



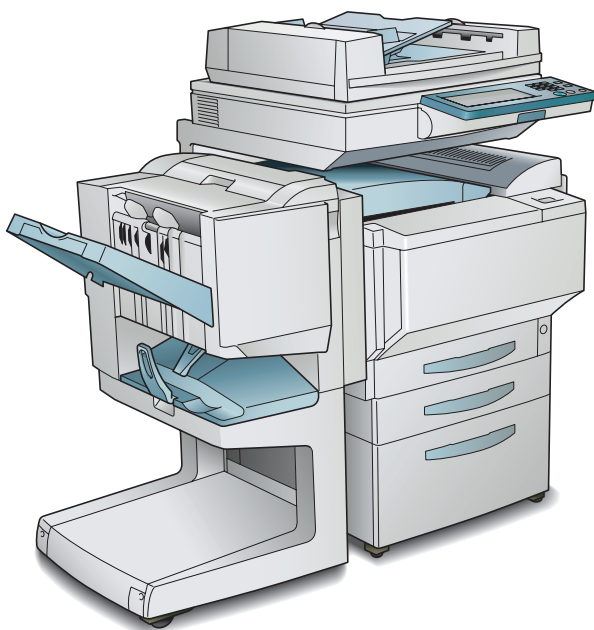
User Manual

[Basic Operations]

The essentials of Imaging

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2

- Before Making Copies
- Basic Copy Operations
- Loading Paper
- Original Documents
- Specifying Copy Settings
- Controlling Jobs



DiALTA Color

Contents

The topics listed below are described in the Basic Operations volume.
For details on other topics, refer to the Administrator Operations and the Advanced Operations volumes of the User Manual and the Enlarge Display Mode Operation Guide.

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Administrator Operations

For details on the following topics, refer to the Administrator Operations volume of this User Manual.

- 1 Introduction**
- 2 Safety Information**
- 3 Precautions**
- 4 Part Names and Their Functions**
- 5 Utility Mode Operations**
- 6 Touch Panel Messages**
- 7 Troubleshooting**
- 8 Appendix**

Advanced Operations

For details on the following topics, refer to the Advanced Operations volume of this User Manual.

Available Features

- 1 Auxiliary Functions**
- 2 Scanning Operations**

Enlarge Display Mode Operation Guide

For details on the following topics, refer to the Enlarge Display Mode Operation Guide.

- 1 Before Making Copies**
- 2 Basic Copy Operations**
- 3 Copy Paper**
- 4 Original Documents**
- 5 Specifying Copy Settings**
- 6 Job List**

***Before Making
Copies***

1

1.1 Introduction

Structure of the Manual

The various explanations for this copier are divided into four parts: the Administrator Operations, Basic Operations and Advanced Operations volumes of the User Manual, and the Enlarge Display Mode Operation Guide.

The Administrator Operations volume of this User Manual contains precautions on the use of this copier. Be sure to read this volume before using the machine. The Basic Operations and Advanced Operations volumes of the User Manual and the Enlarge Display Mode Operation Guide contain information on the many functions available. After reading the User Manual, be sure to store it in a safe place for future reference.

- **Administrator Operations**
This volume provides precautions for using the machine, descriptions on functions for use by the administrator (Utility Mode and Administrator Mode functions), procedures for replacing parts and supplies, troubleshooting procedures and machine specifications. Before using the copier, be sure to read chapters 1 through 4 of the Administrator Operations volume.
- **Basic Operations**
This volume contains precautions for using the machine and descriptions on the procedures for basic operations. The Basic Operations volume is a quick reference for immediate use of the copier.
- **Advanced Operations**
This volume includes descriptions on the Auxiliary functions in addition to precautions for the use of the copier. Read the Advanced Operations volume for more information on the various functions that this copier provides for any need.
- **Enlarge Display Mode Operation Guide**
This guide provides descriptions on the operations available in the Enlarge Display mode.
In the Enlarge Display mode, the controls for frequently used functions are enlarged, making them easier to read.
The Basic Operations volume of the User Manual contains details on the operation of the various functions. When using the Enlarge Display mode, first read the Basic Operations volume before referring to the Enlarge Display Mode Operation Guide.

1.2 Available Features

The main functions available with this machine are described below. Operating procedures are provided in chapter 2 “Basic Copy Operations” and chapter 5 “Specifying Copy Settings”.

Color Settings

“Auto Color” setting

- With this setting, the type of document (color or black and white) being copied is detected and the appropriate Color setting (“Full Color” or “Black”) is automatically selected.

“Full Color” setting

- With this setting, copies are produced in full color, regardless of the document type.

“Black” setting

- With this setting, copies are produced in black and white, regardless of the document type. If this setting is selected, even a color document will be copied in black and white.

Sorting

“Non-Sort” setting



Copies are fed out as they are printed.

“Sort” setting



Copies are automatically divided into the specified number of sets with each set containing a copy of each page.

Finishing Settings

Stapling



Copies are stapled together before they are fed out.

Stapling is only available if the optional finisher (FN-8 or FN-116) is installed.

Hole-punching



Holes are punched in copies before they are fed out.

Hole-punching is only available if the punch kit (PK-4) is installed in the optional finisher (FN-8).

Zoom Settings

Auto Size

- This setting automatically selects the most appropriate zoom ratio based on the size of the document loaded and the specified paper size.

Full Size

- This setting makes a copy that is the same size as the document ($\times 1.000$).

Enlarged copies

- Zoom settings for making enlarged copies from common standard document sizes to standard paper sizes are available.
 - Example 1: A Letter-size document can be copied onto the larger 11 \times 17-size paper.
 - Example 2: A Legal-size document can be copied onto the larger 11 \times 17-size paper.



Reduced copies

- Zoom settings for making reduced copies from common standard document sizes to standard paper sizes are available.
 - Example 1: A Legal-size document can be copied onto the smaller Letter-size paper.
 - Example 2: An 11 \times 17-size document can be copied onto the smaller Letter-size paper.

Minimal

- This setting slightly reduces the copy ($\times 0.930$).
 - Selecting the “Minimal” setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy.

Zoom copies

- Any zoom ratio (between $\times 0.250$ and $\times 4.000$) can be specified.
 - Touch  and  to specify the desired zoom ratio.

“CustomZoom” setting

- Any zoom ratio (between $\times 0.250$ and $\times 4.000$) can be specified.
 - Use the keypad to enter the desired zoom ratio.
 - In addition, up to two zoom ratios specified using the keypad can be stored for later use.

“X/Y Zoom” function

- The copy size can be changed by specifying different scaling proportions (between $\times 0.250$ and $\times 4.000$) for the vertical and the horizontal dimensions.

Paper Settings

“Auto Paper” setting

- This setting automatically selects the most appropriate paper size based on the size of the document loaded and the specified zoom ratio.

Manual paper selection

- The tray or drawer containing the appropriate paper that you wish to use can be selected.

“Bypass” setting

- Copies can be made onto the paper loaded into the manual bypass tray.

Orig ► Copy Settings

Single-sided originals



Select this setting to copy single-sided documents.

Double-sided originals



Select this setting to copy double-sided documents.

Single-sided copies



Select this setting to make single-sided copies.

Automatic double-sided copies



The duplex unit is used to make double-sided copies.

Manual double-sided copies



Feed a single-sided copy through the manual bypass tray or load it into the 1st drawer to make a double-sided copy without using the duplex unit.

Single-sided 2in1 copies



Select this setting to reduce two document pages to fit one single-sided copy page.

Double-sided 2in1 copies



Select this setting to reduce four document pages to fit one double-sided copy page.

Booklet copies



Select this setting to make reduced double-sided copies that are laid out to form a booklet.

Bound booklet copies



Select this setting to make bound booklets from the copies.

Single-sided 4in1 copies



Select this setting to reduce four document pages to fit one single-sided copy page.

Double-sided 4in1 copies



Select this setting to reduce eight document pages to fit one double-sided copy page.

Book separation copies



Select this setting to make a single-sided copy of each of the two pages of an open book.

Book spread copies



Select this setting to make a single-sided copy containing two pages side-by-side from the two pages of an open book.

Book-margin-erasing



Select this setting to erase the area along the binding and around the text from the copy.



Note

The double-sided original setting is only available if the optional duplexing document feeder is installed.

The double-sided copy settings are only available if the optional duplex unit is installed.

Booklet-binding is only available if both the optional finisher FN-8 and the duplex unit are installed.

Photo Settings

“Text&Photo” setting



Select this setting when copying documents containing both text and images.

“Photo Image” setting



Select this setting when copying photographs (documents) printed on photographic paper.

“Printed Image” setting



Select this setting when copying printed documents, such as pamphlets or catalogs.

“Text” setting



Select this setting when copying documents containing only text.

“Dot Matrix Original” parameter (“Text” setting)



Select this setting when copying documents consisting only of text that appears faint (such as that written with a pencil).

“Map” setting



Select this setting when copying documents with a background color or documents containing pencil markings or fine colored lines.

“Copied Image” setting



Select this setting when copying images (documents) printed with this copier.

Density Settings

“Background” parameter (“Density” function)

- This parameter can be used to adjust the density of the background color for documents with a background color.

“Density” parameter (“Density” function)

- This parameter can be used to adjust the density of the copy.

Text Enhancement Setting

- Specify the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs (text with a background).

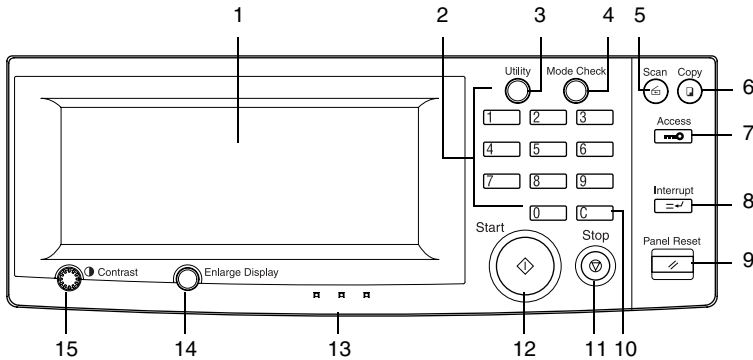
Glossy Mode Setting

- Select this setting when copying glossy images.

Screen Pattern Settings

- These settings reduce moire patterns that occur when copying printed photographs (which contain shading) or documents containing lines.
 - Moire patterns: Repeating pattern that occasionally appears when images containing a repeating pattern or lines are copied

1.3 Names of Control Panel Parts and Their Functions



No.	Part Name	Description
1	Touch panel	<ul style="list-style-type: none"> Displays various screens and messages See p. 1-20
2	keypad	<ul style="list-style-type: none"> Use to type in the number of copies to be made. Use to type in the zoom ratio. Use to type in the various settings.
3	[Utility] key	<ul style="list-style-type: none"> Press to display the Utility screen. <ul style="list-style-type: none"> Input Meter Count User's Choice 1 & 2 Copy Program Recall Unit life indicator Admin. Mode
4	[Mode Check] key	<ul style="list-style-type: none"> Press to display the specified settings in Copy mode. Press to display the specified transmission settings in Scan mode.
5	[Scan] key	<ul style="list-style-type: none"> Press to use this machine as a color scanner. When the [Scan] key is pressed, the key indicator lights up in green to indicate that the machine is in Scan mode. Scan mode is only available if the optional printer controller is installed. If the printer controller is not installed, scanning cannot be performed.
6	[Copy] key	<ul style="list-style-type: none"> Press to use this machine as a copier. When the [Copy] key is pressed, the key indicator lights up in green to indicate that the machine is in Copy mode. <p>*Copy mode is selected as a default.</p>
7	[Access] key	<ul style="list-style-type: none"> Press to enter an access code. If no access codes have been set, nothing happens when this key is pressed.
8	[Interrupt] key	<ul style="list-style-type: none"> Press to enter Interrupt mode. When the [Interrupt] key is pressed, the key indicator lights up in green to indicate that the machine is in Interrupt mode. In addition, the message "Now in the Interrupt mode" appears on the touch panel. To cancel Interrupt mode, press the [Interrupt] key again.

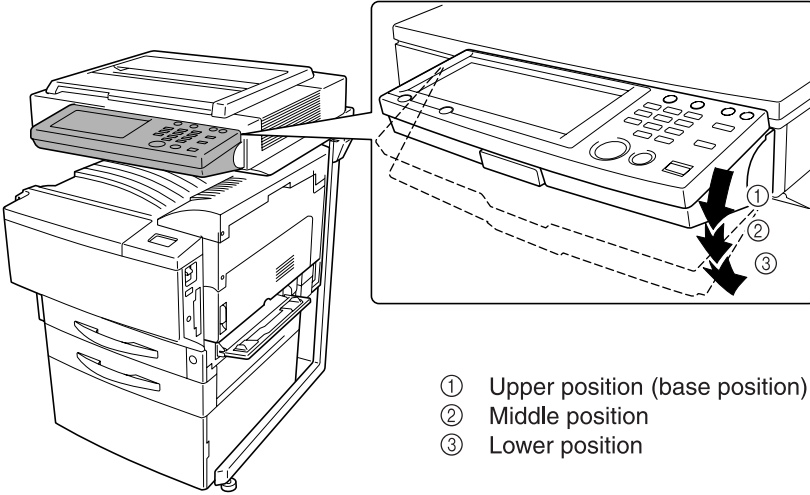
No.	Part Name	Description
9	[Panel Reset] key	<ul style="list-style-type: none"> Press to reset all copy modes and functions to their default settings. (All selected settings* are canceled.) The current job is canceled. <p>*Stored zoom ratios, stored job settings, and interrupted or delayed jobs are not canceled.</p>
10	[C] (clear) key	<ul style="list-style-type: none"> Press to reset the number of copies to "1". Press to erase a setting, such as the zoom ratio or size, selected using the keypad. The scanned image is erased.
11	[Stop] key	<ul style="list-style-type: none"> Press to stop a copy operation. Scanning of a document is stopped.
12	[Start] key	<ul style="list-style-type: none"> Press to start a job. If this key is pressed during a continuous copy operation, scanning for the job begins. (Queued copy) See p. 6-2. Press to continue an interrupted copy job. If this key is pressed while the copier is warming up, scanning for the job begins. (Queued copy) See p. 1-16. The key indicator lights up in green to indicate that jobs can be queued. The key indicator lights up in orange to indicate that no jobs can be queued.
13	Control panel release lever	<ul style="list-style-type: none"> Use when adjusting the angle of the control panel. Pull the release lever, and then push down on the control panel to adjust its angle.
14	[Enlarge Display] key	<ul style="list-style-type: none"> Press to display the touch panel screens enlarged. In the Enlarge Display mode, the controls for frequently used functions are enlarged, making them easier to read. The Basic Operations volume (this manual) contains details on the operation of the various functions. When using the Enlarge Display mode, first read the Basic Operations volume (this manual) before referring to the Enlarge Display Mode Operation Guide.
15	Contrast-adjusting dial	<ul style="list-style-type: none"> Use to adjust the contrast of the touch panel.

* Job: Any set of consecutive operations, such as those for making copies, scans or computer printouts

1.4 Adjusting the Angle of the Control Panel

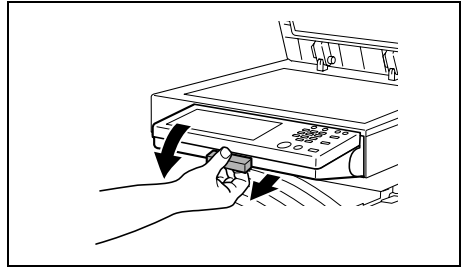
The control panel can be adjusted to any of three angles.

Adjust the control panel to the angle that allows for easy operation.

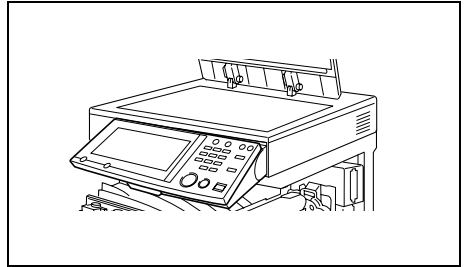


To adjust the angle of the control panel

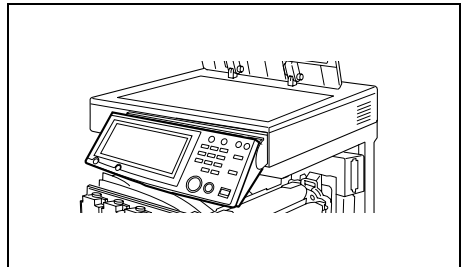
- 1 Pull the control panel release lever toward you, and then push down on the control panel.



- 2 The angle of the control panel stops at the middle position.

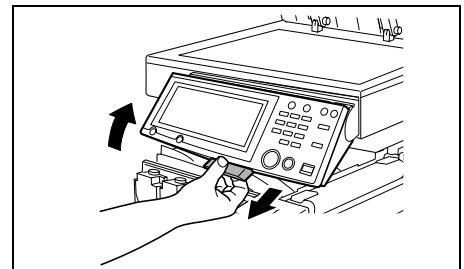


- 3 To adjust the control panel to an even steeper angle, pull the control panel release lever toward you, and then push down on the control panel.



- 4 The angle of the control panel stops at the lower position.

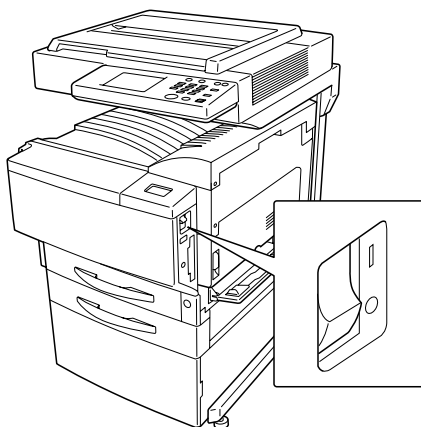
- 5 To return the control panel to the upper position, pull the control panel release lever toward you, and then pull up on the control panel.



1.5 Turning the Copier On and Off

To turn the copier on

- Set the power switch to “I”.



When the copier is turned on

- 1 The indicator on the [Start] key lights up in orange.
A screen indicating that the machine is starting up appears.
- 2 After a few seconds, the message “Now warming-up. Ready to scan.” appears on the touch panel. When the indicator on the [Start] key lights up in green, a job can be queued.

Queuing a job during warm-up

- An image can be scanned (a job can be queued) while the machine warms up after it is turned on. If a job is queued, printing begins after the copier has finished warming up (after about 5 minutes at normal room temperature (68°F)).

Auto Panel Reset

- The machine automatically resets all modes and functions to their default settings if one minute has passed without the machine performing any operations.
- If the magnetic card is removed from the optional data controller, the machine assumes that the user has changed and automatically resets all modes and functions to their default settings.
- When the touch panel is reset, all settings that have not been stored, such as the number of copies, return to their default settings (p. 1-20).

- The conditions for all modes and functions automatically returning to their default settings can be specified using the “Auto Panel Reset” function on the User’s Choice: 1 screen. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

Energy Saver Mode

If the copier is not used for 15 minutes, it automatically enters Energy Saver mode.

When the copier enters Energy Saver mode, the indicator on the [Start] key remains lit in green and the touch panel goes off. The copier conserves energy and waits to receive a job.

If the copier is not used for 30 minutes, it automatically enters Sleep mode.

The length of time after the last operation until the copier enters Energy Saver mode can be specified using the “Energy Saver” function on the User’s Choice: 1 screen. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

To recover from Energy Saver mode

- 1 Press the [Start] key. (The Energy Saver mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.)
- 2 The touch panel comes on again, and then after the copier has finished warming up, it is ready to begin printing (after about 30 seconds at normal room temperature (68°F)).

Sleep Mode

If the copier is not used for 30 minutes, the copier automatically enters Sleep mode.

The length of time after the last operation until the copier enters Sleep mode can be specified using the “Sleep” function on the User’s Choice: 1 screen. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

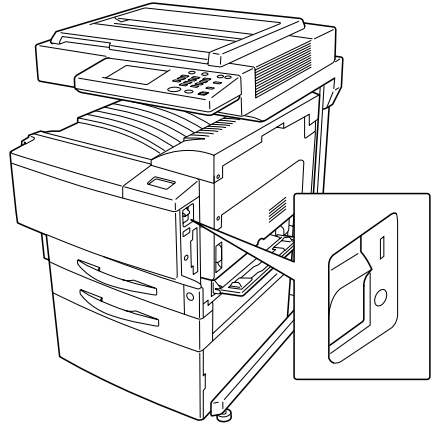
To recover from Sleep mode

- Press the [Start] key.
(The Sleep mode can also be canceled by pressing any key on the operation panel or by touching the touch panel.)

