Canon

imageRUNNER 1750i / 1740i / 1730i / 1730

Copying Guide

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

ENG

imageRUNNER 1750i/1740i 1730i/1730 Copying Guide

Manuals for the Machine

The manuals for this machine are organized as shown below. Please refer to them for detailed information. Some manuals may not be needed for certain system configurations and products purchased.

Guides with this symbol are printed manuals.

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

• Installation of the Machine	Starter Guide	Printed
• Legal Notices • Setup Instructions	User's Guide	Printed
• Quick Reference for Basic Operations	Easy Operation Guide	Printed
• Basic Operations • Troubleshooting	Reference Guide	CD-ROM
• Copying Instructions	Copying Guide (This Document)	CD-ROM
• Sending and Fax Instructions	Sending and Facsimile Guide	CD-ROM
• Remote User Interface Instructions	Remote UI Guide	CD-ROM
• Network Connectivity • Security Management	System Settings Guide	CD-ROM
• Color Network ScanGear Instructions	Network ScanGear Guide	CD-ROM
• USB Memory Media Printing Instructions • PS/PCL/UFRII LT Printer Instructions	Printer Guide	CD-ROM
• Windows Printer Driver Instructions	Windows Printer Driver Guide	CD-ROM
• Windows Fax Driver Instructions	Windows Fax Driver Guide	CD-ROM
• Macintosh Printer Driver Instructions	Mac Printer Driver Guide	CD-ROM

To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

How This Manual Is Organized

Chapter 1 Introduction to Copy Function

Chapter 2 Basic Copying Features

Chapter 3 Advanced Copying Features

Chapter 4 Customizing Settings

Chapter 5 Appendix

Includes the instructions on how to place originals, available combination of copy modes, 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 . . . . . **vi**

How to Use This Manual . . . . . **vi**

Symbols Used in This Manual vi

Keys Used in This Manual vi

Illustrations Used in This Manual vii

Displays Used in This Manual vii

Trademarks viii

Availability of the Optional Equipment viii

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

Copyright ix

Disclaimers. ix

Chapter 1 Introduction to Copy Function

Overview of Copying Features **1-2**

Keys and Functions 1-2

Basic Features 1-2

Advanced Features 1-4

Basic Copying Procedure **1-6**

Managing Copy Jobs. **1-11**

Canceling a Copy Job Using the Stop Key 1-11

Checking and Canceling Copy Jobs Using the System Monitor 1-12

Checking the Copy Log 1-13

Checking/Changing/Canceling Selected Settings **1-15**

Chapter 2 Basic Copying Features

Selecting the Paper Size **2-2**

Automatic Paper Selection. 2-2

Manual Paper Selection. 2-4

Copying Using the Stack Bypass. 2-5

Adjusting Density and Image Quality **2-12**

Density 2-12

Type of Original 2-13

Enlarging/Reducing Images **2-15**

Preset Zoom. 2-15

Zoom by Percentage 2-16

Auto Zoom 2-18

2-Sided Copying **2-21**
Making 1 to 2-Sided, 2 to 2-Sided, or 2 to 1-Sided Copies 2-22
Finishing **2-26**
Collating or Stapling Copies 2-28

Chapter 3 Advanced Copying Features

Multiple Originals onto One Sheet **3-2**
Making 2 on 1 or 4 on 1 Copies (Image Combination) 3-4
Making ID Card Copies 3-9
Erasing Shadows/Frame Lines (Frame Erase) **3-11**
Original Frame Erase 3-13
Book Frame Erase 3-15
Binding Erase 3-18
Adjusting Sharpness **3-20**
Frequently Used Settings (Mode Memory) **3-23**
Registering Mode Memory 3-23
Recalling Mode Memory 3-26
Deleting Mode Memory 3-27

Chapter 4 Customizing Settings

Customizing the Copy Settings **4-2**
Copy Settings Table 4-2
Changing the Current Standard Settings 4-2
Storing New Standard Settings 4-3
Initializing Standard Settings 4-4
Restoring the Default Copy Settings 4-6

Chapter 5 Appendix

Placing Orientations of Originals **5-2**
Placing One-Sided Originals 5-2
Placing Two-Sided Originals 5-4
Combination of Copy Modes Chart **5-6**
Index **5-7**

Preface

Thank you for purchasing the Canon imageRUNNER 1750i/1740i/1730i/1730. Please read this manual thoroughly before operating the machine 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.

IMPORTANT — Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

NOTE — Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

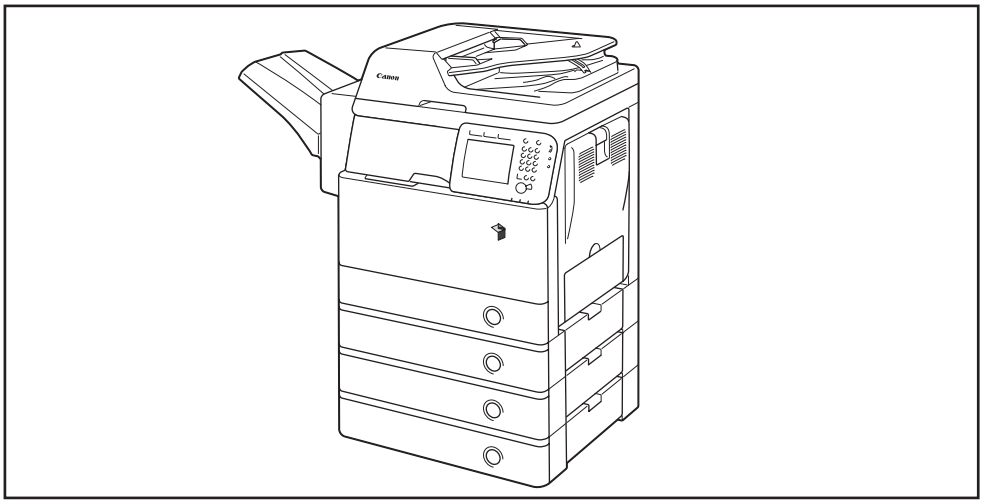
Keys Used in This Manual

The following table provides a few examples of how keys to be pressed are expressed in this manual:

	Keys	Example
Control Panel	Key icon + (Key Name)	(Additional Functions)
Touch Panel Display	[Key Name]	[OK], [Cancel], etc.
	[Key Icon]	[▼], [▲], etc.

Illustrations Used in This Manual

The machine illustrations used in this manual are those of the imageRUNNER 1750i with the following optional equipment attached: Staple Finisher-H1 and Cassette Module-Y1 (triple-tiered).

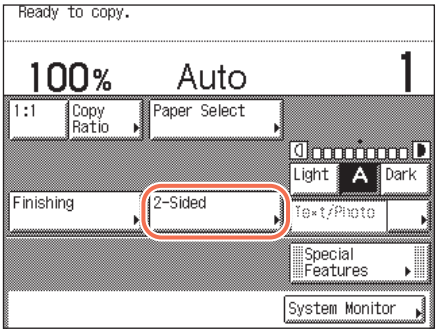


Displays Used in This Manual

Screen shots used in this manual may differ from actual displays depending on the machine configuration.

The keys to be pressed are marked with a ⬭, as shown below.

When multiple keys can be pressed, all of them will be marked. Select the keys best suited to your needs.



Trademarks

Windows is a registered trademark of Microsoft Corporation in the United States and other countries.

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Availability of the Optional Equipment

Of the optional equipment described in the manuals, the Copy Card Reader-F1 may not be available depending on the country or region of purchase. For more information on the optional equipment, see Chapter 4, “Optional Equipment,” in the *Reference Guide*.

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Introduction to Copy Function

1

CHAPTER

This chapter is an introduction to the Copy function.

Overview of Copying Features 1-2

Keys and Functions 1-2

Basic Copying Procedure 1-6

Managing Copy Jobs 1-11

Canceling a Copy Job Using the Stop Key 1-11

Checking and Canceling Copy Jobs Using the System Monitor 1-12

Checking the Copy Log 1-13

Checking/Changing/Canceling Selected Settings 1-15

Overview of Copying Features

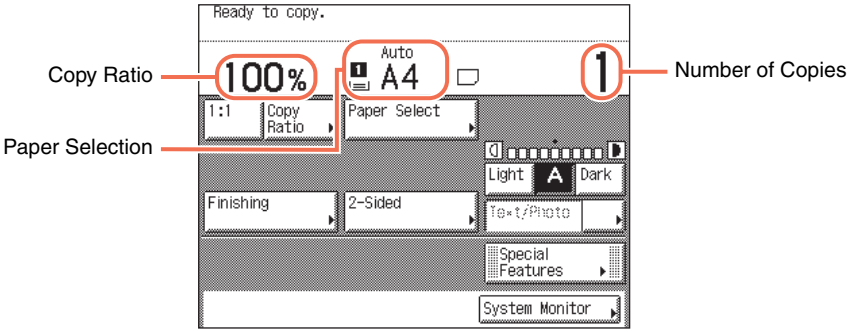
Most operations of this machine are performed from the touch panel display. To use the Copy function, press the appropriate keys as instructed in the messages displayed on the touch panel display.

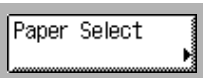
Keys and Functions

Basic Features

■ Top Screen

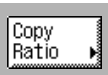
The screen below, which appears when you press [ ] (COPY), is called the top screen.



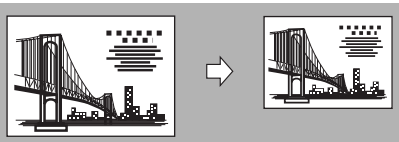


→ See "Selecting the Paper Size," on p. 2-2.

Press to select the paper size/type and the paper source.



→ See "Enlarging/ Reducing Images," on p. 2-15.



Press to enlarge or reduce the copy size.

1:1

→ See “Enlarging/Reducing Images,” on p. 2-15.

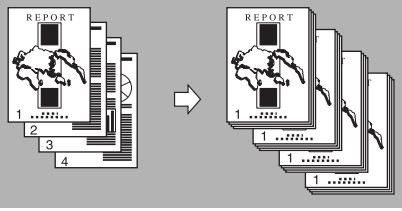
Press to make copies in the same size as your original.

Finishing

→ See “Finishing,” on p. 2-26.

Press to select the Collate, Group, or Staple mode.

[Collate] Is Selected

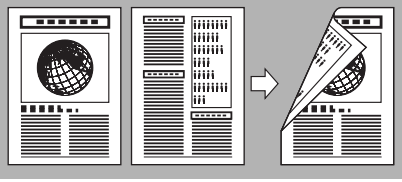


2-Sided

→ See “2-Sided Copying,” on p. 2-21.

Press to make 1 to 2-Sided, 2 to 2-Sided, or 2 to 1-Sided copies.

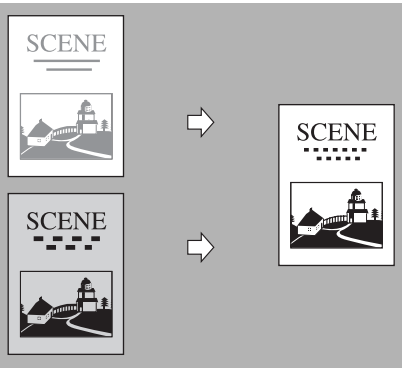
[1 to 2-Sided] Is Selected



Light A Dark

→ See “Density,” on p. 2-12.

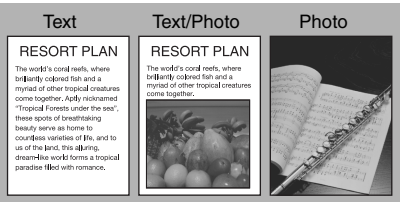
Press to automatically set or manually adjust the copy density.

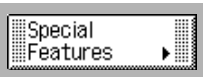


Text

→ See “Type of Original,” on p. 2-13.

Press to make copies according to the type of original ([Text], [Text/Photo], or [Photo]).





→ See "Advanced Features," on p. 1-4 and Chapter 3, "Advanced Copying Features."

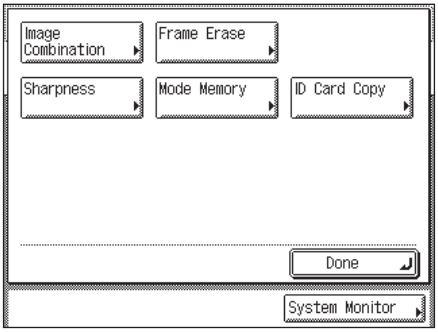
Press to select an advanced features mode, such as the Frame Erase mode.

→ See "Managing Copy Jobs," on p. 1-11.

Press to check the details and the record of copy jobs, or cancel copy jobs using the System Monitor screen.

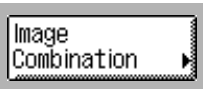
Advanced Features

■ Special Features Screen



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

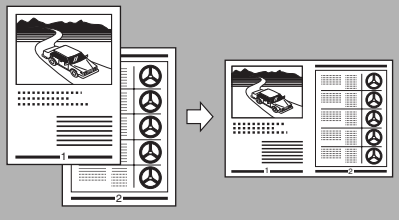
To close the Special Features screen and return to the top screen, press [Done].



→ See "Multiple Originals onto One Sheet," on p. 3-2.

Press to automatically reduce two or four originals to fit onto a one-sided or two-sided copy sheet.

[2 On 1] Is Selected

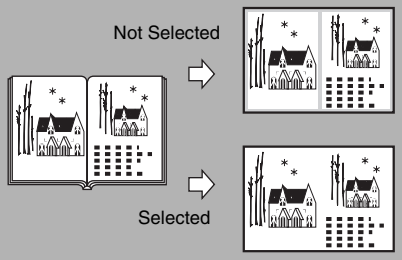


Frame Erase

→ See “Erasing Shadows/ Frame Lines (Frame Erase),” on p. 3-11.

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

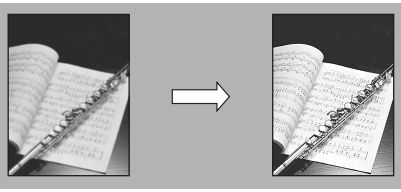
[Book Frame Erase] Is Selected



Sharpness

→ See “Adjusting Sharpness,” on p. 3-20.

Press to sharpen or soften the image of the original on the copy.



Mode Memory

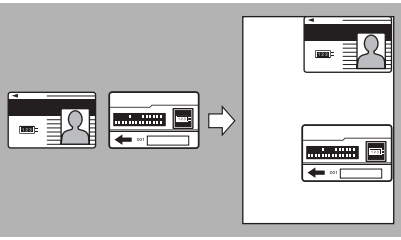
→ See “Frequently Used Settings (Mode Memory),” on p. 3-23

Press to store or recall copy modes.

ID Card Copy

→ See “Multiple Originals onto One Sheet,” on p. 3-2.

Press to copy the both sides of an ID card on the one side of the paper in the actual size.



Basic Copying Procedure

This section describes the basic copy operation procedures.

NOTE

- For instructions on how to turn ON the machine, see Chapter 2, “Before You Start Using the Machine,” in the *User’s Guide*.
- For instructions on how to load paper, see Chapter 5, “Routine Maintenance,” in the *Reference Guide*.
- The output quality may deteriorate if the platen glass or feeder scanning area is dirty. Always keep them clean.
- Do not touch the feeder while copying. Rocking the feeder may distort the image being copied.

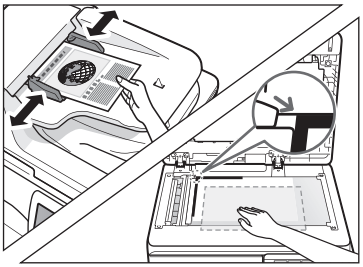
1 Press (COPY).

NOTE

If any of the messages below appears, follow the instructions in Chapter 2, “Basic Operations,” in the *Reference Guide*:

- <Enter the Department ID and Password using the numeric keys.>
- <You must insert a control card.>
- <Enter the User ID and Password.>

2

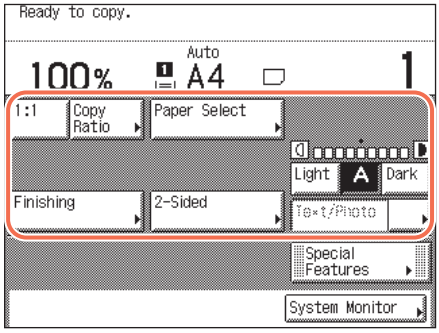


Place your originals.

