

## Original Size

Specify the size of originals being scanned. Be sure to specify the original size when copying non-standard sizes.

The following options are available.

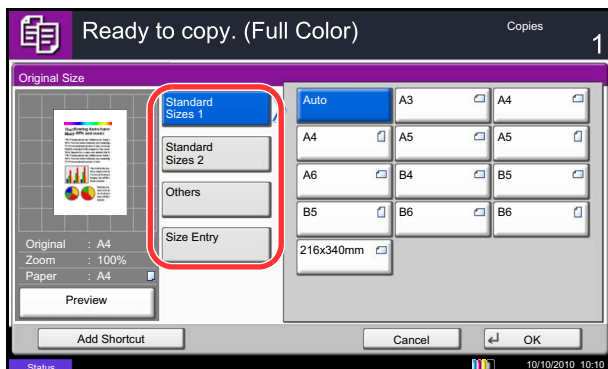
Item	How to Select	Sizes
Standard Sizes 1	Have the size of original detected automatically, or select from the standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II and 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio and 216×340mm
Standard Sizes 2	Select from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16K, 16K-R and 216×340mm
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, Oficio II, 11×15", 8K, 16K and 16K-R
Others	Select from envelope, postcard or the custom sized originals*.	Hagaki, Oufuku hagaki, Custom 1 to 4
Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 2.00 to 17.00" (in 0.01" increments), Vertical: 2.00 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

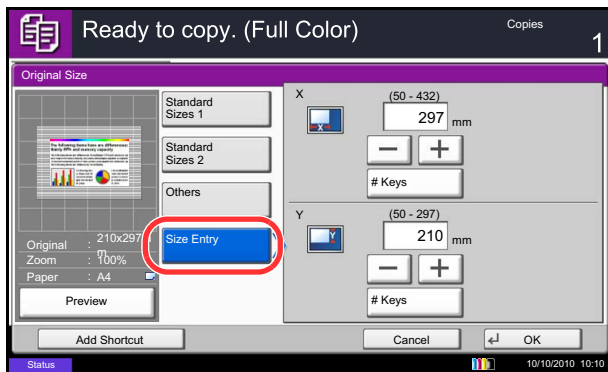
\* For instructions on how to specify the custom original sizes (Custom 1 to 4), refer to *Custom Original Size on page 9-4*.

\*\* The input units can be changed in the System menu. Refer to *Measurement on page 9-12*.

Use the procedure below to select the original size.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Org./Paper/Finishing] and then [Original Size].
- 4 Press [Standard Sizes 1 ], [Standard Sizes 2 ], [Others] or [Size Entry] to select the original size.





If [Size Entry] is selected, press [+] or [-] to specify the horizontal size (X) and the vertical size (Y). Press [# Keys] to enter the size directly using the numeric keys.

- 5 Press [OK].
- 6 Press the **Start** key to start copying.

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## Paper Selection

Select the paper source that contains the required paper size.

**NOTE:** Specify in advance the size and type of the paper loaded in the cassette (refer to *Original/Paper Settings on page 9-4*).

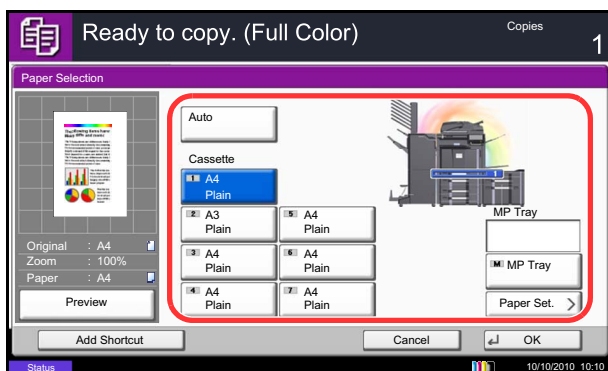
## Selecting the Cassette

Use the procedure below to select the paper supply cassette.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Org./Paper/Finishing] and then [Paper Selection].
- 4 Press the key of the paper source corresponding to the required paper size. The cassette in which the paper is loaded is selected.

If [Auto] is selected, the paper matching the size of the original is selected automatically.

- 5 Press [OK].
- 6 Press the **Start** key to start copying.



## Selecting the Multi Purpose Tray

Change the paper size and media type.

The available paper sizes and media types are shown in the table below.

Category	Item	How to Select	Sizes
Paper Size	Standard Sizes 1	Choose from the standard size.	Inch models: Ledger, Legal, Letter, Letter-R, Statement, Oficio II and Executive
			Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6, B6-R, A6-R, Folio and 216×340mm
	Standard Sizes 2	Choose from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K, 16K-R and 216×340mm
			Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, Oficio II, Executive, 8K, 16K and 16K-R
	Others	Choose from non-standard sizes and custom sizes.	ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku hagaki, Youkei 4, Youkei 2 and Custom 1 to 4*
Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 5.83 to 17" (in 0.01" increments), Vertical: 3.86 to 11.69" (in 0.01" increments)	
		Metric models Vertical: 98 to 297 mm (in 1 mm increments), Horizontal: 148 to 432 mm (in 1 mm increments)	
Media Type	Plain (105 g/m <sup>2</sup> or less), Transparency, Rough, Vellum (60 to 105 g/m <sup>2</sup> or less), Labels, Recycled, Preprinted***, Bond, Cardstock, Color, Prepunched***, Letterhead***, Thick (106 g/m <sup>2</sup> or more), Envelope, Coated, High Quality, Custom 1 to 8***		

\* For instructions on how to specify the custom paper sizes (Custom 1 to 4), refer to *Custom Paper Size on page 9-5*.