Then, continue with the operations described in “When the copier is turned on” on page 1-16.

To turn the copier off

- 1 Touch [Job Log] to check that no jobs are queued.
- 2 If any copies or printouts remain in the output tray, remove them.
- 3 Set the power switch to “O”.

**Note**

Do not turn off the copier while it is making copies or printing, otherwise a paper misfeed may occur.

Do not turn off the copier while it is scanning or sending or receiving data, otherwise all scanned data or transmission data will be deleted.

Do not turn off the copier while a queued job or stored data is waiting to be printed, otherwise the jobs will be deleted.

When the copier is turned off

- The following are cleared.
 - Settings that are not programmed, such as the number of copies
 - Jobs queued to be printed
 - Data scanned using the “Scan to Memory” function
 - Jobs saved with the “Memory Recall” function
- Stored zoom ratios, programmed Copy mode settings, Utility mode settings and UserBox settings are not erased.

1.6 Using the Touch Panel

Description of the Touch Panel

When the copier is turned on (when the power switch is set to "I"), the screen shown below appears in the touch panel.



This screen is the Basic screen.

It shows, with messages and graphics, the currently selected settings, the settings that are available, and the copier status.

Default Settings

The settings selected when the copier is turned on (when the power switch is set to "I") are called the default settings.

The default settings serve as a reference for all settings that are to be made.

- Number of copies: 1
- Color: Auto Color
- Finishing: Non-Sort
- Zoom: 1.000 (Full Size)
- Paper: Auto Paper
- Mixed Orig Detection: Off
- Copy 1 Set: Off
- Original: Single-sided
- Copy: Single-sided
- Original Direction: None specified
- Margin: None
- Thick Original: Off
- Photo/Density: Text&Photo
- Background density: Standard
- Density: Standard
- Glossy Mode: Off
- Auxiliary functions: All off
- Color Image Adjust: Standard
- Creation: All off

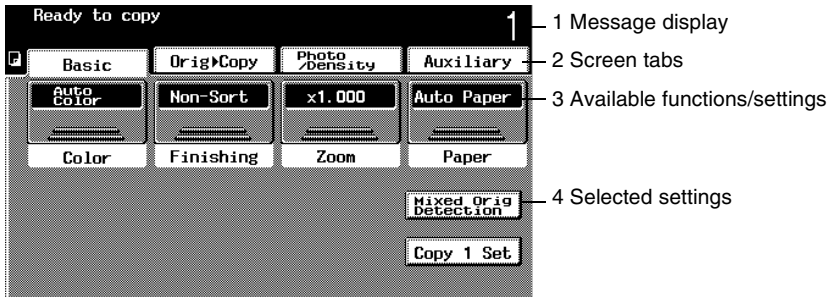
**Tip**

The language of the displays in the touch panel can be changed using the “Language Selected” function on the Admin. Mode: Admin. set screen. For more details, refer to “Administrator Mode Operations” of “Utility Mode Operations” in the Administrator Operations volume.

The default settings that the copier resets all functions to can be specified using the Utility mode. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

Structure of the Display

Settings screen



5 Job display

Job Log	Job Control	17:00
Job Name	Status	Complete
41 COPIER	Printing	17:02
42 COPIER	Waiting Print	17:03
43 COPIER	Waiting Print	17:04

Delete

6 Job Log screen

Job Log Job Control 13:53 Basic Change Mode

Job Name	Status	Dist.	File Name	Orig	Copy	Begin	Complete
27 COPIER	Printing	Elev		2	2	13:49	13:54
28 COPIER	Waiting Print	Elev		2	1	13:51	13:55
29 COPIER	Waiting Print	Elev		2	1	13:52	13:56
30 COPIER	Waiting Print	Elev		1	1	13:53	13:57

Create job name.

Delete Print List Scan List Job List Print Log Scan Log

No.	Item Name	Description
1	Message display	The current copier status, operating instructions, warnings/precautions, and other data including the number of copies selected are displayed here.
2	Screen tabs	Each screen contains functions that can be specified. Touch a tab to display the corresponding screen. *The Basic screen is displayed as a default.
3	Available functions/settings	Selecting a screen displays various functions that can be specified. Select a different function to display the corresponding settings.
4	Selected settings	The current settings are shown by messages and graphics.
5	Job display	<ul style="list-style-type: none"> Jobs* currently being performed or waiting to be performed are displayed (if printer controller CN3101e is installed). The current sending/receiving status is shown by an icon (if printer controller CN3102Pro/CN3102e is installed). Touch [Job Log] or [Job Control] to display either the Job Log or the Job Control screen. To return to the Basic screen, touch [Basic] in either the Job Log or the Job Control screen.
6	Job Log screen	In addition to displaying the current jobs, various functions for checking and controlling jobs are available.

* Job: Any set of consecutive operations, such as those for making copies, scans, or computer printouts, etc.

Operating the Touch Panel

To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel.



CAUTION

Be careful not to damage the touch panel.

- Never push down on the touch panel with force, and never press it using a hard or pointed object.

***Basic Copy
Operations***

2

2.1 Making Basic Copies

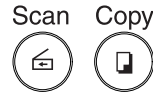
The procedure for making basic copies is described below.



1

Check that the [Copy] key indicator is lit in green and that the copier is in Copy mode.

- If the [Scan] key is lit in green, press the [Copy] key.

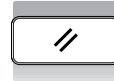


2

Press the [Panel Reset] key.

- In order to prevent paper misfeeds, all copy modes and functions should be reset.

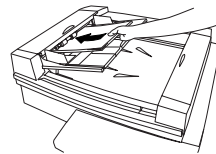
Panel Reset



3

Position the document(s) to be copied.

- For details, refer to "Feeding the Document" (p. 4-5).



4

Make sure that the Color setting "Auto Color" is selected.

- For details, refer to "Selecting the Color Setting" (p. 5-2).



5

Make sure that the Finishing setting "Non-Sort" is selected.

- For details, refer to "Selecting the Finishing Setting" (p. 5-3).



6

Make sure that the Zoom setting “×1.000” is selected.

- For details, refer to “Specifying a Zoom Setting” (p. 5-8).



7

Make sure that the Paper setting “Auto Paper” is selected.

- For details, refer to “Selecting the Paper Setting” (p. 5-12).

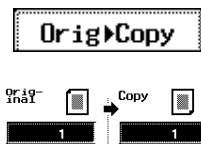


8

Touch [Orig▶Copy].

Make sure that the single-sided original and the single-sided copy settings are selected.

- For details, refer to “Selecting the Orig▶Copy Settings” (p. 5-15).

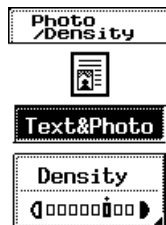


9

Touch [Photo/Density].

Make sure that the Photo/Density setting “Text&Photo” is selected.

- Make sure that the standard (middle) Density setting is selected.
- For details, refer to “Selecting the Photo/Density Setting” (p. 5-31).



10

Touch [Auxiliary].

Check that no functions are selected. No Auxiliary functions are used during basic copying.

- For details, refer to the Advanced Operations volume.



11

Make sure that the number of copies is set to “1”.

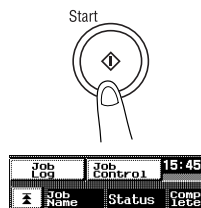
- To specify multiple copies, use the keypad to enter the desired number of copies. Up to 999 copies can be specified.



12

Press the [Start] key. The copy job appears in the job display.

- Copying is performed in the order that the job was programmed.
- If other jobs are being printed, the job will be queued (multi-job feature).



13

Touch [Job Log].

- The printing status of the programmed job and the job's settings can be viewed.
- For details, refer to "Controlling Jobs" (p. 6-1).



14

To quit copying, press the [Stop] key.



2.2 Practical Copy Examples

Examples of various basic copy operations are described below.

Refer to the following procedures for details on performing the various copy operations.



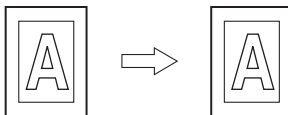
Note

These explanations assume that all functions, such as those available on the Utility screen, are set to their default settings.

If any function has been customized, it may not be possible to perform the operations as described below.

To make a copy that is the same size as the original

An example for making one single-sided copy that is the same size as the single-sided original is described below.



1

Load the document into the duplexing document feeder.
When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2

Touch [Paper].
Make sure that paper of the same size as the document is loaded into a paper drawer.



3

Make sure that the number of copies is set to "1".



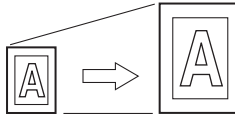
4

Press the [Start] key. The copy job appears in the job display.
Copying is performed in the order that the job was programmed.



To make an enlarged copy of the document

An example for making one single-sided 11 × 17-size enlargement from a single-sided Letter-size original is described below.



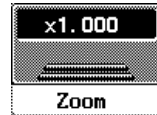
1

Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2

Touch [Zoom].



3

Touch [Letter ▶ 11 × 17].



4

Touch [Paper].

Make sure that 11 × 17-size paper is loaded into a paper drawer.



5

Make sure that the number of copies is set to "1".



6

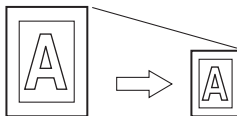
Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



To make a reduced copy of the document

An example for making one single-sided Letter-size reduction from a single-sided 11 × 17-size original is described below.



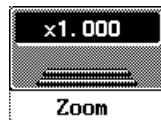
1

Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the left side of the copier. Then, adjust the document guides to fit the size of the document.

2

Touch [Zoom].



3

Touch [11 × 17 ▶ Letter].



4

Touch [Paper].

Make sure that Letter-size paper is loaded into a paper drawer.



5

Make sure that the number of copies is set to "1".



6

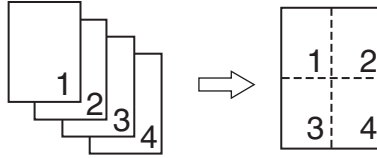
Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



To reduce paper use

An example for copying four single-sided Letter-size documents onto one single-sided Letter-size page is described below.



1

Load the document into the duplexing document feeder.

When loading the document, load it so that the side that you wish to copy faces up and the top is toward the rear of the copier. Then, adjust the document guides to fit the size of the document.

2

Touch [Orig▶Copy], and then touch [4in1/Booklet].

3

Touch [1-4in1], and then touch [Enter].

4

Touch [Paper].

Make sure that Letter-size paper is loaded into a paper drawer.

5

Make sure that the number of copies is set to "1".

6

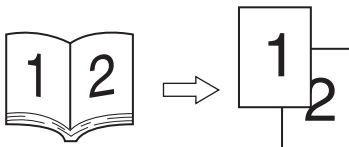
Press the [Start] key. The copy job appears in the job display.

Copying is performed in the order that the job was programmed.



To make copies from a book or magazine

An example for making two separate single-sided Letter C-size copies from an open Letter-size book is described below.



1

Position the book face down onto the original glass. When positioning the document, position it so that the top is toward the rear of the copier. In addition, align the center of the book with the book mark on the document scale.

2

Touch [Orig▶Copy], and then touch [Book].

Orig▶Copy

Book

3

Make sure that [Separation] is selected, and then touch [Enter].

Separation

4

Touch [Paper].
Select the drawer loaded with Letter C paper.

Letter

5

Make sure that the number of copies is set to "1".

1

6

Press the [Start] key. The copy job appears in the job display.
Copying is performed in the order that the job was programmed.



To copy a postcard

An example for making a single-sided copy from a single-sided postcard onto a postcard loaded into the manual bypass tray is described below.

1

Position the postcard document face down onto the original glass.
When positioning the document, position it so that the top is toward the rear of the copier.



2

Touch [Orig▶Copy].



3

Touch [Original Direction].



4

Touch the setting for a document with the top pointing to the right.



5

Touch [Paper].



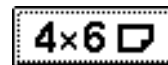
6

Select the manual bypass tray.



7

Touch [4 × 6 L].
The "Thick2" Paper setting is automatically selected.

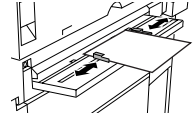


8

Prepare one postcard.
Load the postcard into the manual bypass tray with the top of the postcard entering the feed slot and the side to be printed onto facing down. (The side where the address is written should face up.)

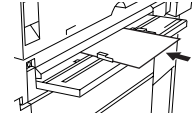
9

Adjust the paper guides to the size of the postcard.



10

Lightly slide the postcard into the feed slot as much as possible.
The postcard is fed in and copying begins.

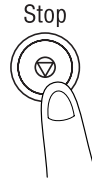


2.3 Stopping Printing

A job can be canceled while it is being printed.

To stop/restart/delete a print job

- 1 Press the [Stop] key while the job is being printed. The printing stops.



The message “Job has been stopped.” appears.

Select jobs to delete.

Job Name	Status	Dist.	Orig	Copy	Begin	COMP- lete
1 COPIER	Stopped Print	Elev	1	2	00:17	00:19

- 2 To continue printing the job, press the [Start] key.
Printing continues.
- 3 To delete a stopped print job, select the job that you wish to cancel, and then touch [Delete].
- 4 After touching [Delete], the message “Job has been done improperly. Check the record.” appears. The job being printed is deleted.
- 5 Touch [Enter].

2.4 Interrupting a Copy Job

The job being printed can be interrupted.

This mode is convenient for pausing the current copy job in order to make a quick copy of a different document.

For details on prioritizing a copy job so that it will be printed when the current job is finished (without interrupting the current job), refer to “Increase Priority screen” (p. 6-14).



Note

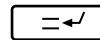
Some functions cannot be interrupted.

In addition, certain functions cannot be set if the copier is in Interrupt mode. For more details, refer to the “Function Combination Table” in the Administrator Operations volume.

To interrupt copying

- 1 Press the [Interrupt] key while a job is being printed.
 - The [Interrupt] key indicator lights up.
 - The message “Now in the Interrupt mode.” appears.
(At this point, printing of the job before the interruption continues.)
 - The Copy mode settings return to their defaults.
(The Copy mode settings of the job before the interruption and the remaining number of copies are recorded.)
 - If no operation is performed for 1 minute after the [Interrupt] key is pressed, the Interrupt mode is automatically canceled.
- 2 Position the document(s) to be copied.
- 3 Select the desired Copy mode settings.
- 4 Press the [Start] key.
“Stopped Print” appears below Status in the job display.
- 5 Scanning of the document begins.
The job queue is displayed, and the job that printing was interrupted for is added to the queue.
- 6 The job that printing was interrupted for is added to the job display.

Interrupt



- 7 If the job that printing was interrupted for is ready for printing, the interrupted job stops being printed and the job that printing was interrupted for is printed.

When printing is finished, the job that printing was interrupted for is removed from the job display.

The Copy mode settings for the job before printing was interrupted appear, and printing of the job that was interrupted automatically continues.

- 8 Press the [Interrupt] key. The [Interrupt] key indicator goes off and Interrupt mode is canceled.

2.5 Making Test Copies (Copy 1 Set)

Before printing a large number of copies, a sample copy can be printed so you can check the specified settings. This is convenient for checking the selected settings before printing.

If a job is currently being printed, that job is interrupted so one test copy can be printed. After the single test copy is printed, the interrupted job automatically continues printing.

The number of copies remaining after the test print are recorded and the job is queued to be printed.

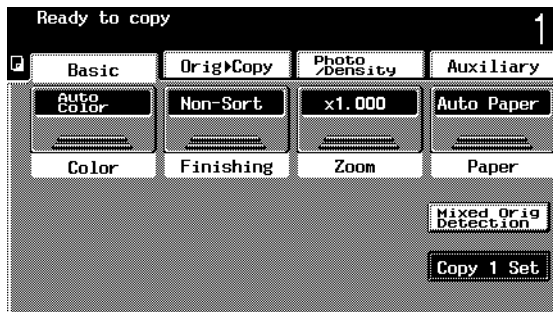
To make a test copy

1 Select the desired Copy mode settings.

2 In the Basic screen, touch [Copy 1 Set].

3 Press the [Start] key. Scanning of the document begins, and the job is queued.

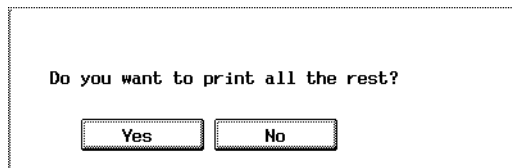
4 Only one test copy is printed. Check the test copy.



A message appears, asking if the job should be continued.

5 If the remaining number of copies can be made with the current settings, touch [Yes].

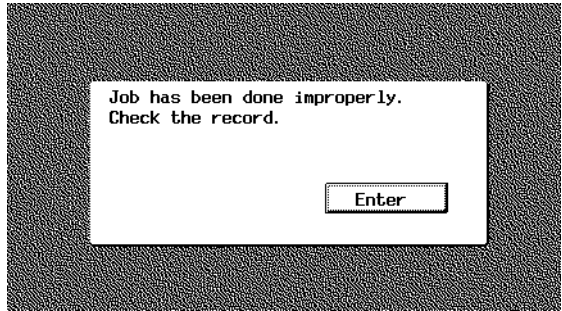
The print job is queued for printing of the remaining number of copies.



- 6 If the remaining number of copies cannot be made with the current settings, touch [No]. The remaining number of copies of the job for the test print is canceled.

The message "Job has been done improperly. Check the record." appears.

- 7 Touch [Enter].



2.6 Making Copies Using Accounts

Using the “Copy Track” Function

The total number of copies allowed and the copies allowed for certain sizes can be set for up to 99 accounts.

- If the “Copy Track” function is used, printing is only possible by users who enter their assigned access code.
 - Copying cannot be performed by users who do not know the access code.
 - For access codes, contact your administrator.
- The access codes are set using the Administrator mode available from the Utility screen. Settings should be made by the administrator.
 - Settings cannot be made by anyone who does not log in using the administrator access code.
 - For details on the administrator access code, contact the authorized service representative.

To make copies when accounts are specified

- 1 If an access code has been specified, a screen appears, indicating that the access code must be entered.
- 2 Using the keypad, enter the assigned four-digit access code.



- 3 Press the [Access] key. The access code input screen disappears, and the Basic screen appears.
- 4 Make copies using the desired Copy mode settings.
- 5 After you are finished making your copies, press the [Access] key. The access code input screen appears again.



Loading Paper

3

3.1 Paper Specifications

Use paper that meets the following specifications.

Paper Types

Paper Type Weight (lbs.) Paper Source, Etc.	Plain Paper	Thick Paper 1	Thick Paper 2	Thick Paper 3
	17 lbs. to 24 lbs.	24-1/4 lbs. to 40 lbs.	40-1/4 lbs. to 55-1/2 lbs.	55-3/4 lbs. to 68 lbs.
Manual bypass tray	○	○	○	○
1st drawer	○	○	○	○
2nd drawer	○	—	—	—
Paper feed unit ^{*1}	○	—	—	—
Large capacity cabinet ^{*1}	○	—	—	—
Double-sided copies ^{*2}	○	—	—	—
Finished copies ^{*3}	○	—	—	—

Paper Type Paper Source, Etc.	Overhead Projector Transparenc- ies C	Postcards	Envelopes	Label Sheets
Manual bypass tray	○	○	○	○
1st drawer	○	○	○	○
2nd drawer	—	—	—	—
Paper feed unit ^{*1}	—	—	—	—
Large capacity cabinet ^{*1}	—	—	—	—
Double-sided copies ^{*2}	—	—	—	—
Finished copies ^{*3}	—	—	—	—

Paper Sizes

Non-standard paper:

Paper Source	Paper Width	Paper Length
Manual bypass tray	3-9/16 in. to 12-1/4 in.	5-1/2 in. to 18 in.
1st drawer		
2nd drawer	—	—
Paper feed unit ^{*1}		
Large capacity cabinet ^{*1}	—	—

Standard paper:

Paper Size	12.25 × 18 L	Ledger L (11 in. × 17 in. L)	11 × 14 L	Legal L	Letter C	Letter L	Invoice C (5.5 in. × 8.5 in. C)
Paper Source, Etc.							
Manual bypass tray	○	○	○	○	○	○	○
1st drawer	○	○	○	○	○	○	○
2nd drawer	—	○	○	○	○	○	○
Paper feed unit ^{*1}	—	○	○	○	○	○	○
Large capacity cabinet ^{*1}	—	—	—	—	○	—	○ ^{*4}
Double-sided copies ^{*2}	○	○	○	○	○	○	—
Finished copies ^{*3}	○	○	○	○	○	○	○

Paper Size	Invoice L (5.5 in. × 8.5 in. L)	Executive C	Executive L	FLS. L (8 in. × 13 in. L)	4 × 6 L Thick Paper
Paper Source, Etc.					
Manual bypass tray	○	○	○	○	○
1st drawer	○	○	○	○	○
2nd drawer	○	○	○	○	—
Paper feed unit ^{*1}	—	—	—	—	—
Large capacity cabinet ^{*1}	—	—	—	—	—
Double-sided copies ^{*2}	—	○	○	—	—
Finished copies ^{*3}	○	○	○	○	○

Paper Capacity

Paper Type Paper Source, Etc.	Plain Paper	Thick Paper 1	Thick Paper 2	Thick Paper 3
Manual bypass tray	1 sheet	1 sheet	1 sheet	1 sheet
1st drawer	250 sheets	20 sheets	20 sheets	20 sheets
2nd drawer	500 sheets	—	—	—
Paper feed unit ^{*1}	500 sheets	—	—	—
Large capacity cabinet ^{*1}	2,500 sheets	—	—	—

Paper Type Paper Source, Etc.	Overhead Projector Transparenc- ies	Postcards	Envelopes	Label Sheets
Manual bypass tray	1 sheet	1 sheet	1 sheet	1 sheet
1st drawer	20 sheets	20 sheets	20 sheets	20 sheets
2nd drawer	—	—	—	—
Paper feed unit ^{*1}	—	—	—	—
Large capacity cabinet ^{*1}	—	—	—	—

*1 The paper feed unit and large capacity cabinet are optional.

