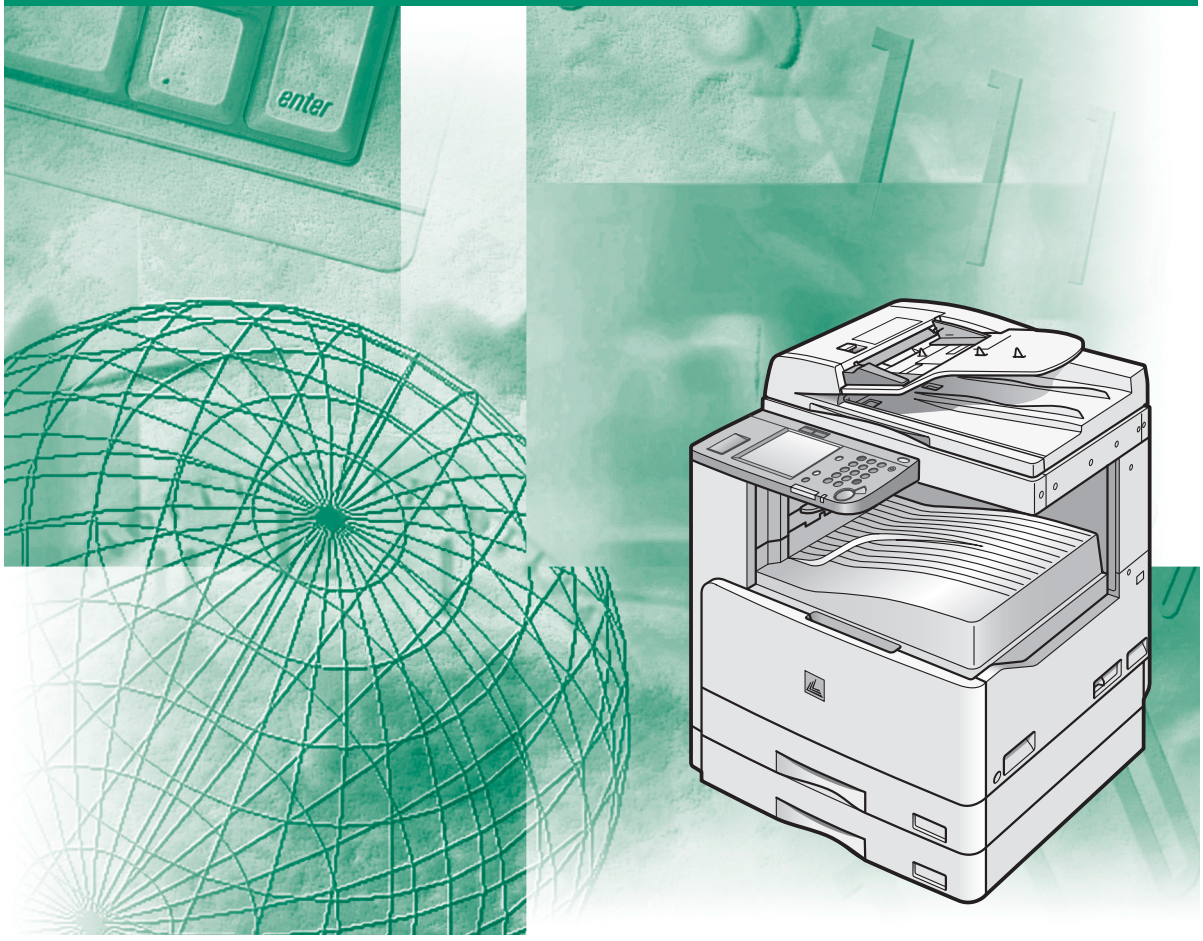
Canon

imageCLASS MF7280

Copying Guide



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

ENG

imageCLASS MF7280

Copying Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

• Machine Set-Up • Driver Installation	Starter Guide
• Quick Reference for Basic Operations	Easy Operation Guide
• Basic Operations • Troubleshooting	Reference Guide
• Copying Instructions	Copying Guide (This Document)
• Sending Instructions	Sending Guide
• Fax Instructions	Facsimile Guide
• Setting Up the Network Connection and Installing the CD-ROM Software	Network Quick Start Guide
• Remote User Interface Instructions	Remote UI Guide
• Network Connectivity and Setup Instructions	Network Guide
• PCL/UFR II Printer Instructions	PCL/UFR II Printer Guide
• PCL Printer Driver Installation and Instructions	PCL Driver Guide
• UFR II Printer Driver Installation and Instructions	UFR II Driver Guide
• Fax Driver Installation and Instructions	Fax Driver Guide

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 Introduction to Copying

Chapter 2 Basic Copying Features

Chapter 3 Special Copying Features

Chapter 4 Customizing Settings

Chapter 5 Appendix

Includes the combination of functions chart and index.

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

Contents

Preface . . . . . **vii**

How to Use This Manual . . . . . **vii**

Symbols Used in This Manual vii

Keys Used in This Manual viii

Displays Used in This Manual viii

Legal Notices . . . . . **ix**

Trademarks ix

Copyright ix

Disclaimers. ix

Chapter 1 Introduction to Copying

Overview of the imageCLASS MF7280 . . . . . **1-2**

Various Copying Features 1-2

Flow of Copy Operations **1-6**

Placing Originals **1-14**

Orientation 1-14

Platen Glass. 1-16

Feeder 1-20

Canceling a Copy Job **1-23**

Using the Touch Panel Display. 1-23

Using the System Monitor Screen 1-24

Reserved Copying **1-27**

Reserving Copy Jobs 1-27

Confirming Settings. **1-30**

Changing/Canceling Selected Settings **1-32**

Chapter 2 Basic Copying Features

Copy Quantity **2-2**

Specifying the Required Number of Copies 2-2

Changing the Copy Quantity 2-3

Paper Selection **2-5**

Automatic Paper Selection 2-5

Manual Paper Selection 2-7

Copy Exposure and Original Type Settings 2-14
Manual Exposure Adjustment 2-15
Original Type Selection 2-16
Automatic Exposure Adjustment 2-18
Changing the Copy (Zoom) Ratio 2-19
Preset Zoom 2-20
Zoom by Percentage 2-22
Auto Zoom 2-23
Collating Copies 2-27
Page Order (Collate) 2-28
Same Page (Group) 2-30
Two-Sided Copying 2-32
1 to 2-Sided 2-35
2 to 2-Sided 2-38
2 to 1-Sided 2-41
Book to 2-Sided 2-43

Chapter 3 Special Copying Features

Two-Page Separation 3-2
Image Combination 3-5
Frame Erase 3-11
Original Frame Erase 3-13
Book Frame Erase 3-17
Binding Erase. 3-20
Different Size Originals 3-23
Adjusting the Contrast (Sharpness) 3-26
Memory Keys 3-29
Storing Copy Settings 3-29
Naming a Memory Key 3-33
Recalling Copy Settings 3-35
Erasing Copy Settings 3-36

Chapter 4 Customizing Settings

Copy Settings Table **4-2**
Image Orientation Priority **4-3**
Auto Orientation **4-5**
Changing the Current Standard Settings **4-7**
Storing New Standard Settings 4-7
Initializing Standard Settings 4-10
Restoring the Default Copy Settings **4-12**

Chapter 5 Appendix

Combination of Functions Chart **5-2**
Index **5-3**

Preface

Thank you for purchasing the Canon imageCLASS MF7280. Please read this manual thoroughly before operating the machine in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

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

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

Keys Used in This Manual

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

- Touch Panel Display Keys: [Key Name]

  Examples: [Cancel]
  [Done]

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

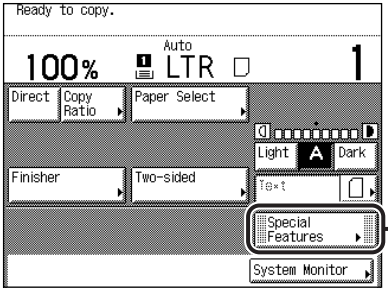
  Examples: (Start)
  (Stop)

Displays Used in This Manual

The keys which you should press are marked with a , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 **Place your originals → press [Special Features].**



Press this key for operation.

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Introduction to Copying

1
CHAPTER

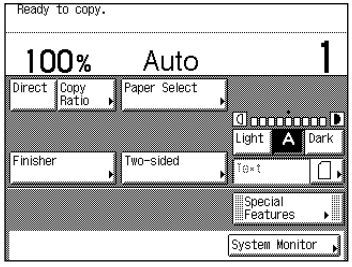
This chapter is an introduction to the Copy function.

Overview of the imageCLASS MF7280 1-2
Various Copying Features 1-2
Flow of Copy Operations 1-6
Placing Originals. 1-14
Orientation 1-14
Platen Glass 1-16
Feeder 1-20
Canceling a Copy Job. 1-23
Using the Touch Panel Display 1-23
Using the System Monitor Screen 1-24
Reserved Copying 1-27
Reserving Copy Jobs 1-27
Confirming Settings 1-30
Changing/Canceling Selected Settings 1-32

Overview of the imageCLASS MF7280

Most operations of this machine are done from the touch panel display. To use the Copy function, press the appropriate keys in accordance with the messages displayed on the touch panel display.

Various Copying Features



Copy Basic Features Screen

The screen on the left, which appears when COPY (COPY) is selected, is called the Copy Basic Features screen.

Paper Select

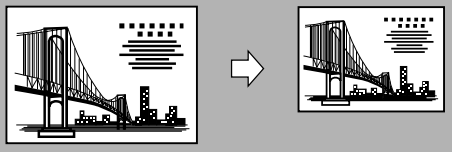
→ **See p. 2-5**

Press to select the paper size/type and the paper source. (See "Paper Selection," on p. **2-5**.)

Copy Ratio

→ **See p. 2-19**

Press to reduce or enlarge the copy size. (See "Changing the Copy (Zoom) Ratio," on p. **2-19**.)



Direct

→ **See p. 2-19**

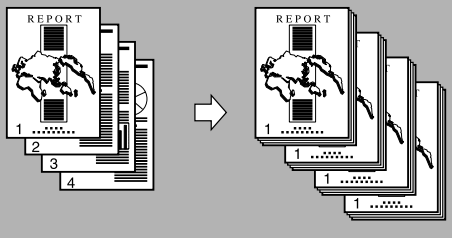
Press to make copies in the same size as your original. (See "Changing the Copy (Zoom) Ratio," on p. **2-19**.)

Finisher

→ See p. 2-27

Press to select the Collate or Group mode. (See "Collating Copies," on p. **2-27**.)

[Collate (Page order)] Is Selected

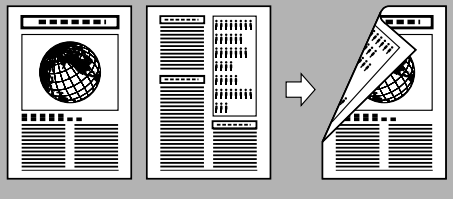


Two-sided

→ See p. 2-32

Press to make [1▶2-Sided], [2▶2-Sided], [2▶1-Sided], or [Book▶2-Sided] copies. (See "Two-Sided Copying," on p. **2-32**.)

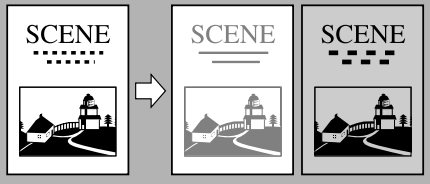
[1▶2-Sided] Is Selected



Light | A | Dark

→ See p. 2-14

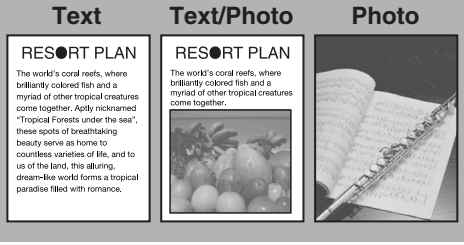
Press [Light] or [Dark] to manually adjust the copy exposure. Press [A] (Auto) to select or cancel the automatic copy exposure adjustment. (See "Copy Exposure and Original Type Settings," on p. **2-14**.)



Text

→ See p. 2-16

Press to make copies according to the type of original ([Text], [Text/Photo], or [Photo]). (See "Original Type Selection," on p. **2-16**.)



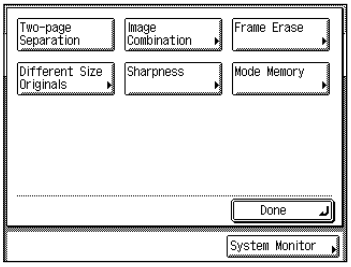
Special Features

→ See Chapter 3

Press to select a Special Features mode.

System Monitor ▸ **→ See the Reference Guide**

Press to check the progress of a copy job or cancel printing.



Special Features Screen
The screen on the left, which appears on the touch panel display when you press [Special Features] on the Copy Basic Features screen, is called the Special Features screen. All special copy modes are displayed here. In some cases, when a mode is selected, a more detailed screen for the selected mode appears.

To close the Special Features screen and return to the Copy Basic Features screen, press [Done].

Two-page Separation **→ See p. 3-2**

Press to select or cancel the Two-page Separation mode. This mode enables you to copy facing pages of an opened book onto separate copy sheets. (See "Two-Page Separation," on p. **3-2**.)

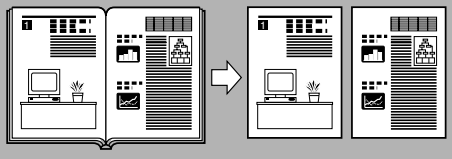
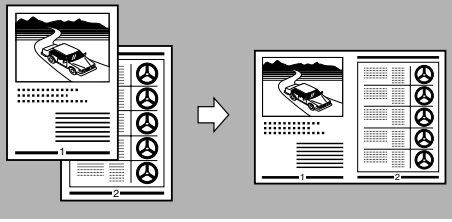


Image Combination ▸ **→ See p. 3-5**

Press to automatically reduce two or four originals to fit onto a one-sided or two-sided copy sheet. (See "Image Combination," on p. **3-5**.)

[2 On 1] Is Selected

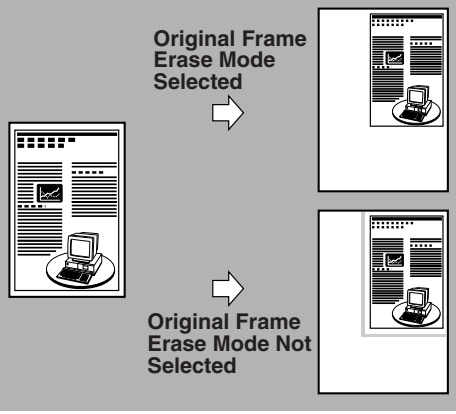


Frame Erase

→ See p. 3-11

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes. (See "Frame Erase," on p. **3-11**.)

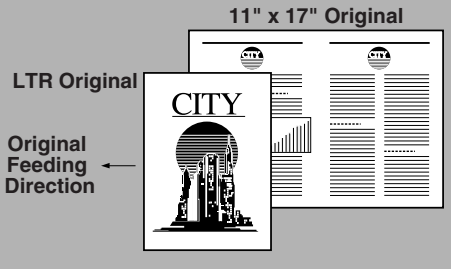
[Original Frame Erase] Is Selected



Different Size Originals

→ See p. 3-23

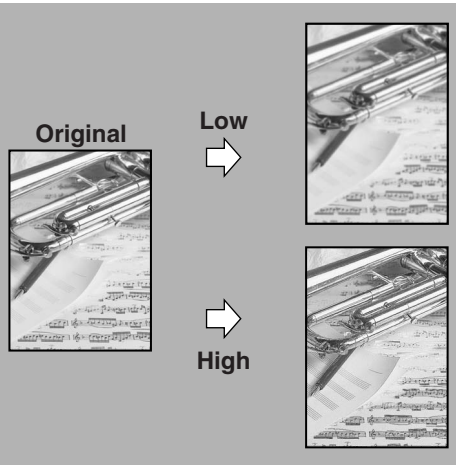
Press to make copies feeding different size originals together in one group, by placing them in the feeder. (See "Different Size Originals," on p. **3-23**.)



Sharpness

→ See p. 3-26

Press to sharpen or soften the image of the original on the copy. (See "Adjusting the Contrast (Sharpness)," on p. **3-26**.)



Mode Memory

→ See p. 3-29

Press to store or recall copy modes. (See "Memory Keys," on p. **3-29**.)

Flow of Copy Operations

This section describes the flow of basic copy operations.

NOTE

Before using the Copy function, it is useful to read the following topics:

- Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
- Routine maintenance (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)

1 Press the appropriate keys in accordance with the messages displayed on the touch panel display.

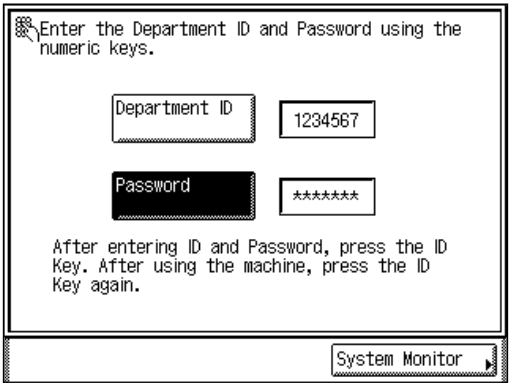
If there are no messages displayed, proceed to step 2.

● **If the message <Enter the Department ID and Password using the numeric keys.> appears:**

❑ Press [Department ID] → enter the Department ID using ⓪ - ⑨ (numeric keys).

❑ Press [Password] → enter the password using ⓪ - ⑨ (numeric keys).

❑ Press ⓘⓓ (Log In/Out).



The Basic Features screen is displayed.

NOTE

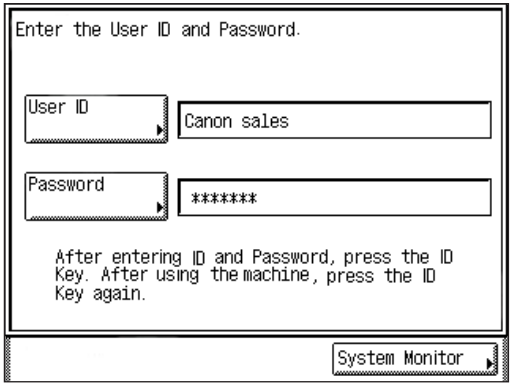
For instructions on entering the Department ID and password, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

● **If the message <Enter the User ID and Password.> appears:**

❑ Press [User ID] → enter the User ID → press [OK].

❑ Press [Password] → enter the password → press [OK].

❑ Press ⓘ (Log In/Out).

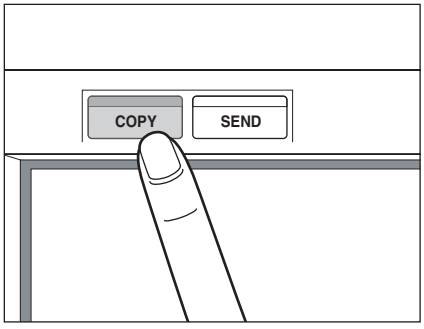


The Basic Features screen is displayed.

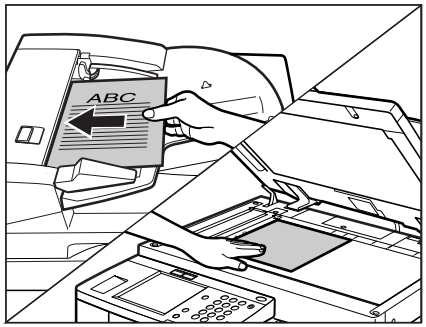
NOTE

For instructions on entering the User ID and password on the User ID Management screen, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

2 Press [COPY] (COPY).



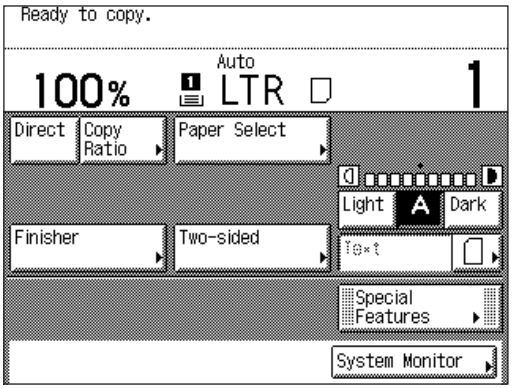
3 Place your originals.



NOTE

For instructions on placing your originals, see "Placing Originals," on p. 1-14.

4 Set the desired copy modes on the Copy Basic Features screen.

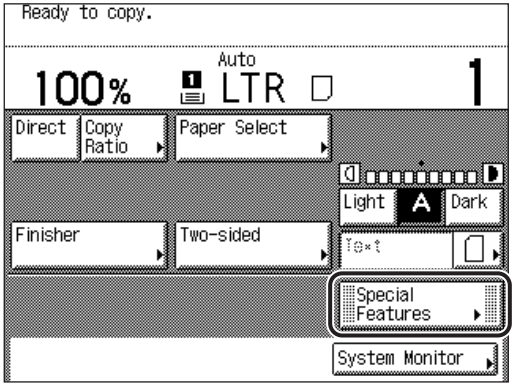


NOTE

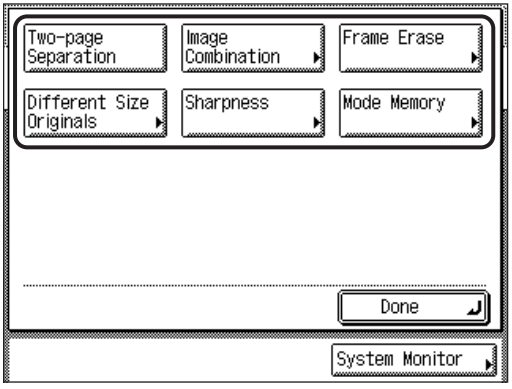
On the Copy Basic Features screen, you can select the paper size and type, copy exposure, original type, copy ratio, two-sided, and the desired Finisher mode.

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

❑ Press [Special Features].

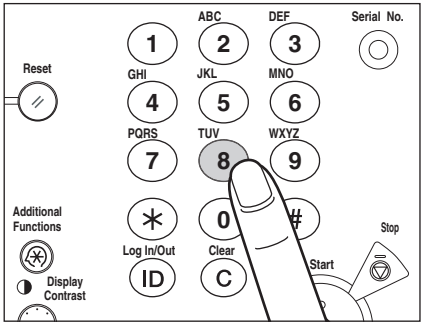


❑ Press the desired mode key to set the mode.



