 to 20 sheets.

### ❖ Noise Reduction

Specifies the noise (specks of dirt or dust on the image) reduction level for each original type (Text, Text/Photo, Photo, Drawing, Pale, Generation Copy, Background Lines, Sharpen Text).

If you select **[Off]**, small scratches and specks on the original will appear on copies.

- Off
- Low
- Medium
- High

#### Note

Default: *Off*

### ❖ Orig.Mode Quality

Adjusts the finish for each original type (Text, Text/Photo, Photo, Drawing, Pale, Generation Copy, Background Lines, Sharpen Text).

- Normal



- Custom Setting

 **Note**

- Default: *Normal*
- [**Custom Setting**]: Your service representative will set this to meet your requirements. For details, consult your service representative.

❖ **Orig.Mode Density**

Specifies the copy image density for each original type (Text, Text/Photo, Photo, Drawing, Pale, Generation Copy, Background Lines, Sharpen Text).

- Light
- Normal
- Dark

 **Note**

- Default: *Normal*

❖ **Copy Mode in Sort**

Specifies whether all originals should be scanned before starting copying, when using Sort. Or, whether copying should start while originals are still being scanned. See p.35 "Sort/Rotate Sort".

- Copy after Scan
- Copy during Scan

 **Note**

- Default: *Copy after Scan*

❖ **Sample Copy Pos.**

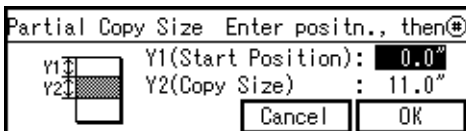
Specifies the default dimensions for Sample Copy. See p.24 "Sample Copy".

 **Note**

- Default: *0.0"*
- The dimensions can be set from 0 to 250 mm (10").

❖ **Partial Copy Size**

Specifies the default dimensions for the start point (Y1) and end point (Y2) in Partial Copy. See p.25 "Partial Copy".



 **Note**

- Default:
  - Y1: *0 (0")*
  - Y2: *280 mm (11")*

- Y1 can be set from 0 to 3320 mm (0" to 131").
- Y2 can be set from 280 to 3600 mm (11" to 142").

#### ❖ Count Display

Specifies to show the number of sets or number of originals on the counter.

- Quantity
- Original

#### Note

- Default: *Original*

#### ❖ Rotate Copy in APS

Specifies whether to rotate paper to meet the originals when Auto Paper Select is selected.

- On
- Off

#### Note

- Default: *On*

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## Reproduction Ratio

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#### ❖ User R/E Ratio

You can store up to three reproduction ratios, in addition to those already in Preset Ratio.

Enter the reproduction ratio using the number keys.

#### Note

- Default: *100.0 %*
- Use the **[.]** key to enter a decimal point.
- The value can be set from 25.0% to 400.0%.

User R/E 1	Enter ratio
100.0%	
(25.0-400.0%)	
Cancel	OK

#### ❖ R/E Priority

Specifies the default reproduction ratio used after the machine is turned on, after Copier Auto Reset, or after the **[Clear Modes]** key is pressed.

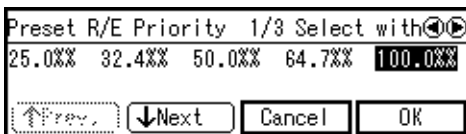
- Metric version
  - 25.0%
  - 35.4%
  - 50.0%

- 70.7%
- 100.0%
- 141.4%
- 200.0%
- 282.8%
- 400.0%
- Inch version (Engineering)
  - 25.0%
  - 32.4%
  - 50.0%
  - 64.7%
  - 100.0%
  - 129.4%
  - 200.0%
  - 258.8%
  - 400.0%
- Inch version (Architecture)
  - 25.0%
  - 33.3%
  - 50.0%
  - 66.7%
  - 100.0%
  - 133.3%
  - 200.0%
  - 266.7%
  - 400.0%

 **Note**

Default:



- Metric version: *100.0%*
- Inch version (Engineering): *100.0%*
- Inch version (Architecture): *100.0%*





### ❖ User Auto R/E

Specifies original and copy sizes displayed when **[UserAuto]** is pressed. See p.41 “User Auto Reduce/Enlarge”.

Select the copy size to use with the original size.

User Auto R/E:34*44		Select with  	
<b>34*44</b>	22*34	17*22	11*17
			8½*11
		Cancel	OK

#### Note

- If you select a setting for A0(E), A4(A), or B1 size paper in User Auto Reduce/Enlarge, you cannot select **[Horizontal **]. When you cannot select **[Horizontal **] (grayed out), select the original size and copy size for Horizontal using this setting.

### ❖ UserAutoR/E Orig.


Specifies whether an original should be processed as a vertical or horizontal original when **[UserAuto]** is selected. See p.41 “User Auto Reduce/Enlarge”.

- Vertical
- Horizontal

#### Note

- Default: *Vertical*

#### Note

- You cannot specify A0(E), A4(A), B1, or B4 in User Auto R/E when you select **[Horizontal **].

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## Edit

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### ❖ Margin Adjustment

Specifies the default setting for the margin size.

You can set the top and bottom margin sizes. See p.43 “Margin Adjustment”.

#### Note

- Default:
  - Metric version: +20 mm
  - Inch version: +0.8"
- The size can be set as follows:
  - Metric version: -200 mm to 200 mm (1 mm increments)
  - Inch version: -7.8" to 7.8" (0.1" increments)

### ❖ Shift Image

Specifies the default setting for Shift. Use **[↑]** **[↓]** to set the shift orientation and distance. See p.44 “Shift”.