\*\* The input units can be changed in the System menu. Refer to *Measurement on page 9-12*.

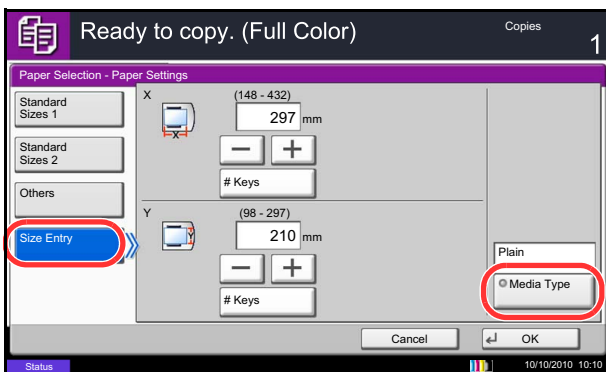
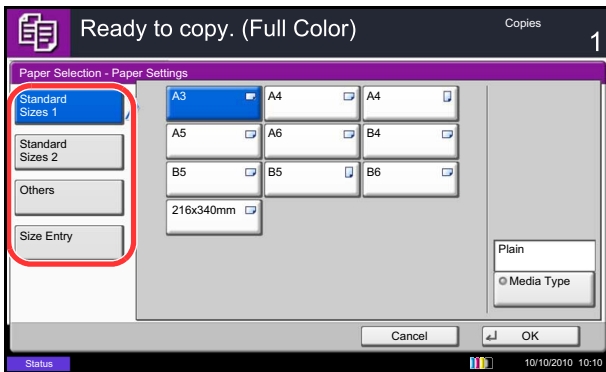
\*\*\* For instructions on how to specify the custom paper types 1 to 8, refer to *Media Type Setting on page 9-8*.  
To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 9-11*.

**NOTE:** You can conveniently select in advance the size and type of paper that will be used often and set them as default (refer to *Paper Size and Media Type Setup for Multi Purpose Tray (MP Tray Setting) on page 9-7*).

Use the procedure below to select the paper size and media type.

- 1 Press the **Copy** key.
- 2 Place the originals on the platen.
- 3 Press [Org./Paper/Finishing], [Paper Selection] and then [Media Type].
- 4 Press [Standard Sizes 1 ], [Standard Sizes 2 ], [Others] or [Size Entry] to select the paper size.

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If you select [Size Entry], press [+] or [-] to specify X (horizontal) and Y (vertical) sizes. You can enter the size directly using the numeric keys after pressing [# Keys].

- 5 Press [Media Type].
- 6 Select paper type, and press [OK].
- 7 Press [OK].
- 8 Press [OK].
- 9 Press the **Start** key to start scanning the originals.
- 10 If the specified size of paper is not loaded in the paper source cassette or multi purpose tray, a confirmation screen appears. When [Auto] is used and the same size of paper as the detected original size is not loaded, a paper confirmation screen appears.

Load the required paper in the multi purpose tray and press [Continue] to start copying.

## Mixed Size Originals

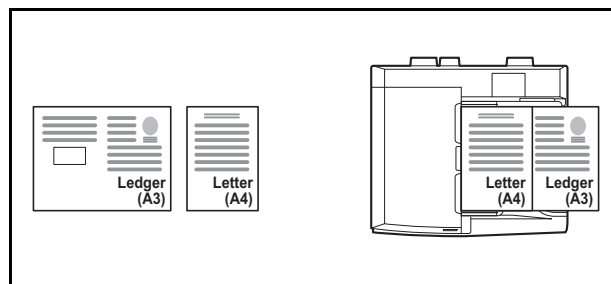
Using the optional document processor, the originals of different sizes can be loaded in a batch and copied. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

### Supported Combinations of Originals

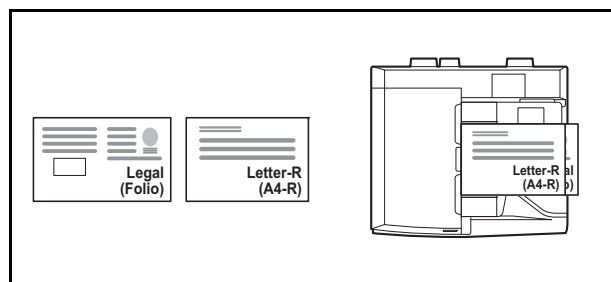
#### Originals of the Same Width

The supported combinations of originals are as follows.

