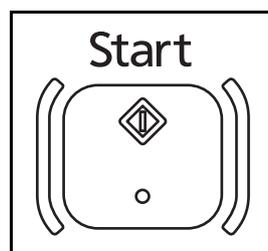
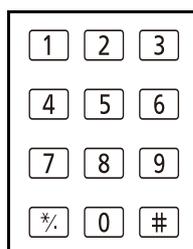
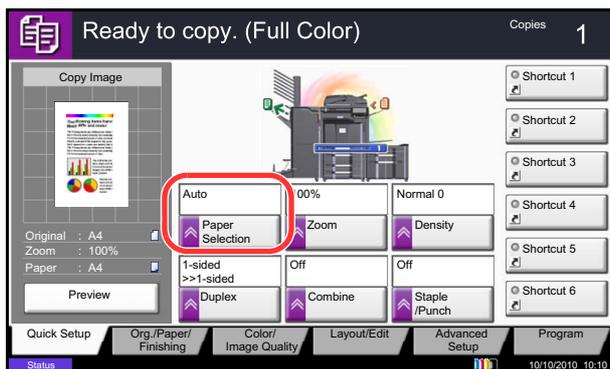
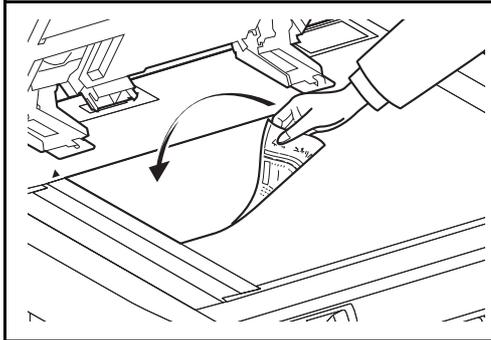
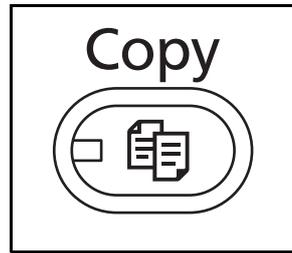


Copying

Follow the steps as below for basic copying.



- 1 Press the **Copy** key.

NOTE: If the touch panel is turned off, press the **Energy Saver** key or the **Power** key and wait for the machine to warm up.

- 2 Place the originals on the platen or in the optional document processor.

NOTE: For loading instructions, refer to *Loading Originals* on page 2-44.

- 3 Check that [Auto] is selected of *Paper Selection* on the touch panel. Paper that matches the size of the original will be selected automatically.

To change the paper size, press, [Org./Paper/Finishing], [Paper Selection] and select the desired paper source.

- 4 Use the numeric keys to enter the copy quantity. Specify the desired number up to 999.

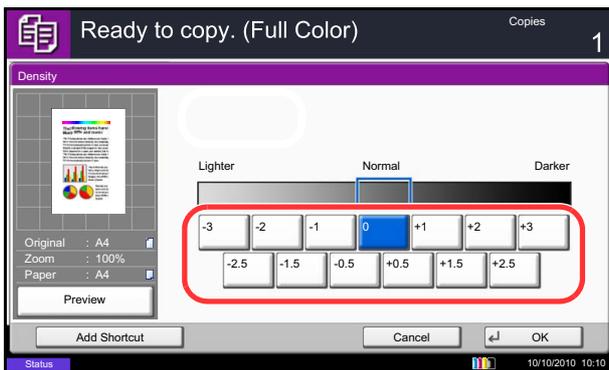
- 5 Press the **Start** key to start copying.

Density

Use this procedure to adjust the density when copying.

You can adjust density using 7 or 13 levels.

The procedure for adjusting the density of copies is explained below.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Set the original on the platen and press [Color/ Image Quality] -> [Density].
- 4 Adjust density pressing [-3] (Lighter) to [+3] (Darker). You can change the density level [-3] (Lighter) to [+3] (Darker) in half-steps.
- 5 Press [OK].
- 6 Press the **Start** key. Copying begins.

3

Original Image

Select image quality suited to the type of original.

The table below shows the quality options.