*2 If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.

*3 If the optional finisher is used to sort, punch holes and staple, only certain types of paper can be used.

*4 The paper size should be changed by your authorized service representative.

**Note**

The following types of paper should not be used, otherwise decreased print quality or paper misfeeds may occur.

Overhead transparencies that have already been fed through the copier (even if the transparency is still blank)

Paper that has been printed on by a heat-transfer printer or an inkjet printer

Paper that is either extremely thick or extremely thin

Folded, curled, wrinkled, or torn paper

Paper that has been left unwrapped for a long period of time

Damp paper

Perforated paper or paper with punched holes

Extremely smooth or extremely rough paper, or paper with an uneven surface

Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper

Paper that has been decorated with foil or embossing

Paper of various sizes

Paper of a non-standard shape (not rectangular)

Paper that is bound with glue, staples or paper clips

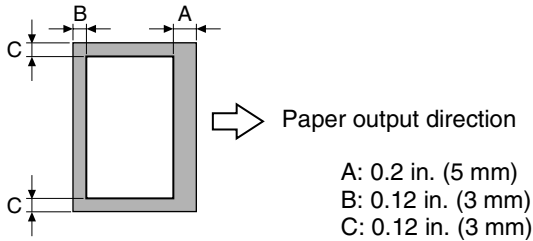
Paper with labels attached

Paper with ribbons, hooks, buttons, etc. attached

3.2 Print Area

Any part of the image within the area indicated below is not printed.

- A margin 0.2 in. (5 mm) from the leading edge of the paper (A)
- A margin 0.12 in. (3 mm) from the trailing edge of the paper (B)
- A margin 0.12 in. (3 mm) on both sides of the paper (C) (For details on using the copier to print from a computer when the printer controller is installed, refer to the manual for the printer controller.)



3.3 Paper Storage

Observe the following precautions when storing the paper.

- Store the paper in a location that meets the following requirements:
 - Not exposed to direct sunlight
 - Not exposed to a flame
 - Not exposed to high humidity
 - Not extremely dusty
- Unwrapped paper should be stored in a plastic bag in a cool, dark location.
- Keep paper out of the reach of children.

3.4 Automatically Selecting the Paper Source

If the selected paper drawer runs out of paper while a print job is being copied and a different paper drawer is loaded with paper meeting the following conditions, the other paper drawer is automatically selected so printing can continue. If the optional large capacity cabinet is installed, a maximum of 3,250 copies (with Letter C paper) can be made continuously.

This feature is convenient when making a large number of copies continuously.

Operating conditions

- The paper is the same size.
- The paper is the same type.
- The paper is in the same orientation.

When making a large number of copies continuously, load all paper drawers with paper meeting the conditions listed above.

Order for selecting another paper drawer

When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen.

First priority: 2nd drawer

Second priority: 3rd drawer

Third priority: 4th drawer

Fourth priority: 1st drawer

3.5 Loading Paper

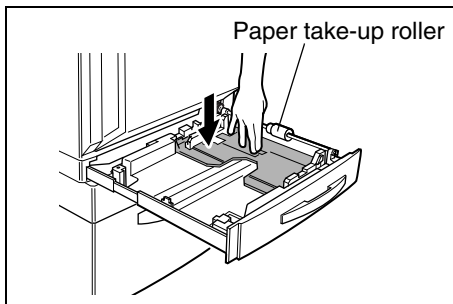
Loading Paper Into the 1st Drawer

- 1 Pull out the paper drawer for the 1st drawer.
- 2 Press down on the paper-lifting plate until it locks into place.



Note

Be careful not to touch the surface of the paper take-up roller with your hands.

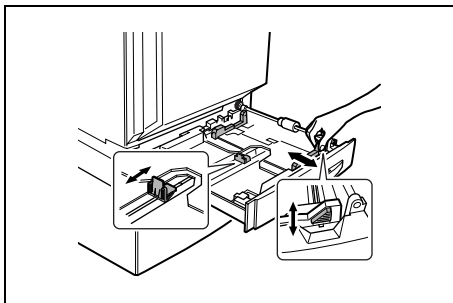


- 3 Slide the lateral guides to fit the size of paper to be loaded.

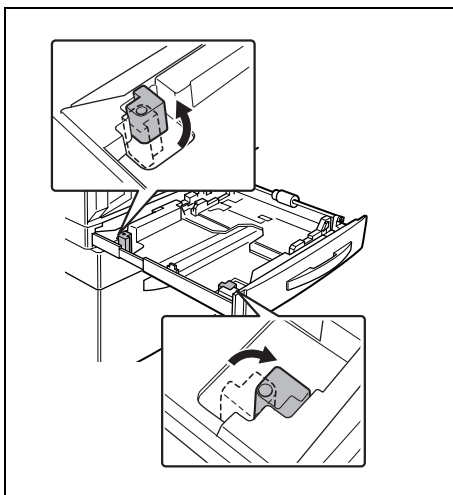


Note

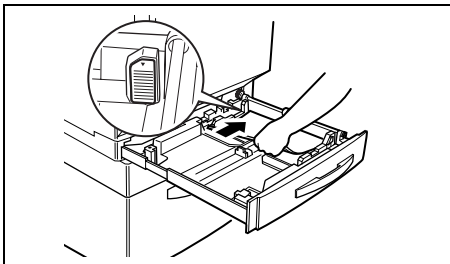
For paper of a non-standard size, first load the paper, and then adjust the lateral guides to the size of the loaded paper.



- 4 For "12 × 18" paper, adjust the trailing-edge guides as shown in the illustration.



- 5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was un-wrapped) faces up.
- 6 When making manual double-sided copies, load the paper so that the second side (the blank side) faces up.

**Note**

If the paper is curled, flatten it before loading it.

Do not load so much paper that the top of the stack is higher than the ▼ mark.

Do not load more than 21 sheets of special paper.

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer. We recommend replenishing the paper only after all of the paper in the drawer has been used, otherwise a paper misfeed may occur.

**Tip**

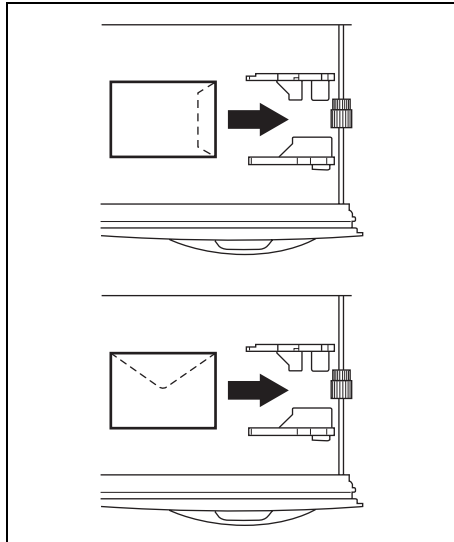
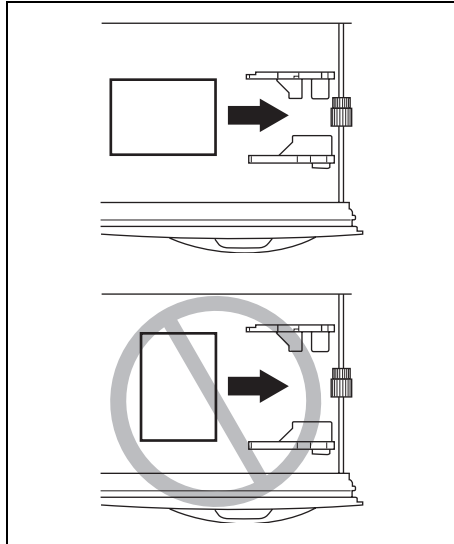
When loading 4 × 6 L paper, load them with the shorter side as the leading edge, as shown.

**Note**

Do not load 4 × 6 L paper crosswise, as shown.

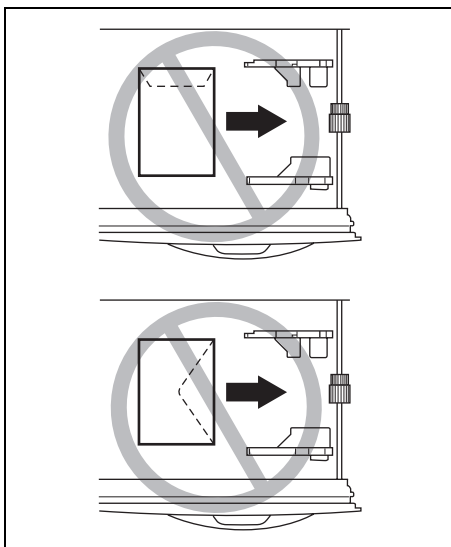
**Tip**

After pressing down the envelopes to make sure that all air is removed and making sure that the folds of the flaps are firmly pressed, load the envelopes with the shorter side as the leading edge and with the side to be printed on facing down, as shown in the illustration.

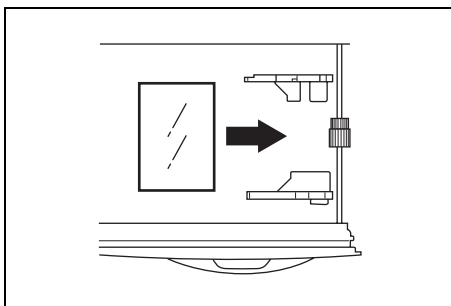


**Note**

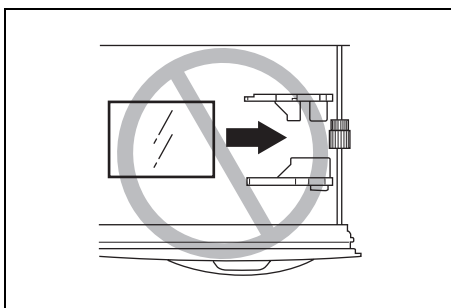
Do not load envelopes cross-wise, as shown.

**Tip**

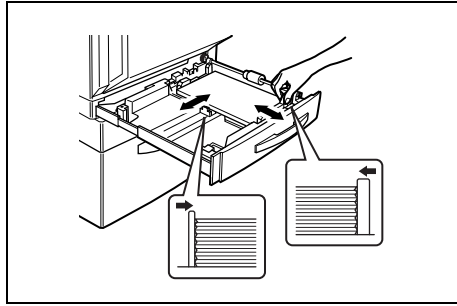
When loading overhead projector transparencies, load them with the longer side as the leading edge, as shown.

**Note**

Do not load overhead projector transparencies lengthwise.

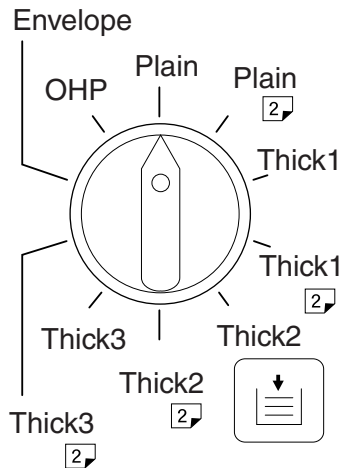


- 7 If paper of a non-standard size has been loaded, slide the lateral guides against the edges of the loaded paper.
- 8 Close the paper drawer.



- 9 Turn the media type selection dial to the setting for the type of paper loaded.

Setting	Paper Type	Notes
Plain	Plain paper	
Plain	Second side of a double-sided copy on plain paper	During manual double-sided copying
Thick1	Thick paper 1	
Thick1	Second side of a double-sided copy on thick paper 1	During manual double-sided copying
Thick2	Thick paper 2	
Thick2	Second side of a double-sided copy on thick paper 2	During manual double-sided copying
Thick 3	Thick paper 3	
Thick 3	Second side of a double-sided copy on thick paper 3	During manual double-sided copying
Envelope	Envelopes	
OHP	Overhead projector transparencies	

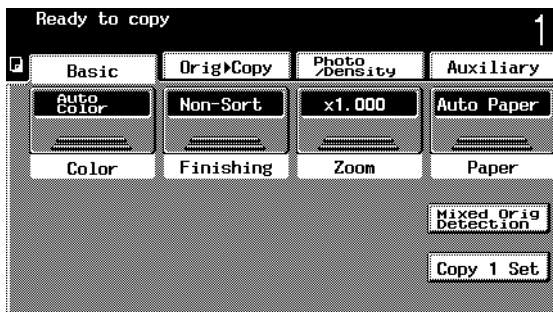


Tip

If postcards are loaded, set the media type selection dial to "Thick2".

If label sheets are loaded, set the media type selection dial to "Thick1".

Setting the Paper Size for the 1st Drawer



Since the size of the paper loaded into the 1st drawer is automatically detected, it is usually not necessary to set the paper size.

However, it may be necessary to set the paper size if the paper size is not automatically detected for some reason or if non-standard size paper is loaded.

To set the paper size

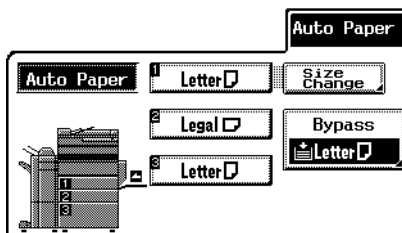
- 1 Touch [Paper].

A screen that shows the specified paper size settings appears.

- 2 Select the 1st drawer.

- 3 Touch [Size Change].

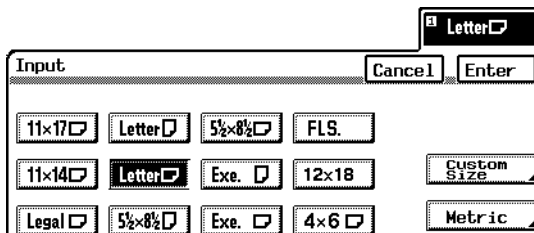
The Input screen appears.



- 4 Select the setting for the size of paper that is loaded.

- 5 Touch [Enter].

The paper size for the 1st drawer is set.

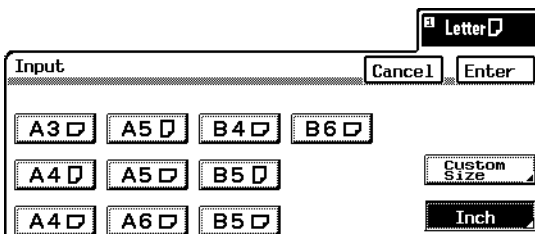


To set a paper size in metric measurements

- 1 Touch [Paper].
A screen that shows the specified paper size settings appears.
- 2 Select the 1st drawer, and then touch [Size Change].
- 3 Touch [Metric].
The Input screen appears with paper sizes in metric measurements.

- 4 Select the setting for the size of paper that is loaded.

- 5 Touch [Enter].
The paper size for the 1st drawer is set.



To set a non-standard (custom) paper size

- ✓ If non-standard-sized paper is loaded, it will be necessary to enter the paper size.

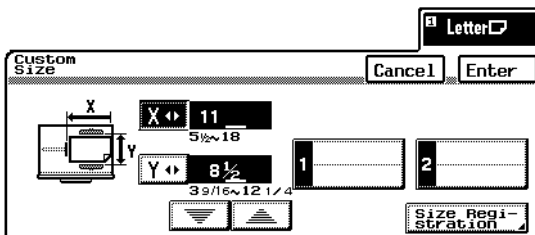
- 1 Touch [Paper].
A screen that shows the specified paper size settings appears.
- 2 Select the 1st drawer, and then touch [Size Change].
- 3 Touch [Custom Size].
The Custom Size screen appears.





- 4 Make sure that is selected.

- 5 Touch and to select the length of side X for the paper that is loaded.


- Touch until the cursor moves below the fraction that you wish to change.

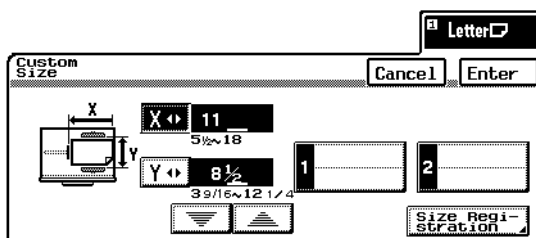
The entered length of side X appears.









- 6 Touch .
- 7 Touch  and  to select the length of side Y for the paper that is loaded.
 - Touch  until the cursor moves below the fraction that you wish to change.
 The entered length of side Y appears.
- 8 Touch [Enter], and then touch [Enter] in the Input screen.
- 9 The paper size for the 1st drawer is set.

To store a non-standard (custom) paper size

- ✓ Two non-standard paper sizes can be stored. Storing paper sizes that are used often enables the paper size to be quickly selected, without having to re-enter the setting.
- 1 Touch [Paper].
A screen that shows the specified paper size settings appears.
 - 2 Select the 1st drawer, and then touch [Size Change].
 - 3 Touch [Custom Size].
The Custom Size screen appears.
 - 4 Make sure that  is selected.



- 5 Touch  and  to select the length of side X for the paper that is loaded.
 - Touch  until the cursor moves below the fraction that you wish to change.
 The entered length of side X appears.
- 6 Touch .
- 7 Touch  and  to select the length of side Y for the paper that is loaded.

- Touch **[Y ↔]** until the cursor moves below the fraction that you wish to change.

The entered length of side Y appears.

- 8 Touch [Size Registration].
- 9 Touch either [1] or [2].
- 10 Touch [Enter], and then touch [Enter] in the Input screen.

The custom paper size is stored.

To select a stored non-standard (custom) paper size

- 1 Touch [Paper].

A screen that shows the specified paper size settings appears.

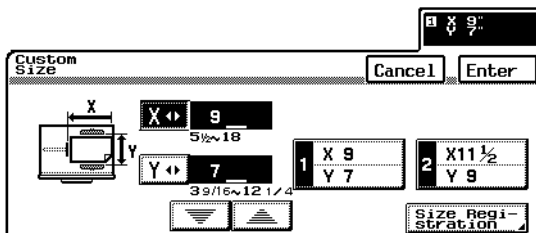
- 2 Select the 1st drawer, and then touch [Size Change].

- 3 Touch [Custom Size].

- 4 Touch either [1] or [2] to select the stored custom paper size.

- 5 Touch [Enter], and then touch [Enter] in the Input screen.

The paper size for the 1st drawer is set.



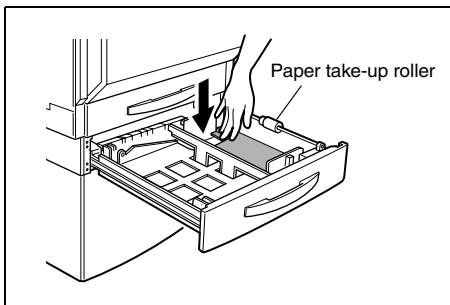
Loading Paper Into the 2nd Drawer or a Paper Feed Unit

- 1 Pull out the paper drawer.
- 2 Press down on the paper-lifting plate until it locks into place.

