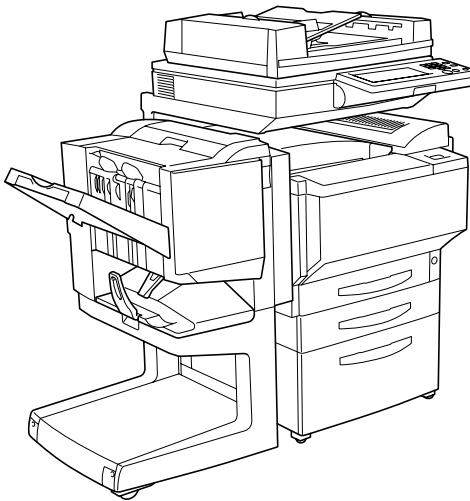




4581-7773-01

KM-C2030  
KM-C3130

**OPERATION GUIDE  
(Advanced Operations)**



Please read the Operation Guide before using the copier.  
Keep it close to the copier for easy reference.



# Introduction

## Structure of the Manual

This manual is divided into three parts: Administrator Operations, Basic Operations and Advanced Operations.

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 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.

# Contents

The topics listed below are described in the “Advanced Operations” volume. For details on other topics, refer to the “Administrator Operations” volume and the “Basic Operations” volume.

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“Creation” Functions .....	18

## 1 Auxiliary Functions

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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**

## **Basic Operations**

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

- 1 Before Making Copies**
- 2 Basic Copy Operations**
- 3 Loading Paper**
- 4 Original Documents**
- 5 Specifying Copy Settings**
- 6 Controlling Jobs**

---

# Available Features



This chapter contains many useful copy samples that will give you a better understanding of the wide range of applications for the various functions available with this full-color copier. These functions are explained in an easy-to-understand way using the many copy samples.

For more details on the operating procedures for these functions, refer to chapter 1 “Auxiliary Functions”.

\*Since the copy samples provided in this chapter were printed with photoengraving, they may slightly differ in color with actual color copies.

# C ontents

## “Color Image Adjust” Function



General Information  
About Color . . . . . p.4,5



“Brightness”  
Parameter . . . . . p.12  
Adjusts the brightness



“Red”  
Parameter . . . . . p.6  
Adjusts the level of red



“Contrast”  
Parameter . . . . . p.13  
Adjusts the difference between  
highlights and shadows



“Green”  
Parameter . . . . . p.7  
Adjusts the level of green



“Saturation”  
Parameter . . . . . p.14  
Adjusts the vividness



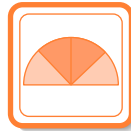
“Blue”  
Parameter . . . . . p.8  
Adjusts the level of blue



“Sharpness”  
Parameter . . . . . p.15  
Adjusts the sharpness of text



“Portrait”  
Parameter . . . . . p.9  
Adjusts the tint of fresh color



“Hue”  
Parameter . . . . . p.16  
Adjusts the color



“Color Balance”  
Parameter . . . p.10,11  
(CMYBK color adjustment)  
Adjusts the concentration of  
cyan, magenta, yellow and black



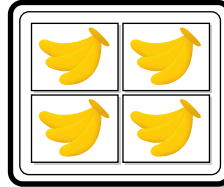
“Density”  
Parameter . . . . . p.17  
Adjusts the copy density

## “Creation” Functions



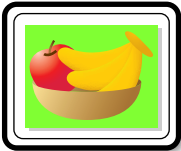
“Monotone”  
Function . . . . p.18

Copies using only one selected color (monotone)



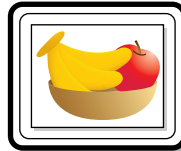
“Postcard”  
Function . . p.22

Prints multiple copies of the document, reduced to postcard size, on a single sheet of paper



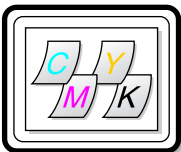
“Background Color”  
Function . . . . p.19

Copies with the selected background color



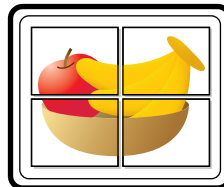
“Mirror Image”  
Function . . . . p.22

Prints a mirror image of the original



“Color Separation”  
Function . . . . p.20

Copies while separating the four CMYK colors



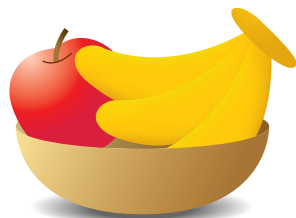
“Multi-Page  
Enlargement”  
Function . . p.23

Splits an enlargement of the document and copies each part onto a separate page



“Neg. Pos. Reverse”  
Function . . . . p.21

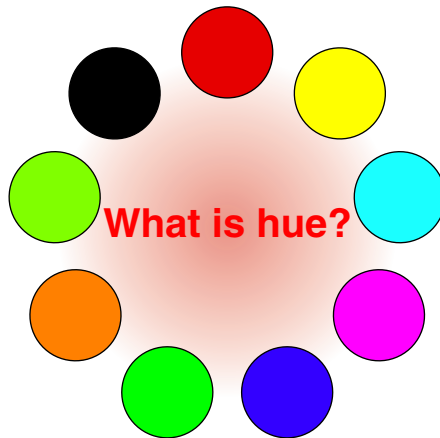
Copies with the light-colored areas and the dark-colored areas of the image inverted







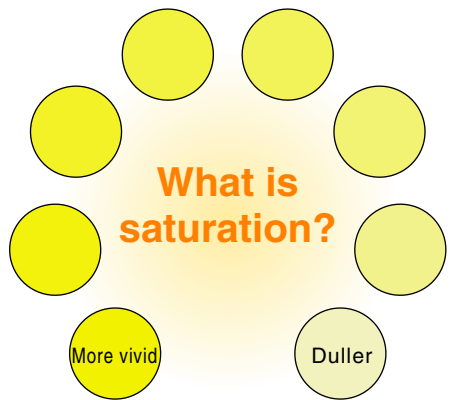
# General Information About Color



Everybody has an idea of what hue an object has, for example, an apple is red, a lemon is yellow, and the sky is blue. Hue is the tint by which the color of an object is classified as red, yellow, blue, etc.



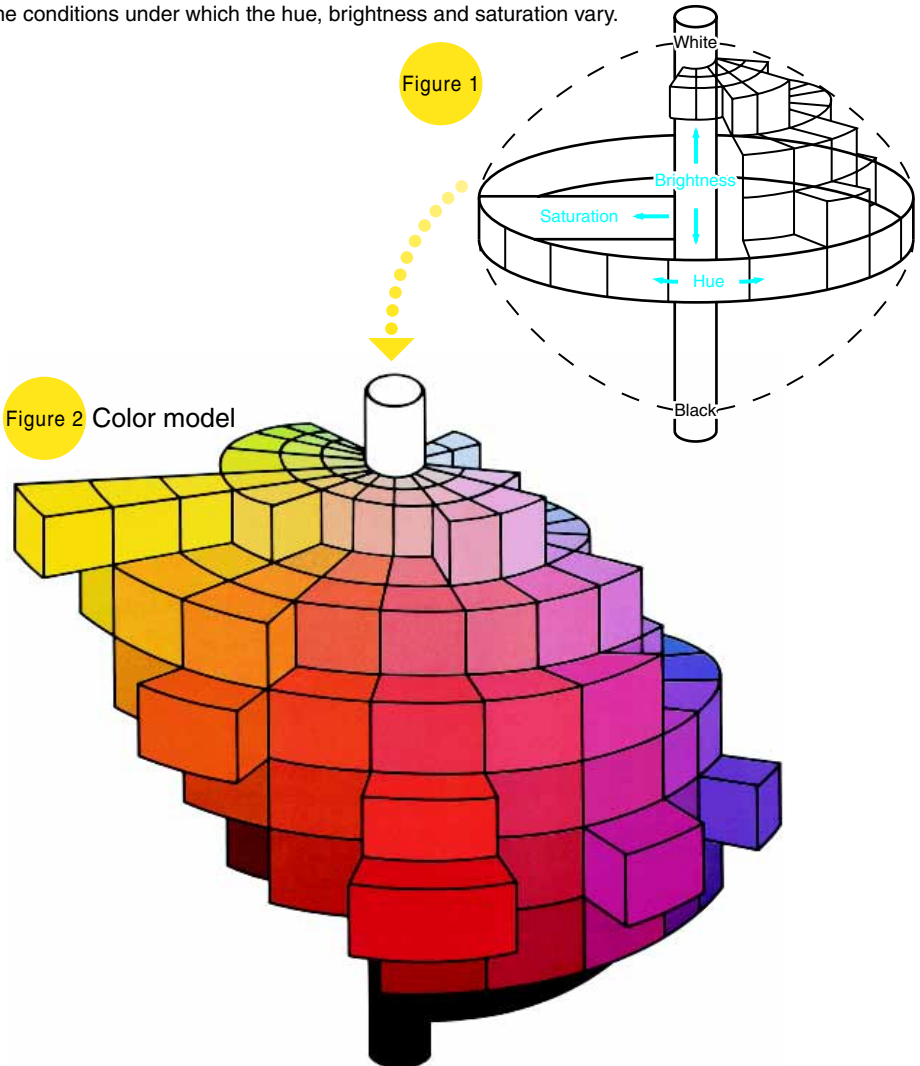
Brightness is the degree of lightness in a color, as compared with another color, which makes it a light color or a dark color. For example, when comparing the yellow of a lemon and the yellow of a grapefruit, it is obvious that the yellow of the lemon is brighter. But what about when comparing the yellow of a lemon and the red of a bean? Obviously, the yellow of the lemon is brighter. Brightness is this degree of lightness that enables comparison regardless of the hue.



What makes the difference between the yellow of a lemon and the yellow of a pear? By saying that the lemon is a more vivid yellow and the pear is a duller yellow, the difference between the two colors is stated in terms of saturation, as opposed to brightness. As opposed to hue and brightness, saturation is the characteristic that indicates the degree of vividness.

## Relationship between hue, brightness and saturation (color model)

Hue, brightness and saturation are the elements that we call the "three attributes of color". We can think of their affects using the solid object shown in figure 1, where the outer edge is the hue, the vertical axis is the brightness, and the horizontal axis from the center is the saturation. Assigning colors to the solid object, representing the three attributes of color, shown in figure 1 produces the color model shown in figure 2. Although the level of saturation differs for each hue and degree of brightness, creating a complex color model, we can get a better understanding of the conditions under which the hue, brightness and saturation vary.





