*Operators Guide*

LANIER

A RICOH COMPANY

# LD060/LD075

## *Copy Reference Guide*

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### Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

### Notes

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

### Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

### Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, ⇒ P.2 *"Machine Types"*.)

- Type1: Aficio 1060
- Type2: Aficio 1075

Certain types might not be available in some countries. For details, please contact your local dealer.

Two kinds of size notation are employed in this manual. With this machine refer to the metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

### Power Source

220 - 240V, 50/60Hz, 10A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see "Power Connection" in General Settings Guide.

CE

Declaration of Conformity

"The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC."

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

**| means POWER ON.**

**⏻ means STAND BY.**

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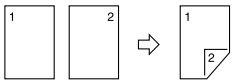
# What You Can Do With This Machine

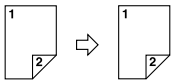
*The following sections introduce the duplex and combining functions of this machine.*

## Types of Duplex Copies

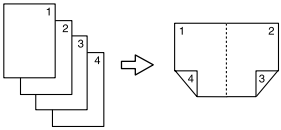
1-sided 2 Pages→2-sided 1 Page ⇒p.43
"❖ 1 Sided→2 Sided"



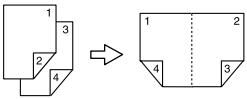
2-sided 1 Page → 2-sided 1 Page ⇒p.43
"❖ 2 Sided→2 Sided"



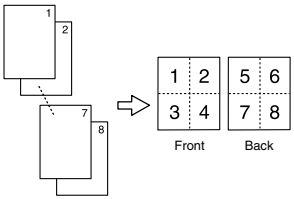
1-sided 4 Pages →2-sided 1 Page ⇒p.47
"❖ 1 Sided 4 Pages→Combine 2 Side"



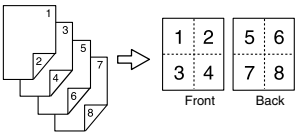
2-sided 2 Pages→2-sided 1 Page ⇒ p.47
"❖ 2 Sided 4 Pages→Combine 2 Side"



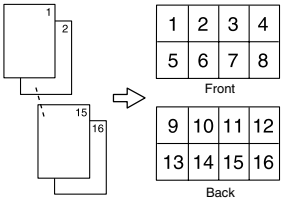
1-sided 8 Pages →2-sided 1 Page ⇒p.47
"❖ 1 Sided 8 Pages→Combine 2 Side"



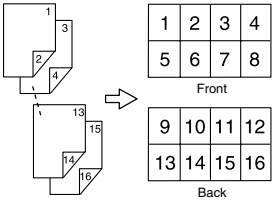

2-sided 4 Pages→2-sided 1 Page⇒p.47
"❖ 2 Sided 8 Pages→Combine 2 Side"



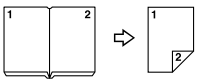

1-sided 16 Pages → 2-sided 1 Page ⇒ p.47
"❖ 1 Sided 16 Pages→Combine 2 Side"



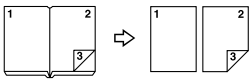

2-sided 8 Pages→ 2-sided 1 Page ⇒ p.48
"❖ 2 Sided 16 Pages→Combine 2 Side"




Bound Originals → 2-sided Pages ⇒p.49
"❖ Book→2 Sided"



Front/Back Bound Originals →2-sided Pages ⇒p.49
"❖Front & Back→2 Sided"





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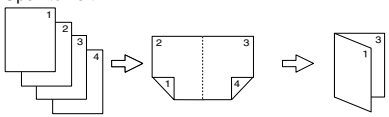
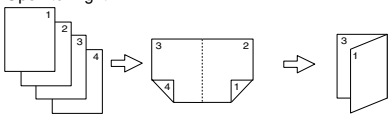
## Copying Book Originals

1-sided 4 Pages→ Booklet (⇒P.50 "❖ 1 Sided→Booklet")

Open to Left

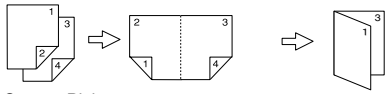


Open to Right

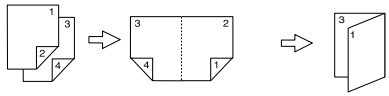


2-sided 2 Pages→ Booklet (⇒P.51 "❖ 2 Sided→Booklet")

Open to Left

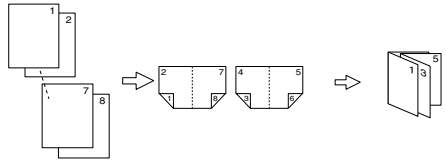


Open to Right

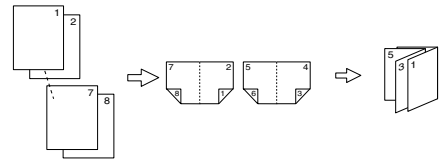


1-sided →Magazine (⇒P.51 "❖ 1 Sided→Magazine")

Open to Left

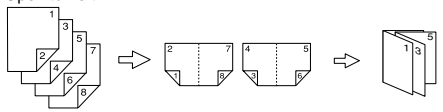


Open to Right

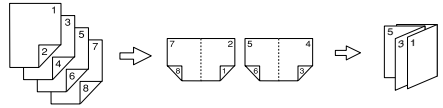


2-sided →Magazine (⇒P.51 "❖ 2 Sided→Magazine")

Open to Left



Open to Right





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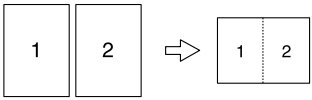
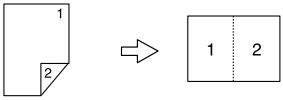
## Combining Multiple Pages onto a Single Page (⇒p.45 "1 Sided Combine")

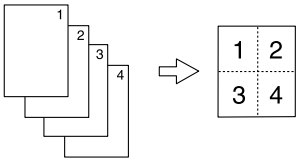
### 1-sided 2 Pages → 1-sided 1 Page



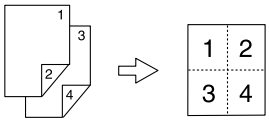

### 2-sided 1 Page →1-sided 1 Page



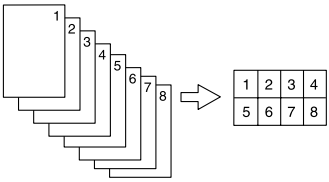

### 1-sided 4 Pages → 1-sided 1 Page



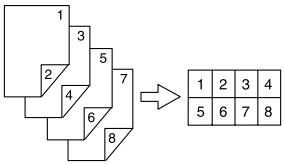

### 2-sided 2 Pages →1-sided 1 Page




### 1-sided 8 Pages → 1-sided 1 Page

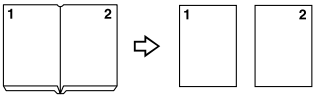



### 2-sided 4 Pages →1-sided 1 Page

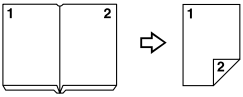



## Copying Originals Such as Books (⇒p.48 "Series Copies")

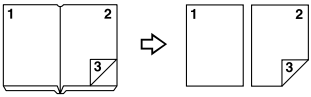
### Bound Originals →1-sided Pages




### Bound Originals →2-sided Pages

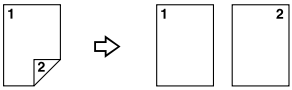



### Front/Back Bound Originals → 2-sided Pages




## Copying 2-Sided Pages onto 1-Sided Pages (⇒P.50 "2 Sided →1 Sided")

### 2-sided 1 page →1-sided 2 pages



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# How to Read this Manual

## Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide.

- WARNINGS and CAUTIONS are notes for your safety.

**Important**
If this instruction is not followed, paper might be misfeed, originals might be damaged, or data might be lost. Be sure to read this.

**Preparation**
This symbol indicates the prior knowledge or preparations required before operating.

**Note**
This symbol indicates precautions for operation or actions to take after misoperation.

**Limitation**
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

**Reference**
This symbol indicates a reference.

[ ]
Keys that appear on the machine's display panel.

【 】
Keys built into the machine's control panel.

## Notice

- B4JIS□,B5JIS□,B6JIS□arereferredasB4□,B5□,B6□inthismanual.
- The image of the display panel may be different depending on the installed option.



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# Machine Types

This machine comes in two models which vary by copy speed. To make sure which model you have, see the inside front cover.

| | Type 1 | Type 2 |
|---|---|---|
| Copy speed | 60 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯) | 75 copies/minute (A4 ▯, $8^1/_2$" × 11" ▯) |



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# Functions that Require Options

Available functions depend on your machine configuration and which options you have. See the table below.

❍Required options

| Functions | | Copying onto the Tab Stock | Shift Sort | Stack | Staple | Staple (Saddle Stitch) | Punch |
|---|---|---|---|---|---|---|---|
| Options | Tab Sheet Holder | ❍ | | | | | |
| | Finisher 3000M(50-sheet staples) | | ❍ | ❍ | ❍ | | ❍ *1 |
| | Booklet Finisher | | ❍ | ❍ | ❍ | ❍ | ❍ *1 |
| | Finisher 3000B(100-sheet staples) | | ❍ | ❍ | ❍ | | ❍ *1 |

*1 To use the Punch function, you need an optional Punch Unit.



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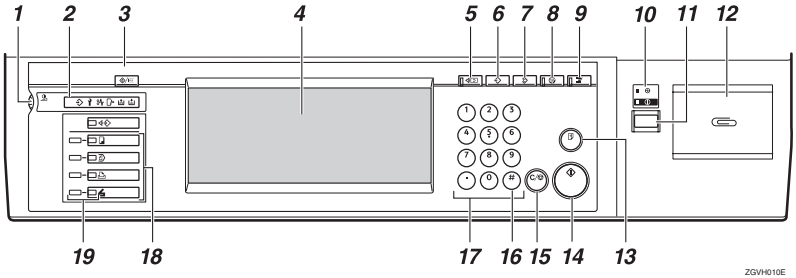
# Control Panel

**Note**

❒ This illustration shows the Control Panel of the machine with options fully installed.




### *1.* Screen Contrast knob

Adjusts the brightness of the display panel.

### *2.* Indicators

These indicators show the status of the machine or indicate errors. ⇒ "Control Panel" in the General Settings Guide.

### *3.* 【User Tools/Counter】 key

- User Tools
  Press to change the default settings and conditions to meet your requirements. ⇒ p.89 "User Tools (Copy/Document Server Features)"
- Counter
  Press to check or print the Counter value. ⇒ "Counter" in the General Settings Guide.
- Inquiry
  Shows where to order expendable supplies and where to call when a malfunction occurs. You can also print these details. ⇒ "Inquiry" in the General Settings Guide.

### *4.* Display panel

Shows operation status, error messages, and function menus. ⇒ "Display Panel" in the General Settings Guide.

### *5.* 【Check Modes】 key

Press to check the entered copy job settings.

### *6.* 【Program】 key

Press to store or recall a program. ⇒ p.79 "Programs"

### *7.* 【Clear Modes】 key

Press to clear previously entered copy job settings.

### *8.* 【Energy Saver】 key

Press to switch to and from Energy Saver mode. ⇒ "Saving Energy" in the General Settings Guide.

### *9.* 【Interrupt】 key

Press to interrupt a long copy job to make copies. ⇒ p.18 "Interrupt Copy"

### *10.* Main power indicator, On indicator

The main power indicator goes on when the main power switch is turned on and goes off when the switch is turned off.

The **On** indicator goes on when the operation switch is turned on and goes off when the switch is turned off.

**Important**

❒ Do not turn the main power off while the **On** indicator is flashing. The hard disk may malfunction.



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### *11.* Operation switch

Press this switch to turn the power on (the **On** indicator goes on). To turn the power off, press this switch again (the **On** indicator goes off). ⇒"Turning On the Power" in the General Settings Guide.

### *12.* Clip Tray

Holds clips and staples.

### *13.* 【Sample Copy】key

Use this key to make a single sample copy before starting a long copy run. By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. ⇒ p.40 "Sample Copy"

### *14.* 【Start】key

Press to start copying. Press to start scanning and printing in Document Server mode.

### *15.* 【Clear/Stop】key

- Clear
  Press to delete a number entered.
- Stop
  Press to stop a copy job in progress. Press to stop Scanning and printing in Document Server mode.

### *16.* 【#】key

Press to enter a value.

### *17.* Number keys

Use to enter the desired number of copies, and data for selected modes.

### *18.* Function keys

These keys switch display to the operating screen of each function. Follow the instructions displayed by switching between screen with the function keys.

### *19.* Function Status indicator

These show the status of the above functions:

- Green: the function is active.
- Red: the function has been interrupted.

## Common Key Operations

The following keys are common to all screens.

| | |
|---|---|
| **[Exit]** | Returns to the previous screen. |
| **[Cancel]** | Deletes a selected function or entered values, and then returns to the previous screen. |
| **[OK]** | Acknowledges a selected function or entered values, and then returns to the previous screen. |
| **[▲Prev.] [▼Next]** | Moves to the previous or next page when all the functions cannot be displayed on one page. |



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# Originals

## Sizes and Weights of Recommended Originals

### ❖ Metric version

| Where Original Is Placed | Original Size | Original Weight |
|---|---|---|
| Exposure glass | Up to A3 | -- |
| Document feeder | 1-sided originals:<br>A3 – B6 | 40 – 128 g/m$^2$ |
| | 2-sided originals:<br>A3 – A5 | 52 – 128 g/m$^2$ |

### ❖ Inch version

| Where Original Is Placed | Original Size | Original Weight |
|---|---|---|
| Exposure glass | Up to 11" × 17" | -- |
| Document feeder | 1-sided originals:<br>11" × 17" – 5$^1/_2$" × 8$^1/_2$" | 11 – 34 lb. |
| | 2-sided originals:<br>11" × 17" – 5$^1/_2$" × 8$^1/_2$" | 14 – 34 lb. |

**Note**

❒ The number of originals that can be placed in the document feeder is about 100.

❒ The weight range for originals in the Mixed Size mode is 52–81.4 g/m$^2$, 13.8–21.7 lb.

### Non-recommended originals for the document feeder

Placing the following types of originals in the document feeder can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead.

- Originals other than those specified in p.7 “Sizes and Weights of Recommended Originals”
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals



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- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with perforated lines
- Originals with indexes, tags, or other raised parts
- Sticky originals such as translucent paper
- Thin originals that have low stiffness
- Thick originals such as postcards
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

**Note**

❒ The original might become dirty if it is written on with a pencil or similar instrument.

## Sizes Detectable by Auto Paper Select

### ❖ Metric version

| Size / Location of the original | A3 ▭ | B4 ▭ | A4 ▯ ▭ | B5 ▯ ▭ | A5 ▯ ▭ | B6 ▯ ▭ | 11" × 17" ▭ | $8^1/_2$" × 14" ▭ | $8^1/_2$" × 11" ▯ ▭ | $5^1/_2$" × $8^1/_2$" ▯ ▭ | $8^1/_2$" × 13" ▭ *1 | 8K ▭ | 16K ▯ ▭ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Exposure glass | ❍ | ❍ | ❍ | ❍ | × | × | × | × | × | × | ❍ | × | × |
| Document feeder | ❍ | ❍ | ❍ | ❍ | ❍ | ❍ | ❍ *2 | × | ❍ *3 | × | ❍ | ❍ | ❍ |

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" or 8" × 13" with the User Tools (System Settings). See "<F/F4>Size Setting" in the General Settings Guide.

*2 If you wish to switch detectable paper size from 8K ▭ to 11" × 17" ▭, please contact your service representative.

*3 If you wish to switch detectable paper size from 16K ▯ to $8^1/_2$" × 11" ▯ or from 16K ▭ to $8^1/_2$" × 11" ▭, please contact your service representative.

### ❖ Inch version

| Size / Location of the original | A3 ▭ | B4 ▭ | A4 ▯ ▭ | B5 ▯ ▭ | A5 ▯ ▭ | 11" × 17" ▭ | $8^1/_2$" × 14" ▭ | $8^1/_2$" × 11" ▯ ▭ | $5^1/_2$" × $8^1/_2$" ▯ ▭ | $8^1/_2$" × 13" ▭ | 11" × 15" ▭ | 8" × 10" ▭ | 10" × 14" ▭ |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Exposure glass | × | × | × | × | × | ❍ | ❍ | ❍ | × | × | × | × | × |
| Document feeder | ❍ | × | ❍ | × | × | ❍ | ❍ | ❍ | ❍ | ❍ *1 | ❍ *2 | ❍ *3 | ❍ |

*1 If you wish to switch detectable paper size from $8^1/_2$" × 14" ▭ to $8^1/_2$" × 13" ▭, please contact your service representative.

*2 If you wish to switch detectable paper size from 11" × 17" ▭ to 11" × 15" ▭, please contact your service representative.

*3 If you wish to switch detectable paper size from $8^1/_2$" × 11" ▭ to 8" × 10" ▭, please contact your service representative.



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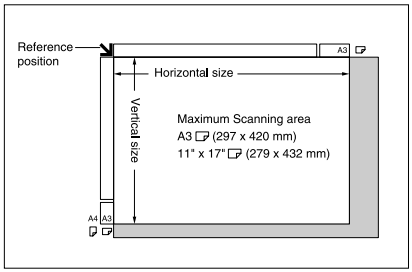
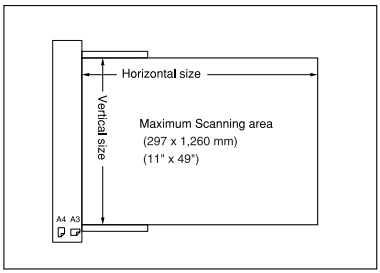
### ❖ Exposure glass




### ❖ Document feeder




## Sizes difficult to detect

It is difficult for the machine to detect the sizes of the following originals, so select manually.