NOTE

- For help, see Chapter 2 “Basic Operations,” in the *Reference Guide*.
- If you want to copy on paper loaded in the stack bypass, specify the paper size and type. (See “Copying Using the Stack Bypass,” on p. 2-5.)

3

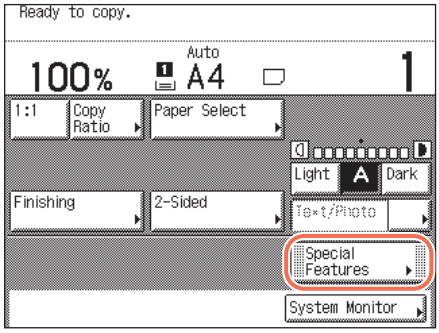


Specify the desired copy modes on the top screen.

NOTE

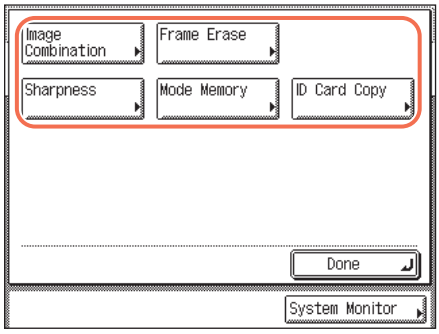
You can select the paper size and type, copy density, original type, copy ratio, two-sided, and the desired finishing mode.

4



If necessary, specify the copy modes on the Special Features screen.

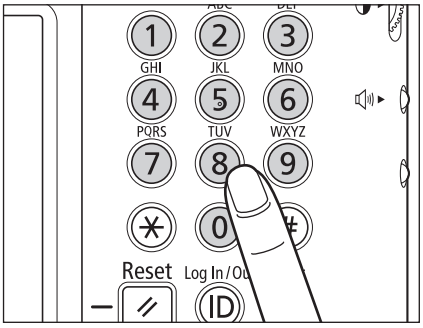
❑ Press [Special Features].



❑ Press the desired key to set the desired mode.

For more information on the functions on the Special Features screen, see Chapter 3, “Advanced Copying Features.”

5

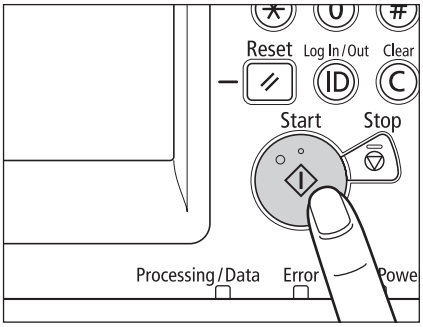


Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

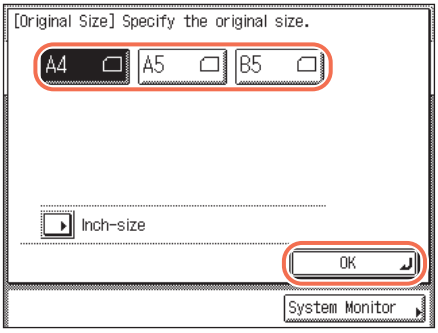
IMPORTANT
You cannot change the number of copies while the machine is copying.

NOTE
If you make a mistake when entering a value, press © (Clear) and enter the correct value. The number of copies is displayed on the right side of the top screen.

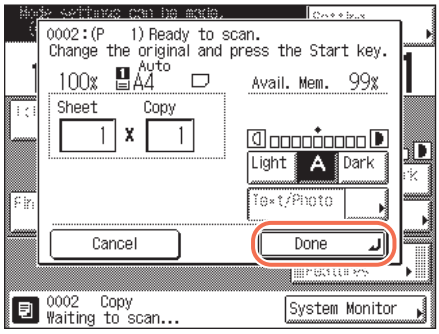
6



Press ⓘ (Start).



If the screen appears prompting you to specify the size of the original, select the original size → press [OK] → ⓘ (Start).



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

Copying starts.

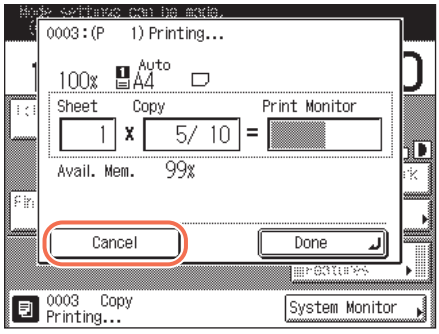
IMPORTANT

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

NOTE

- You can specify copy settings and scan originals while the machine is in the waiting state, such as when the machine has just been turned ON, after a paper jam is cleared, or after the covers on the machine are closed. Copying automatically begins as soon as the machine is ready.
- If the message <The memory is full> appears on the touch panel display, divide your originals into several sets and copy them separately. (See Chapter 6, “Troubleshooting,” in the *Reference Guide*.)

● If you want to cancel the current copy job:



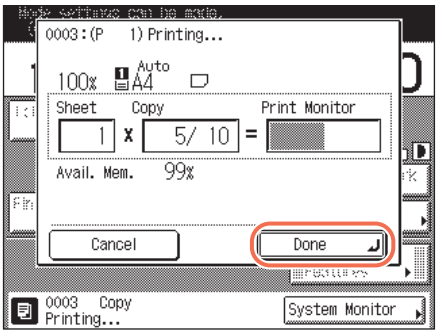
❑ Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print. You can also cancel the current copy job by pressing (Stop) while the pop-up screen shown left is displayed.

The copy job is canceled.

NOTE

- If you cancel a copy job, make sure to remove the original for that job.
- You can also cancel a copy job from the System Monitor screen. For details, see “Canceling a Copy Job Using the Stop Key,” on p. 1-11 and “Checking and Canceling Copy Jobs Using the System Monitor,” on p. 1-12.

● **If you want to start copying the next original while printing for the current job is in progress:**



❑ Press [Done].

The message <Reservation copies can be made.> appears on the top left corner of the touch panel display.

❑ Repeat steps 2 to 6.

IMPORTANT

You cannot reserve a copy job when paper is jammed or when no paper is loaded in any of the paper drawers or stack bypass.

NOTE

- You can reserve up to 10 copy jobs, including the current job.
- You can set different copy modes with different paper sources for each job.

7 When copying is complete, remove your originals.

Managing Copy Jobs

This section describes how to cancel copy jobs using (Stop) and the System Monitor screen, and how to check the details and records of copy jobs using the System Monitor screen.

Canceling a Copy Job Using the Stop Key

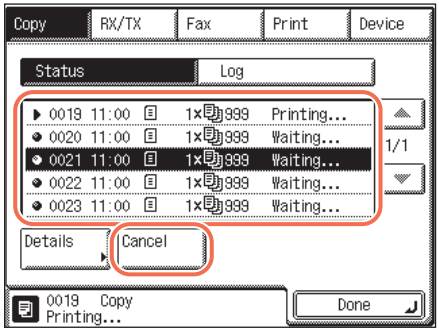
You can cancel a copy job by using (Stop).

NOTE
Several copies may be output even after you cancel a job.

1 Press (Stop).

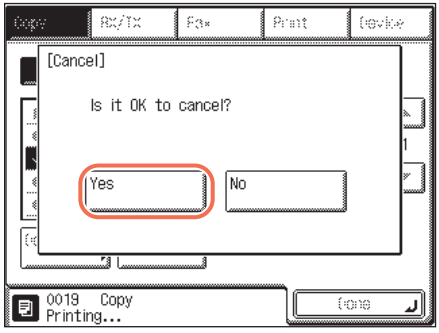
If the screen returns to the top screen, the copy job is canceled.

● **If the Copy Job Status screen below appears:**



❑ Select the job you want to cancel → press [Cancel].

NOTE
If the Device screen appears, press [Copy] to display the Copy screen shown left.



❑ Press [Yes].

NOTE

- Pressing (Stop) while the machine is scanning an original placed in the feeder may cause a paper jam. For instructions on how to clear paper jams in the feeder, see Chapter 6, "Troubleshooting," in the *Reference Guide*.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

❑ Press [Done] to return to the top screen.

Checking and Canceling Copy Jobs Using the System Monitor

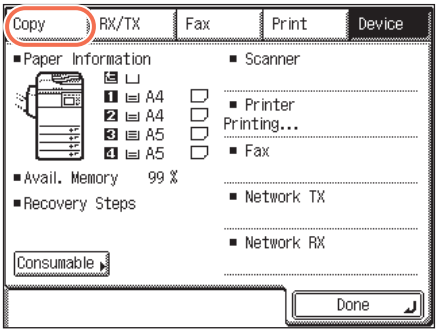
You can check the status of copy jobs and cancel copy jobs being processed or waiting to be processed from the System Monitor screen.

NOTE

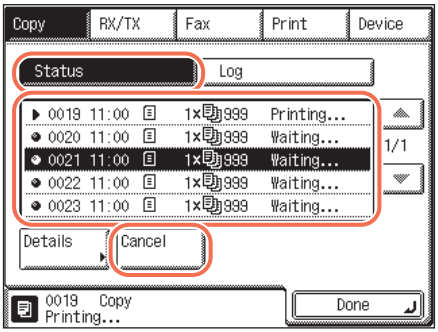
Several copies may be output even after you cancel a job.

1 **Press [System Monitor].**

2 **Press [Copy].**



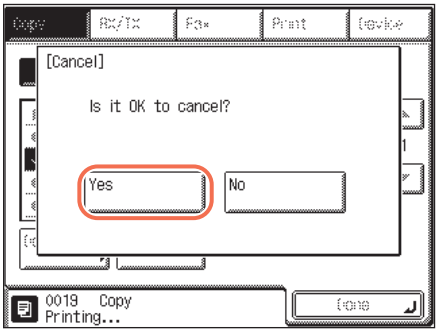
3 **Press [Status] → select the job you want to cancel → press [Cancel].**



NOTE

You can view the details of the selected copy job by pressing [Details].

4



Press [Yes].

NOTE

- Pressing (Stop) while the machine is scanning an original placed in the feeder may cause a paper jam. For instructions on how to clear paper jams in the feeder, see Chapter 6, "Troubleshooting," in the *Reference Guide*.
- You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

5

Press [Done] to return to the top screen.

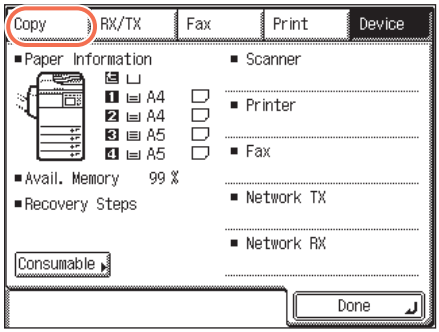
Checking the Copy Log

You can check the records of copy jobs using the System Monitor screen.

1

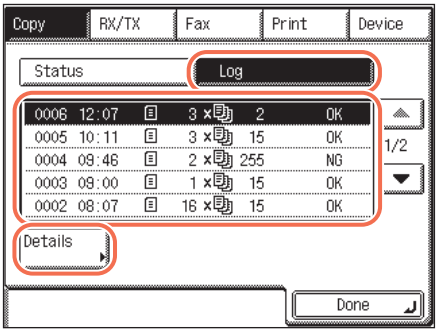
Press [System Monitor].

2



Press [Copy].

3



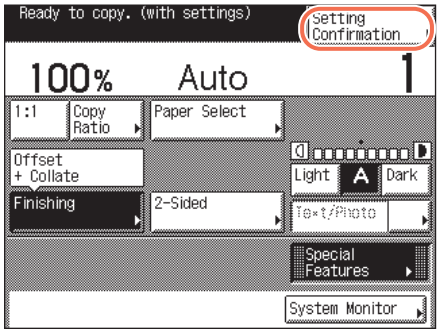
Press [Log] → select the job you want to check → press [Details].

4 **Press [Done] to return to the top screen.**

Checking/Changing/Canceling Selected Settings

Copy mode settings that you have specified are all grouped together onto one screen so that you can easily check them. You can also change or cancel selected modes from the screen.

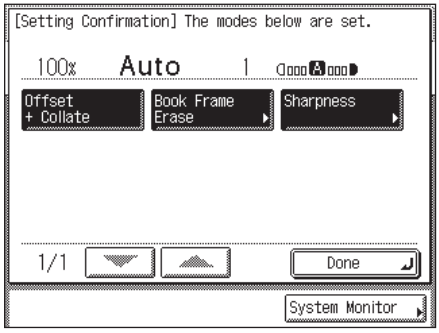
1



Press [Setting Confirmation].

NOTE
This key appears after you specify any of the copy mode settings.

2

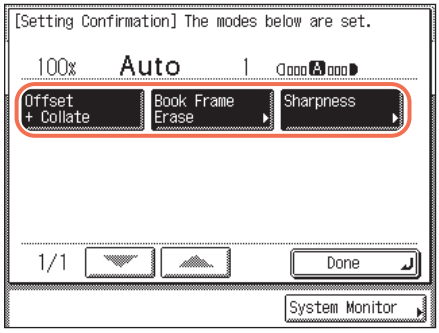


Check the settings.

If the desired modes are set, proceed to step 4. Otherwise, proceed to step 3.

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

3



Press the key of the copy mode to be changed or canceled → change or cancel the selected copy mode.

NOTE
If you select a copy mode setting key without a right triangle (▸) and then press [Done], the selected copy mode is canceled.

● **To change the settings for a copy mode:**

❑ Perform again the setting procedure for the mode to change the settings 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 top screen.

Basic Copying Features

2
CHAPTER

This chapter describes the basic copying features.

Selecting the Paper Size. 2-2
- Automatic Paper Selection 2-2
- Manual Paper Selection 2-4
- Copying Using the Stack Bypass. 2-5

Adjusting Density and Image Quality 2-12
- Density 2-12
- Type of Original 2-13

Enlarging/Reducing Images 2-15
- Preset Zoom 2-15
- Zoom by Percentage 2-16
- Auto Zoom 2-18

2-Sided Copying 2-21
- Making 1 to 2-Sided, 2 to 2-Sided, or 2 to 1-Sided Copies 2-22

Finishing 2-26
- Collating or Stapling Copies. 2-28

Selecting the Paper Size

You can set the machine to automatically select the paper size (Automatic Paper Selection) or can manually specify the paper size (Manual Paper Selection).

The Automatic Paper Selection mode is applied as default and is suitable when you copy standard size originals on standard size paper. Use the Manual Paper Selection mode when you copy special types of originals (such as nonstandard size originals) whose sizes the machine cannot automatically detect. Also, by using the Manual Paper Selection mode with the Auto Zoom mode, you can make an enlarged or reduced copy to fit the image on the paper size you select. (See “Auto Zoom,” on p. 2-18.)

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 slightly cut off on the copy. For more information on how much may be cut off, see Chapter 7, “Appendix,” in the *Reference Guide*.
- If you select [Envelope], [Transparency], or [Labels] as the paper type, you cannot use the Offset + Collate, Offset + Group, or Staple mode.
- The default setting is ‘Auto’.

Automatic Paper Selection

The machine automatically selects the copy paper size.

IMPORTANT

- When you copy nonstandard size originals, the machine cannot automatically select the same size paper as that of the original’s. To copy nonstandard size originals, manually select the paper size. (See “Manual Paper Selection,” on p. 2-4.)
- The machine automatically detects the size of the originals to select the optimal paper size. However, the machine cannot detect the size of the following originals:
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - A5 and B5 originals placed on the platen glass
    For these originals, specify the size of the originals after pressing (Start) as indicated in step 4 (when placing originals on the platen glass), or copy these originals by manually selecting the paper source instead. (See “Manual Paper Selection,” on p. 2-4.)

- B5 originals placed in the feeder
  For these originals, the machine detects them as A5 originals. To copy B5 originals, place them on the platen glass.