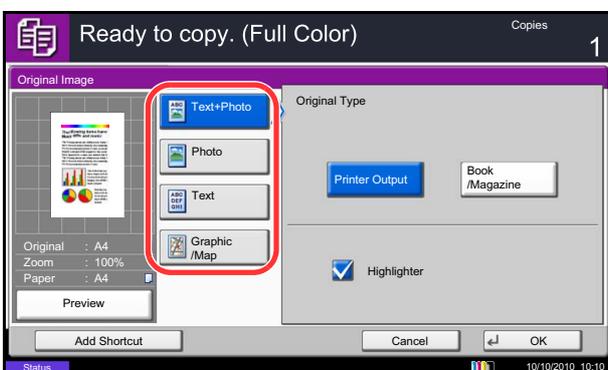
Image Quality Option		Description
Original Image	Original Type	
Text+Photo**	Printer Output	For mixed text and photo documents printed on this machine originally.
	Book/Magazine	For mixed text and photos printed in a magazine, etc.
Photo	Printer Output	For photos printed on this machine originally.
	Book/Magazine	For photos printed in a magazine, etc.
	Photo Paper	Suitable for photographs taken with a camera.
Text*	Off (original type not set)	For documents that are mostly text and were originally printed on this machine.
	On (original type is set)	Sharply renders pencil text and fine lines.
Graphic/Map*	Printer Output	For maps and diagrams printed on this machine originally.
	Book/Magazine	For maps and diagrams printed in a magazine.

* *Highlighter* can be selected.

** If gray text is not printed completely using [Text + Photo], selecting [Text] may improve the result.

The procedure for selecting the quality of copies is explained below.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Set the original on the platen and press [Color/ Image Quality] -> [Original Image].
- 4 Select *Original Type*.



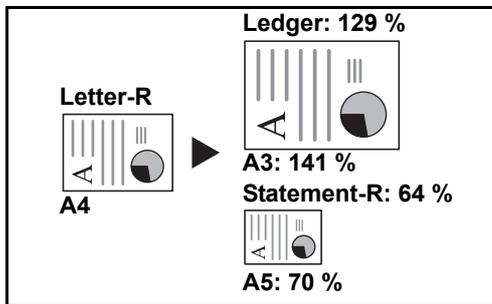
NOTE: When the *Highlighter* checkbox is selected and a fluorescent pen is copied, this can be used to prevent the color reproduction of the fluorescent pen from becoming too faint.

- 5 Press [OK].
- 6 Press the **Start** key. Copying begins.

Zoom

Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

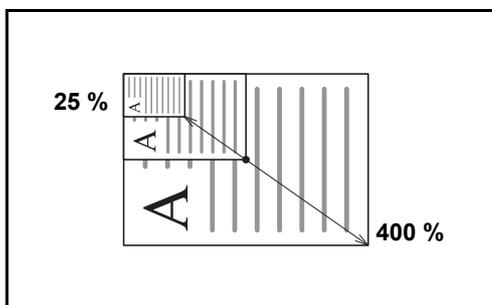
Auto Zoom



Automatically reduces or enlarges the original image suitably to the selected paper size.

3

Manual Zoom



Manually reduces or enlarges the original image in 1% increments between 25% and 400%.

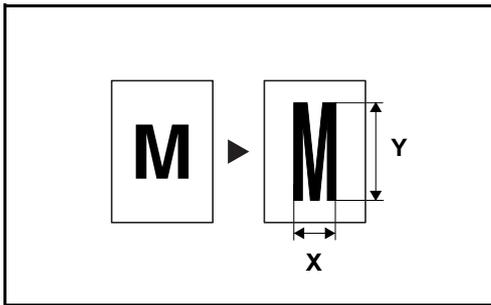
Preset Zoom

Reduces or enlarges at preset magnifications.

The following magnifications are available.

Model	Zoom Level (Original Copy)
Inch Models	100%, Auto, 400% (Max.), 200% (STMT >> Ledger), 154%(STMT >> Legal), 129% (Letter >> Ledger), 121% (Legal >> Ledger), 78% (Legal >> Letter), 77% (Ledger >> Legal), 64% (Ledger >> Letter), 50% (Ledger >> STMT), 25% (Min.)
Metric Models	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, A5 >> A4), 127% (Folio >> A3), 106% (11×15" >> A3), 90% (Folio >> A4), 75% (11×15" >> A4), 70% (A3 >> A4, A4 >> A5), 50%, 25% (Min.)
Metric Models (Asia Pacific)	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, B5 >> B4), 122% (A4 >> B4, A5 >> B5), 115% (B4 >> A3, B5 >> A4), 86% (A3 >> B4, A4 >> B5), 81%(B4 >> A4, B5 >> A5), 70% (A3 >> A4, B4 >> B5), 50%, 25% (Min.)