For more information on the other available functions on the Special Features screen, see Chapter 3.

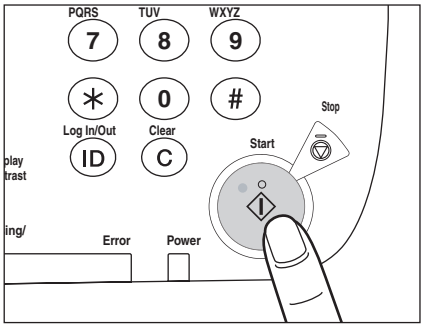
6 Enter the copy quantity.



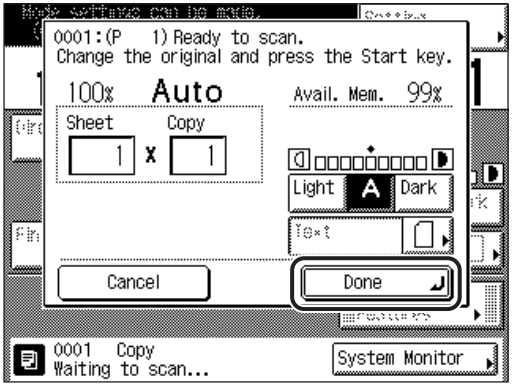
NOTE

For instructions on setting the number of copies, see "Copy Quantity," on p. 2-2.

7 Press (Start).



If the following screen is displayed, follow the instructions on the touch panel display → press (Start) once for each original. When scanning is complete, press [Done].



Copying starts.

IMPORTANT

You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

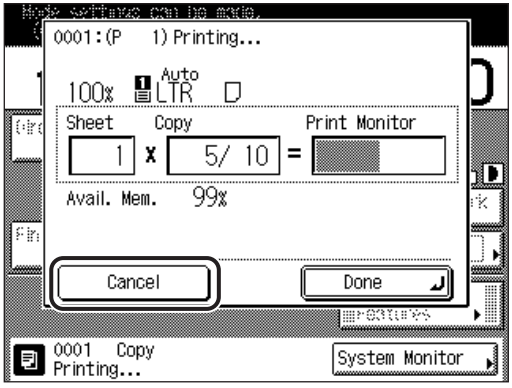
NOTE

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

8 If you want to cancel a copy job or copy another original during a copy job, follow the instructions below.

● If you want to cancel a copy job:

❑ Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.

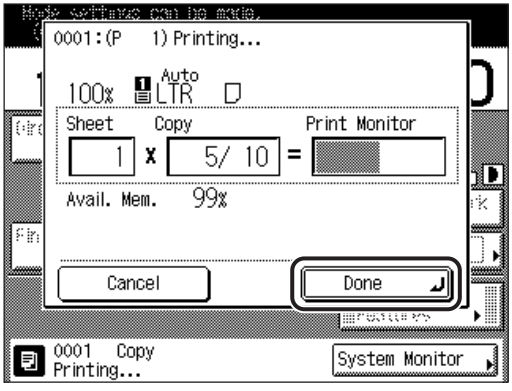


NOTE

- If you cancel a copy job during scanning, make sure to remove the original for that job.
- You can also cancel a copy job from the System Monitor screen. (See "Canceling a Copy Job," on p. 1-23.)

● If you want to start copying the next original while a previous original is printing:

❑ Press [Done] → place your originals → press ⊙ (Start).



NOTE

For instructions on reserving a copy job, see "Reserved Copying," on p. 1-27.

9 When copying is complete, remove your originals.

10 If Department ID Management or User ID Management is set, press ID (Log In/Out).

NOTE

- For instructions on entering the Department ID and password, see Chapter 6, "System Manager Settings," in the *Reference Guide*.
- For instructions on entering the User ID and password on User ID Management screen, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes that you want to use.

■ Platen Glass

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

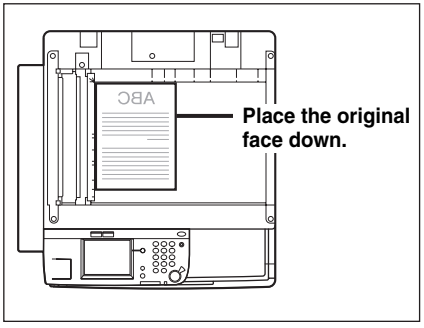
■ Feeder

Place the originals into the feeder when you want to copy several originals at the same time, and press ⊙ (Start). The machine automatically feeds the originals to the scanning area and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

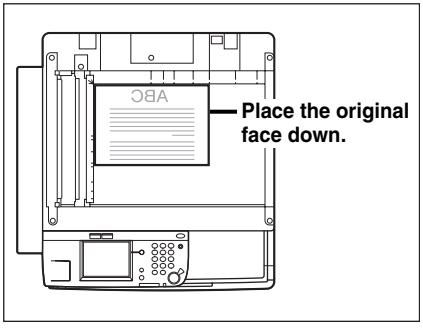
Orientation

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

Platen Glass

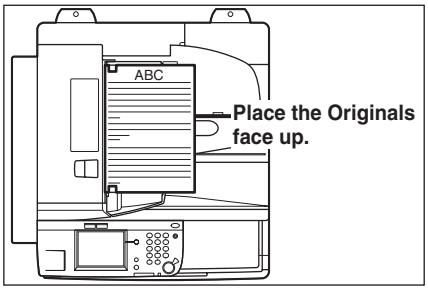


Vertical Placement

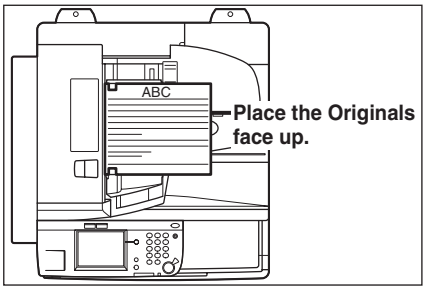


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy mode that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.
  - Platen glass: LTR, STMT
  - Feeder: LTR
- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.
- 11" x 17" and LGL originals must be placed horizontally.

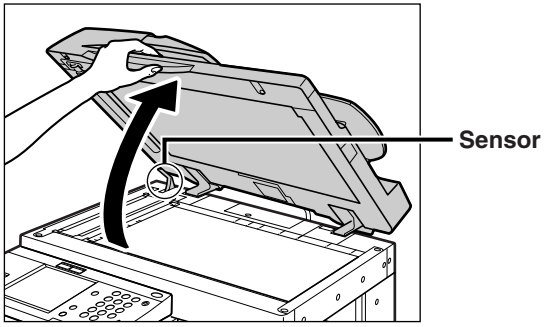
Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. (See "Manual Paper Selection," on p. 2-7.)

NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and LTRR.

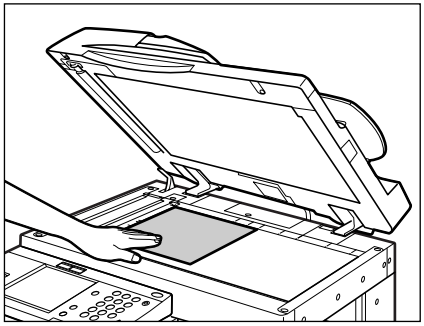
1 Lift the feeder.



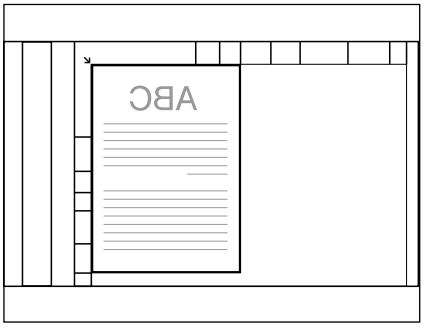
IMPORTANT

This machine is equipped with an open/close sensor on the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder high enough so that the sensor does not touch the feeder. If the sensor continues to touch the feeder, the size of the originals may not be detected correctly.

2 Place your original face down.



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

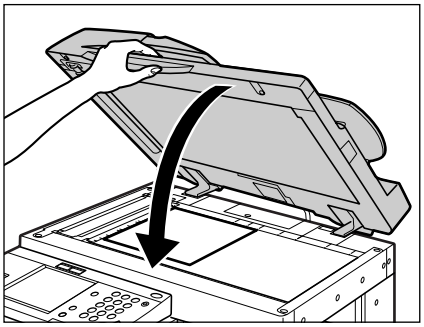


Place books and other bound originals on the platen glass in the same way.

NOTE

When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR marks.

3 Gently close the feeder.



CAUTION

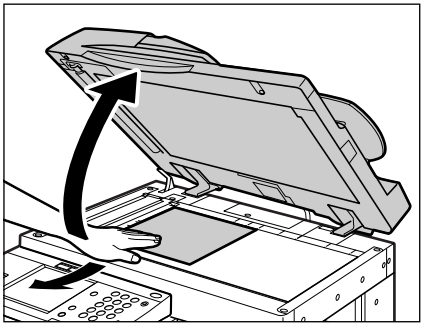
- **Close the feeder gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**

IMPORTANT

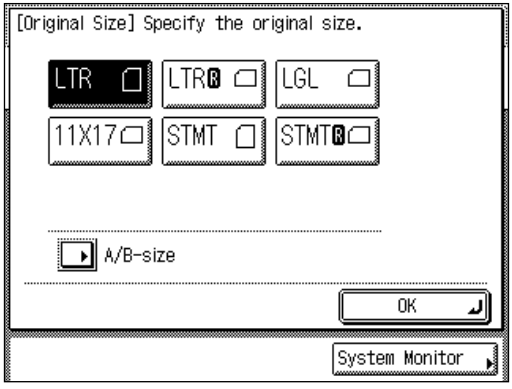
If you are placing the original on the platen glass, the size of the original is detected after the feeder is closed. Make sure to close the feeder before copying.

NOTE

- Open the feeder and remove the original from the platen glass when scanning is complete.



- The machine cannot detect the size of STMT and STMTR originals that are placed on the platen glass. After pressing (Start), follow the instructions on the screen to specify the original size. You can also manually select the paper size.



Feeder

You should use the feeder when you want to copy several originals at the same time. Place the originals into the feeder and press ⊙ (Start). The machine automatically feeds the originals to the scanning area and scans them. Two-sided originals can also be automatically turned over and scanned as two-sided documents.

You can place the following originals into the feeder's original supply tray:

- Weight:
  - 16 to 28 lb bond (52 to 105 g/m^2)
- Size:
  - 11" x 17", LGL, LTR, LTRR, STMT
- Tray Capacity:
  - LTR/LTRR: 50 sheets (22 lb bond (80 g/m^2))
  - LGL/11" x 17": 25 sheets (22 lb bond (80 g/m^2))

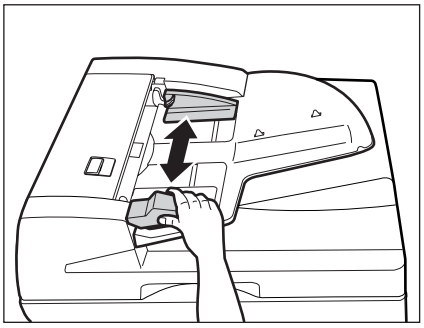
IMPORTANT

- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- Always smooth out any folds in your originals before placing them into the feeder.
- Set the originals one by one if they are very thin (10 to 16 lb (37 to 52 g/m^2)) or very thick (28 to 32 lb bond (105 to 128 g/m^2)).

NOTE

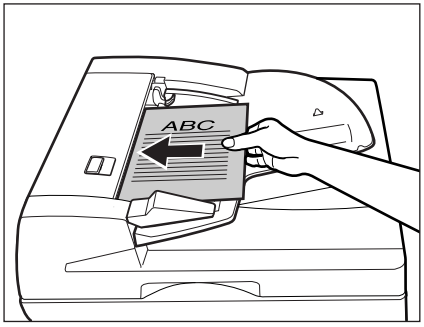
11" x 17" and LGL originals must be placed horizontally in the feeder.

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



2 Neatly place your originals with the side to be copied face up into the original supply tray.

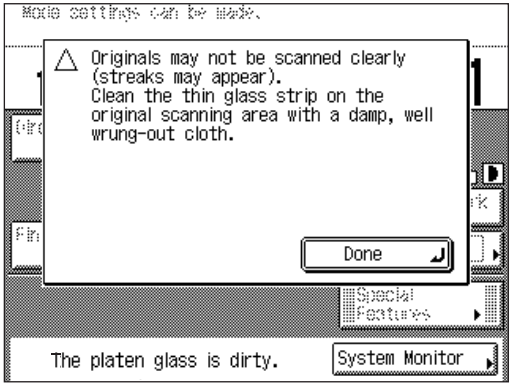
Place your originals into the feeder as far as they will go.



If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your documents by pressing [Done].

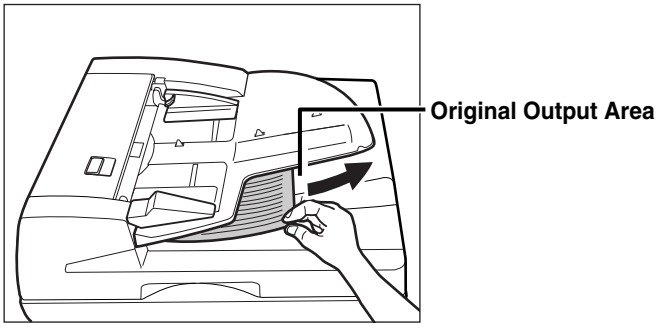
It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.

For instructions on cleaning the original scanning area, see Chapter 7, "Routine Maintenance," in the *Reference Guide*.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.



NOTE

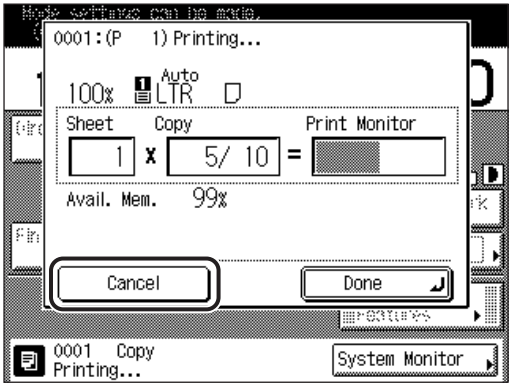
- When you are enlarging an LTR or STMT original onto 11" x 17" or LGL paper, place the original horizontally.
- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See "Different Size Originals," on p. 3-23.)
- 11" x 17" and LGL originals must be placed horizontally.

Canceling a Copy Job

You can cancel a copy job using the touch panel display or System Monitor screen.

Using the Touch Panel Display

1 **Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.**



The copy job is canceled.

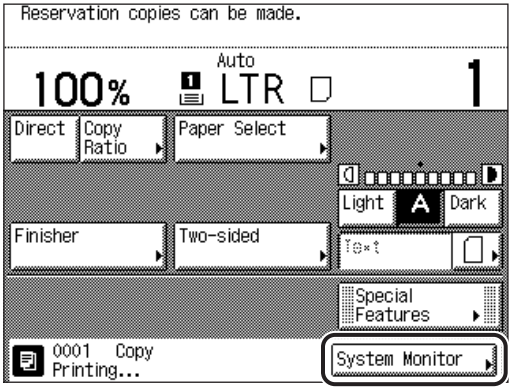
NOTE

- If you cancel a copy job during scanning, make sure to remove the original for that job.
- While the machine is scanning, printing, or waiting to print, you can cancel a copy job by pressing (Stop) on the control panel.

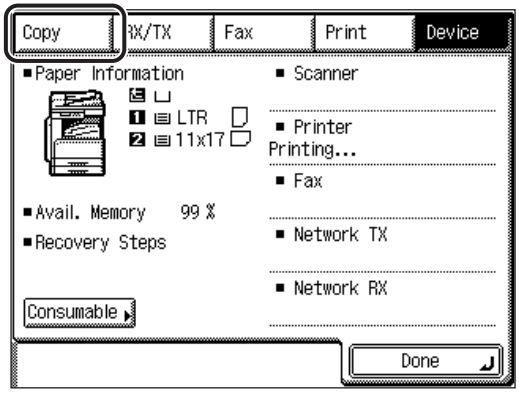
Using the System Monitor Screen

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

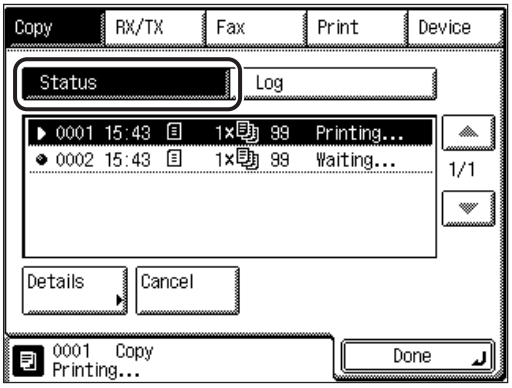
1 Press [System Monitor].



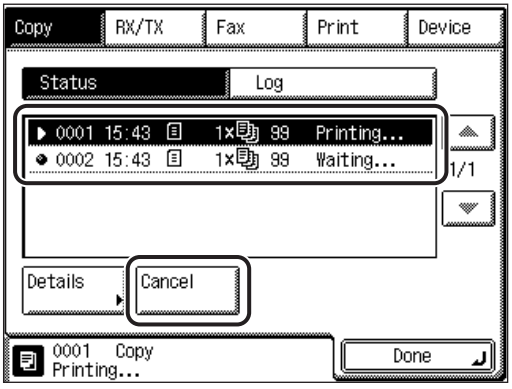
2 Press [Copy].



3 Press [Status].



4 Select the copy job that you want to cancel → press [Cancel].

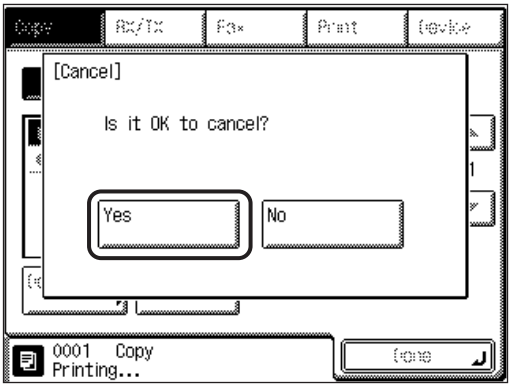


If the job that you want to cancel is not displayed, press [▼] or [▲] to scroll to the desired job.

You cannot select multiple jobs and cancel them all at once. You may only select and cancel one job at a time.

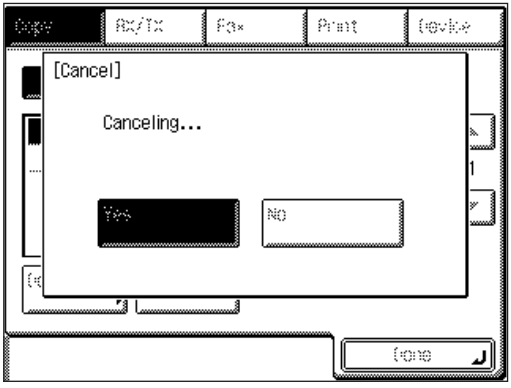
The message <Is it OK to cancel?> appears on the touch panel display.

5 Press [Yes].



If you do not want to cancel the job, press [No].

The message <Canceling...> appears for approximately two seconds on the touch panel display.



The copy job is canceled.

NOTE
The canceled job is displayed as <NG> (No Good) on the Log screen.

6 Press [Done].

The display returns to the Copy Basic Features screen.

Reserved Copying

You can set the machine to scan originals even while it is printing or waiting to process a job.

NOTE
- You can reserve up to five copy jobs, including the current job. Interrupt copy jobs are not included in this count.
- You can set different copy modes and paper sources for each reserved job.

Reserving Copy Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when after a paper jam is cleared. Copying automatically begins when the machine is ready. The message <Reservation copies can be made.> appears on the touch panel display when the machine is able to process reserved copying.

NOTE

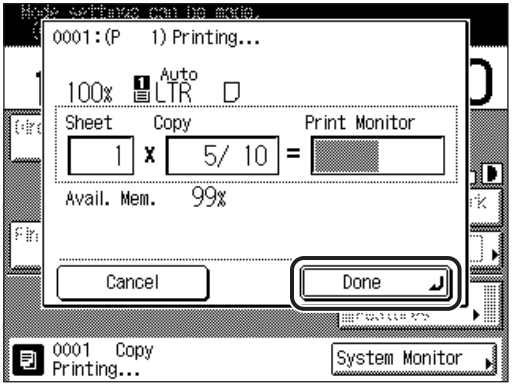
You can specify reserved copying while the machine is in the waiting state in the following cases:

- After a paper jam is cleared
- After a cover on the main unit is opened and closed

■ While the Machine Is Printing

You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.

1 Press [Done] on the pop-up screen that appears while the machine is printing.



If the job displayed on the touch panel display is from a function other than the Copy function, press [Done] → [COPY] (COPY) to display the Copy Basic Features screen.

This part of the procedure is not necessary if the machine is in the waiting state.

2 Place your originals → set the desired copy modes and paper source.

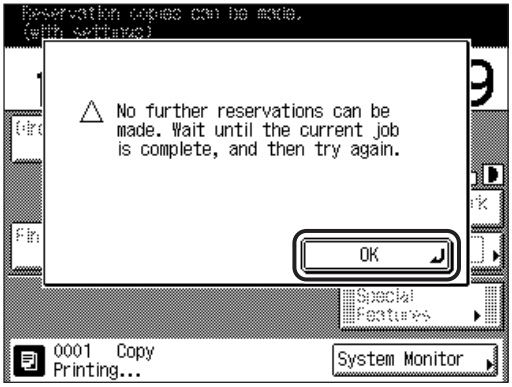
NOTE

To cancel a previously set copy mode, press (Reset).

3 Press (Start).

If you specify a reserved copy job while the machine is in the waiting state, copying automatically begins when the machine is ready.

If you specify a reserved copy job while the machine is printing, copying of the new job automatically begins when the current job is complete. If the following screen is displayed, press [OK] → try reserving the job again after the current job is complete.