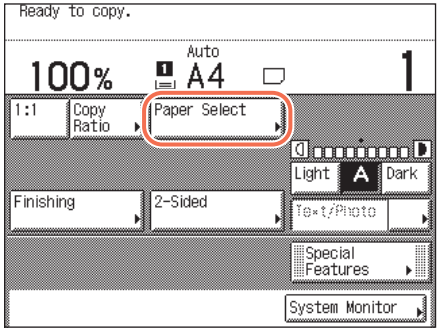
- You cannot use the Automatic Paper Selection mode for copying when:
  - You are copying in the Auto Zoom, Image Combination, or ID Card Copy mode.
  - The Drawer Eligibility For APS/ADS setting is set to 'On' for only one paper source for [Copy]. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

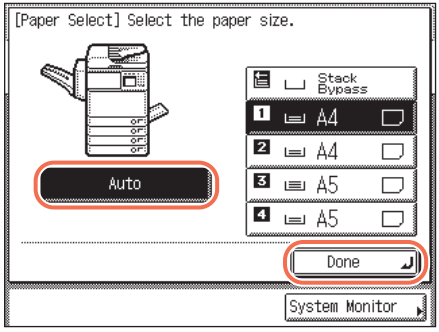
NOTE

- You can activate or deactivate the Automatic Paper Selection mode for each paper drawer and the stack bypass. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)
- You can use the stack bypass for the Automatic Paper Selection mode when:
  - The paper is loaded in the stack bypass and the paper size and type are specified.
  - The Drawer Eligibility For APS/ADS setting is set to 'On' for the stack bypass for [Copy]. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

1 Place your originals.

2 Press [Paper Select] and make sure that <Auto> is selected.



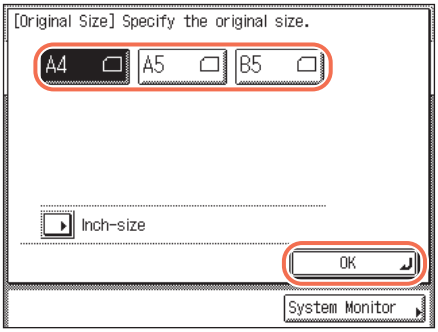


If not, press (Reset) or press [Paper Select] → [Auto] → [Done].

3 **Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).**

4 **Press (Start).**

If the screen appears prompting you to specify the size of the original, select the original size → press [OK] → (Start).

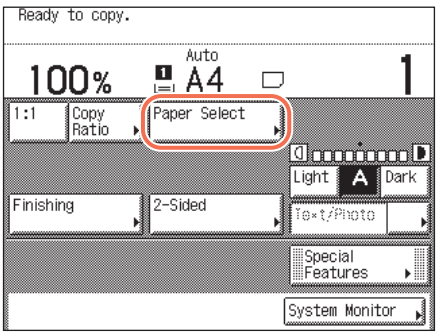


Copying starts.

Manual Paper Selection

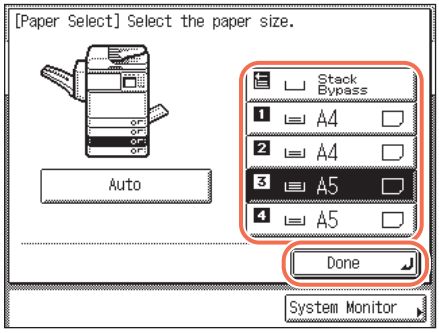
You can manually select the paper size.

1 **Place your originals → press [Paper Select].**



IMPORTANT
When you copy nonstandard size originals using the feeder, parts of the copied image may be missing even if you select the larger paper size than that of the original's. Scan the originals using the platen glass.

2



Select the desired paper size → press [Done].

NOTE

- The paper sizes and types in each paper source are indicated on the touch panel display.
- The type of paper loaded in each paper source are displayed by icons. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)
- You can load envelopes in Paper Drawer 2 only when the optional Envelope Cassette-D1 is attached to the machine. For more information, see Chapter 5, "Routine Maintenance," in the *Reference Guide*.

3

Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

4

Press ⊕ (Start).

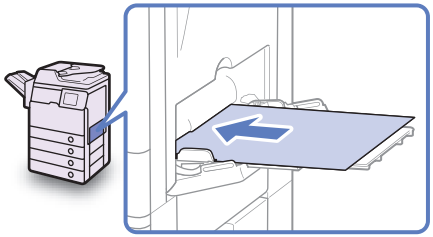
Copying starts.

Copying Using the Stack Bypass

IMPORTANT

If Stack Bypass Standard Settings is set to 'On', the specified paper size and type are applied as the default settings regardless of the actual paper size and type of the paper loaded in the stack bypass. Be sure to disable or change the settings when you are loading paper of different size/type from the currently specified size/type. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

1



Load the paper into the stack bypass.

By loading paper or envelopes, the screens for specifying the paper size and type will be displayed.

IMPORTANT

If you use A5 paper, place it horizontally. Placing it vertically may cause paper jams.

NOTE

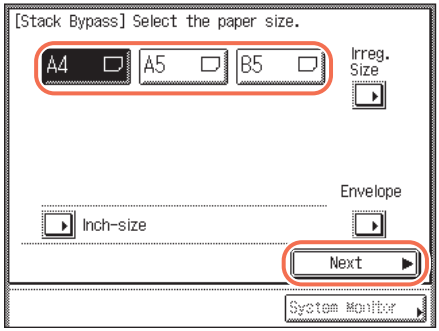
For instructions on how to load paper/envelopes into the stack bypass, see Chapter 2, “Basic Operations,” in the *Reference Guide*.

2 Specify the paper size and type.

NOTE

When Stack Bypass Standard Settings is enabled the screens for specifying the paper size and type shown in the following steps are not displayed even if you load paper or envelopes. Disable Stack Bypass Standard Settings to display the setting screens. (See Chapter 3, “Configuring the Machine’s Basic Settings,” in the *Reference Guide*.)

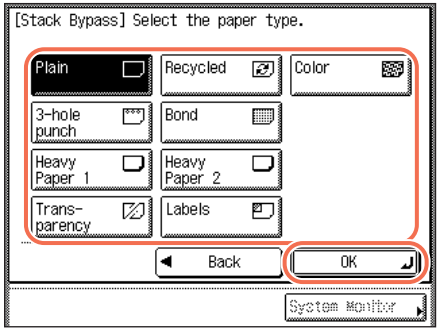
● If you want to select a standard paper size:



❑ Select the paper size → press [Next].

IMPORTANT
Make sure that the paper size setting is correct. If the paper size loaded on the stack bypass and the paper size setting do not match, a paper jam may occur.

NOTE
To select an inch paper size, press [Inch-size].

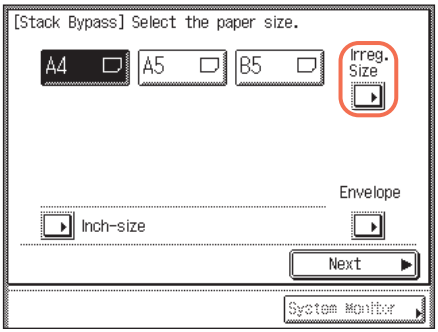


❑ Select the paper type → press [OK].

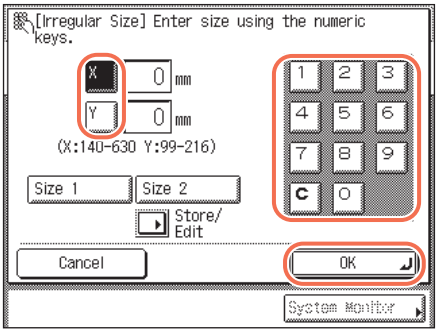
IMPORTANT
Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.

NOTE
- [Transparency] can be selected only when [A4] is selected as the paper size.
- If [Transparency] or [Labels] is selected, you cannot select the Offset + Collate, Offset + Group, or Staple mode.
- For more information on paper sizes/types, see Chapter 7, “Appendix,” in the *Reference Guide*.

● **If you want to select a nonstandard paper size:**



❑ Press [Irreg. Size].



❑ Press [X] → enter the length along the horizontal axis of the paper using the numeric keys.

The horizontal length can be set between 140 mm and 630 mm.

❑ Press [Y] → enter the length along the vertical axis of the paper using the numeric keys.

The vertical length can be set between 99 mm and 216 mm.

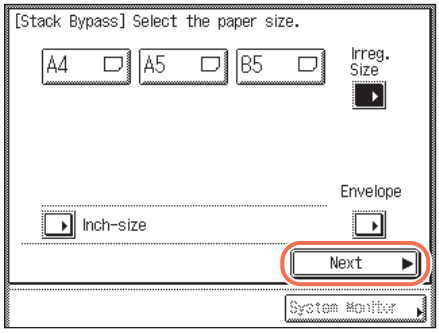
❑ Press [OK].

IMPORTANT

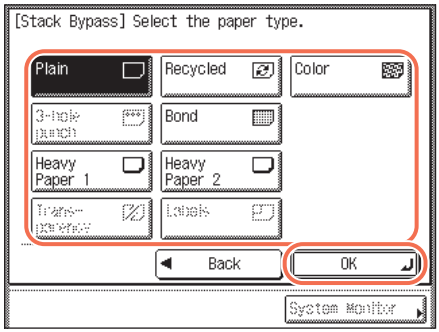
- Make sure that the paper size setting is correct. If the paper size loaded on the stack bypass and the paper size setting do not match, a paper jam may occur.
- The following modes are not available for nonstandard size paper: Offset + Collate, Offset + Group, Staple, 1 to 2-Sided, 2 to 2-Sided, Image Combination, or ID Card Copy.

NOTE

- If you make a mistake when entering values, press [C] (Clear) → enter the correct values.
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys) and © (Clear) on the control panel.
- To enter values in inches, the Inch Entry setting must be enabled. (See Chapter 3, “Configuring the Machine’s Basic Settings,” in the *Reference Guide*.)
- When entering the length in inches, an underbar (_) must be entered between integer and fraction.
- You can store up to two sets of frequently used sizes. Press [Store/Edit] → [Size 1] or [Size 2] → enter the value for <X> and <Y> → press [OK].
- To recall the stored size, press [Size 1] or [Size 2] → press [OK] and proceed to the next step to specify the paper type.



❑ Press [Next].



❑ Select the paper type → press [OK].

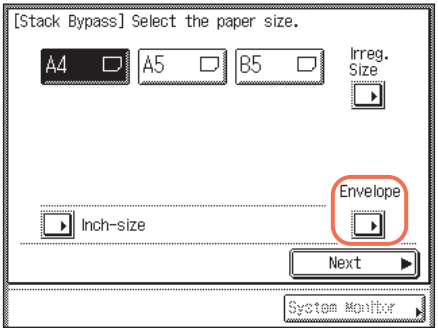
IMPORTANT

Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.

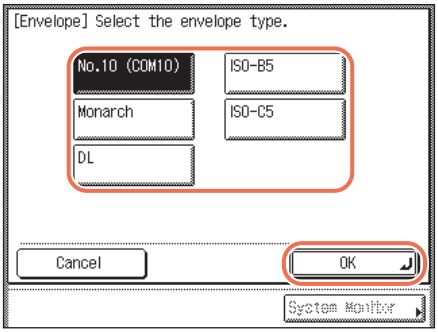
NOTE

- [3-hole punch], [Transparency], and [Labels] cannot be selected for a nonstandard paper size.
- For more information on paper sizes/types, see Chapter 7, “Appendix,” in the *Reference Guide*.

● **If you want to select an envelope type:**



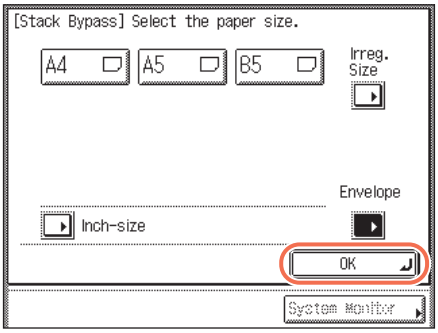
❑ Press [Envelope].



❑ Select the envelope type → press [OK].

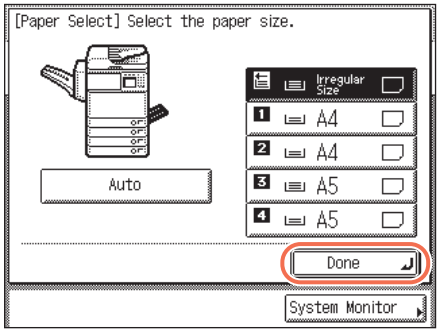
IMPORTANT

- Make sure that the envelope type setting is correct. If the envelopes loaded on the stack bypass and the envelope type setting do not match, a paper jam may occur.
- If an envelope size is selected, the Staple, 1 to 2-Sided, 2 to 2-Sided, Image Combination, or ID Card Copy mode cannot be specified.



❑ Press [OK].

3



Press [Done].

The paper size and type you specified are displayed on the key for the stack bypass.

NOTE

To change the paper size and type settings, remove the paper from the stack bypass, again load the paper, and reset the settings from step 2.

4 Press (Start).

Copying starts.

NOTE

You can load envelopes in Paper Drawer 2 only when the optional Envelope Cassette-D1 is attached to the machine. For more information, see Chapter 5, “Routine Maintenance,” in the *Reference Guide*.

Adjusting Density and Image Quality

You can set the desired density and select the type of original before scanning the original.

Density

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

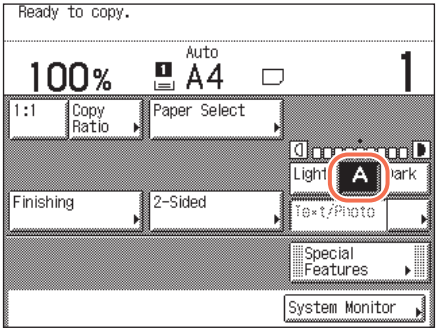
Also, you can manually adjust the copy density to the most appropriate level for the original.

NOTE
The default setting is ‘A’ (Auto).

1 Place your originals.

2 Set the desired density.

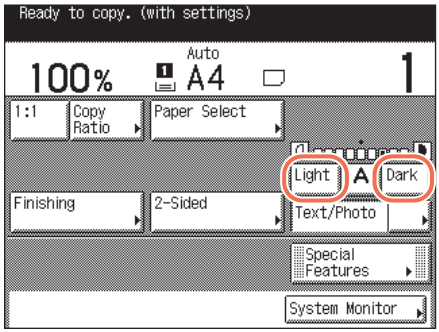
● **If you want to adjust the copy density automatically:**



❑ Make sure that [A] is highlighted on the touch panel display. If not, press [A].

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

● **If you want to adjust the copy density manually:**



❑ Press [Light] or [Dark] to adjust density.

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

NOTE

You can adjust the density within nine levels.

3 Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

4 Press (Start).

Copying starts.

Type of Original

You can manually select the type of original so that the machine reproduces copies as faithfully as possible to the original. The following three types of original modes are available:

Text Mode

Text/Photo Mode

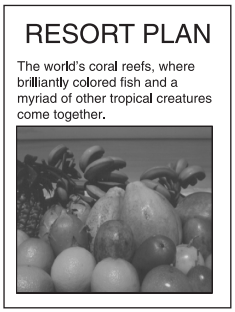
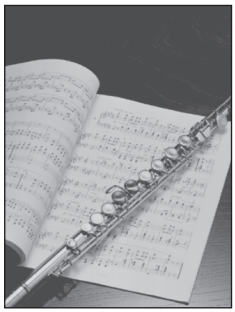


Photo Mode



■ 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 of photos printed on photographic paper, or images printed with halftone dots (i.e., printed photos).

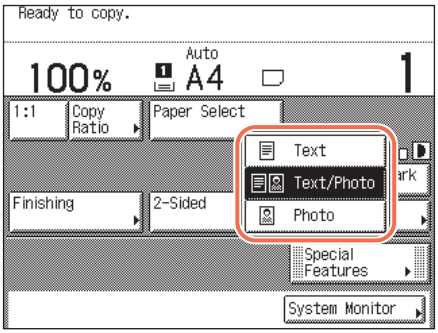
IMPORTANT

- No more than one of these three modes (Text, Text/Photo, and Photo) can be selected at a 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. You can lessen this moiré effect by using the Sharpness mode. (See “Adjusting Sharpness,” on p. 3-20.)

NOTE

- The default setting is ‘Text/Photo’.
- When one of the three modes (Text, Text/Photo, and Photo) is selected, the automatic copy density adjustment is not available. Adjust the copy density manually, if necessary.
- If the original is a transparency, adjust the density manually after selecting the type of original.

1



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

2 **Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).**

3 **Press ⊕ (Start).**

Copying starts.