XY Zoom



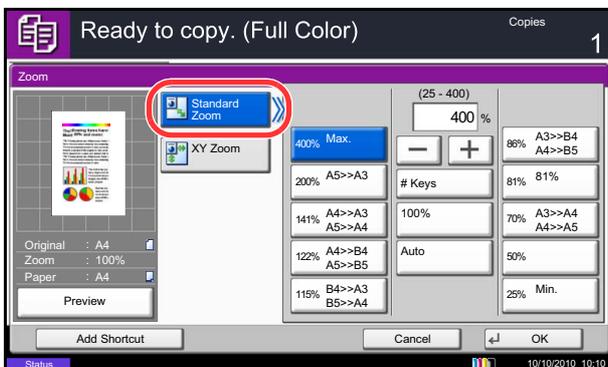
Select vertical and horizontal magnifications individually. Reduce or enlarge original images in 1% increments between 25% and 400%.

The procedure for using zoom copying is explained below.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Set the original on the platen and press [Layout/Edit] -> [Zoom].
- 4 Press [Standard Zoom] to use Auto Zoom.

Press [+] or [-] to change the displayed magnification as desired. You can also enter the magnification directly using the numeric keys by pressing [# Keys].

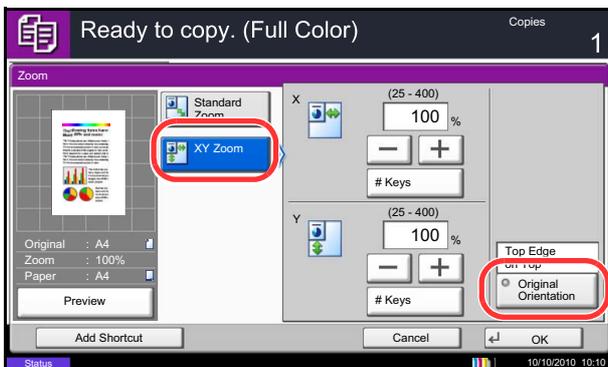
When using Preset Zoom, select the key of desired magnification.



When using XY Zoom, press [XY Zoom].

Press [+] or [-] to change the displayed magnifications of X (horizontal) and Y (vertical). You can also enter the magnification directly using the numeric keys by pressing [# Keys].

Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].



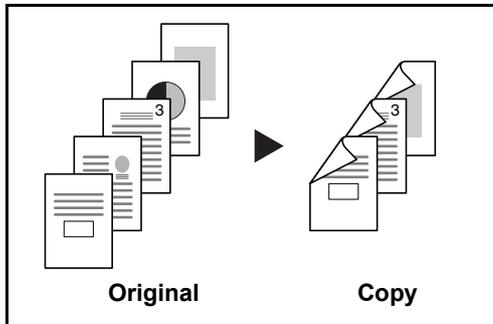
- 5 Press [OK].
- 6 Press the **Start** key. Copying begins.

Duplex

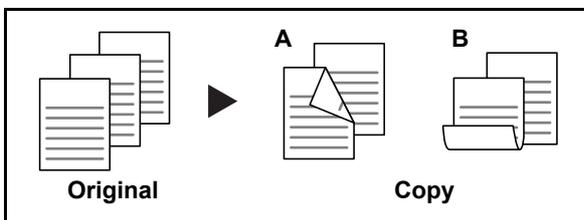
Produce two-sided copies. The following duplex options are available.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. The following modes are available.

One-sided to Two-sided



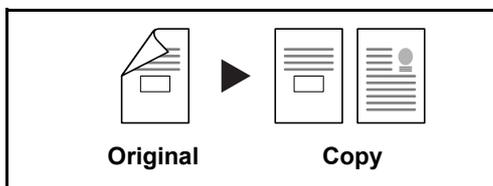
Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.



The following binding options are available.

- A Original Left/Right to *Binding Left/Right*: Images on the second sides are not rotated.
- B Original Left/Right to *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.