**Note** Default:

- Metric version: Up: 20 mm/Right: 20 mm
- Inch version: Up: 0.8"/Right: 0.8"

 The orientation/distance can be set as follows:

- Metric version: Up: 200 mm - Down: 200 mm (1 mm increments)  
Right: 200 mm - Left: 200 mm (1 mm increments)
- Inch version: Up: 7.8" - Down: 7.8" (0.1" increments)  
Right: 7.8" - Left: 7.8" (0.1" increments)

**❖ Erase Brdr. Width**

Specifies the default setting for Erase Border. See p.45 "Erase Border". Use [+] or [-] to make the setting.

**Note** Default:

- Metric version: 10 mm
- Inch version: 0.4"

 The width can be set as follows:

- Metric version: 3 mm - 50 mm (1 mm increments)
- Inch version: 0.1" - 2.0" (0.1" increments)

**❖ Repeat Sep. Line**

Specifies the separation line type. See p.50 "Image Repeat".

- None
- Solid
- Broken A
- Broken B
- Crop Marks

**Note** Default: *None***❖ 2xCopies Sep.Line**

Specifies whether or not to use a separation line for Double Copies. See p.50 "Double Copies".

The separation line is dotted.

- None

- Separation Line

 **Note**

Default: *Separation Line*

❖ **Prog.Overlay Fmt.**

Stores a format (background) image for use with Format Overlay.

You can store up to four formats.

See p.52 “Format Overlay (Overlay 2)” and p.53 “Program/Delete Overlay Format”.

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## Stamp

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### Background No.

---

❖ **Size**

Make settings for the size of background numbers. See p.54 “Background Numbering”.

- 1X
- 2X
- 4X
- 8X

 **Note**

Default: *1X*

❖ **Density**

Make settings for the density of background numbers. See p.54 “Background Numbering”.

- Light
- Normal
- Dark
- Very Dark

 **Note**

Default: *Normal*

---

### Preset Stamp

---

❖ **Stamp Type Priority**

Specifies the default user stamp selected as the preset stamp. See p.55 “Preset Stamp”.

- COPY
- URGENT
- PRIORITY

- For Your Info.
- DRAFT
- PRELIMINARY
- For Internal Use Only
- CONFIDENTIAL

 **Note**

Default: *COPY*

❖ **Stamp Settings**

Specifies the stamp orientation, position, size, and density for each preset stamp (COPY, URGENT, PRIORITY, For Your Info., DRAFT, PRELIMINARY, For Internal Use Only, CONFIDENTIAL). You can make separate settings for both horizontal and vertical. See p.55 "Preset Stamp".

- Orientation (Normal, Rotate 90deg.)
- Position (Top left, Top center, Top right, Left center, Center, Right center, Bottom left, Bottom center, Bottom right)
  - Adjust
    - Left/Right:
      - Metric version: 4 - 280 mm
      - Inch version: 0.16 - 11.0"
    - Top/Bottom:
      - Metric version: 4 - 400 mm
      - Inch version: 0.16 - 15.7"
    - Center (Left/Right):
      - Metric version: Left 140 - Right 140 mm
      - Inch version: Left 5.5 - Right 5.5"
    - Center (Top/Bottom):
      - Metric version: Left 200 - Right 200 mm
      - Inch version: Left 7.9 - Right 7.9"
- Size (1X, 2X, 4X, 8X)
- Density (Normal, Lighter, Lightest)

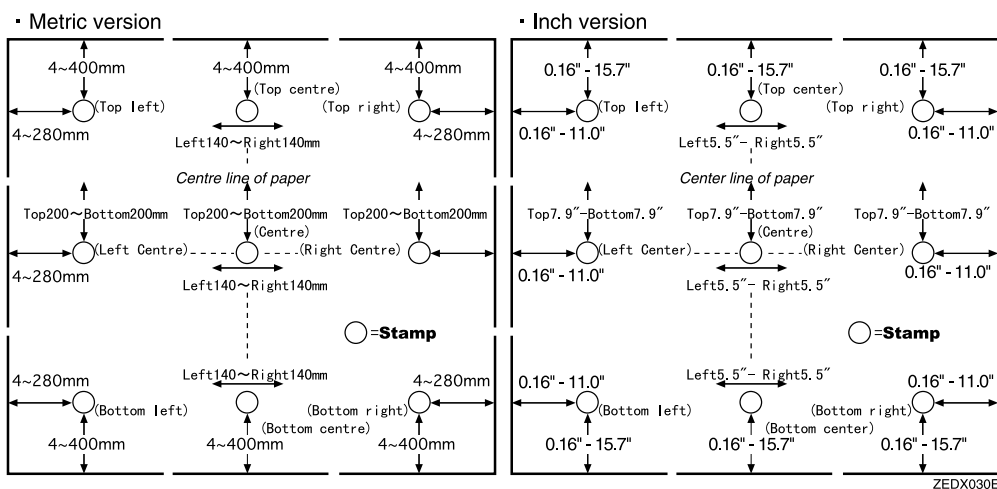
 **Note**

Default:

- Orientation: *Normal*
- Position: *Bottom right*
  - Adjust
    - Left/Right:
      - Metric version: *24 mm*

- Inch version: 0.9"
- Top/Bottom:
  - Metric version: 24 mm
  - Inch version: 0.9"
- Center (Left/Right):
  - Metric version: 0 mm
  - Inch version: 0.0"
- Center (Top/Bottom):
  - Metric version: 0 mm
  - Inch version: 0.0"
- Size: 1X
- Density: Normal

4



## User Stamp

### ❖ Program/Del. User Stamp

You can store, change, or delete a design of your choice as a user stamp.