Enlarging/Reducing Images

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

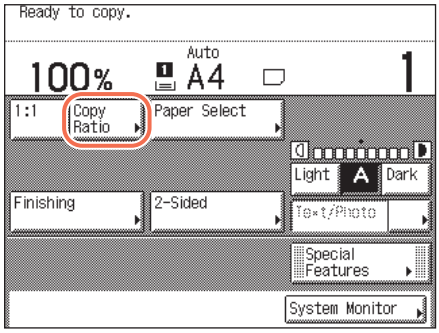
Preset Zoom

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

IMPORTANT

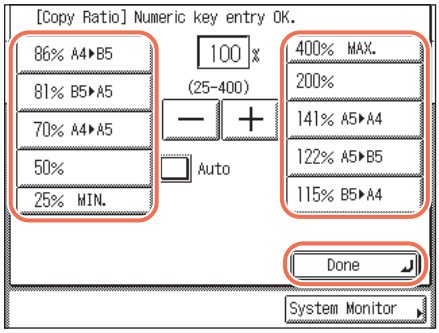
To achieve outputs in the desired image orientation, place smaller sized originals such as A5 horizontally, even if the scanning area of the platen glass or feeder fully covers the size of vertically-placed originals. For more information on how to place originals, see Chapter 2, “Basic Operations,” in the *Reference Guide*.

1



Place your originals → press [Copy Ratio].

2



Select the desired copy ratio → press [Done].

You can select the preset copy ratio from the following:

- 400%	MAX.
- 200%	
- 141%	A5 → A4
- 122%	A5 → B5
- 115%	B5 → A4
- 100%	1:1
- 86%	A4 → B5
- 81%	B5 → A5
- 70%	A4 → A5
- 50%	
- 25%	MIN.

3 **Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).**

4 **Press (Start).**

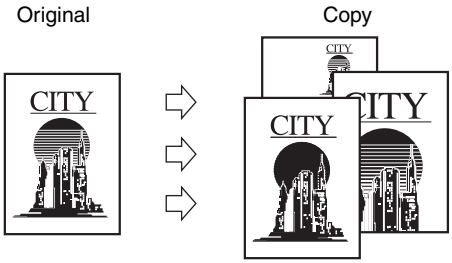
Copying starts.

NOTE

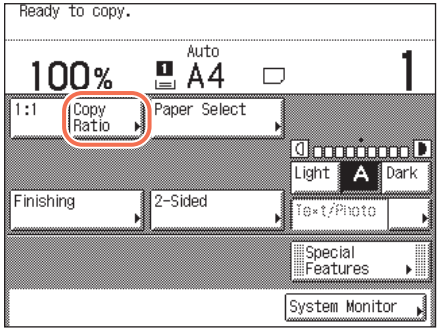
- To reset the copy ratio to 100%, press [1:1] on the top screen.
- You can also reset the copy ratio to 100% by using the Zoom by Percentage mode. (See "Zoom by Percentage," on p. 2-16.)

Zoom by Percentage

You can reduce or enlarge originals in 1% increments, using any copy ratio between 25% and 400%.

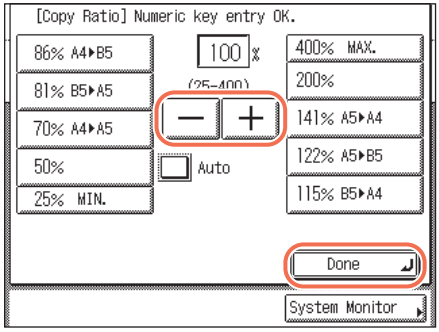


1



Place your originals → press [Copy Ratio].

2



Use [-] or [+] to set the copy ratio → press [Done].

NOTE

- You can also use ⓪ - ⑨ (numeric keys) to enter a value, and ⓒ (Clear) to clear your entry.
- You can reset the copy ratio to 100% by pressing ⓒ (Clear) instead of entering '100', or pressing [1:1] on the top screen.
- If you enter a value outside the setting range and press [Done], a message prompting you to enter an appropriate value appears on the touch panel display.

3 **Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).**

4 **Press ⓘ (Start).**

Copying starts.

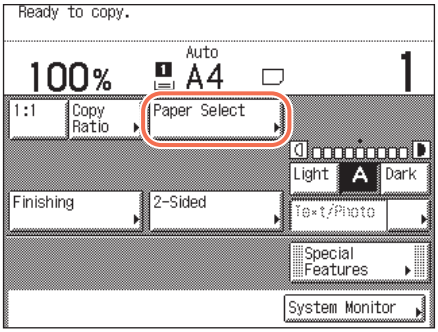
Auto Zoom

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 ratio is set within the range of 25% to 400%.

IMPORTANT

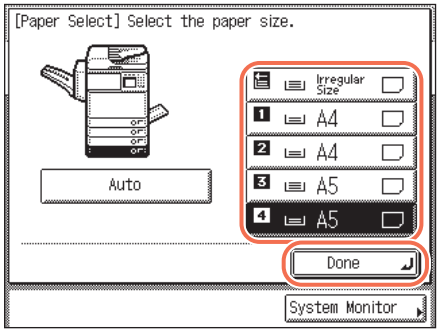
- You cannot use the Auto setting on the Copy Ratio screen with the Automatic Paper Selection mode.
- To use the Auto setting on the Copy Ratio screen, your originals must conform to one of the following standard sizes:
  - A4, A5, B5
- The machine automatically detects the size of the originals to generate the optimal copy ratio. However, the machine cannot detect the size of the following originals:
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - A5 and B5 originals placed on the platen glass
    For these originals, specify the size of the originals after pressing (Start) as indicated in step 6 (when placing originals on the platen glass), or copy these originals by manually selecting the paper size and copy ratio instead. (See “Manual Paper Selection,” on p. 2-4, “Preset Zoom,” on p. 2-15, and “Zoom by Percentage,” on p. 2-16.)
  - B5 originals placed in the feeder
    For these originals, the machine detects them as A5 originals. To copy B5 originals, place them on the platen glass.

1



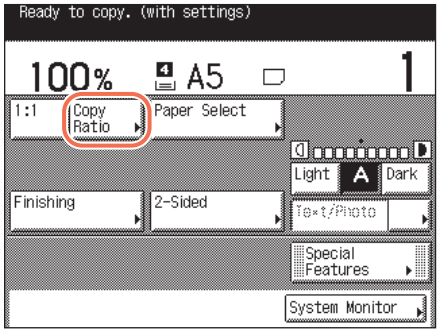
Place your originals → press [Paper Select].

2



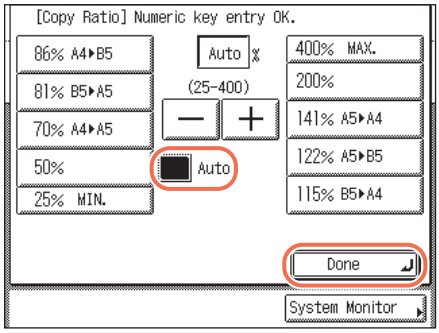
Select the desired paper size → press [Done].

3



Press [Copy Ratio].

4



Press [Auto] → [Done].

The display returns to the top screen, and the copy ratio generated by the machine is displayed. On the following cases, however, the copy ratio is displayed as <Auto %>:

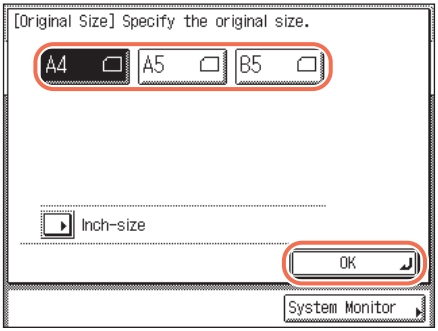
– When the original is placed in the feeder (the copy ratio is generated when scanning is done.)

– When the machine cannot detect the size of the original placed on the platen glass (the copy ratio is generated when the size is manually specified on step 6.)

5 **Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).**

6 Press (Start).

If the screen appears prompting you to specify the size of the original, select the original size → press [OK] → (Start).



Copying starts.

NOTE

- To return the copy ratio to 100%, press [1:1] on the top screen.
- To cancel this setting, press [Copy Ratio] → [Auto].

2-Sided Copying

The 2-Sided mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. Making two-sided copies enables you to cut print costs in half when copying in large quantities.

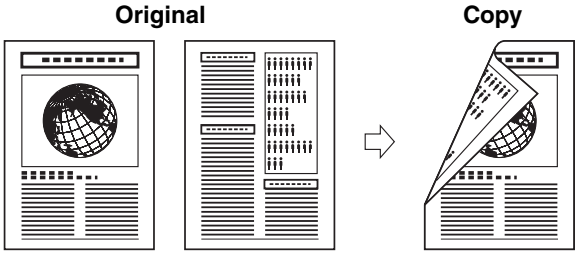
IMPORTANT

Paper used to make two-sided copies must conform to the following specifications:

- Paper size: A4, A5, B5
- Paper type: Plain, Recycled, Color, 3-hole punch (A4 size only), Heavy Paper 1
- Paper weight: 64 to 105 g/m^2

■ 1 to 2-Sided

The 1 to 2-Sided mode enables you to make two-sided copies from one-sided originals.

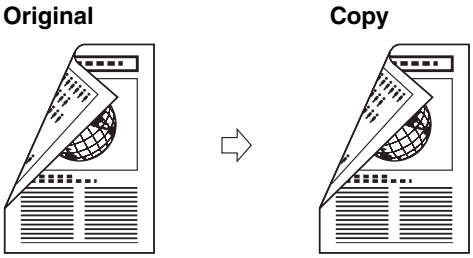


NOTE

If there is an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as one copy.)

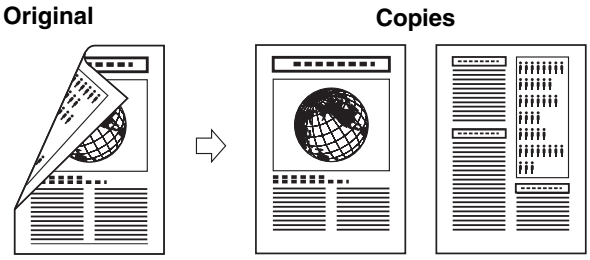
■ 2 to 2-Sided

The 2 to 2-Sided mode automatically turns over two-sided originals placed in the feeder to copy both sides of the original on the front and back sides of the paper.



■ 2 to 1-Sided

The 2 to 1-Sided mode automatically turns over two-sided originals placed in the feeder to make one-sided copies.



Making 1 to 2-Sided, 2 to 2-Sided, or 2 to 1-Sided Copies

1 Place your originals into the feeder or on the platen glass.

IMPORTANT

To achieve the desired outputs, make sure that your originals are placed in the correct orientation. (See “Placing Orientations of Originals,” on p. 5-2)

● **If you make 1 to 2-sided or 2 to 2-sided copies:**

❑ Place your originals into the feeder or on the platen glass.

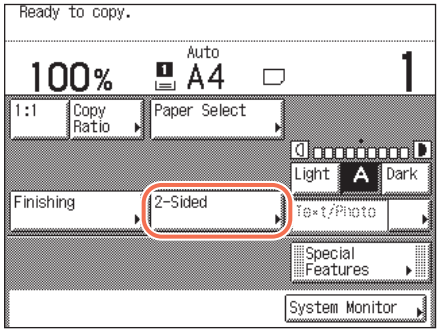
NOTE

You can make 1 to 2-sided and 2 to 2-sided copies with the platen glass by manually replacing or turning over the originals. Follow the instructions that appear on the touch panel display when pressing (Start).

● **If you make 2 to 1-sided copies:**

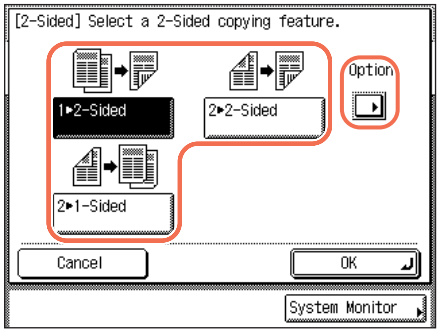
❑ Place your originals into the feeder.

2



Press [2-Sided].

3

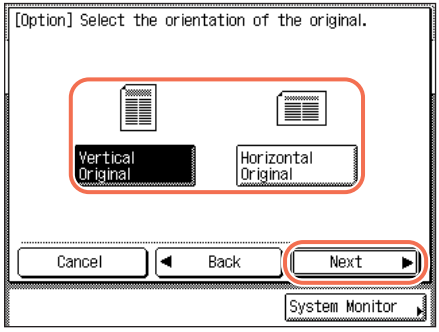


Select the desired 2-sided mode → press [Option].

NOTE

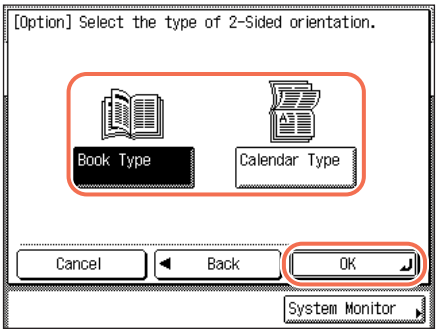
- To make copies with the default settings, press [OK] instead of [Option] and proceed to step 5.
- The orientation of the originals is set to <Vertical Original> by default. Be sure to change the setting in the Option screen when copying originals in horizontal orientation.

4



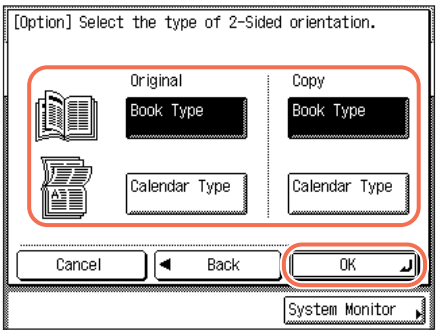
Select the orientation of the originals → press [Next].

● **For 1 to 2-Sided copying:**



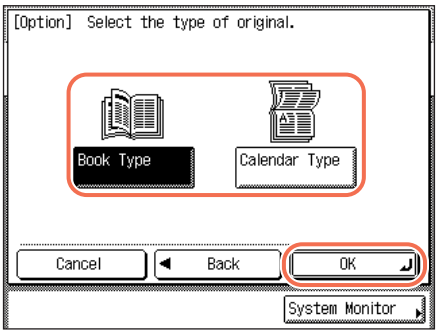
❑ Press [Book Type] or [Calendar Type] to select the layout type of the copies → press [OK].

● **For 2 to 2-Sided copying:**



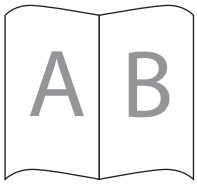
❑ Press [Book Type] or [Calendar Type] to select the layout type of the originals and the copies → press [OK].

● **For 2 to 1-Sided copying:**



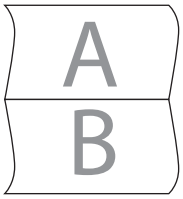
❑ Press [Book Type] or [Calendar Type] to select the layout type of the originals → press [OK].

- [Book Type]:



The front and back sides of the copy/original will have the same top-to-bottom orientation.

- [Calendar Type]:



The front and back sides of the copy/original will have opposite top-to-bottom orientations.

5 Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

6 Press (Start).

If the original is placed on the platen glass to make 1 to 2-sided or 2 to 2-sided copies, follow the instructions that appear on the touch panel display → press (Start) once for each original. When scanning all the originals is complete, press [Done].

Copying starts.

NOTE

- To cancel this setting, press [2-Sided] → [Cancel].
- To cancel all settings and return the machine to the Standard Settings, press (Reset).

Finishing

The Finishing modes enable you to make copies in sets arranged in page order (Collate) or in groups of each page (Group). You can also staple copies (Staple). The Collate mode or Group mode can be set in combination with the Offset mode.

The table below shows all the Finishing modes that are available with the optional Staple Finisher-H1, and the paper sizes that can be used.

N/A: Not Available

Finishing Mode / Staple Finisher-H1	Collate/Group		Staple
	Without Offset	With Offset	
Not attached	A4, A5, B5	N/A	N/A
Attached		A4, B5	A4, B5 (50 sheets)*

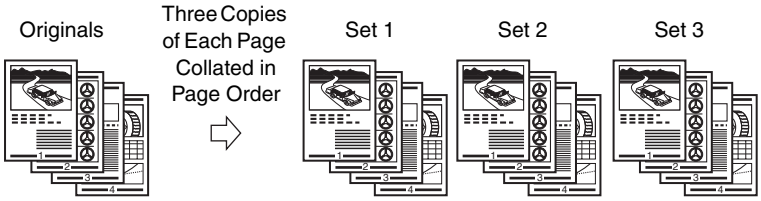
* Indicates the maximum number of sheets that can be stapled when you are using 80 g/m² paper.