Two-sided to One-sided

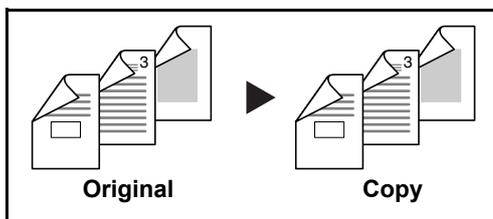


Copies each side of a two-sided original onto two individual sheets. The optional document processor is required.

The following binding options are available.

- *Binding Left/Right*: Images on the second sides are not rotated.
- *Binding Top*: Images on the second sides are rotated 180°.

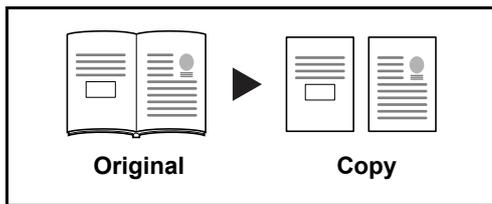
Two-sided to Two-sided



Produces two-sided copies from two-sided originals. The optional document processor is required.

NOTE: The paper sizes supported in Two-sided to Two-sided are A3, B4, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Letter, Letter-R, Executive, Statement-R, Oficio II, 216×340mm and Folio.

Book to One-sided



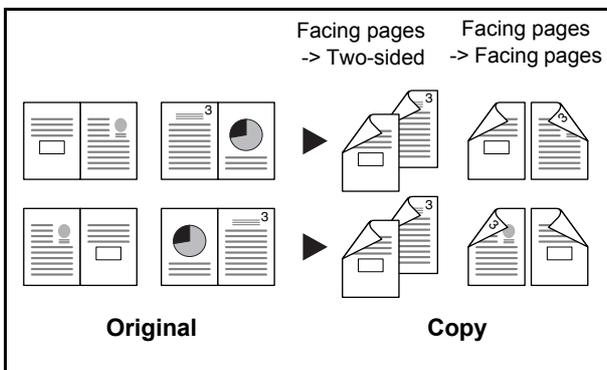
Produces a 1-sided copy of a 2-sided or open book original.

The following binding options are available.

- *Binding Left:* Originals with facing pages are copied from left to right.
- *Binding Right:* Originals with facing pages are copied from right to left.

NOTE: The following sizes of originals and paper are supported in Two-sided to One-sided and Book to One-sided. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5, Letter and 16K. You may change paper size and reduce or enlarge copy to match that size.

Book to Two-sided



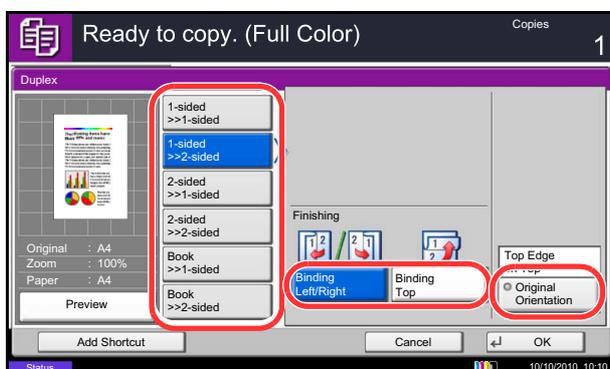
Produces two-sided copies from an open book original with facing pages.

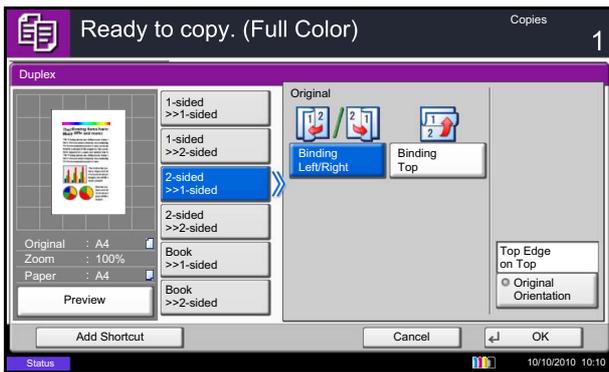
NOTE: The following sizes of originals and paper are supported in Book to Two-sided mode. Original: A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K. Paper: A4, B5 and Letter.