#### Note

You can store up to four user stamps. See p.58 "User Stamp".

#### Reference

For details about deleting user stamps, see p.60 "Program/Delete User Stamp".

### ❖ Stamp Settings

Specifies the stamp orientation, position, and density for user stamps. You can set separate settings for horizontal and vertical. See p.58 "User Stamp".

- Orientation (Normal, Rotate 90deg.)



- Position (Top left, Top center, Top right, Left center, Center, Right center, Bottom left, Bottom center, Bottom right)
  - Adjust
    - Left/Right:
      - Metric version: 4 - 280 mm
      - Inch version: 0.16 - 11.0"
    - Top/Bottom:
      - Metric version: 4 - 400 mm
      - Inch version: 0.16 - 15.7"
    - Center (Left/Right):
      - Metric version: Left 140 - Right 140 mm
      - Inch version: Left 5.5 - Right 5.5"
    - Center (Top/Bottom):
      - Metric version: Left 200 - Right 200 mm
      - Inch version: Left 7.9 - Right 7.9"
- Density (Normal, Lighter, Lightest)

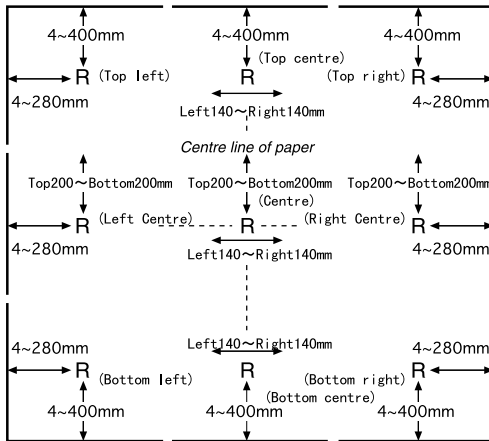
 **Note**

Default:

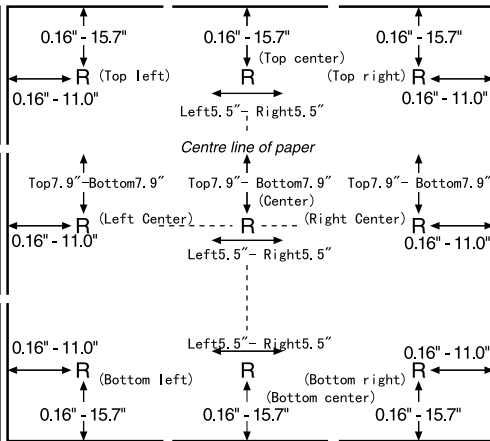
- Orientation: *Normal*
- Position: *Bottom right*
  - Adjust
    - Left/Right:
      - Metric version: *24 mm*
      - Inch version: *0.9"*
    - Top/Bottom:
      - Metric version: *24 mm*
      - Inch version: *0.9"*
    - Center (Left/Right):
      - Metric version: *0 mm*
      - Inch version: *0.0"*
    - Center (Top/Bottom):
      - Metric version: *0 mm*
      - Inch version: *0.0"*

• Density: *Normal*

• Metric version



• Inch version



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**Date Stamp**

❖ **Format Priority**

You can specify the date stamp format. See p.61 "Date Stamp".

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD
- DD.JUN.YYYY

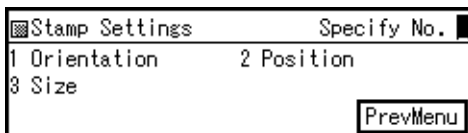
**Note**

Default: *MM/DD/YYYY*

❖ **Stamp Settings**

Specifies Date Stamp conditions. See p.61 "Date Stamp".

You can specify the stamp orientation, position, and size for the date stamp.



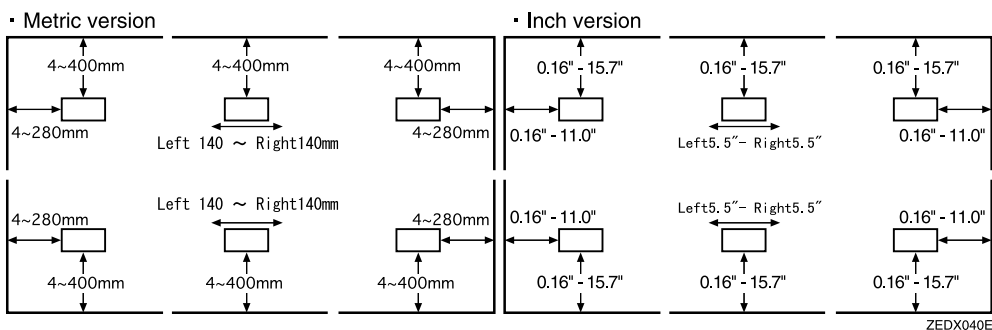
- Orientation (Normal, Rotate 90deg.)
- Position (Top left, Top center, Top right, Bottom left, Bottom center, Bottom right)
  - Adjust
    - Left/Right:
      - Metric version: 4 - 280 mm

- Inch version: 0.16 - 11.0"
- Top/Bottom:
  - Metric version: 4 - 400 mm
  - Inch version: 0.16 - 15.7"
- Center (Left/Right):
  - Metric version: Left 140 - Right 140 mm
  - Inch version: Left 5.5 - Right 5.5"
- Size (1X, 2X, 4X, 8X)

### Note

#### Default:

- Orientation: *Normal*
- Position: *Top left*
  - Adjust
    - Left/Right:
      - Metric version: 24 mm
      - Inch version: 0.9"
    - Top/Bottom:
      - Metric version: 24 mm
      - Inch version: 0.9"
    - Center(Left/Right):
      - Metric version: 0 mm
      - Inch version: 0.0"
  - Size: 1X



---

## Page Numbering

---

### ❖ Format Priority

Specifies the page number format by pressing **[Page]**. See p.64 "Page Numbering".