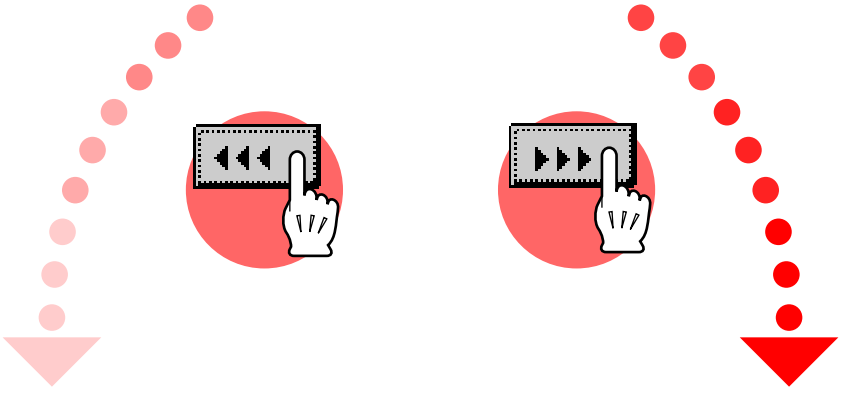
# “Red” Parameter



“Red” Parameter

This parameter can be used to adjust the degree of red in the image to one of seven levels.

Original



-3

Sample images



+3



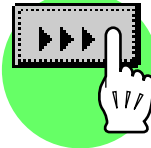
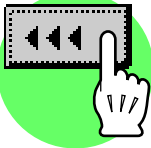
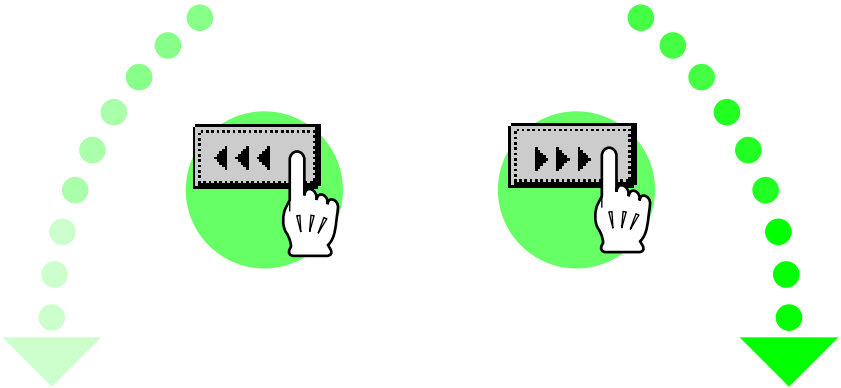
# "Green" Parameter



This parameter can be used to adjust the degree of green in the image to one of seven levels.

"Green" Parameter

Original



-3

Sample images

+3





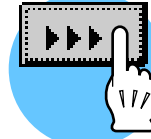
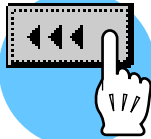
# “Blue” Parameter



“Blue” Parameter

This parameter can be used to adjust the degree of blue in the image to one of seven levels.

Original



-3

Sample images

+3





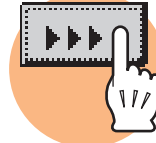
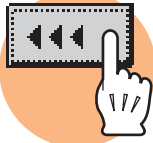
# "Portrait" Parameter



This parameter can be used to adjust the tint of flesh color to one of seven levels.

"Portrait" Parameter

Original



-3

Sample images

+3





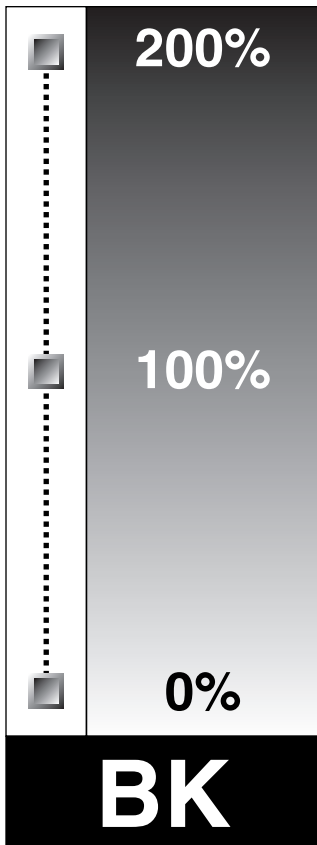
# “Color Balance” Parameter

(CMYBK color adjustment)

By mixing the four toner colors (yellow, magenta, and cyan in addition to black) in a full-color copy, the colors of the document can be reproduced. Changing the amount of each color of toner enables the tints in the copy to be finely adjusted. Each color can be adjusted to a level within a range of 0% and 200% (in 1% increments).

“Color Balance”  
Parameter

## Adjusting the black tinge



Black

Increasing the amount of black



Original

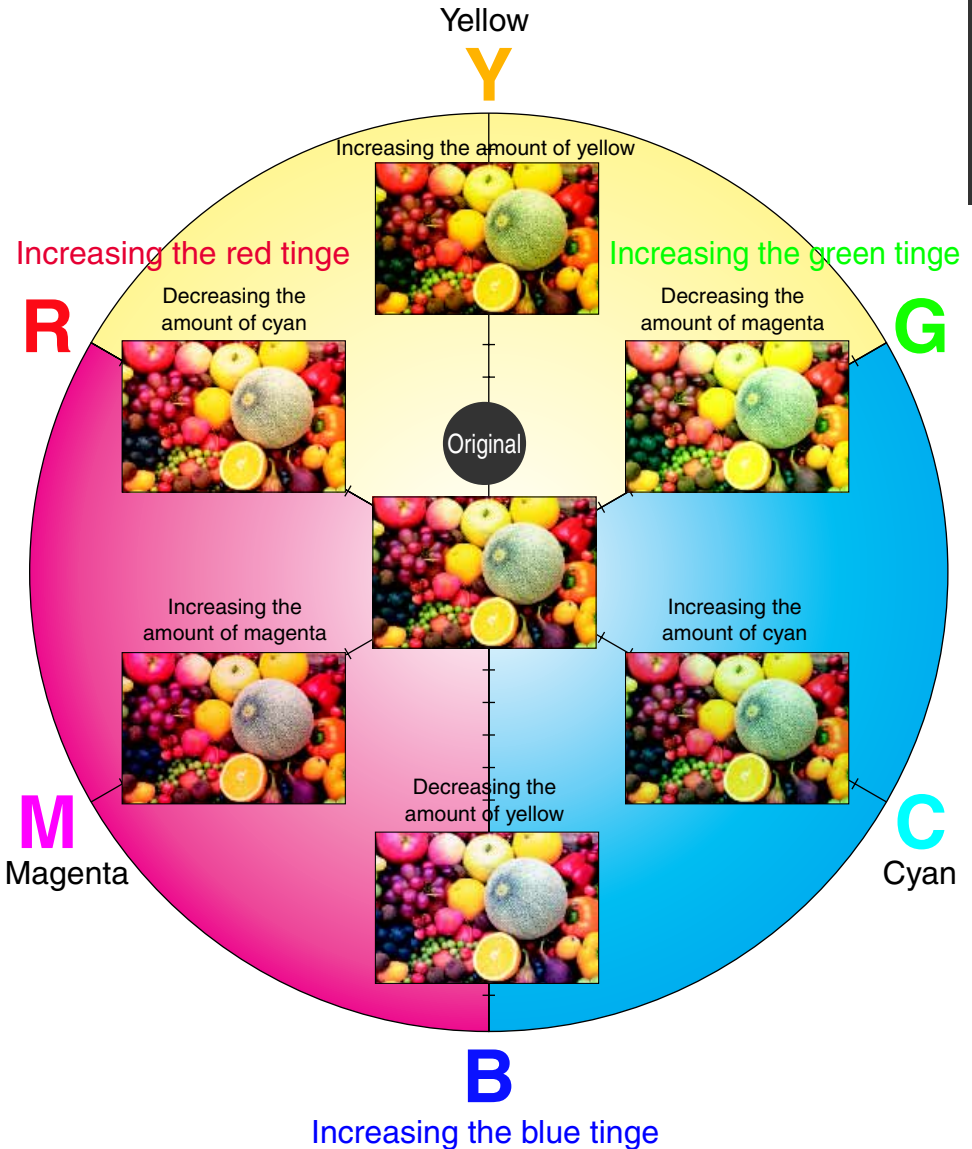


Decreasing the amount of black





"Color Balance"  
Parameter







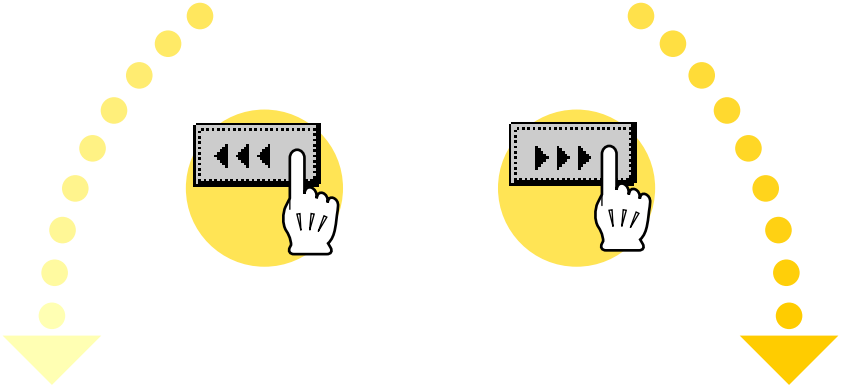
# “Brightness” Parameter



This parameter can be used to finely adjust the brightness of the image to one of 19 levels.

“Brightness”  
Parameter

Original



-3

Sample images



+3



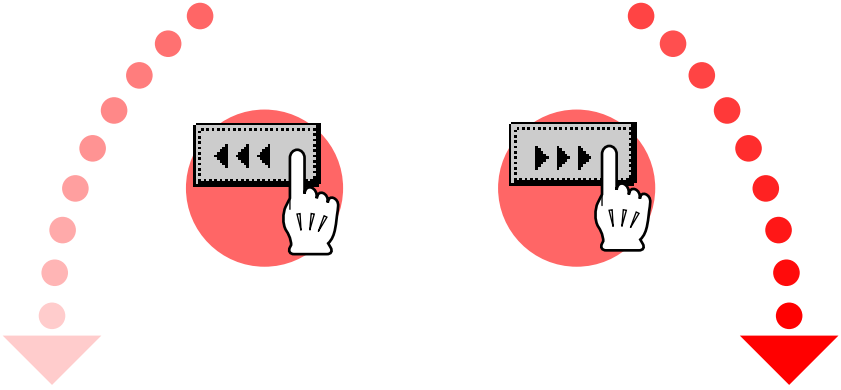
# "Contrast" Parameter



This parameter can be used to finely adjust the image to one of 19 levels between soft/smooth and crisp.