The procedure for using two-sided/duplex copying is explained below.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Layout/Edit] and then [Duplex].
- 4 Select the desired Duplex option.
- 5 If you choose [1-sided>>2-sided] or [2-sided>>2-sided], select the binding edge of the finished copies of *Finishing*.

If you choose [Book>>2-sided], press [Book>>2-sided] or [Book>> Book] of *Finishing* to select the setting for duplex.





- 6 If you choose [2-sided>>1-sided], [2-sided>>2-sided], [Book>>1-sided] or [Book>>2-sided], select the binding edge of the originals of *Original*.
- 7 Press [Original Orientation] to select orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
- 8 Press [OK].
- 9 Press the **Start** key.

Once an original placed on the platen is scanned, replace it with the next one. Then, press the **Start** key.

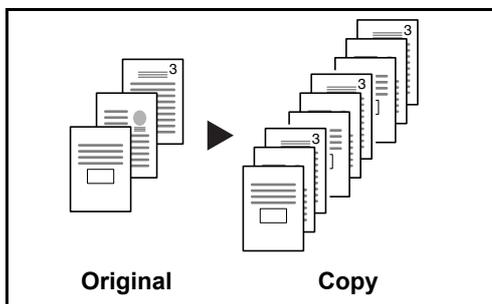
After scanning all originals, press [Finish Scan] to start copying.

Collate/Offset

The machine can collate and offset at the same time as it copies.

You can use the Collate/Offset copy function for tasks such as those shown below.

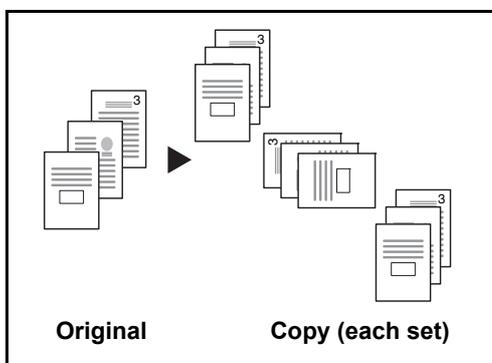
Collate



Scan multiple originals and deliver complete sets of copies as required according to page number.

Offset

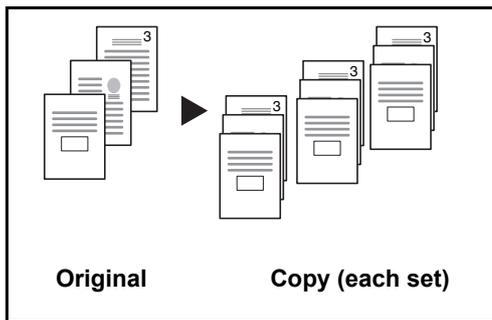
Without Document Finisher



If the optional document finisher is not installed, when you use offsetting, printed copies are produced after rotating each set (or page) by 90°.

NOTE: To use sorting, the same size of paper as the selected paper tray must be loaded in a different orientation in a different paper tray. The paper sizes supported in *Offset* are A4, B5, Letter and 16K.

With Document Finisher



When you use offsetting, printed copies are segregated after each set of copies (or after each page).

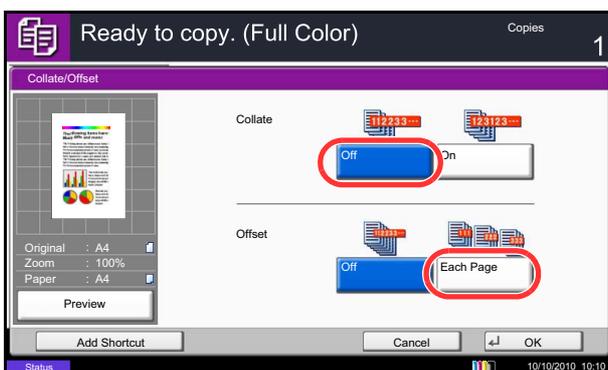
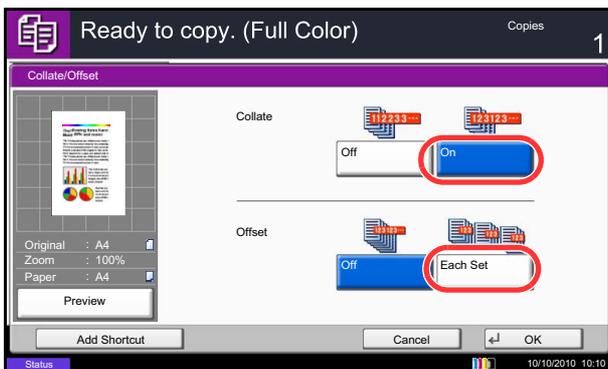
NOTE: The optional document finisher is required. The paper sizes supported in *Offset* are A3, B4, A4, B5, Letter, Legal, Ledger, Oficio II, 8k, 16k, 216×340mm, Folio.