- 1, 2...
- -1-, -2-...
- P.1,P.2...
- P1,P2...
- 1/5, 2/5...

#### Note

Default: 1, 2...

### ❖ Stamp Settings

Specifies Page Numbering conditions. See p.64 "Page Numbering". You can specify stamp orientation and position for the page number.

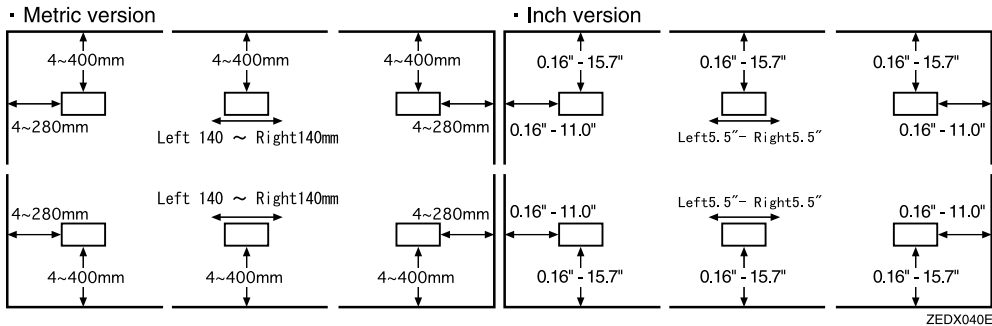
- Orientation: (Normal, Rotate 90deg.)
- Position: (Top left, Top center, Top right, Bottom left, Bottom center, Bottom right)
  - Adjust
    - Left/Right:
      - Metric version: 4 - 280 mm
      - Inch version: 0.16 - 11.0"
    - Top/Bottom:
      - Metric version: 4 - 400 mm
      - Inch version: 0.16 - 15.7"
    - Center (Left/Right):
      - Metric version: Left 140 - Right 140 mm
      - Inch version: Left 5.5 - Right 5.5"

#### Note

Default:

- Orientation: *Normal*
- Position: *Top left*
  - Adjust
    - Left/Right:
      - Metric version: 24 mm
      - Inch version: 0.9"
    - Top/Bottom:

- Metric version: 24 mm
- Inch version: 0.9"
- Center (Left/Right):
- Metric version: 0 mm
- Inch version: 0.0"



## Key Operator Tools

If a key operator code is already entered, you cannot begin key operator settings unless you enter the key operator code (up to eight digits).



### ❖ Program/Change/Delete User Code

You can register, change, or delete user codes (up to eight digits).  
You can store up to 50 user codes.

- Program  
You can register new user codes.  
Press [**Program**], and then enter the user code using the number keys.
- Change  
You can change user codes.  
Press [**Change**], and then enter the user code.
- Delete User Code  
You can delete user codes.  
Press [**Delete**], and then enter the user code you want to delete.
- Delete All User Codes  
You can delete all user codes.  
Press [**Del. All**].

❖ **Display/Clear/Print Counter per Code**

You can check or print the number of copies made under each user code. You can also reset each user code's counter to 0.

- **Print Counter List**  
Press **[Print]**.
- **Reset Counter**  
Select a counter, and then press **[per Code]**.
- **Reset All Counters**  
Press **[All]**.

# 5. Specifications

## Main Unit

### ❖ Configuration:

Desktop

### ❖ Originals:

Sheet

### ❖ Original size (W × L):

- Metric version: 182 × 140 mm-914 × 3600 mm
- Inch version: 7" × 5"-36" × 142"

### ❖ Copy size (W × L):

- Metric version:  
A0  -A4   
Roll paper: 210 × 280 mm-914 × 3600 mm  
Bypass tray: 210 × 257 mm-914 × 2000 mm
- Inch version:  
E  -A   
Roll paper: 8<sup>1</sup>/<sub>2</sub>" × 11" -36" × 142"  
Bypass tray: 8<sup>1</sup>/<sub>2</sub>" × 11"-36" × 78"

### ❖ Reproduction ratio:

- Metric version:  
Full size: 100.0%  
Reduce: 25.0%, 35.4%, 50.0%, 70.7%  
Enlarge: 141.4%, 200.0%, 282.8%, 400.0%  
Zoom: 25.0-200.0% (0.1% increments)  
Zoom: 200.0-400.0% (0.2% increments)
- Inch version (Engineering):  
Full size: 100.0%  
Reduce: 25.0%, 32.4%, 50.0%, 64.7%  
Enlarge: 129.4%, 200.0%, 258.8%, 400.0%  
Zoom: 25.0-200.0% (0.1% increments)  
Zoom: 200.0-400.0% (0.2% increments)
- Inch version (Architecture):  
Full size: 100.0%  
Reduce: 25.0%, 33.3%, 50.0%, 66.7%  
Enlarge: 133.3%, 200.0%, 266.7%, 400.0%  
Zoom: 25.0-200.0% (0.1% increments)  
Zoom: 200.0-400.0% (0.2% increments)

❖ **Copying speed (full-size copying):**

2 copies/minute (A0(E) ☐), 4 copies/minute (A1(D) ☐)

❖ **Warm-up time:**

Less than 2 minutes (23°C)

❖ **First copy time:**

- Metric version:

When selected upper tray: 22 seconds (A1 ☐, Paper roll tray 1), 34 seconds (A1 ☐, Bypass Tray)

- Inch version:

When selected upper tray: 22 seconds (D ☐, Paper roll tray 1), 34 seconds (D ☐, Bypass Tray)

❖ **Repeat copy:**

- Metric version:

- Main unit only

Width	Length
914/880 mm	Up to 1219 mm
841 mm	Up to 1325 mm
594 mm	Up to 1875 mm
420 mm	Up to 2652 mm (Transportation distance: 2000 mm)
297 mm	Up to 3600 mm (Transportation distance: 2000 mm)
When deleting a copy size: Up to 3600 mm	

- Optional HDD installed  
3600 mm (any width)

- Inch version (Engineering):

- Main unit only

Width	Length
34"	Up to 50.8"
22"	Up to 78.5"
17"	Up to 101.6"
11"	Up to 157"
8 <sup>1</sup> / <sub>2</sub> "	Up to 203.2"
When deleting a copy size: Up to 50.8"	

- Optional HDD installed  
236" (any width)



- Inch version (Architecture):
  - Main unit only

Width	Length
36" (30")	Up to 48"
24"	Up to 72"
18"	Up to 96"
12"	Up to 144"
9"	Up to 192"
When deleting a copy size: Up to 48"	

- Optional HDD installed  
236" (any width)

❖ **Non-reproduction area:**

- Metric version:
  - Top: 8 mm
  - Bottom: 8 mm
  - Left and Right  $2 \pm 2$  mm (less than 5 mm on either side)
- Inch version:
  - Top: 0.32"
  - Bottom: 0.32"
  - Left and Right  $0.08" \pm 0.08"$  (less than 0.2" on either side)

❖ **Continuous copying count:**

20 copies

❖ **Copy paper capacity:**

bypass tray

# Combination Chart

The combination chart below shows modes that can be used together.

	You try to select function	Paper Select	Reduce/Enlarge										Original Type Setting							Copy Image Density	Paper Type															
	Required options																																			
Already selected function	Required options	You try to select mode	Auto Paper Select	Manual Paper Select: Paper roll	Manual Paper Select: Cut paper	Bypass Tray	Preset Reduce/Enlarge	User Reduce/Enlarge	Zoom	Auto Reduce/Enlarge	User Auto Reduce/Enlarge	Directional Magnification (%)	Directional Size Magnification (mm)	Fine Directional Magnification	Original Size Auto Detect	Text	Text/Photo	Photo	Drawing	Pale	Generation Copy	Sharpen Text	Background Lines	Auto Image Density	Manual Image Density	Plain paper	Translucent paper	Translucent film	Recycled paper							
Paper Select	Already selected mode																																			
	Auto Paper Select		B	B	B		1	1		B	B	B	B	B	B																					
	Manual Paper Select: Paper roll		B	B	B																															
	Manual Paper Select: Cut paper		B	B	B																															
Reduce/Enlarge	Bypass Tray		B	B	B					T	T	T	T	T	T																					
	Preset Reduce/Enlarge						B	B	B	B	B	B	B	B	B																					
	User Reduce/Enlarge		1				B	B	B	B	B	B	B	B	B																					
	Zoom		1				B	B	B	B	B	B	B	B	B																					
	Auto Reduce/Enlarge		B				B	B	B	B	B	B	B	B	B																					
	User Auto Reduce/Enlarge		B				B	B	B	B	F	F	F	F	F																					
Original Type Setting	Directional Magnification (%)		F				B	B	B	B	B	B	B	B																						
	Directional Size Magnification (mm)		F				B	B	B	B	B	B	B	B																						
	Fine Directional Magnification		-	-	-	-	-	-	-	-	-	-	-	-																						
	Original Size Auto Detect		F							F	F				2																					
	Text														2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B			
	Text/Photo														2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B			
	Photo														2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B			
	Drawing														2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B		
	Pale														2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
	Generation Copy														2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
Copy Image Density	Sharpen Text													2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B		
	Background Lines													2		B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	
Paper Type	Auto Image Density													2		B	B																			
	Manual Image Density													2		B	B																			
	Plain paper													2																						
	Translucent paper													2																						
Edit	Translucent film													2																						
	Recycled paper													2																						
	Positive/Negative													2																						
	Mirror Image													2																						
	Double Copies		4							F	F			2																						
	Image Repeat		B				B				F	F		2																						
Shift/Erase	Image Overlay (Overlay 1)		4			R							2																							
	Format Overlay (Overlay 2)		4			R							2																							
	User Format Overlay		4			R							2																							
	Erase Border		4										2																							
Stamp	Erase Inside/Outside		4										2																							
	Shift		4										2																							
	Margin Adjustment		B			B				F	F		2																							
	Background Numbering		W										2																							
	Preset Stamp		W										2																							
	User Stamp		W H										2																							
Sort/Rotate Sort	Date Stamp		W									2																								
	Page Numbering		W									2																								
	Repeat User Stamp		W H									2																								
	Sort									B			2																							
Copy Paper Cut	Rotate Sort									B	1	1									F	F			2											
	Synchro Cut		B			B	B			B	B		2																							
	Variable Cut		B			B	B			F	B		2																							
Copy Mode	Preset Cut		B			B				B		2																								
	Sample Copy		4			F						2																								
	Partial Copy		4									2																								
	Copy Start Method: Press Start Key		4									2																								
	Job Preset						F					2																								
Interrupt Copy											2																									