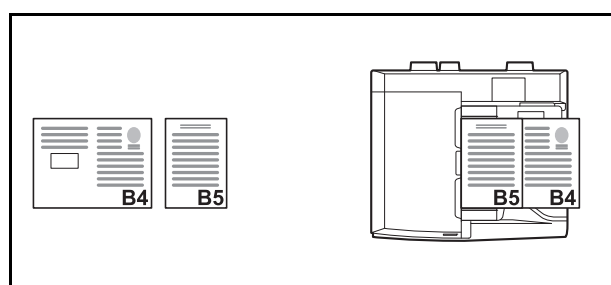
##### Ledger and Letter (A3 and A4)



##### Ledger and Letter-R (Folio and A4-R)



##### B4 and B5



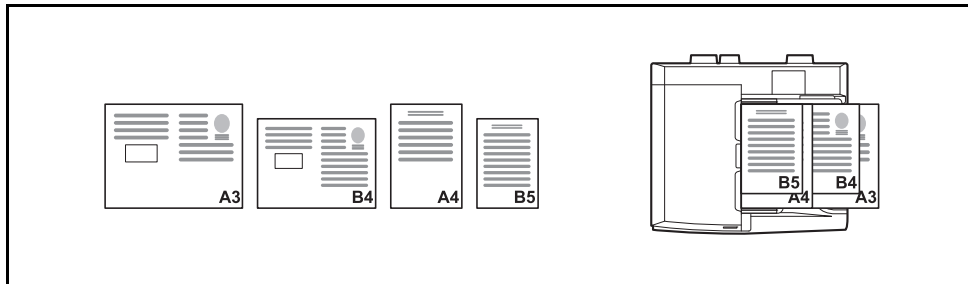
**Originals of Different Widths (Available for metric models only)**

Place all originals of different widths. The supported combinations of originals are as follows.

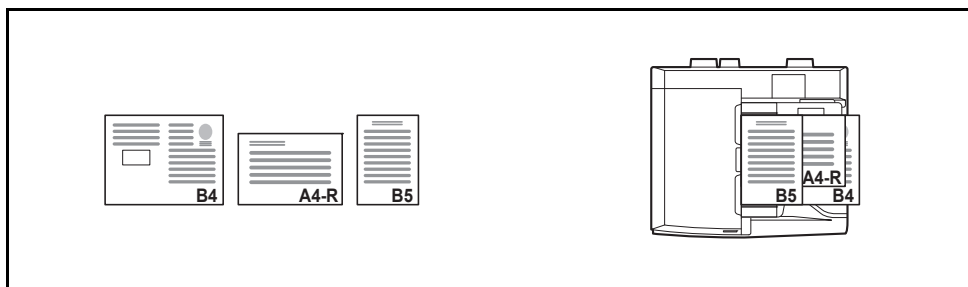
**NOTE:** When mixing the original sizes as using the following combination: A4-R, B5-R, and Folio, make sure to set the **System Menu** key -> *Common Settings* -> *Original / Paper Settings* -> *Original Auto Detect* to [On] for [Folio].

For more information, refer to *Original Auto Detect (Available for metric models only)* on page 9-10.

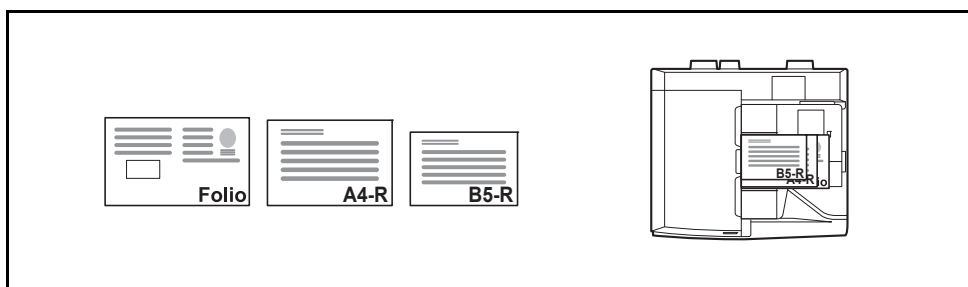
**A3, B4, A4 and B5**



**B4, A4-R and B5**



**A4-R, B5-R and Folio**



## Selecting How to Copy Originals

Select whether you wish to create individual copies on different size paper matching the original sizes or to produce all copies on the same size paper.

**NOTE:** This function is available regardless of whether originals have the same width or not.

The table below shows the finished document sizes for the different original size options.

Option	Description
Mixed Size Copies	Originals are detected individually for size and copied to the same size paper as originals.
Same Size Copies	Originals are all copied to the same size paper.

Use the procedure below to copy mixed size originals.

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

**IMPORTANT:** When placing originals of different width, arrange the originals so that their left sides and top sides are aligned, and place the originals in alignment with the far width guide. If the originals are not aligned in this way, they may not be scanned correctly, and skewing or original jams may result.

- 3 Press [Org./Paper/Finishing] and then [Mixed Size Originals].
- 4 Select [Mixed Size Copies] or [Same Size Copies] as finish size.
- 5 Select the combination of originals from [Same Width] and [Different Width].  
When [Same Size Copies] is selected, select [Long Edge Left] or [Short Edge Left] as the first original orientation.
- 6 Press [OK].
- 7 Press the **Start** key to start copying.