NOTE

For more information on the optional Staple Finisher-H1, see Chapter 4, “Optional Equipment,” in the *Reference Guide*.

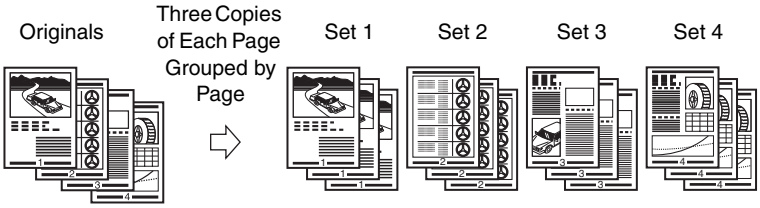
■ Collate Mode

The copies are automatically collated into sets arranged in page order.



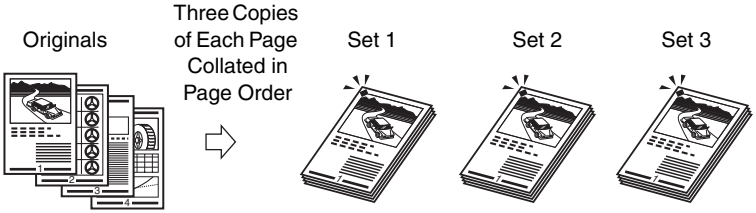
■ Group Mode

All copies of the same original page are grouped together.



■ Staple Mode

The copies are automatically collated into sets arranged in page order and stapled.

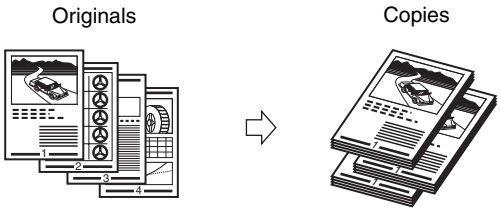


IMPORTANT

- When originals in horizontal (landscape) orientation are copied, stapling is applied from the back sides of the printouts, and the claws of the staple appear on the front side (first page) of the printouts.
- The Staple mode with <Horizontal Original> specified as the original orientation cannot be used with the Image Combination mode.

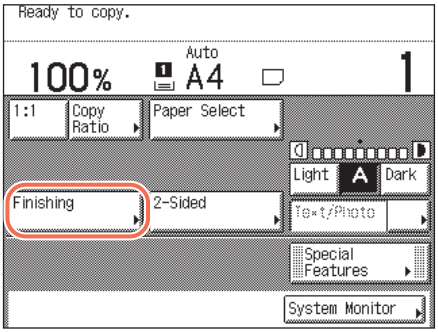
Offset Mode

The copies are output with the same orientation, but staggered in alternating layers.



Collating or Stapling Copies

1

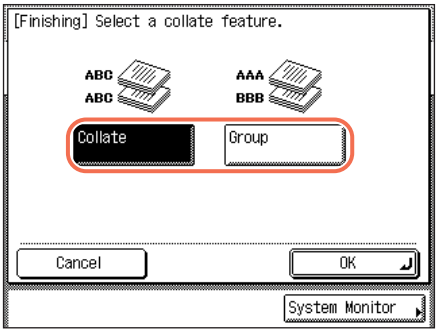


Place your originals → press [Finishing].

IMPORTANT
To achieve the desired outputs, make sure that your originals are placed in the correct orientation. (See “Placing Orientations of Originals,” on p. 5-2.)

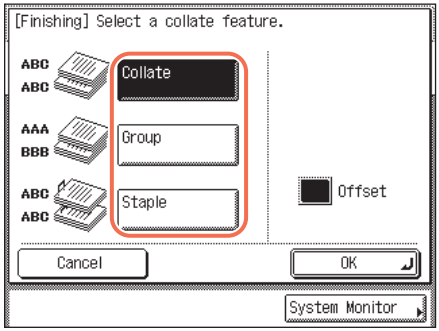
2 **Select the desired collating mode.**

- **If the optional Staple Finisher-H1 is not attached:**



❑ Press [Collate] or [Group].

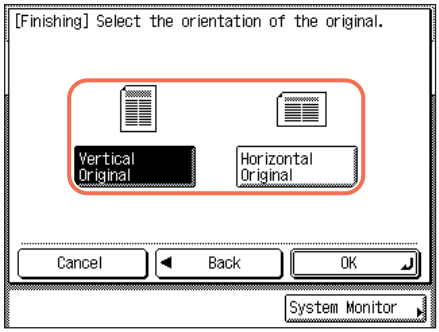
● **If the optional Staple Finisher-H1 is attached:**



❑ Press [Collate], [Group], or [Staple].

❑ For the Collate or Group mode, enable or disable the Offset mode by pressing [Offset]. When the Offset mode is enabled, the key turns black.

- If you select [Collate] or [Group], proceed to step 3.
- If you select [Staple], press [Next].



❑ Select the orientation of the originals.

3 Press [OK].

The display returns to the top screen.

4 Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

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 [Finishing] → [Cancel].
- To cancel all settings and return the machine to the Standard Settings, press (Reset).

Advanced Copying Features

3
CHAPTER

This chapter describes the advanced copying features for document layout and image adjustment.

Multiple Originals onto One Sheet 3-2
Making 2 on 1 or 4 on 1 Copies (Image Combination) 3-4
Making ID Card Copies 3-9
Erasing Shadows/Frame Lines (Frame Erase) 3-11
Original Frame Erase 3-13
Book Frame Erase 3-15
Binding Erase 3-18
Adjusting Sharpness 3-20
Frequently Used Settings (Mode Memory) 3-23
Registering Mode Memory 3-23
Recalling Mode Memory 3-26
Deleting Mode Memory 3-27

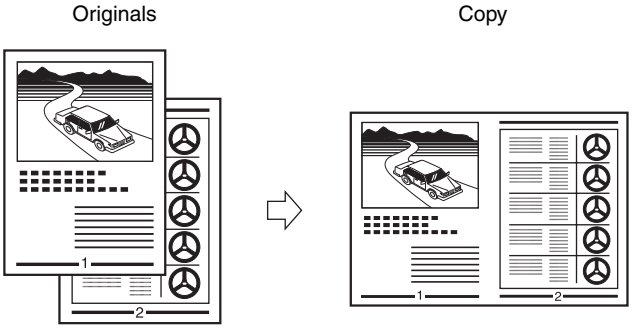
Multiple Originals onto One Sheet

This mode enables you to automatically reduce two or four originals to fit onto one side or both sides of a selected paper size. In addition, the ID Card Copy mode enables you to copy the both sides of an ID card on one side of paper.

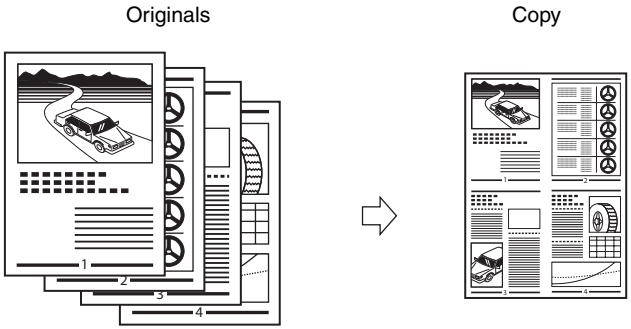
■ 2 on 1 and 4 on 1 copy (Image Combination)

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.

2 on 1 Copy



4 on 1 Copy



IMPORTANT

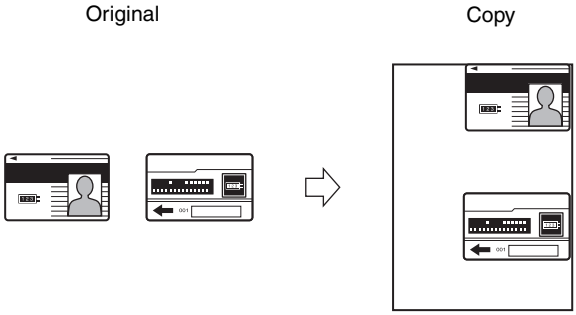
- The 2 on 1 and 4 on 1 combination modes cannot be used with the Automatic Paper Selection, Original Frame Erase, or Book Frame Erase modes.
- If originals in vertical (portrait) orientation are copied with the 2 on 1 combination and Staple modes, the copies are stapled in the lower left corner.
- The 2 on 1 and 4 on 1 combination modes cannot be used with the Staple mode with <Horizontal Original> specified as the original orientation.
- Custom size paper and envelopes cannot be used for the 2 on 1 or 4 on 1 combination modes.

NOTE

The reduction ratio is automatically set so that the originals fit onto the selected paper size. You cannot change the copy ratio after setting the 2 on 1 or 4 on 1 combination mode.

■ ID Card Copy

ID Card Copy mode enables you to copy the both sides of an ID card on one side of paper at actual size.



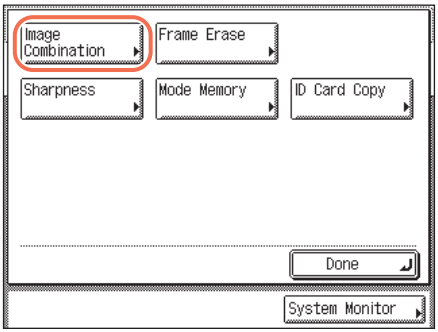
IMPORTANT

The ID Card Copy mode cannot be combined with the Automatic Paper Selection, 2-Sided Copying, or Frame Erase modes.

NOTE

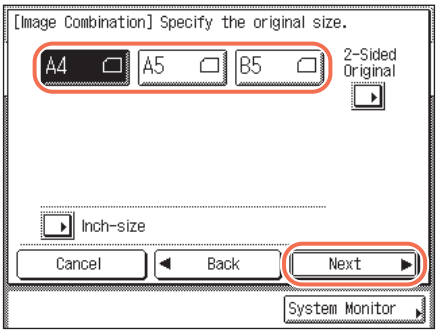
- You must place the card on the platen glass when using this function.
- The zoom ratio is automatically set to 100% with this mode. You cannot change the copy ratio.
- The ID Card Copy mode can be used with A4 paper.

1



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

2

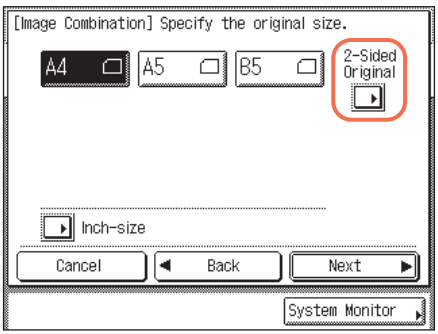


Select the original size → press [Next].

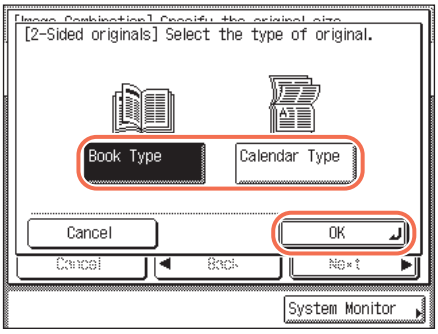
IMPORTANT
You can set the Image Combination mode only for the original paper sizes shown on the touch panel display.

NOTE
To select the paper size in inches, press [Inch-size].

● **If you are copying two-sided originals:**



❑ Press [2-Sided Original].



❑ Select the type of two-sided original → press [OK].

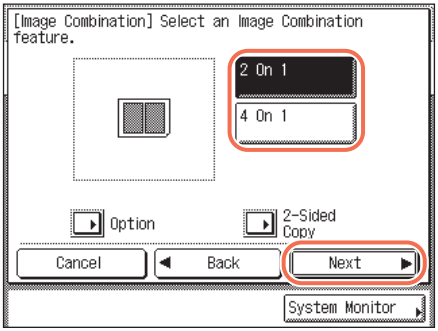
- [Book Type]: The front and back sides of the original have the same top-to-bottom orientation.
- [Calendar Type]: The front and back sides of the original have opposite top-to-bottom orientations.

❑ Press [Next].

IMPORTANT

To copy originals in horizontal (landscape) orientation, select [Calendar Type] for book type originals, and select [Book Type] for calendar type originals.

3



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

IMPORTANT

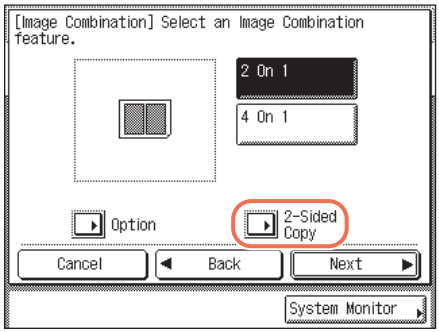
To copy originals in horizontal (landscape) orientation, specify the image order before pressing [Next]. (See “If you want to specify the image order:,” on p. 3-6.)

NOTE

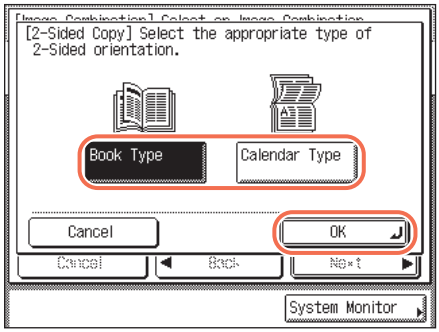
If you do not specify the image order for originals in vertical (portrait) orientation, the images will be laid out as follows:

- ‘2 On 1’: Left → Right
- ‘4 On 1’: Upper Left → Upper Right → Lower Left → Lower Right.

● **If you want to make 2-sided copies:**



❑ Press [2-Sided Copy].



❑ Select the type of two-sided copy → press [OK].

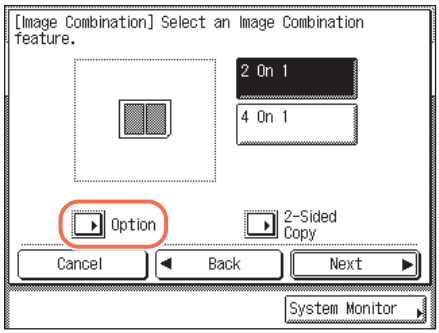
- [Book Type]: The front and back sides of the copy will have the same top-to-bottom orientation.
- [Calendar Type]: The front and back sides of the copy will have opposite top-to-bottom orientations.

❑ Press [Next].

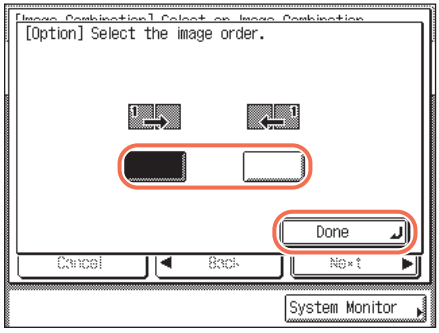
IMPORTANT

To copy originals in horizontal (landscape) orientation, select [Calendar Type] to make book type copies, and select [Book Type] to make calendar type copies.

● **If you want to specify the image order:**



❑ Press [Option].



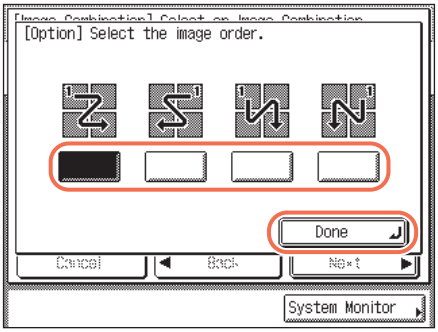
❑ Select the image order ➞ press [Done] ➞ [Next].

If you select [2 On 1], the display on the left appears. The layout images on the display are for originals in vertical (portrait) orientation.

IMPORTANT

For originals in horizontal (landscape) orientation, select the layout according to the chart below.

Outputs	1 2	
Layouts on the Display		
Feeder (Original face up)		
Platen glass (Original face down)		



If you select [4 On 1], the display on the left appears. The layout images on the display are for originals in vertical (portrait) orientation.

IMPORTANT

For originals in horizontal (landscape) orientation, select the layout according to the chart below.

Outputs	3 1 4 2	1 3 2 4	2 1 4 3	1 2 3 4
Layouts on the Display				
Feeder (Original face up)				
Platen glass (Original face down)				

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

The display returns to the top screen.

5 Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

6 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.