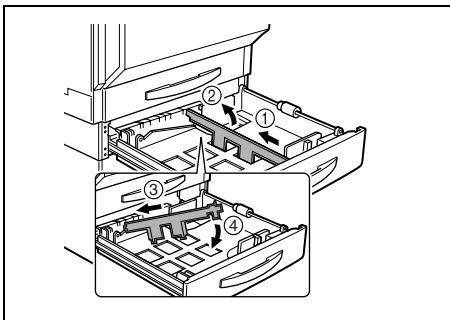


Note

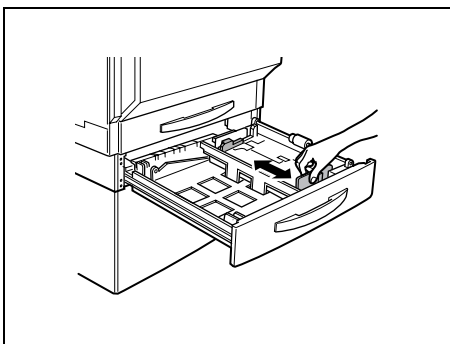
Be careful not to touch the surface of the paper take-up roller with your hands.



- 3 Remove the trailing-edge guide, and then re-install it for the size of paper to be loaded.



- 4 Slide the lateral guides to fit the size of paper to be loaded.

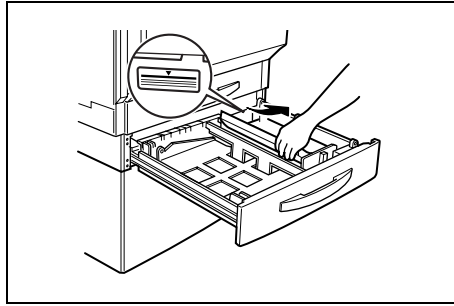


- 5 Load the paper into the drawer so that the side of the paper to be printed onto (the side facing up when the package was unwrapped) faces up.



Note

If the paper is curled, flatten it before loading it.



Do not load so much paper that the top of the stack is higher than the ▼ mark.

Paper other than plain paper cannot be fed from the 2nd drawer or optional paper feed units.

If you wish to make copies onto paper other than plain paper, feed it through the manual bypass tray or the 1st drawer.

When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer. If the paper is not aligned well, a paper mis-feed may occur. We recommend replenishing the paper only after all of the paper in the drawer has been used.

- 6 Close the paper drawer.

“Specialty Paper” function

The paper loaded into the 2nd, 3rd or 4th drawer can be specified as special paper.

If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting “Auto Paper”. (However, that paper will automatically be selected with the Paper setting “Single Sided Only”.) This function is useful if special paper is loaded into a paper drawer.

For more details, refer to “To set the “Specialty Paper” function” of the Administrator Operations volume.

To set the “Specialty Paper” function

- 1 Press the [Utility] key.
- 2 Touch [User’s Choice: 2].
- 3 Touch [Specialty Paper].
- 4 Select the paper drawer that you wish to set.
- 5 Select the desired special paper setting.

Loading Paper Into the Large Capacity Cabinet

- 1 Pull out the paper drawer.
- 2 Load paper into the right side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



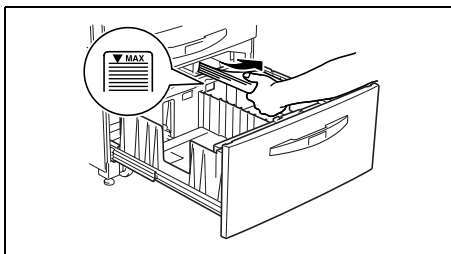
Note

If the paper is curled, flatten it before loading it.

Do not load so much paper that the top of the stack is higher than the ▼ mark.

Paper other than plain paper cannot be fed from the large capacity cabinet. If you wish to make copies onto paper other than plain paper, feed it through the manual bypass tray or the 1st drawer.

When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer. We recommend replenishing the paper only after all of the paper in the drawer has been used, otherwise a paper misfeed may occur.



- 3 Load paper into the left side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.



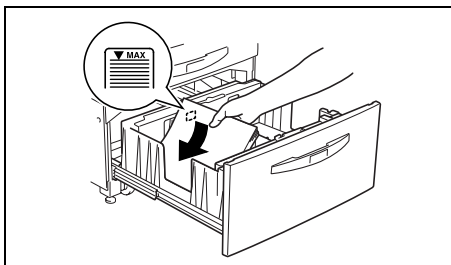
Note

Do not load so much paper that the top of the stack is higher than the ▼ mark.

Paper other than plain paper cannot be fed from the large capacity cabinet. If you wish to make copies onto paper other than plain paper, feed it through the manual bypass tray or the 1st drawer.

The paper guide in the large capacity cabinet has been installed for Letter C-size paper.

When loading additional paper, remove any paper remaining in the drawer, place it on top of the new paper, and then align the paper in the stack well before loading it into the drawer. We recommend replenishing the paper only after all of the paper in the drawer has been used, otherwise a paper misfeed may occur.



- 4 Close the paper drawer.

“Specialty Paper” function

The paper loaded into the large capacity cabinet (3rd drawer) can be specified as special paper.

If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting “Auto Paper”. This function is useful if special paper is loaded into a paper drawer.

For more details, refer to “To set the “Specialty Paper” function” of the Administrator Operations volume.

To set the “Specialty Paper” function

- 1 Press the [Utility] key.
- 2 Touch [User’s Choice: 2].
- 3 Touch [Specialty Paper].
- 4 Select the 3rd drawer.
- 5 Select the desired special paper setting.

Loading Paper Into the Manual Bypass Tray

Paper can be fed manually through the manual bypass tray if you wish to copy onto paper that is not loaded into a drawer, or if you wish to copy onto special paper.

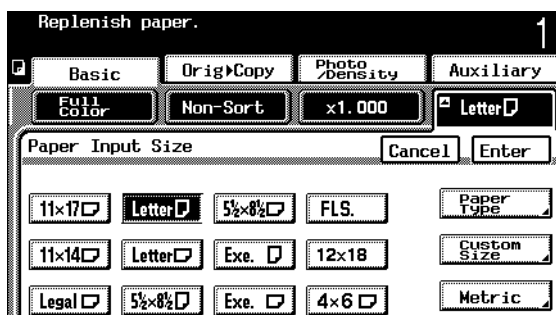
- 1 Touch [Paper].

A screen that shows the specified paper size settings appears.



- 2 Select the manual bypass tray.

- 3 The Paper Input Size screen appears.



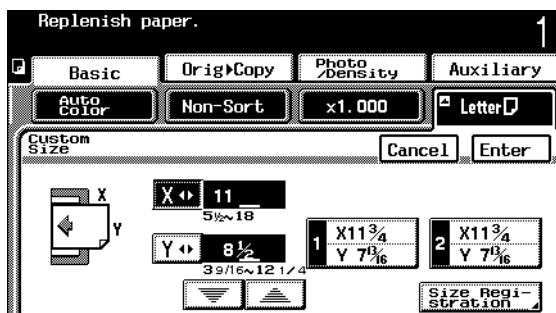
- 4 Select the setting for the size of paper that is loaded.

- For paper sizes in inch measurements, touch [Inch] to display a screen containing inch paper size settings.

- 5 For a paper size other than the standard sizes listed on the screen, touch [Custom Size] to display a screen that allows you specify a size.

- 6 Touch $X \leftrightarrow$, ∇ , and \blacktriangle to select the length of side X for the paper that is loaded.

- Touch $X \leftrightarrow$ until the cursor moves below the fraction that you wish to change.

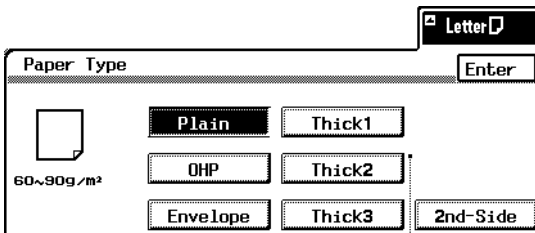


- 7 Touch $Y \leftrightarrow$, ∇ , and \blacktriangle to select the length of side Y for the paper that is loaded.

- Touch $Y \leftrightarrow$ until the cursor moves below the fraction that you wish to change.

- 8 Touch [Enter].
- 9 Touch [Paper Type].
The Paper Type screen appears.

- 10 Select the setting for the type of paper that is loaded.



- 11 Touch [Enter].

- 12 Open the manual bypass tray.

- 13 Prepare one sheet of the paper.

- 14 Load the paper into the manual bypass tray so that the front side of the paper (the side facing up when the package was unwrapped) faces down.

- When making manual double-sided copies, load the paper into the manual bypass tray so that the second side (the blank side) faces down.
- Copies will be made on the surface of the paper facing down when paper is loaded into the manual bypass tray.



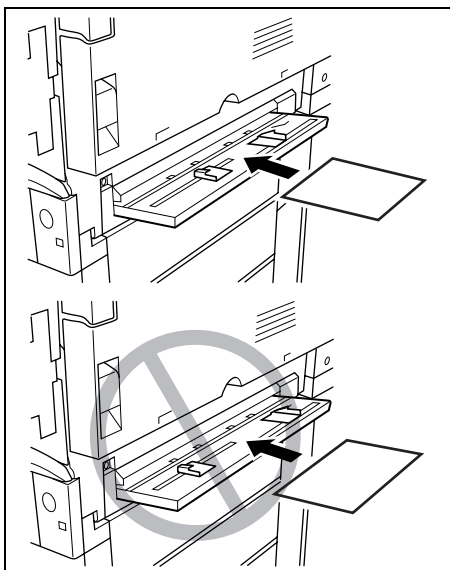
Tip

When loading 4 × 6 L paper, load them with the shorter side as the leading edge, as shown.



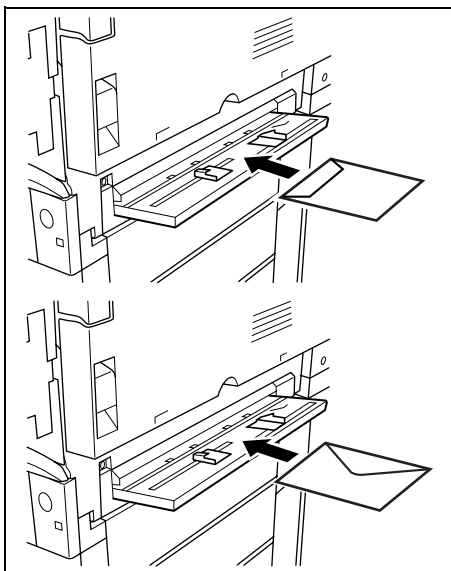
Note

Do not load 4 × 6 L paper crosswise, as shown.

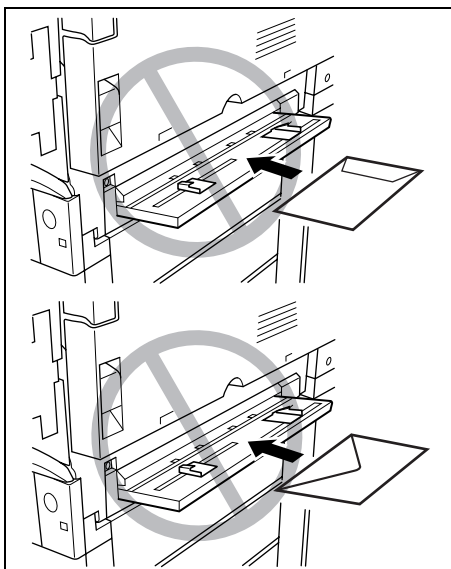


**Tip**

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur. Load the envelopes with the shorter side as the leading edge and with the side to be printed on facing up, as shown in the illustration.

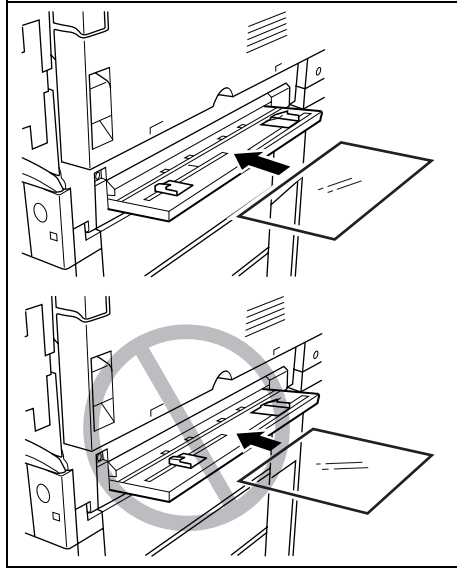
**Note**

Do not load envelopes cross-wise, as shown.



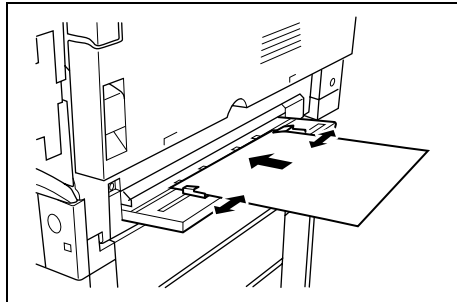
**Tip**

When loading Overhead Projector Transparencies, load them with the longer side as the leading edge, as shown.

**Note**

Do not load Overhead Projector Transparencies Lengthwise, as shown.

- 15 Adjust the paper guides to fit the size of paper that is loaded.
- 16 Lightly slide the paper into the feed slot as much as possible so that the edge of the paper is fed into the copier.
 - Feed only one sheet of paper at a time.
- 17 Copying can begin.



***Original
Documents***

4

4.1 Document Feeding

The document can be fed in one of two different ways. Be sure to position the document correctly according to the type of document being copied.

Document Feed Method	Features
Multi-sheet feeding	Using the duplexing document feeder, a multi-page document can be fed automatically. This feed method can also be used with double-sided documents, and is perfect for multi-page double-sided documents. See page 4-5.
Manual feeding	The document is placed directly on the original glass, then scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass). This method is best with books and other documents that cannot be fed through the duplexing document feeder. See page 4-10.

Document Types



Note

Be sure to use the document paper type appropriate for the feed method being used. If the correct paper type is not used, a paper misfeed or damage to the document may occur.

Multi-sheet feeding (Plain paper)

	Single-sided documents	Double-sided documents
Document paper type	Plain paper: 9-1/4 lbs. to 34 lbs. (35 g/m ² to 128 g/m ²)	Plain paper: 13-1/4 lbs. to 29-1/4 lbs. (50 g/m ² to 110 g/m ²)
Document paper size	Ledger L (11 in. × 17 in. L), Legal L (8.5 in. × 14 in. L), FLS. L (8.5 in. × 13 in. L), Letter L (8.5 × 11 in. L), Letter C (8.5 in. × 11 in. C), Invoice L (5.5 in. × 8.5 in. L), Invoice C (5.5 in. × 8.5 in. C), 11 in. × 15 in.	
Paper capacity	100 sheets (21-1/4 lbs.)	
Orientation	Face-up, Normal direction	

Multi-sheet feeding (Thick paper)

	Single-sided documents
Document paper type	Plain paper: 34-1/4 lbs. to 55-3/4 lbs. (129 g/m ² to 210 g/m ²)
Document paper size	Ledger L (11 in. × 17 in. L), Legal L (8.5 in. × 14 in. L), FLS. L (8.5 in. × 13 in. L), Letter L (8.5 × 11 in. L), Letter C (8.5 in. × 11 in. C), Invoice L (5.5 in. × 8.5 in. L), Invoice C (5.5 in. × 8.5 in. C), 11 in. × 15 in.
Paper capacity	38 sheets (55-3/4 lbs.)
Orientation	Face-up, Normal direction

Multi-sheet feeding (Document of mixed sizes)

	Single-sided documents	Double-sided documents
Document paper type	Plain paper: 13-1/4 lbs. to 29-1/4 lbs. (50 g/m ² to 110 g/m ²)	
Document paper size	Refer to the "Mixed originals paper sizes" table below.	
Paper capacity	100 sheets (21-1/4 lbs.)	
Orientation	Face-up, Normal direction	

Mixed Originals Paper Sizes

Possible combinations for mixed original paper sizes

Document width → ↓ Document sizes	11×17 L	Letter C	Legal L	Letter L	8-1/2× 5-1/2 C	8-1/2× 5-1/2 L
11×17 L	○	○	—	—	—	—
Letter C	○	○	—	—	—	—
Legal L	○	○	○	○	○	—
Letter L	○	○	○	○	○	—
8-1/2×5-1/2 C	—	—	○	○	○	—
8-1/2×5-1/2 L	—	—	—	—	—	○

○: Possible

—: Not possible

Document Precautions (Multi-Sheet Feeding)

The following types of documents should not be used, otherwise paper misfeeds or damage to the document may occur. Instead, these types of documents should be fed manually.

- Rolled documents
- Wrinkled or torn documents
- Folded documents (folded in half or fanned)
- Highly translucent or transparent documents, such as overhead transparencies or diazo photosensitive paper
- Documents with binder holes (2 or 3 holes)
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Inkjet printer paper
- Documents just after printed with this copier

Document Precautions (Manual Feeding)

The following precautions should be observed when manually feeding the types of documents listed below.

Handle the documents as described.

Non-standard-sized documents

- The document size cannot be detected automatically, therefore, the Paper setting “Auto Paper” and the Zoom setting “Auto Size” cannot be used.
 - In the Basic screen, touch [Paper], and then select the appropriate paper size setting.
- For details on selecting the paper size, refer to “Selecting the Paper Setting” or “Specifying Copy Settings” (page 5-12).

Highly translucent or transparent documents, such as overhead projector transparencies or diazo photosensitive paper

- The document size cannot be detected automatically.
 - Place a blank sheet of paper of the same size as the document over the document.

Thick objects, such as books

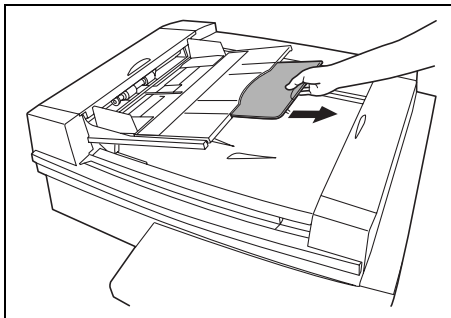
- With thick books, the original cover, or the duplexing document feeder if it is installed, cannot be closed.
 - Scan the document without closing the original cover or the duplexing document feeder.
- Do not place objects exceeding 4-1/2 lbs. on the original glass. In addition, if a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged. (The original glass can withstand a weight of 4-1/2 lbs.)

4.2 Feeding the Document

Multi-Sheet Feeding

The duplexing document feeder feeds in, scans, then automatically feeds out each page in a multi-page document, one page at a time. The correct type of document must be loaded in order for the duplexing document feeder to function properly.

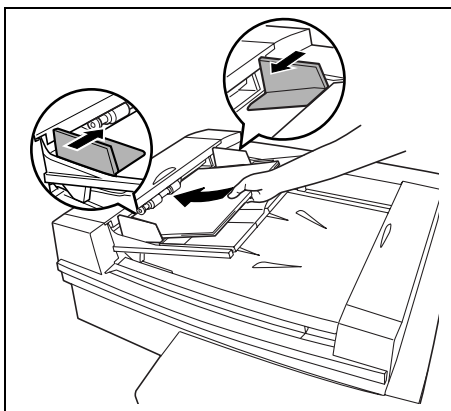
- 1 If large-sized documents are to be loaded, pull out the document support.



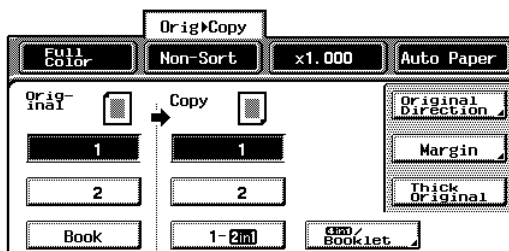
- 2 Load the document face up in the document feed tray.

- 3 Slide the adjustable document guides to fit the size of the document.

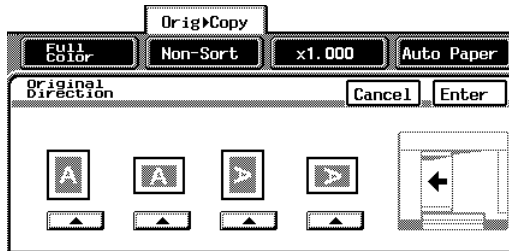
- 4 Be sure to adjust the document guides to the size of the document, otherwise the documents may not be fed in straight.



- 5 Touch [Orig▶Copy]. The Original▶Copy screen appears.



- 6 Touch [Original Direction]. The Original Direction screen appears.



- 7 Select the setting appropriate for your document, and then touch [Enter].
- If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.



Note

If the Original Direction setting is not selected, documents loaded crosswise will be copied with the portrait orientation and documents loaded lengthwise will be copied with the landscape orientation.