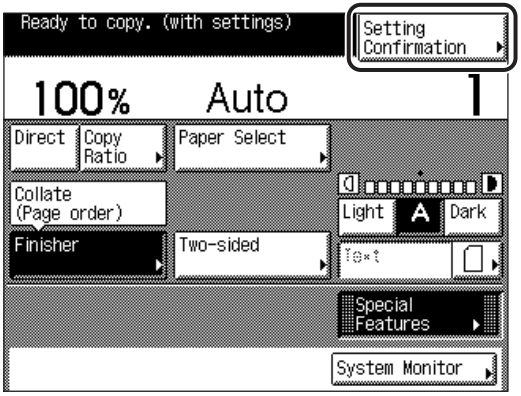


Scanning starts.

Confirming Settings

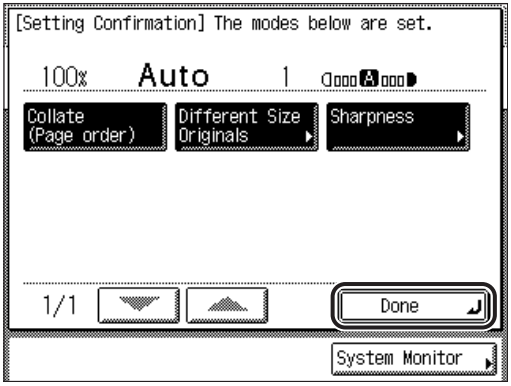
Copy mode settings that you have specified, including those that are set from the Special Features screen, are all grouped together onto one screen so you can easily check them.

1 Press [Setting Confirmation].



The Setting Confirmation screen is displayed, showing the selected copy mode settings.

2 Check the settings → press [Done].



The display returns to the Copy Basic Features screen.

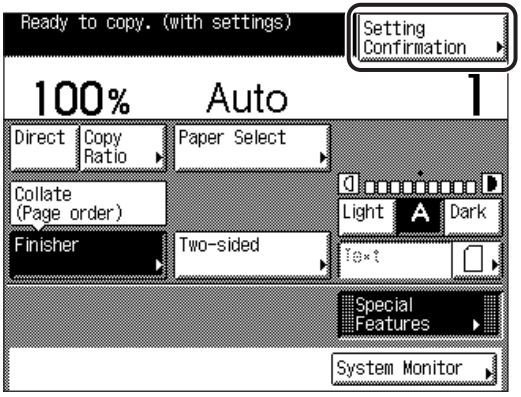
NOTE

A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.

Changing/Canceling Selected Settings

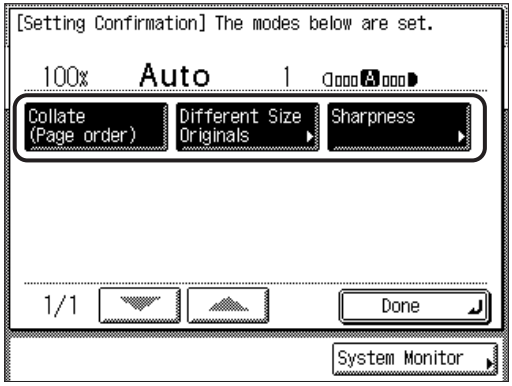
You can use the Setting Confirmation screen to change or cancel selected copy modes.

1 Press [Setting Confirmation].



The Setting Confirmation screen is displayed, showing the selected copy mode settings.

2 Press the key of the copy mode to be changed or canceled.



The settings screen for the selected copy mode is displayed.

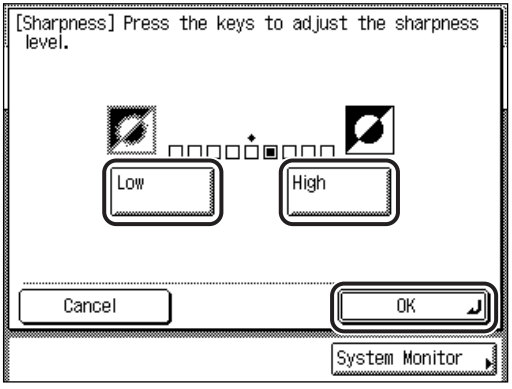
NOTE

- A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.
- If you select a copy mode setting key without a right triangle (▶) and then press [Done], the selected copy mode is canceled.

3 Change or cancel the selected copy mode (for example, Sharpness).

● To change a copy mode:

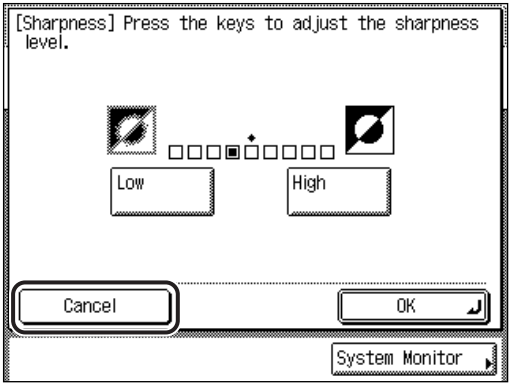
❑ Perform the same steps used for setting the mode. Change the setting as you desire → press [OK].



The display returns to the Setting Confirmation screen.

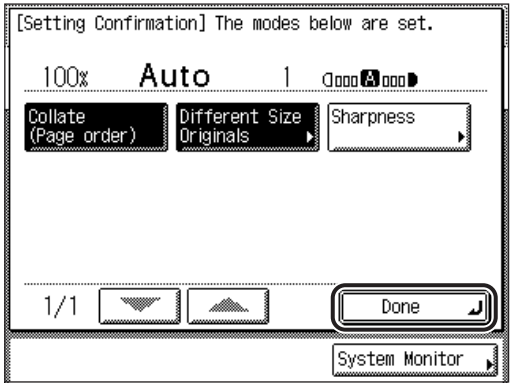
● To cancel a copy mode:

❑ Press [Cancel].



The display returns to the Setting Confirmation screen.

4 Press [Done].



The display returns to the Copy Basic Features screen.

Basic Copying Features

2
CHAPTER

This chapter describes the basic copying features.

Copy Quantity 2-2
- Specifying the Required Number of Copies 2-2
- Changing the Copy Quantity 2-3

Paper Selection 2-5
- Automatic Paper Selection 2-5
- Manual Paper Selection 2-7

Copy Exposure and Original Type Settings 2-14
- Manual Exposure Adjustment. 2-15
- Original Type Selection. 2-16
- Automatic Exposure Adjustment 2-18

Changing the Copy (Zoom) Ratio 2-19
- Preset Zoom. 2-20
- Zoom by Percentage 2-22
- Auto Zoom 2-23

Collating Copies 2-27
- Page Order (Collate) 2-28
- Same Page (Group) 2-30

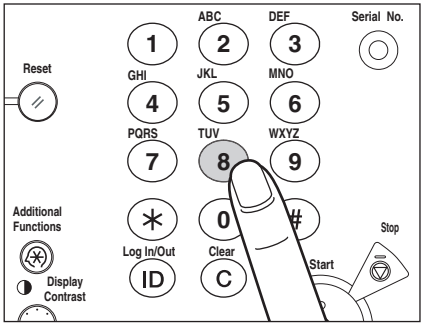
Two-Sided Copying. 2-32
- 1 to 2-Sided 2-35
- 2 to 2-Sided 2-38
- 2 to 1-Sided 2-41
- Book to 2-Sided 2-43

Copy Quantity

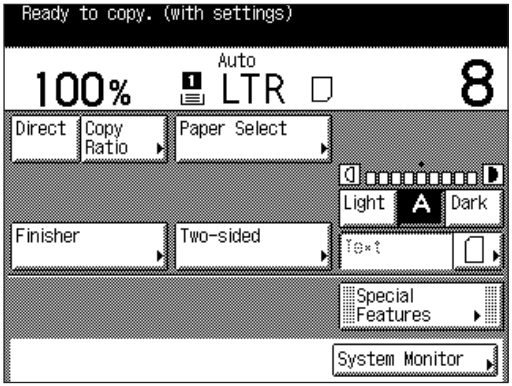
The machine allows up to 99 copies to be made.

Specifying the Required Number of Copies

1 Press ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 99).



The copy quantity appears on the right side of the Copy Basic Features screen.

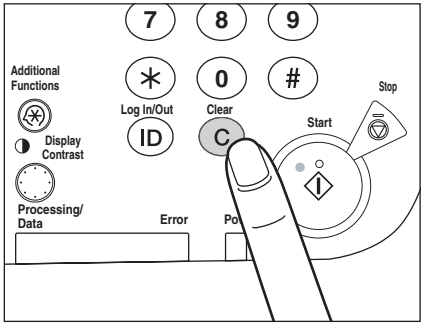


IMPORTANT

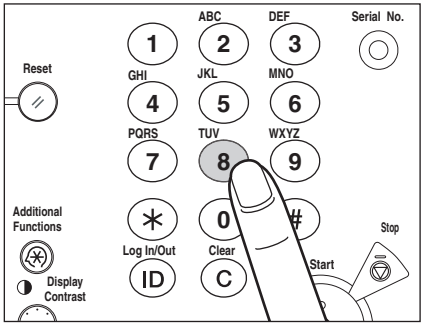
You cannot change the copy quantity while the machine is copying.

Changing the Copy Quantity

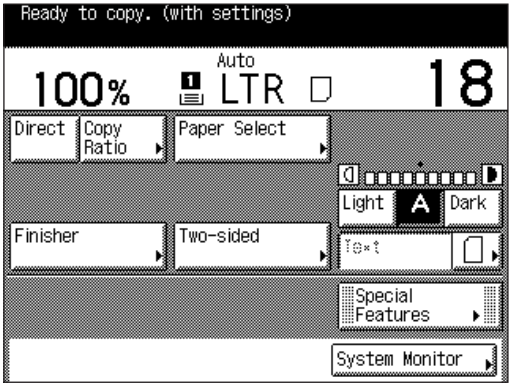
1 **Press ⓒ (Clear) to clear the entered number.**



2 **Press ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 99).**



The copy quantity appears on the right side of the Copy Basic Features screen.



IMPORTANT

You cannot change the copy quantity while the machine is copying.

Paper Selection

You can manually specify a paper size or set the machine to automatically select the paper size for you.

NOTE

- If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, look under the margin areas in the Specifications table in Chapter 9 "Appendix," in the *Reference Guide*.
- If you select [Envelope], [Transparency], or [Labels], make sure that you do not specify any Finisher modes (Collate or Group).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- For instructions on loading paper into the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The default setting is 'Auto'.

Automatic Paper Selection

The machine automatically selects the copy paper size.

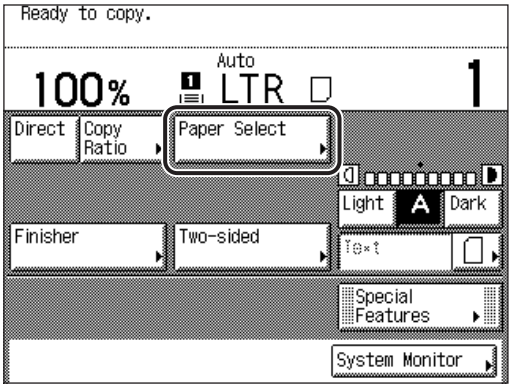
IMPORTANT

- The Automatic Paper Selection mode cannot be used with the Auto Zoom or Image Combination mode.
- You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT or STMTR originals that are placed on the platen glass

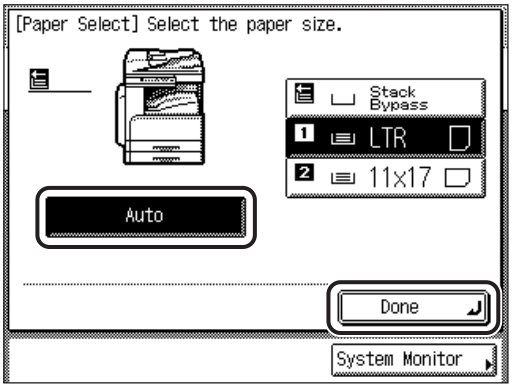
NOTE

If Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'Off' for a particular paper source, you cannot make copies on paper loaded in that paper source in the Automatic Paper Selection mode. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

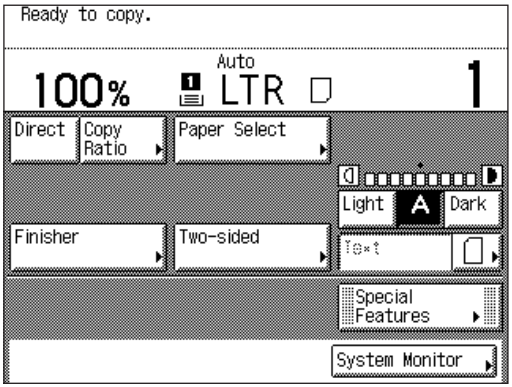
1 Place your originals → press [Paper Select].



2 Press [Auto] → [Done].



The following screen is displayed.



NOTE

When the feeder is closed, the paper source holding that paper size is highlighted along with [Auto].

3 Press (Start).

Copying starts.

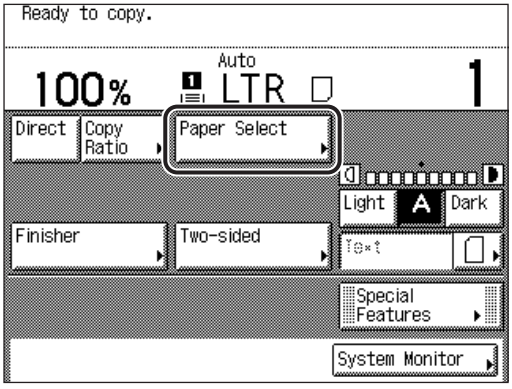
Manual Paper Selection

You can make copies after manually selecting the paper size and type of paper loaded in the paper sources.

NOTE

- You can copy an image onto envelopes, such as your company logo. Envelopes can be loaded into the stack bypass.
- For instructions on loading envelopes into the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 Place your originals → press [Paper Select].



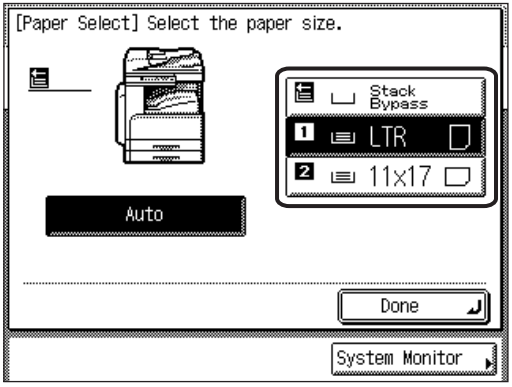
If you want to set the size/type for the paper to be fed from the stack bypass, proceed to step 3 without pressing [Paper Select].

If you want to set the size/type for the paper loaded in a paper drawer, proceed to step 2 after pressing [Paper Select].

NOTE

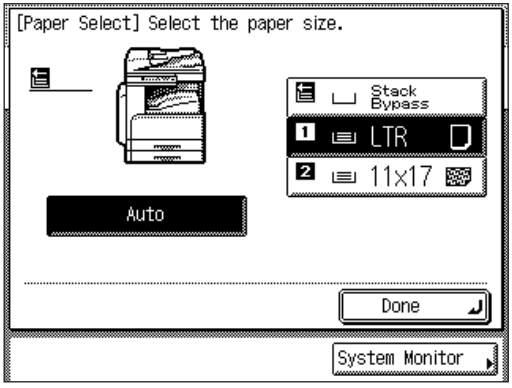
When the feeder is closed, the paper source holding that paper size is highlighted along with [Auto].

2 Select the desired paper size → proceed to step 4.

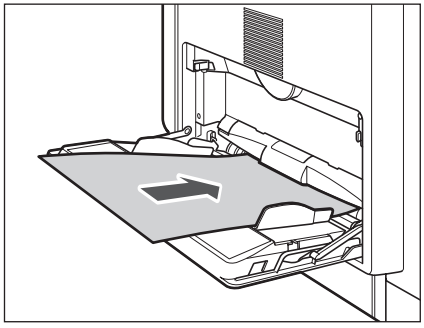


NOTE

- The paper sizes/types loaded in each paper drawer are indicated by icons on the touch panel display.
- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information in the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- ▯ indicates that the paper is loaded vertically, and ▭ indicates that the paper is loaded horizontally. The suffix <R> (such as in LTRR), used in paper size designations, indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.



3 For the stack bypass setting, load the paper into the stack bypass.



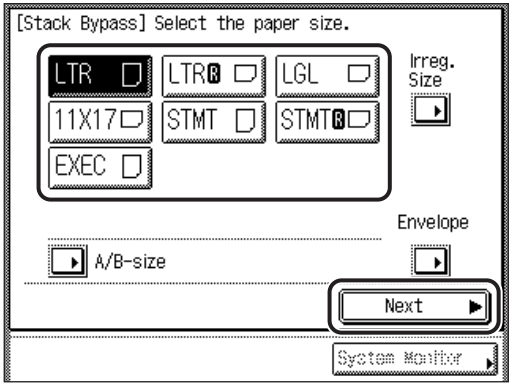
The [Stack Bypass] setting screen is displayed.

NOTE

The paper size/type setting in the [Stack Bypass] setting screen is available if Stack Bypass Standard Settings is set to 'Off' in Common Settings (from the Additional Functions screen). If Stack Bypass Standard Settings is set to 'On', copying can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

● If you want to select a standard paper size:

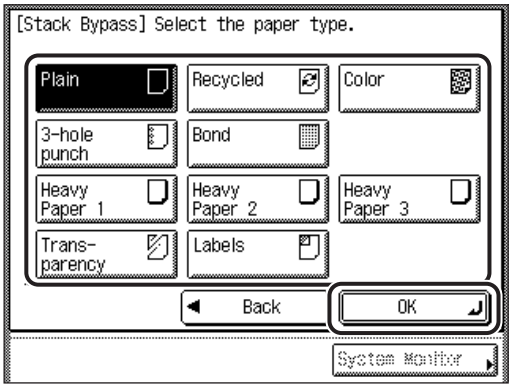
❑ Select the desired paper size → press [Next].



NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type → press [OK].



IMPORTANT

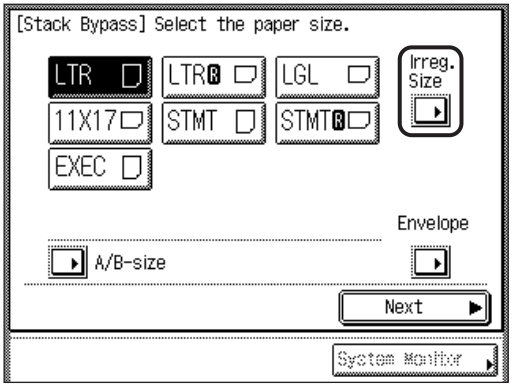
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

NOTE

- If you select [Transparency] or [Labels], make sure that you do not specify any Finisher modes (Collate or Group).
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- [3-hole punch] can be selected only if [LTR] or [LTRR] is selected as the paper size.
- For more information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

● If you want to select a nonstandard paper size:

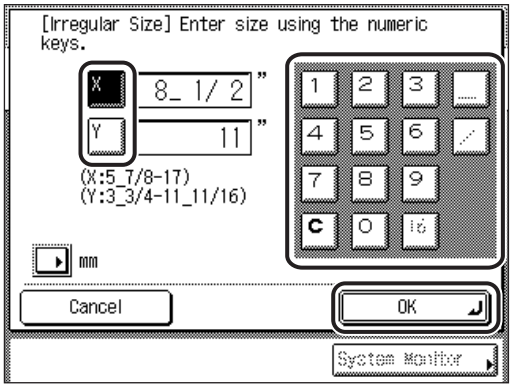
❑ Press [Irreg. Size].



❑ Press [X] to specify the horizontal axis of the paper → enter a value.

❑ Press [Y] to specify the vertical axis of the paper → enter a value.

❑ Press [OK].



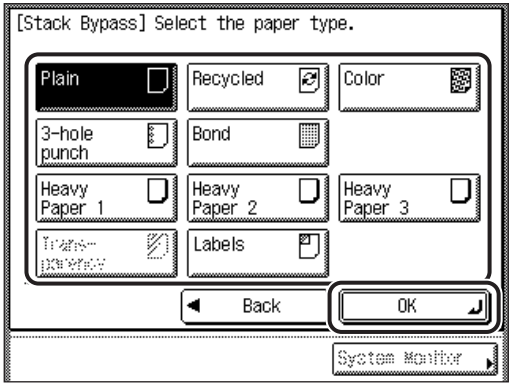
The display returns to the paper size selection screen.

NOTE

- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To enter values in millimeters, press [mm].
- If you enter values outside the setting range, [OK] is grayed out and cannot be selected. Enter an appropriate value.
- You can adjust values for [X] between 5 7/8" and 17", and for [Y] between 3 3/4" and 11 11/16".

❑ Press [Next].

❑ Select the desired paper type → press [OK].



IMPORTANT

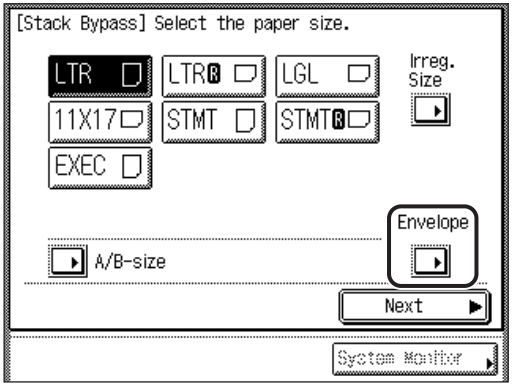
- When printing on special types of paper, such as heavy paper, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- If you select a nonstandard paper size, the Auto Zoom, Finisher, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, or Image Combination mode cannot be specified.

NOTE

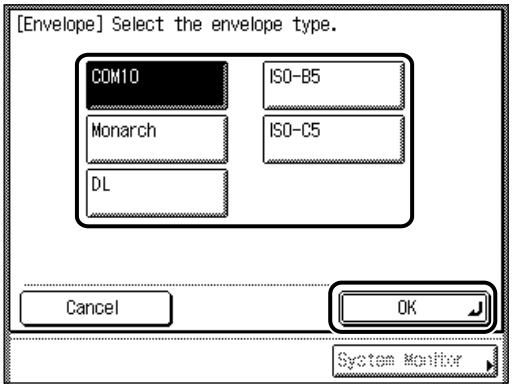
For more information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

● If you want to select an envelope size:

❑ Press [Envelope].