The procedure for using collate/offset copying is explained below.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Org./Paper/Finishing] and then [Collate/Offset].

- 4 To use collate copying, press [On] of *Collate*.

To use offset copying, press [Each Set] of *Offset*.
Press [OK].



If [Off] is selected for *Collate*, press [Off] or [Each Page] of *Offset*.

- 5 Press [OK].

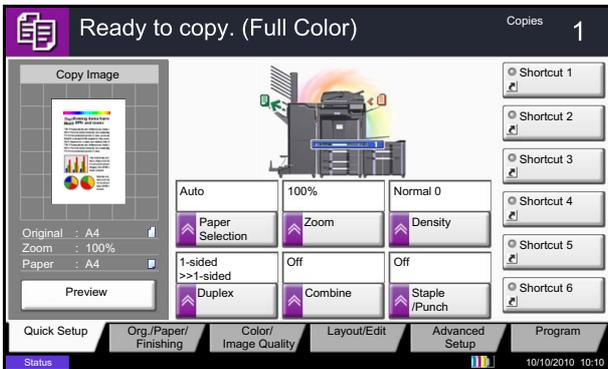
- 6 Press the **Start** key. Copying begins.

Reserve Next

This function allows you to reserve the next job during printing. Using this function, the original will be scanned while the machine is printing. When the current print job ends, the reserved copy job is printed. The procedure differs depending on the *Reserve Next Priority* (refer to page 9-43).

If *Reserve Next Priority* is set to [On]

The Copy function default screen appears on the touch panel during printing.



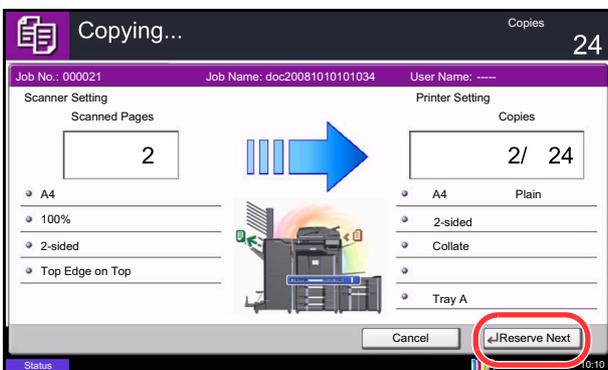
- 1 Place the originals onto the machine for reserving copy, and configure the copy settings.

- 2 Press the **Start** key.

The machine starts scanning the originals. When the current print job ends, the reserved copy job is printed.

If *Reserve Next Priority* is set to [Off]

The Copying screen appears on the touch panel during printing.



- 1 Press [Reserve Next].

The default screen for copying appears.

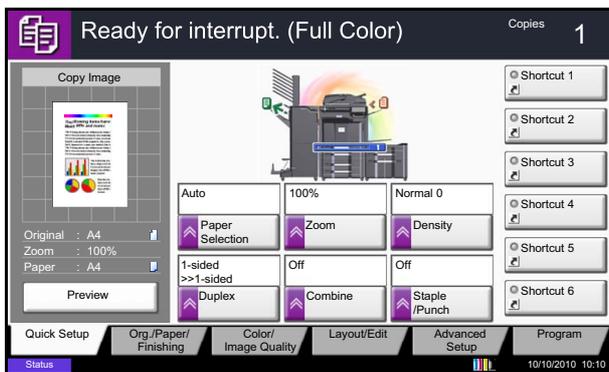
- 2 Place the originals onto the machine for reserving copy, and configure the copy settings.
- 3 Press the **Start** key.

The machine starts scanning the originals. When the current print job ends, the reserved copy job is printed.

Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately. When the interruption copy ends, the machine resumes the paused print jobs.