Loaded crosswise: Portrait orientation

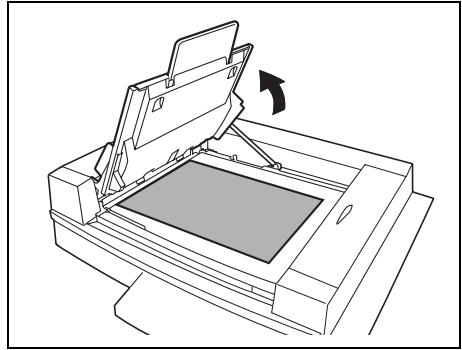


Loaded lengthwise: Landscape orientation

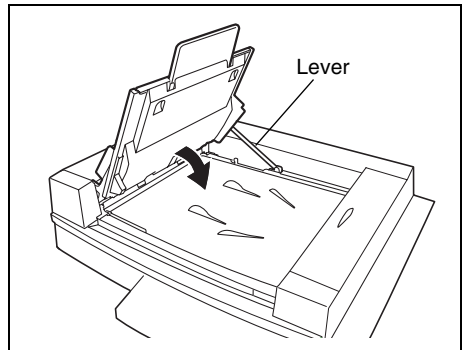


- 8 If documents printed on thick paper are loaded, touch [Thick Original].
- 9 Select the desired copy settings, and then press the [Start] key.
- 10 The documents are fed in, starting with the topmost document.
- 11 After the documents are scanned, they are fed out into the document output tray.

- 12 When removing large-sized documents, carefully lift up the document feed tray (of the duplexing document feeder) as far as possible.
- 13 Remove the documents from the document output tray.



- 14 Carefully lower the document feed tray.

**CAUTION**

Do not press on the lever at the rear of the copier.

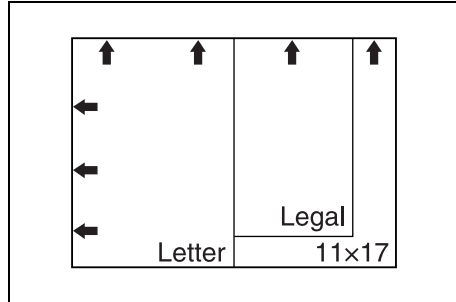
- When closing the document feed tray, do not press on the lever at the rear of the copier, otherwise the document feed tray may close quickly and pinch your hand.

To feed documents of mixed sizes

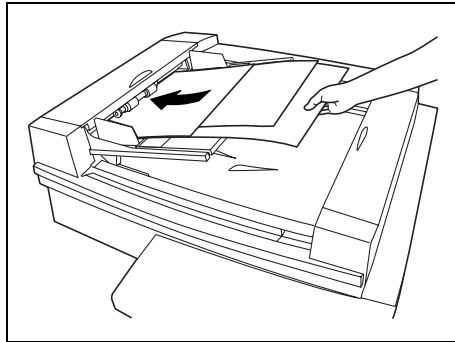
Documents of various standard-sized pages can be scanned and copied as a set using the duplexing document feeder.

The combinations of paper sizes that can be used with the “Mixed Orig Detection” function are shown below.

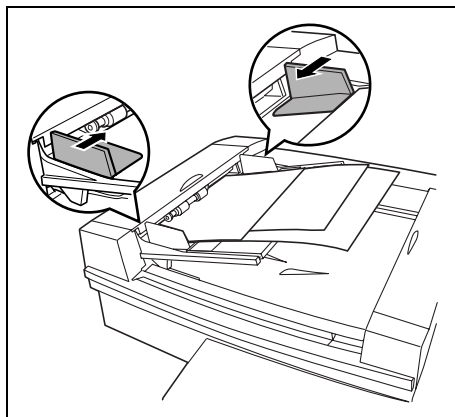
- 1 Stack the pages of the document face up as shown, making sure that all pages are aligned at the back edge and on the left side.



- 2 Slide the document guide at the front of the copier to the edge of the largest page.
- 3 Load the document so that all pages are aligned along the document guide toward the rear of the copier.

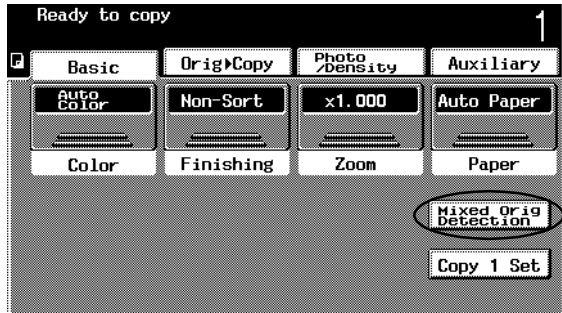


- 4 Be sure to adjust the document guides to the size of the document, otherwise the documents may not be fed in straight.



- 5 In the Basic screen, touch [Mixed Orig Detection].
- 6 Select the desired copy settings, and then press the [Start] key.

The topmost page of the document is fed in and scanning begins.

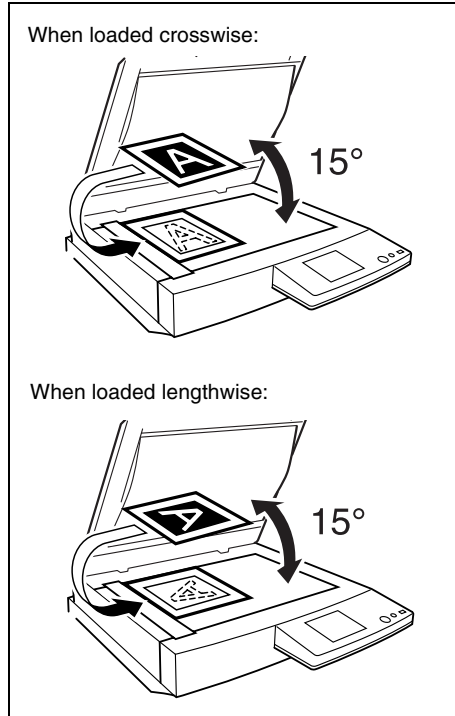


Manual Feeding

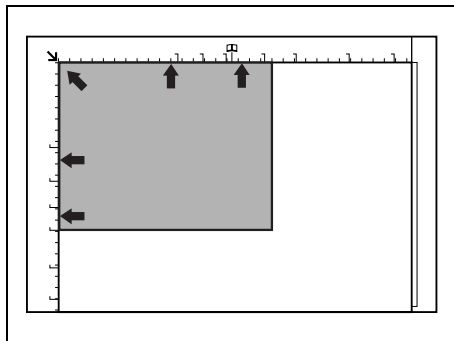
Place the document directly on the original glass, and then it is scanned. Each page of the document must be positioned manually (i.e., the previous one must be removed and the next one placed on the original glass).

This method is best with books and other documents that cannot be fed through the duplexing document feeder.

- 1 Lift open the original cover, or the duplexing document feeder if it is installed.
 - Lift open the original cover, or the duplexing document feeder if it is installed, 15° or more, otherwise the document size will not be detected.
- 2 Position the document face down onto the original glass with the top of the document toward either the rear or the left side of the copier.

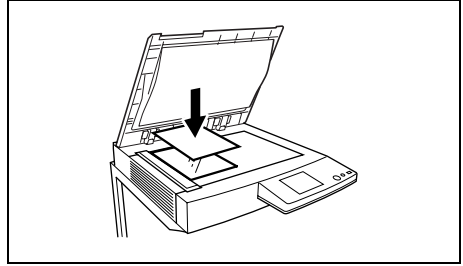


- 3 Align the document with the document scales.



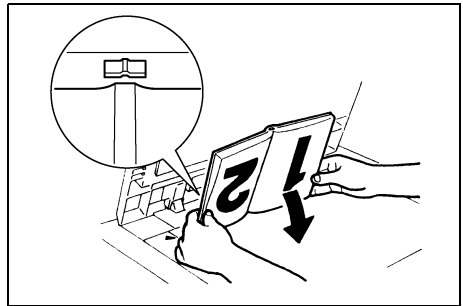
4 <For transparent or translucent documents>


Place a blank sheet of paper of the same size as the document over the document.



5 <For bound documents spread over two facing pages, such as a book or magazine>

Position the top of the book toward the back of the copier, as shown.



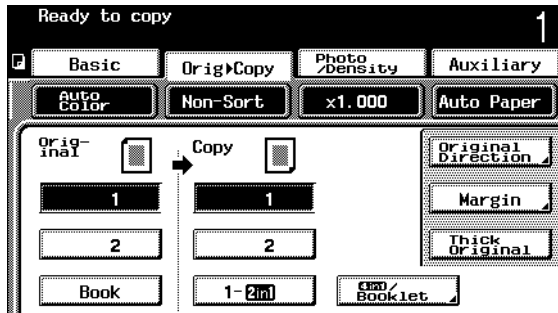
- 6 Position the document with the binding aligned with the  mark on the top document width scale. Touch [Orig▶Copy], and then touch [Book]. Select the desired Book setting, and then touch [Enter]. For more details, refer to “Selecting the Orig▶Copy Settings (Original Setting)” (page 5-15).

**Note**

Do not place objects exceeding 4-1/2 lbs. on the original glass. In addition, if a book is placed on the original glass, do not press it down extremely hard, otherwise the original glass may be damaged.

For thick books or large objects, make the copy without closing the original cover or duplexing document feeder. When the document is being scanned without closing the original cover or duplexing document feeder, do not look directly at the light that may shine through the original glass. Although the light that shines through the original glass is bright, it is not a laser beam and, therefore, is not as dangerous.

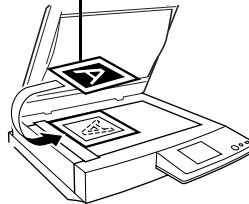
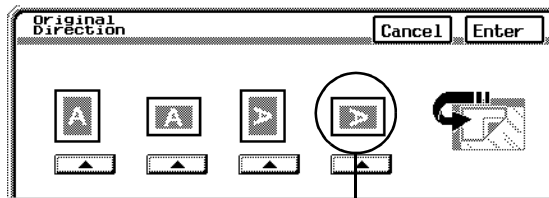
- 7 Touch [Orig►Copy].
The Original►Copy screen appears.



- 8 Touch [Original Direction]. The Original Direction screen appears.

- 9 Select the setting appropriate for your document, and then touch [Enter].

- If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.



Note

If the *Original Direction* setting is not selected, documents loaded crosswise will be copied with the portrait orientation and documents loaded lengthwise will be copied with the landscape orientation.

Loaded crosswise: Portrait orientation

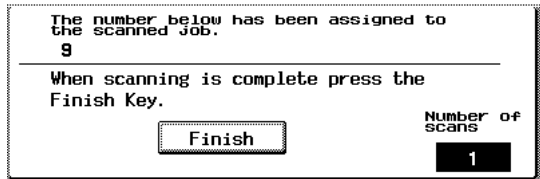


Loaded lengthwise: Landscape orientation



- 10 Select the desired copy settings, and then press the [Start] key.
- 11 Scanning of the document begins.

- 12** When using a mode where multiple documents are to be scanned, such as when making 2in1 copies, the message shown at the right appears.



- 13** To continue scanning, remove the document, position the next page of the document on the original glass, and then press the [Start] key.
- 14** When all of the document pages have been scanned, touch [Finish].
- 15** Press the [Start] key. The copy job is queued for printing.
- 16** Lift open the original cover, or the duplexing document feeder if it is installed, and then remove the document.
- 17** Close the original cover, or the duplexing document feeder if it is installed.

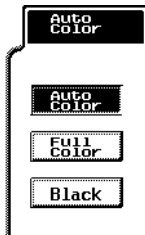
***Specifying
Copy Settings***

5

The settings for the Copy mode can be changed to fit your need. This chapter explains how these settings can be changed.

5.1 Selecting a Color Setting

The Color setting is selected when copies are being made.



There are three Color settings.

- Auto Color
 - The copier automatically determines whether the document is in color or in black and white, then selects the appropriate color setting for the document.
 - If the document was determined to be in color, a copy is made with the Color setting “Full Color”.
 - If the document was determined to be in black and white, a copy is made with the Color setting “Black”.
- Full Color
 - The scanned document is copied in full color.
- Black
 - The scanned document is copied in black and white.



Tip

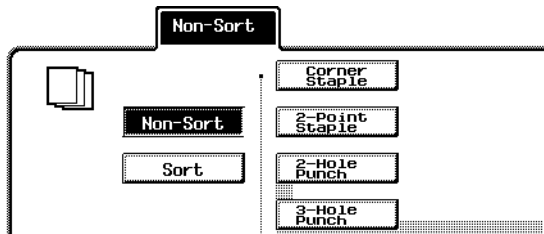
The level for detecting a color or black-and-white document with Color setting “Auto Color” can be adjusted using the “ACS Judgement Level Adjust.” function on the User’s Choice: 2 screen. For more details, refer to “Specifying Default Settings (‘User’s Choice’ Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

To select the Color setting

- 1 Touch [Color].
A screen appears, showing the specified Color setting.
- 2 Select the desired Color setting.

5.2 Selecting a Finishing Setting

Various settings for sorting and finishing copies are available.



Tip

The Finishing settings can be used together with other functions. For details, refer to the “Function Combination Table” in the Administrator Operations volume.

The following eight ways of finishing are available.

- Non-sorting (“Non-Sort” setting)
- Crisscross non-sorting (“Non-Sort” setting)
- Sorting (“Sort” setting)
- Crisscross sorting (“Sort” setting)
- Stapling (Corner Staple)
- Stapling (2-Point Staple)
- Hole-punching (2-Hole punch)
- Hole-punching (3-Hole punch)



Note

Crisscross non-sorting and crisscross sorting are only available if the finisher is not installed.

Automatic “Sort”/“Non-Sort” Setting Selection

When a document is loaded into the duplexing document feeder, the “Non-Sort” setting is automatically selected if the document consists of only one page, and the “Sort” setting is automatically selected if the document consists of 2 or more pages.

Whether or not the “Sort” or “Non-Sort” setting is automatically selected can be specified using the “Intelligent Sorting” function on the User’s Choice: 2 screen. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

Non-Sorting (“Non-Sort” Setting)

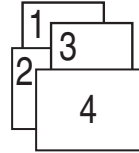
The copies are fed out and stacked on top of each other as they are printed.

Crisscross Non-Sorting (“Non-Sort” Setting)

The copies are fed out in an alternating crisscross pattern.

However, crisscross non-sorting is only performed if the following conditions are met.

- The finisher is not installed.
- Paper of the same size and type must be loaded with the landscape orientation (crosswise) in one paper drawer and with the portrait orientation (lengthwise) in another drawer.
- The duplexing document feeder must be used.
- The document must not contain pages of various sizes (i.e., “Mixed Orig Detection” function not used).
- “Auto Paper” must be selected for the Paper setting.
- Staple and hole-punch Finishing settings must not be selected.
- The “Criss Cross Mode” function on the User’s Choice: 2 screen must be set to “Yes”.
 - For details on the “User’s Choice” functions, refer to “Specifying Default Settings (“User’s Choice” Functions)” in the Administrator Operations volume.



Example: For 4 sets

Sorting (“Sort” Setting)

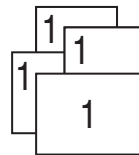
The copies are automatically divided into the specified number of sets with each set containing a copy of each page.

Crisscross Sorting (“Sort” Setting)

Sets containing one copy of each page are fed out in an alternating crisscross pattern.

However, crisscross sorting is only performed if the following conditions are met.

- The finisher is not installed.
- Paper of the same size and type must be loaded with the landscape orientation (crosswise) in one paper drawer and with the portrait orientation (lengthwise) in another drawer.
- The document must not contain pages of various sizes (i.e., “Mixed Orig Detection” function not used).
- “Auto Paper” must be selected for the Paper setting.
- Staple and hole-punch Finishing settings must not be selected.



Example: For 4 sets

- The “Criss Cross Mode” function on the User’s Choice: 2 screen must be set to “Yes”.
 - For details on the “User’s Choice” functions, refer to “Specifying Default Settings (“User’s Choice” Functions)” in the Administrator Operations volume.

Stapling (with finisher FN-116 installed)

The copies are bound together with a staple in the corner.

However, stapling is only performed if the following conditions are met.

- The number of copies is set to between 2 and 30.
- If standard-size paper is used, the paper sizes must be Letter L, Letter C, Executive L (7-1/4 × 10-1/2 in. L), Executive C (7-1/4 × 10-1/2 in. C), Legal L and 11 × 17 L.
- If nonstandard-size paper is used, the paper width must be between 7-1/4 in. and 11-3/4 in.
- If nonstandard-size paper is used, the paper length must be between 7-1/4 in. and 17 in.
- The copier must not enter Interrupt mode.

Stapling (with finisher FN-8 installed)

The copies are bound together with a staple. Either the “Corner Staple” or the “2-Point Staple” Finishing setting can be selected.

However, stapling is only performed if the following conditions are met.

- The number of copies is set to between 2 and 50. (However, if the paper length is 11-3/4 in. or more, the number of copies can only be set to 25 or less.)
- If standard-size paper is used, the paper sizes must be Letter L, Letter C, Legal L and 11 × 17 L.
- If nonstandard-size paper is used, the paper width must be between 7-1/4 in. and 11-3/4 in.
- If nonstandard-size paper is used, the paper length must be between 7-1/4 in. and 17 in.
- The copier must not enter Interrupt mode.

Hole-Punching

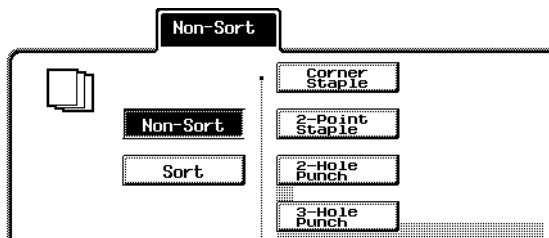
Two holes for filing copies in binders can be punched. The position of the punched holes can be specified along the left side or along the top.

However, hole-punching is only performed if the following conditions are met.

- Finisher FN-8 is installed.
- Punch kit PK-4 is installed.
- If standard-size paper is used, the paper sizes must be as follows:
 - Letter L, Letter C, Legal L and 11 × 17 L (with the “2-Hole Punch” setting)
 - Letter C and 11 × 17 L (with the “3-Hole Punch” setting).

- If nonstandard-size paper is used, the paper width must be between 7-1/4 in. and 11-3/4 in.
- If nonstandard-size paper is used, the paper length must be between 7-1/4 in. and 17 in.
- The copier must not enter Interrupt mode.

To specify Finishing settings

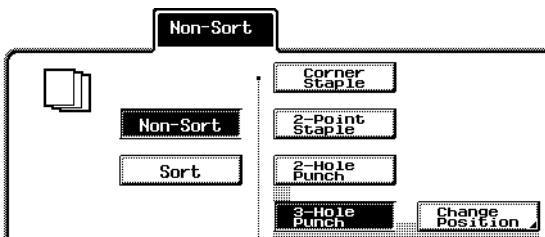


- 1 Touch [Finishing].

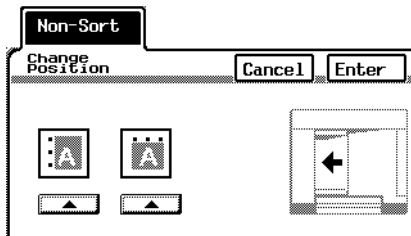
A screen appears, showing the available Finishing settings.

- 2 Select the desired Finishing settings.

- 3 When “2-Hole Punch” or “3-Hole Punch” is selected, the [Change Position] key appears.



- 4 Touch [Change Position]. The Change Position screen appears.



- 5 Select the desired position for the punched holes, and then touch [Enter].

**Note**

If a stapling or hole-punching setting is selected, be sure to load the document so that it is positioned correctly.

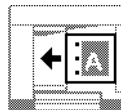
If the document is not positioned correctly, the staples or punched holes will not be positioned correctly.

The correct position of the document is shown in the screen. Be sure to position the document according to the instructions that appear.

Example: Document position when the “3-Hole Punch” setting is used

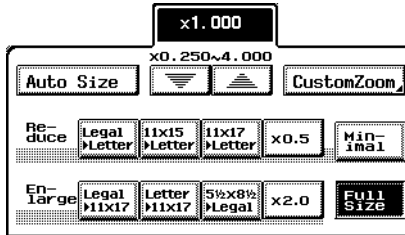
The example shows that the document should be positioned so that the top of the document is toward the rear of the copier.

For details, refer to “Feeding the Document” (p. 4-5).



5.3 Specifying a Zoom Setting

Copies of documents can be enlarged or reduced.



There are eight ways to change the zoom ratio.