- Originals with indexes, tags, or other raised parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with a lot of text and drawings
- Originals that partially contain a solid image
- Originals that have solid images at their edges



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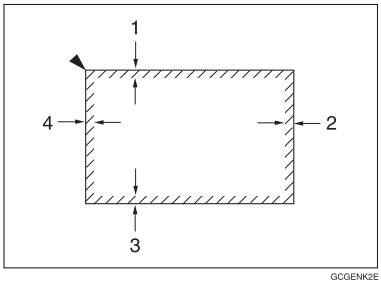
## Missing Image Area

Even if you correctly place originals in the document feeder or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.




*1.* **0.5 mm, 0.02″**

*2.* **1 mm or more, 0.04″ or more**

*3.* **0.5 mm - 3.5 mm, 0.02″ - 0.14″**

*4.* **2 - 6 mm, 0.08″- 0.24″**



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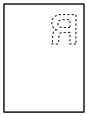
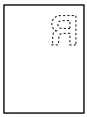
## Direction-fixed paper or 2-sided paper

Direction-fixed (top to bottom) or 2-sided paper (e.g., letterhead paper, punched paper, or copied paper) might not be printed correctly depending on how the originals and paper are placed. Set "Letterhead setting" in system settings, and then place the original and paper as shown below. ⇒ p.108 “Letterhead Setting”



| Copy Mode | | Paper Tray | Large Capacity Tray | Bypass Tray |
|---|---|---|---|---|
| Paper placing direction | 1 Sided |  | | *1 |
| | 2 Sided |  | | — |
| Paper placing direction | 1 Sided | | | *1 |
| | 2 Sided | | | — |

*1 When the paper size is specified.

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# Placing Originals

1

**Note**

❒ Place originals after correction fluid and ink have completely dried. Not taking this precaution could dirty the exposure glass with marks that will be copied.

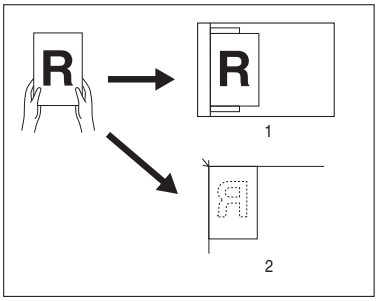
**Reference**

For document sizes you can set. ⇒ p.7 “Originals”.

## Original Orientation

When you place the original into the document feeder, place it face up so you can see the print.

When you place the original on the exposure glass, place it face down.



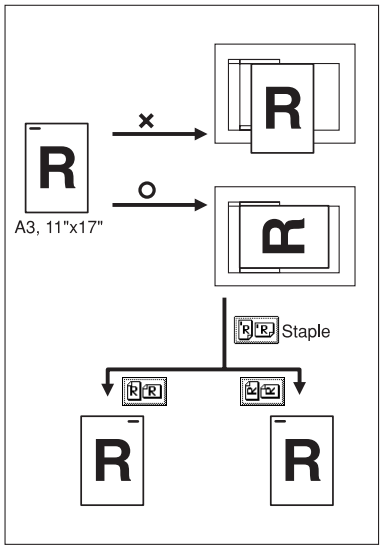

ZGVX010E

*1.* **Document feeder**

*2.* **Exposure glass**

When you cannot place originals as described because the size is A3 or A4 or because of its condition, you cannot staple copies as you want. In this case, select as the Original Orientation.

Example: When you want to staple copies, but you cannot select because the original size is A3, selecting enables you to staple copies correctly.

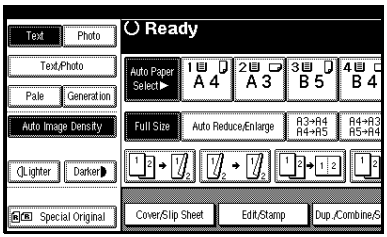



GCGSET3E

**Note**

❒ It is recommended to use this function together with the Auto Paper Select or Preset Reduce/Enlarge function.

**1** **Press the [Special Original] key.**




**2** **Select the original orientation ( or ) and press the [OK] key.**



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## Placing Originals on the Exposure Glass

**Reference**

Related Initial Settings ⇒ p.108 "Eject Copy Face Up/Down in Glass"

**1** **Lift the exposure glass cover or the document feeder.**

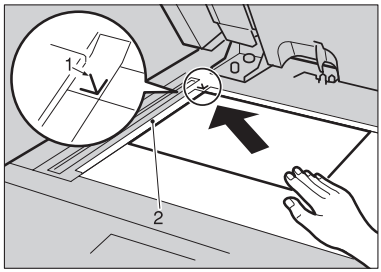
**Important**

❒ Do not open the exposure glass cover or the document feeder forcefully. Otherwise, the cover of the document feeder might open or be damaged.

**Note**

❒ Be sure to open the exposure glass cover or the document feeder by more than 30°. Otherwise, the size of the original might not be detected correctly.

**2** **Place the original face down on the exposure glass. The original should be aligned to the rear left corner.**




ZGMH012E

*1.* **Reference mark**

*2.* **Left scale**

**Note**

❒ Start with the first page to be copied.

**3** **Lower the exposure glass cover or the document feeder.**

## Placing Originals in the Document Feeder

Settings should be made in the following situations:

❖ **When placing originals one by one:**
⇒ p.15 "SADF mode"

❖ **When placing originals consisting of more than 100 pages:**
⇒ p.14 "Batch mode"

❖ **When copying originals of various sizes:**
⇒ p.15 "Mixed Size mode"

❖ **When placing custom size originals:**
⇒ p.16 "Placing Custom Size Originals"

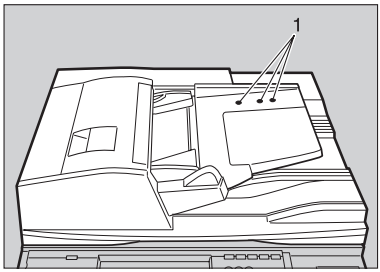
**Note**

❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❒ The last page should be on the bottom.

❒ When you copy 2–sided originals, both front and back sides of each original are scanned at once.

❒ Do not place any foreign objects on the sensors or cover them with your hands. This could cause a malfunction or the size to not be detected properly.

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*1.* **Sensors**



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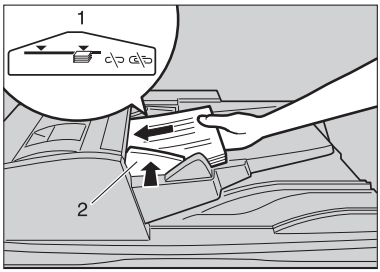
1

**1** **Set the document guide to the original size.**

**2** **Align the edges of the original and place it on the document feeder (ADF) with the side to be copied facing up.**




ZGUH020E

*1.* **Limit mark**

*2.* **Document guide**

**Note**

❒ Straighten curls in the original before placing it on the document feeder (ADF).

❒ To prevent multiple sheets from being fed at once, fan the original before placing it on the document feeder (ADF).

❒ Set the original squarely.

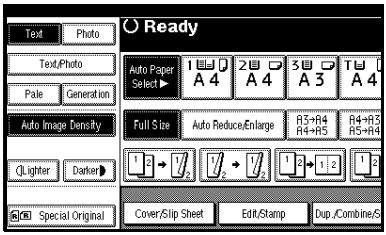
## Batch mode

In batch mode, the machine copies an original of more than 100 pages as one document, even if it is placed on the document feeder in parts.

**Important**

❒ When placing special originals such as translucent paper, place one by one.

**1** **Press the [Special Original] key.**




**2** **Select the [Batch] key, and then press the [OK] key.**

**Note**

❒ When **[Batch]** is not displayed, change the settings in ⇒ p.106 "Switch to Batch (SADF)".

**3** **Place the first part of the original, then press the 【Start】 key.**

**4** **After the first part of the original has been fed, place the next part and then press the 【Start】 key.**

**Note**

❒ If you want to copy subsequent originals in this mode, repeat step **4**.

**5** **When the Sort, Combine or 1 Sided → 2 Sided mode has been set, press the 【#】 key after all originals have been scanned.**



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## SADF mode

In SADF mode, even when an original is placed page by page in the document feeder (ADF), each page is automatically fed when placed.

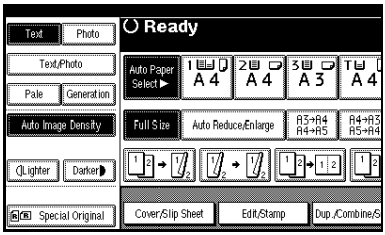
### Preparation

To use the SADF function, you should make a setting in "User Tools (Copy/Document Server Features)", so that **[SADF]** will be displayed when you press **[Special Original]**. ⇒ p.106 "Switch to Batch (SADF)"

### Reference

Related Initial Settings ⇒ p.106 "SADF Auto Reset"

**1** **Press the [Special Original] key.**




**2** **Press the [SADF] key, and then press the [OK] key.**

**3** **Place one page of an original, and then press the 【Start】 key.**

The Auto Feed indicator is shown on the display.

**4** **When the machine instructs you to place another original, place the next page.**

The second and subsequent pages will be fed automatically without pressing the【Start】key.

## Mixed Size mode

When you place different size originals in the document feeder at the same time, the machine automatically checks the size of the originals and makes copies.

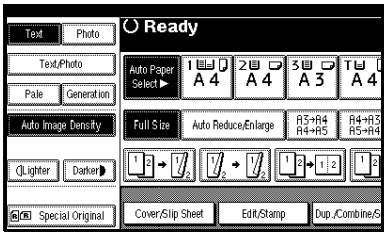
### Note

❒ When placing originals of different sizes in the document feeder and making copies without using the Mixed Size mode, parts of the original image might not be copied or paper might become jammed.

❒ The sizes of the originals that can be placed together with this function are as follows:

| | |
|---|---|
| Metric version | A3, B4, A4, B5 |
| Inch version | 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$" |

**1** **Press the [Special Original] key.**




**2** **Press the [Mixed size] key, and then press the [OK] key.**



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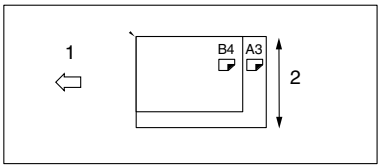
3 **Align the rear and left edges of originals as shown in the illustration.**




*1.* **Place into the document feeder.**

*2.* **Vertical size**

4 **Adjust the guide to the widest original size.**

5 **Place aligned originals face up into the document feeder.**

6 **Press the 【Start】 key.**

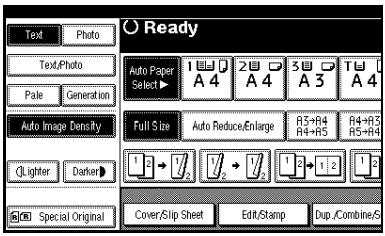
## Placing Custom Size Originals

When placing custom size originals in the document feeder, specify the size of the originals.

**Note**

❒ Paper that has a vertical length of 128–297 mm (5" – 11") and a horizontal length of 128–1260 mm (5" – 49.6") can be placed with this function.

1 **Press the [Special Original] key.**




2 **Press the [Custm Size Origi.] key.**

3 **Enter the horizontal size of the original with the Number keys, and then press the [#] key.**

**Note**

❒ If you make a mistake, press the **[Print Inquiry List]** or **【Clear/Stop】** key, and then enter the value again.

4 **Enter the vertical size of the original with the Number keys, and then press the [#] key.**

5 **Press the [OK] key.**

6 **Place originals, and then press the 【Start】 key.**



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# Basic Procedure

**1** **When the machine is set for user codes, enter a user code (up to 8 digits) with the number keys, and then press the 【#】 key.**

The machine is ready to copy.

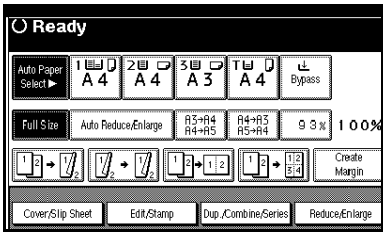
**Reference**

For Users Code, see ⇒"Key Operator Tools" in the General Settings Guide.

**2** **Make sure "Ready" is displayed on the screen.**

If any other function is displayed, press the **【Copy】** key.

❖ **Initial copy display**




**3** **Make sure there are no previous settings remaining.**

**Note**

❒ When there are previous settings remaining, press the **【Reset】** key and enter again.

**4** **Place originals.**

**Reference**

⇒ p.12 "Placing Originals"

**5** **Set desired settings.**

**Reference**

Please refer to each functions.

**6** **Enter the number of copies required with the number keys.**

**Note**

❒ The maximum copy quantity that can be set is 999.

**7** **Press the 【Start】 key.**

The machine starts copying.

**Note**

❒ When you place originals on the exposure glass, press the **【#】** key after all originals are scanned.

❒ Copies are delivered face down.

## How to Operate

❖ **To stop the machine during a multi-copy run.**
⇒Press the **【Clear/Stop】** key.

❖ **To return the machine to the initial condition after copying.**
⇒Press the **【Clear Modes】** key.

❖ **When clearing entered values.**
⇒Press the **【Clear/Stop】** key or the **[Clear]** key on the display.

❖ **To confirm settings.**
⇒Press the **【Check Modes】** key.



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## Auto Start

Copy starts automatically when the machine is ready.

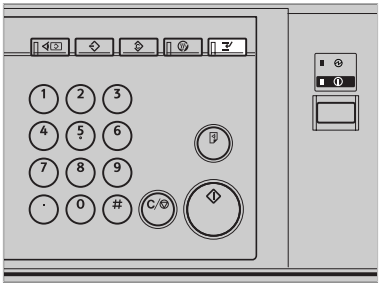
1. **Set the copy contents while "Select copy mode and press [Start]" and "Scanning originals can be started" are displayed alternately.**
2. **Set the original.**
3. **Press the [Start] key.**

   The machine scans the original. When the machine is ready, it starts copying automatically.

## Interrupt Copy

Use this function to interrupt a long copy job to make urgently needed copies.

1. **Press the [Interrupt] key.**




### When the originals stop scanning

1. **Remove originals that have been copied and place originals you wish to copy.**
2. **Press the [Start] key.**

   The machine starts making your copies.
3. **When the copy job is finished, remove originals and copies.**
4. **Press the [Interrupt] key again.**

   The **Interrupt** indicator goes off.
5. **When the display prompts you, set the remaining originals again before interrupting.**
6. **Press the [Start] key.**

**Note**

❒ By pressing the [Start] key, the previous copy job settings will be restored and the machine will continue copying from where it left off.

### When the machine keeps copying

1. **Place the originals you wish to copy.**
2. **Press the [Start] key.**

   The machine stops the other original job and starts copying your original.
3. **When copying is complete, remove the originals and copies.**
4. **Press the [Interrupt] key again.**

   The Interrupt indicator goes off.

   The previous copy job settings will be restored and the machine will continue copying from where it left off.

## Original Beeper

The beeper sounds and an error message is displayed when you leave the originals on the exposure glass after copying.

**Reference**

⇒ p.99 "Tone: Original remains"



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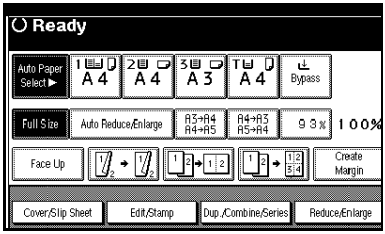
## Copy Face Up

Use this function to reverse the order of copies.

**Preparation**

Before using this function, register "Face up" for a copy function key. ⇒ p.99 “Copy Function Key: F1–F5”

**1** **Press 【Face Up】 key.**



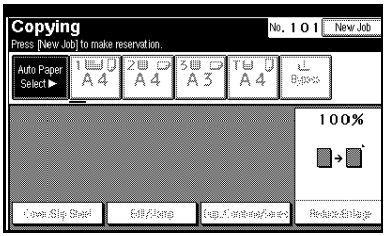

**2** **Place originals, and then press the 【Start】 key.**

## Job Preset

You can set up next copy content during copy.

If a long copy job is in progress and you do not wish to wait for it to finish, you can use this function to set up the next copy job in advance. When the current copy job is finished, the next job will be started automatically. You can set up to 8 copy jobs.

**1** **Press the [New Job] key when "Copying" is shown.**




**2** **Set up the next copy job.**

**3** **Place the originals in the document feeder, and then press the 【Start】 key.**

All originals are scanned.

After the current copy job, the next job starts automatically.

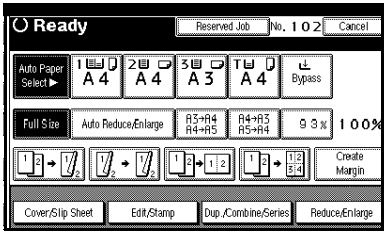
**Note**

- ❒ Each copy job set up is stored with a job number in the preserved job screen.
- ❒ To switch the display to the current copy job, press the **[Reserved]** key, select the **[Printing]** key and then press the **[Exit]** key.

### Editing Job Preset

You can check and change the contents of preset jobs. You also can delete preset jobs.

**1** **Press the [Reserved Job] key.**




**2** **Select the number of the job you want to check or change.**

**3** **Press the [Check/Change Job] key.**

The contents of the job are displayed.



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### To check job contents

1. **Check contents.**
2. **Press the [Confirmed] key.**
   You return to the Reserved Job screen.

### To change job contents after checking

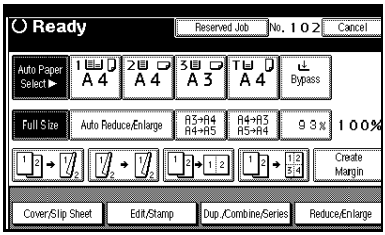
1. **Check job contents.**
2. **Change contents and press the [Confirmed] key.**
3. **Press the [Change] key.**
   You return to the Reserved Job screen.

### To delete a job after checking its contents

1. **Check job contents.**
2. **Press the [Delete Job] key.**
3. **Press the [Delete] key.**
   You return to the Reserved Job screen.