	You try to select function		Edit				Shift/Erase			Stamp			Sort/Rotate Sort	Copy Paper Cut	Copy Mode															
	Required options					H				W	W	W	W	W	H															
Already selected function	Required options		Positive/Negative	Mirror Image	Double Copies	Image Repeat	Image Overlay (Overlay 1)	Format Overlay (Overlay 2)	User Format Overlay	Erase Border	Erase Inside/Outside	Shift	Margin Adjustment	Background Numbering	Preset Stamp	User Stamp	Date Stamp	Page Numbering	Repeat User Stamp	Sort	Rotate Sort	Synchro Cut	Variable Cut	Preset Cut	Sample Copy	Partial Copy	Copy Start Method: Press Start Key	Job Preset	Interrupt Copy	
Paper Select	Already selected mode																													
	Auto Paper Select			4	B	4	4	4	4	4	4	4	B										B	B	B	4	4	-	-	
	Manual Paper Select: Paper roll																						B	B	B			-	-	
	Manual Paper Select: Cut paper					F							F										B	B	B			-	-	
	Bypass Tray																						B	B	B	F		-	F	R
Reduce/Enlarge	Preset Reduce/Enlarge																													
	User Reduce/Enlarge																													
	Zoom																													
	Auto Reduce/Enlarge				F	F							F											B	B					
	User Auto Reduce/Enlarge				F	F							F											B	B	B				
	Directional Magnification (%)																													
	Directional Size Magnification (mm)																													
	Fine Directional Magnification		-	-	-	-	-	-	-	-	-	-	-																	
	Original Size Auto Detect				F	F																								
Original Type Setting	Text																													
	Text/Photo																													
	Photo																													
	Drawing																													
	Pale																													
	Generation Copy																													
	Sharpen Text																													
	Background Lines																													
Copy Image Density	Auto Image Density																													
	Manual Image Density																													
Paper Type	Plain paper																													
	Translucent paper																													
	Translucent film																													
	Recycled paper																													
Edit	Positive/Negative																													
	Mirror Image																													
	Double Copies											F											F							
	Image Repeat																						F	F						F
	Image Overlay (Overlay 1)							B	B														F	F					F	R
	Format Overlay (Overlay 2)							B	B														F	F					F	R
	H User Format Overlay							B	B														F	F					F	R
Shift/Erase	Erase Border																						F	F						
	Erase Inside/Outside																						F	F						F
	Shift				F																		F	F						
	Margin Adjustment																						F	F						
Stamp	W Background Numbering																													
	W Preset Stamp																							B	B					
	W H User Stamp																							B	B					F
	W Date Stamp																													
	W Page Numbering																													
	W H Repeat User Stamp																							B	B					F
Sort/Rotate Sort	Sort				F	F	F	F	F	F	F	F	F										B	B	B		F	F	F	F
	Rotate Sort				F	F	F	F	F	F	F	F	F										B	B	B		F	F	F	F
	Synchro Cut																							F	F	B	B			
	Variable Cut																							F	B	B	B			
	Preset Cut																								B	B				
Copy Mode	Sample Copy																							F	F			B		F
	Partial Copy																							F	F					
	Copy Start Method: Press Start Key							F	F	F														F	F				F	R
	Job Preset							F	F	F	F													F	F				F	F
	Interrupt Copy							F	F	F	F													F	F				F	F

Additional Copy	x	x	o	x	x	x	x	o	x	o	o	3	3	3	3	3	3	x	x	o	o	o	x	x	-	o
Copying from the Bypass Tray (after scanning)	x	x	o	x	x	x	x	o	x	o	x	3	3	3	3	3	3	x	x	x	x	x	x	x	-	x
Sort (when scanning)	o	o	x	x	x	x	x	o	x	x	x	x	x	x	x	x	x	x	x	o	o	o	x	x	x	x
Rotate Sort (when scanning)	o	o	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	o	o	o	x	x	x	x
Overlay (before 2nd scan)	o	o	x	x	x	x	o	o	o	x	x	x	x	x	x	x	x	x	x	o	o	o	x	x	x	x

ABB5325

### ❖ Symbols used in the chart

Blank	Can be used together.
F	Cannot be used together. The first mode selected is active.
B	Cannot be used together. The second mode selected is active.
R	Cannot set modes after the original is scanned.
Numbers	Number of modes that can used together.
1	Can be used together when copying at full size.
2	Can be used together when using Additional Copy. You can select the bypass tray after scanning the original.
3	Cannot set the stamp function. If you have already set a stamp, you can change or delete it.
4	Cannot select Auto Paper Select when you use Rotate Copy.
Symbols	
○	Can be used together. The first mode selected has priority.
×	Cannot be used together. The second mode selected has priority.
—	Cannot select. It is set with User Tools.
Required options	
W	stamp board and optional HDD
H	optional HDD

# Supplementary Specifications

## ❖ Fine Directional Magnification (Additional Copy)

- When Fine Magnification is selected, depending on the pattern of original, moire patterns may appear or image quality deteriorate.

## ❖ Job Preset

- Number of sheets that can be set for Job Preset and each paper size are as follows:

	HDD installed	HDD not installed
A0	50 sheets	—
A1	100 sheets	2 sheets
A2	100 sheets	4 sheets
A3	100 sheets	8 sheets
A4	100 sheets	16 sheets

- You cannot use the following functions with Job Preset:
  - Recalling a Program
  - Copying from the Bypass Tray
  - Sort/Rotate Sort
  - Image Overlay/Format Overlay
  - Erase Inside/Erase Outside
  - Image Repeat
  - User Stamp
  - Repeat User Stamp
  - Sample Copy
- You cannot preset a job while a job is being sorted.
- The maximum number of jobs that can be preset is 99.
- Depending on the size of original, you may not be able to preset more jobs even if below the maximum.

## ❖ Copying from the Bypass Tray

- The width for paper in the bypass tray is 210 - 914 × 2000 mm (8<sup>1</sup>/<sub>2</sub>" - 36" × 78").