❑ Select the desired envelope type → press [OK].



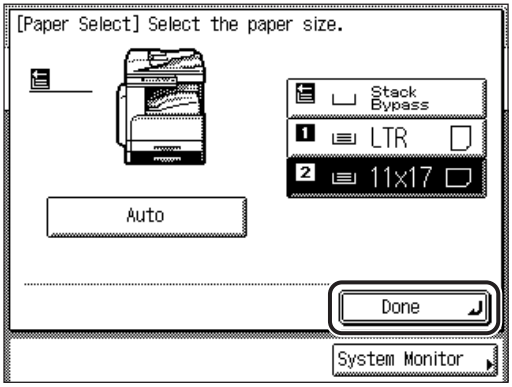
The display returns to the paper size selection screen.

IMPORTANT

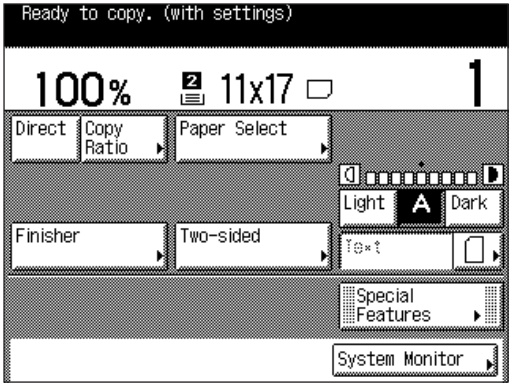
- If the envelope type is not selected correctly, a paper jam will occur.
- If an envelope size is selected, the Finisher, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Two-page Separation, or Image Combination mode cannot be specified.

❑ Press [OK].

4 Press [Done].



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



5 Press (Start).

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press (Reset).

Copy Exposure and Original Type Settings

You can set the desired copy exposure and select the original type before scanning the original.

■ Manual Exposure Adjustment

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

■ Original Type Selection

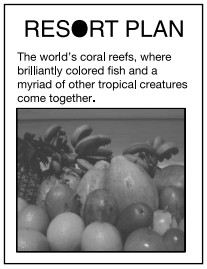
The machine is capable of processing and producing copies according to the type of the original. You can manually select the original type so that the machine reproduces copies as faithful as possible to the original. The following three original type modes are available:

Text Mode

RES●RT PLAN

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together. Aptly nicknamed "Tropical Forests under the sea", these spots of breathtaking beauty serve as home to countless varieties of life, and to us of the land, this alluring, dream-like world forms a tropical paradise filled with romance.

Text/Photo Mode


RES●RT PLAN

The world's coral reefs, where brilliantly colored fish and a myriad of other tropical creatures come together.

Photo Mode

- Text Mode
  This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.
- Text/Photo Mode
  This mode is best suited for making copies of originals containing both text and images/photos, such as magazines or catalogues.
- Photo Mode
  This mode is best suited for making copies from photos printed on photographic paper, or making copies of images printed with halftone dots (i.e., printed photos).

■ Automatic Exposure Adjustment

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

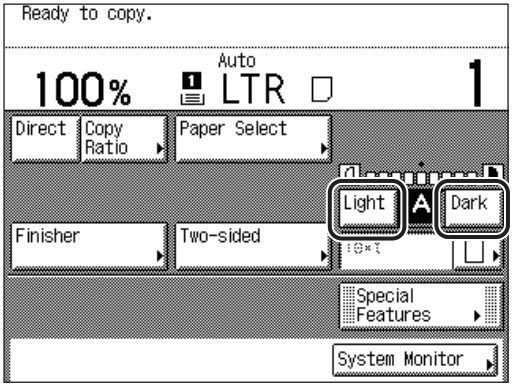
■ Exposure Adjustment during Printing

You can change the copy exposure while the machine is printing.

Manual Exposure Adjustment

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

1 Place your originals → press [Light] or [Dark].



Press [Light] to move the indicator to the left to make the exposure lighter, or press [Dark] to move it to the right to make the exposure darker.

2 Press (Start).

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press (Reset).

Original Type Selection

The machine is capable of processing and producing copies according to the type of the original. You can manually select the original type so that the machine reproduces copies as faithful as possible to the original. The following three original type modes are available for adjusting the image quality.

IMPORTANT

- Combinations of these three modes (Text, Text/Photo, and Photo) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you make copies of an original containing halftones, such as a printed photograph, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by using the Sharpness mode. (See "Adjusting the Contrast (Sharpness)," on p. 3-26.)

NOTE

- The default setting is 'Text'.
- If you select the Automatic Exposure Adjustment mode, the original type mode is grayed out and fixed to Text mode. If you select the Text/Photo or Photo mode, the exposure can only be adjusted manually.
- If the original is a transparency, select the original type → adjust the exposure to the most appropriate level for the original.

■ Text Mode

This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

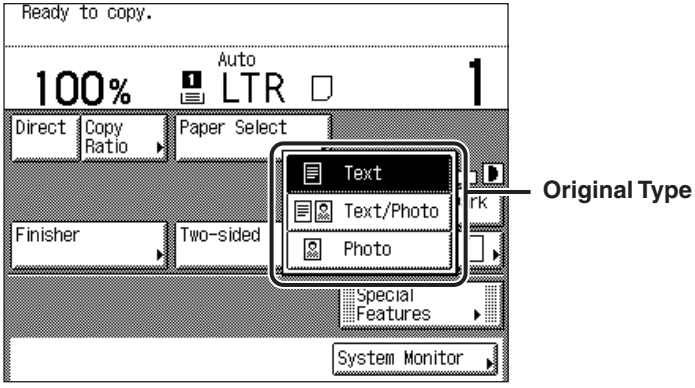
■ Text/Photo Mode

This mode is best suited for making copies of originals containing both text and images/photos, such as magazines or catalogues.

■ Photo Mode

This mode is best suited for making copies from photos printed on photographic paper, or making copies of images printed with halftone dots (i.e., printed photos).

1 Place your originals → press the original type drop-down list → select the original type ([Text], [Text/Photo], or [Photo]).



2 Press (Start).

Copying starts.

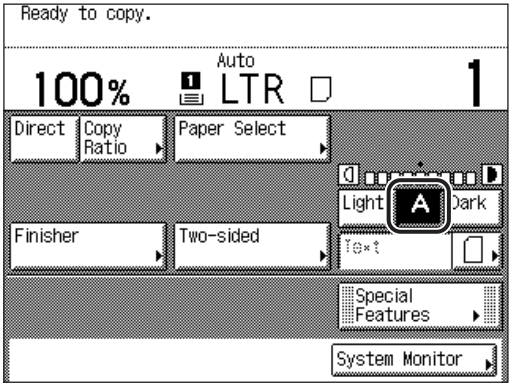
NOTE

To cancel all settings and return the machine to the Standard mode, press (Reset).

Automatic Exposure Adjustment

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

1 Place your originals → press [A].



The machine automatically adjusts the copy exposure to the level best suited to the quality of the original.

NOTE

An automatic copy exposure adjustment may not work with transparencies. In this case, adjust the copy exposure manually by pressing [Light] or [Dark].

2 Press (Start).

Copying starts.

NOTE

To cancel all settings and return the machine to the Standard mode, press (Reset).

Changing the Copy (Zoom) Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

The following three types of copy ratio settings are available.

NOTE

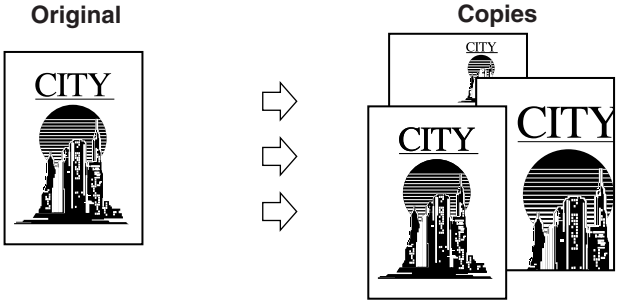
To set the copy ratio to 100%, press [Direct].

■ Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

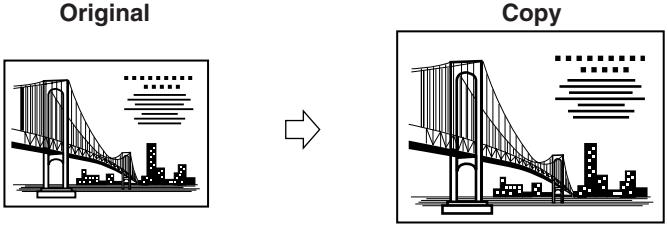
■ Zoom by Percentage

You can reduce or enlarge originals by any copy ratio in 1% increments. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.



■ Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The copy ratios for the horizontal (X) and vertical (Y) axes are the same.



Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

IMPORTANT

- Place the originals horizontally in the following cases:
  - If you are enlarging LTR originals to 11" x 17"
  - If you are enlarging STMT originals to 11" x 17"
- If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', load LTRR paper into a paper drawer or the stack bypass.

NOTE

Placing an original horizontally means setting the original with the longer side sideways. (See "Orientation," on p. 1-14.)

■ Reduction

The available preset copy ratios for reducing originals are:

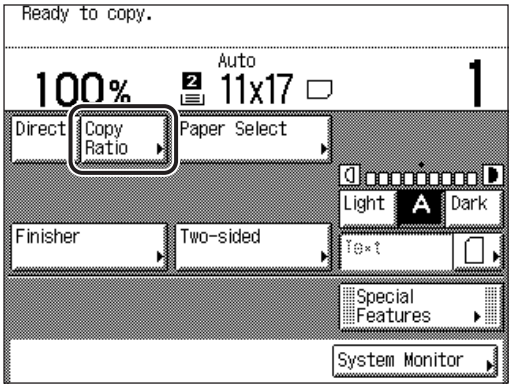
- LGL → LTR (78%)
- 11" x 17" → LGL (73%)
- 11" x 17" → LTR (64%)
- MIN. (50%)

■ Enlargement

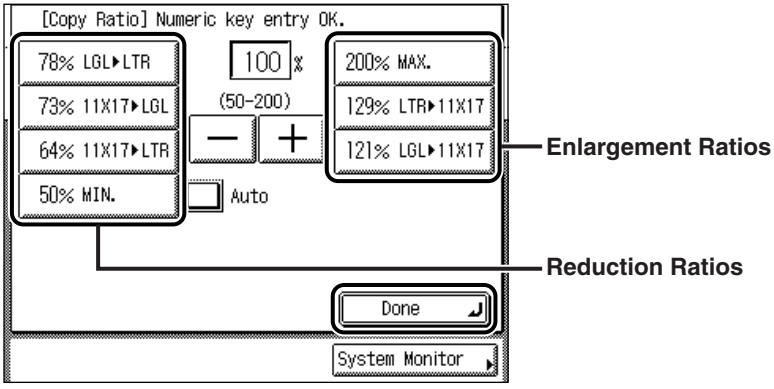
The available preset copy ratios for enlarging originals are:

- MAX. (200%)
- LTR → 11" x 17" (129%)
- LGL → 11" x 17" (121%)

1 Place your originals → press [Copy Ratio].



2 To reduce the original image, select a preset reduction ratio. To enlarge the original image, select a preset enlargement ratio. Following your selection, press [Done].



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

3 Press (Start).

Copying starts.

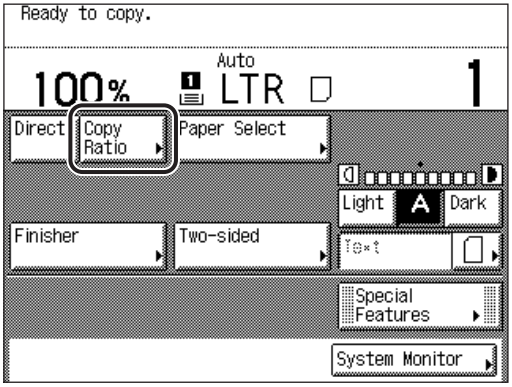
NOTE

- To return the copy ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

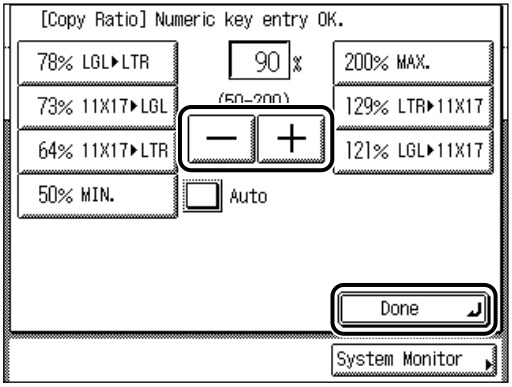
Zoom by Percentage

You can reduce or enlarge images by any copy ratio in 1% increments. The available copy ratios are from 50% to 200%. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

1 Place your originals → press [Copy Ratio].



2 Press [-] or [+] to set a copy ratio → press [Done].



You can also use ⓪ - ⑨ (numeric keys) to enter values, and ⓒ (Clear) to clear your entries.

You can change the value by pressing [-] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).

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

NOTE

If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

3 Press (Start).

Copying starts.

NOTE

- To return the copy ratio to 100%, press [Direct].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

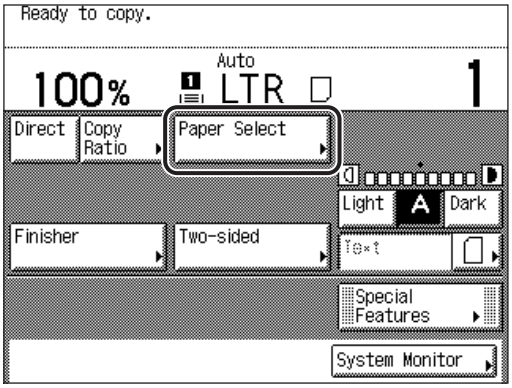
Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The same copy ratio is used for the horizontal (X) and vertical (Y) axes. The available copy ratios are from 50% to 200%.

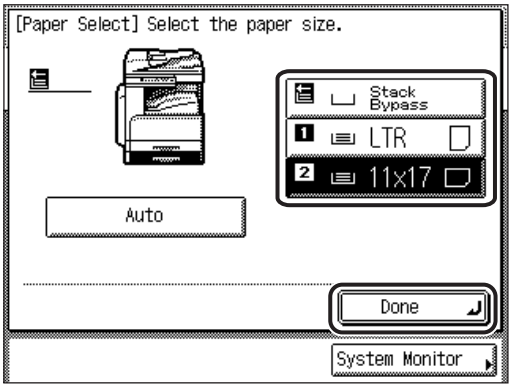
IMPORTANT

- You cannot use the Auto setting on the Copy Ratio screen with the Automatic Paper Selection mode.
- You cannot copy highly transparent originals, such as transparencies, using the Auto setting on the Copy Ratio screen. Use the Preset Zoom or Zoom by Percentage mode instead.
- To use the Auto setting on the Copy Ratio screen, your originals must conform to one of the standard paper sizes:
  - 11" x 17", LGL, LTR, LTRR, STMT or STMTR (You can only place an STMTR original on the platen glass.)

1 Place your originals → press [Paper Select].



2 Select the desired paper size → press [Done].

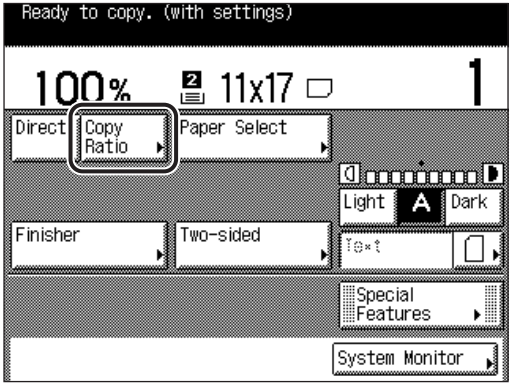


The display returns to the Copy Basic Features screen.

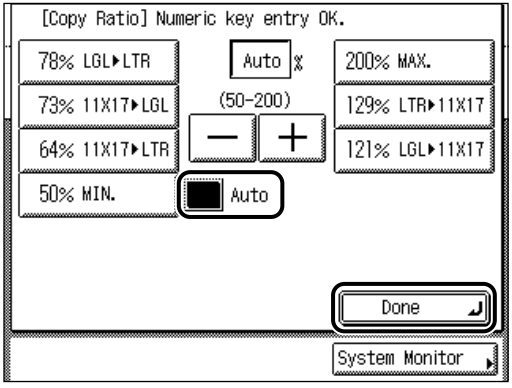
IMPORTANT

Make sure that you select a paper size other than [Auto]. If you do not select a paper size, the copy ratio is automatically set to match the size of the paper loaded in Paper Drawer 1.

3 Press [Copy Ratio].



4 Press [Auto] → [Done].



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

5 Press (Start).

Copying starts.

NOTE

- To return the copy ratio to 100%, press [Direct].
- To cancel this setting, press [Copy Ratio] → [Auto].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Collating Copies

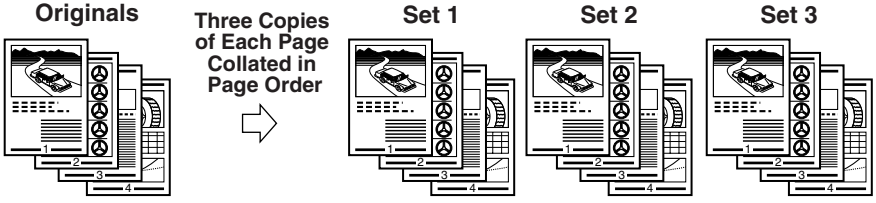
The Finisher modes can be selected to collate the copies in various ways, either by pages or copy sets.

IMPORTANT

The Finisher modes cannot be set if [Envelope], [Transparency], or [Labels] is selected as the paper type.

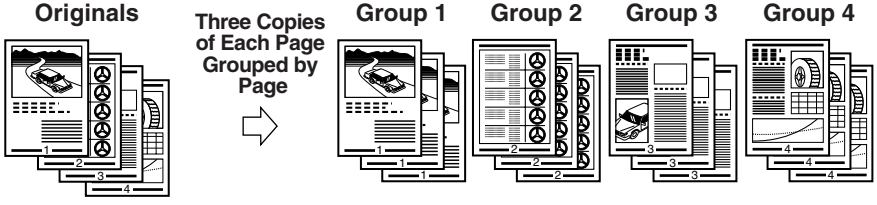
■ If the Collate Mode Is Set:

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



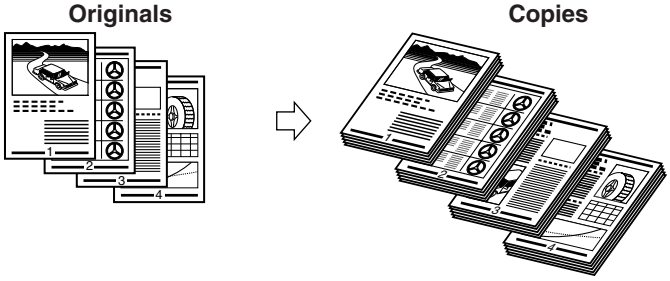
■ If the Group Mode Is Set:

All copies of the same original page are grouped together. The output is as follows:



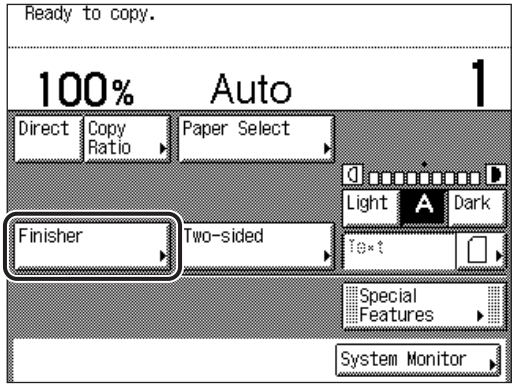
■ **If No Finisher Mode Is Set:**

If the Collate and Group modes are not set, copies are output as follows:

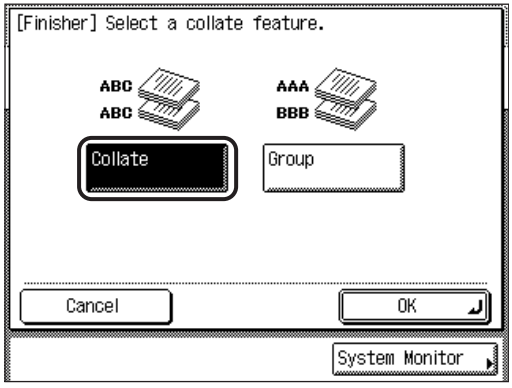


Page Order (Collate)

1 **Place your originals → press [Finisher].**



2 Press [Collate].



3 Press [OK].

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

4 Press (Start).

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

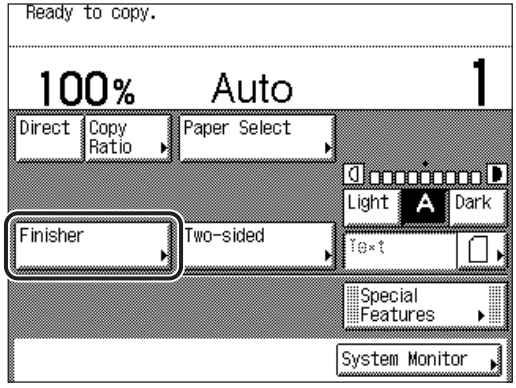
Copying starts.

NOTE

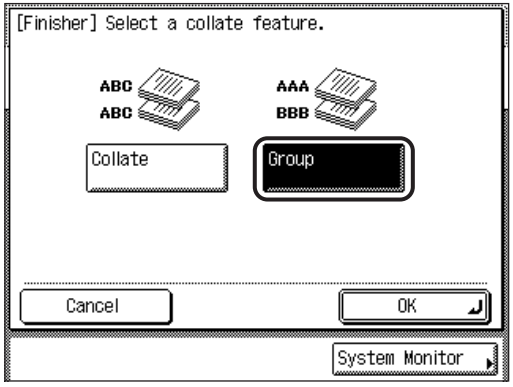
- To cancel this setting, press [Finisher] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Same Page (Group)

1 Place your originals → press [Finisher].



2 Press [Group].



3 Press [OK].

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

4 Press (Start).

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

Copying starts.