### Deleting a Preset Job

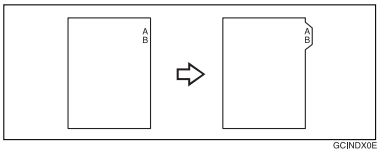
1. **Press the [Reserved Job] key.**




2. **Select the number of the job you want to delete.**
3. **Press the [Delete Job] key.**
4. **Press the [Delete] key.**
   You return to the Reserved Job screen.

## Copying onto Tab Stock

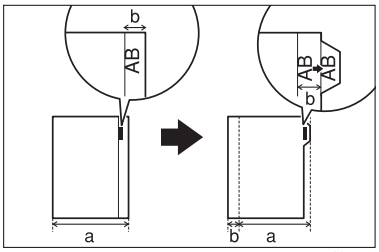
You can copy onto tab stock.



GCINDX0E

**Preparation**

Before using this function, set the tray for tab stock and set the position of the index tab. ⇒ "Paper Type" in the General Settings Guide



GCINDX1E



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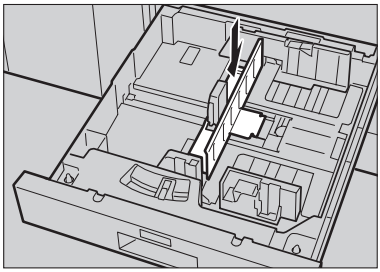
**Important**

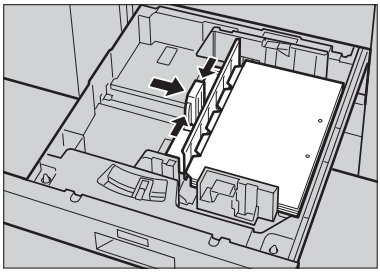
❒ When you set tab stock, be sure to use the optional tab sheet fence.



ZGUH080E

❒ Set tab stock so that it will be fed from the side without the tab first.

❒ Adjust the back fence position so that the tab sheet fence will fit the tab stock.



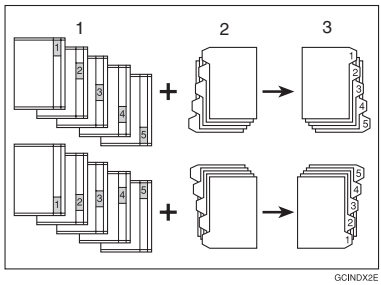
ZGUH070E

**Note**

❒ Check the position of the index tab to avoid cropping the image.

❒ Set the tab stock with the side to be copied facing down.

❒ Tab stock is always fed starting from the top tab.




GCINDX2E

*1.* **Originals**

*2.* **Tab stock**

*3.* **Copies**

**1** **Select the paper tray where the tab sock is set.**

**2** **Place originals, and then press the [Start] key.**





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# Copying from the Bypass Tray

Use the bypass tray to copy onto special paper (OHP transparencies, label paper, adhesive labels), thick paper (postcards and thin paper), and copy paper that cannot be loaded in the paper trays.



### Preparation

When copying from the bypass tray, select **[1 Sided→ 1 Sided]** for copying in **[Dup./Combine/Series]**. You can change the initial settings. ⇒ p.99 "Duplex Mode Priority"

### Important

- ❒ When paper larger than 433 mm in size is used, it may become wrinkled, may feed into the machine, or may cause jams.
- ❒ When copying onto special paper, such as adhesive labels, be sure to select "Face up" in ⇒ p.108 "Eject Copy Face Up/Down in Bypass Mode". If you select "Face Down", a paper misfeed may occur.

### Note

- ❒ The sizes of paper you can use with the bypass tray are as follows.

| | |
|---|---|
| Metric version | • Vertical: 100 – 305 mm<br>• Horizontal: 139.7 – 600 mm |
| Inch version | • Vertical: 3.9" – 12.0"<br>• Horizontal: 5.5" – 23.6" |

- ❒ The machine can automatically detect the following sizes as standard size copy paper.

| | |
|---|---|
| Metric version | A3□, A4□, A5□, 100 × 148 mm |
| Inch version | A3□, 11" × 17"□, $8^1/_2$" × 14"□, $5^1/_2$" × $8^1/_2$"□, 100 × 148 mm |

- ❒ If you want to use the size of paper other than ones in the above table, be sure to specify the size. ⇒ p.23 "When copying onto standard size paper", ⇒ p.79 "Program"
- ❒ When copying on OHP transparencies or paper heavier than 105 g/m$^2$ (about 27.9 lb.), you need to specify the paper type. ⇒"Paper Type"in the General Settings Guide
- ❒ If you want copies to be delivered face down when placing originals on the exposure glass, select "Face down" for both "Eject Copy Face Up/Down in Glass Mode" and "Eject Copy Face Up/Down in Bypass Mode" of User Tools.
- ❒ If you have selected OHP transparencies or thick paper paper in "Special paper", you cannot have copies delivered face down.
- ❒ If you use label paper, you cannot have copies to be delivered face down.
- ❒ If you use paper larger than 432 mm, 17" in size, you cannot make copies to be delivered face down.
- ❒ The maximum number of sheets you can load into the bypass tray depends on paper type. The number should not exceed the upper limit.



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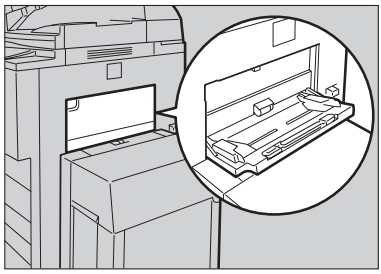
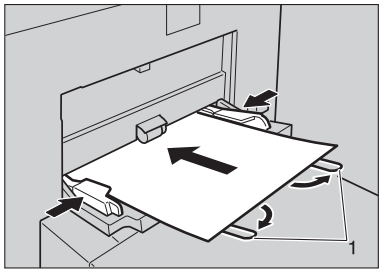
**1** **Open the bypass tray.**



ZGUH030E

**2** **Insert copy paper with the side you want to copy facing up, pusing until you hear the beep, and then align the paper guide to the paper size.**




ZGUH040E

*1.* **Extender**

**Note**

❒ If the guides are not flush against the paper, images might be skewed or misfeeds might occur.

❒ Do not stack paper over the limit mark, otherwise images might be skewed or paper misfeeds might occur.

❒ Swing out the extender to support paper sizes larger than A4□, $8^1/_2$" × 11"□.

❒ Fan paper to get air between the sheets and avoid multi-sheet feed.

**3** **Select the type and size of the paper.**

When copying onto standard size paper

❶ **Press the [#] key.**

❷ **Press the [Select Size] key.**

❸ **Select the paper size.**

❹ **Press the [OK] key.**

When copying onto custom size paper

❶ **Press the [#] key.**

❷ **Press the [Custom Size] key.**

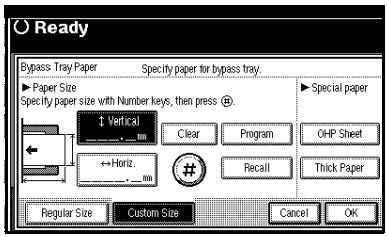
❸ **Press the [Vertical mm] key, enter the vertical size of the paper with the number keys, and then press the [#] key.**

❹ **Enter the horizontal size of the paper with the number keys, and then press the [#] key.**

**Note**

❒ If the **[Horiz mm]** key is not highlighted, press the **[Horiz mm]** key.

❒ To register the custom size entered, press the **[Program]** key and then press the **[Exit]** key.




❺ **Press the [OK] key.**



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## When copying onto special paper

❶ **Press the [#] key.**

❷ **Select paper type in "Special paper".**

❸ **Press the [OK] key.**

4 **Place your originals, and then press the [Start] key.**

5 **When your copy job is finished, press the [Clear Modes] key to clear the settings.**



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# Copy Functions

## Adjusting Copy Image Density

There are three types of adjustment available:

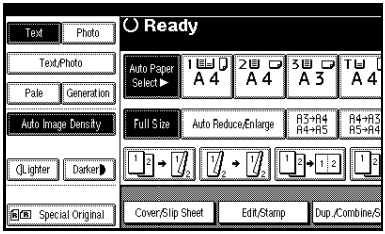
❖ **Auto image density**
The machine automatically adjusts the image density.

❖ **Manual image density**
You can adjust the density of the original in seven increments.

❖ **Combined auto and manual image density**
Use when copying originals with dirty backgrounds (such as newspapers). You can adjust foreground density while leaving the background unchanged.

### Auto image density

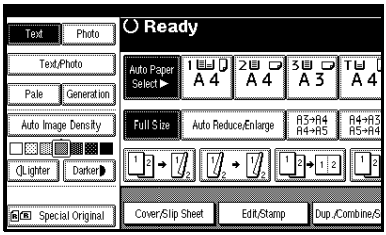
**1** **Make sure the [Auto Image Density] key is selected.**




### Manual image density

**1** **Press the [Auto Image Density] key to cancel it.**

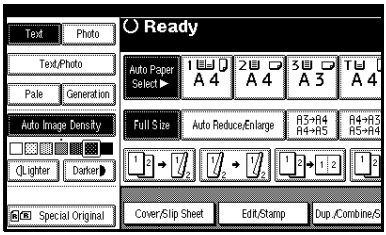
**2** **Press the [Lighter] or [Darker] key to adjust image density.**




### Combined auto and manual image density

**1** **Make sure the [Auto Image Density] key is selected.**

**2** **Press the [Lighter] or [Darker] key to adjust the density.**





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## Selecting Original Type Setting

Select one of the following five types to match your originals:

❖ **Text**
Select this mode when your originals contain only text (no pictures).

❖ **Photo**
Delicate tones in photographs and pictures can be reproduced with this mode.

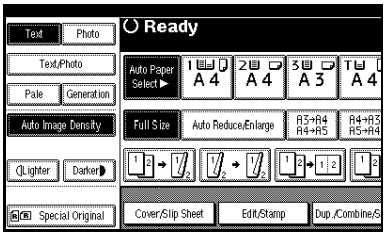
❖ **Text/Photo**
Select Text/Photo when your originals contain photographs or pictures with text.

❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. Faint lines will be clearly copied.

❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

**Reference**
Related Initial Settings ⇒ p.98 "Original Type Display", ⇒ p.1 "Notice"

**1 Press the appropriate key to select the original type.**




When the original type keys are not displayed

**❶ Press the [Original Type] key.**

**❷ Select the original type, and then press the [OK] key.**



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## Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**
The machine selects a suitable size of copy paper automatically, based on original size and reproduction ratio.

❖ **Manual Paper Select**
Choose the tray containing the paper you wish to copy onto: a paper tray, by-pass tray or large capacity tray (LCT).

**Reference**
⇒ p.9 “Sizes difficult to detect”

**Note**

❒ See the following table for copy paper sizes and directions that can be used with Auto Paper Select (when copying at a ratio of 100%).

❖ **Metric version**

| Where Original Is Placed | Paper Size and Direction |
|---|---|
| Exposure glass | A3↕, B4↕, A4↔↕, B5↔↕, 8 1/2" × 13"↕ |
| Document feeder | A3↕, B4↕, A4↔↕, B5↔↕, A5↔↕, B6↔↕, 8 1/2" × 13"↕, 8K↕, 16K↔↕ |

❖ **Inch version**

| Where Original Is Placed | Paper Size and Direction |
|---|---|
| Exposure glass | 11" × 17"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕ |
| Document feeder | A3↕, A4↔↕, 11" × 17"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕, 10" × 14"↕, 5 1/2" × 8 1/2"↔↕, 7 1/4" × 10 1/2"↕ |

❒ Only the paper trays set to "No Display" or "Recycled Paper" in "Paper Type" and also set to "Yes" in "Apply Auto Paper Select" can be selected in Auto Paper Select mode.⇒ "Paper Size Settings" in the General Settings Guide



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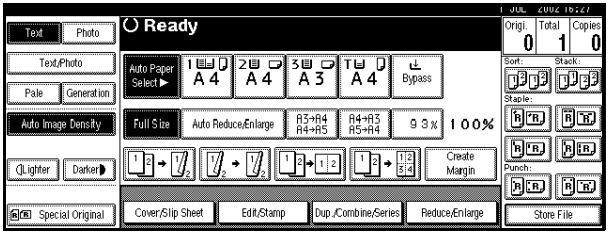
## Auto Paper Select

**1** **Make sure that the [Auto Paper Select] key is selected.**



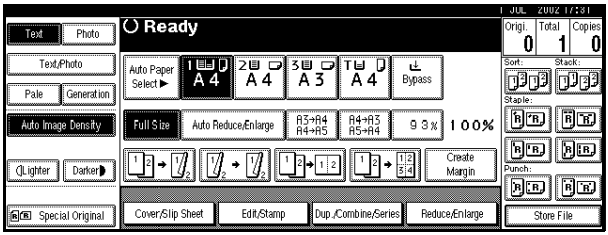

**Note**

❒ Trays with a key mark will not be automatically selected. ⇒ "Paper Size Settings" in the General Settings Guide

## Manual Paper Select

**1** **Select the paper tray, bypass tray or large capacity tray (LCT).**

The indicator corresponding to the selected paper tray is highlighted.




**Reference**

⇒ p.22 “Copying from the Bypass Tray”

### When the paper type keys are not displayed

❶ **Press the [Auto Paper Select] key.**

❷ **Select the type of paper.**



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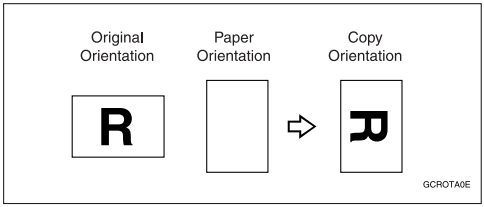
## Rotated copy

If the direction in which your original is placed (⊏ or ⊐) is different from that of the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. ⇒ p.27 “Auto Paper Select”




### Note

❒ The default setting for "Auto Tray Switching" is "With image rotation ". You cannot use the Rotated Copy function if this setting is changed to "Without image rotation" or "Off". ⇒ p.97 “Auto Tray Switching”

❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, place your original in the ⊏ direction.

| | Original Size and Direction | | | Copy Paper Size and Direction | |
|---|---|---|---|---|---|
| You cannot rotate: | A4, B5, or A5 ⊐ | GCROTA1E | When enlarging to → | B4, A3 | GCROTA2E |
| However, you can use: | A4, B5, or A5 ⊏ | GCROTA3E | When enlarging to → | B4, A3 | GCROTA4E |

❒ Depending on the settings for the Staple or Punch function, you cannot use the Rotated Copy function. ⇒ p.37 “Staple”, ⇒ p.41 “Punch”



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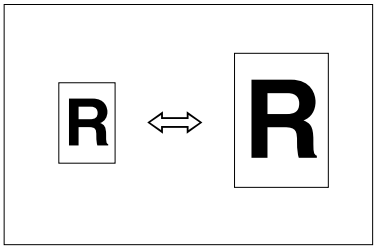
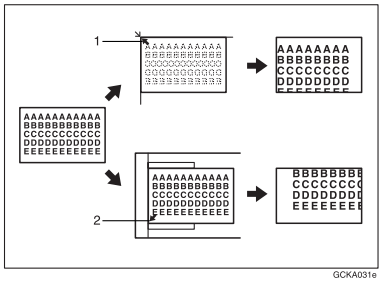
## Preset Reduce/Enlarge

You can select a preset ratio for copying.




❖ **Base Point**

The base point of Enlarge/Reduce differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point. When it is set to the document feeder, the bottom left corner of the original will be the base point.




***1.*** **Base point when setting on the exposure glass.**

***2.*** **Base point when setting on the document feeder.**

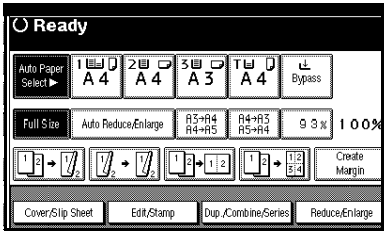
**Reference**

Related Initial Settings

⇒ p.99 “Copy Function Key: F1–F5”

⇒ p.100 “R/E Priority”

**1** **Press the [Reduce/Enlarge] key.**




**Note**

❒ To select a preset ratio on the initial display, press the shortcut reduce/enlarge key and go to step **4**.

**2** **Press the [Enlarge] or [Reduce] key.**

**3** **Select a ratio, and then press the [OK] key.**

**4** **Place your originals, and then press the 【Start】 key.**



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## Create Margin Mode

Use "Create Margin" to reduce the image to 93% of its original size with the center as reference. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

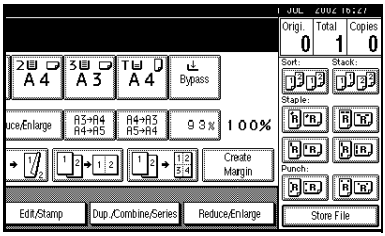
**Reference**

Related Initial Settings

⇒ p.99 "Copy Function Key: F1–F5"

⇒ p.100 "Ratio for Create Margin"

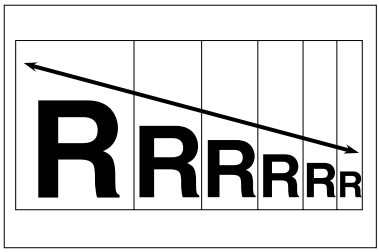
① Press the **[Create Margin]** key displayed on the initial display.




② If you do not wish to combine it with the Reduce/Enlarge function, place your originals, and then press the 【Start】 key.

## Zoom

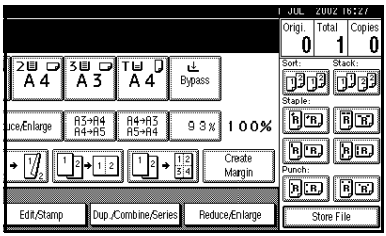
You can change the reproduction ratio in 1% steps.



**Note**

❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[−]** keys.