## ❖ Selecting Copy Paper

- If you change the paper type, copying may take longer to start.
- When Auto Paper Select is selected, copying may take slightly longer since the machine selects the copy paper after scanning the original.

❖ **Sort/Rotate Sort**

- You can use Sort for copy sizes up to A0(E).
- You can use Rotate Sort for copy sizes up to A0(E) (HDD installed), A1 (D) (HDD not installed).
- You can use the following paper sizes with Rotate Sort:

Metric version	420 mm × 297 mm (A3) 594 mm × 420 mm (A2) 841 mm × 594 mm (A1) 515 mm × 364 mm (B3 JIS) 728 mm × 515 mm (B2 JIS)
Inch version (Engineering)	11" × 17" (B) 17" × 22" (C) 22" × 34" (D)
Inch version (Architecture)	12" × 18" (B) 18" × 24" (C) 24" × 36" (D)

- The number of originals that can be scanned for Sort and Rotate Sort is as follows:

	HDD installed	HDD not installed
A0(E) *1	100 sheets	1 sheet
A1(D)	100 sheets	2 sheets
A2(C)	100 sheets	4 sheets
A3(B)	100 sheets	8 sheets
A4(A) *1	100 sheets	17 sheets

\*1 Sort only. You cannot use A4(A) with Rotate Sort.

❖ **Preset Reduce/Enlarge**

- You can set the magnification ratio from 25.0 to 400.0%.
- You can select one of 8 preset ratios (4 enlargement ratios, 4 reduction ratios).
- The relationship between original size and paper size enlarged/reduced by the preset ratios is as follows:

❖ **Metric version**

Ratio (%)	Original size → Paper size
400.0 (16 times in area ratio)	A4→A0
282.8 (8 times in area ratio)	A3→A0, A4→A1, B4→B1

200.0 (twice in area ratio)	A2→A0, A3→A1, A4→A2, B3→B1, B4→B2
141.4 ( $1/2$ in area ratio)	A1→A0, A2→A1, A3→A2, A4→A3, B2→B1, B3→B2, B4→B3
70.7 ( $1/4$ in area ratio)	A0→A1, A1→A2, A2→A3, A3→A4, B1→B2, B2→B3, B3→B4
50.0	A0→A2, A1→A3, A2→A4, B1→B3, B2→B4
35.4	A0→A3, A1→A4, B1→B4
25.0	A0→A4

#### ◆ Inch version (Engineering)

Ratio(%)	Original size → Paper size
400.0	A → E
258.8	A → D, B → E
200.0	A → C, B → D, C → E
129.4	A → B, B → C, C → D, D → E
64.7	B → A, C → B, D → C, E → D
50.0	C → A, D → B, E → C
32.4	D → A, E → B
25.0	E → A

#### ◆ Inch version (Architecture)

Ratio(%)	Original size → Paper size
400.0	A → E
266.7	A → D, B → E
200.0	A → C, B → D, C → E
133.3	A → B, B → C, C → D, D → E
66.7	B → A, C → B, D → C, E → D
50.0	C → A, D → B, E → C
33.3	D → A, E → B
25.0	E → A

- You can select a ratio regardless of original size, or paper roll cut method. With certain ratios, parts of the image might not copy or margins will appear.

**❖ Zoom**

- You can set the magnification ratio from 25.0 to 400.0%.
- You can select a ratio regardless of original size, or paper roll cut method. With certain ratios, parts of the image might not copy or margins will appear.

**❖ Directional Magnification**

- You can set the magnification ratio from 25.0 to 400.0%.
- You can enter a ratio (%) regardless of original and copy paper size. With certain ratios, parts of the image might not copy or margins will appear.
- When you set Directional Magnification (mm), if the calculated ratio is less or more than the maximum ratio, the ratio is set to the minimum or maximum ratio respectively. With certain ratios, parts of the image might not copy or margins will appear.
- You cannot use Directional Magnification if Auto Paper Select is selected.

**5****❖ Margin Adjustment**

- If you set the margin too long for the original, parts of the image might not copy.



**❖ Shift**

- When using the print and shift settings, the print position moves according to the orientation and length of the shift setting.
- You can use Shift for copy sizes up to A0 (E).
- If you set the margin too long for the original, parts of the image might not copy.

**❖ Erase Inside/Erase Outside**

- If the original is larger than A1, you can only erase one area (Metric version).
- If the original is larger than C, you can only erase one area (Inch version).

**❖ Double Copies**

- You can copy an image up to A2 (C)  size using Double Copies. You can use paper sizes up to A1 (D) .

**❖ Image Repeat**

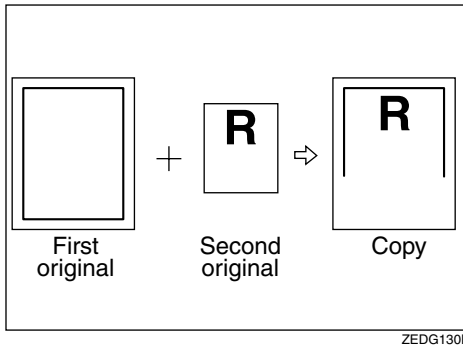
- Depending on paper size and reproduction ratio, the repeated images may be cropped.
- You can use Image Repeat for copy sizes up to A1(D).
- When Image Repeat is selected, the maximum length for Variable Cut is 1219 mm (48").



- If you have used Image Repeat with the stamp function, you cannot delete only the repeated image when using Additional Copy.

### ❖ Image Overlay

- When using Image Overlay, you should use a second original larger than the first. Because the background image (first original image) will be cut if Preset Cut is selected, and if the second original is smaller than the first.