NOTE

- To cancel this setting, press [Finisher] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Two-Sided Copying

This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals.

IMPORTANT

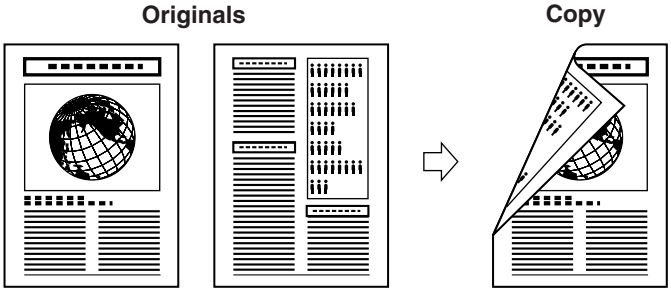
You may not be able to make two-sided copies on some types of paper, depending on the paper.

NOTE

- If you are copying in the Two-sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.
- The Two-sided mode you have selected is displayed above [Two-sided] on the Copy Basic Features screen.
- Paper used to make two-sided copies must conform to the following specifications:
  - Paper size: 11" x 17", LGL, LTR, LTRR, EXEC, STMTR (envelopes cannot be used for two-sided copying)
  - Paper weight: 18 to 24 lb bond (64 to 90 g/m^2)

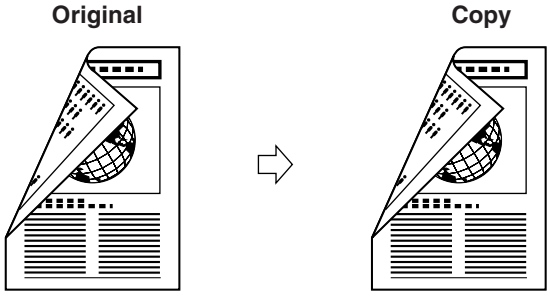
■ Making Two-Sided Copies from One-Sided Originals (1▸2-Sided)

This feature enables you to make two-sided copies from one-sided originals.



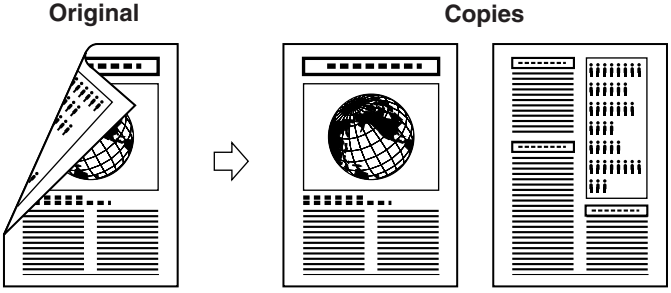
■ Making Two-Sided Copies from Two-Sided Originals (2▸2-Sided)

This feature enables you to make two-sided copies from two-sided originals. If the originals are placed in the feeder, they are automatically turned over to make two-sided copies.



■ Making One-Sided Copies from Two-Sided Originals (2▸1-Sided)

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.



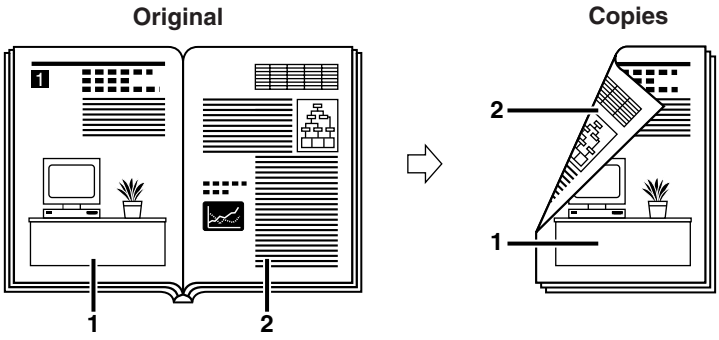
■ Making Two-Sided Copies from Facing Pages in a Book (Book▸2-Sided)

This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

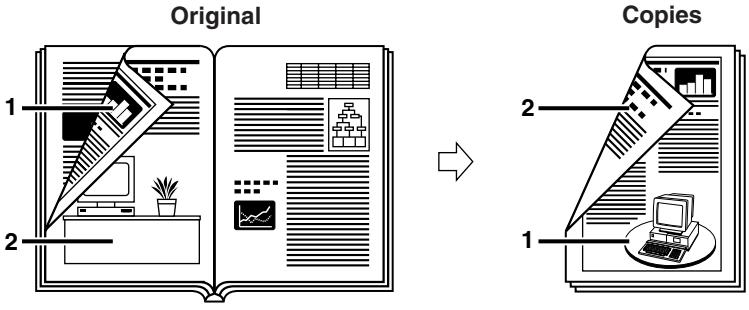
IMPORTANT

Place your original on the platen glass. The Book to 2-Sided mode cannot be used when the original is placed in the feeder.

• Left/Right Two-sided
This setting makes two-sided copies from facing pages.



• Front/Back Two-sided
This setting makes two-sided copies from the front and back sides of a page.



1 to 2-Sided

This feature enables you to make two-sided copies from one-sided originals.

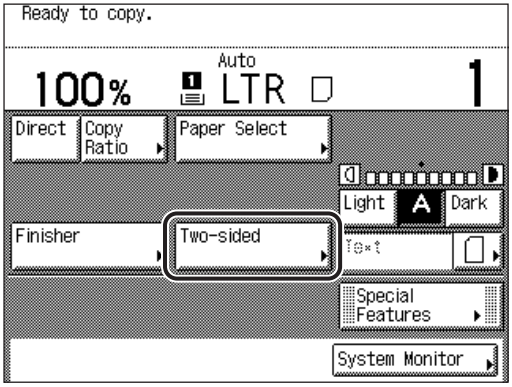
IMPORTANT

- The 1▶2-Sided mode cannot be used with the Two-page Separation or Image Combination mode.
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.

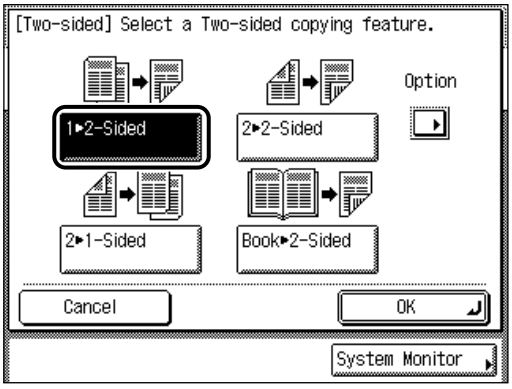
NOTE

- If there are an odd number of originals, the back side of the last copy is left blank.
- If the 1▶2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand. (See "Paper Selection," on p. 2-5.)

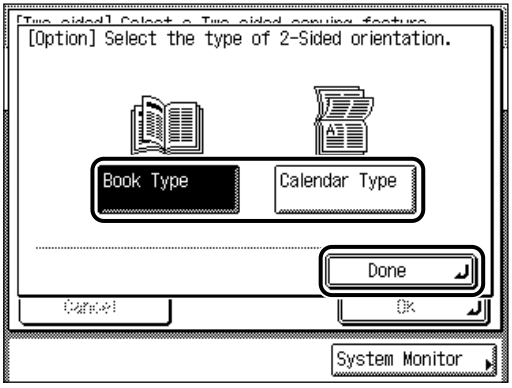
1 **Place your originals → press [Two-sided].**



2 Press [1 ▶ 2-Sided].



To set the orientation of the two-sided copies, press [Option] → select the type of two-sided orientation → press [Done].



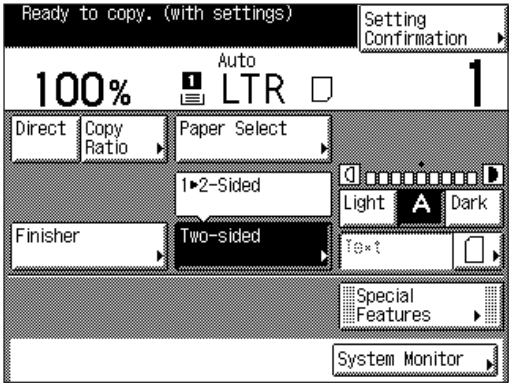
Details of each item are shown below.

[Book Type]:	The front and back sides of the copy will have the same top-bottom orientation.
[Calendar Type]:	The front and back sides of the copy will have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].

The display returns to the Copy Basic Features screen, and <1▶2-Sided> is displayed above [Two-sided].



4 Press (Start).

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

Copying starts.

NOTE

- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

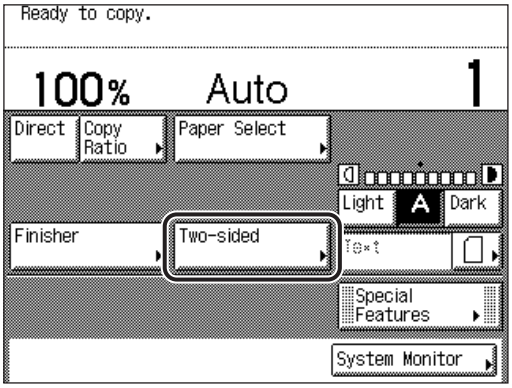
2 to 2-Sided

This feature enables you to make two-sided copies from two-sided originals. If a two-sided original is placed in the feeder, it is automatically turned over so that both sides of the original are copied on the front and back sides of a copy sheet.

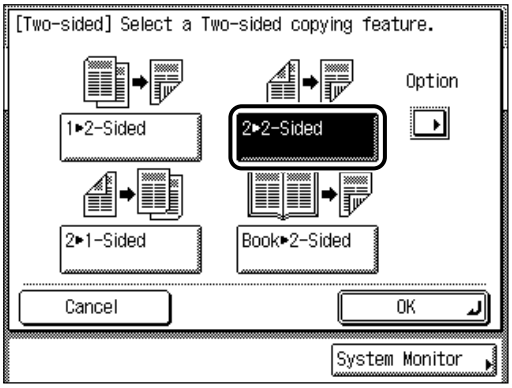
IMPORTANT

The 2▶2-Sided mode cannot be used with the Two-page Separation or Image Combination mode.

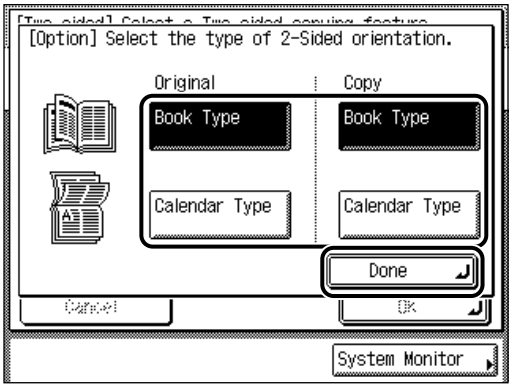
1 **Place your originals into the feeder → press [Two-sided].**



2 **Press [2▶2-Sided].**



To set the orientation of the originals and the copies, press [Option] ➞ select the type of two-sided orientation for the originals and the copies ➞ press [Done].



Original

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

Copy

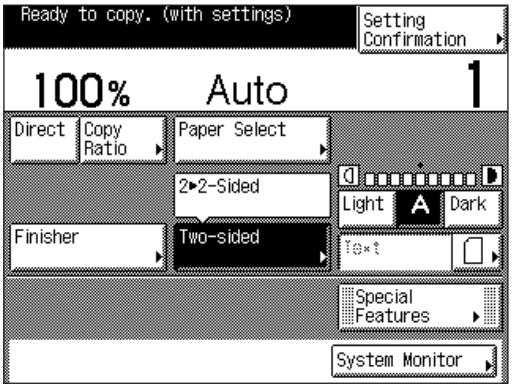
[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].

The display returns to the Copy Basic Features screen, and <2▶2-Sided> is displayed above [Two-sided].



4 Press (Start).

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

Copying starts.

NOTE

- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

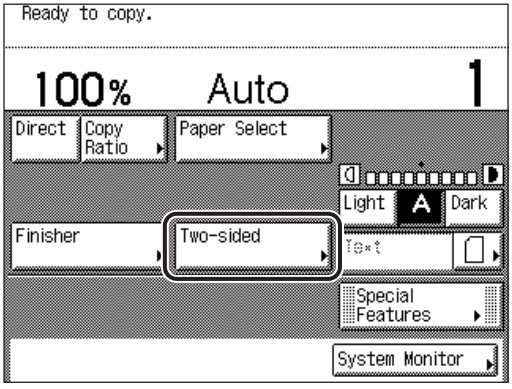
2 to 1-Sided

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.

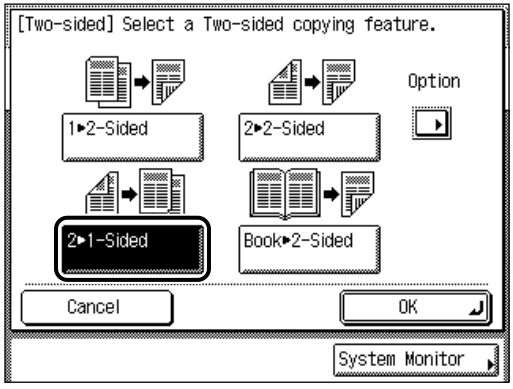
IMPORTANT

- The 2▶1-Sided mode cannot be used with the Two-page Separation or Image Combination mode.
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.

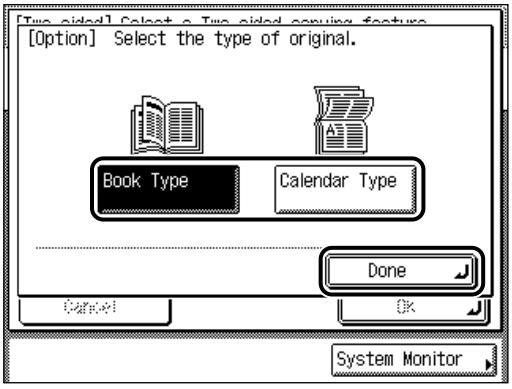
1 **Place your originals into the feeder → press [Two-sided].**



2 **Press [2▶1-Sided].**



To set the orientation of the originals, press [Option] ➞ select the orientation of the originals ➞ press [Done].



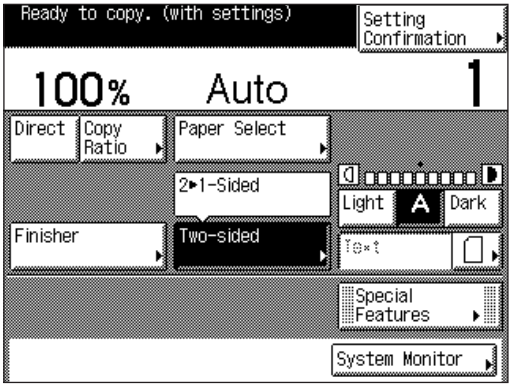
Details of each item are shown below.

[Book Type]:	The front and back sides of the original have the same top-bottom orientation.
[Calendar Type]:	The front and back sides of the original have opposite top-bottom orientations.

The display returns to the Two-sided feature selection screen.

3 Press [OK].

The display returns to the Copy Basic Features screen, and <2▶1-Sided> is displayed above [Two-sided].



4 Press (Start).

Copying starts.

NOTE

- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

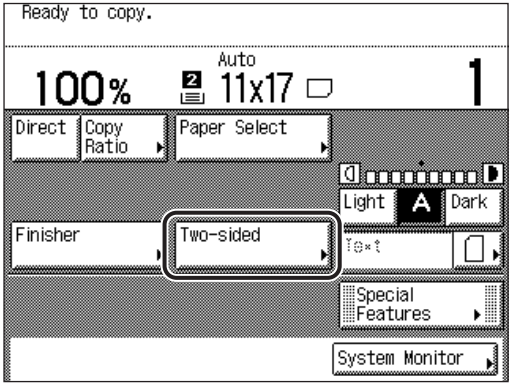
Book to 2-Sided

This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

IMPORTANT

- The Book▶2-Sided mode cannot be used with the Two-page Separation, Image Combination, Binding Erase, or Different Size Originals mode.
- Only LTR paper can be used for Book▶2-Sided copying.
- If you select [Front/Back Two-sided], the front side of the first two-sided page and the back side of the last two-sided page are left blank.
- Place your original on the platen glass. The Book▶2-Sided mode cannot be used when the original is placed in the feeder.

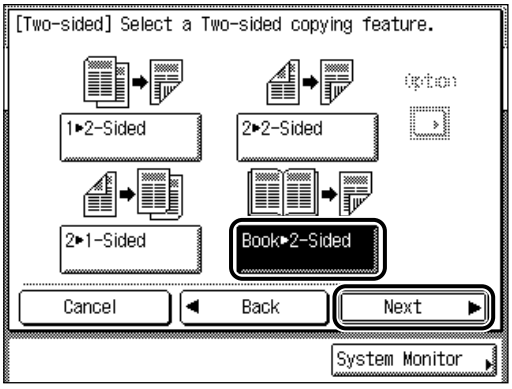
1 Place your original on the platen glass → press [Two-sided].



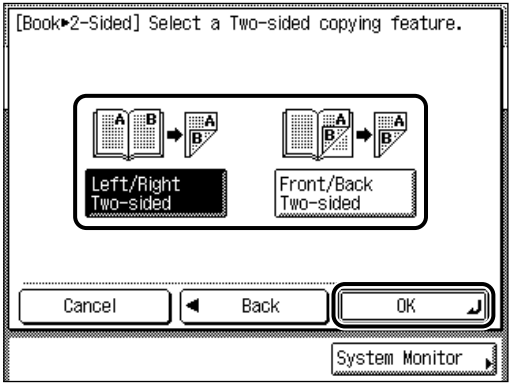
To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press [Book ▶ 2-Sided] → [Next].



3 Select the desired type of two-sided layout → press [OK].

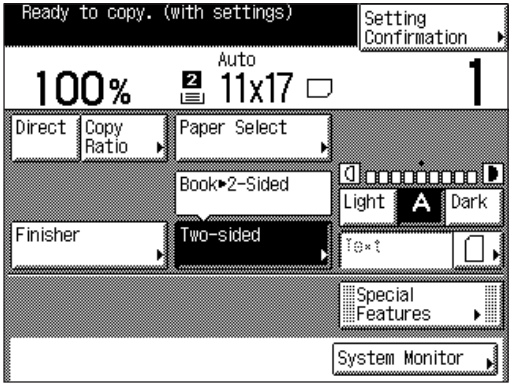


Details of each item are shown below.

[Left/Right Two-sided]: The facing pages of a book or bound original are copied on the front and back sides of a single sheet of paper.

[Front/Back Two-sided]: The front and back sides of the left page, or the front and back sides of the right page, are copied on the front and back sides of a single sheet of paper.

The display returns to the Copy Basic Features screen, and <Book▸2-Sided> is displayed above [Two-sided].



4 Press (Start).

To copy the next two facing pages, turn the page of the original → place your original on the platen glass → press (Start).

Scanning starts.

5 When scanning is complete, press [Done].

Copying starts.

NOTE

- To cancel this setting, press [Two-sided] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Special Copying Features

3
CHAPTER

This chapter describes the special copying features.

Two-Page Separation 3-2

Image Combination. 3-5

Frame Erase 3-11

- Original Frame Erase 3-13
- Book Frame Erase 3-17
- Binding Erase 3-20

Different Size Originals 3-23

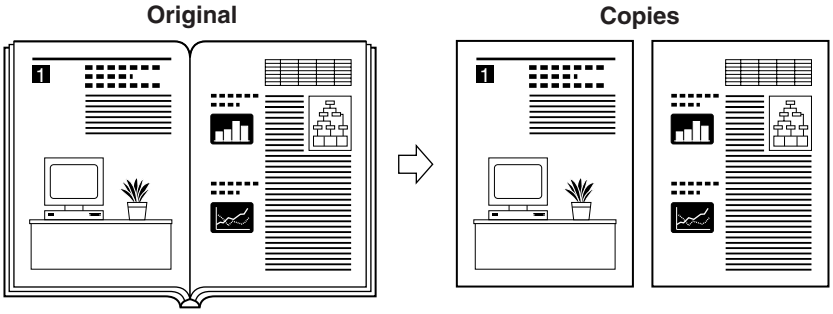
Adjusting the Contrast (Sharpness) 3-26

Memory Keys 3-29

- Storing Copy Settings. 3-29
- Naming a Memory Key 3-33
- Recalling Copy Settings 3-35
- Erasing Copy Settings 3-36

Two-Page Separation

This mode enables you to copy facing pages in a book or bound original to fit onto separate pages.



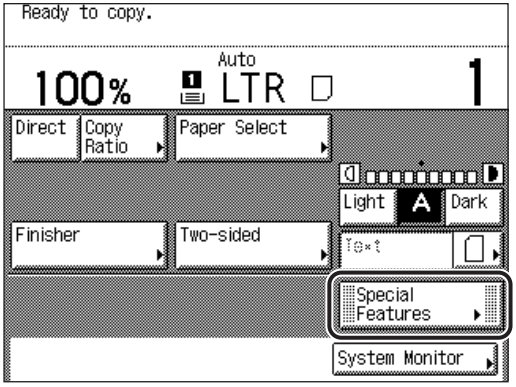
IMPORTANT

- The Two-page Separation mode cannot be used with the Two-sided, Image Combination, Different Size Originals, or Binding Erase mode.
- Place your original on the platen glass. The Two-page Separation mode cannot be used when the original is placed in the feeder.

NOTE

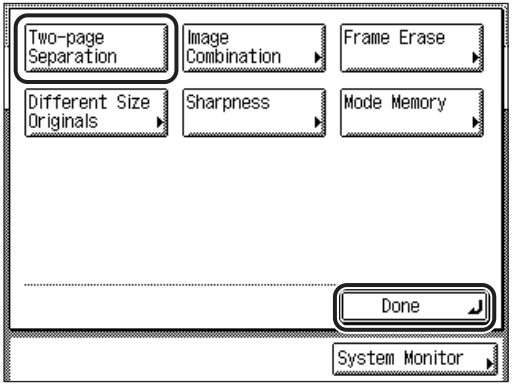
To make two-sided copies of books or bound originals, use the Book▶2-Sided copying feature of the Two-sided mode. (See "Book to 2-Sided," on p. 2-43.)