**1** **Press the [Reduce/Enlarge] key.**




**2** **Enter the ratio.**

To select a ratio with the **[+]** and **[−]** keys

❶ **Select a preset ratio which is close to the desired ratio using [Reduce] or [Enlarge].**

❷ **Adjust the ratios with the [+] or [−] keys.**



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2

**Note**

❒ To change the ratio in 1% steps, just press the [+] or [−] keys. To change the ratio in 10% steps, press and hold down the [+] or [−] keys.

❒ If you have incorrectly entered the ratio, readjust the ratio with the [+] or [−] keys.

To enter a ratio with the number keys

❶ **Press the [Mag. Ratio] key.**

❷ **Enter the desired ratio with the number keys.**

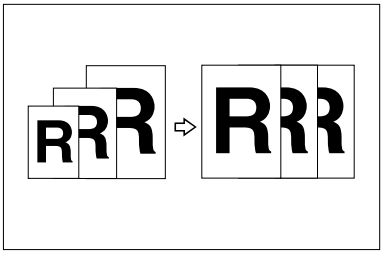
❸ **Press the [#] key.**

❹ **Press the [OK] key.**

3 **Place your originals, and then press the [Start] key.**

## Auto Reduce/Enlarge

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



**Note**

❒ You cannot use the bypass tray with this function.

❒ When using Auto Reduce/Enlarge, see the following table for the original sizes and directions you can use.

❖ **Metric version**

| Where Original Is Placed | Original Size and Direction |
|---|---|
| Exposure glass | A3, B4, A4, B5, $8^1/_2$" × 13" |
| Document feeder | A3, B4, A4, B5, A5, B6, $8^1/_2$" × 13" |

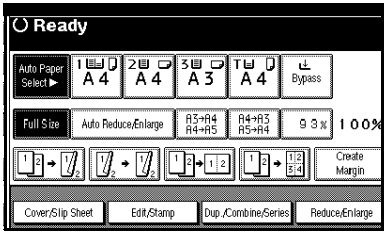
❖ **Inch version**

| Where Original Is Placed | Original Size and Direction |
|---|---|
| Exposure glass | 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11" |
| Document feeder | A3, A4, 11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11", 10" × 14", $5^1/_2$" × $8^1/_2$", $7^1/_4$" × $10^1/_2$" |

**Reference**

⇒ p.9 "Sizes difficult to detect"

1 **Press the [Auto Reduce/Enlarge] key.**




2 **Select the paper tray.**

3 **Set the original, then press the [Start] key.**



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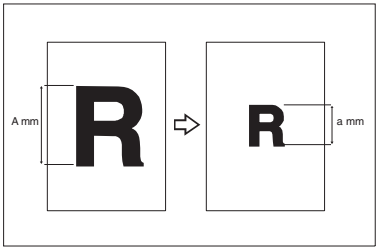
## Size Magnification

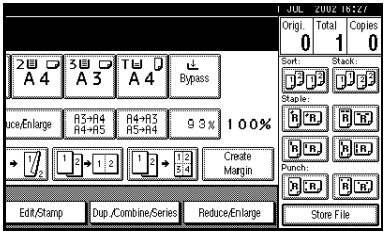
This function calculates an enlargement or reduction ratio based upon the lengths of the original and copy.




**Note**

❒ Measure and specify the lengths of the original and copy by comparing "A" with "a."

**1** **Press the [Reduce/Enlarge] key.**




**2** **Press the [Specifd. Ratio] key.**

**3** **Make sure the [Size Magnification] key is highlighted.**

**4** **Enter the length of the original with the number keys, and then press the [#] key.**

**Note**

❒ You can enter sizes within the following ranges.

| | |
|---|---|
| Metric version | 1 – 999 mm (in 1 mm steps) |
| Inch version | 0.1" – 99.9" (in 0.1" steps) |

**5** **Enter the length of the copy with the number keys, and then press the [#] key.**

**Note**

❒ To change the length after pressing the **[#]** key, select **[Original]** or **[Copy]** and enter the desired length.

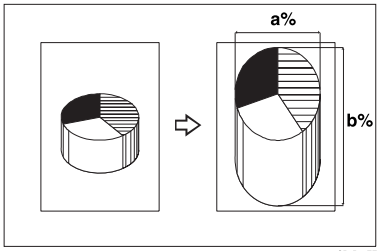
**6** **Press the [OK] key.**

**7** **Press the [OK] key.**

**8** **Place your original, and then press the [Start] key.**

## Directional Magnification (%)

Copies can be reduced or enlarged at different reproduction ratios, horizontally and vertically.




a: Horizontal ratio

b: Vertical ratio

**Note**

❒ You can also select a preset ratio that is close to the desired ratio using **[Reduce]** or **[Enlarge]**, then adjust the ratio with the **[+]** or **[−]** keys.



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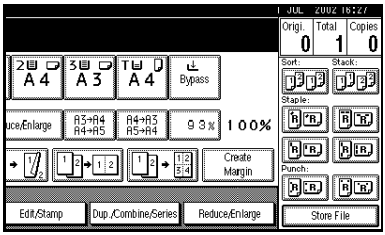
**1** **Press the [Reduce/Enlarge] key.**




**2** **Press the [Specifd. Ratio] key.**

**3** **Press the [Direct. Mag.%] key.**

To enter a ratio with the number keys

❶ **Press the [Horizontal] key.**

❷ **Enter the desired ratio with the number keys, followed by the [#] key.**

❸ **Press the [Vertical] key.**

❹ **Enter the desired ratio with the number keys, followed by the [#] keys.**

❺ **Press the [OK] key.**

To specify a ratio with the [+] and [−] keys

❶ **Press the [With +−] key.**

❷ **Press the [Horizontal] key.**

❸ **Adjust the ratio using the [+] or [−] keys.**

**Note**

❒ Pressing the [+] or [−] keys changes the ratio in 1% steps. Pressing and holding down the [+] or [−] keys changes it in 10% steps.

❒ If you have incorrectly entered the ratio, readjust the ratio with the [+] or [−] keys.

❹ **Press the [Vertical] key.**

❺ **Adjust the ratio with the [+] or [−] keys.**

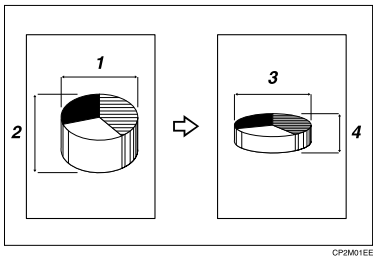
❻ **Press the [OK] key.**

**4** **Press the [OK] key.**

**5** **Place your originals, and then press the [Start] key.**

## Directional Size Magnification (mm)

Suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require.




*1.* **Horizontal original size**

*2.* **Vertical original size**

*3.* **Horizontal copy size**

*4.* **Vertical copy size**

**Note**

❒ Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.



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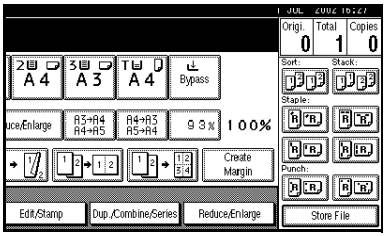
❒ You can enter sizes within the following ranges.

| | |
|---|---|
| Metric version | Vertical: 1 – 999 mm (in 1 mm steps)<br>Horizontal: 1 – 9999 mm (in 1 mm steps) |
| Inch version | Vertical: 0.1″ – 99.9″ (in 0.1″ steps)<br>Horizontal: 0.1″ – 99.9″ (in 0.1″ steps) |

**1** **Press the [Reduce/Enlarge] key.**




**2** **Press the [Specifd. Ratio] key.**

**3** **Press the ["Dir. Size Mag mm"] key.**

**4** **Enter the horizontal size of the original with the number keys, and then press the [#] key.**

**5** **Enter the horizontal size of the copy with the number keys, and then press the [#] key.**

**6** **Enter the vertical size of the original with the number keys, and then press the [#] key.**

**7** **Enter the vertical size of the copy with the number keys, and then press the [#] key.**

**Note**

❒ To change a length, press the key you wish to change and enter the new value.

**8** **Press the [OK] key.**

**9** **Press the [OK] key.**

**10** **Place your originals, and then press the [Start] key.**

## Sort

The machine can scan your originals into memory and automatically sort the copies.

**Reference**

Related Initial Settings

⇒ p.107 "Select Stack Function"

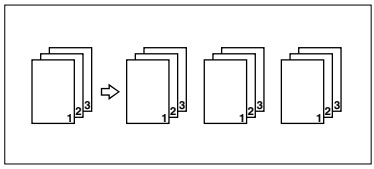
⇒ p.106 "Memory Full Auto Scan Restart"

⇒ p.106 "Rotate Sort: Auto Paper Continue"

⇒ p.97 "Auto Tray Switching"

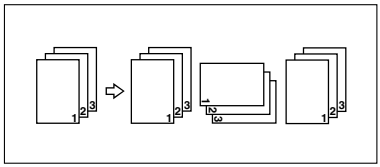
❖ **Sort**

Copies are assembled as sets in sequential order.



❖ **Rotate Sort**

Every other copy set is rotated by 90°( ) and delivered to the copy tray.



**Note**

❒ To use the Rotate Sort function, two paper trays with paper identical in size but different in direction ( ) are required.



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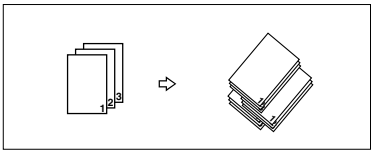
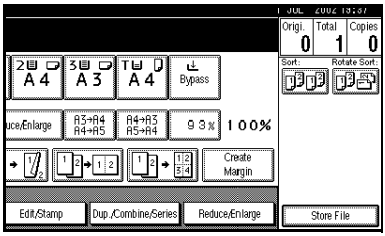
❖ **Shift Sort**

- The optional Finisher 3000B (100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet finisher is required to use this function.
  Each time the copies of one set or those of a different job are delivered, the next copy set is shifted when delivered, so that you can separate sets or jobs.

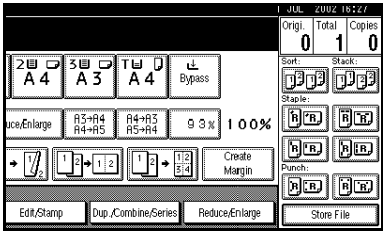


**1** **Press the [Sort] or [Rotate Sort] key.**

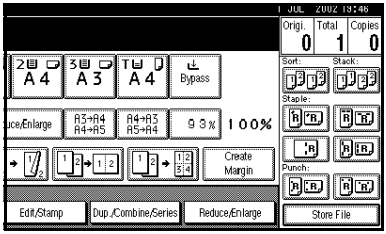
❖ **When a finisher is not installed**




❖ **When the Finisher 3000B(100–sheet staples) or the Finisher 3000M(50–sheet staples) is installed**




❖ **When the Booklet Finisher is installed**




**2** **Enter the number of copy sets with the number keys.**

**Note**

❒ The maximum number of sets is 999.

❒ To confirm the type of finishing, press the **【Sample Copy】** key. ⇒ p.40 “Sample Copy”

**3** **Place your originals.**

**Note**

❒ When placing an original on the exposure glass, start with the first page to be copied. When placing an original in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing an original on the exposure glass or in the document feeder (ADF) using batch mode, press the **【#】** key after all the originals have been scanned.

**4** **Press the 【Start】 key.**

**Reference**

⇒ p.40 “Sample Copy”

⇒ p.40 “Changing the Number of Sets”



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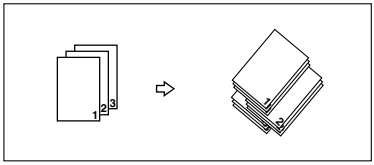
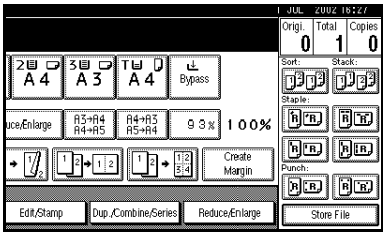
## Stack

This function collates copies of pages from a multi-page original. Stacks of each page's copies are shifted for ease of separation.



**1** **Press the [Stack] key.**




**2** **Enter the number of copies with the number keys.**

**3** **Place your originals, then press the 【Start】 key.**

**Note**

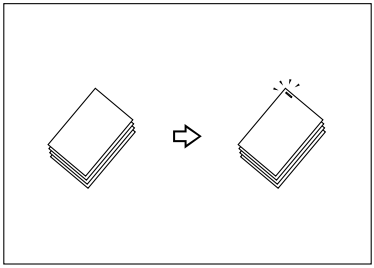
❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing originals on the exposure glass or in the document feeder (ADF) using batch mode, press the 【#】 key after all have been scanned.

## Staple

*An optional finisher is required to use this function.*

Each copy set can be stapled together.



**Important**

❒ If you staple copies without the stapler cartridge for Saddle Stitch when using the Booklet Finisher, a paper misfeed may occur.

**Note**

❒ You cannot use the Bypass Tray with this function.

**Reference**

Related Initial Settings

⇒ p.106 “Select Stapling Position (Top Left)”

⇒ p.107 “Select Stapling Position (Bottom Left)”

⇒ p.107 “Select Stapling Position (Top Right)”

⇒ p.107 “Select Stapling Position (Bottom Right)”





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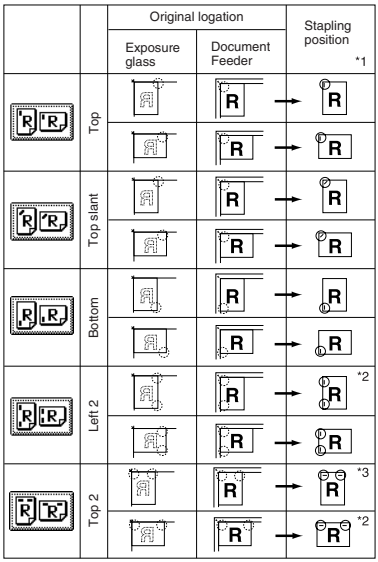
## Stapling position and original setting

Place all the originals in the automatic document feeder (ADF) in the orientation in which they can be read normally. When placing the original on the exposure glass, keep the same orientation, but set the original facing downwards. When there is copy paper that is identical in size and orientation to your original, the staple positions are as follows.

### ❖ Finisher 3000B(100–sheet staples)

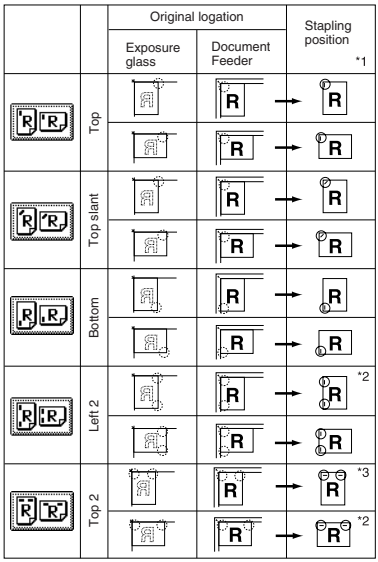



*1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.

*2 You cannot staple at this position when copying onto A3 or A4 size paper.

*3 If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

### ❖ Finisher 3000M(50–sheet staples)




*1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.

*2 You cannot staple at this position when copying onto A3 or A4 size paper.

*3 If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".



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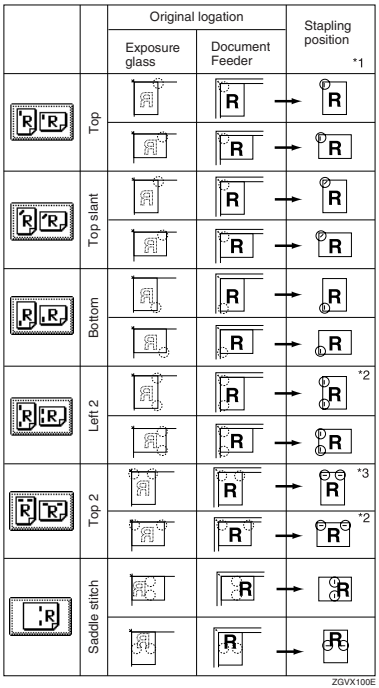
### ❖ Booklet Finisher



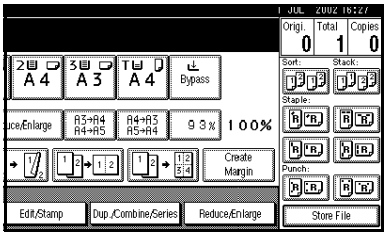

*1 This table shows staple positioning. The orientation of the paper does not indicate direction of delivery.

*2 You cannot staple at this position when copying onto A3 or A4 size paper.

*3 If you want to staple at this position on A3 or A4 size paper, select **[Rotate]** and then select "Top 2".

**1 Select one of the stapling positions.**

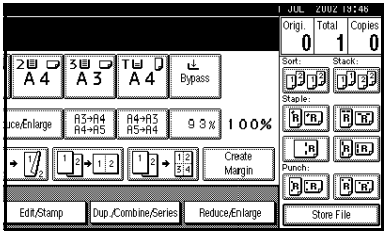
#### ❖ Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples)




**Note**

❒ The stapling position will be fixed to "Top".

#### ❖ Booklet Finisher




**Note**

❒ When you select the stapling position, Sort mode is automatically selected.

**Reference**

⇒ p.38 "Stapling position and original setting"

**2 Enter the number of copy sets with the number keys.**

**3 Place your originals, then press the【Start】key.**



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**Note**

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the document feeder (ADF), set so that the last page is on the bottom.

❒ When placing original on the exposure glass or in the document feeder (ADF) using batch mode, press the 【#】 key after all have been scanned.

## Sample Copy

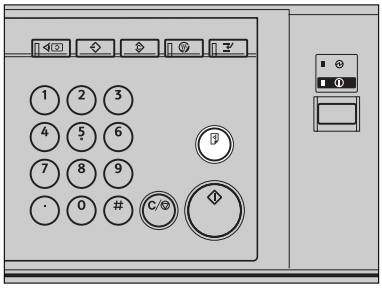
Use this function to check copy settings before making a long copy run.