- You cannot shift the position of the first or second original after the composite image is created. To change the position, move one of the originals. Use the composite copy itself as an original, or insert originals using the carrier sheet.
- If you use Shift with Additional Copy after creating an Image Overlay copy, the composite image moves. You cannot move individual original images.
- When using the following functions, the effects are applied to the composite image created using Image Overlay.
  - Shift
  - Margin Adjustment
  - Erase Border
  - Area Selection
  - Mirror Image
  - Double Copies
  - Image Repeat
- When you set Image Overlay with Image Repeat, the maximum size using Image Overlay function is A0(E). However, if you create an Image Overlay copy using A0(E)  size paper, the composite image data is lost.

### ❖ Format Overlay

- When selecting the programmed user format, if the sizes of the programmed user format and original to be overlaid on the programmed user format are different, the image is created at the size of the overlaid original.
- The maximum paper size is A0 (E). However, if you create an Image Overlay copy using A0(E) size paper, the composite image data is lost.

❖ **Background Numbering**

- A pattern-like image may appear in the area where an original's picture overlaps the background number.

❖ **Preset Stamp**

- You can stamp onto paper sizes up to A0 (E).
- You can change the size and density of the stamp. Depending on settings, image density may change.
- When you change the size of the stamp, it may be cropped depending on the paper size.
- When you set the stamp position to "Bottom Left"/"Bottom Center"/"Bottom Right", and then use Rotate Sort or Rotate Copy, the stamp position may shift.

❖ **User Stamp/Date Stamp**

- You can stamp onto paper sizes up to A0 (E).

❖ **Page Numbering**

- When using page numbering with the bypass tray selected, the stamp position is based on original size multiplied by the magnification ratio.

❖ **Repeat User Stamp**

- You can print on paper sizes up to A0 (E).
- A pattern-like image may appear in the area where an original's picture overlaps the background number.

# Scan Size Limitations, by Function

The following chart shows scan size limitations for the Shift, Margin Adjustment, Edit, and Stamp functions.

Shift		less than 3.6 m (141.8")
Margin Adjustment		less than 3.6 m (141.8")
Image Overlay	Image Overlay	A0(E)
	Format Overlay	A0(E)
Erase	Erase Inside	A1(D) or smaller, 5 locations A0(E) or smaller, 1 location
	Erase Outside	A1(D) or smaller, 5 locations A0(E) or smaller, 1 location
	Erase Border	less than 3.6 m (141.8")
	Erase Inside, Erase Border, and Image Overlay Combinations	A1(D)
	Erase Outside and Image Overlay Combinations	A1(D)
	Erase Inside, Erase Border, and Format Overlay Combinations	A1(D)
	Erase Outside and Format Overlay Combinations	A1(D)
Positive/Negative		less than 3.6 m (141.8") HDD not installed: A0
Mirror Image		less than 3.6 m (141.8")
Double Copies		less than 3.6 m (141.8")
Image Repeat	with no other modes	A0(E)
	with Erase Border	A0(E)
	with Image Overlay	A0(E)
	with Format Overlay	A0(E)
Stamp		A0(E)

# Settings Record Sheet

## ◆ Program Record Sheet

5

Program No.	Original name	Function 1	Function 2	Function 3	Function 4	Function 5
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Make copies of this sheet to keep a record of your program settings.

## ◆ Stored Format Record Sheet

Format No.	Original name	Note	Date
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Make copies of this sheet to keep a record of your format settings.

◆ **User Stamp Record Sheet**

5

Record No.	Corporation/section/project...etc	Stamp image	Date	
1				
2				
3				
4				

Make copies of this sheet to keep a record of your user stamps.

## Magnification Ratio Chart

### ❖ Metric version (A series)

		Copy size (mm)				
		%	A0	A1/B1	A2/B2	A3/B3
Original size	A0	100.0	70.7	50.0	35.4	25.0
	A1/B1	141.4	100.0	70.7	50.0	35.4
	A2/B2	200.0	141.4	100.0	70.7	50.0
	A3/B3	282.8	200.0	141.4	100.0	70.7
	A4/B4	400.0	282.8	200.0	141.4	100.0

### ❖ Inch version (Engineering)

		Copy size (in)				
		%	E	D	C	B
Original size	E	100.0	64.7	50.0	32.4	25.0
	D	129.4	100.0	64.7	50.0	32.4
	C	200.0	129.4	100.0	64.7	50.0
	B	258.8	200.0	129.4	100.0	64.7
	A	400.0	258.8	200.0	129.4	100.0

### ❖ Inch version (Architecture)

		Copy size (in)				
		%	E	D	C	B
Original size	E	100.0	66.7	50.0	33.3	25.0
	D	133.3	100.0	66.7	50.0	33.3
	C	200.0	133.3	100.0	66.7	50.0
	B	266.7	200.0	133.3	100.0	66.7
	A	400.0	266.7	200.0	133.3	100.0

## Measure Chart

### ❖ Metric version (A series)

	Width × Length (mm)
A0	841 × 1189
A1	594 × 841
A2	420 × 594
A3	297 × 420
A4	210 × 297
B1	728 × 1030
B2	515 × 728
B3	364 × 515
B4	257 × 364

5

### ❖ Inch version (Engineering)

	Width × Length (in)
E	34 × 44
D	22 × 34
C	17 × 22
B	11 × 17
A	8 <sup>1</sup> / <sub>2</sub> × 11

### ❖ Inch version (Architecture)

	Width × Length (in)
E	36 × 48
D	24 × 36
C	18 × 24
B	12 × 18
A	9 × 12



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