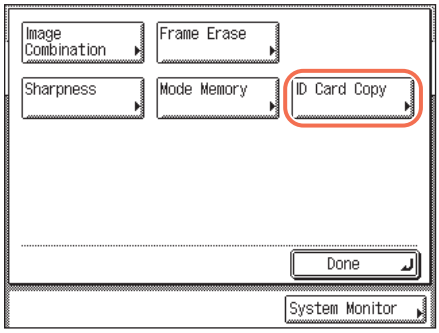
If you are copying in the Collate, Staple, or Offset + Collate mode, copying starts when the scanning of all pages is complete. Otherwise, copying starts when enough pages to make a 2 on 1 or 4 on 1 Combination copy have been scanned.

NOTE

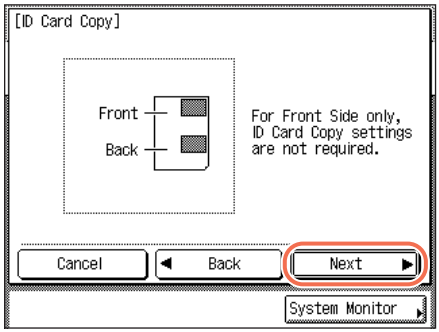
- To cancel this setting, press [Special Features] → [Image Combination] → [Cancel].
- To cancel all settings and return the machine to the Standard Settings, press (Reset).

Making ID Card Copies

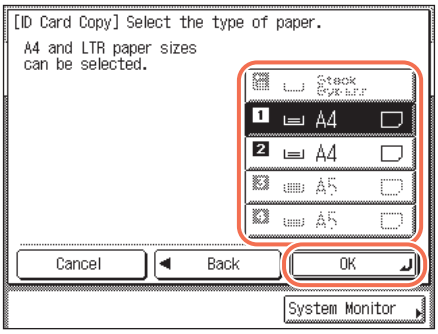
1 Press [Special Features] → [ID Card Copy].



2 Press [Next].



3

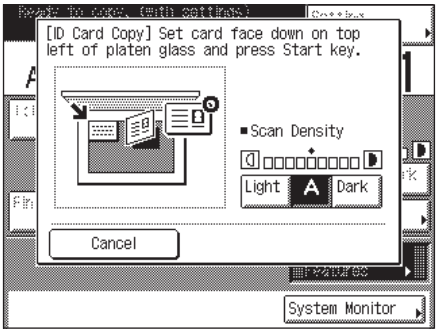


Select the paper source → press [OK] → [Done].

Select the size of the paper that is loaded in a paper drawer or the stack bypass.

4 **Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).**

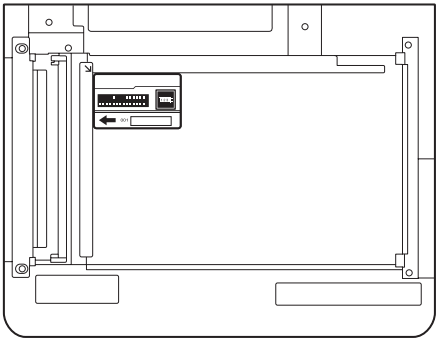
5



Press (Start).

The display on the left appears.

6



Place the ID card on the platen glass → press (Start).

Place the ID card on the upper left corner of the platen glass as shown left.

7 **Turn over the ID card and place it on the platen glass → press (Start).**

For instructions on how to place the ID card, see step 6.

Scanning for the other side of the ID card starts and copying starts.

Erasing Shadows/Frame Lines (Frame Erase)

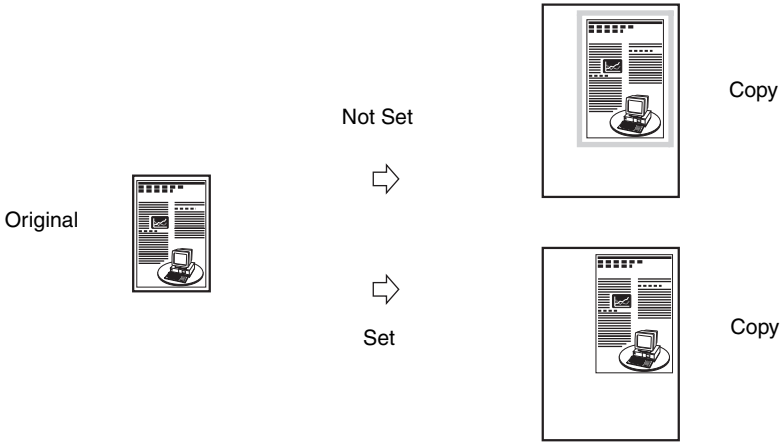
The Frame Erase modes erase shadows and lines that appear when copying various types of originals. This section describes the three Frame Erase modes available.

IMPORTANT

Only one of the three Frame Erase modes can be set at a time. If you select one of these modes, the previously set mode is canceled.

■ Original Frame Erase

The Original Frame Erase 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.

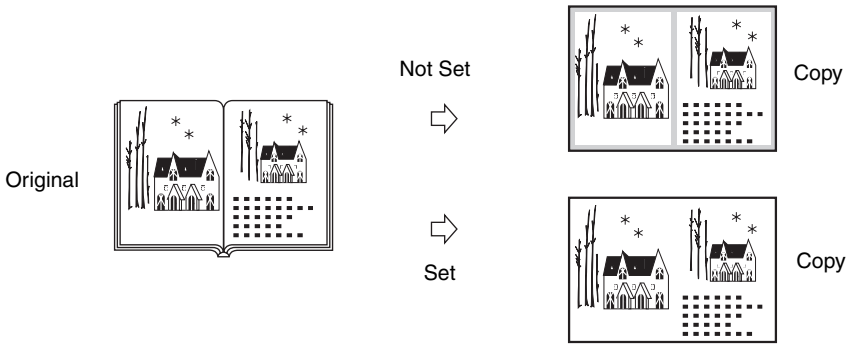


IMPORTANT

The Original Frame Erase mode cannot be used with the Image Combination or ID Card Copy modes.

■ Book Frame Erase

The Book Frame Erase mode erases the dark borders such as center and contour lines that appear when you copy facing pages in a bound original onto a single sheet of paper.

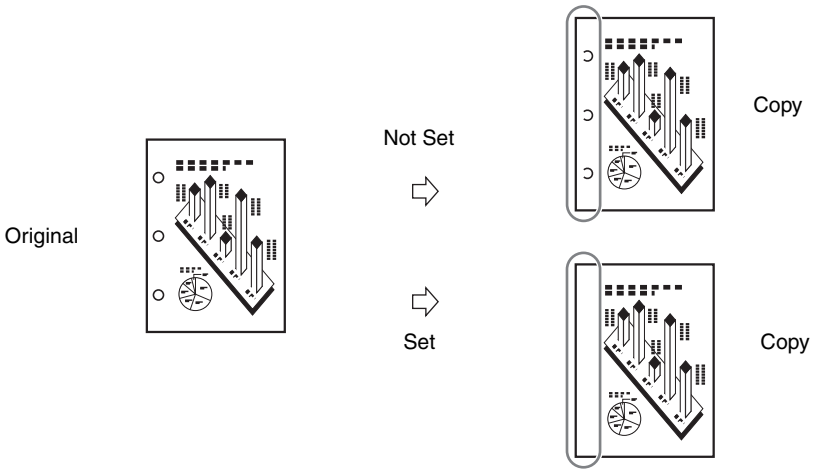


IMPORTANT

- Place the bound original to be copied on the platen glass.
- The Book Frame Erase mode cannot be used with the Image Combination or ID Card Copy modes.

■ Binding Erase

The Binding Erase mode erases shadows from binding holes on originals.

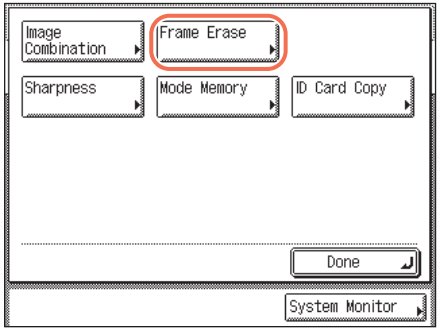


IMPORTANT

- Do not place originals with binding holes into the feeder. Dosing so may damage the originals.
- The Binding Erase mode cannot be used with the ID Card Copy mode.

Original Frame Erase

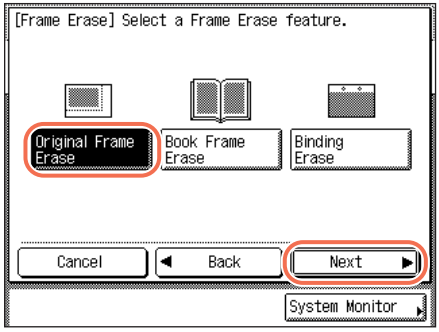
1



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

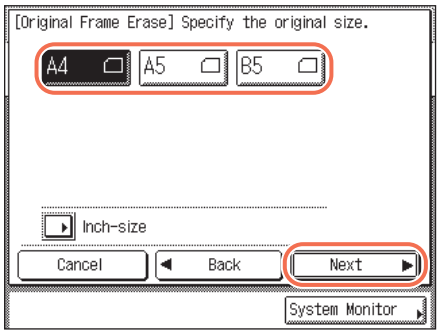
NOTE
To achieve the desired outputs, make sure that your originals are placed in the correct orientation. (See “Placing Orientations of Originals,” on p. 5-2.)

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.

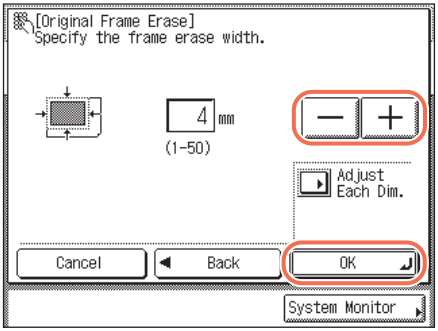
NOTE
To select the paper size in inches, press [Inch-size].

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

NOTE

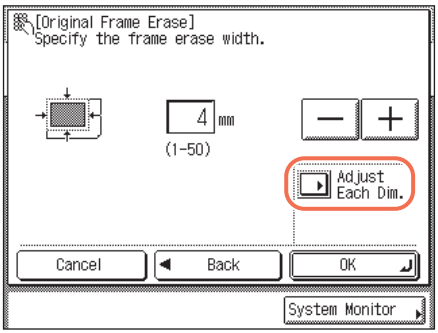
- The default setting is ‘4 mm’. You can adjust the frame erase width to between 1 mm and 50 mm.
- When entering the value in millimeters, you can also use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) to clear your entry.
- To enter values in inches, the Inch Entry setting must be enabled. (See Chapter 3, “Configuring the Machine’s Basic Settings,” in the *Reference Guide*.)

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

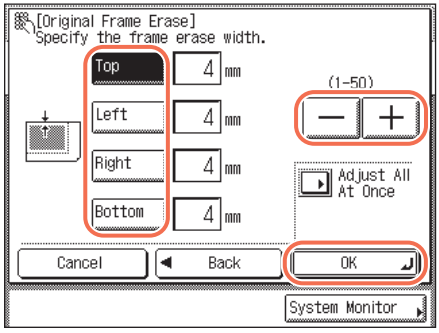


❑ Press [-] or [+] to set the frame erase width → press [OK].

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



❑ Press [Adjust Each Dim.].



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

[Top], [Left], [Right], and [Bottom] on the display refer to the positions of your originals when you place them on the platen glass or in the feeder.

NOTE

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

5 Press [Done].

The display returns to the top screen.

6 Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

7 Press (Start).

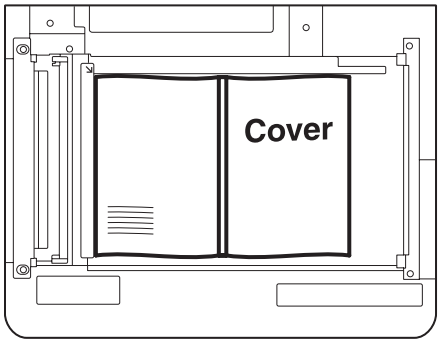
Copying starts.

NOTE

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

Book Frame Erase

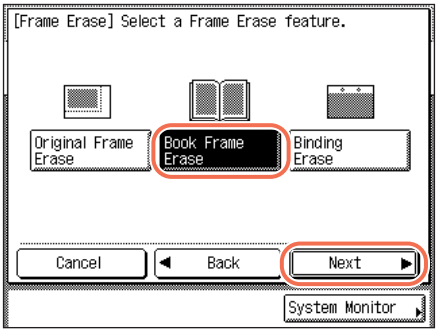
1



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

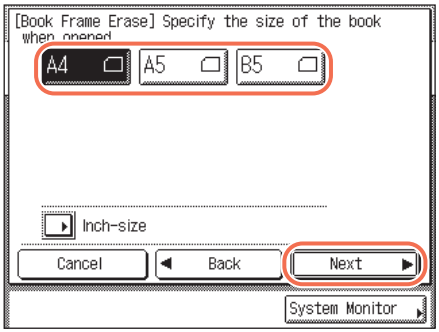
For help, see step 1 in “Original Frame Erase,” on p. 3-13.

2



Press [Book Frame Erase] → [Next].

3



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

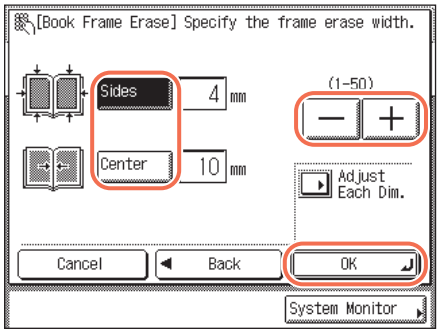
IMPORTANT
You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.

NOTE
To select the paper size in inches, press [Inch-size].

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

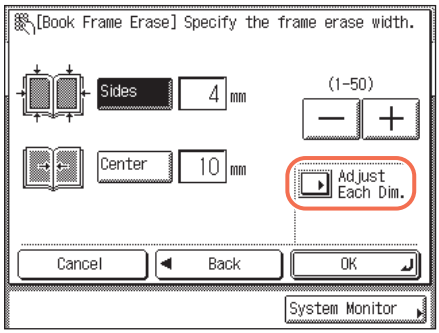
NOTE
- The default settings are ‘4 mm’ for each side and ‘10 mm’ for the center. You can adjust the frame erase width to between 1 mm and 50 mm.
- When entering the value in millimeters, you can also use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) to clear your entry.
- To enter values in inches, the Inch Entry setting must be enabled. (See Chapter 3, “Configuring the Machine’s Basic Settings,” in the *Reference Guide*.)

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

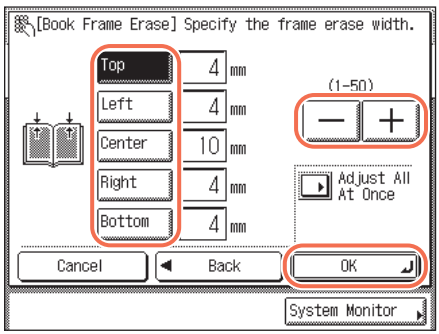


❑ Press [Center] and/or [Sides] → press [-] or [+] to set their respective frame erase widths → press [OK].

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



❑ Press [Adjust Each Dim.].



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

- To erase dark borders on the left side, select [Right].
- To erase dark borders on the right side, select [Left].

NOTE

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

5 Press [Done].

The display returns to the top screen.

6 **Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).**

7 **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 Settings, press (Reset).

Binding Erase

This mode erases shadows from binding holes on originals.

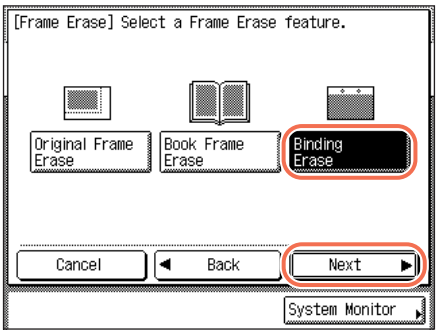
1 **Place your original on the platen glass → press [Special Features] → [Frame Erase].**

For help, see step 1 in "Original Frame Erase," on p. 3-13.

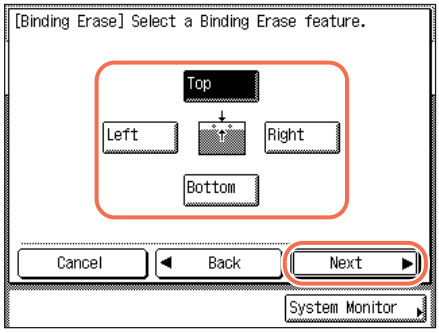
NOTE

To achieve the desired outputs, make sure that your originals are placed in the correct orientation. (See "Placing Orientations of Originals," on p. 5-2.)