**Note**

❒ This function can be used only when the Sort function has been turned on.

**1** **Select Sort and any other required functions, and then place the originals.**

**2** **Press the 【Sample Copy】 key.**



ZGVS070E

One copy set is delivered as a sample.

**3** **If the sample is acceptable, press the [Print] key.**

The number of copies made is the number specified, minus one for the proof copy.

**Note**

❒ If you press the **[Suspend]** key after checking the results, return to step **1** to adjust copy settings as necessary. You can change the settings for Staple, Punch, Duplex, Copy Orientation, Stamp, Margin Adjust, Cover/Slip Sheet and Designate. However, depending on the combination of functions, you may not be able to change some settings.

## Changing the Number of Sets

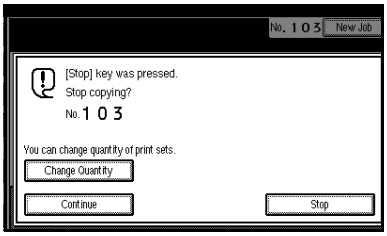
You can change the number of copy sets during copying.

**Note**

❒ This function can only be used when the Sort function has been turned on.

**1** **While "Copying" is displayed, press the 【Clear/Stop】 key.**

**2** **Press the [Change Quantity] key.**




**3** **Enter the number of copy sets with the number keys, and then press the 【#】 key.**

**Note**

❒ The number of sets you can enter depends on when the 【Clear/Stop】 key is pressed.

**4** **Press the [Continue] key.**

Copying starts again.



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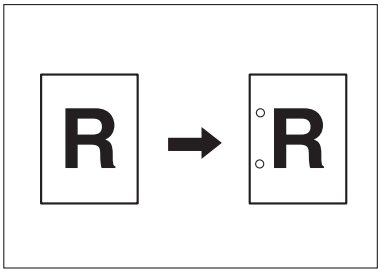
## Punch

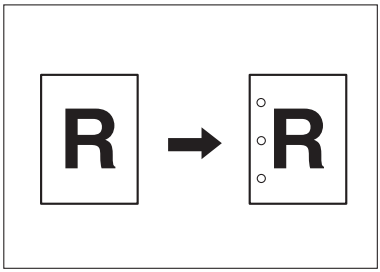
The optional finisher and punch unit are required to use this function.
This function is used to make punch holes in copies.

❖ **2 holes**



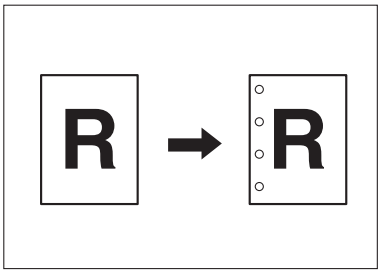

GCPNCH1E

❖ **3 holes**




GCPNCH3E

❖ **4 holes**




GCPNCH0E

**Note**

❒ You cannot use the bypass tray with this function.

❒ The 4 – hole punch type is only capable of punching in the 4 – hole format.



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## Punch hole positions

| | | | Direction in which Original is Set | | Punch Hole Positions *1 |
|---|---|---|---|---|---|
| | | | Exposure glass | Document feeder | |
| Standard | 2 holes | | | | |
| | | | | | |
| | 3 holes | | | | |
| | | | | | |
| | 4 holes | | | | |
| | | | | | |
| 90° Turn | 2 holes | | | | |
| | | | | | |
| | 3 holes | | | | |
| | | | | | |
| | 4 holes | | | | |
| | | | | | |

*1 This table shows the punch hole positions. The orientation of the paper does not indicate direction of delivery.



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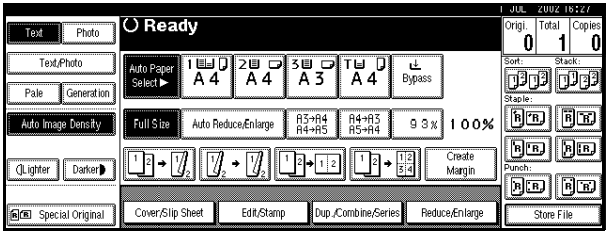
**1** **Select the punch position.**

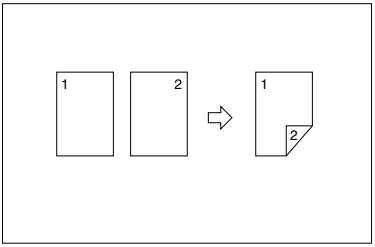



**2** **Place your originals, then press the 【Start】 key.**

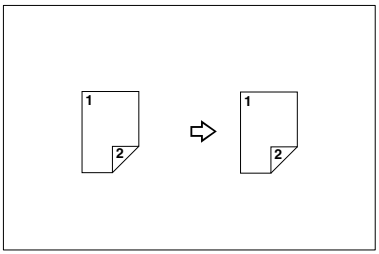
## Duplex

There are two types of duplex.

❖ **1 Sided → 2 Sided**
Copies two 1–side pages onto one 2–sided page.



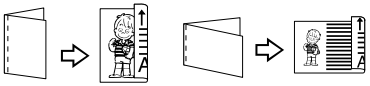

❖ **2 Sided → 2 Sided**
Copies one 2–sided page onto one 2–sided page.




### Originals and Copy Direction

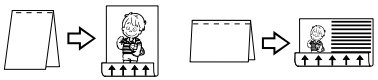
You can select the orientation.

- Top to Top



Duplex1

- Top to Bottom

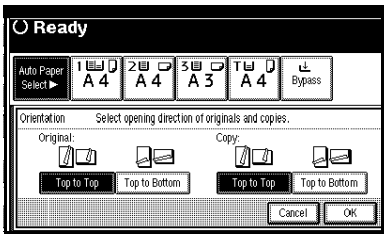


Duplex2

**Note**

❒ You can change the default orientation with the User Tools. ⇒ p.99 "Copy Orientation in Duplex Mode", ⇒ p.99 "Original Orientation in Duplex Mode"

**1** **Press the [Orientation] key and the select orientation (Original/Copy). Then press the [OK] key.**



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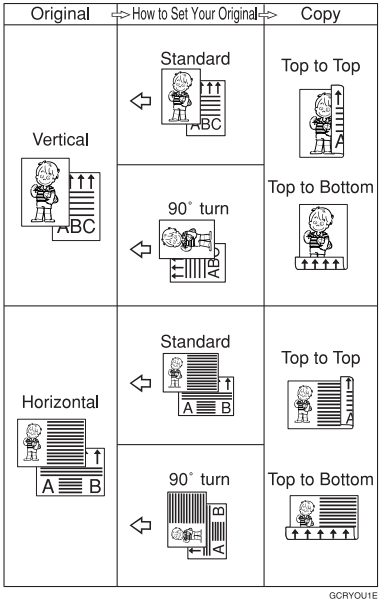
## Original Direction and Completed Copies

The resulting copy image will differ according to the direction in which you place your original (widthwise ⬜ or lengthwise ⬜).




*1 The table shows the orientation of images on the front and back of copies, not the direction of delivery.

**Reference**

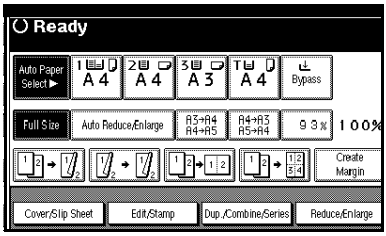
Related Initial Settings

⇒ p.62 "Margin Adjustment"

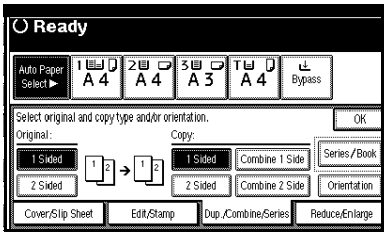
⇒ p.101 "Back Margins : Left/Right"

⇒ p.101 "Back Margin : Top/Bottom"

**1** **Press the 【Dup./Combine/Series】 key.**




**2** **Select the ([1 Sided]/[2 Sided]) key for "Original", and then press the ([1 Sided]/[2 Sided]) key for "Copy".**




**Note**

❒ To change the copy orientation, press the **[Orientation]** key. ⇒ p.43 "Originals and Copy Direction"

**3** **Press the [OK] key.**

**4** **Place your originals, and then press the 【Start】 key.**

**Note**

❒ When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the document feeder (ADF), set so that the last page should be on the bottom.

❒ When placing originals on the exposure glass or in the document feeder (ADF) using batch mode, press the 【#】 key after all have been scanned.



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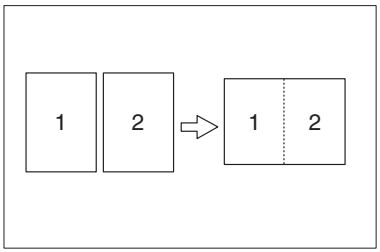
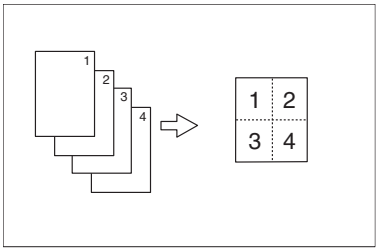
## 1 Sided Combine

Combine several pages onto one side of a sheet.

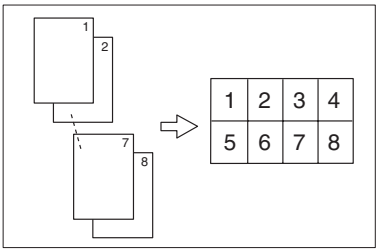
❖ **1 Sided, 2 Pages → Combine 1 Side**
Copies two 1-sided originals to one side of a sheet.



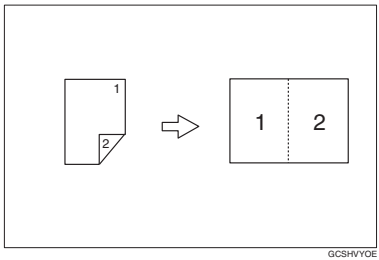

❖ **1 Sided, 4 Pages → Combine 1 Side**
Copies four 1-sided originals to one side of a sheet.



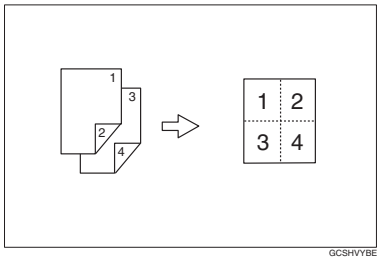

❖ **1 Sided, 8 Pages → Combine 1 Side**
Copies eight 1-sided originals to one side of a sheet.



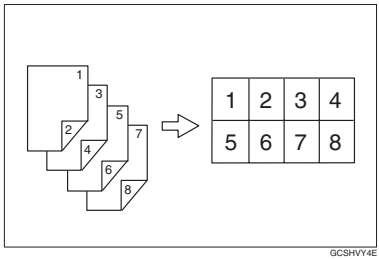

❖ **2 Sided, 1 Page → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.




❖ **2 Sided, 2 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.




❖ **2 Sided, 4 Pages → Combine 1 Side**
Copies four 2–sided originals to one side of a sheet.



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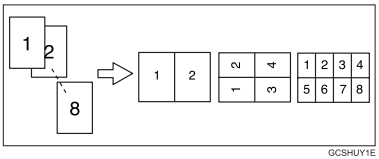
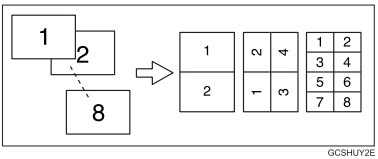
❖ **Orientation of the Original and Image Position of Combine**

Open to Left Originals




GCSHUY1E

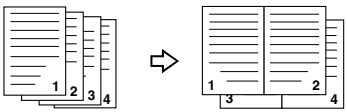
Open to Top Originals




GCSHUY2E

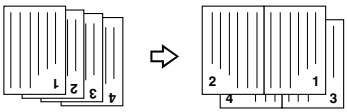
❖ **Placing Originals (Originals Placed in the Document Feeder)**

- Originals read from left to right




Combine5

- Originals read from top to bottom




Combine6

**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

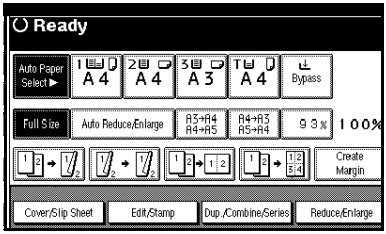
Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

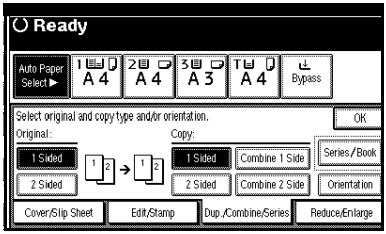
⇒ p.103 "Copy Order in Combine"

⇒ p.103 "Separation Line in Combine"

**1** **Press the [Dup./Combine/Series] key.**




**2** **Press the ([1 Sided]/[2 Sided]) key for "Original", and then press the [Combine 1 Side] key for "Copy".**




**Reference**

⇒ p.43 "Originals and Copy Direction"

**3** **Select the number of originals to combine.**

**4** **Select the paper.**

**5** **Press the [OK] key.**

**6** **Place your originals, and then press the [Start] key.**



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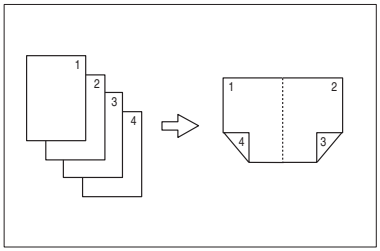
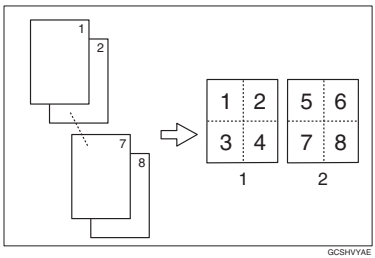
## 2 Sided Combine

Combines various pages of originals onto one sheet with two sides.

❖ **1 Sided, 4 Pages → Combine 2 Side**
Copies four 1-sided originals to one sheet with two pages per side.



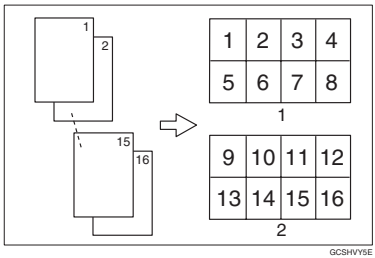
❖ **1 Sided, 8 Pages → Combine 2 Side**
Copies eight 1-sided originals to one sheet with four pages per side.




*1.* **Front**

*2.* **Back**

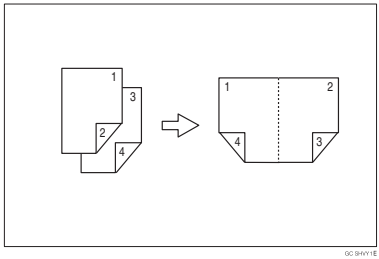
❖ **1 Sided, 16 Pages → Combine 2 Side**
Copies sixteen 1-sided originals to one sheet with eight pages per side.



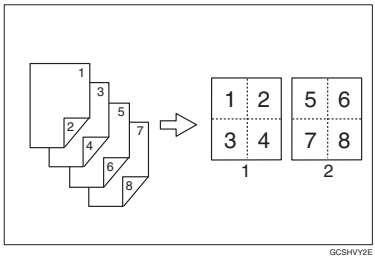

*1.* **Front**

*2.* **Back**

❖ **2 Sided, 4 Pages → Combine 2 Side**
Copies two 2-sided originals to one sheet with two pages per side.



❖ **2 Sided, 8 Pages → Combine 2 Side**
Copies four 2-sided originals to one sheet with four pages per side.




*1.* **Front**

*2.* **Back**



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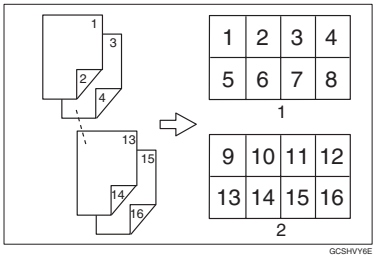
❖ **2 Sided, 16 Pages → Combine 2 Side**
Copies eight 2-sided originals to one sheet with eight pages per side.




*1.* **Front**

*2.* **Back**

**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

⇒ p.46 "Orientation of the Original and Image Position of Combine"

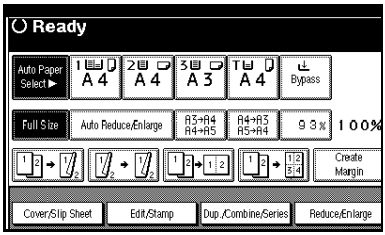
Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

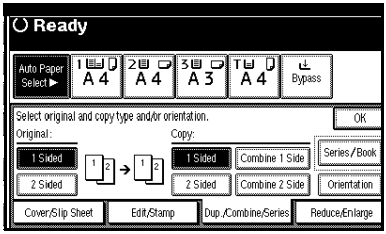
⇒ p.103 "Copy Order in Combine"

⇒ p.103 "Separation Line in Combine"

**1** **Press the [Dup./Combine/Series] key.**




**2** **Press the ([1 Sided]/[2 Sided]) key for "Original", and then press the [Combine 2 Side] key for "Copy".**




**Reference**

⇒ p.43 "Originals and Copy Direction"

**3** **Select the number of originals to combine.**

**4** **Select the paper.**

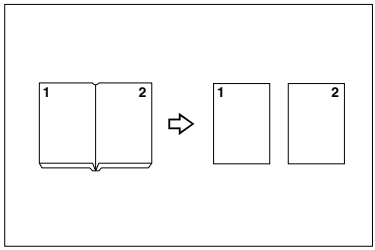
**5** **Press the [OK] key.**

**6** **Place your originals, and then press the 【Start】 key.**

## Series Copies

Separately copies the front and back of a 2–sided original or the two facing pages of a bound original onto two sheets.