NOTE: If the machine is left unused for 60 seconds in interrupt copy mode, interrupt copying is automatically canceled and printing resumes. You can change the delay until interrupt copying is canceled. Change the delay as required. For more information, refer to *Interrupt Clear Timer* on page 9-78.



- 1 Press the **Interrupt** key.

The current print job is temporarily interrupted.

- 2 Place the originals onto the machine for interrupt copy, and configure the copy settings.
- 3 Press the **Start** key to start interrupt copying.
- 4 When interrupt copying ends, press the **Interrupt** key.
The machine resumes the paused print jobs.

Staple

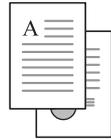
Use this feature to staple your finished copies.

NOTE: Stapling requires the optional document finisher. Note also that saddle stitching (center stapling) requires the folding unit.

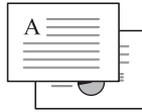
For details on paper sizes and numbers of sheets that can be stapled, refer to *1,000-sheet Finisher (Option) on page Appendix-28* or *4,000-sheet Finisher (Option) on page Appendix-29*.

The following stapling options and orientations are available.

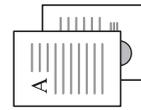
Original Orientation:
Top Edge (Back Edge)



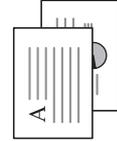
Original Orientation:
Top Edge (Back Edge)



Original Orientation:
Left Top Edge (Left top corner)



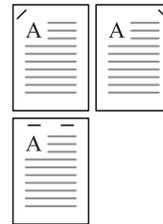
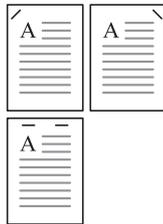
Original Orientation:
Left Top Edge (Left top corner)



Cassette Paper Load
Direction

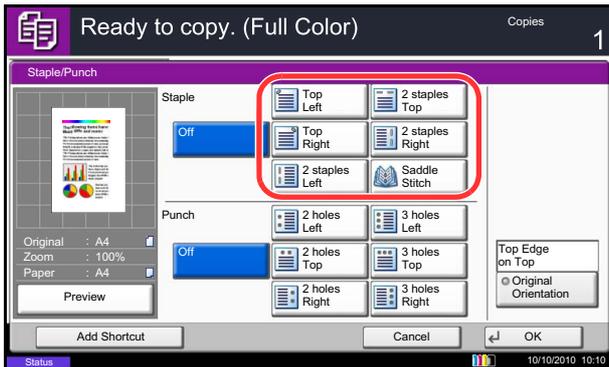


Cassette Paper Load
Direction



NOTE: B5-R and 16K-R "one staple" is not diagonal.

Follow the steps as below for stapling.



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

NOTE: When performing *Mixed Size Stapling*, refer to *Mixed Size Originals on page 4-6*.

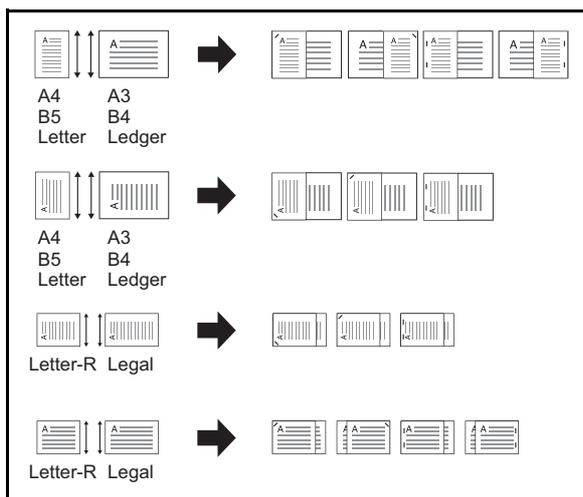
- 3 Press [Org./Paper/Finishing] and then [Staple/Punch].
- 4 Select the staple position.

NOTE: To use saddle stitching, press [Saddle Stitch]. When placing originals, be sure to place the cover page at the bottom. For more information on saddle stitching, refer to *Booklet on page 4-20*.

- 5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
- 6 Press [OK].
- 7 Press the **Start** key. Copying begins.

Mixed Size Stapling

Even with mixed paper sizes, if the sizes have the same width or same length as shown in the combinations below, the output can be stapled. The maximum number of sheets that can be stapled is 30.