"Contrast" Parameter

Original



-3

Sample images



+3



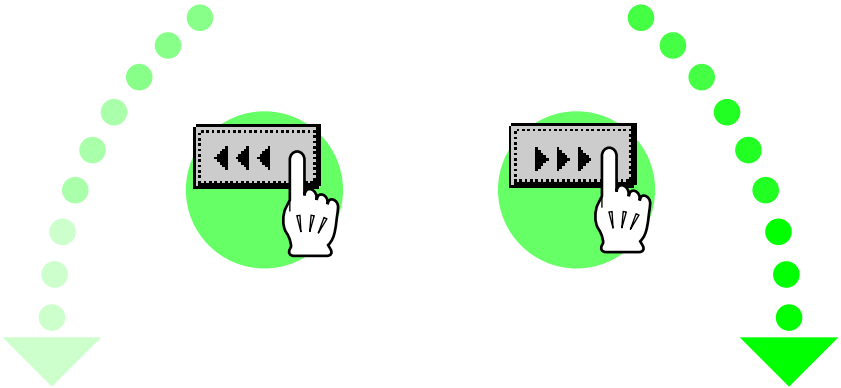
# “Saturation” Parameter



This parameter can be used to finely adjust the vividness of the image to one of 19 levels.

“Saturation”  
Parameter

Original



-3

Sample images

+3





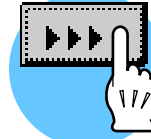
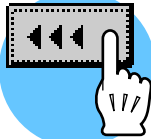
# "Sharpness" Parameter



This parameter can be used to adjust the amount of contours in text and images to one of seven levels.

"Sharpness" Parameter

Original



-3

Sample images



+3



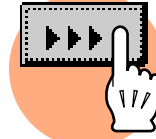
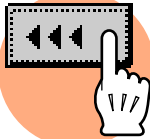
# “Hue” Parameter



This parameter can be used to finely adjust the hue of the image to one of 19 levels.

“Hue” Parameter

Original



-3

Sample images

+3



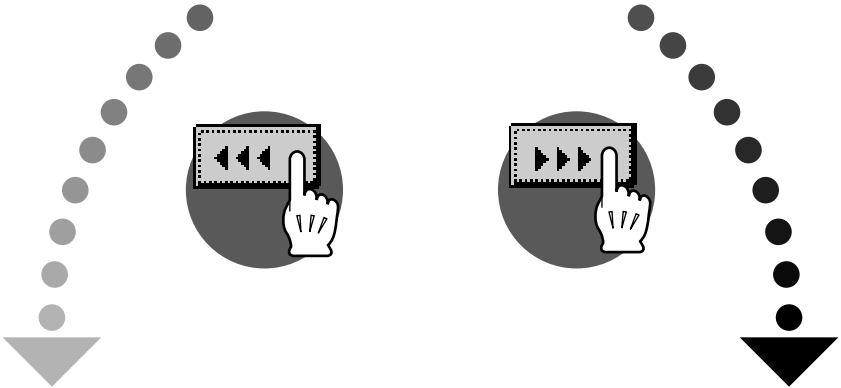


# "Density" Parameter



This parameter can be used to finely adjust the light and shading of the image to one of 19 levels.

Original



-3

Sample images

+3



"Density" Parameter



# “Monotone” Function



This function allows you to copy a document using only one of the 20 colors available.

“Monotone”  
Function



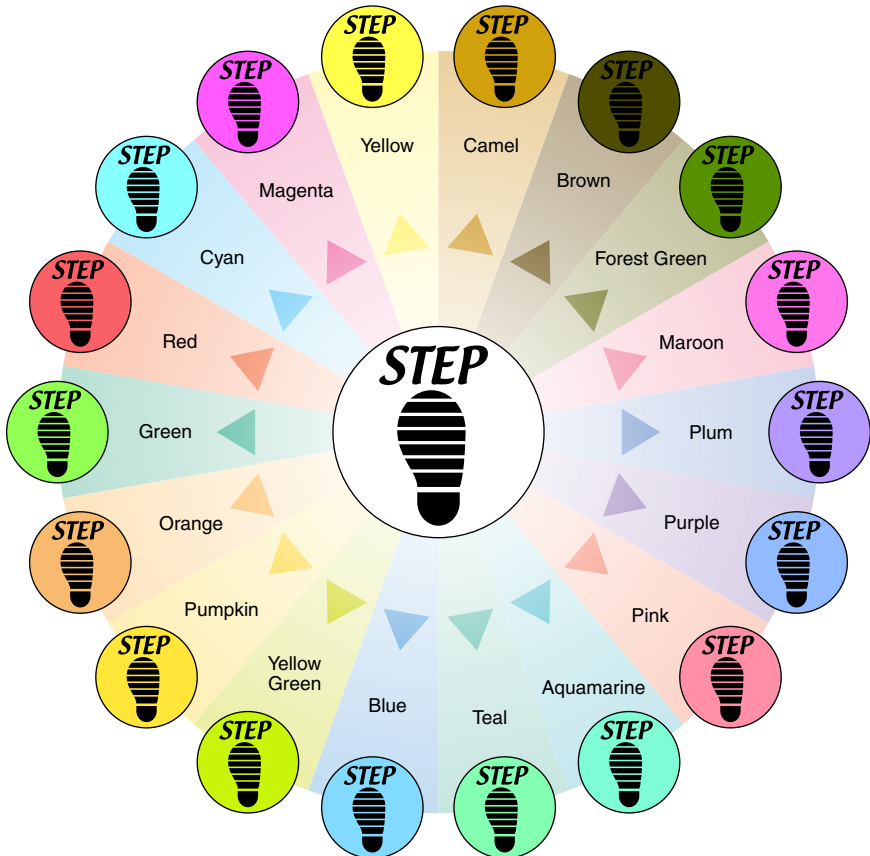


# "Background Color" Function

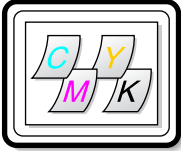


This function allows you to copy a document using one of the 18 colors available as the color of the background (blank areas).

"Background Color" Function







# “Color Separation” Function



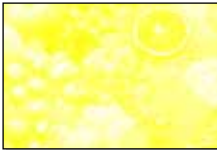
This function allows you to copy a document while separating its colors into yellow, magenta, cyan and black. In addition, copies of the separated colors can also be printed in just black.

“Color Separation”  
Function

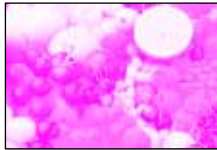
Original



Copies of the separated colors



Yellow



Magenta



Cyan



Black



Copies of the separated colors in black

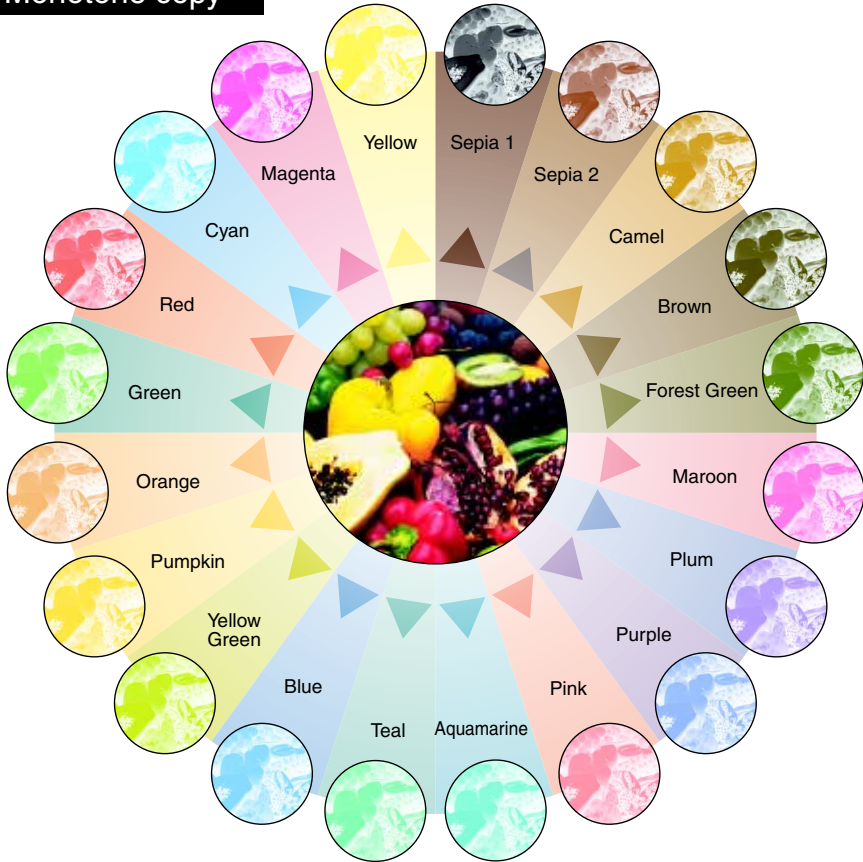


# "Neg. Pos. Reverse" Function



This function allows you to copy a document with the light-colored areas and the dark-colored areas of the image inverted.

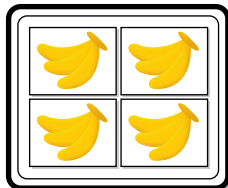
## Monotone copy



"Neg. Pos. Reverse" Function

## Full-color copy



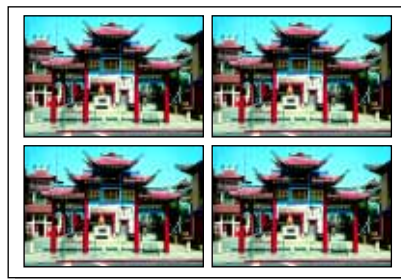


## “Postcard” Function



This function allows you to reduce the document to the size of a postcard, and print four copies on one sheet of paper.

Original



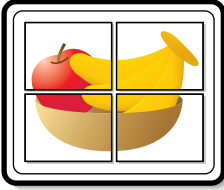
## “Mirror Image” Function



This function allows you to copy a mirror image of the original document.

Original





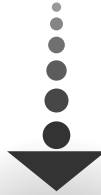
# "Multi-Page Enlargement" Function



This function allows you to copy a document automatically split into parts with each part printed enlarged. These copies can then be pasted together to make a large poster.