2 **Press [Binding Erase] → [Next].**



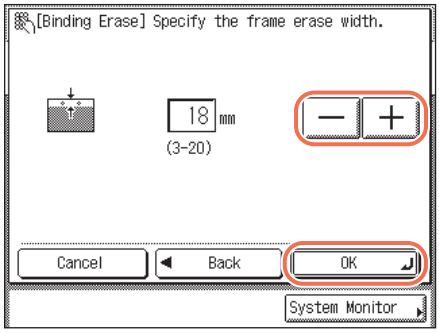
3



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

[Top], [Left], [Right], and [Bottom] on the display refer to the positions of your originals when you place them on the platen glass.

4



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

The display returns to the top screen.

NOTE

- The default setting is ‘18 mm’. You can adjust the frame erase width to between 3 mm and 20 mm.
- When entering the value in millimeters, you can also use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) to clear your entry.
- To enter values in inches, the Inch Entry setting must be enabled. (See Chapter 3, “Configuring the Machine’s Basic Settings,” in the *Reference Guide*.)

5

Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

6

Press ⓘ (Start).

Copying starts.

NOTE

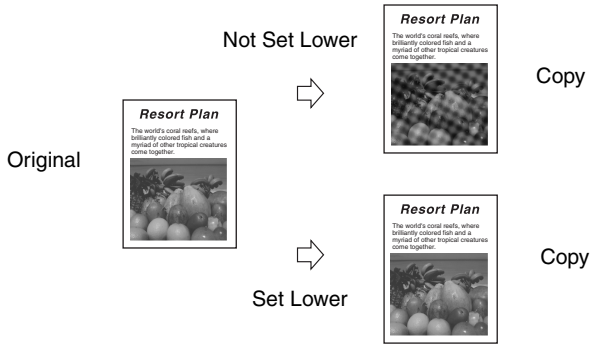
- To cancel this setting, press [Special Features] → [Frame Erase] → [Cancel].
- To cancel all settings and return the machine to the Standard Settings, press ⌀ (Reset).

Adjusting Sharpness

This mode enables you to adjust the sharpness level.

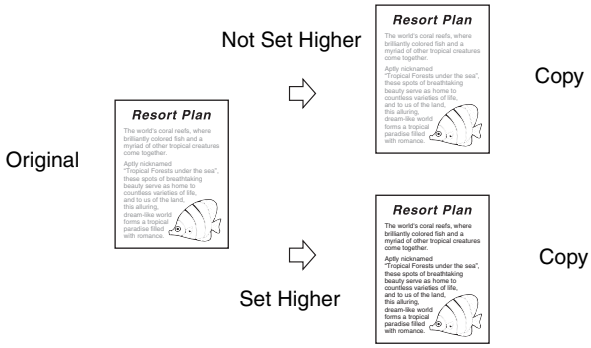
■ Low

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



■ High

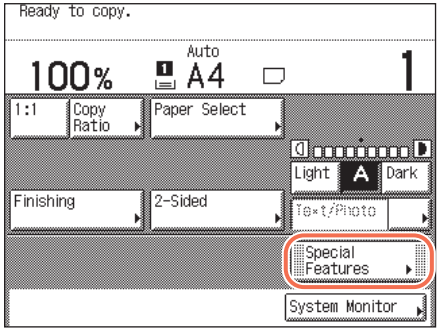
This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited for copying blueprints and faint pencil drawn images.



NOTE

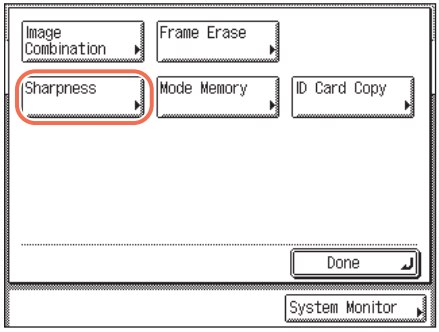
The default setting is middle (center).

1



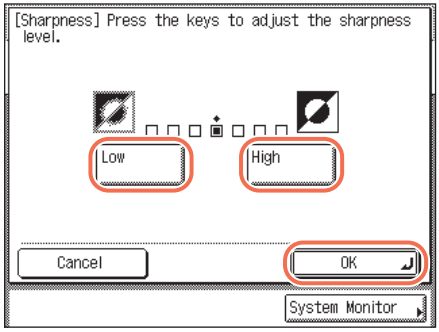
Place your originals → press [Special Features].

2



Press [Sharpness].

3



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

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

To copy text or lines clearly, the setting should be towards [High].

The display returns to the top screen.

4 Enter the desired copy quantity (from 1 to 999) using ⓪ - ⑨ (numeric keys).

5 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 Settings, press (Reset).

Frequently Used Settings (Mode Memory)

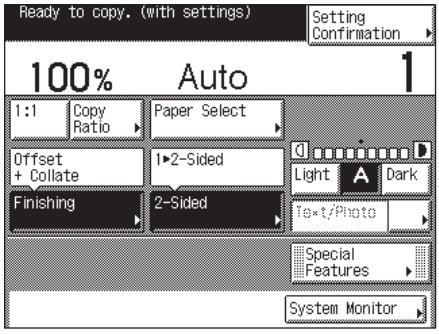
You can store setting combinations of copy modes in the four memory keys. These keys can be named for increased convenience. This function is useful for storing frequently used copy settings.

NOTE

The copy settings stored in memory keys are not erased when the main power is turned OFF.

Registering Mode Memory

1

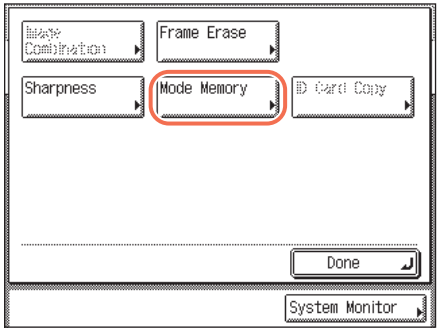


Specify the copy settings that you want to store on the top screen and/or the Special Features screen.

NOTE

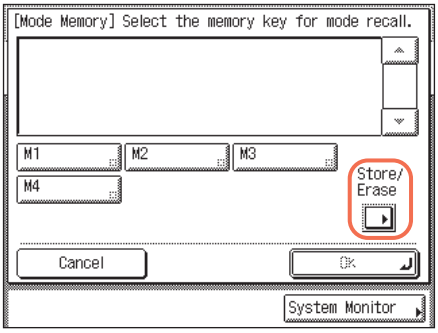
In the example on the left, the Finishing and 2-Sided modes are specified.

2



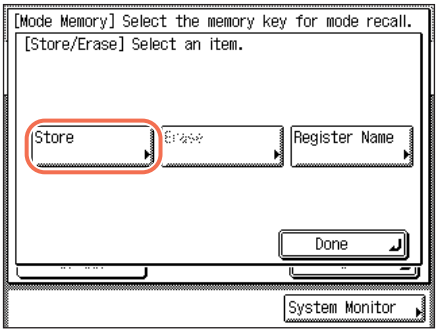
Press [Special Features] → [Mode Memory].

3



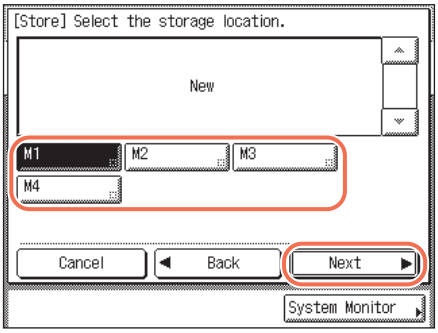
Press [Store/Erase].

4



Press [Store].

5

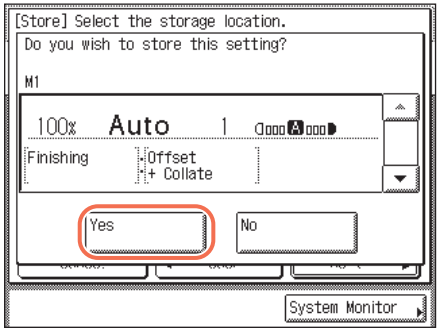


Select a key ([M1] to [M4]) for storing the copy settings → press [Next].

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 with no settings:**

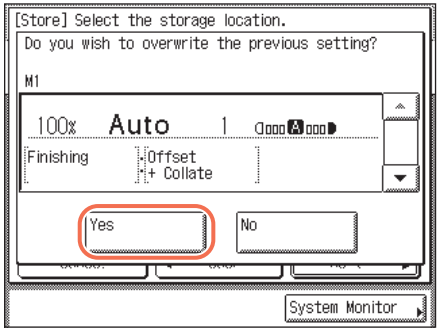


A screen appears, asking for your confirmation to store the settings.

❑ Press [Yes].

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].

The stored settings are displayed.

- To cancel storing the settings, press [No].
- The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

6 Press [OK] → [Done].

The display returns to the top screen.

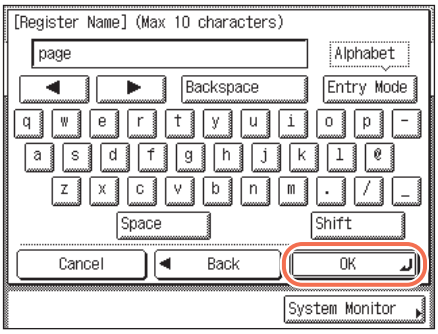
● **If you want to name the mode memory setting:**

❑ Repeat steps 1 to 3 → press [Register Name].

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

NOTE

You can name keys regardless of whether or not they have settings.



❑ Enter a name → press [OK].

You can enter up to 10 characters for the name.

IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

NOTE

- For instructions on how to enter 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).
- If you want to erase the assigned name, press [Backspace] repeatedly until the name disappears → press [OK].

❑ Press [OK] → [Done].

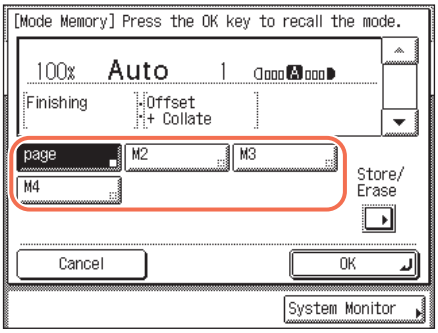
If the key you named has no copy settings yet, press [Cancel] → [Done].

The display returns to the top screen.

Recalling Mode Memory

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

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 display returns to the top screen.

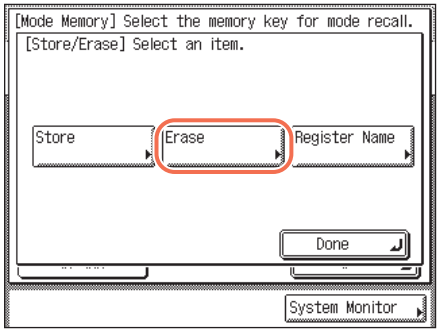
NOTE

- Recalling copy settings from the memory key 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.

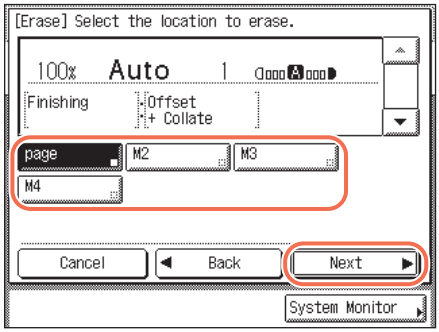
Deleting Mode Memory

1 Press [Special Features] → [Mode Memory] → [Store/Erase].

2 Press [Erase].



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



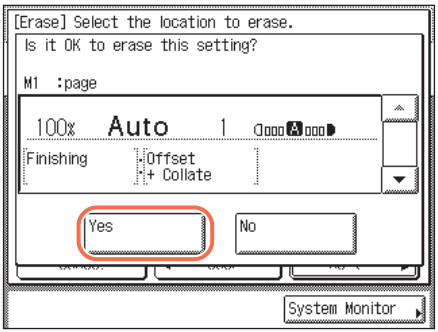
IMPORTANT

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 [▲].

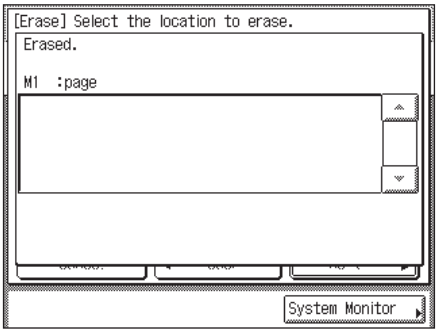
4



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 how to change a key name, see “If you want to name the mode memory setting:,” on p. 3-25.

5 Press [Cancel] → [Done].

The display returns to the top 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 describes how to change the machine's settings from the Additional Functions screen.

Customizing the Copy Settings 4-2

Copy Settings Table 4-2

Changing the Current Standard Settings 4-2

Restoring the Default Copy Settings 4-6

Customizing the Copy Settings

You can change the machine's default settings and customize them to suit your needs.The settings you change and store in the Copy Settings in the Additional Functions menu are not returned to the factory default settings even when (Reset) is pressed. For instructions on how to restore the settings to the factory default settings, see "Restoring the Default Copy Settings," on p. 4-6.

Copy Settings Table

The following table lists the settings in the Copy Settings menu.

Item	Settings	Page
Standard Settings	Store, Initialize	p. 4-2
Initialize Copy Settings	Yes, No	p. 4-6

Changing the Current Standard Settings

Standard Settings in the Copy Settings in the Additional Functions menu refers to a combination of copy modes that is applied such as when the machine is turned ON or when (Reset) is pressed. This section describes the procedure for changing the copy modes stored as the Standard Settings.

NOTE

- The setting combination stored as Standard Settings is applied when:
  - the machine is turned ON or wakes from the Sleep mode.
  - (Reset) is pressed (except while copying).
  - the Auto Clear function initiates.

- The Standard Settings (the factory default settings) are:
  - Number of Copies: 1
  - Copy Ratio: 100%
  - Paper Source Selection: Auto
  - Density and Original Type: Auto
  - 2-Sided: Off
  - Finishing: Off
  - Image Combination: Off
  - Frame Erase: Off
  - Sharpness: middle (center)
  - ID Card Copy: Off

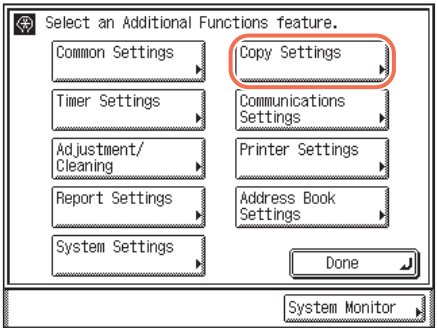
Storing New Standard Settings

You can store your own copy settings as the Standard Settings. To store your own Standard Settings, specify the desired settings on the top screen and/or the Special Features screen, and then follow the procedure below.

1 **Press (Additional Functions).**

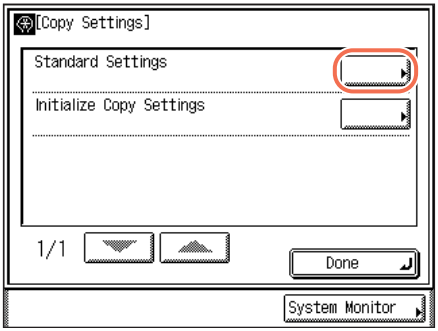
The Additional Functions menu appears.

2



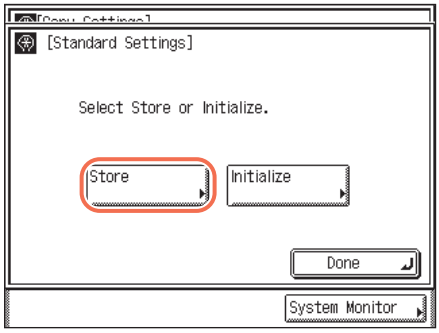
Press [Copy Settings].