- A3 and A4
- B4 and B5
- Ledger and Letter
- Ledger and Letter-R
- 8K and 16K

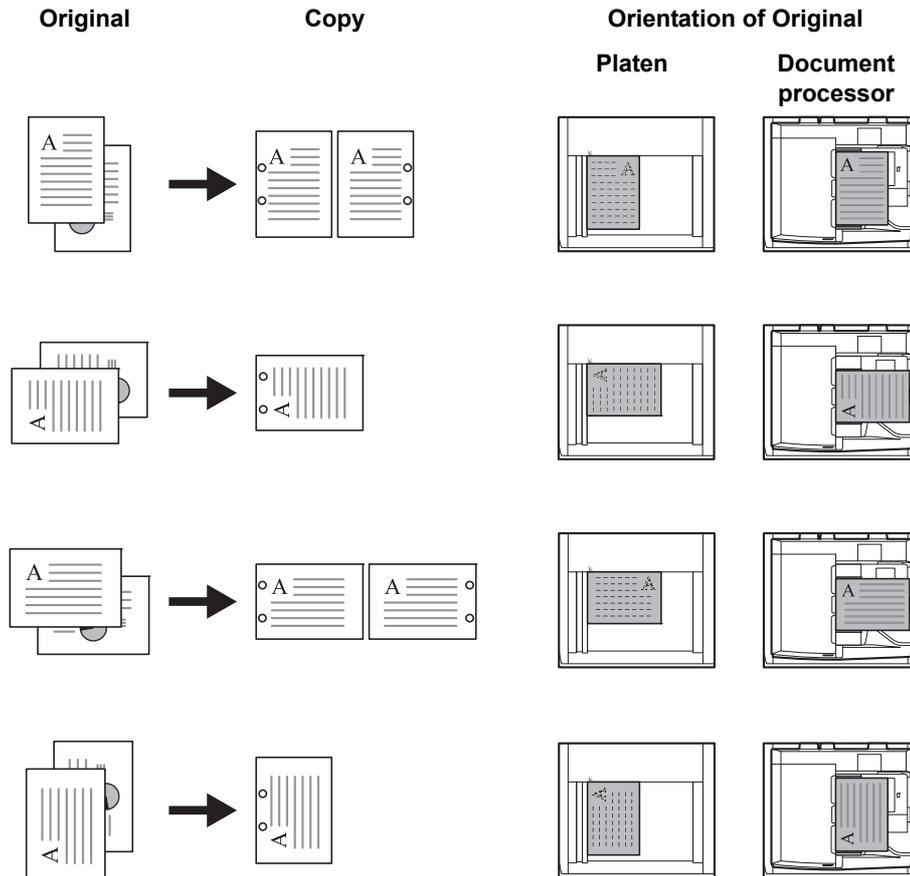
Punch

Punch holes in sets of finished copies in preparation for binding.

NOTE: Requires the optional document finisher and punching unit.

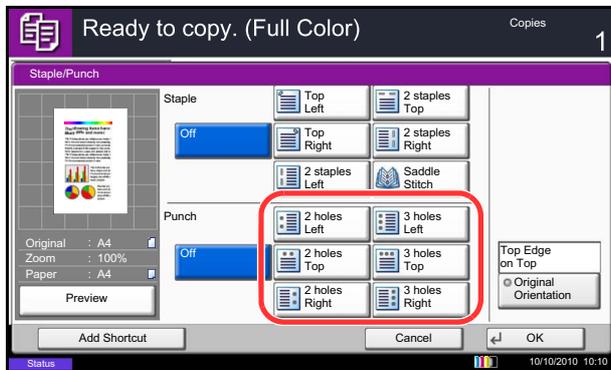
For details on paper sizes that can be punched, refer to *Hole Punch Unit (Option)* on page Appendix-29.

The orientations of the original and corresponding punch positions are as follows.



NOTE: The inch model provides two-hole and three-hole punching. The metric model provides two-hole and four-hole punching.

Follow the steps as below for punching.



- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Org./Paper/Finishing] and then press [Staple/Punch].
- 4 Select the type of hole punching.
- 5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge on Top] or [Top Edge on Left]. Then press [OK].
- 6 Press [OK].
- 7 Press the **Start** key.

If the original is placed on the platen. Place the next original and press the **Start** key. Copying begins.

If all original pages have been scanned, press [Finish Scan]. Copying begins.