"Multi-Page Enlargement" Function

Original



400%



---

# *Auxiliary Functions*

---

# 1

## 1.1 Improving Color Copy Quality (“Color Image Adjust” Function)

By making various color adjustments, you can adjust the quality of color copies as desired.



### Tip

Samples for the “Color Image Adjust” function can be seen in “Available Features”.

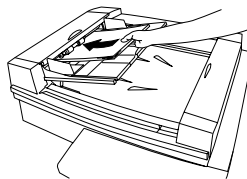
### To make color adjustments

The procedure for making practical copies using the “Color Image Adjust” function is described below.

# 1

Position the document(s) to be copied.

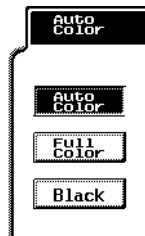
- For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.



# 2

Select the desired Color setting.

- For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.



# 3

Touch [Auxiliary].

The Auxiliary screen appears.

Auxiliary

# 4

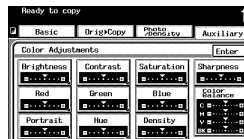
Touch [Color Image Adjust].

Color Image Adjust

5

Select the parameter that you wish to change.

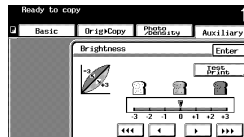
- For details on each parameter, refer to page 1-5 through page 1-11.



6

Touch , , , and to select the desired setting, and then touch [Enter].

(Example: Adjusting the “Brightness” parameter)



7

Test prints of your document can be made so you can check how it would appear with each of the settings for the current parameter combined with the other currently specified color adjustment settings.

- For details on making a test print, refer to “To make test prints” on page 1-4.

8

In the Color Adjustments screen, touch [Enter]. The Auxiliary screen appears again.

Enter

9

Specify any other necessary settings.

10

Press the [Start] key.

The copy job is queued for printing with the selected color adjustment settings.

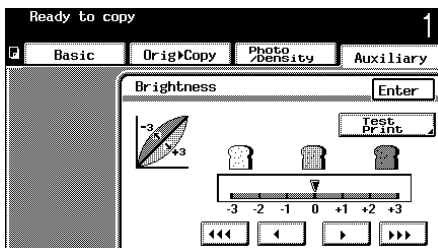
Start



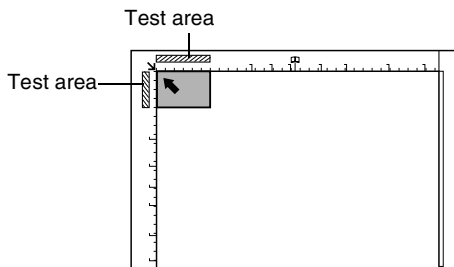
## To make test prints

You can make test prints of your document to see how it would appear with each of the settings for the current parameter combined with the other currently specified color adjustment settings.





- 1 Load Letter C-size paper into the 1st drawer.
  - The paper that is loaded can be 11×17 L, A3 L or A4 C.
- 2 Display the screen for the desired Color Image Adjust parameter.
  - For more details, refer to page 1-2.
- 3 Touch [Test Print].  
The Test Print screen appears.  
(Example: Adjusting the “Brightness” parameter)

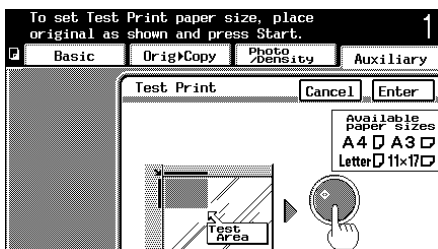


- 4 Position the part of the document that you wish to make a test print of within the test area of the original glass.



- 5 Press the [Start] key.
  - The copy job is queued for printing, and test prints are printed.

The parameter screen appears again.
- 6 While referring to the test prints, touch , ,  and  to select the desired setting for the current parameter.





## 7 Touch [Enter].





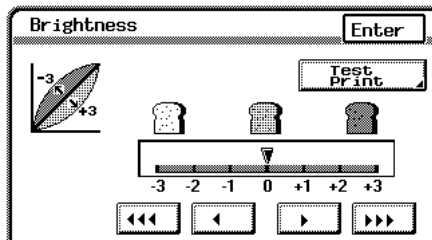
The specified settings are applied, and the Color Adjustments screen appears again.

## 8 Correctly position the document for normal printing.

**To adjust the “Brightness” parameter**





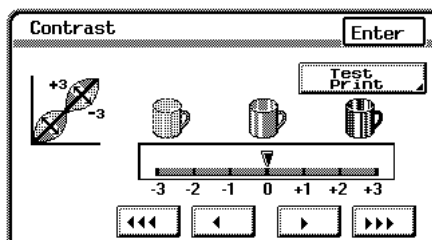
This parameter can be used to make the image either lighter or darker.

## 1 In the Color Adjustments screen, touch [Brightness].

2 Touch , ,  and  to select the desired setting, and then touch [Enter].**To adjust the “Contrast” parameter**

This parameter can be used to make the image either crisper or smoother.

## 1 In the Color Adjustments screen, touch [Contrast].

2 Touch , ,  and  to select the desired setting, and then touch [Enter].







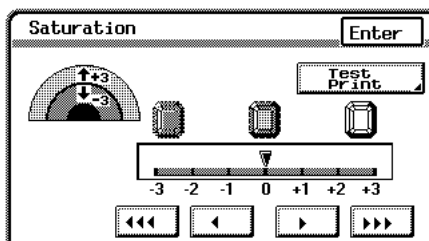
### To adjust the “Saturation” parameter

This parameter can be used to adjust the vividness of the colors in the image.

- 1 In the Color Adjustments screen, touch [Saturation].



- 2 Touch , ,  and  to select the desired setting, and then touch [Enter].





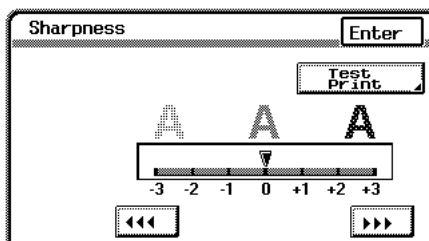
### To adjust the “Sharpness” parameter

This parameter emphasizes the edges of text so that they can be read more easily. In addition, this parameter can be used to make an overly sharp image softer or a blurry image clearer.

- 1 In the Color Adjustments screen, touch [Sharpness].



- 2 Touch  and  to select the desired setting, and then touch [Enter].







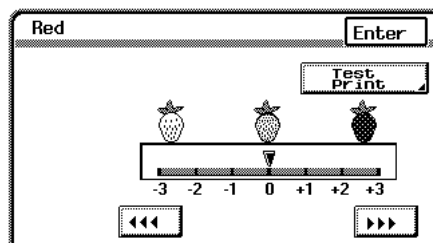
### To adjust the “Red” parameter

This parameter is used to adjust the level of red in the image, for example, if you wish to increase the redness of flowers.

- 1 In the Color Adjustments screen, touch [Red].



- 2 Touch  and  to select the desired setting, and then touch [Enter].





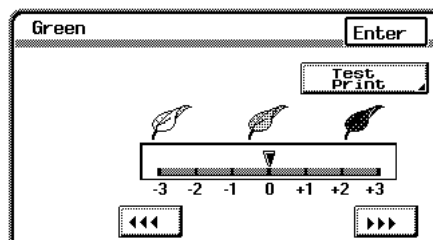
### To adjust the “Green” parameter

This parameter can be used to adjust the level of green in the image, for example, when you wish to emphasize the green of forests and trees.

- 1 In the Color Adjustments screen, touch [Green].



- 2 Touch  and  to select the desired setting, and then touch [Enter].







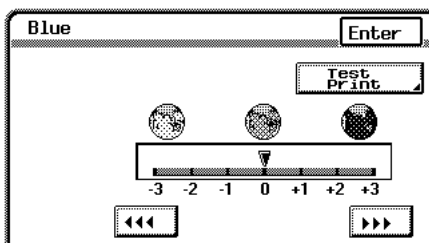
### To adjust the “Blue” parameter

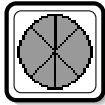
This parameter is used to adjust the level of blue in the image, for example, if you wish to add blue to water or the sky.

- 1 In the Color Adjustments screen, touch [Blue].



- 2 Touch  and  to select the desired setting, and then touch [Enter].





### To adjust the “Color Balance” parameter

This parameter can be used to adjust the balance in the concentration of cyan (C), magenta (M), yellow (Y) and black (BK). Each color can be adjusted to a level within a range of 0% to 200% (in 1% increments).

Increasing the red tinge

- Increasing the amount of yellow and magenta
- Decreasing the amount of cyan

Increasing the green tinge

- Increasing the amount of yellow and cyan
- Decreasing the amount of magenta

Increasing the blue tinge

- Increasing the amount of magenta and cyan
- Decreasing the amount of yellow

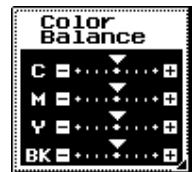
Increasing the yellow tinge



- Increasing the amount of yellow
- Decreasing the amount of magenta and cyan

Increasing the black tinge

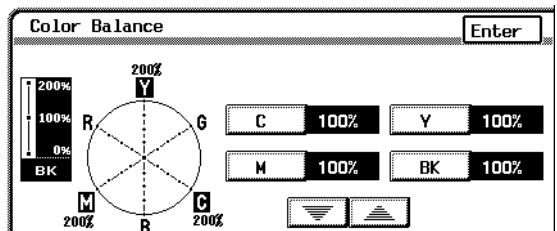
- Increasing the amount of black

1 In the Color Adjustments screen, touch [Color Balance].



2 Select the color that you wish to adjust, and then touch  and  to specify the desired setting.

3 After specifying the settings, touch [Enter].





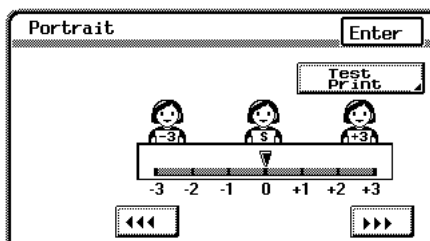
### To adjust the “Portrait” parameter

This parameter can be used to adjust the tint of flesh tones.

- 1 In the Color Adjustments screen, touch [Portrait].



- 2 Touch and to select the desired setting, and then touch [Enter].