- Automatic scaling (“Auto Size” setting)
- Full size (“×1.000” setting)
- Enlarging (“Enlarge” settings)
- Reducing (“Reduce” settings)
- Minimizing (“Minimal” setting)
- Zooming
- Custom sizing (“CustomZoom” setting)
- Vertical and horizontal scaling (“X/Y Zoom” setting)

Automatic Scaling (“Auto Size” Setting)

The most appropriate zoom ratio based on the size of the document loaded and the specified paper size is automatically selected.

Specifying Full Size (“× 1.000” Setting)

A copy size that is the same as the document (×1.000) is selected.

Enlarging (“Enlarge” Settings)

Various zoom settings for making enlarged copies from common standard document sizes to standard paper sizes are available.

For example:

- A Letter-size document can be copied onto the larger 11 × 17-size paper.
- A Legal-size document can be copied onto the larger 11 × 17-size paper.

Reducing (“Reduce” Settings)

Various zoom settings for making reduced copies from common standard document sizes to standard paper sizes are available.

For example:

- An 11 × 17-size document can be copied onto the smaller Letter-size paper.
- A Legal-size document can be copied onto the smaller Letter-size paper.





Minimizing (“Minimal” Setting)

The copy is slightly reduced ($\times 0.930$).

- Selecting the “Minimal” setting ensures that any part of the original positioned at the edge of the page will not be cut off in the copy.
- The zoom ratio of the “Minimal” setting can be changed to any ratio between $\times 0.900$ and $\times 0.999$.
 - For details on changing the zoom ratio, refer to “Specifying a Custom Zoom Ratio (“CustomZoom” Setting)”.

Zooming

Any zoom ratio (between $\times 0.250$ and $\times 4.000$) can be specified.

- Touch  and  to specify the desired zoom ratio. Each time  or  is touched, the zoom ratio is increased or decreased by an increment of $\times 0.001$.



Custom Sizing (“CustomZoom” Setting)

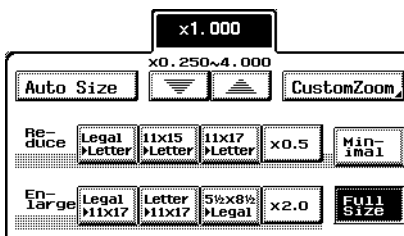
Any zoom ratio (between $\times 0.250$ and $\times 4.000$) can be specified.

- Use the keypad to enter the desired zoom ratio.
- Up to two zoom ratios entered using the keypad can be stored.

Vertical and Horizontal Scaling (“X/Y Zoom” Setting)

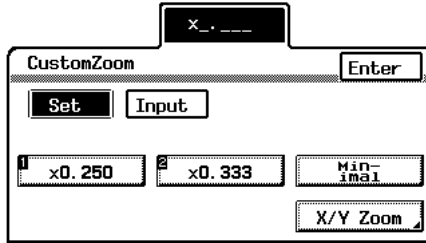
The copy size can be changed by specifying different scaling proportions (between $\times 0.250$ and $\times 4.000$) for the vertical and the horizontal dimension.

To specify a Zoom setting



- 1 Touch [Zoom].
A screen appears, showing the available Zoom settings.
- 2 Select the desired Zoom setting.

Specifying a Custom Zoom Ratio (“CustomZoom” Setting)



To enter a custom zoom ratio

- 1 Touch [Zoom].
A screen appears, showing the available Zoom settings.
- 2 Touch [CustomZoom].
- 3 Using the keypad, type in the desired zoom ratio (between $\times 0.250$ and $\times 4.000$).
- 4 The entered zoom ratio is displayed and is specified as the custom zoom setting.

To store “CustomZoom” and “Minimal” zoom ratios

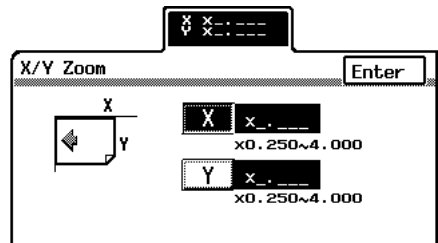
- 1 Touch [Zoom].
A screen appears, showing the available Zoom settings.
- 2 Touch [CustomZoom].
- 3 Touch [Input].
- 4 Using the keypad, type in the desired zoom ratio (between $\times 0.250$ and $\times 4.000$).
- 5 To store a “Minimal” zoom ratio, type in a zoom ratio between $\times 0.900$ and $\times 0.999$. The entered zoom ratio is displayed.
- 6 Touch [1], [2] or [Minimal].
- 7 Touch [Enter]. The entered zoom ratio is stored.

To recall a stored custom zoom ratio

- 1 Touch [Zoom].
A screen appears, showing the available Zoom settings.
- 2 Touch [CustomZoom].
- 3 Touch [Set].
- 4 Touch [1], [2] or [Minimal].
- 5 Touch [Enter]. The entered zoom ratio is recalled.

To specify different vertical and horizontal scaling proportions (“X/Y Zoom” setting)

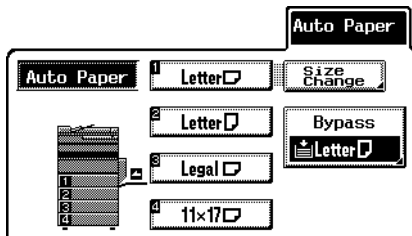
- 1 Touch [Zoom]. A screen appears, showing the available Zoom settings.
- 2 Touch [CustomZoom].
- 3 Touch [X/Y Zoom]. The X/Y Zoom screen appears.



- 4 Make sure that [X] is selected.
- 5 Using the keypad, type in the desired length of side X (between $\times 0.250$ and $\times 4.000$). The entered zoom ratio is displayed.
- 6 Touch [Y].
- 7 Using the keypad, type in the desired length of side Y (between $\times 0.250$ and $\times 4.000$).
The entered zoom ratio is displayed.
- 8 Touch [Enter].
The entered zoom ratio is displayed.

5.4 Selecting the Paper Setting

The paper used for making copies can be selected.



There are three ways of selecting the paper.

- Automatic paper selection (“Auto Paper” setting)
- Manual paper selection
- Manual bypass tray selection (“Bypass” setting)

Selecting the Paper Setting Automatically (“Auto Paper” Setting)

- The most appropriate paper size based on the size of the document loaded and the specified zoom ratio is automatically selected.
- However, if the paper in a drawer is specified as special paper, the paper in that drawer is not selected with the “Auto Paper” setting.

“Specialty Paper” function

If the paper in a drawer is specified as special paper, the paper in that drawer is not automatically selected with the Paper setting “Auto Paper”. The “Specialty Paper” function is useful if special paper is loaded into a paper drawer.

For more details, refer to “To set the “Specialty Paper” function” in chapter 5 “Utility Mode Operations” of the Administrator Operations volume.

Selecting the Paper Manually

- The drawer containing the appropriate paper that you wish to use can be selected.

Selecting the Manual Bypass Tray (“Bypass” Setting)

- Copies can be made onto the paper loaded into the manual bypass tray.

Small-Sized Documents

If a document that is too small to be automatically detected is loaded with the Paper setting “Auto Paper” selected, copies cannot be made. However, changing the setting of the “Auto-select Paper for Small Original” function on the User’s Choice: 2 screen allows copying to begin even if the paper size cannot automatically be detected. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

Centering

If the document is smaller than the size of the selected paper, the image is printed in the center of the paper. Whether or not the image is centered in the paper can be specified using the “Centering” function on the User’s Choice: 2 screen. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

Auto Paper Source Selection Feature

If the selected paper drawer runs out of paper during printing and a different paper drawer is loaded with paper meeting the following conditions, the other paper drawer is automatically selected so printing can continue. If the optional large capacity cabinet is installed, a maximum of 3,250 copies (with Letter C paper) can be made continuously.

This feature is convenient when making a large number of copies continuously.

Operating conditions

- The paper is the same size.
- The paper is the same type.
- The paper faces the same direction.

When making a large number of copies continuously, load all paper drawers with paper meeting the conditions listed above.

<Order for selecting another paper drawer>

When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen.

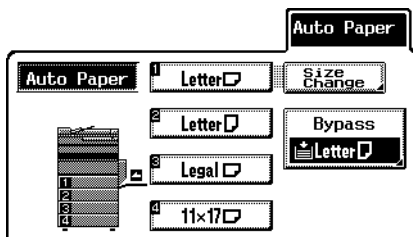
First priority: 2nd drawer

Second priority: 3rd drawer

Third priority: 4th drawer

Fourth priority: 1st drawer

To select the Paper setting



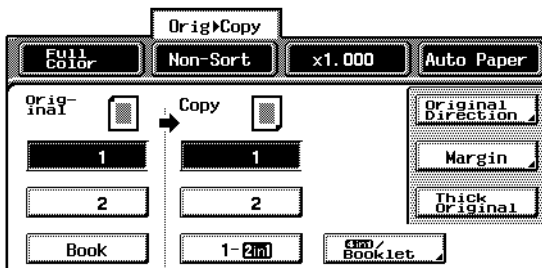
- 1 Touch [Paper]. A screen appears, showing the available Paper settings.
- 2 Select the desired Paper setting.

5.5 Selecting the Orig > Copy Settings (Original Settings)

The type of original and the desired type of copy can be specified.

In addition, the document orientation and the position of the binding margin can also be specified.

The Original settings are described below. For details about the Copy settings and the document orientation and binding margin position, refer to p. 5-20 and p. 5-26.



The following six Original settings are available.

- Single-sided (“1” setting)
- Double-sided (“2” setting)
- Books (“Book” parameter)
- Book separation (“Separation” setting of the “Book” parameter)
- Book spread (“Spread” setting of the “Book” parameter)
- Book-margin-erasing (“Book Erase” function of the “Book” parameter)

Original Settings

Single-sided original (“1” setting)



Select this setting when only single-sided sheet documents are being copied.

Double-sided original (“2” setting)



Select this setting when double-sided sheet documents are being copied.

Books (“Book” parameter)



Select this setting when bound documents, like books, are being copied.

Book separation (“Separation” setting of the “Book” parameter)



Select these settings to make a single-sided copy of each of the two pages of an open book.

Book spread (“Book Spread” setting of the “Book” parameter)



Select these settings to make a single-sided copy containing two pages side-by-side from the two pages of an open book.

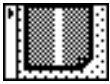
Book-margin-erasing (“Book Erase” function of the “Book” parameter)



Select these settings to erase the area along the binding and around the text from a copy made using the “Separation” setting of the “Book” parameter.

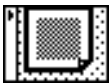
There are three book-margin-erasing settings. Select the one that fits your need.

Center-erasing



Select this setting to erase the shadow of the binding of the book from the copy.

Frame-erasing



Select this setting to erase the shadow of the edges of the book from the copy. The width of the area to be erased can be set between 1/16 in. and 15/16 in.

Center- & frame-erasing



Select this setting to erase the shadow of the binding and the shadow of the edges of the book from the copy.

The width of the area to be erased can be set between 1/16 in. and 15/16 in.

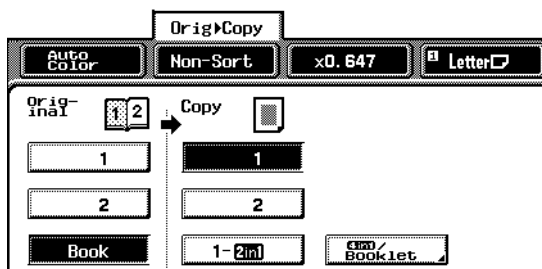


Using the “Book Erase” settings

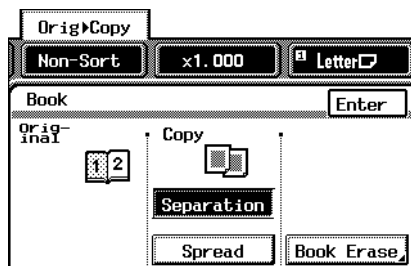
When a “Book Erase” setting is selected, be sure to touch [Original Size] on the Book Erase screen and specify the size of the original. If the document size is incorrect, the correct area of the copy will not be erased.

Select a size that corresponds to the size of the book spread.

To specify an Original setting

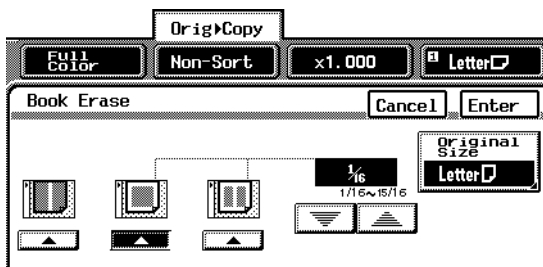


- 1 Touch [Orig▶Copy].
The Original▶Copy screen appears.
- 2 Select the setting for the type of document to be copied.
- 3 If “Book” is selected, a screen showing the available Book settings appears.







- 4 Select the desired Book setting, and then touch [Enter].

- 5 If “Book Erase” is selected, a screen showing the available Book Erase settings appears.



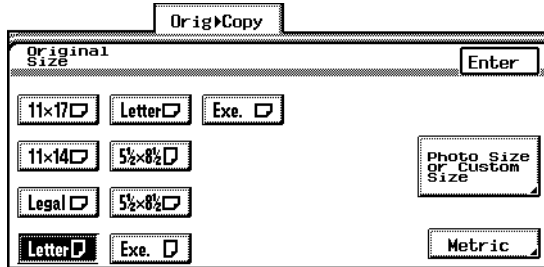
- 6 Select the desired Book Erase setting.

- 7 If the settings for frame-erasing or center- & frame-erasing are selected, touch  and  to specify the width of the area to be erased. The width of the area erased with the center-erasing setting is not changed by touching  and .

? *Were the areas of the book not erased correctly?*

→ When a “Book Erase” setting is selected, be sure to touch [Original Size] on the Book Erase screen and specify the size of the original. If the document size is incorrect, the correct area of the copy will not be erased.

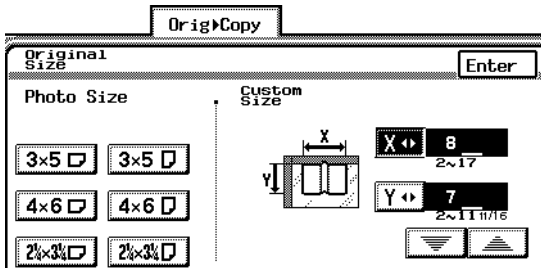
- 8 If “Original Size” is selected, a screen showing the available document settings appears.




- 9 Select the size of the document to be copied, and then touch [Enter]. The Original Size setting should be the size of the book spread.



- 10 To specify a document size in metric measurements, touch [Metric], select the appropriate document size, and then touch [Enter].


- 11 To specify a photo size for the document, touch [Photo Size or Custom Size], select the appropriate document size, and then touch [Enter].





12 To specify a non-standard size, touch [Photo Size or Custom Size], and then specify the size of the document.


13 Touch .

14 Touch  and  to specify the length of side X for the document that is being copied (between 2 in. and 17 in.). For the length of side X for the document, enter the size of the book spread.

- Touch  until the cursor moves below the fraction that you wish to change.

15 Touch .

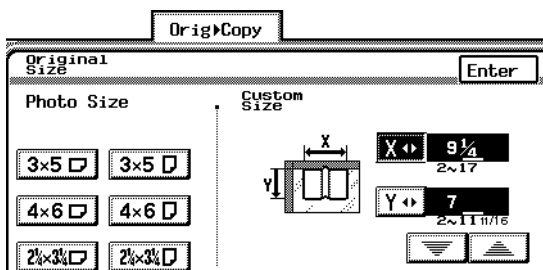
16 Touch  and  to specify the length of side Y for the document that is being copied (between 2 in. and 11-11/16 in.).

- Touch  until the cursor moves below the fraction that you wish to change.

17 Touch [Enter]. The Book Erase screen appears again.

18 Touch [Enter]. The screen showing the available Book settings appears again.

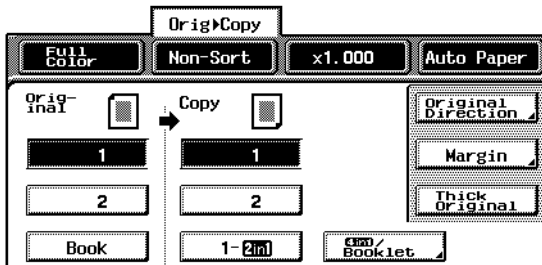
19 Touch [Enter]. The Original▶Copy screen appears again.



5.6 Selecting the Orig > Copy Settings (Copy Settings)

The type of original and the desired type of copy can be specified. In addition, the document orientation and the position of the binding margin can also be specified.

The Copy settings are described below. For details about the Original setting and the document orientation and binding margin position, refer to p. 5-15 and p. 5-26.



The following nine Copy settings are available.

- Single-sided (“1” setting)
- Double-sided (“2” setting)
- Single-sided 2in1 (“1-2in1” setting)
- Double-sided 2in1 (“2-2in1” setting)
- Booklet (“4in1/Booklet” setting)
- Booklet-binding (“Booklet Creation” setting)
- Center-erasing (“Center Erase” setting)
- Single-sided 4in1 (“1-4in1” setting)
- Double-sided 4in1 (“2-4in1” setting)



Note

Double-sided, double-sided 2in1 and double-sided 4in1 copying are only available if the optional duplex unit is installed.

Booklet-binding and center-erasing are only available if the optional finisher FN-8 is installed.

Copy Settings

Single-sided copy (“1” setting)



Select this setting to make single-sided copies.

Double-sided copy (“2” setting)



Select this setting to use the duplex unit to make double-sided copies.

With this setting, the paper use can be reduced to about half.

Single-sided 2in1 copy (“1-2in1” setting)



Select this setting to reduce two document pages to fit one single-sided copy page.

If the “1-2in1” setting is selected, the size of the original is automatically reduced.

With this setting, the paper use can be reduced to about half.

Double-sided 2in1 copy (“2-2in1” setting)



Select this setting to reduce four document pages to fit one double-sided copy page.

If the “2-2in1” setting is selected, the size of the original is automatically reduced.

With this setting, the paper use can be reduced to about one quarter.

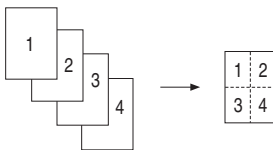
Single-sided 4in1 copy (“1-4in1” setting)



Select this setting to reduce four document pages to fit one single-sided copy page.

If the “1-4in1” setting is selected, the size of the original is automatically reduced.

With this setting, the paper use can be reduced to about one quarter.



Example: For 4 single-sided document pages

Double-sided 4in1 copy (“2-4in1” setting)



Select this setting to reduce eight document pages to fit one double-sided copy page.

If the “2-4in1” setting is selected, the size of the original is automatically reduced.

With this setting, the paper use can be reduced to about one eighth.



Tip

The copy order during 4in1 copying can be specified using the “4in1 Copy Order” function on the User’s Choice: 2 screen. For more details, refer to “Specifying Default Settings (“User’s Choice” Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

Booklet copy (“4in1/Booklet” setting)

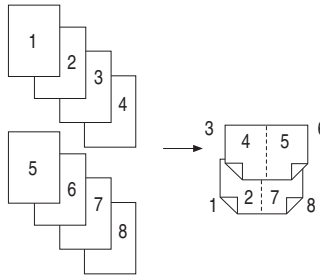


Select this setting to reduce the document for booklet-making and copying onto both sides of the paper.

The page order differs than with the “2-2in1” setting.

The pages are laid out so that they can be read like a magazine.

If the “4in1/Booklet” setting is selected, the size of the original is automatically reduced.

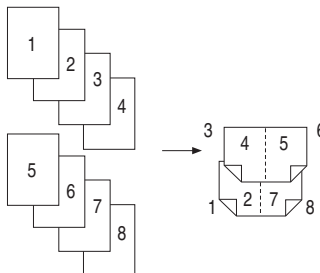


Example: For 8 single-sided document pages

Booklet-binding (“Booklet Creation” setting)



Select this setting to bind copies with staples and fold them along the center. (The copies will be made into a booklet.)



Example: For 8 single-sided original pages

**Note**

If less than 4 document pages are loaded, they will be fed out without being bound, even if the “Bind” setting was selected.

**Tip**

The copy zoom ratio during 2in1 copying, 4in1 copying and booklet binding can be specified using the “2in1, 4in1, Booklet Copy Zoom” function on the User’s Choice: 2 screen. For more details, refer to “Specifying Default Settings (‘User’s Choice’ Functions)” of “Utility Mode Operations” in the Administrator Operations volume.