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



To make copies in the correct page order, begin copying from the first open page of the book or bound original. Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press [Two-page Separation] → [Done].



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

3 Press (Start).

To scan the next two facing pages, turn the page of the original → place your original on the platen glass → press (Start).

Scanning starts.

4 When scanning is complete, press [Done].

Copying starts.

NOTE

- To cancel this setting, press [Special Features] → [Two-page Separation] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Image Combination

This mode enables you to automatically reduce two or four originals, as well as two-sided originals or the facing pages of a book, to fit onto one side or both sides of a selected paper size.

IMPORTANT

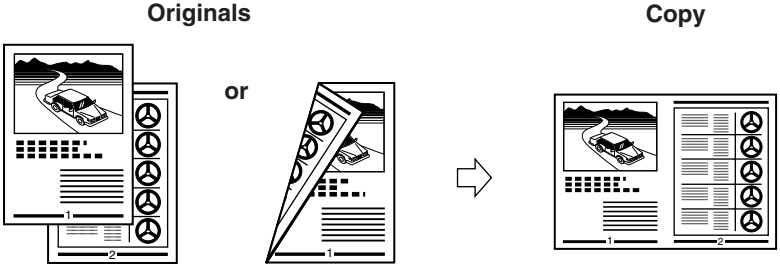
- The Image Combination mode cannot be used with the Automatic Paper Selection, Two-page Separation, Different Size Originals, Original Frame Erase, or Book Frame Erase mode.
- Originals copied in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.

NOTE

The reduction ratio is automatically set so that the originals fit onto the selected paper size.

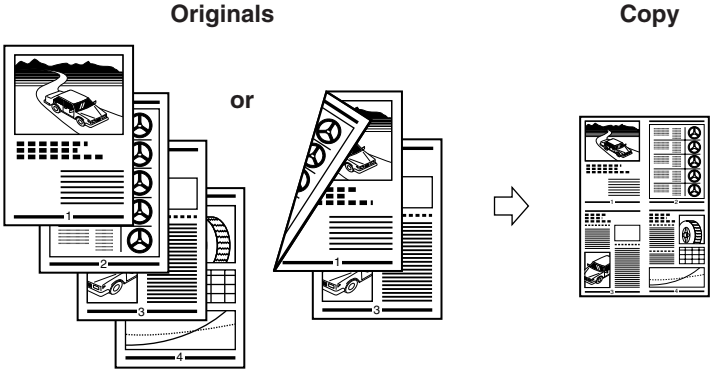
■ 2 On 1

This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of the copy sheet.

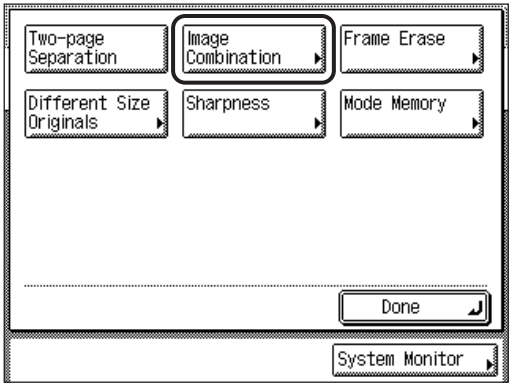


■ **4 On 1**

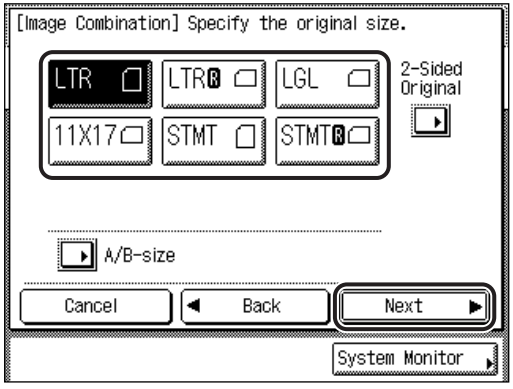
This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of the copy sheet.



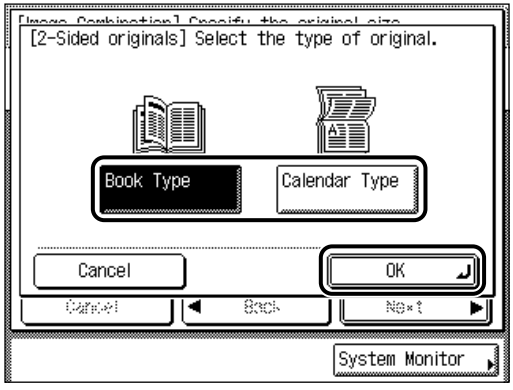
1 Place your originals → press [Special Features] → [Image Combination].



2 Select the original size → press [Next].



If you are copying two-sided originals, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].



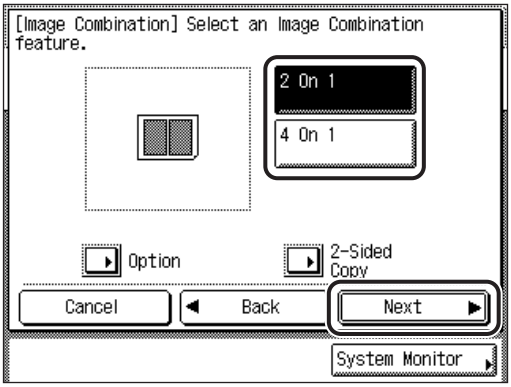
Details of each item are shown below.

[Book Type]:	The front and back sides of the original have the same top-bottom orientation.
[Calendar Type]:	The front and back sides of the original have opposite top-bottom orientations.

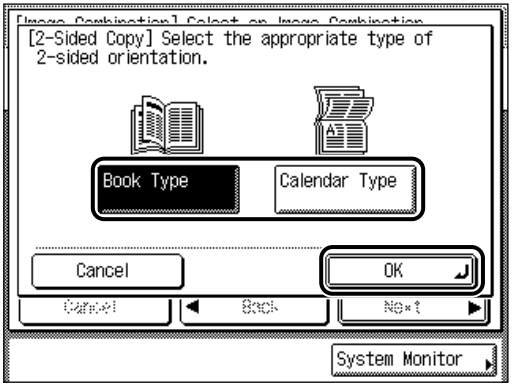
NOTE

- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

3 Select the desired Image Combination feature → press [Next].



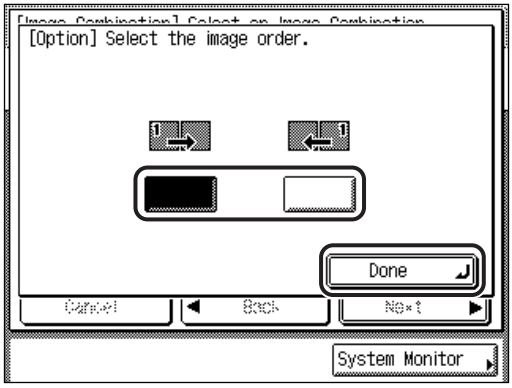
If you want to make two-sided copies, press [2-Sided Copy] → select the type of two-sided orientation → press [OK] → [Next].



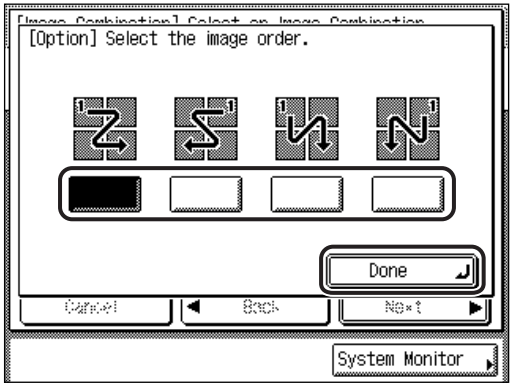
Details of each item are shown below.

[Book Type]:	The front and back sides of the copy will have the same top-bottom orientation.
[Calendar Type]:	The front and back sides of the copy will have opposite top-bottom orientations.

If you want to specify the image order, press [Option] ➞ select the image order ➞ press [Done] ➞ [Next].



2 On 1



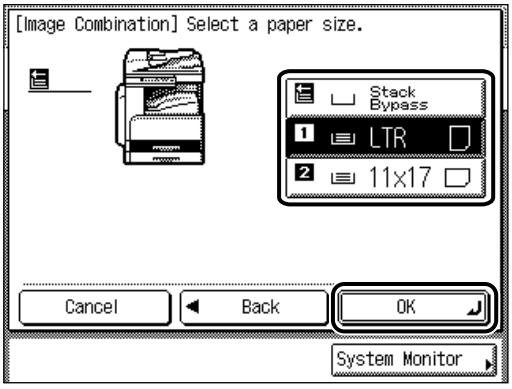
4 On 1

If you do not change the image order by pressing [Option], the images are printed as follows:

2 On 1: Left ➞ Right

4 On 1: Upper Left ➞ Upper Right ➞ Lower Left ➞ Lower Right

4 Select the desired paper size → press [OK] → [Done].



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

IMPORTANT

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

NOTE

- The machine automatically selects the copy ratio depending on the selected paper size.
- The most suitable image orientation for the specified paper size is automatically determined even if Auto Orientation is set to 'Off'. (See "Auto Orientation," on p. 4-5.)

5 Press (Start).

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

Copying starts.

NOTE

- To cancel this setting, press [Special Features] → [Image Combination] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Frame Erase

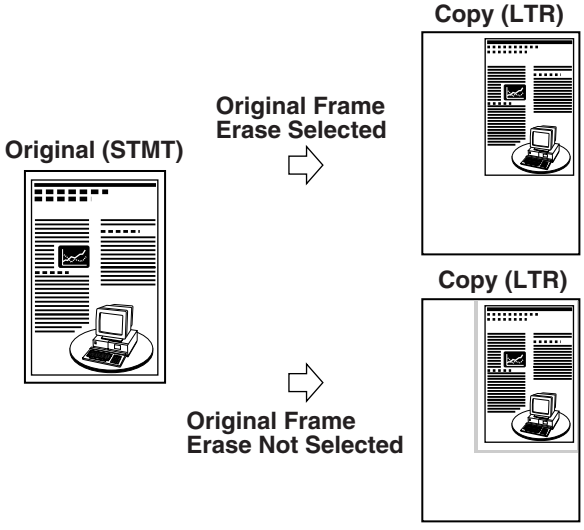
This mode enables you to erase shadows and lines that appear when copying various types of originals. The following three Frame Erase modes are available.

IMPORTANT

Combinations of the three Frame Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.

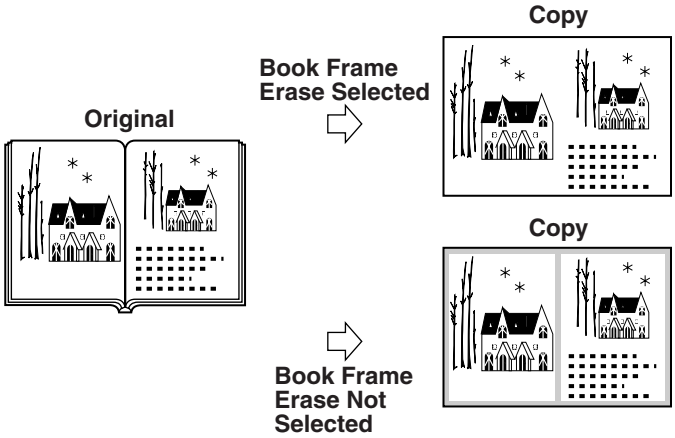
■ Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.



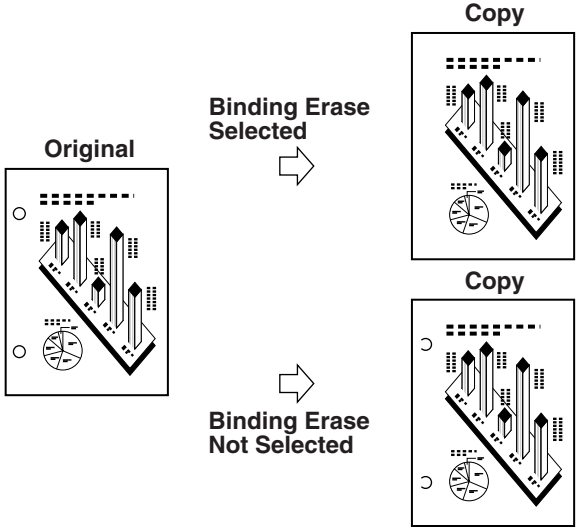
■ Book Frame Erase

This mode erases the dark borders, as well as center and contour lines that appear if you are copying facing pages in a book or bound original.



■ Binding Erase

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



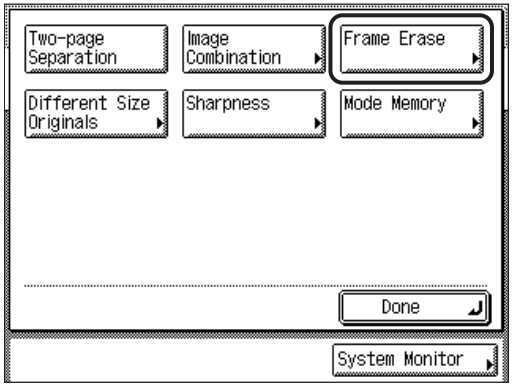
Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy.

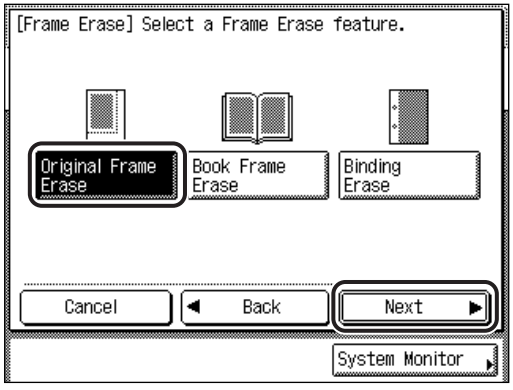
IMPORTANT

The Original Frame Erase mode cannot be used with the Image Combination or Different Size Original mode.

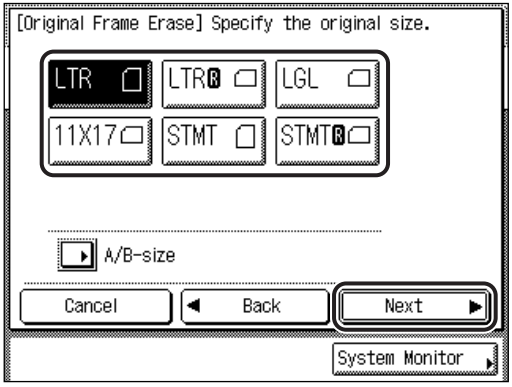
1 **Place your originals → press [Special Features] → [Frame Erase].**



2 **Press [Original Frame Erase] → [Next].**



3 Select the original size → press [Next].



IMPORTANT

You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.

NOTE

To select an A or B series paper size, press [A/B-size].

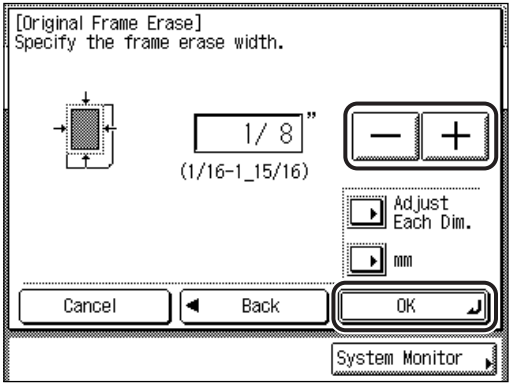
4 Press [-] or [+] to set the frame erase width.

NOTE

- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entry.
- You can change the value by pressing [-] or [+], even if you have entered the value using ⓪ - ⑨ (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default setting is '1/8" (4 mm)'. The maximum original frame erase width that you can set is '1 15/16" (50 mm)'.

● If you want to set the same width for all four borders:

❑ Press [-] or [+] to set the frame erase width → press [OK].

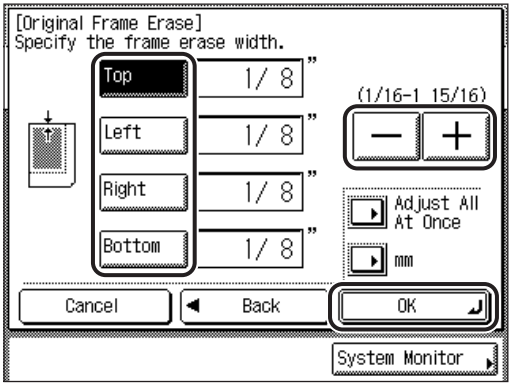


The selected mode is set.

● **If you want to set the top, left, right, and bottom widths independently:**

❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [OK].



To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

The selected mode is set.

5 Press [Done].

The display returns to the Copy Basic Features screen.

6 Press (Start).

Copying starts.

NOTE

- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Book Frame Erase

This mode erases the dark borders, as well as center and contour lines that appear if you are copying facing pages in a book or bound original onto a single sheet of paper.

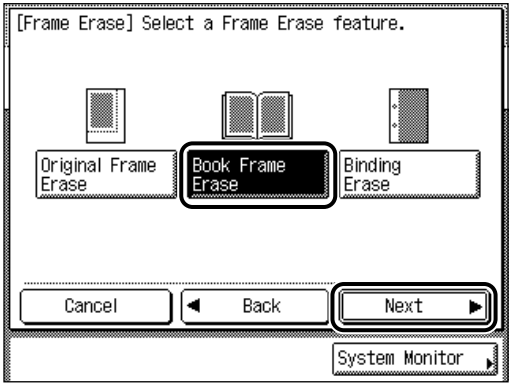
IMPORTANT

The Book Frame Erase mode cannot be used with the Image Combination or Different Size Original mode.

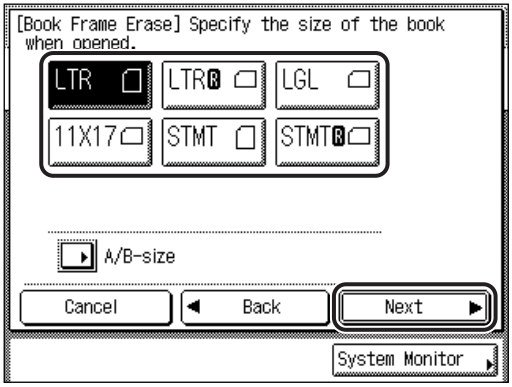
1 **Place your original on the platen glass → press [Special Features] → [Frame Erase].**

If necessary, see the screen shot in step 1 of "Original Frame Erase," on p. 3-13.

2 **Press [Book Frame Erase] → [Next].**



3 Select the size of the bound original when it is open → press [Next].



IMPORTANT

You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.

NOTE

To select an A or B series paper size, press [A/B-size].

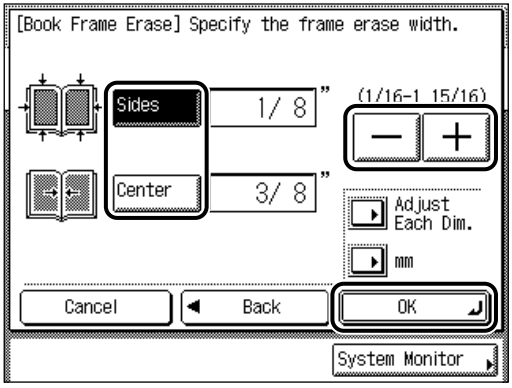
4 Press [-] or [+] to set the frame erase widths.

NOTE

- To enter values in millimeters, press [mm].
- When entering values in millimeters, you can also use 0 - 9 (numeric keys), and C (Clear) to clear your entries.
- You can change the values by pressing [-] or [+], even if you have entered the values using 0 - 9 (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default settings are '3/8" (10 mm)' for [Center] and '1/8" (4 mm)' for [Top], [Left], [Right], and [Bottom]. The maximum book frame erase width that you can set is '1 15/16" (50 mm)'.

● **If you want to set the same width for all four borders:**

❑ Press [Center] and [Sides] → press [-] or [+] to set their respective frame erase widths → press [OK].

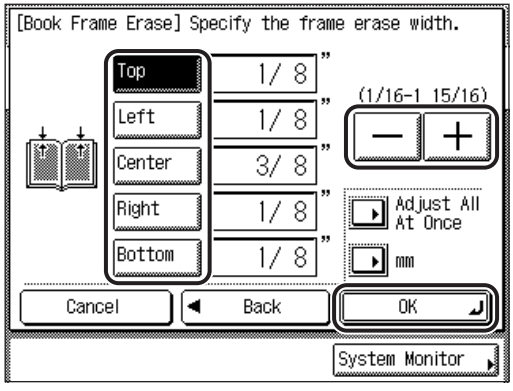


The selected mode is set.

● **If you want to set the top, left, center, right, and bottom widths independently:**

❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [OK].



To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

The selected mode is set.

5 Press [Done].

The display returns to the Copy Basic Features screen.

6 Press (Start).

Copying starts.

NOTE

- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Binding Erase

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

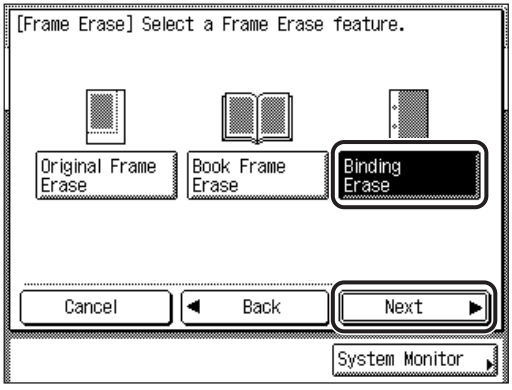
IMPORTANT

- The Binding Erase mode cannot be used with the Book▸2-Sided, Two-page Separation, or Different Size Original mode.
- Do not place originals with binding holes into the feeder, as this may damage the originals.
- If you are using the Binding Erase mode, the borders you do not select are also slightly erased.