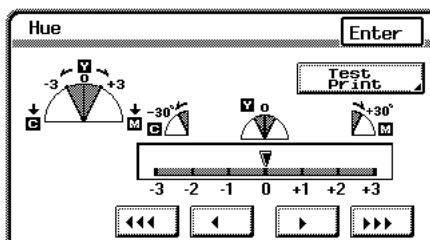
### To adjust the “Hue” parameter

The hue is divided into magenta, yellow and cyan. By adjusting the hue, the image can be made either more reddish or more bluish.

- 1 In the Color Adjustments screen, touch [Hue].



- 2 Touch , , and to select the desired setting, and then touch [Enter].









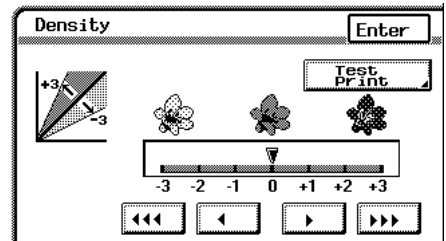
### To adjust the “Density” parameter

This parameter can be used to finely adjust the copy density to any of 19 levels between -3 and +3.

- 1 In the Color Adjustments screen, touch [Density].



- 2 Touch , ,  and  to select the desired setting, and then touch [Enter].



## 1.2 Editing Images (Creation Functions)

Using the Creation functions, the image can be simply edited so that a particular copy can be created.



### Tip

*Samples for the Creation functions can be seen in "Available Features".*

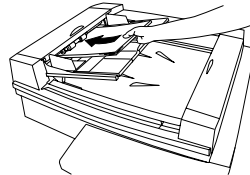
### To set a Creation function

The procedure for making practical copies using a Creation function is described below.

# 1

Position the document(s) to be copied.

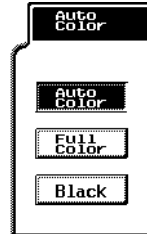
- For more details, refer to "Feeding the Document" of chapter 4 "Original Documents" in the Basic Operations volume.



# 2

Select the desired Color setting.

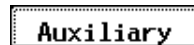
- For more details, refer to "Selecting the Color Setting" of chapter 5 "Specifying Copy Settings" in the Basic Operations volume.



# 3

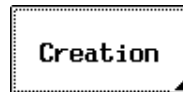
Touch [Auxiliary].

The Auxiliary screen appears.



# 4

Touch [Creation].

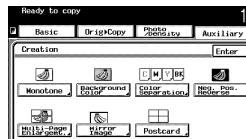






Select the function that you wish to set.

- For details on each function, refer to page 1-14 through page 1-23.



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

The specified setting is applied.

(Example: Setting the "Monotone" function)



In the Creation screen, touch [Enter].

The Auxiliary screen appears again.



Specify any other necessary settings.



Press the [Start] key.

The copy job is queued for printing with the selected Creation function.





## To make settings for the “Monotone” function

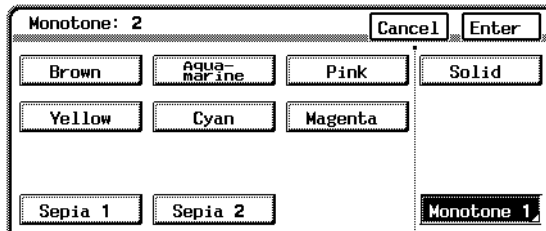
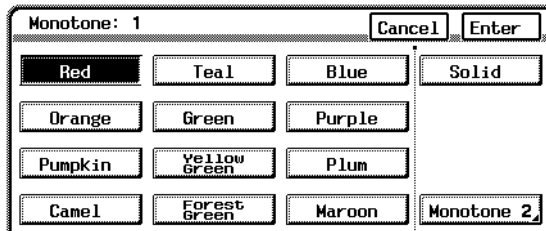
This function allows you to copy a document using only one of the 20 colors available, regardless of the original document colors.

- 1 In the Creation screen, touch [Monotone].



- 2 Select the desired color, and then touch [Enter].

- The colors are listed on two screens. Touch [Monotone 2] in the lower-right corner to display the next screen. Touch [Monotone 1] to return to the previous screen.
- Touching [Solid] so that it is selected specifies that the document will be copied without shading, regardless of the gradations in the original document.



### Tip

*Touching [Solid] so that it is not selected specifies that the document will be copied with the original color differences (color shading that can be seen with the eye). To cancel the “Monotone” function, touch [Cancel] in either Monotone screen.*



### To make settings for the “Background Color” function

This function allows you to copy a document using one of the 18 colors available as the color of the background (blank areas).

- 1 In the Creation screen, touch [Background Color].



- 2 Select the desired color, and then touch [Enter].

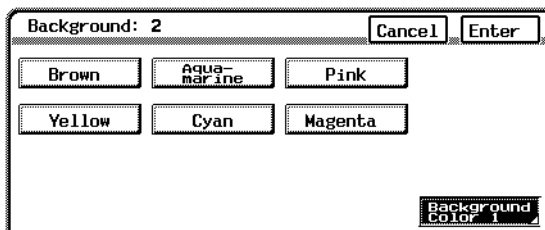
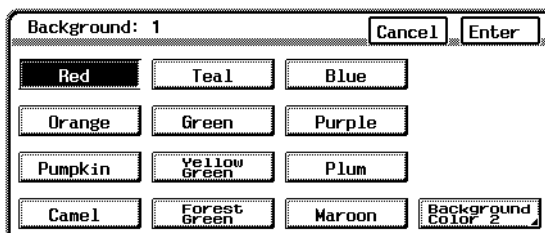
- The colors are listed on two screens. Touch [Background Color 2] in the lower-right corner to display the next screen.

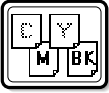
Touch [Background Color 1] to return to the previous screen.



#### Tip

To cancel the “Background Color” function, touch [Cancel] in either Background screen.





### To make settings for the “Color Separation” function

This function allows you to copy a document while separating its colors into cyan (C), magenta (M), yellow (Y) and black (BK). In addition, copies of the separated colors can be printed in just black.

- 1 In the Creation screen, touch [Color Separation].

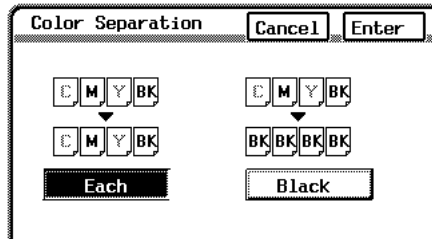


- 2 Touch either [Each] or [Black], and then touch [Enter].



#### Tip

To cancel the “Color Separation” function, touch [Cancel] in the Color Separation screen.



### To set the “Neg. Pos. Reverse” function



This function allows you to copy a document with the light- and dark-colored areas or the colors of the image inverted. This allows you to make a copy of a positive image from color or B/W negative films.

- In the Creation screen, touch [Neg. Pos. Reverse].
  - To cancel the “Neg. Pos. Reverse” function, touch [Neg. Pos. Reverse] again.



#### Tip

If the “Monotone” function was set, the negative/positive inverse of the image will be printed with the selected color. If the “Background Color” function was set, the negative/positive inverse of the image will include the selected background color.





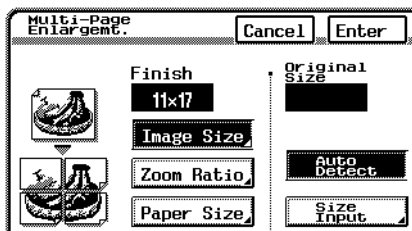
### To make settings for the “Multi-Page Enlargement” function

This function allows you to copy a document automatically split into parts with each part printed enlarged. These copies can then be pasted together to make a large poster.

- 1 In the Creation screen, touch [Multi-Page Enlargem.].



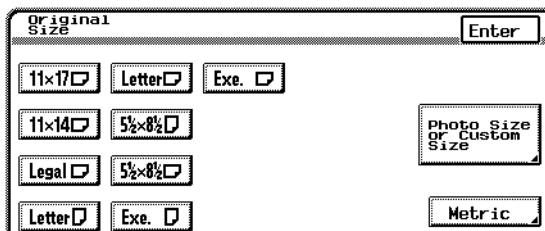
- 2 Normally, the document size is automatically detected; however, the document size can be specified, if you wish.



- To specify the document size, touch [Size Input].







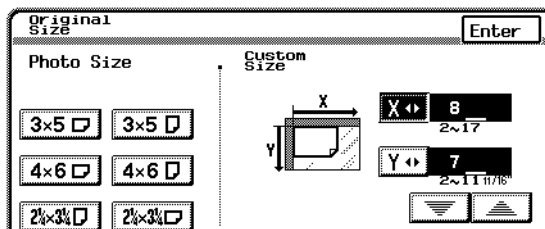
Specify the size of the original, and then touch [Enter] to return to the Multi-Page Enlargement screen.



- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

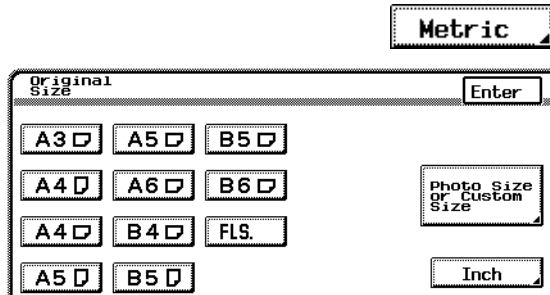


Select a photo size, or touch , , , and  to specify the size of the original. Then, touch [Enter] to return to the Multi-Page Enlargement screen.



- To specify a document size in metric measurements, touch [Size Input], and then touch [Metric].

Specify the size of the original, and then touch [Enter] to return to the Multi-Page Enlargement screen.



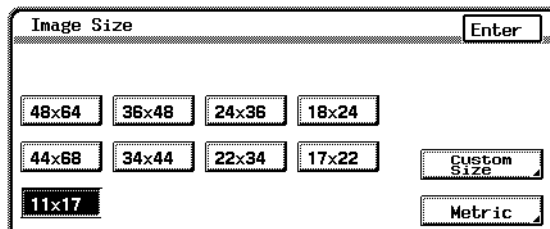
- Specify how the original image will be enlarged according to the following methods.

- To specify the final image size
  - ☞ Continue with step 4.
- To specify an enlargement ratio
  - ☞ Skip to step 6.
- To specify the paper size for each part of the enlarged image
  - ☞ Skip to step 8.

- Touch [Image Size].

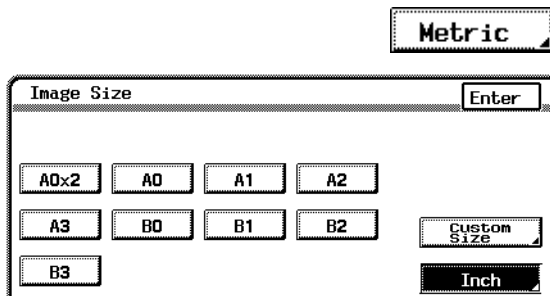


- Select the final image size, and then touch [Enter].