❖ **Book → 1 Sided**
You can make one-sided copies from two facing pages of a bound original (book).



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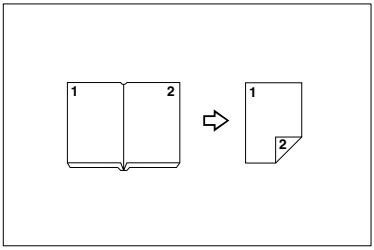
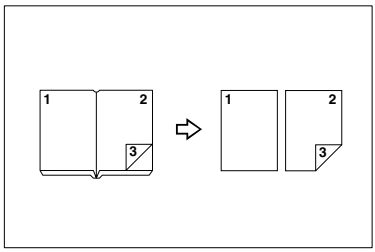
❖ **Book → 2 Sided**

Copies a two-page spread original onto one sheet with one page per side.



❖ **Front & Back → 2 Sided**

Copies each two-page spread original as it is onto both sides of a sheet.



**Note**

❒ See the following table for original and copy paper sizes when making 2 sided copies using a 100% ratio.

❖ **Metric version**

| Original | Copy paper |
|---|---|
| A3 | A4 × 2 sheets |
| B4 | B5 × 2 sheets |
| A4 | A5 × 2 sheets |

❖ **Inch version**

| Original | Paper for 1–sided copy |
|---|---|
| 11" × 17" | $8^1/_2$" × 11" × 2 sheets |
| $8^1/_2$" × 11" | $5^1/_2$" × $8^1/_2$" × 2 sheets |

❒ See the following table for original and copy paper sizes when making 1 sided copies using a 100% ratio.

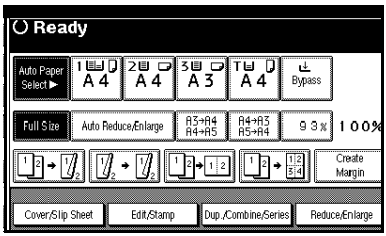
❖ **Metric version**

| Original | Copy paper |
|---|---|
| A3 | A4 2 sided |
| B4 | B5 2 sided |
| A4 | A5 2 sided |

❖ **Inch version**

| Original | Copy pager |
|---|---|
| 11" × 17" | $8^1/_2$" × 11" 2 sided |
| $8^1/_2$" × 11" | $5^1/_2$" × $8^1/_2$" 2 sided |

**1** **Press the [Dup./Combine/Series] key.**




**2** **Press the [Series/Book] key.**

**3** **Select a series type ([Book → 1 Sided] / [Book → 2 Sided] / [Front&Back → 2 Sided]), then press the [OK] key.**

**4** **Press the [OK] key.**



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**5** **Make sure that the [Auto Paper Select] key is selected.**

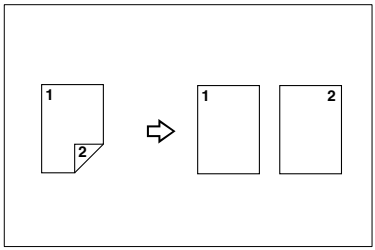
**6** **Place your originals on the exposure glass, and then press the 【Start】 key.**

**Note**

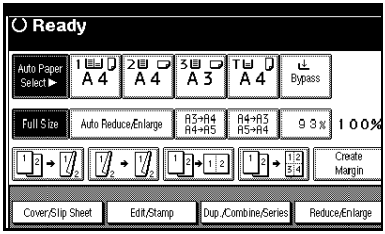
❒ Press the 【#】 key after all originals have been scanned.

## 2 Sided→1 Sided

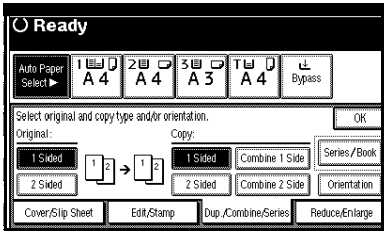
You can make one-sided copies from two-sided originals.




**1** **Press the [Dup./Combine/Series] key.**




**2** **Press the [2 Sided] key for the original, then press the [1 Sided] key for the copy.**




**Reference**

⇒ p.43 “Originals and Copy Direction”

**3** **Press the [OK] key**

**4** **Set your originals, then press the 【Start】 key.**

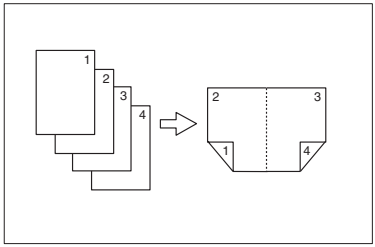
## Copying Book Originals

You can copy multiple originals in page order when they are folded or folded and stacked.

❖ **1 Sided → Booklet**

Make copies in page order for a folded booklet as shown in the following illustrations:

- Open to Left




GCBOOK0E



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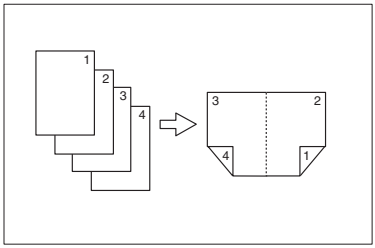
• Open to Right

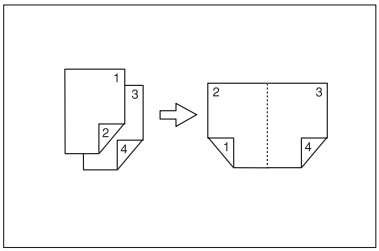



GCBOOK1E

### ❖ 2 Sided → Booklet

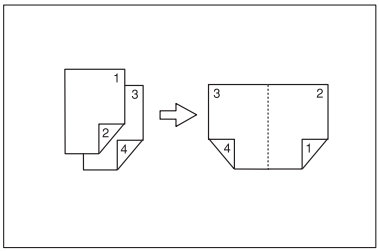
Make 2 sided originals into page ordered copies for a folded booklet, as shown in the following illustrations:

• Open to Left




GCAH010E

• Open to Right

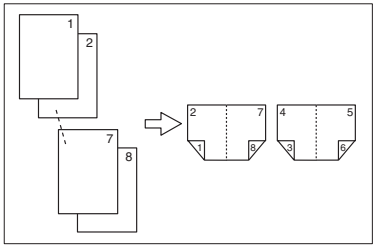



GCAH020E

### ❖ 1 Sided → Magazine

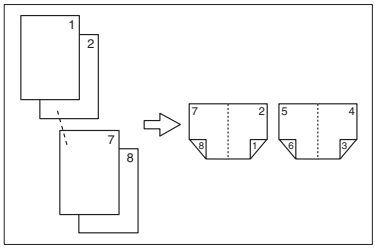
Copies two or more originals to make page ordered copies when they are folded and stacked.

• Open to Left




GCBOOK3E

• Open to Right

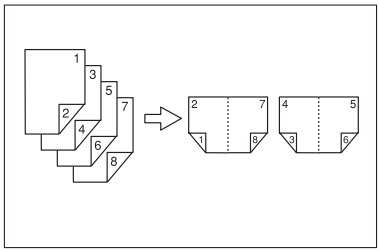



GCBOOK4E

### ❖ 2 Sided → Magazine

Copies two or more originals of 2 sided into page ordered copies when they are folded and stacked.

• Open to Left




GCAH030E





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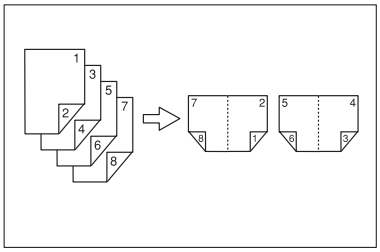
- Open to Right

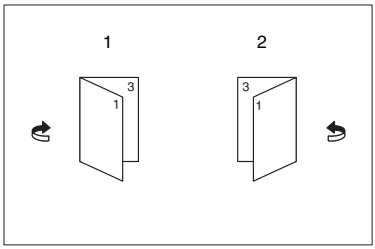



GCAH040E



## How to fold copies to make a booklet

Fold the copy so that a crease is in the center and open as shown in the following illustration:




GCBOOK2E

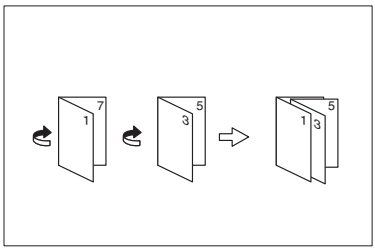
*1.* **Open to Left**

*2.* **Open to Right**

## How to fold and stack copies to make a magazine

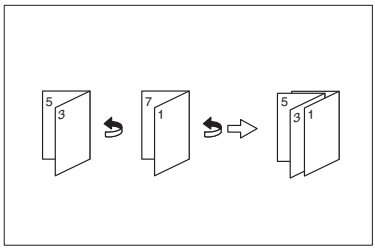
Fold and stack copies to make a magazine, and open as shown in the following illustrations:

### ❖ Open to Left




GCBOOK5E

### ❖ Open to Right




GCBOOK6E

### Note

❒ You cannot use the bypass tray with these functions.

❒ The machine automatically selects the reproduction ratio automatically to the paper size.

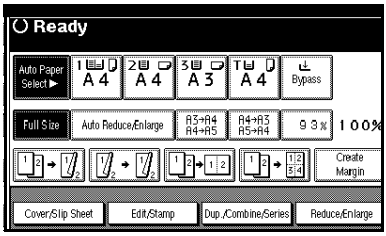
### Reference

Related Initial Settings

⇒ p.101 "Erase Original Shadow in Combine"

**1** **Select "Open to Left" or "Open to Right" with User Tools.**

**2** **Press the [Dup./Combine/Series] key.**




**3** **Press the [Series/Book] key.**

**4** **Press the [Book] key.**

**5** **Select a book type from [1 Sided → Booklet], [2 Sided → Booklet], [1 Sided → Magazine] and [2 Sided → Magazine], and then press the [OK] key.**

**6** **Press the [OK] key.**

**7** **Select the paper.**



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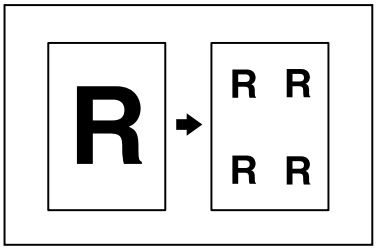
**8** **Place your originals, and then press the [Start] key.**

**Note**

❒ When placing individual originals on the exposure glass or in the document feeder in Batch mode, press the [#] key after all are scanned.

## Image Repeat

The original image is copied repeatedly.




**Note**

❒ The number of repeated images depends on original size, copy paper size, and reproduction ratio. See the following table.

❖ **Original: A5 /Copy paper: A4 or Original: A5/Copy paper A4**

| 4 repeats (71%) | 16 repeats (35%) |
|---|---|
| Repeat 1 | Repeat 2 |

❖ **Original: A5 /Copy paper: A4 or Original: A5/Copy paper A4**

| 2 repeats (100%) | 8 repeats (50%) | 32 repeats (25%) |
|---|---|---|
| Repeat 3 | Repeat 4 | Repeat 5 |

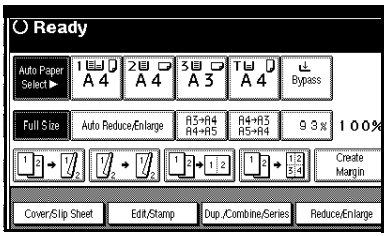
**Reference**

Related Initial Settings

⇒ p.102 “Image Repeat Separation Line”

**1** **Select the size of the copy paper and the reproduction ratio.**

**2** **Press the [Edit/Stamp] key.**




**3** **Press the [Edit Image] key.**

**4** **Press the [Image Repeat] key.**

**5** **Press the [OK] key.**

**6** **Press the [OK] key.**

**7** **Place your original, and then press the [Start] key.**



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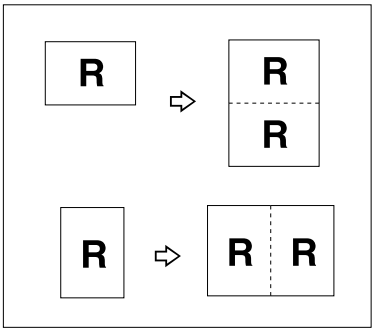
## Double Copies

One original image is copied twice onto one copy, as shown in the illustration.




**Note**

❒ You cannot use the bypass tray with this function.

❒ See the following table for original and copy paper sizes when using a 100% ratio.

❖ **Metric version**

| Original Size and Direction | Copy Paper Size and Direction |
|---|---|
| A5⧉ | A4▯ |
| B6⧉ | B5▯ |
| A4▯ | A3⧉ |
| A5▯ | A4⧉ |
| B6▯ | B5⧉ |

❖ **Inch version**

| Original Size and Direction | Copy Paper Size and Direction |
|---|---|
| $5^1/_2$" × $8^1/_2$"⧉ | $8^1/_2$" × 11"▯ |
| $5^1/_2$" × $8^1/_2$"▯ | $8^1/_2$" × 11"⧉ |
| $8^1/_2$" × 11"▯ | 11" × 17"⧉ |

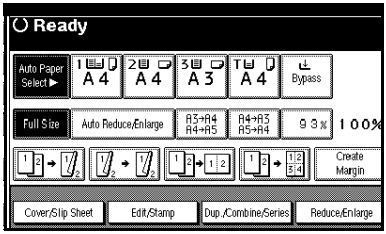
❒ Originals of size A5⧉ and B6▯▯ ($5^1/_2$" × $8^1/_2$"⧉) cannot be detected properly on the exposure glass. Be sure to select such copy paper manually, or set the originals in the document feeder.

**Reference**

Related Initial Settings

⇒ p.102 "Double Copies Separation Line"

**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Edit Image] key.**

**3** **Press the [Double Copies] key.**

**4** **Press the [OK] key.**

**5** **Press the [OK] key.**

**6** **Select the paper.**

**7** **Place your originals, and then press the [Start] key.**



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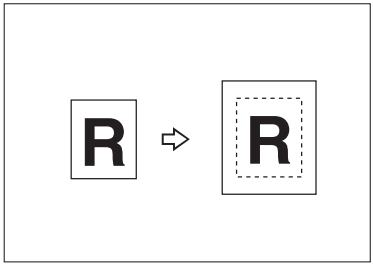
## Centering

You can make copies with the image moved to the center of the paper.




**Note**

❒ You cannot use the bypass tray with this function.

❒ Original sizes and directions for centering are listed below.

❖ **Metric version**

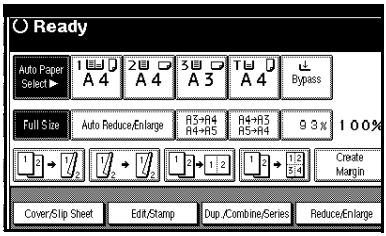
| Original placed on: | Original size and direction |
|---|---|
| Exposure glass | A3↕, B4↕, A4↔↕, B5↔↕, 8 1/2" × 13"↕ |
| Document feeder | A3↕, B4↕, A4↔↕, B5↔↕, A5↔↕, B6↔↕, 11" × 17"↕, 8 1/2" × 11"↔↕, 8 1/2" × 13"↕ |

❖ **Inch version**

| Original placed on: | Original size and direction |
|---|---|
| Exposure glass | 11" × 17"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕ |
| Document feeder | 11" × 17"↕, 8 1/2" × 14"↕, 8 1/2" × 11"↔↕, 5 1/2" × 8 1/2"↔↕, 8 1/2" × 13"↕, 11" × 15"↕, 8" × 10"↕, 10" × 14"↕ |

**1** **Select the paper.**

**2** **Press the [Edit/Stamp] key.**




**3** **Press the [Edit Image] key.**

**4** **Press the [Centring] key.**

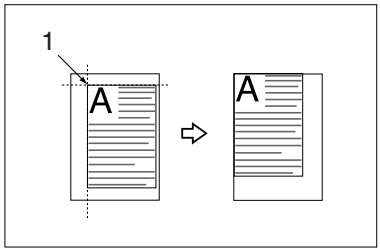
**5** **Press the [OK] key.**

**6** **Press the [OK] key.**

**7** **Place your originals, and then press the 【Start】 key.**

## Scanning Position

You can move the scanned position of originals.




***1.*** **Point where the machine starts scanning.**



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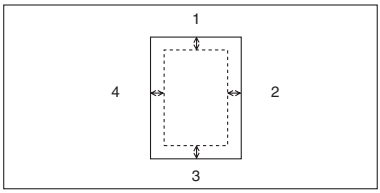
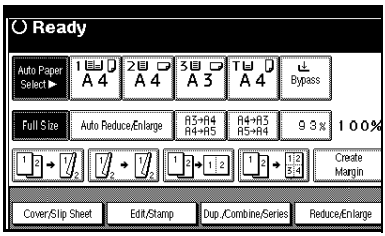
**Note**

❒ You can move the scanned position up to 30 mm (in 1mm steps) upward, downward, to left and to right.




1. **Top: 0 – 30 mm, 0" – 1.2"**
2. **Right: 0 – 30 mm, 0" – 1.2"**
3. **Bottom: 0 – 30 mm, 0" – 1.2"**
4. **Left: 0 – 30 mm, 0" – 1.2"**

**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Edit Image] key.**

**3** **Press the [Scan Position] key.**

**4** **Set the scanned position for the face of the original. Press the [↑] or [↓] key to set the top or bottom position. Press the [←] or [→] key to set the left or right position.**

**Note**

❒ If you have incorrectly set the position, readjust with the **[↑]**, **[↓]**, **[←]** or **[→]** key.

❒ If you don't need to set the scanned position of the back of the original, go to step **6**.

**5** **Set the scanned position for the back of the original. Press the [↑] or [↓] key to set the top or bottom position. Press the [←] or [→] key to set the left or right position. Then press the [OK] key.**

**Note**

❒ The scanned position for the back set here is valid when you copy 2-sided originals.

