

Text Stamp

When making copies, you can print a text stamp on copy output.

NOTE: This cannot be set when Text Stamp is set in the system settings. For details, see *Printing Jobs on page 9-31*.

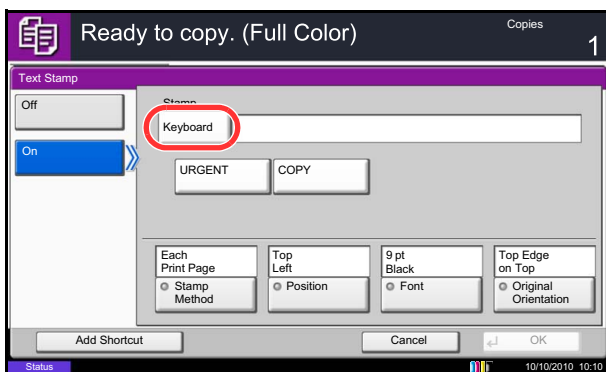
The items that may be configured are as follows.

Item		Detail
Stamp Method	Each Print Page	Stamp on each printed page.
	Each Original Page	Stamp each page of the document.
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed text stamp.*
	Style	Set the font style of the printed text stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed text stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed text stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed text stamp.
	Display Pattern	Set the display method of the printed text stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp on page 9-30*.

Use the procedures below to specify the Text Stamp settings.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Layout/Edit] and then press [Text Stamp].
- 4 Press [On].
- 5 Press [Keyboard] and enter the text string to be printed, or select a text stamp from the displayed templates.



NOTE: Templates that have been set will appear. For details on registering templates, refer to *System Stamp on page 9-30*.

- 6 Press [Stamp Method] and set the stamp method for the text stamp.
- 7 Press [Position] and select the position of the text stamp.
- 8 Press [Font] and select font and display settings for the text stamp.
- 9 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
- 10 Press [OK].
- 11 Press the **Start** key. Copying begins.

Bates Stamp

When making copies, you can print a bates stamp on the originals.

NOTE: This cannot be set when Bates Stamp is set in the system settings. For details, see *Printing Jobs* on page 9-31.

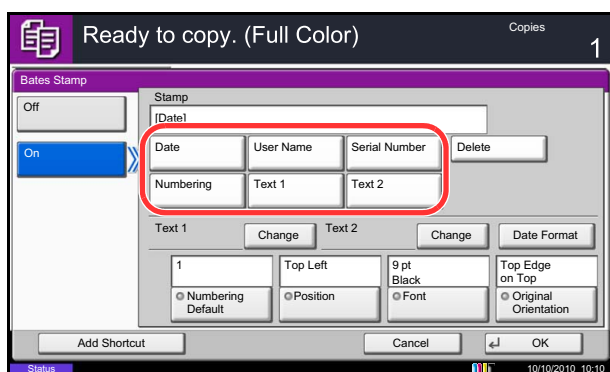
The items that may be configured are as follows.

Item		Detail
Position		Selectable positions are [Top Left], [Top Middle], [Top Right], [Middle Left], [Center], [Middle Right], [Bottom Left], [Bottom Middle], and [Bottom Right].
Font	Size	Set the font size of the printed bates stamp.*
	Style	Set the font style of the printed bates stamp. [Bold] or [Italic] can be set.
	Font	Set the font of the printed bates stamp. [Courier] or [Letter Gothic] can be set.
	Color	Set the color of the printed bates stamp. [Black], [Cyan], [Magenta], [Yellow], [Red], [Green], or [Blue] can be set.
	Density	Set the density of the color of the printed bates stamp.
	Display Pattern	Set the display method of the printed bates stamp. [Transparent], [Clipping], or [Overwrite] can be selected.

* Registered font sizes are displayed. For details on registering font sizes, refer to *System Stamp* on page 9-30.

Use the procedure below to specify the Bates Stamp settings.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.



- 3 Press [Layout/Edit] and then press [Bates Stamp].
- 4 Press [On].
- 5 Press [Date], [User Name], [Serial Number], [Numbering], [Text 1], or [Text 2], and set additional information to be printed in the stamp.

If you selected [Text 1] or [Text 2], press [Change] below it and enter the text string to be printed.

If you selected [Date], press [Date Format] and select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] to set the date format.

If you selected [Numbering], press [Numbering Default] and set the starting sequence number (1 to 9999999).

- 6 Press [Position] and select the position of the bates stamp.
- 7 Press [Font] and select font and display settings for the bates stamp.
- 8 Press [Original Orientation] to choose the orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
- 9 Press [OK].
- 10 Press the **Start** key. Copying begins.