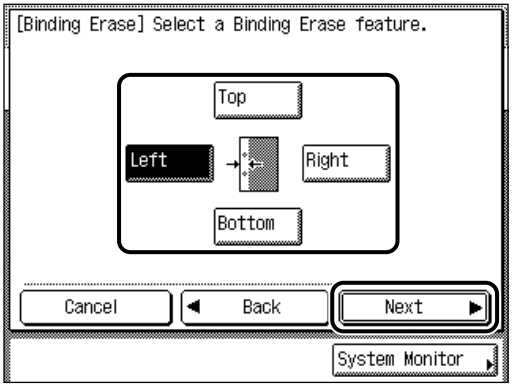
1 Place your original on the platen glass → press [Special Features] → [Frame Erase].

If necessary, see the screen shot in step 1 of "Original Frame Erase," on p. 3-13.

2 Press [Binding Erase] → [Next].

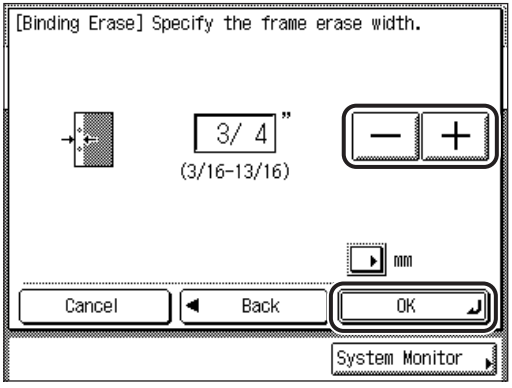


3 Select the border where the binding holes are located → press [Next].



The border is where the binding holes are located on the original, if you visualize the original as being face up.

4 Press [-] or [+] to set the frame erase width → press [OK] → [Done].



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

NOTE

- To enter values in millimeters, press [mm].
- When entering the value in millimeters, you can also use 0 - 9 (numeric keys), and C (Clear) to clear your entry.
- You can change the value by pressing [-] or [+], even if you have entered the value using 0 - 9 (numeric keys).
- If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.
- The default setting is '3/4" (18 mm)'. The maximum binding erase width that you can set is '13/16" (20 mm)'.

5 Press (Start).

Copying starts.

NOTE

- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Different Size Originals

This mode enables you to copy different size originals together.

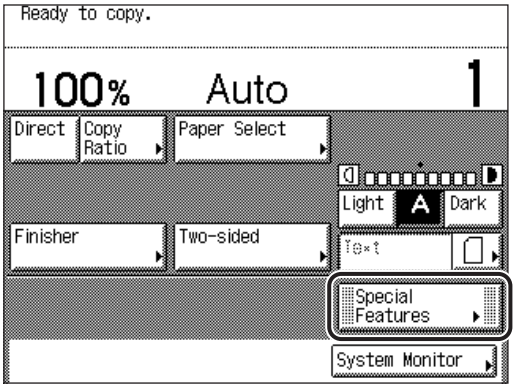
IMPORTANT

- The Different Size Originals mode cannot be used with the Book▶2-Sided, Two-page Separation, Image Combination, or Frame Erase mode.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths. ("Width" refers to the vertical measurement of the paper from the front of the machine to the back of the machine when the paper is placed in the feeder or on the platen glass.)
- If originals with different widths are placed in the feeder, set the differently sized originals in the following combinations. Other combinations may damage the originals.
  - 11" x 17" and LGL, 11" x 17" and LTRR, 11" x 17" and STMT, LTR and LGL, LTR and LTRR, LTR and STMT
- If you place originals with different widths into the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If you specify the Different Size Originals mode with the Automatic Paper Selection mode, Auto Orientation is not performed.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.

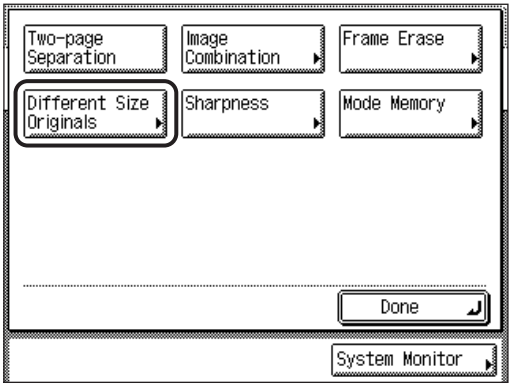
NOTE

If the Different Size Originals mode is used with the 1▶2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes if the originals for the front and back sides of a two-sided copy are different in size.

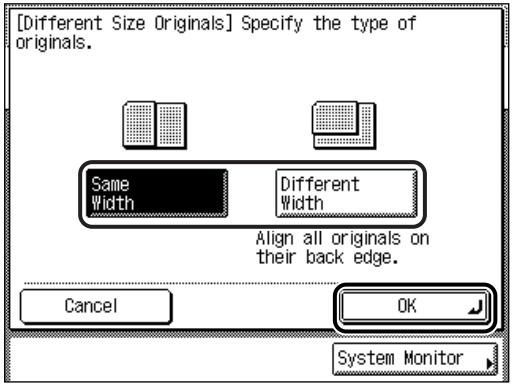
1 Place your originals → press [Special Features].



2 Press [Different Size Originals].



3 Select the type of originals → press [OK] → [Done].



If you are placing originals with the same width, press [Same Width].

If you are placing originals with different widths, press [Different Width].

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

4 Press (Start).

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

Copying starts.

NOTE

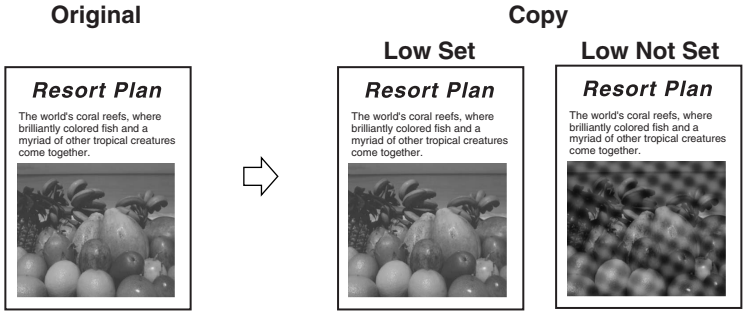
- To cancel this setting, press [Special Features] → [Different Size Originals] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

Adjusting the Contrast (Sharpness)

This mode enables you to make copies of originals with a sharper or softer contrast. To reproduce text or lines with a sharper contrast, use [High] as the setting. To copy originals containing printed images or other halftones with a softer contrast, use [Low] as the setting.

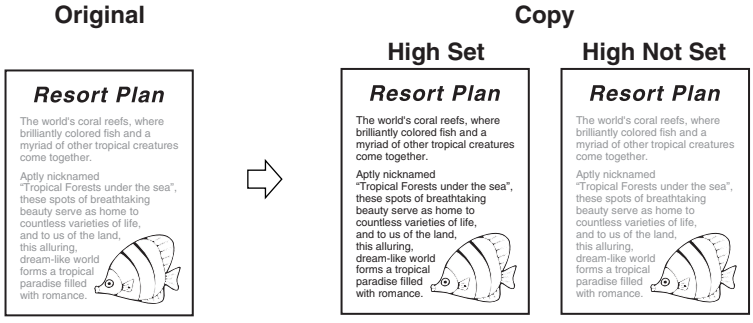
■ Low

If you make copies of an original containing halftones, such as a printed photograph, using the Photo mode, the moire effect (a shimmering, wavy pattern) may occur. In this case, you can lessen this moire effect by using [Low] as the setting to produce a clearer copy.

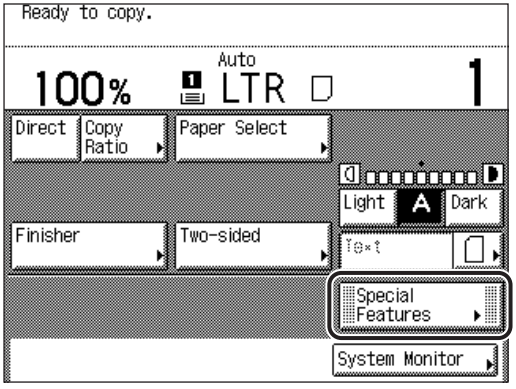


■ High

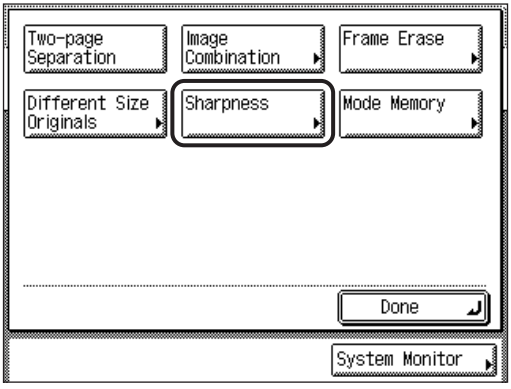
This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited for copying blueprints and faint pencil drawn images.



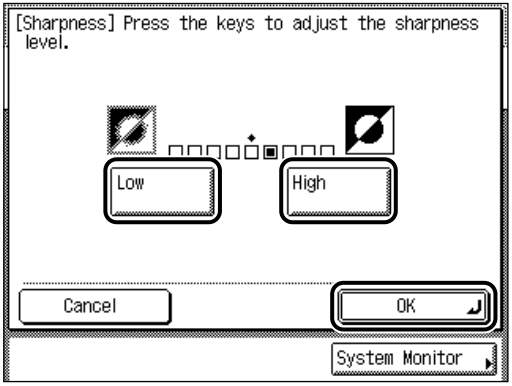
1 Place your originals → press [Special Features].



2 Press [Sharpness].



3 Press [Low] or [High] to adjust the sharpness → press [OK] → [Done].



To copy text or lines clearly, the setting should be towards [High]. To copy originals containing printed images or other halftones, the setting should be towards [Low].

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

4 Press (Start).

Copying starts.

NOTE

- To cancel this setting, press [Special Features] → [Sharpness] → [Cancel].
- To cancel all settings and return the machine to the Standard mode, press (Reset).

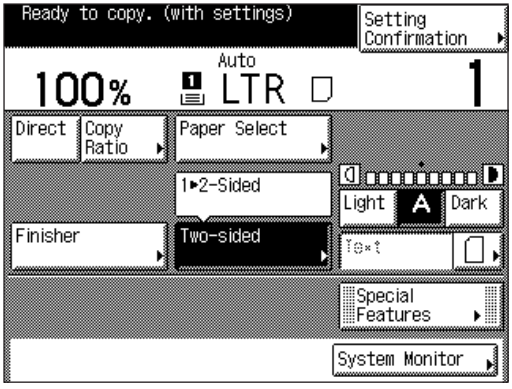
Memory Keys

You can set any possible combination of copy modes and store them in a memory key. There are four memory keys, and they can be assigned names for increased convenience. This feature is useful for storing frequently used copy settings.

NOTE
The copy settings stored in memory are not erased, even if the power is turned OFF.

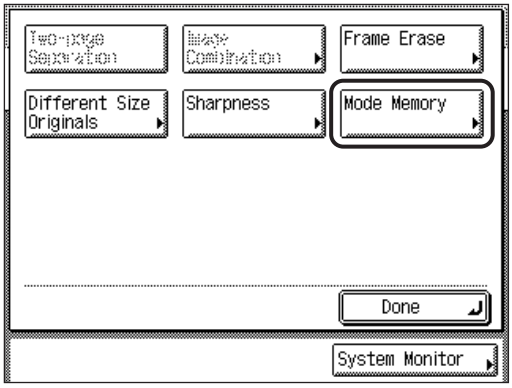
Storing Copy Settings

1 Specify the copy settings that you want to store on the Copy Basic Features screen and/or Special Features screen.

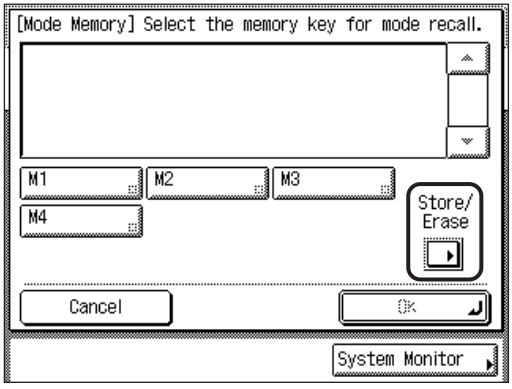


NOTE
In the example above, the Finisher and Two-sided modes are specified.

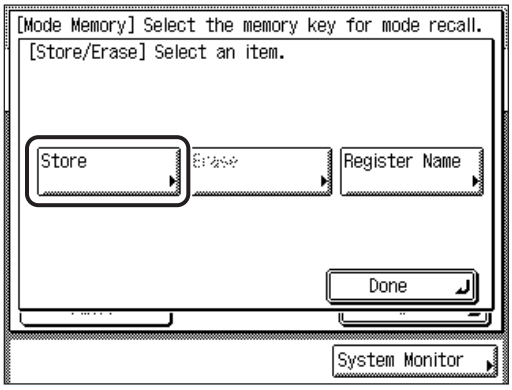
2 Press [Special Features] → [Mode Memory].



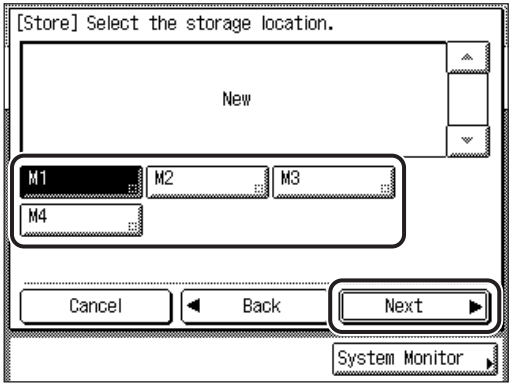
3 Press [Store/Erase].



4 Press [Store].



5 Select a key ([M1] to [M4]) for storing the copy settings → press [Next].



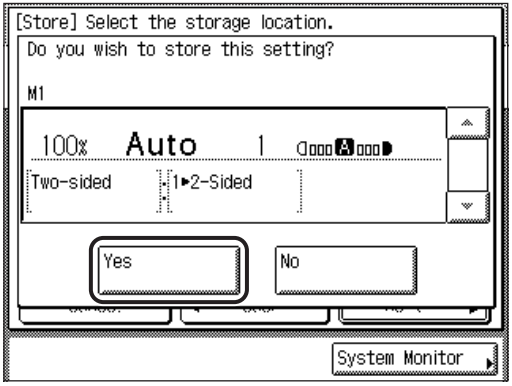
NOTE

- Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

● **If you select a key without settings:**

❑ A screen appears, asking for your confirmation to store the settings.

❑ Press [Yes].



To cancel storing the settings, press [No].

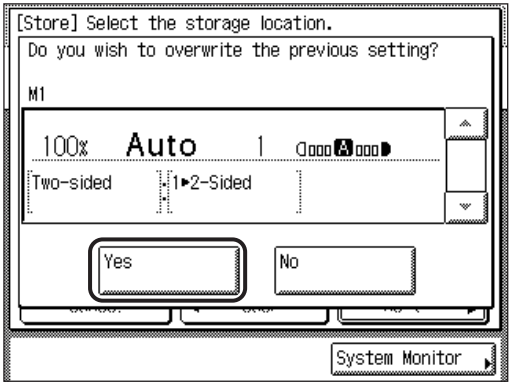
The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The key in which you stored the settings is displayed with a black square (■) in the lower right corner, and the stored settings are displayed.

● **If you select a key that already has settings stored in it:**

❑ A screen appears, asking for your confirmation to overwrite the previous settings.

❑ Press [Yes].



To cancel overwriting the settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

6 Press [OK] → [Done].

The display returns to the Copy Basic Features screen.

Naming a Memory Key

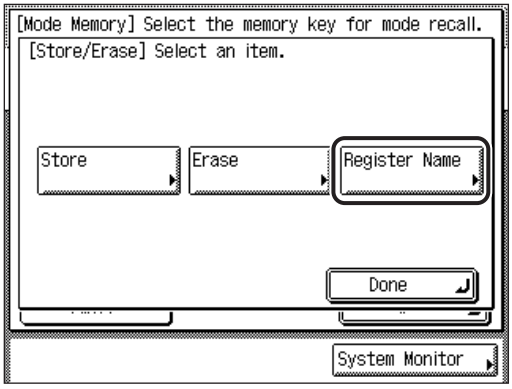
1 Press [Special Features] → [Mode Memory].

If necessary, see the screen shot in step 2 of "Storing Copy Settings," on p. 3-29.

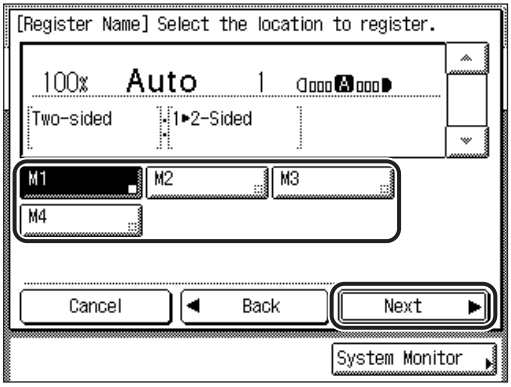
2 Press [Store/Erase].

If necessary see the screen shot in step 3 of "Storing Copy Settings", on p. 3-29.

3 Press [Register Name].



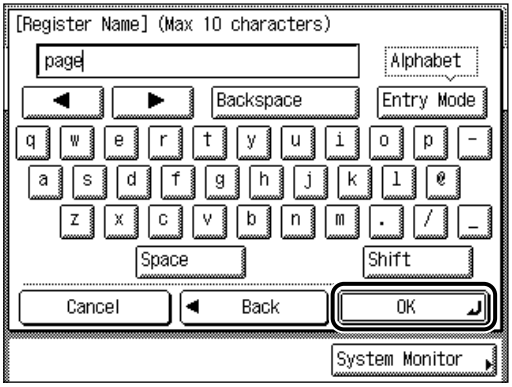
4 Select a key ([M1] to [M4]) to name → press [Next].



NOTE

- Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

5 Enter a name → press [OK].



The maximum number of characters that you can enter for a key name is 10.

The assigned name appears on the key.

NOTE

- For instructions on entering characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you press [OK] without entering any characters, the key name reverts to its current name (default M1 to M4).

6 Press [Cancel] → [Done].

The display returns to the Copy Basic Features screen.

NOTE

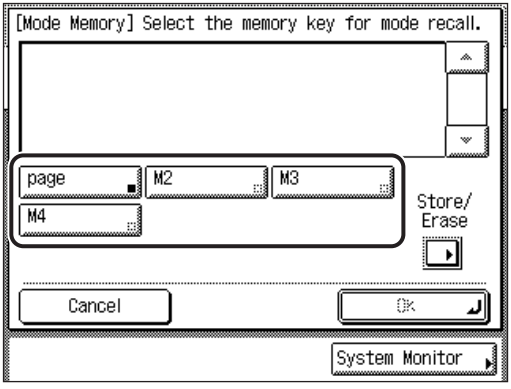
Pressing [Cancel] → [Done] only names the selected key ([M1] to [M4]), but does not recall the stored settings. If you press [OK] → [Done], the name is stored in the selected key ([M1] to [M4]), and the settings are recalled at the same time.

Recalling Copy Settings

1 Press [Special Features] → [Mode Memory].

If necessary, see the screen shot in step 2 of "Storing Copy Settings," on p. 3-29.

2 Select the key containing the copy settings that you want to recall.



3 Verify the settings → press [OK] → [Done].

If you select a key that does not have copy settings stored in it, [OK] is grayed out and cannot be pressed. Select another key that has copy settings stored in it, or press [Cancel].

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

NOTE

- Recalling copy settings from memory cancels the current copy settings.
- You can make changes to the recalled copy settings.
- If you press another key, the copy settings stored in that key are recalled.

Erasing Copy Settings

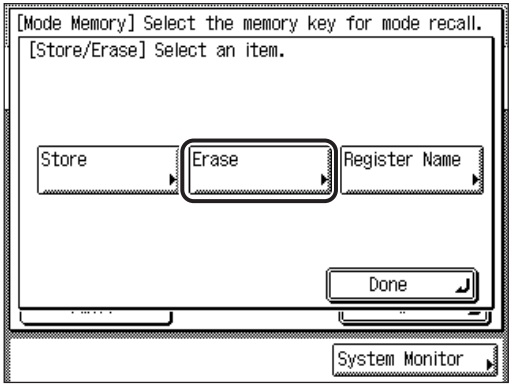
1 Press [Special Features] → [Mode Memory].

If necessary, see the screen shot in step 2 of "Storing Copy Settings," on p. 3-29.

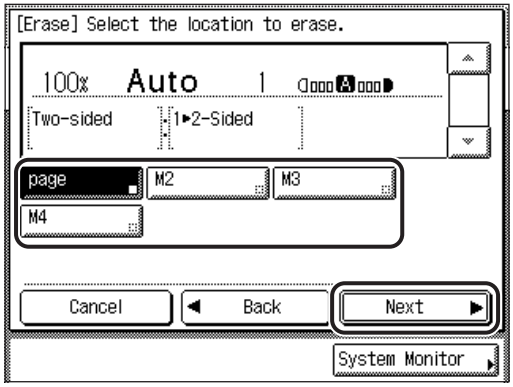
2 Press [Store/Erase].

If necessary see the screen shot in step 3 of "Storing Copy Settings," on p. 3-29.

3 Press [Erase].



4 Select the key containing the copy settings that you want to erase → press [Next].



A screen appears, asking for your confirmation to erase the settings.

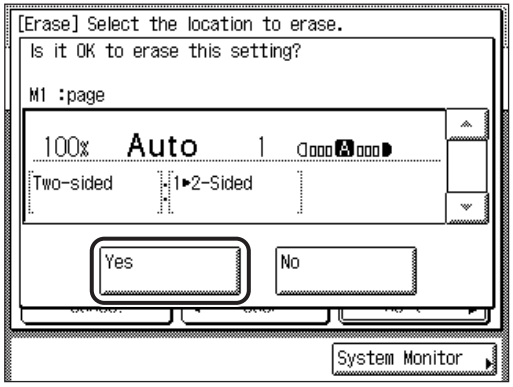
IMPORTANT

Make sure to check the settings first before erasing them.