- For final image sizes in metric measurements, touch [Metric].

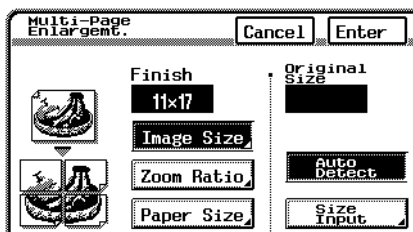
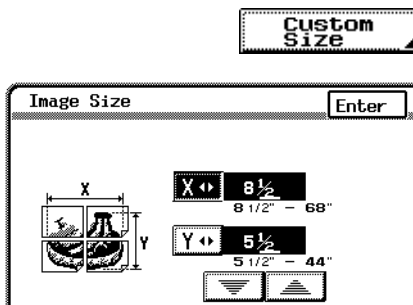
Select the desired image size, and then touch [Enter].



- For a paper size other than the standard sizes listed on the screen, touch [Custom Size], touch  $X \leftrightarrow$ ,  $Y \leftrightarrow$ ,  $\nabla$ , and  $\blacktriangle$  to specify the size of the final image, and then touch [Enter].

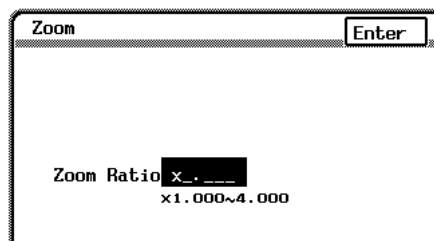
This concludes the setting procedure for the “Multi-Page Enlargement” function.

- 6 Touch [Zoom Ratio].

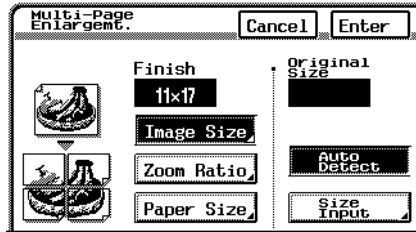


- 7 Using the keypad, enter the desired zoom ratio, and then touch [Enter].

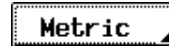
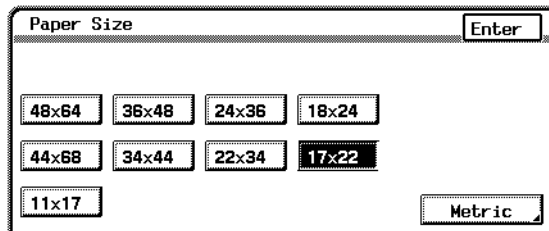
This concludes the setting procedure for the “Multi-Page Enlargement” function.



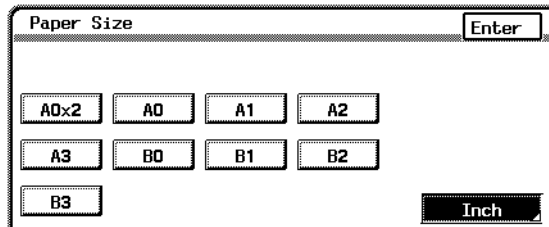
## 8 Touch [Paper Size].



## 9 Select the paper size for the various parts of the enlarged image, and then touch [Enter].



- For paper sizes in metric measurements, touch [Metric], select the desired paper size, and then touch [Enter].

**Tip**

To cancel the "Multi-Page Enlargement" function, touch [Cancel] in the Multi-Page Enlargemt. screen.





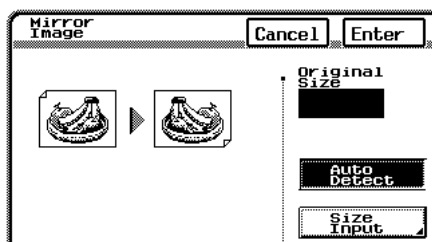
### To make settings for the “Mirror Image” function

This function allows you to copy a mirror image of the original document.

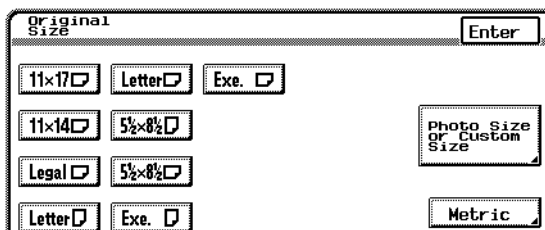
- 1 In the Creation screen, touch [Mirror Image].



- 2 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].







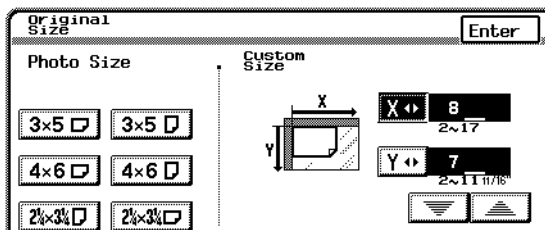
- 3 Select the document size, and then touch [Enter].



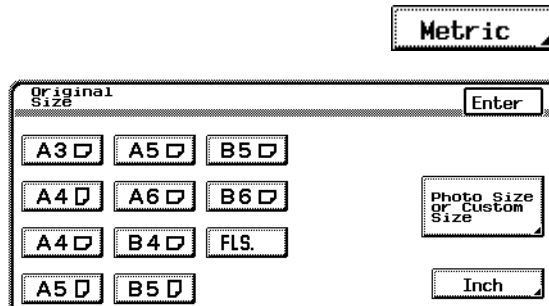
- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].



Select a photo size, or touch , , , and  to specify the size of the original, and then touch [Enter].



- For document sizes in metric measurements, touch [Metric], select the desired paper size, and then touch [Enter].



- 4 In the Mirror Image screen, touch [Enter].

**Tip**

To cancel the “Mirror Image” function, touch [Cancel] in the Mirror Image screen.



### To make settings for the “Postcard” function

The document can be reduced to the size of a postcard, and up to four copies can be printed on one sheet of Letter-size postcard paper.

Document sizes that can be selected

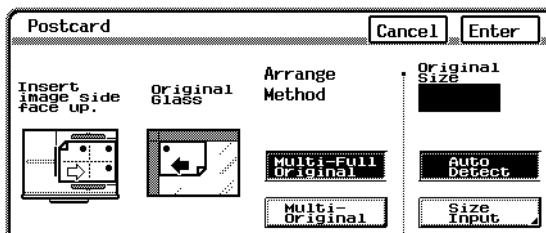
Preset sizes	Photo sizes	Custom sizes
11×17 L, 11×14L, Legal L, Letter C, Letter L, 5-1/2×8-1/2 C, 5-1/2×8-1/2 L, Executive C, Executive L	3×5 L, 3×5 C, 4×6 L, 4×6 C, 2-1/4×3-1/4 C, 2-1/4×3-1/4 L	X: 2 to 17 in. Y: 2 to 11-11/16 in.

1 In the Creation screen, touch [Postcard].



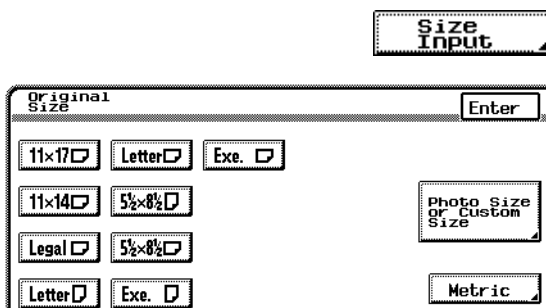
2 Select either [Multi-Full Original] or [Multi-Original].

- To reduce the image so that it fits within the allowable print area for the paper (inside the area within the margins), touch [Multi-Full Original].
- To make copies so that the paper is filled regardless of the margins, touch [Multi-Original]. In this case, the margins are reduced by the image at the edge of the paper.







3 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

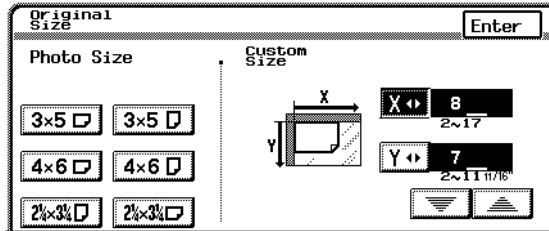
Select the document size, and then touch [Enter].



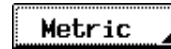
- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].



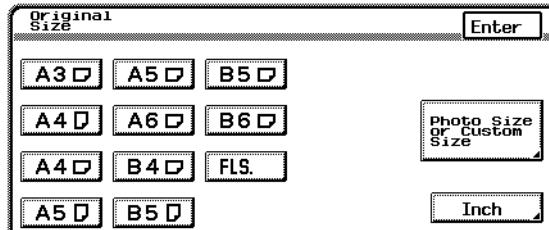
Select a photo size, or touch , , , and  to specify the size of the original, and then touch [Enter].



- For document sizes in metric measurements, touch [Metric].



Select the desired paper size, and then touch [Enter].



- In the Postcard screen, touch [Enter].




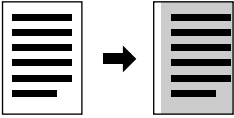

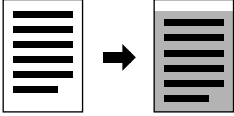
#### Tip

To cancel the “Postcard” function, touch [Cancel] in the Postcard screen.

## 1.3 Making Copies for Filing (“File Margin” Function)

So that copies can easily be stored in filing binders, copies can be made with a file margin.

Two positions for the binding margin are available. Select the binding margin position suitable for the document.

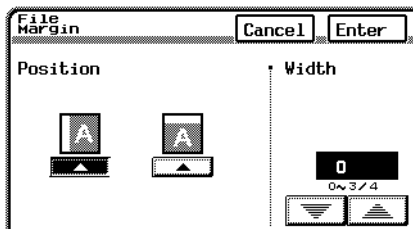
Setting	Copy position	Description
	<p>Original                  Copy</p> 	Copies are printed with the contents of the document slightly shifted to the right in order to create a binding margin at the left.
	<p>Original                  Copy</p> 	Copies are printed with the contents of the document slightly shifted downward in order to create a binding margin at the top.