**6** **Press the [OK] key.**

**7** **Press the [OK] key.**

**8** **Place your originals, and then press the [Start] key.**

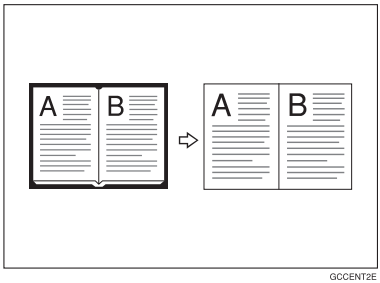
## Erase

This function erases the center and/or all four sides of the original image. This function also erases the inside or outside of a specified area.

This function has the following three types:

❖ **Border**

This mode erases edge margin of the original image.



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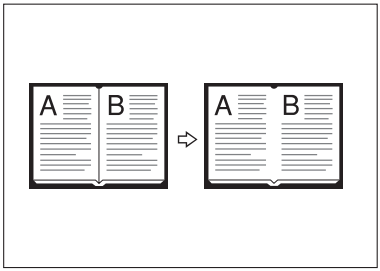
❖ **Center**

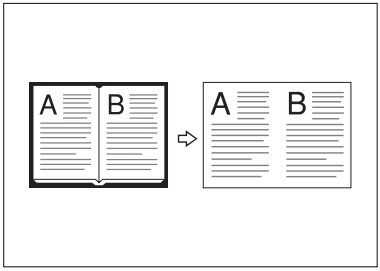
This mode erases center margin of the original image.




GCCENT1E

❖ **Center/Border**

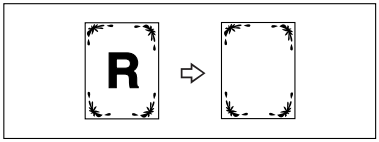
This mode erases both center and edge margins of the original image.




GCCENT3E

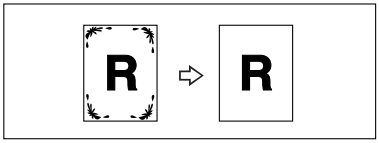
❖ **Inside**

This mode blanks out a designated area of the copy image.




❖ **Outside**

This mode blanks out all areas of the copy image except the area you choose.

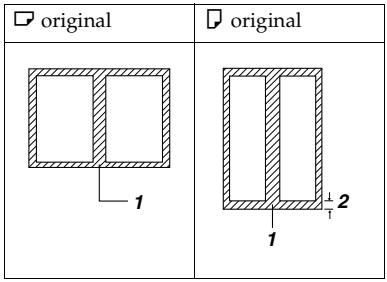



**Reference**

The erase width in the Border, Center and Center/Border modes is set to 10 mm (0.4") at default settings. You can change this settings with the User Tools. ⇒ p.101 "Erase Center Width", ⇒ p.101 "Erase Border Width"

**Note**

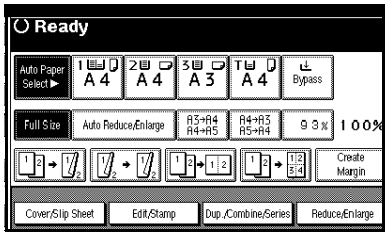
❒ The relation between the original's orientation and the erased part is as follows:




1. Erased part
2. 2 – 99 mm, 0.1" – 3.9"

## Border Erase

**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Erase] key.**

**3** **Press the [Erase Center/Border] key.**

**4** **Set an erase border width.**



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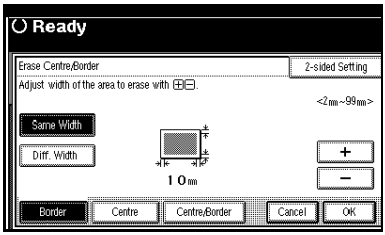
### Selecting **[Same Width]**

❶ **Press the [Same Width] key.**




❷ **Set an erase border width with the [+] and [−] keys.**

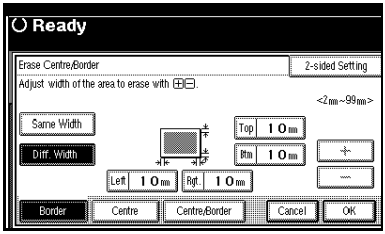
**Note**

❒ To change the value entered, press the **[+]** and **[−]** keys to set the new value.

❸ **Press the [OK] key.**

### Selecting **[Diff. Width]**

❶ **Press the [Diff. Width] key.**




❷ **Press the key for the border you wish to change, and set an erase border width with the [+] and [−] keys.**

❸ **Press the [OK] key.**

**5** **Press the [2-sided Setting] key and the [Back Side] key.**

**Note**

❒ If you don't need to erase the border of the back of the original, go to step **7**.

**6** **Set the border to be erased from of the back.**

**Note**

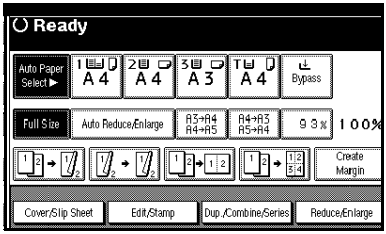
❒ Erasing the border of the back is valid only when you copy 2-sided originals.

**7** **Press the [OK] key.**

**8** **Place your originals, and then press the [Start] key.**

### Center Erase

**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Erase] key.**

**3** **Press the [Erase Center/Border] key.**

**4** **Press the [Center] key.**

**5** **Set the erase center width with the [+] and [−] keys, and then press the [OK] key.**

**6** **Press the [2-sided Setting] key and the [Back Side] key.**

**Note**

❒ If you don't erase the center of the back of the original, go to step **8**.

**7** **Set the center to be erased from of the back.**

**Note**

❒ Erasing the center of the back is valid only when you copy 2-sided originals.



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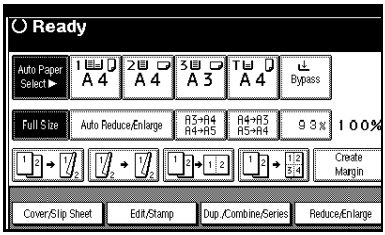
8 Press the [OK] key.

9 Place your originals, and then press the [Start] key.

## Center/Border Erase

1 Press the [Edit/Stamp] key.




2 Press the [Erase] key.

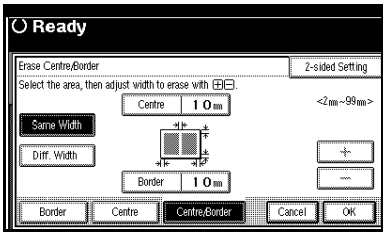
3 Press the [Erase Center/Border] key.

4 Press the [Center/Border] key.

5 Set the border to be erased.

### Selecting [Same Width]

❶ Press the [Same Width] key.



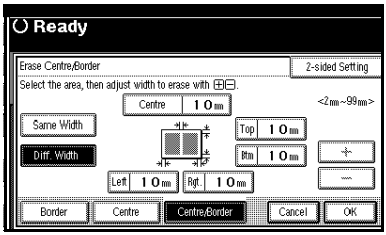

❷ Press the [Center] key, and then set the erase center width with the [+] and [—] keys.

❸ Press the [Border] key, and then set the erase border width with the [+] and [—] keys.

❹ Press the [OK] key.

### Selecting [Diff. Width]

❶ Press the [Diff. Width] key.




❷ Press the key for the part you wish to change, and then set an erase margin width with the [+] and [—] keys.

❸ Press the [OK] key.

6 Press the [2-sided Setting] key and the [Back Side] key.

**Note**

❒ If you don't need to erase the center or border from the back of the original, go to step 8.

7 Set the center or border to be erased from the back.

**Note**

❒ Erasing the center or border from the back is valid only when you copy 2-sided originals.

8 Press the [OK] key.

9 Place your originals, and then press the [Start] key.



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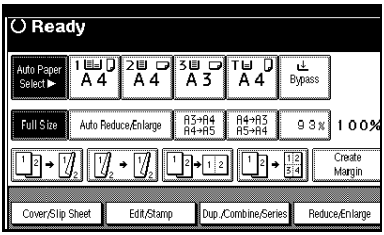
## Inside Erase

1. **Decide where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).**

   **Note**

   ❒ You can input lengths of 0 – 432 mm, 0 – 17".

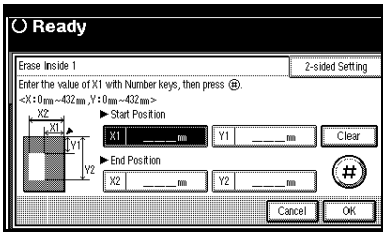
2. **Press the [Edit/Stamp] key.**




3. **Press the [Erase] key.**

4. **Press the [Erase Inside 1] or [Erase Inside 2] key.**

5. **Enter the value of [X1] with the number keys, and then press the [#] key.**




6. **Enter the value of [Y1] with the number keys, and then press the [#] key.**

7. **Enter the value of [X2] with the number keys, and then press the [#] key.**

8. **Enter the value of [Y2] with the number keys, and then press the [#] key.**

9. **Press the [2-sided Setting] key and the [Back Side] key.**

   **Note**

   ❒ If you don't need to erase the image on the back, go to step 11.

10. **Enter the values of [X1], [Y1], [X2] and [Y2] for the back.**

    **Note**

    ❒ Erasing the image on the back is valid when you copy 2-sided originals.

11. **Press the [OK] key.**

12. **Press the [OK] key.**

13. **Press the [OK] key.**

14. **Place your originals, and then press the [Start] key.**

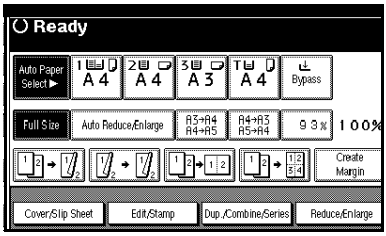
## Outside Erase

1. **Decide where the machine starts scanning (X1, Y1) and where it stops scanning (X2, Y2).**

   **Note**

   ❒ You can input lengths of 0 – 432 mm, 0 – 17".

2. **Press the [Edit/Stamp] key.**




3. **Press the [Erase] key.**

4. **Press the [Erase Outside] key.**



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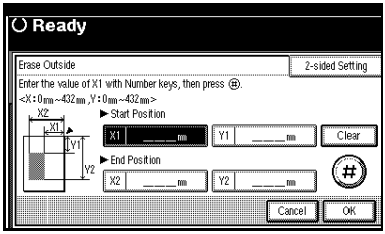
5 **Enter the value of [X1] with the number keys, and then press the [#] key.**




6 **Enter the value of [Y1] with the number keys, and then press the [#] key.**

7 **Enter the value of [X2] with the number keys, and then press the [#] key.**

8 **Enter the value of [Y2] with the number keys, and then press the [#] key.**

9 **Press the [2-sided Setting] key and the [Back Side] key.**

**Note**

❒ If you don't need to erase the image on the back, go to step 11.

10 **Enter the values of [X1], [Y1], [X2] and [Y2] for the back.**

**Note**

❒ Erasing the image on the back is valid when you copy 2-sided originals.

11 **Press the [OK] key.**

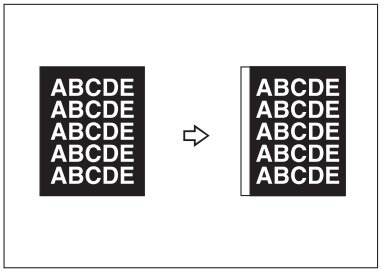
12 **Press the [OK] key.**

13 **Press the [OK] key.**

14 **Place your originals, and then press the 【Start】 key.**

## 3 Edges Full Bleed

You can make full image copy by cutting down the margin of top, bottom, and right sides. This function is useful for originals full of image.

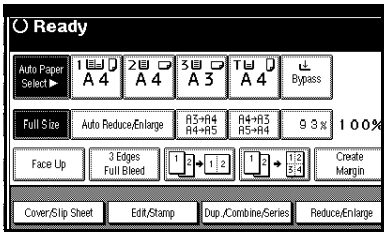



GCBLEE1E

**Preparation**

Before using this function, select [3 Edges Full Bleed] for a Copy Function Key. ⇒ p.99 "Copy Function Key: F1–F5"

1 **Press the [3 Edges Full Bleed] key.**




2 **Place your originals, and then press the 【Start】 key.**



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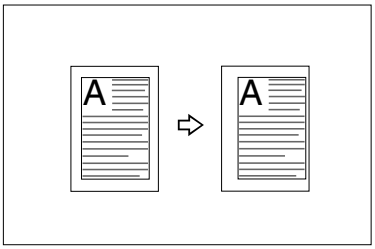
## Margin Adjustment

You can shift the image to the left, right, top or bottom to make a binding margin.



2

**Reference**

Related Initial Settings

⇒ p.101 “Front Margin : Left/Right”

⇒ p.101 “Back Margins : Left/Right”

⇒ p.101 “Front Margin : Top/Bottom”

⇒ p.101 “Back Margin : Top/Bottom”

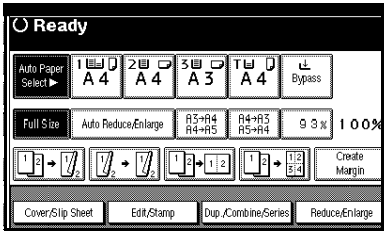
⇒ p.101 “1 sided→2 sided Auto Margins:T to T”

**Note**

❒ You can change the width of the binding margin as follows.

| | |
|---|---|
| Metric version | 0 – 30 mm (in 1 mm increments) |
| Inch version | 0" – 1.2" (in 0.1" increments) |

**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Erase/Margin Adj.] key.**

**3** **Press the [Margin Adjustment] key.**

**4** **Set a binding margin for a front page. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**

**Note**

❒ To change the value entered, press the **[←]**, **[→]**, **[↓]**, **[↑]** keys to set the new value.

❒ If you do not need to specify the margins for the back side pages, press the **[OK]** key and go to step **6**.

**5** **Set a binding margin for the back side pages. Press the [←] and [→] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins. Then press the [OK] key.**

**Note**

❒ Margin on the back side of the page is available only when **[Duplex]** or **[Duplex]** of Combine is selected.

**6** **Press the [OK] key.**

**7** **Press the [OK] key.**

**8** **Place your originals, and then press the [Start] key.**



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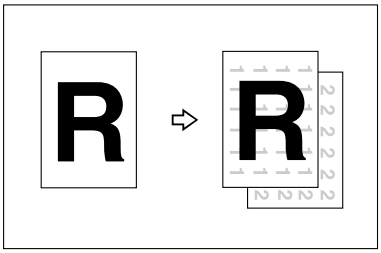
## Background Numbering

Use this function to have numbers printed on the background of copies.

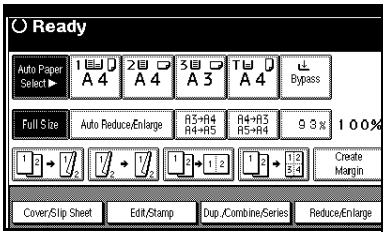



**Reference**

Related Initial Settings

⇒ p.104 “Size” and “Density” in “Background Numbering”.

**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Stamp] key.**

**3** **Press the [Background Numbering] key.**

**4** **Enter the number to start counting from with the number keys.**

**Note**

❒ To change the entered number, press the **[Clear]** or **【Clear/Stop】** key and enter the new number.

**5** **Press the [OK] key.**

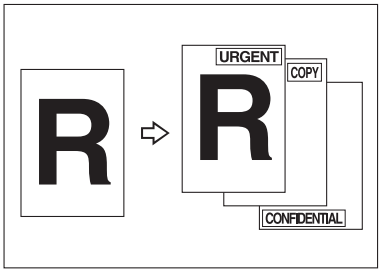
**6** **Press the [OK] key.**

**7** **Press the [OK] key.**

**8** **Set your originals, then press the 【Start】 key.**

## Preset Stamp

Messages you use frequently can be stored in memory and stamped on copies.




One of the following eight messages can be stamped on copies with a frame around it: "COPY", "URGENT", "PRIORITY", "For Your Info.", "Preliminary", "For internal use", "CONFIDENTIAL", "DRAFT".



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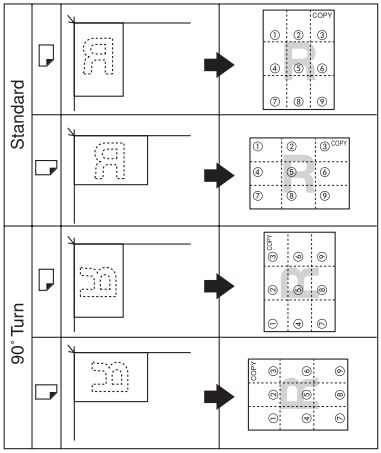
## Stamp Position and Original Direction




**Note**

❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

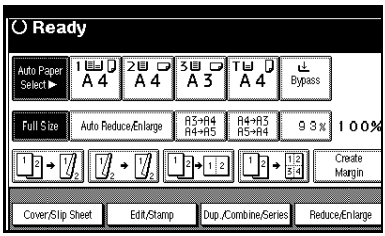
**Reference**

⇒ p.104 "Stamp Language"

⇒ p.104 "Stamp Position"

⇒ p.104 "Stamp Format"

**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Stamp] key.**

**3** **Press the [Preset Stamp] key.**

**4** **Select the desired message.**

**5** **Press the [All Pages] or [1st Page only] key to select the print page.**

**Note**

❒ You can change the position, size, and density of the stamp. ⇒ p.64 "Changing stamp position, size and density"

**6** **After you specify all the desired settings, press the [OK] key.**

**7** **Press the [OK] key.**

**8** **Place your originals, and then press the 【Start】 key.**

### Changing stamp position, size and density

**1** **Press the [Change] key.**

**2** **Select the position for print, size and density, then press the [OK] key.**



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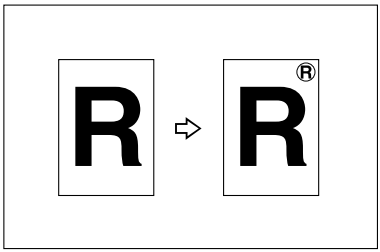
## User Stamp

Copies with the registered stamp.