3



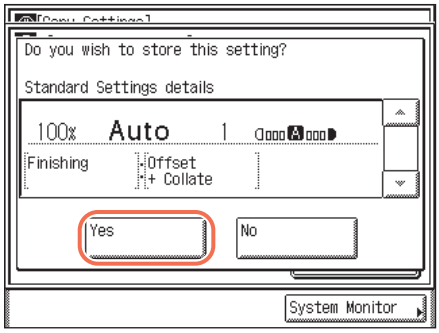
Press [Standard Settings].

4



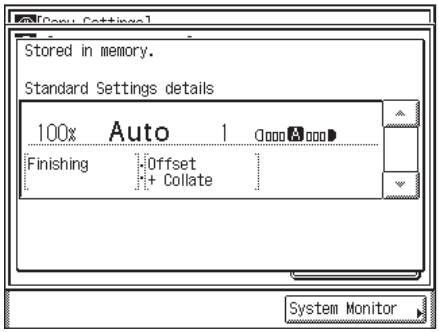
Press [Store].

5



Press [Yes].

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.

6 **Press [ ] (Reset) to return to the top screen.**

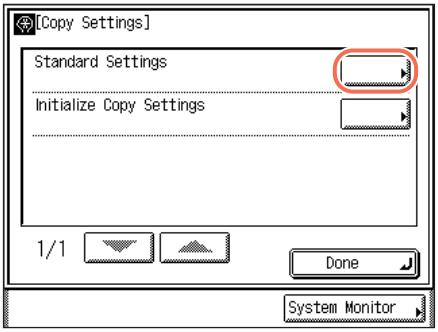
Initializing Standard Settings

You can restore the Standard Settings to their default settings.

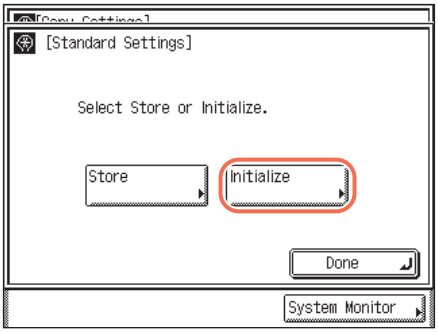
1 Press (Additional Functions) → [Copy Settings].

For help, see step 2 in “Storing New Standard Settings,” on p. 4-3.

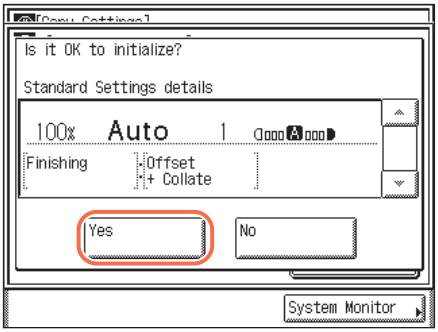
2 Press [Standard Settings].

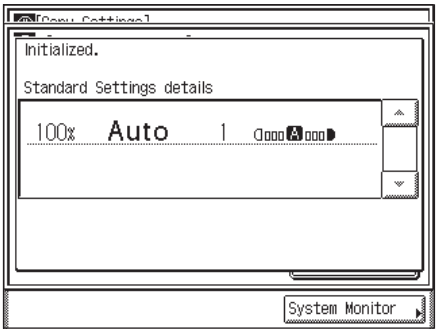


3 Press [Initialize].



4 **Check the settings → press [Yes].**





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

The Standard Settings are initialized.

5 **Press (Reset) to return to the top screen.**

Restoring the Default Copy Settings

The modes that have been changed in Copy Settings can be restored to the factory default settings. (See “Copy Settings Table,” on p. 4-2.)

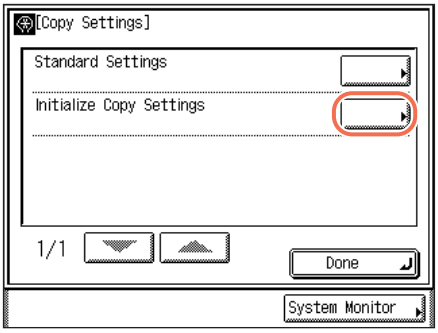
NOTE

The Standard Settings are also initialized. (See “Changing the Current Standard Settings,” on p. 4-2.)

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

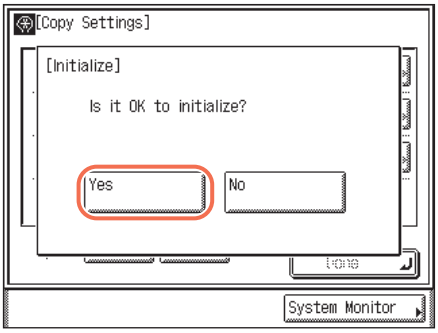
For help, see step 2 in “Storing New Standard Settings,” on p. 4-3.

2

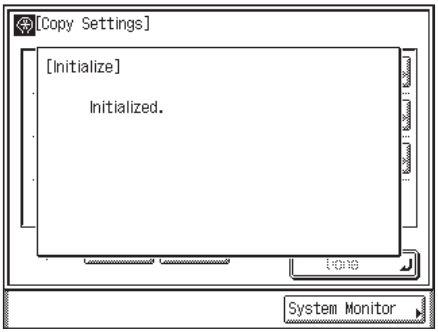


Press [Initialize Copy Settings].

3



Press [Yes].



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

The Copy Settings are initialized.

4

Press (Reset) to return to the top screen.

Appendix

5
CHAPTER

This chapter provides the detailed instructions on how to place originals, the combination of functions chart, and the index.

Placing Orientations of Originals 5-2
Placing One-Sided Originals 5-2
Placing Two-Sided Originals 5-4
Combination of Copy Modes Chart. 5-6
Index 5-7

Placing Orientations of Originals

This section describes the orientations of your originals when you place them on the platen glass or in the feeder. Make sure that your originals are placed in the proper orientation to achieve outputs in the desired image orientation.

IMPORTANT

- On some copy modes such as 2-Sided, the orientation of the originals must be specified in the (optional) setting procedure. Be sure to match the setting and the orientation of the placed originals.
- Place originals such as A5 horizontally, even if the scanning area of the platen glass or feeder fully covers the size of vertically-placed originals.

Placing One-Sided Originals

The orientation types of originals are as follows:

- Portrait:

Portrait refers to an original in vertical orientation: the shorter edges are at the top and bottom of the original.

- Landscape:

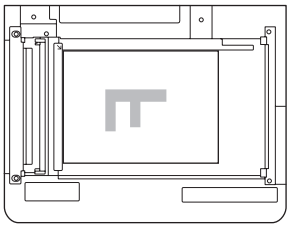
Landscape refers to an original in horizontal orientation: the shorter edges are at the left and right of the original.

Place your originals as indicated below:

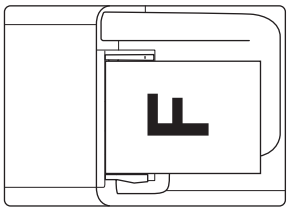
■ For Originals in Portrait Orientation

Type of Original

Platen Glass



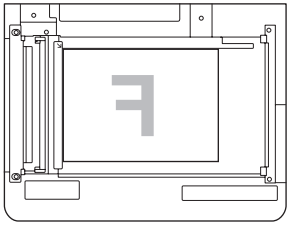
Feeder



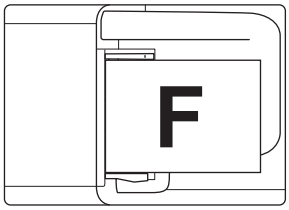
■ For Originals in Landscape Orientation

Type of Original

Platen Glass



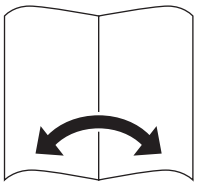
Feeder



Placing Two-Sided Originals

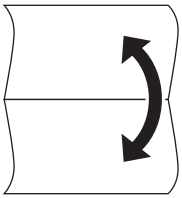
Two-sided originals have the following types and are combined with the portrait or landscape orientation, such as "book type in portrait orientation."

- Book Type:



The front and back sides of the original have the same top-to-bottom orientation: these originals will open horizontally if bound. (The illustration shown to the left is for "book type in portrait orientation.")

- Calendar Type:



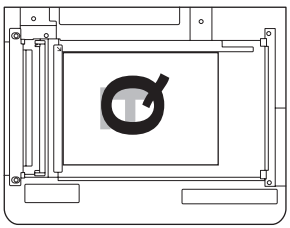
The front and back sides of the original have opposite top-to-bottom orientations: these originals will open vertically if bound. (The illustration shown to the left is for "calendar type in landscape orientation.")

Place your originals as indicated below:

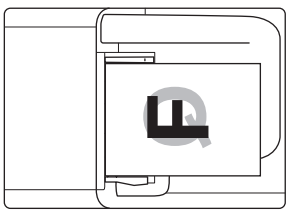
■ For Book Type Originals in Portrait Orientation

Type of Original

Platen Glass*



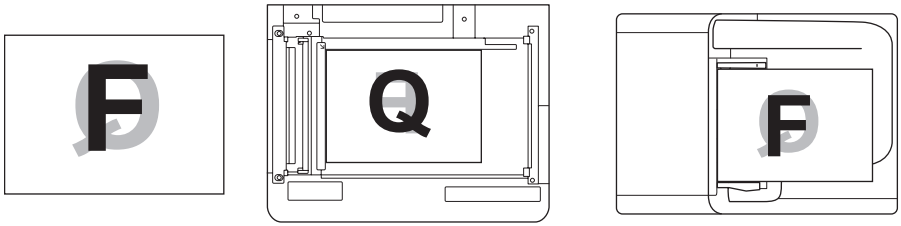
Feeder



* Turn over the original vertically to scan the back side, making sure that the original is placed in the same orientation as the front side was scanned.

■ For Book Type Originals in Landscape Orientation

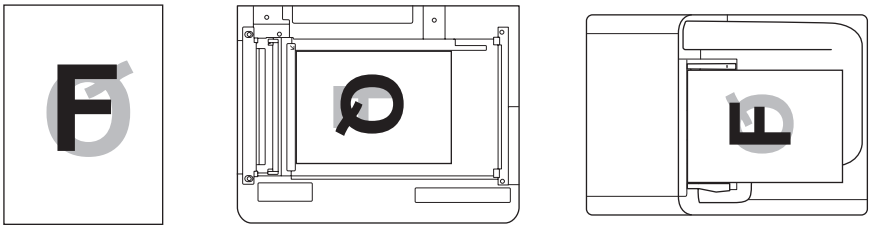
Type of Original | Platen Glass* | Feeder



* Turn over the original horizontally to scan the back side, making sure that the original is placed in the same orientation as the front side was scanned.

■ For Calendar Type Originals in Portrait Orientation

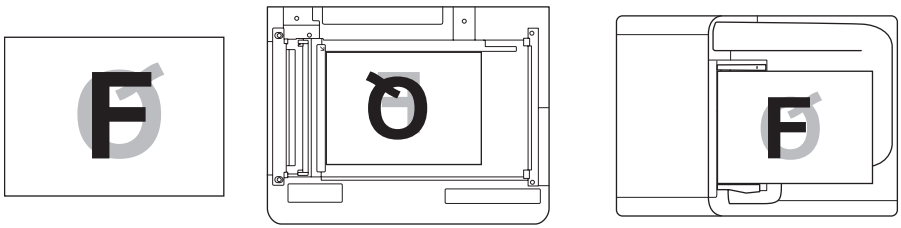
Type of Original | Platen Glass* | Feeder



* Turn over the original horizontally to scan the back side, making sure that the original is placed in the same orientation as the front side was scanned.

■ For Calendar Type Originals in Landscape Orientation

Type of Original | Platen Glass* | Feeder



* Turn over the original vertically to scan the back side, making sure that the original is placed in the same orientation as the front side was scanned.

Combination of Copy Modes Chart

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

□ **Combination Available**

× **Combination Unavailable**

▲ **Priority to Latest Set Mode**

● **Priority to Image Combiantion Mode**

Function to be set \ Function Already	Fixed Zoom	Zoom by Percentage	Density (Auto)	Text	Text/Photo	Photo	Auto Paper Selection	Auto Drawer Selection	Stack Bypass	Collate	Group	Offset + Collate	Offset + Group	Staple	Reserve Copy	1 to 2-Sided	2 to 2-Sided	2 to 1-Sided	Image Combination, ID Card Copy	Original Frame Erase	Book Frame Erase	Binding Erase	Sharpness
Fixed Zoom		▲																	×				
Zoom by Percentage	▲																		×				
Density (Auto)				▲	▲	▲																	
Text			▲		▲	▲																	
Text/Photo			▲	▲		▲																	
Photo			▲	▲	▲																		
Auto Paper Selection								▲											×				
Auto Drawer Selection								1															
Stack Bypass						▲	1					1	1	1		1	1		1,3				
Collate											▲	▲	▲	▲									
Group										▲		▲	▲	▲									
Offset + Collate									1	▲	▲		▲	▲									
Offset + Group									1	▲	▲	▲		▲									
Staple									1	▲	▲	▲	▲										
Reserve Copy																							
1 to 2-Sided									1							▲	▲		×				
2 to 2-Sided									1						▲		▲		×				
2 to 1-Sided															▲	▲			×				
Image Combination, ID Card Copy	●	●					●		1,3						×	×	×			×	×	2	
Original Frame Erase																			×		▲	▲	
Book Frame Erase																			×	▲		▲	
Binding Erase																			2	▲	▲		
Sharpness																							

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

*2 You cannot combine the ID Card Copy mode with the Binding Erase mode.

*3 The ID Card Copy mode is available on A4 paper.

Index

Numerics

1:1 key, 1-3
2 on 1, 3-2
2-Sided copying
  1 to 2-sided, 2-21, 2-22
  2 to 1-sided, 2-22
  2 to 2-sided, 2-22
  2-sided mode, 2-21
4 on 1, 3-2

A

Auto Zoom, 2-18
Automatic Paper Selection, 2-2

B

Binding Erase, 3-12, 3-18
Book Frame Erase, 3-15

C

Canceling a Copy Job, 1-11
Canceling a copy job
  Using the Stop Key, 1-11
  Using the System Monitor, 1-12
  Using the touch panel display, 1-9
Collate Mode, 2-27
Collating, 2-28
Combination of Copy Modes Chart, 5-6
Copy Ratio, 2-15
  Auto zoom, 2-18
  Preset ratio, 2-15
  Zoom by Percentage, 2-16
Copy Ratio key, 1-2
Copying features, 1-2

D

Density, 2-12
  Automatic, 2-12
  Manual, 2-13
Density key, 1-3
Department ID, 1-6

E

Enlarging/Reducing Images, 2-15

F

Finishing
  Collate mode, 2-27
  Finishing mode, 2-26
  Group mode, 2-27
  Offset mode, 2-28
  Staple mode, 2-27
Flow of basic copying, 1-6
Frame Erase
  Binding erase, 3-12, 3-18
  Book frame erase, 3-15
  Frame erase mode, 3-11
  Original frame erase, 3-13
Frame Erase key, 1-5

G

Group Mode, 2-27

I

ID Card Copy, 3-3, 3-9
ID Card Copy key, 1-5
Image Combination
  2 on 1, 3-2, 3-4
  4 on 1, 3-2, 3-4
  ID card copy, 3-3, 3-9
  Image combination mode, 3-2
Image Combination key, 1-4
Image Quality, 2-12
Image Quality key, 1-3

K

Keys and Functions, 1-2
  Advanced Features, 1-4
  Basic Features, 1-2

M

Mode Memory, 3-23
  Deleting, 3-27
  Recalling, 3-26
  Registering, 3-23
Mode Memory key, 1-5

O

Offset Mode, 2-28
Original Frame Erase, 3-13
Original type
  Photo mode, 2-14
  Text mode, 2-13
  Text/Photo mode, 2-14

P

Paper Select key, 1-2
Paper selection
  Automatic, 2-2
  Manual, 2-4
  Stack Bypass, 2-5
Photo Mode, 2-14
Preset Zoom, 2-15

R

Reserving a copy job, 1-10

S

Setting Confirmation key
  Checking/changing/canceling, 1-15
Sharpness, 3-20
Sharpness key, 1-5
Special Features key, 1-4
Special Features Screen, 1-4
Stack Bypass, 2-5
Staple Finisher-H1, 2-26
Staple Mode, 2-27
Stapling, 2-28
System Monitor key, 1-4

T

Text Mode, 2-13
Text/Photo Mode, 2-14
Top Screen, 1-2
Type of Original, 2-13

U

User ID, 1-6

Z

Zoom by Percentage, 2-16

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