### To make settings for the “File Margin” function

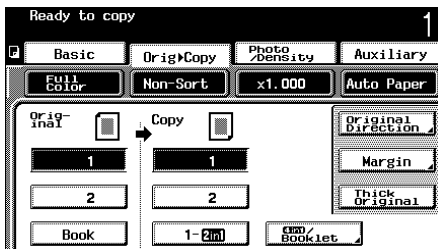
- 1 Position the document(s) to be copied.
  - For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.
- 2 Select the desired Color setting.
  - For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [File Margin].



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



- If the document is not positioned as indicated in the screen, touch [Orig▶Copy], and then touch [Original Direction]. Specify the orientation of the original, and then touch [Enter] to return to the Basic screen.



- 6 Specify any other necessary settings.

- 7 Press the [Start] key.




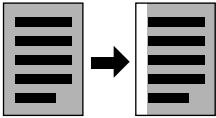

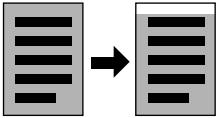

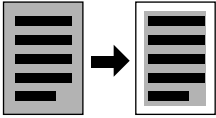
**Tip**

To cancel the “File Margin” function, touch [Cancel] in the File Margin screen.

## 1.4 Erasing Sections of Copies (“Edge/Frame Erase” Function)

Frames can be erased around copies that you make.

Three locations for erasing the edge/frame of the document are available. Select the erasing location suitable for the document.

Setting	Copy position	Description
	<p>Original      Copy</p> 	Copies are printed with the left side of the document erased.
	<p>Original      Copy</p> 	Copies are printed with the top of the document erased.
	<p>Original      Copy</p> 	Copies are printed with a frame around the document erased.

### To make settings for the “Edge/Frame Erase” function



- 1 Position the document(s) to be copied.
  - For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.
- 2 Select the desired Color setting.
  - For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.
- 3 Touch [Auxiliary].
 

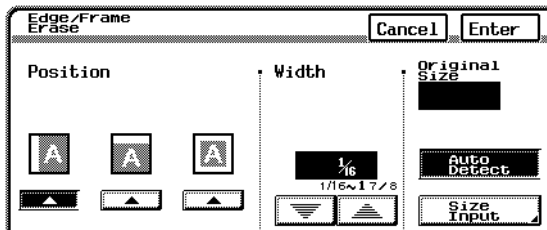
The Auxiliary screen appears.

4 Touch [Edge/Frame Erase].



5 Select the desired location to be erased.

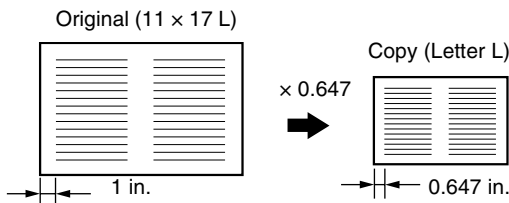
6 Touch  and  to specify the width that is to be erased.



**Note**

The specified width of the area to be erased is the width before copying. Therefore, be careful when selecting this setting while making enlarged or reduced copies.

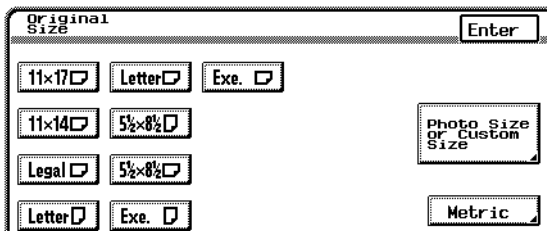
Example) When using the "Edge/Frame Erase" function while copying an 11 x 17-size document with a zoom ratio of 0.647



7 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].







Select the document size, and then touch [Enter].

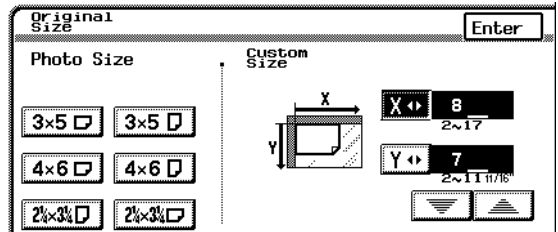




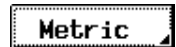
- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].



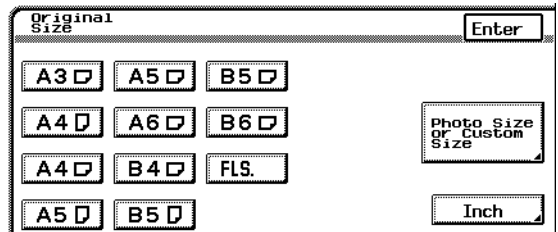
Select a photo size, or touch , , , and  to specify the size of the original, and then touch [Enter].



- For document sizes in metric measurements, touch [Metric].



Select the desired paper size, and then touch [Enter].



- In the Edge/Frame Erase screen, touch [Enter].
- Specify any other necessary settings.
- Press the [Start] key.



**Tip**

To cancel the “Edge/Frame Erase” function, touch [Cancel] in the Edge/Frame Erase screen.

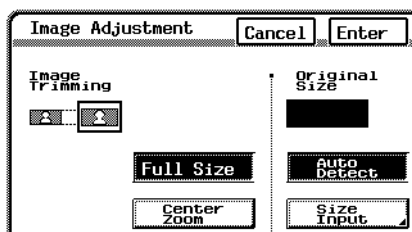
## 1.5 Adjusting the Image To Fit the Paper Size (“Image Adjust” Function)

### To make settings for the “Image Adjust” function

- 1 Position the document(s) to be copied.
  - For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.
- 2 Select the desired Color setting.
  - For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Image Adjust].



- 5 Select either [Full Size] or [Center Zoom].
  - To enlarge the image to its maximum so that it fits fully within the paper (without changing the proportions of the image), touch [Full Size].
  - To enlarge the image to its maximum so that the shorter sides of the image fit fully within the paper (without changing the proportions of the image), touch [Center Zoom].







If [Center Zoom] is selected, the center of the image will be positioned at the center of the paper. In addition, both ends of the longer sides are lost since they extend off the paper.

- 6 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

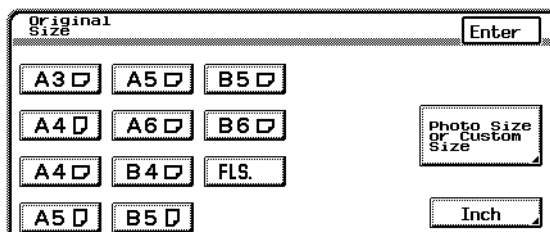
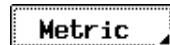
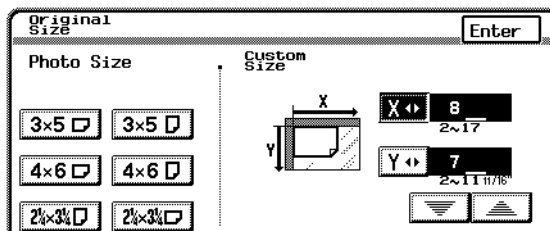
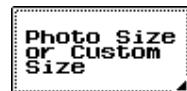
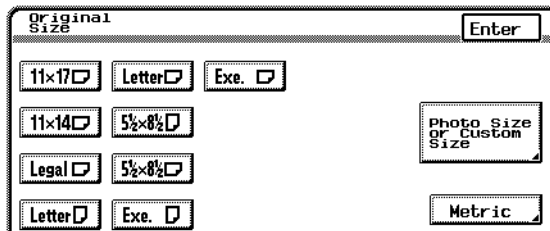
Select the document size, and then touch [Enter].

- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

Select a photo size, or touch , , , and  to specify the size of the original, and then touch [Enter].

- For document sizes in metric measurements, touch [Metric].

Select the desired paper size, and then touch [Enter].



- 7 In the Image Adjustment screen, touch [Enter].
- 8 Specify any other necessary settings.
- 9 Press the [Start] key.



#### Tip

To cancel the “Image Adjust” function, touch [Cancel] in the Image Adjustment screen.

## 1.6 Tiling Copies (“Image Repeat” Function)

Multiple copies of the original can be printed at the desired zoom ratio to fill the page.

The zoom ratio is specified in the Basic screen. In addition, the number of times that the copy is repeated is calculated based on the Zoom and Paper settings specified in the Basic screen and the original size and repeating arrangement specified in the Image Repeat screen.

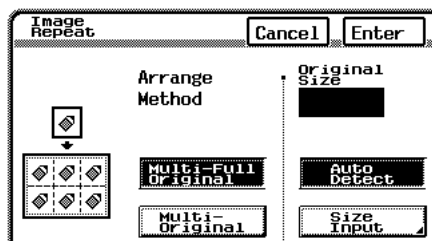
### To make settings for the “Image Repeat” function

- 1 Position the document(s) to be copied.
  - For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.
- 2 Select the desired Color setting.
  - For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.
- 3 Specify the desired Paper and Zoom settings.
  - For more details, refer to “Selecting the Paper Setting” and “Specifying a Zoom Setting” in the Basic Operations volume.
- 4 Touch [Auxiliary].  
The Auxiliary screen appears.
- 5 Touch [Image Repeat].



- 6 Select either [Multi-Full Original] or [Multi-Original].





- To reduce the image so that it fits within the allowable print area for the paper (inside the area within the margins), touch [Multi-Full Original].
- To make copies so that the paper is filled regardless of the margins, touch [Multi-Original]. In this case, the margins are reduced by the image at the edge of the paper.



- 7 Normally, the document size is automatically detected. However, if you wish to specify the document size, touch [Size Input].

Select the document size, and then touch [Enter].

- To specify a photo size or a non-standard size, touch [Size Input], and then touch [Photo Size or Custom Size].

Select a photo size, or touch , , , and  to specify the size of the original, and then touch [Enter].

- For document sizes in metric measurements, touch [Metric].

Select the desired paper size, and then touch [Enter].

Size Input

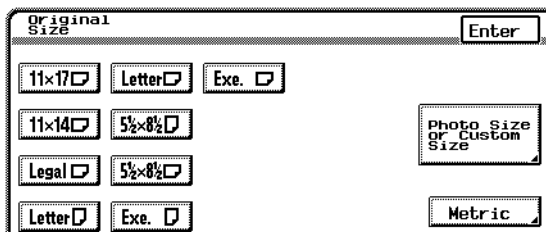
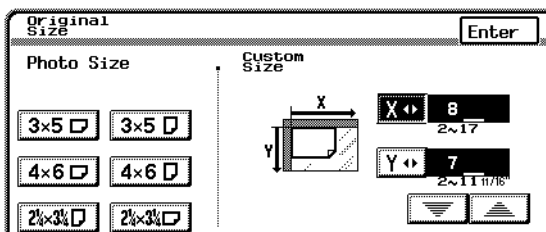
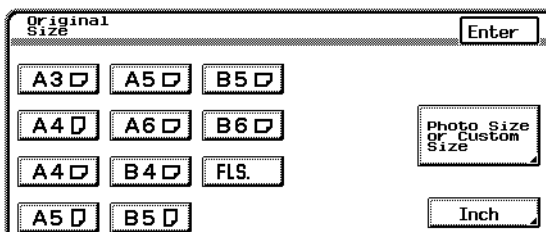


Photo Size or Custom Size



Metric



- 8 In the Image Repeat screen, touch [Enter].
- 9 Specify any other necessary settings.
- 10 Press the [Start] key.