Conditions for making booklets

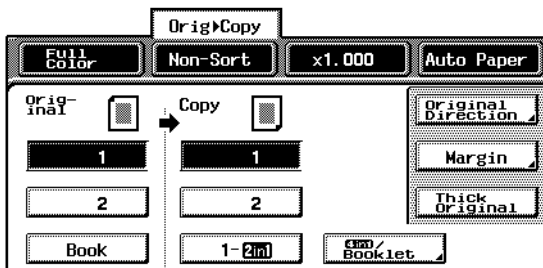
Number of copies:	10 (6 to 10 bound pages) 20 (2 to 5 bound pages)
Bound pages:	2 to 10 (Maximum 40 pages)
Paper sizes:	Letter L, 11 × 17 L Width: Maximum 11-3/4 in., Minimum 8-1/4 in. Length: Maximum 17 in., Minimum 11 in.

Center-erasing (“Center Erase” setting)

When making copies using the “Booklet Creation” setting, this setting erases the area along the binding, at the center of the pages.



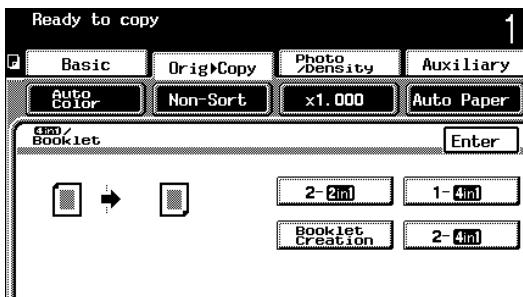
To specify a Copy setting



- 1 Touch [Orig > Copy].
The Original > Copy screen appears.
- 2 Select the desired Copy setting.
- 3 To select 4in1 copying or booklet copying, touch [4in1/Booklet].

The 4in1/Booklet screen appears.

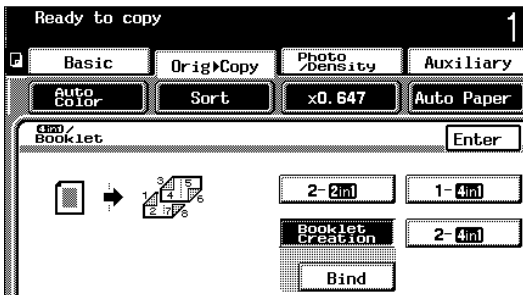
- 4 Select the desired 2in1 or 4in1 Copy setting.



- 5 If "Booklet Creation" is selected, [Bind] appears.

- [Bind] only appears if the optional finisher FN-8 is installed.

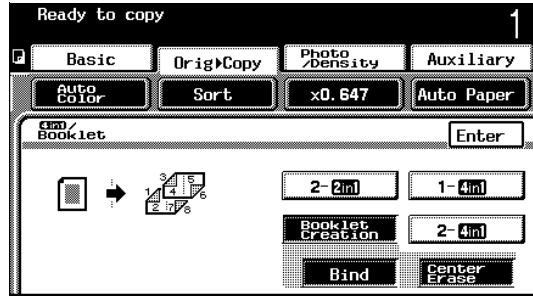
- 6 To create a booklet, touch [Bind].
 - As a default, "Bind" is not selected.



7 If “Bind” is selected, [Center Erase] appears.

- As a default, “Center Erase” is selected.

8 If you do not wish to use center-erasing, touch [Center Erase] to cancel it.

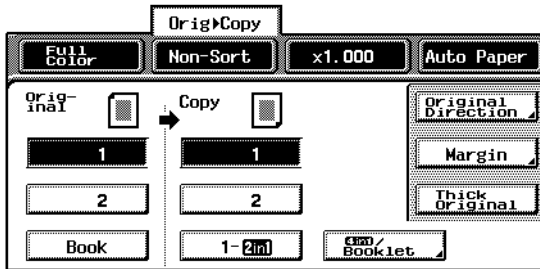


9 Touch [Enter]. The Original > Copy screen appears again.

5.7 Selecting the Orig > Copy Settings (Original Direction and Margin Position Settings)

The type of original and the desired type of copy can be specified. In addition, the document orientation and the position of the binding margin can also be specified.

The Original Direction and Margin settings are described below. For details about the Original settings and the Copy settings, refer to p. 5-15 and p. 5-20.



There are three document settings that can be specified.

- Document orientation ("Original Direction" setting)
- Document binding margin position ("Margin" setting)
- Thick documents ("Thick Original" setting)

Selecting the Document Orientation (“Original Direction” Setting)

The orientation of the document can be specified. Select the setting appropriate for your document orientation.



Select this setting for a portrait document with the top toward the rear of the copier.



Select this setting for a landscape document with the top toward the rear of the copier.



Select this setting for a landscape document with the top toward the right of the copier.



Select this setting for a portrait document with the top toward the right of the copier.

As a default, no setting is selected.



Note

If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.



Tip

Portrait and landscape orientations

With the portrait orientation, the paper is vertical, like with portraits or photos of people.

With the landscape orientation, the paper is horizontal, like with landscapes.

Specifying the Document Binding Margin Position (“Margin” Setting)

If a document with a binding margin is being copied, the position of the binding margin can be specified. Select the setting appropriate for the binding margin position for your document.



Select this setting if the document is loaded with the binding margin at the left.



Select this setting if the document is loaded with the binding margin at the top.

As a default, the setting for the binding margin at the left is selected.



Note

If the position of the binding margin for the document is different from that of the selected Margin setting, copies made using the erase settings will not be printed correctly.

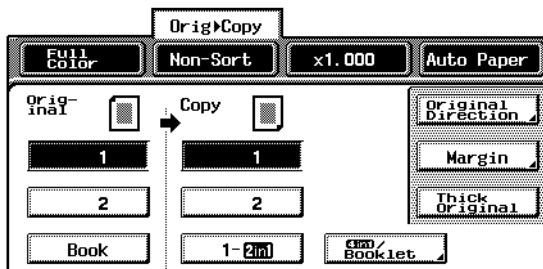
When loading a document with a binding margin, position the top of the document toward the rear of the copier. For details, refer to “Feeding the Document” (p. 4-5).

Specifying Thick Documents (“Thick Original” Setting)

Select this setting if a thick document is being copied.

To specify a thick document (34-1/4 lbs. to 55-3/4 lbs.), touch [Thick Original].

To specify conditions for the original



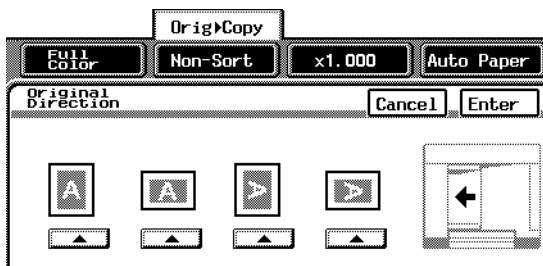
As a default, no setting is selected.

- 1 Touch [Orig▶ Copy].

The Original▶ Copy screen appears.

- 2 Touch [Original Direction]. The Original Direction screen appears.

- If the “Book” Original setting was selected, [Original Direction] is not available.

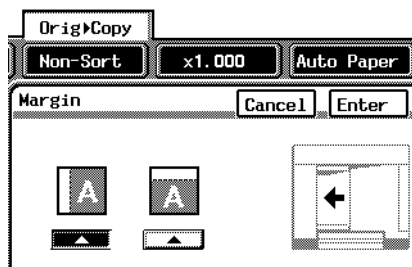


- 3 Select the setting appropriate for your document, and then touch [Enter].

- If the orientation of the document is different from that of the selected Original Direction setting, 2in1 or 4in1 copies will not be printed correctly.

- 4 Touch [Margin]. A screen showing the available binding margin settings appears.

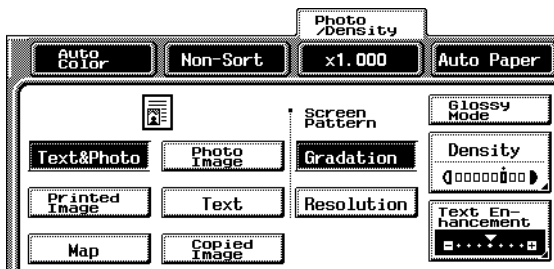
- If the “Book” Original setting was selected, [Margin] is not available.



- 5 Select the setting appropriate for your document, and then touch [Enter].
 - If the position of the binding margin for the document is different from that of the selected Margin setting, copies made using the erase settings will not be printed correctly.
 - When loading a document with a binding margin, position the top of the document toward the rear of the copier. For details, refer to “Feeding the Document” (p. 4-5).
- 6 If a thick document is being copied, touch [Thick Original].

5.8 Selecting a Photo/Density Setting

The type of original can be specified.



There are twelve document types.

- Text combined with images (“Text&Photo” setting)
- Photographs (“Photo Image” setting)
- Printed photos (“Printed Image” setting)
- Text only (“Text” setting)
- “Dot Matrix Original” parameter (“Text setting”)
- Maps (“Map” setting)
- Copies (“Copied Image” setting)
- Copies with a specific background density (“Background” parameter of the “Density” function)
- Copies with a specific density (“Density” parameter of the “Density” function)
- Text Enhancement Setting
- Copies with a glossy finish (“Glossy Mode” setting)
- Originals that cause moire patterns (“Screen Pattern” settings)

Specifying the Image Type (“Photo/Density” Settings)

“Text & Photo” setting



Select this setting when copying documents containing both text and images.

“Photo Image” setting



Select this setting when copying documents (photographs) printed on photographic paper.

A smooth copy is produced.

“Printed Image” setting



Select this setting when copying printed documents, such as pamphlets or catalogs.

“Text” setting



Select this setting when copying documents containing only text.

The edges of copied text are reproduced with sharpness, providing an image that is easy to read.

“Dot Matrix Original” parameter (“Text” setting)



Select this setting when copying documents consisting only of text that appears faint (such as that written with a pencil).

The copied text is reproduced so that it is darker, providing text that is easy to read.

When [Text] is touched, the key for the “Dot Matrix Original” parameter, shown at the left, appears.

“Map” setting



Select this setting when copying documents with a background color or documents containing pencil markings or fine colored lines.

A sharp copy image is produced.

“Copied Image” setting



Select this setting when copying images (documents) printed with this copier.

Specifying the Density Parameters

Manual background density

- One of eight density settings can be selected for the density of the background color of documents.
- Each time [Lighter] or [Darker] is touched, the background density is lightened or darkened by one level.





“Auto” background density

- Select this setting to automatically adjust the density level according to the document being copied.

Density

- This parameter can be used to select one of seven density settings for the density of the copy.
- Each time [Lighter] or [Darker] is touched, the density is lightened or darkened by one level.

Enhancing Text (“Text Enhancement” Setting)

- Select the desired setting for the reproduction quality of text when copying documents consisting of text that overlaps images such as illustrations or graphs (text with a background).
- One of seven text density settings can be selected for the text density.
- Each time  or  is touched, the text density is lightened or darkened by one level.
- To emphasize the text on the background, touch .
- To de-emphasize the text on the background, touch .

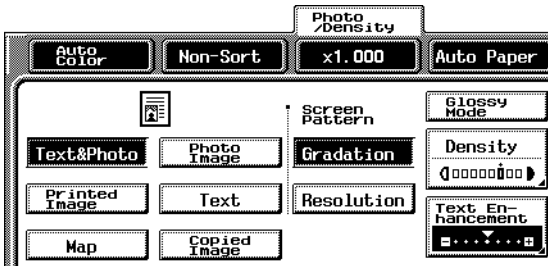
Specifying a Glossy Finish (“Glossy Mode” Setting)

- Select this setting for copies with a glossy finish.

Reducing Moire Effects (“Screen Pattern” Settings)

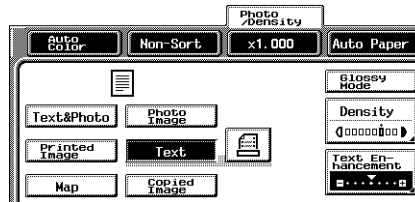
- Select the appropriate setting for reducing moire patterns that occur when copying printed photographs (which contain shading) or documents containing lines.
- The “Screen Pattern” settings are available if the “Text”, “Photo Image”, “Printed Image” or “Copied Image” setting is selected.
 - Gradation: Select this setting to give the gradation priority.
 - Resolution: Select this setting to give the resolution priority.



To select a Photo/Density setting

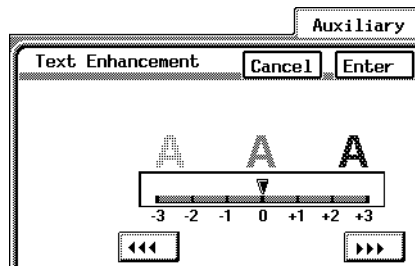


- 1 Touch [Photo/Density].
The Photo/Density screen appears.
- 2 Select the setting for the type of document to be copied.

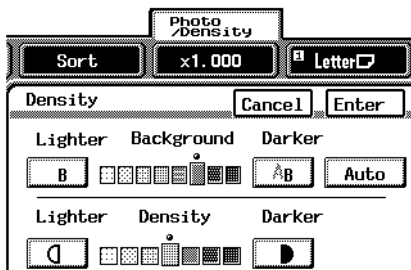
- 3 If [Text] is touched, the key for the “Dot Matrix Original” parameter appears.



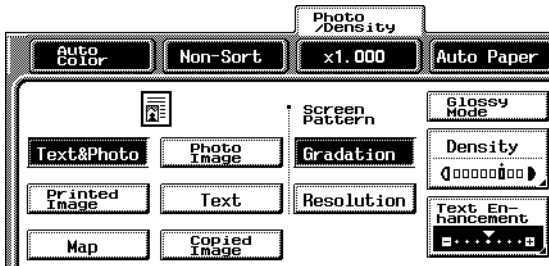
- 4 For documents with faint text (such as that written with a pencil), touch [Dot Matrix Original].
- 5 For documents consisting of text that overlaps images such as illustrations or graphs (text with a background), touch [Text Enhancement].
- 6 Touch  or  to select the desired text density level.
- 7 Touch [Enter].



- 8 Touch [Density].
The Density screen appears.
- 9 Touch [Lighter] or [Darker] to select the desired background density level.
- 10 Touch [Auto].
The automatic background density setting is selected.
- 11 Touch [Enter].



To select a glossy finish (“Glossy Mode” setting)



- 1 Touch [Photo/Density]. The Photo/Density screen appears.
- 2 Touch [Glossy Mode].

To select a Screen Pattern setting

If moire patterns appears in the copied image, change the Screen Pattern setting, and then make another copy to compare the effects. Make the copies using the Screen Pattern setting with the least moire patterns.

- 1 Touch [Photo/Density].
- 2 Select the desired Screen Pattern setting.



Note

Regardless of which Screen Pattern setting is selected, the moire patterns in copied images cannot be completely removed.



Tip

Moire patterns are the repeating patterns that occasionally appear when images containing a repeating pattern or lines are copied.

5.9 Checking the Settings

The Copy mode settings can be checked or changed.

There are three screens that allow you to check the settings.

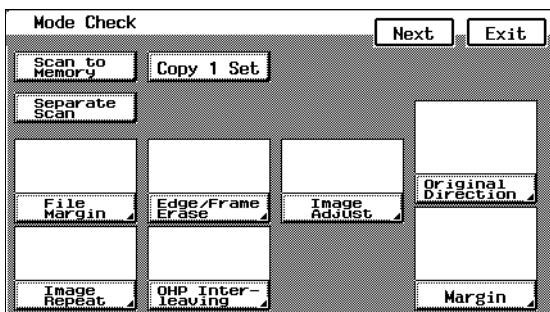
To check the settings

- 1 Press the [Mode Check] key on the operation panel.

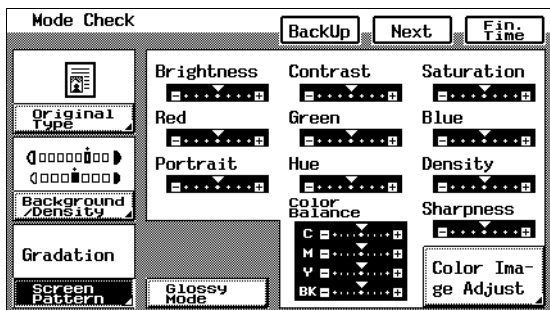
Mode Check



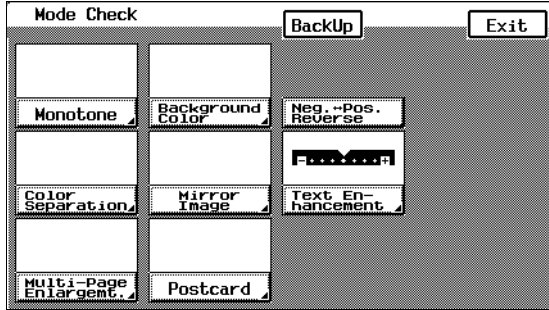
- 2 The first screen showing the current settings appears.



- 3 Touch [Next] to display the second screen of settings.



- 4 Touch [Next] to display the third screen of settings.



- 5 To change a setting:
- Touch the setting that you wish to change. The corresponding screen appears.
 - Change the setting as desired.



Tip

The corresponding screens for the “Scan to Memory”, “Separate Scan”, “Copy 1 Set” and “Neg. Pos. Reverse” functions and the “Glossy Mode” setting are not displayed. Perform the usual procedure to display the corresponding screens when changing these settings.

To change the settings

- 1 Press the [Mode Check] key.
- 2 Touch [Next] or [BackUp] until the screen containing the setting that you wish to change appears.
- 3 Touch the setting that you wish to change. The corresponding screen appears.
- 4 Change the setting in the same way that it would normally be set.

***Controlling
Jobs***

6

6.1 Description of Jobs



Job

Any set of consecutive operations, such as those for making copies, scans or computer printouts

Multi-job feature

- While one job is being printed, another job can be queued. As many as 49 jobs can be queued.
- When one job is finished being printed, the next queued job automatically begins. However, touching [Increase Priority] moves the specified job to the front of the queue so that it is printed next.

Queuing jobs

- Specifying the desired copy settings, then pressing the [Start] key queues the copy operation as a job.
 - The queued jobs are listed in the job display.
 - The jobs are printed starting with the one at the top of the list.
 - Jobs are listed with those having a higher priority for printing at the top.
 - Scan and computer print operations are also listed as jobs.
 - Jobs are numbered in the order that they are programmed and queued for printing.
 - The job number identifies the job; it does not indicate the printing order.
 - In addition, the job number does not change until the job is deleted.

To change the status of a queued job

The status of jobs marked as “Waiting Print” can be changed.

Change the status according to the procedure described below.

- 1 Touch either [Job Log] or [Job Control] to display the queued jobs.
- 2 Select the job whose status you wish to change, and then touch [Change Mode].
The Job Mode Change screen appears.
- 3 The current status is displayed. Select the status that you wish to change.
- 4 The Job Mode Change screen for the status appears. Select the new status, and then touch [Enter].
- 5 Check that the status of the job has been changed, and then touch [Enter].

To delete a queued job

Jobs marked as “Waiting Print” can be deleted.

- 1 Touch either [Job Log] or [Job Control] to display the queued jobs.
- 2 Select the job that you wish to delete, and then touch [Delete].
The selected job is deleted.

To cancel a job that is being printed

While a job is being printed, that job cannot be deleted from the Job Log or Job Control screens. Cancel a job that is being printed according to the procedure described below.

- 1 While a job is being printed, press the [Stop] key on the operation panel.
Printing stops and the screen that allows you to select which job to cancel appears.
- 2 Check the details for the jobs that appear, and then, from the jobs that are being printed or scanned, select the job that you wish to cancel. Then, touch [Delete].
To quit canceling the job being printed, press the [Start] key. Printing continues.
- 3 After touching [Delete], the message “Job has been done improperly. Check the record.” appears. The job being printed is canceled.
- 4 Touch [Enter].

6.2 Job Log Screens

The list and details of queued jobs can be viewed.

The following five Job Log screens provide a variety of functions.



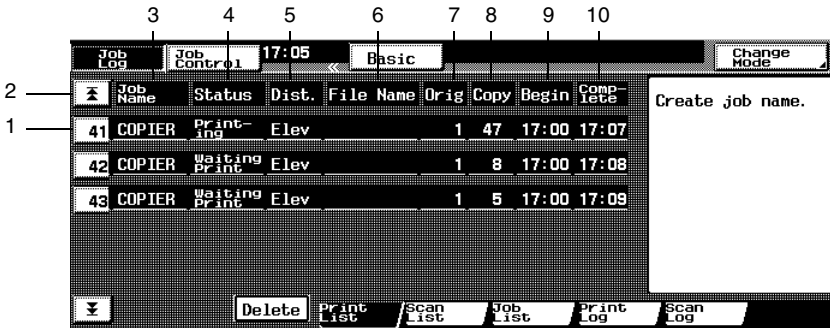
Print List Screen

The programmed details of a print job can be viewed.