NOTE

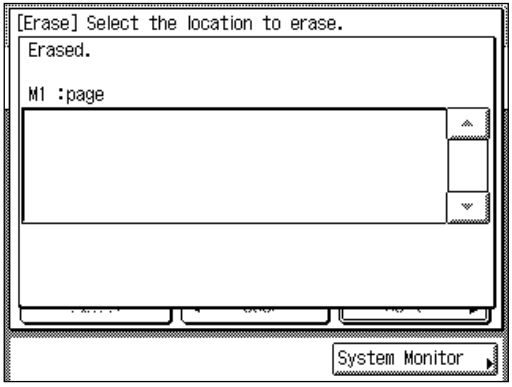
- Keys that already have settings stored in them are displayed with a black square (■) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.
- If there are more stored copy settings than are currently displayed, you can scroll through the list by pressing [▼] or [▲].

5 Press [Yes].



To cancel erasing the settings, press [No].

The message <Erased.> appears for approximately two seconds on the touch panel display.



The stored copy settings are erased.

NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a Memory Key," on p. 3-33.

6 Press [Cancel] → [Done].

The display returns to the Copy Basic Features screen.

NOTE

When a memory key is not in use, as is the case when you delete its settings, [OK] is grayed out, and you must press [Cancel] → [Done] to complete the procedure.

Customizing Settings

4
CHAPTER

This chapter explains how to change the machine's default settings and customize them to suit your needs.

Copy Settings Table 4-2

Image Orientation Priority 4-3

Auto Orientation 4-5

Changing the Current Standard Settings 4-7

Storing New Standard Settings 4-7

Initializing Standard Settings 4-10

Restoring the Default Copy Settings 4-12

Copy Settings Table

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

Item	Settings	Applicable Page
Image Orientation Priority	On, Off*1	p. 4-3
Auto Orientation	On*1, Off	p. 4-5
Standard Settings	Store, Initialize	p. 4-7
Initialize Copy Settings	Initialize	p. 4-12

*1 Indicates the default setting.

NOTE

For instructions on setting the modes not described in this manual, refer to the other manuals listed in "Manuals for the Machine," on p. ii.

Image Orientation Priority

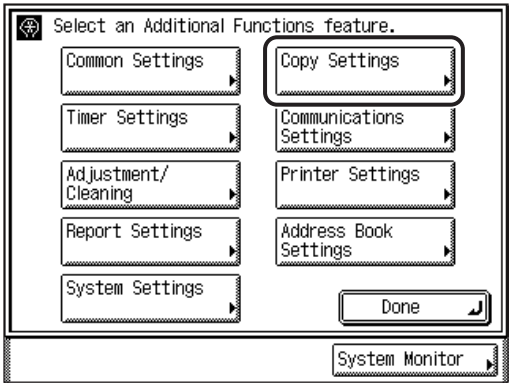
If Image Orientation Priority is set to 'On', the machine always copies an image in the same orientation as the original image. This is because the image on originals may be copied upside down, depending on the copy mode set.

If you do not want to copy the original image upside down, such as when copying on letterhead paper, or paper with a logo (such as a cover sheet), set the Image Orientation Priority to 'On'.

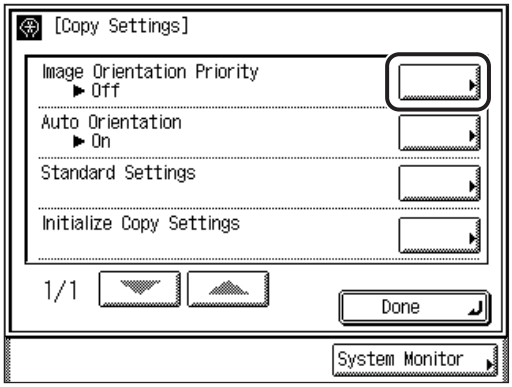
NOTE

The default setting is "Off'.

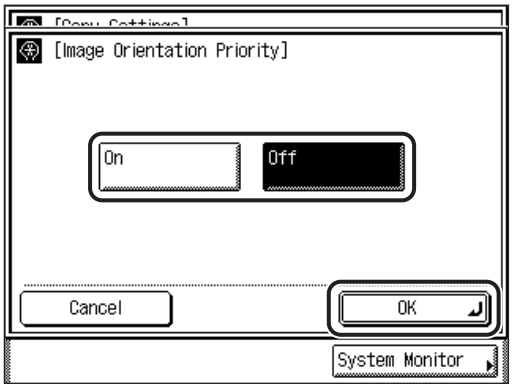
1 **Press (Additional Functions) → [Copy Settings].**



2 Press [Image Orientation Priority].



3 Select [On] or [Off] → press [OK].



The selected mode is set.

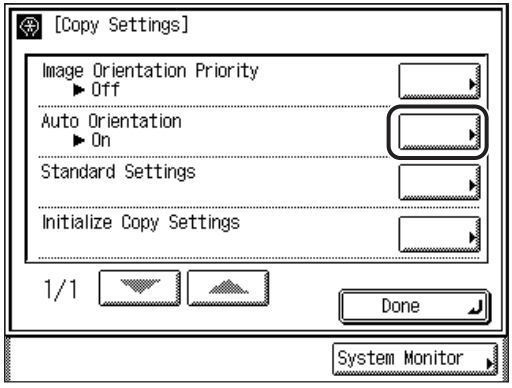
4 Press [Done] repeatedly until the Copy Basic Features screen appears.

Auto Orientation

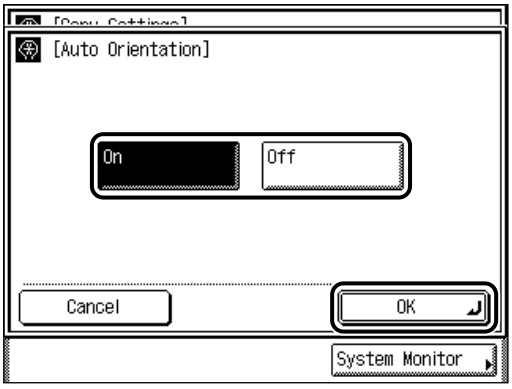
If Auto Orientation is set to 'On', the machine uses information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and then automatically rotates the image, if necessary.

NOTE
The default setting is 'On'.

1 **Press (Additional Functions) → [Copy Settings] → [Auto Orientation].**



2 Select [On] or [Off] → press [OK].



The selected mode is set.

NOTE

- If LTR or STMT originals are enlarged onto 11" x 17" or LGL copy paper, Auto Orientation is not performed even if you select [On].
- Only the images of standard size originals, up to LTR paper, can be rotated when the copy ratio is set to 100%.
- If Automatic Paper Selection is set and the most suitable paper size is not available, the paper source that is loaded with paper of the same size, even if the orientation is different, is displayed as the optimal paper to use.

3 Press [Done] repeatedly until the Copy Basic Features screen appears.

Changing the Current Standard Settings

The Standard Settings refer to a combination of copy modes that the machine automatically returns to after the power is turned ON, or when (Reset) is pressed.

The Standard Settings can be changed to suit your needs, or restored to their default settings.

NOTE

The default settings are:

- Copy Quantity:	1
- Paper Selection:	Auto
- Exposure and Original Type:	Auto
- Copy Ratio:	Direct
- Copy Function:	1▶1-Sided Copy

Storing New Standard Settings

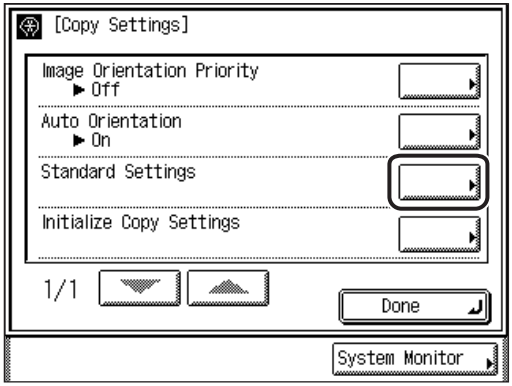
You can store your own copy settings as the Standard Settings.

To store your own standard settings, specify the desired settings on the Copy Basic Features screen and/or the Special Features screen, and then follow the procedure below.

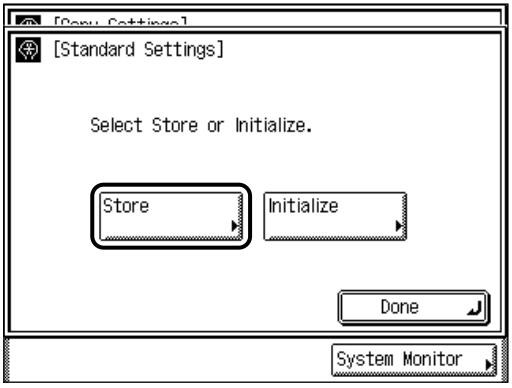
1 **Press (Additional Functions) → [Copy Settings].**

If necessary, see the screen shot in step 1 of "Image Orientation Priority," on p. 4-3.

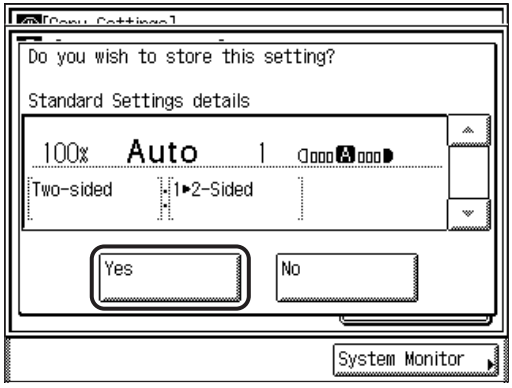
2 Press [Standard Settings].



3 Press [Store].

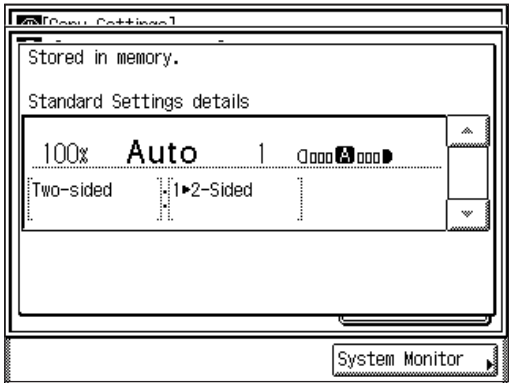


4 Press [Yes].



To cancel storing the currently displayed settings as the Standard Settings, press [No].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.



The displayed settings are stored as the Standard Settings.

NOTE

The settings displayed are the currently set copy settings. Press [▼] or [▲] to display any copy settings that do not fit into the display area.

5 Press [Done] repeatedly until the Copy Basic Features screen appears.

Initializing Standard Settings

You can restore the Standard Settings to their default settings.

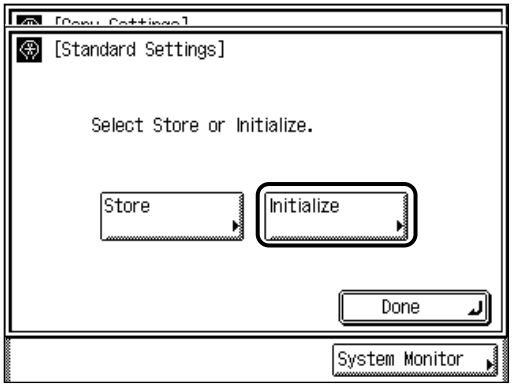
1 **Press (Additional Functions) → [Copy Settings].**

If necessary, see the screen shot in step 1 of "Image Orientation Priority," on p. 4-3.

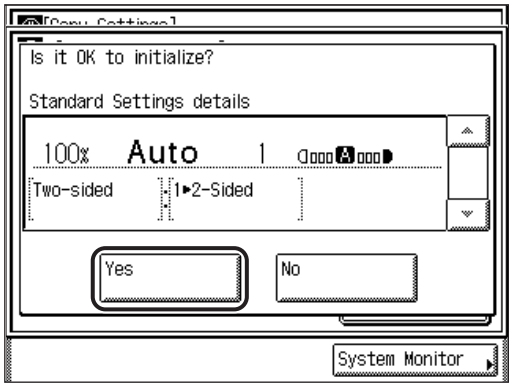
2 **Press [Standard Settings].**

If necessary, see the screen shot in step 2 of "Storing New Standard Settings," on p. 4-7.

3 **Press [Initialize].**

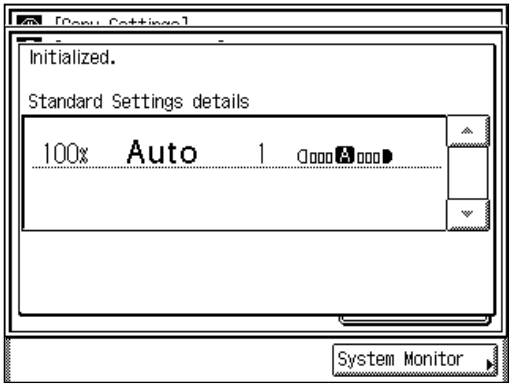


4 Verify the settings → press [Yes].



To cancel initializing the Standard Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.



The Standard Settings are initialized.

5 Press [Done] repeatedly until the Copy Basic Features screen appears.

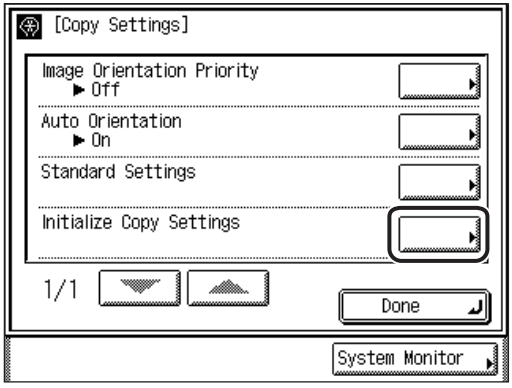
Restoring the Default Copy Settings

Modes that have been changed in Copy Settings (from the Additional Functions screen) can be restored to their default settings. (See "Copy Settings Table," on p. 4-2.)

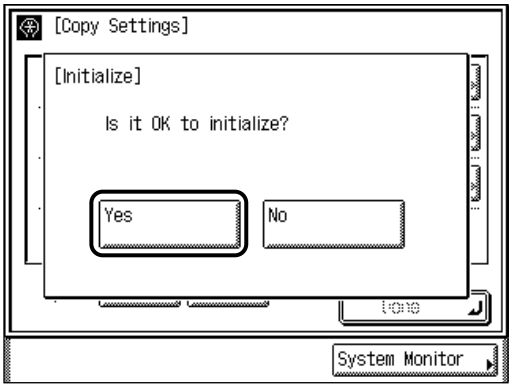
1 **Press (Additional Functions) → [Copy Settings].**

If necessary, see the screen shot in step 1 of "Image Orientation Priority" on p. 4-3

2 **Press [Initialize Copy Settings].**

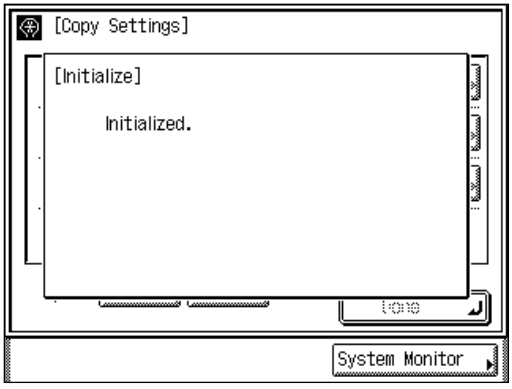


3 Press [Yes].



To cancel initializing the Copy Settings, press [No].

The message <Initialized.> appears for approximately two seconds on the touch panel display.



The Copy Settings are initialized.

4 Press [Done] repeatedly until the Copy Basic Features screen appears.

Appendix

5
CHAPTER

This chapter provides the combination of functions chart and index.

Combination of Functions Chart 5-2
Index 5-3

Combination of Functions Chart

This chart shows the available combinations of settings when you want to set more than one function at a time.

□ **Combination Available**

× **Combination Unavailable**

▲ **Priority to Latest Set Mode**

● **Priority to Image Combination Mode (Ratio can be changed)**

Function to Be Set \ Function Already Set	Preset Zoom	Zoom by Percentage	Auto Zoom	Copy Exposure (Automatic)	Text	Text/Photo	Photo	Automatic Paper Selection	Automatic Paper Selection, Auto Orientation	Auto Drawer Switching	Stack Bypass	Collate	Group	Reserve Copy	1▶2-Sided	2▶2-Sided	2▶1-Sided	Book▶2-Sided	Two-Page Separation	Image Combination	Original Frame Erase	Book Frame Erase	Binding Erase	Different Size Originals	Sharpness
Preset Zoom		▲	▲																●						
Zoom by Percentage	▲		▲																●						
Auto Zoom	▲	▲					▲	▲		*1															
Copy Exposure (Automatic)					▲	▲	▲																		
Text				×		▲	▲																		
Text/Photo				×	▲		▲																		
Photo				×	▲	▲																			
Automatic Paper Selection			×						▲	*2									×						
Automatic Paper Selection, Auto Orientation			×					▲		*2									×				×		
Auto Drawer Switching										*2															
Stack Bypass			*1					*2	*2	*2		*2	*2		*2	*2		*2	*2	*2					
Collate										*2			▲												
Group										*2		▲													
Reserve Copy																									
1▶2-Sided										*2						▲	▲	▲	×	×					
2▶2-Sided										*2					▲		▲	▲	×	×					
2▶1-Sided															▲	▲		▲	×	×					
Book▶2-Sided										*2					▲	▲	▲		×	×			×	×	
Two-Page Separation										*2					×	×	×	×		×			×	×	
Image Combination	●	●							×	*2					×	×	×	×	×		×	×		×	
Original Frame Erase																				×		▲	▲	×	
Book Frame Erase																				×	▲		▲	×	
Binding Erase																		×	×		▲	▲		×	
Different Size Originals									×									×	×	×	×	×	×		
Sharpness																									

*1 You cannot combine these modes if you select a nonstandard paper size.

*2 You cannot combine these modes when a nonstandard paper size or envelope is selected.

Index

Numerics

1 to 2-sided, 2-32, 2-35
2 On 1, 3-5
2 to 1-sided, 2-33, 2-41
2 to 2-sided, 2-33, 2-38
4 On 1, 3-6

A

Auto orientation, 4-5
Auto zoom, 2-19, 2-23

B

Binding Erase, 3-12, 3-20
Book Frame Erase, 3-12, 3-17
Book to 2-sided, 2-34, 2-43

C

Canceling a copy job
  Canceling, 1-23
  Using the System Monitor screen, 1-24
  Using the touch panel display, 1-23
Canceling selected settings, 1-32
Changing
  Copy (zoom) ratio, 2-19
  Copy quantity, 2-3
Changing/Canceling selected settings
  Canceling a mode, 1-33
  Changing a mode, 1-33
  Changing/canceling, 1-32
Collate mode, 2-27, 2-27, 2-28
Collating
  Collate mode, 2-27, 2-28
  Collating copies, 2-27
  Group mode, 2-27, 2-30
Combination of functions chart, 5-2
Confirming settings, 1-30
Contrast (Sharpness)
  Adjusting, 3-26
  High, 3-26
  Low, 3-26
Copy (Zoom) Ratio
  Auto zoom, 2-19, 2-23
  Changing, 2-19
  Preset zoom, 2-19, 2-20
  Zoom by percentage, 2-19, 2-22
Copy Basic Features screen, 1-2
Copy exposure
  Automatic, 2-18
  Copy exposure settings, 1-3, 2-14
  Manual, 2-15
Copy job
  Canceling, 1-23
Copy quantity
  Changing, 2-3
  Specifying, 2-2
Copy Ratio key, 1-2
Copy settings table, 4-2
Copying features, 1-2

D

Default copy settings, restoring, 4-12
Different Size Originals, 3-23

Different Size Originals key, 1-5
Direct key, 1-2
Displays used in this manual, viii

E

Enlargement copy ratios, 2-20

F

Feeder, 1-14, 1-20
Finisher key, 1-3
Finisher modes, 2-27
Flow of copy operations, 1-6
Frame Erase
  Binding Erase, 3-12, 3-20
  Book Frame Erase, 3-12, 3-17
  Frame Erase mode, 3-11
  Original Frame Erase, 3-11, 3-13
Frame Erase key, 1-5

G

Group mode, 2-27, 2-30

H

Horizontal placement, 1-14

I

Image Combination
  2 On 1, 3-5
  4 On 1, 3-6
  Image Combination mode, 3-5
Image Combination key, 1-4
Image Orientation Priority, 4-3
Initializing standard settings, 4-10

K

Keys used in this manual, viii

M

Memory key
  Erasing, 3-36
  Naming, 3-33
  Recalling, 3-35
  Settings in memory, 3-29
  Storing, 3-29
Mode Memory key, 1-5

O

Orientation
  Horizontal placement, 1-14
  Orientation of original, 1-14
  Vertical placement, 1-14
Original Frame Erase, 3-11, 3-13
Original Output Area, 1-22
Original type
  Photo mode, 2-14
  Text mode, 2-14
  Text/Photo mode, 2-14
Original type drop-down list, 1-3
Overview, 1-2

P

Paper Select key, 1-2
Paper selection
  Automatic, 2-5

Manual, 2-7
Paper selection types, 2-5
Photo mode, 2-14
Placing originals
Feeder, 1-14, 1-20
Orientation, 1-14
Placing originals, 1-14
Platen glass, 1-14, 1-16
Platen glass, 1-14, 1-16
Preset zoom
Enlargement, 2-20
Preset Zoom mode, 2-19, 2-20
Reduction, 2-20

R

Reduction copy ratios, 2-20
Reserved copying
Reserving a copy job, 1-27
Restoring default copy settings, 4-12

S

Sharpness, 3-26
Sharpness key, 1-5
Special Features key, 1-3
Special Features screen, 1-4
Standard Settings
Initializing, 4-10
Storing, 4-7
Symbols used in this manual, vii
System Monitor key, 1-4

T

Text mode, 2-14
Text/Photo mode, 2-14
Two-page Separation, 3-2
Two-page Separation key, 1-4
Two-sided copying
1 to 2-sided, 2-32, 2-35
2 to 1-sided, 2-33, 2-41
2 to 2-sided, 2-33, 2-38
Book to 2-sided, 2-34, 2-43
Two-sided, 2-32
Two-sided key, 1-3

V

Vertical placement, 1-14

Z

Zoom by percentage, 2-19, 2-22

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120V

FA7-8636 (000)

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PRINTED IN JAPAN OR CHINA