#### Tip

To cancel the “Image Repeat” function, touch [Cancel] in the Image Repeat screen.

## 1.7 Inserting Pages Between Copies of Transparencies (“OHP Interleaving” Function)

After each overhead transparency is copied, a page from a different paper source can be added to the stack of transparencies as an overleaf. In order to use this function, the overhead transparencies should be loaded into the multipurpose paper drawer (1st drawer).



### Tip

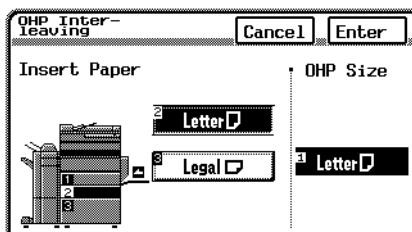
*We recommend that interleaf paper (inserted paper) with the same size as the overhead transparencies first be loaded into any drawer other than the multipurpose paper drawer (1st drawer) with the same orientation as the overhead transparencies.*

### To make settings for the “OHP Interleaving” function

- 1 Position the document(s) to be copied.
  - For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.
- 2 Select the desired Color setting.
  - For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [OHP Interleaving].



- 5 Select the drawer loaded with the interleaves, and then touch [Enter].



- 6 Specify any other necessary settings.
- 7 Press the [Start] key.



**Tip**

*To cancel the “OHP Interleaving” function, touch [Cancel] in the OHP Interleaving screen.*

## 1.8 Storing the Scanned Image in the Memory (“Scan to Memory” Function)

This function allows the scanned image to be stored in the memory and printed only after it is deleted from the memory. This is useful, for example, when you wish to combine the job with another to print multiple jobs as one.

### To set the “Scan to Memory” function

- 1 Position the document(s) to be copied.
  - For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.
- 2 Select the desired Color setting.
  - For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Scan to Memory].
  - To cancel the “Scan to Memory” function, touch [Scan to Memory] again.
- 5 Specify any other necessary settings.
- 6 Press the [Start] key.

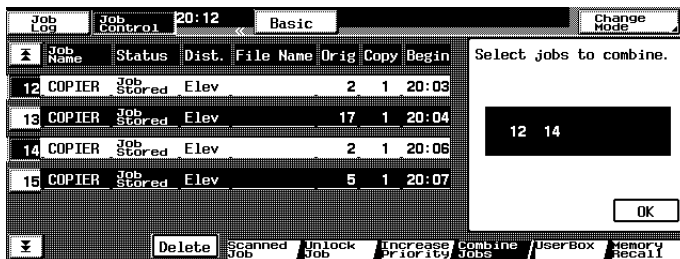


### To combine scanned data saved in the memory

- 1 Touch [Job Control]. The Scanned Job screen appears.
- 2 Touch [Combine Jobs].



A list of jobs stored in the memory and that can be combined appears.



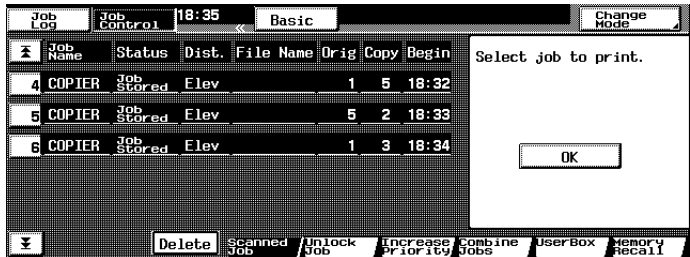


- 3 Select the job that you wish to combine other jobs with.
- 4 Select the other job that you wish to combine with the first job selected.
  - To combine more than two jobs, repeat the above step until all jobs that you wish to combine are selected.
  - Up to five jobs can be selected.
- 5 Touch [OK]. The selected jobs are combined into one.
 

For more details on combining jobs, refer to “the Combine Jobs Screen” in the Basic Operations volume.

### To delete scanned data from the memory (to print stored data)

- 1 Touch [Job Control]. The Scanned Job screen appears.
- 2 Select the job that you wish to print and delete from the memory.
  - To delete multiple jobs, continue selecting all jobs that you wish to print.



- 3 Touch [OK].
 

The Job Log screen appears.

The selected 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.

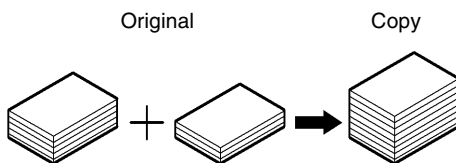
For more details on deleting scanned data from the memory, refer to “Scanned Job Screen” of chapter 6 “Controlling Jobs” in the Basic Operations volume.

## 1.9 Scanning the Document in Separate Batches (“Separate Scan” Function)

A document can be divided and scanned in a number of batches, then be combined and treated as a single copy job.

The maximum number of document pages that can be loaded into the duplexing document feeder is 100. However, by copying using the “Separate Scan” function, a document exceeding 100 pages can be scanned and treated as a single copy job.

In addition, the loading location of the document can be switched between the original glass and the duplexing document feeder partly through the copy job.



\* Document capacity: 100 sheets of plain paper (21-1/4lbs., 80 g/m<sup>2</sup>) or 38 sheets of thick paper (55-3/4 lbs., 210 g/m<sup>2</sup>)

### To set the “Separate Scan” function

1 Touch [Auxiliary].

The Auxiliary screen appears.

2 Touch [Separate Scan].

- To cancel the “Separate Scan” function, touch [Separate Scan] again.



3 Specify any other necessary settings.

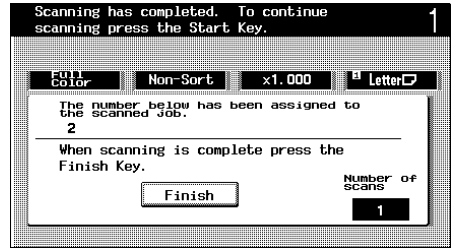
4 Position the document(s) to be copied.

- For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.

5 Press the [Start] key.

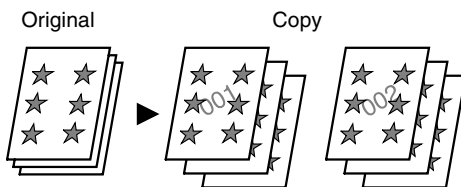
6 Repeat steps 4 and 5.

- 7 After all pages of the document have been scanned, touch [Finish], and then press the [Start] key.



## 1.10 Printing Control Numbers on Copies (“Distribution” Function)

Each copy set can be printed with a control number in the background.



### Note

The “Distribution” function is only available if the optional hard disk and extended memory are installed.

### To make settings for the “Distribution” function

- 1 Position the document(s) to be copied.
  - For more details, refer to “Feeding the Document” of chapter 4 “Original Documents” in the Basic Operations volume.
- 2 Select the desired Color setting.
  - For more details, refer to “Selecting the Color Setting” of chapter 5 “Specifying Copy Settings” in the Basic Operations volume.
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Distribution].
  - If a control number is set, the copier automatically selects the “Sort” setting.
- 5 Using the keypad, enter the first control number to be printed.
  - The first control number can be set between 000 and 999.



Distribution			Cancel	Enter
Starting Page #	Pages	Color		
...	<input type="button" value="First Page Only"/> <input type="button" value="All Pages"/>	<input type="button" value="Black"/> <input type="button" value="Red"/> <input type="button" value="Blue"/>		
<input type="text" value="1"/>				

- 6 Select either [First Page Only] or [All Pages].
  - If [First Page Only] is selected, the control number is only printed on the first page of each copy set.
  - If [All Pages] is selected, the control number is only printed on all pages of each copy set.
- 7 Select the desired color for the control number.
- 8 Touch [Enter].
  - If the first control number is not set, the control numbers start from 001.
  - After the control numbers reach 999, they return to 000.
- 9 Specify any other necessary settings.
- 10 Press the [Start] key.

**Tip**

*To cancel the “Distribution” function, touch [Cancel] in the Distribution screen.*



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# *Scanning Operations*

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# 2

Chapter 2

Scanning Operations

## 2.1 Available Scanning Features

If the optional printer controller is installed and a network is connected, data scanned with this copier can be attached to electronic mail (e-mail) and sent to a computer or Internet fax terminal through an intranet or the Internet. In addition, scanned data can also be uploaded to an FTP server.

### Function Descriptions

#### E-mail transmission

- The scanned data is attached to e-mail as a TIFF-F, JPEG or PDF file, then sent to a computer or Internet fax terminal through an intranet or the Internet.

#### FTP transmission

- The scanned data is uploaded to an FTP server as a TIFF-F, JPEG or PDF file. In addition, if an e-mail address is specified, the specified recipient can be notified by e-mail of the FTP transmission at the same time that the data is uploaded to the FTP server.

#### HDD (hard disk drive) transmission

- The scanned data is saved on the HDD (hard disk drive) as a TIFF-F, JPEG or PDF file.

#### Internet faxing

- The scanned data is sent to a computer or Internet fax terminal through an intranet or the Internet as a TIFF-F file. In addition, an Internet fax can be received.



## Operation Description

For more details on functions and operating procedures, refer to the manual for the printer controller.

- 1 Press the [Scan] key.

The Destination screen appears.



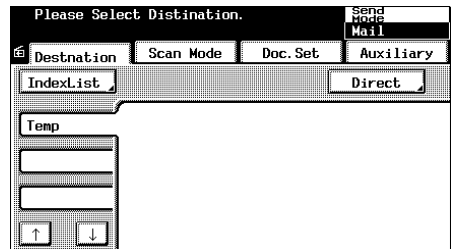
### Note

*If the printer controller is not installed, the Destination screen does not appear when the [Scan] key is pressed, and the copier does not enter Scan mode.*



- 2 Specify the appropriate settings.

- Specify the recipient (where the scan data will be sent) and the scanning mode, and then specify any other necessary settings.



- 3 Press the [Start] key to start scanning and sending the data as specified.





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