Touch [Job Log]. The Print List screen appears.

Jobs queued to be printed appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job "COPIER" is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the specified number of pages to be printed While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed

No.	Item Name	Description
10	Completion time	Displays the time when printing of the job is expected to be finished

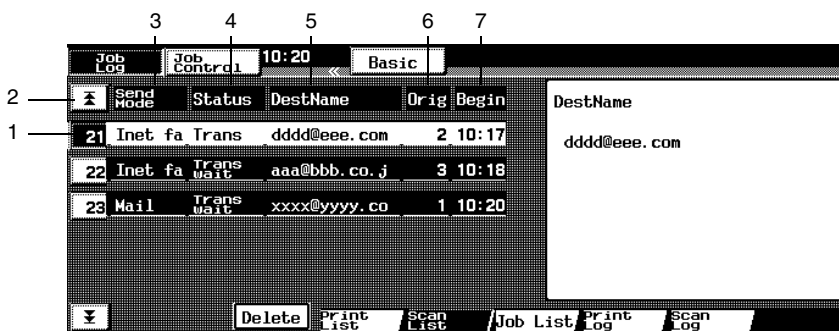
Scan List Screen

The programmed details of scan jobs can be viewed.

Touch [Scan List]. The Scan List screen appears.

Jobs queued to be printed appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Transmission method	Displays the transmission method
4	Status	Displays the status of the job
5	Recipient	Displays the name of the recipient
6	Original	Displays the number of pages in the original document
7	Beginning time	Displays the time that the job was programmed

Job List Screen

The settings of programmed jobs can be viewed.

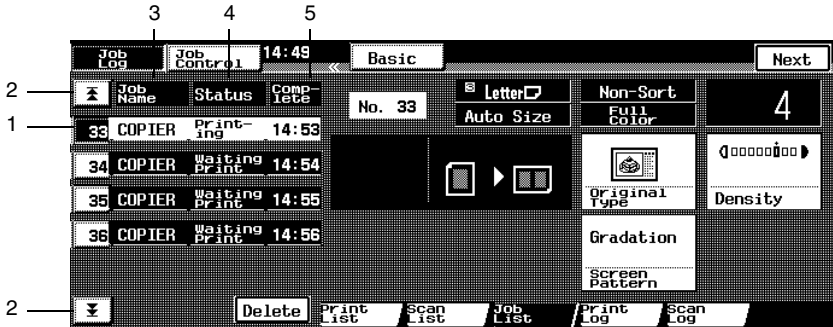
Touch [Job List]. The Job List screen appears.

Jobs that have been programmed appear in order from the top of the list.

However, jobs programmed in user boxes are not displayed.

Touch [Basic] to display the Basic screen again.

Select the job whose setting details you wish to view. The details of the programmed job are displayed. Touch [Next] to view the next screen showing details of the job.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job "COPIER" is displayed for copy jobs.
4	Status	Displays the status of the job
5	Completion time	Displays the time when printing of the job is expected to be finished

Print Log Screen

A log of all print jobs can be viewed.

Touch [Print Log]. The Print Log screen appears.

All jobs that have been printed are displayed. In addition, the jobs can be divided into separate lists of those that have finished being printed and those that have been deleted.

Touch [Basic] to display the Basic screen again.

To view a list of completed print jobs, touch [Complete].

To view a list of print jobs that have been deleted, touch [Delete]. Touch [All] to return to the list of all print jobs.

Job No.	Job Name	Dist.	File Name	Orig	Copy	Begin	Complete	Result	Job Status
19	COPIER	Elev		3	2	13:12	13:14	Job complete	
20	COPIER	Elev		0	2	13:13	13:13	Error cleared	ADF open at reading
21	COPIER	Elev		1	1	13:13	13:14	Job deleted by user	
22	COPIER	Elev		1	2	13:15	13:16	Job complete	

The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job "COPIER" is displayed for copy jobs.
4	Output location	Indicates the tray where the printed page will be fed out
5	File name	Displays the name of the file for print jobs sent from the computer
6	Original	Displays the number of pages in the original document
7	Copy	Displays the specified number of pages to be printed While the job is being printed, the number of pages remaining to be printed is counted down.
8	Beginning time	Displays the time that the job was programmed
9	Completion time	Displays the time when printing of the job is expected to be finished
10	Result	Displays the job process details

No.	Item Name	Description
11	Job status	Displays details of any errors that may have occurred while the job was being performed

Scan Log Screen

A log of all scan jobs can be viewed.

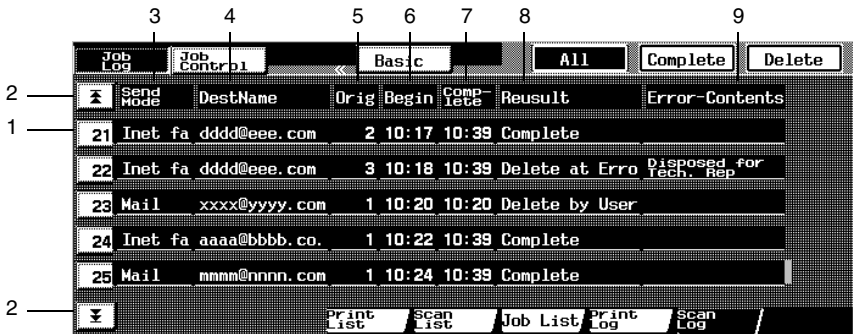
Touch [Scan Log]. The Scan Log screen appears.

All jobs that have been scanned are displayed. In addition, the jobs can be divided into separate lists for those that have finished being scanned and those that have been deleted.

Touch [Basic] to display the Basic screen again.

To view a list of completed scan jobs, touch [Complete].

To view a list of scan jobs that have been deleted, touch [Delete]. Touch [All] to return to the list of all scan jobs.



The following details of the jobs are displayed.

No.	Paper Format	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Transmission method	Displays the transmission method
4	Recipient	Displays the name of the recipient
5	Original	Displays the number of pages in the original document
6	Beginning time	Displays the time that the job was programmed
7	Completion time	Displays the time when printing of the job is expected to be finished
8	Result	Displays the job process details
9	Job status	Displays details of any errors that may have occurred while the job was being performed

6.3 Job Control Screens

The status of a programmed job can be changed and the job can be prioritized for output.

The following six Job Control screens provide a variety of functions.



Scanned Job Screen

Scanned jobs stored in the memory can be printed.

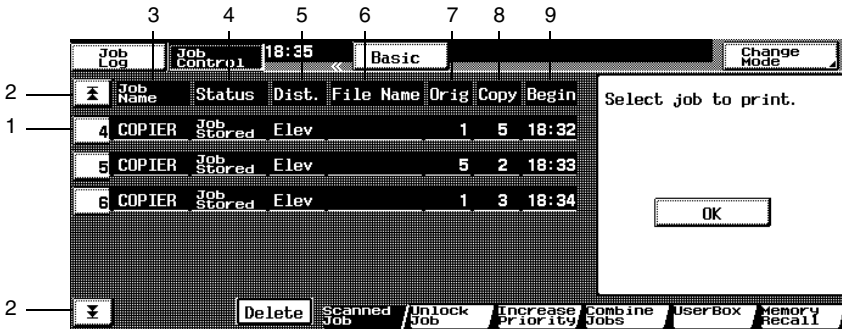
Touch [Job Control]. The Scanned Job screen appears.

Images stored in the memory, using the “Scan to Memory” function from the Auxiliary screen, appear as jobs.

The programmed details of a stored scan image can be viewed.

Stored scan jobs appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Paper Format	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job “COPIER” is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out.
6	File name	Displays the name of the file for print jobs sent from the computer

No.	Paper Format	Description
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed

To print scanned data (move it from the list on the Scanned Job screen to the Print List screen)

- 1 Select the job that you wish to print from the Scanned Job screen. To print multiple jobs, continue selecting all jobs that you wish to print.
- 2 Touch [OK].
The job is deleted from the list on the Scanned Job screen and added to the Print List screen. The status of the job changes from “Job Stored” to “Waiting Print”, and the job is queued for printing.
- 3 Touch [Job Log], and check the status of the job.
For details on setting the “Scan to Memory” function, refer to “Storing the Scanned Image in the Memory (“Scan to Memory” Function)” of “Auxiliary Functions” in the Advanced Operations volume.

Unlock Job Screen

Jobs locked with the “Locked Job” function can be printed.

Touch [Unlock Job]. The Unlock Job screen appears.

Stored jobs locked with “Locked Job” function are listed.

Locked jobs appear in order from the top of the list.

The programmed details of a locked job can be viewed.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Paper Format	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed

To unlock a job (to print a locked document)

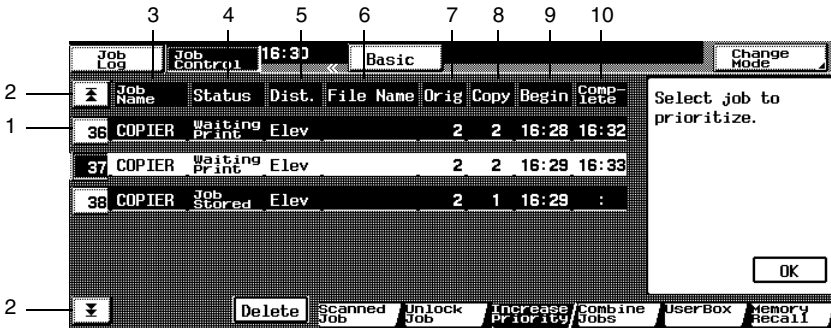
- 1 Select the job that you wish to unlock. To unlock multiple jobs, continue selecting all jobs that you wish to unlock.
- 2 Using the keypad, enter the four-digit unlocking code.
 - For the unlocking code, consult the person who programmed the job using the “Locked Job” function.
- 3 The job is deleted from the list on the Unlock Job screen.
 - The status of the job changes from “Print Locked” to “Waiting Print”.
 - If the job currently being printed can be interrupted, printing is interrupted and printing of the unlocked job begins. Printing of the interrupted job is automatically restarted once printing for the job that printing was interrupted for is finished.
 - If the job currently being printed cannot be interrupted, printing is interrupted after printing for the current job is finished.
- 4 Touch [Job Log], and check the status of the job.
For details on setting the “Locked Job” function, refer to the manual of the printer controller.

Increase Priority Screen

Queued jobs can be prioritized so that they will be printed before other jobs.

If the job currently being printed can be interrupted, printing is interrupted and printing of the prioritized job begins. Printing of the interrupted job is automatically restarted once printing for the job that printing was interrupted for is finished. If the job currently being printed cannot be interrupted (a job has already been interrupted or a prioritized job is being printed), printing is interrupted after printing for the current job is finished.

- Touch [Increase Priority]. The Increase Priority screen appears.
 - Jobs queued to be printed appear in order from the top of the list.
- Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job "COPIER" is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed
10	Completion time	Displays the time when printing of the job is expected to be finished

To increase the priority of (print) a job

1 Select the job that you wish to prioritize.

2 Touch [OK].

The job is move from the Increase Priority list to the list of jobs to be printed, and the job is queued for printing.

3 Touch [Job Log], and check the status of the job.

Combine Jobs Screen

A stored job can be combined with another job, and the two jobs can be printed as one.

Up to five jobs can be combined.

If any of the following settings are specified for the jobs that are to be combined, the settings for all jobs change to the settings for the first job that was selected.

- Finishing settings
- Number of copies
- “Distribution” function



Note

If jobs are combined while any of the following settings are selected, the setting changes to the default.

Hole-punching turned off

Stapling turned off

“Distribution” function turned off



Tip

The following functions cannot be used together with the “Combine Jobs” function.

“Multi-Page Enlargement” function

“Postcard” function

“Image Repeat” function

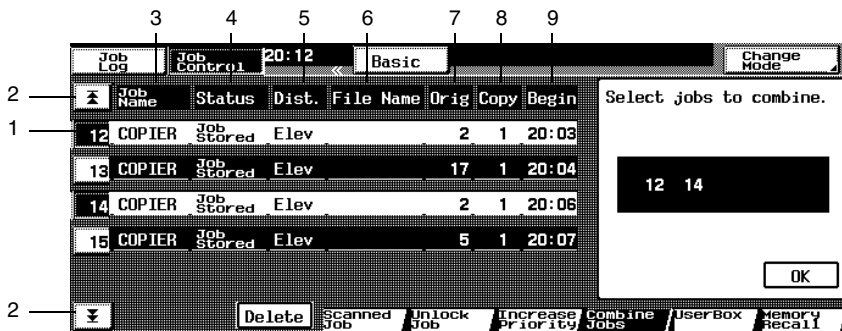
“Color Separation” function

“OHP Interleaving” function

Touch [Combine Jobs]. The Combine Jobs screen appears.

Jobs stored in the memory appear in order from the top of the list.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job "COPIER" is displayed for copy jobs.
4	Status	Displays the status of the job
5	Output location	Indicates the tray where the printed page will be fed out
6	File name	Displays the name of the file for print jobs sent from the computer
7	Original	Displays the number of pages in the original document
8	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
9	Beginning time	Displays the time that the job was programmed

To combine jobs

- 1 Select the job that you wish to combine other jobs with.
- 2 Select the jobs that you wish to combine with the first job selected.
 - To combine more than two jobs, repeat the above step until all jobs that you wish to combine are selected.
 - Up to five jobs can be selected.
 - To change any of the copy settings, touch [Change Mode], and then change the settings.
- 3 Touch [OK]. The jobs are deleted from the list on the Combine Jobs screen. The Print List screen of Job Log appears.
 - The selected jobs are combined into one.
- 4 On the Print List screen, check the status of the jobs.

UserBox Screen

Jobs programmed in user boxes can be printed.



Note

The "User Box" function is only available if the hard disk is installed.

Touch [UserBox]. The UserBox screen appears.

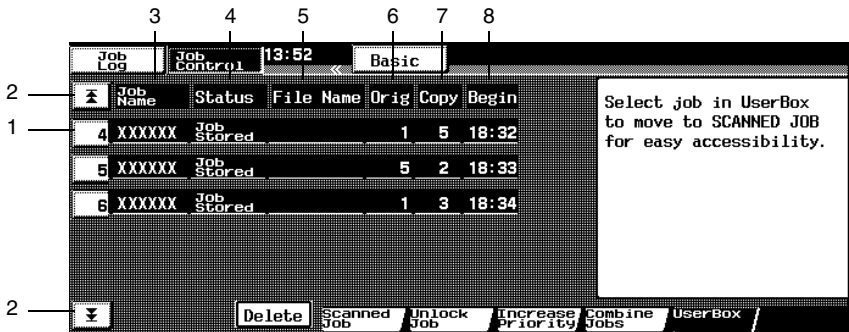
Jobs that have been programmed in user boxes appear in order from the top of the list.

If account access codes have been specified with the "Copy Track" function, a screen appears, allowing you to enter the account access code. Using the keypad, enter the access code.

For details on specifying account access codes, refer to "Supervising Copier Use ("Copy Track" Function)" in the Administrator Operations volume.

For details on setting the "User Box" function, refer to the manual of the printer controller.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job
4	Status	Displays the status of the job
5	File name	Displays the name of the file for print jobs sent from the computer
6	Original	Displays the number of pages in the original document

No.	Item Name	Description
7	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
8	Beginning time	Displays the time that the job was programmed

To print a job from a user box

- 1 Select the job that you wish to print from those programmed in user boxes.
- 2 If the selected job is one stored in the memory, touch [Open Job].
- 3 If the selected job is one that has been locked, use the keypad to enter the four-digit account access code, and then touch [Open Job].
- 4 Touch [Scanned Job]. The selected job is retrieved as a stored job.
- 5 Select the job stored in the user box that you wish to print.
 - To print multiple jobs, continue selecting all jobs that you wish to print.
- 6 Touch [OK].
The job is deleted from the list on the Scanned Job screen. The status of the job changes from “Job Stored” to “Waiting Print”, and the job is queued for printing.
- 7 Touch [Job Log], and check the status of the jobs.

Memory Recall Screen

Past copy jobs can be recalled and printed again.

Up to 49 past copy jobs are saved.

If the number of copy jobs exceeds 49 or the memory becomes full, jobs are deleted, starting from the oldest.

Deleted jobs cannot be recalled.

Touch [Memory Recall]. The Memory Recall screen appears.

Jobs that have already been printed appear in order from the top of the list.

If the “Memory Recall” function on the User’s Choice: 1 screen has been set to “Yes”, [Memory Recall] is available (jobs can be recalled from the memory).

However, if the “Memory Recall” function on the User’s Choice: 1 screen has been set to “No”, all jobs are erased after they are finished being printed. ([Memory Recall] is not available.)

Deleted jobs cannot be recalled.

For details on setting the “Memory Recall” function on the User’s Choice:1 screen, refer to “To set the “Memory Recall” function” in chapter 5 “Utility Mode Operation” of the Administrator Operations volume.

The “Memory Recall” function and the “Copy Track” function cannot be used at the same time. In order to use the “Memory Recall” function, the “Memory Recall” function on the User’s Choice: 1 screen must be set to “Yes” and the “Copy Track Mode” parameter on the “Copy Track” screen must be set to “No”.

For details on setting the “Copy Track Mode” parameter on the “Copy Track” screen, refer to “To set the “Copy Track Mode” parameter” in chapter 5 “Utility Mode Operations” of the Administrator Operations volume.

For details on setting the “Memory Recall” function on the User’s Choice: 1 screen, refer to “To set the “Memory Recall” function” in chapter 5 “Utility Mode Operations” of the Administrator Operations volume.

**Note**

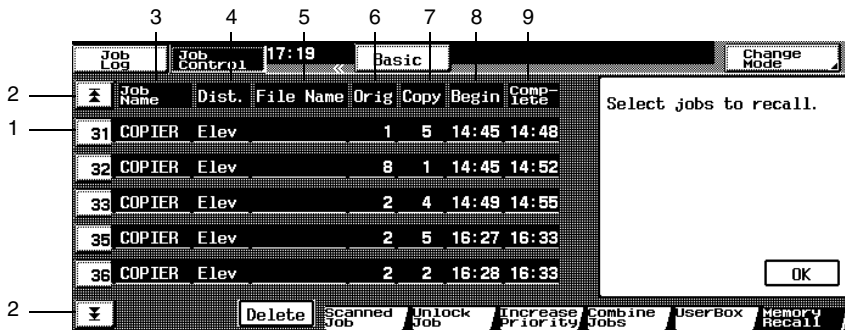
If the copier is turned off, all saved jobs are deleted and can no longer be recalled.

If the “Copy Track Mode” parameter on the “Copy Track” screen is set to “Yes”, the Memory Recall job control screen cannot be displayed. If the “Memory Recall” function on the User’s Choice: 1 screen is set to “Yes”, setting the “Copy Track Mode” parameter on the “Copy Track” screen to “Yes” automatically changes the “Memory Recall” function to “No”.

For details on setting the “Copy Track Mode” parameter on the “Copy Track” screen, refer to “To set the “Copy Track Mode” parameter” in chapter 5 “Utility Mode Operations” of the Administrator Operations volume.

For details on setting the “Memory Recall” function on the User’s Choice: 1 screen, refer to “To set the “Memory Recall” function” in chapter 5 “Utility Mode Operations” of the Administrator Operations volume.

Touch [Basic] to display the Basic screen again.



The following details of the jobs are displayed.

No.	Item Name	Description
1	Job number	Job identification number assigned when the job is programmed
2	Up/down arrows	When there are more than five jobs, press these arrows to display jobs higher or lower in the list (higher or lower in the printing order).
3	Job name	Displays the type (source) of the job "COPIER" is displayed for copy jobs.
4	Output location	Indicates the tray where the printed page will be fed out
5	File name	Displays the name of the file for print jobs sent from the computer
6	Original	Displays the number of pages in the original document
7	Copy	Displays the number of pages in the copy While the job is being printed, the number of pages remaining to be printed is counted down.
8	Beginning time	Displays the time that the job was programmed
9	Completion time	Displays the time when printing of the job is expected to be finished

To recall a job from the memory

- 1 Select the job that you wish to print from the memory.
 - To recall more than two jobs, repeat the above step until all jobs that you wish to recall are selected.
- 2 Touch [OK]. The jobs are deleted from the list on the Memory Recall screen.
 - The job changes from one stored in the memory to one waiting to be printed.
- 3 Touch [Job Log], and check the status of the jobs.

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