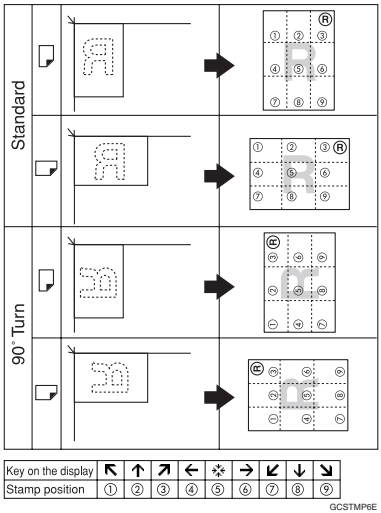
GCSTMP0E

### Preparation

Before using this function, you have to program a user stamp.

⇒ p.66 "To program the user stamp"

### Stamp position and original orientation




GCSTMP6E

### Note

❒ You cannot use the bypass tray with this function.

❒ Only one message can be stamped at a time.

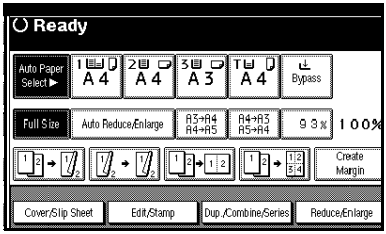
### Reference

Related Initial Settings

⇒ p.104 "Stamp Position"

⇒ p.104 "Stamp Format"

**1** **Press the [Edit/Stamp] key.**

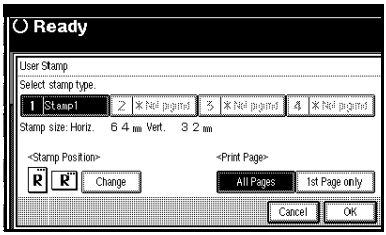



**2** **Press the [Stamp] key.**

**3** **Press the [User Stamp] key.**

**4** **Select the stamp you require.**

**5** **Press the [All Pages] or [1st Page only] key to select the print page.**




### Note

❒ You can change the stamp position. ⇒ p.66 "To change the stamp position"

**6** **After making all settings, press the [OK] key.**

**7** **Press the [OK] key.**

**8** **Place the original, then press the [Start] key.**



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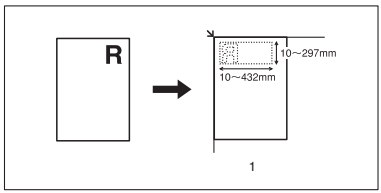
### To change the stamp position

1. **Press the [Change] key.**
2. **Select the desired position, and then press the [OK] key.**

### To program the user stamp

**Note**

❒ The range of stamp images for readability is 10 – 297 mm high (0.4" – 11.7") and 10 – 432 mm (0.4" – 17") wide.

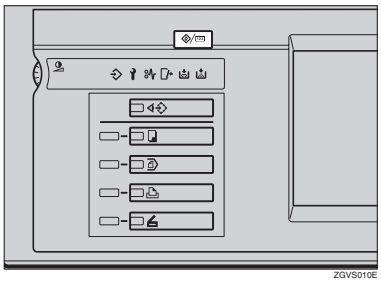



ZGVX040E

***1.*** **Placing the original on the exposure glass**

❒ Up to four messages that you use frequently can be stored in memory.

1. **Make sure the machine is in Copy mode.**
2. **Press the [User Tools/Counter] key.**



ZGVS010E

3. **Press the [Copier/Document Server Features] key.**

The main menu of the Copier/Document Server features appears.

4. **Press the [Stamp] key.**
5. **Press the [User Stamp] key.**
6. **Press the [Program/Delete Stamp] key.**
7. **Press the [Program] key and press the stamp number (1–4) you want to program.**

**Note**

❒ Stamp numbers with ➔ already have settings in them.

❒ If the stamp number is already being used, the machine will ask you if you wish to overwrite it — Press the **[Yes]** or **[No]** key.

8. **Enter the user stamp name with the letter keys on the display panel. You can register up to 10 characters.**

**Reference**

⇒"Entering Text Characters" in the General Settings Guide

9. **Enter the horizontal size of the stamp with the number keys, and then press the [#] key.**
10. **Press the [Vertical] key, and then enter the vertical size in the same way as step 9.**
11. **Place the user stamp on the exposure glass, and then press the ["Start Scanning"] key.**

The original will be scanned, and the stamp will be registered.



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**Note**

❒ Originals cannot be scanned from the document feeder when programming the user stamp.

**12** **Press the [Exit] key.**

**13** **Press the [Exit] key.**

The display returns to the main menu of the Copier/Document Server features.

**14** **Press the [Exit] key.**

Exits the settings and prepares to copy.

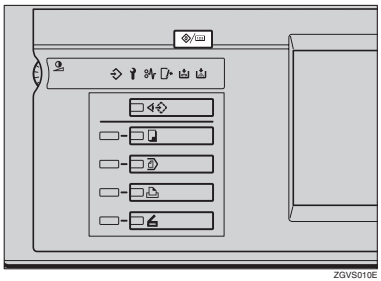
### To delete the user stamp

**Important**

❒ You cannot restore a deleted stamp.

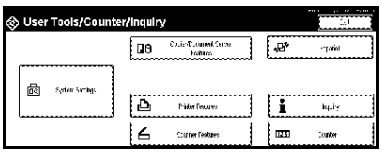
**1** **Make sure the machine is in Copy mode.**

**2** **Press the 【User Tools/Counter】 key.**



ZGVS010E

**3** **Press the [Copier/Document Server Features] key.**




**4** **Press the [Stamp] key.**

**5** **Press the [User Stamp] key.**

**6** **Press the [Program/Delete Stamp] key.**

**7** **Press the [Delete] key, then press the stamp number (1–4) you want to delete.**

**8** **Select the [Delete] key, then press the [OK] key.**

**9** **Press the [Exit] key.**

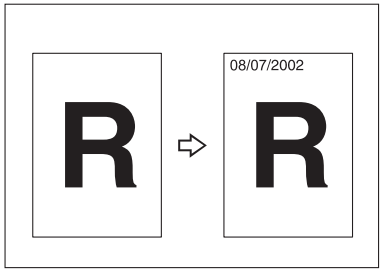
The display returns to the main menu of the Copier/Document Server features.

**10** **Press the [Exit] key.**

Exits the settings and prepares to copy.

## Date Stamp

Use this function to print a date on copies.




ZGVX080E

You can select from the following date formats.

- MM/DD/YYYY
- MM.DD.YYYY
- DD/MM/YYYY
- DD.MM.YYYY
- YYYY.MM.DD
- DD.MMM.YYYY



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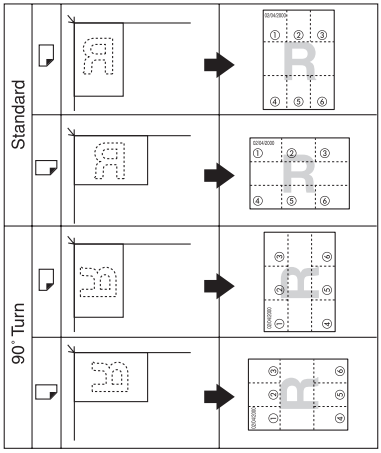
2

## Stamp position and original orientation




**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

Related Initial Settings

⇒ p.105 “Font”

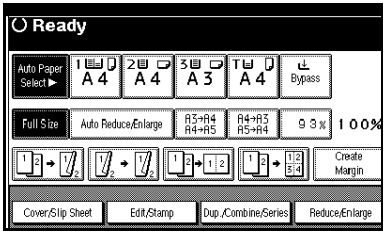
⇒ p.105 “Size”

⇒ p.105 “Superimpose”

⇒ p.105 “Stamp Position”

⇒ “Set Date”in the General Settings Guide

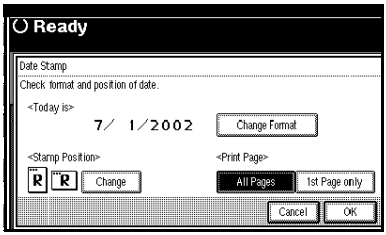
**1** **Press the [Edit/Stamp] key.**




**2** **Press the [Stamp] key.**

**3** **Press the [Date Stamp] key.**

**4** **Press the [All Pages] or [1st Page only] key to select the print page.**




**Note**

❒ You can change the font and position of the date to be stamped. ⇒ p.68 “To change the date format”

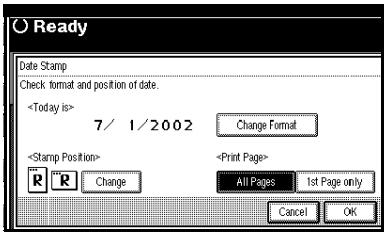
**5** **After all settings are complete, press the [OK] key.**

**6** **Press the [OK] key.**

**7** **Place the original, then press the [Start] key.**

### To change the date format

**1** **Press the [Change Format] key.**




**2** **Select the desired date format, and then press the [OK] key.**



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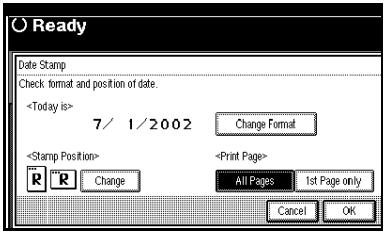
### To change the stamp position

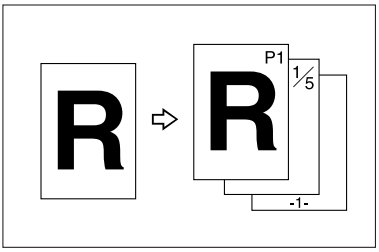
**1** **Press the left bottom [Change] key.**




**2** **Select the desired Date Stamp position, and then press the [OK] key.**

## Page Numbering

Use this function to print page numbers on your copies.

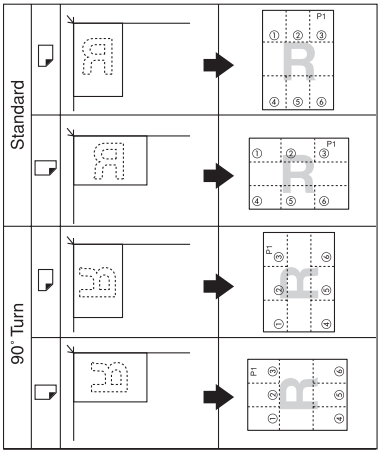



CP2G0100

There are six types of Page Numbering (n is the total number of pages in your original):

- P1,P2,…Pn
- 1/n,2/n,...n/n
- -1-,-2-,...-n-
- P.1,P.2,...P.n
- 1, 2…n
- 1–1,1–2,..1–n

### Stamp position and orientation of originals




GCSTMP8E

**Note**

❒ You cannot use the bypass tray with this function.

**Reference**

Related Initial Settings

⇒ p.105 “Font”

⇒ p.105 “Size”

⇒ p.105 “Superimpose”

⇒ p.105 “Stamp Format”

⇒ p.105 “Duplex Back Page Stamping Position”

⇒ p.105 “Stamp Position”

⇒ p.105 “Stamp on Designated Slip Sheet”





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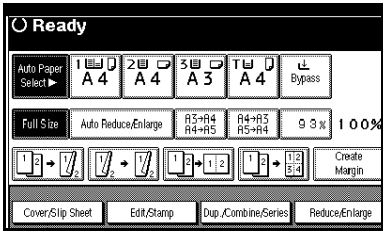
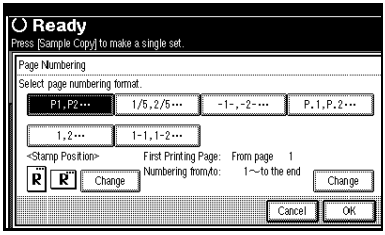
1 **Press the [Edit/Stamp] key.**




2 **Press the [Stamp] key.**

3 **Press the [Page Numbering] key.**

4 **Select the format.**




**Note**

❒ You can specify the stamp position, pages to be stamped, and numbering. ⇒ p.70 “Changing the stamp position”⇒ p.70 “Specify the first printing page and start number”

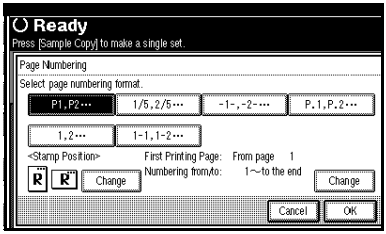
5 **After you have made all desired settings, press the [OK] key.**

6 **Press the [OK] key.**

7 **Set the originals, then press the 【Start】 key.**

## Changing the stamp position

1 **Press the left bottom [Change] key.**




2 **Select the desired position, and then press the [OK] key.**

## Specify the first printing page and start number

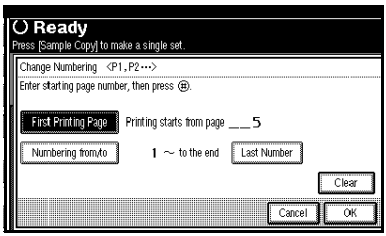
If you selected (P1,P2…, -1-,-2-…, P.1, P.2…, 1, 2…, )

**Note**

❒ Below gives an example based on when (P1, P2...) is selected. The steps are the same for other cases.

1 **Press the right bottom [Change] key.**

2 **Press the [First Printing Page] key, and then use the number keys to enter the original sheet number to start numbering from.**




**Note**

❒ To change the number entered, press the **[Print Inquiry List]** or **【Clear/Stop】** key, and then enter a new number.



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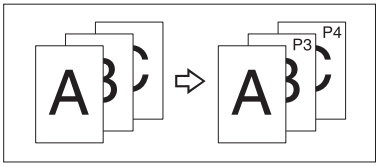
**3** **Press the 【#】 key.**

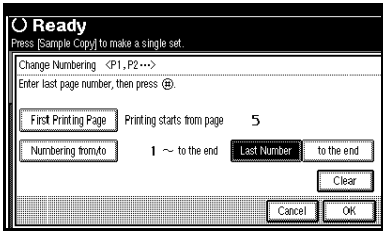
**4** **Press the [Numbering from/to] key, and then use the number keys to enter the number to start numbering from, then press the 【#】 key.**

**Note**

❒ The following gives an example based on when the first printing page is "2" and the first page number is "3".




**5** **Press the [Last Number] key, and then use the number keys to enter the page number at which to stop numbering, then press the 【#】 key.**




**Note**

❒ If you wish to print until the last page, press the **[to the end]** key.

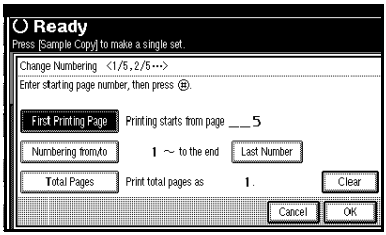
**6** **When page designation is complete, press the [OK] key.**

**7** **Press the [OK] key.**

## If you selected (1/5, 2/5…)

**1** **Press the right bottom [Change] key.**

**2** **Press the [First Printing Page] key, and then use the number keys to enter the original sheet number to start numbering from.**




**Note**

❒ To change the number entered, press the **[Print Inquiry List]** or **【Clear/Stop】** key, and then enter a new number.

**3** **Press the 【#】 key.**

**4** **Press the [Numbering from/to] key, and then use the number keys to enter the page number to start numbering from, and then press the 【#】 key.**

**5** **Press the [Last Number] key, and then use the number keys to enter the page number at which to stop numbering, then press the 【#】 key.**

Proceed to step **6** when not changing.

**Note**

❒ If you wish to print until the last page, press **[To the end]** key.

❒ The last number is the last page printed on. For example, if the **[Total Pages]** is 10, and you wish to print up to 7 but do not wish to print from page 8 on, enter **[7]** as **[Last Number]**. Normally, you do not need to enter a last page number.



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**6** **Press the [Total Pages] key, and then use the number keys to enter the total number of original pages, then press the [#] key.**

**7** **Press the [OK] key.**

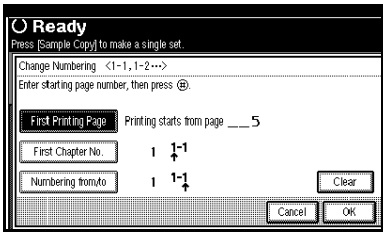
**Note**

❒ To change settings after pressing the **[OK]** key, press the right bottom **[Change]** key, and then enter the numbers again.

If you selected (1–1, 1–2,…)

**1** **Press the right bottom [Change] key.**

**2** **Press the [First Printing Page] key, and then use the number keys to enter the original sheet number to start numbering from.**




**Note**

❒ To change the number entered, press the **[Print Inquiry List]** or **[Clear/Stop]** key, and then enter a new number.

**3** **Press the [#] key.**

**4** **Press the [First Chapter No.] key, and then use the number keys to enter the chapter number to start numbering from, then press the [#] key.**

**5** **Press the [Numbering from/to] key, and then use the number keys to enter the page number to start numbering from, then press the [#] key.**

**6** **Press the [OK] key.**

**7** **If page designation is complete, press the [OK] key.**

## Covers

Using this function, you can add cover sheets or designate certain pages to be copied on slip sheets.

**Preparation**

Before selecting this function, set the tray for the front cover paper. ⇒"Cover Sheet Tray" in the General Settings Guide

**Note**

❒ The cover sheet should be the same size and direction as the copy paper.

❒ You cannot set copy paper in the bypass tray. Only set cover sheets in the bypass tray.

❒ When selecting **[Copy]**, select whether the front and back covers are copied 1-sided or 2-sided. ⇒"Cover Sheet Tray" in the General Settings Guide

**Reference**

To set paper when using the interposer, see "Loading Paper in the Interposer" in the General Settings Guide.

❖ **Front Cover**

The first page of your originals is copied on a special cover paper, or a cover sheet is inserted before the first copy.



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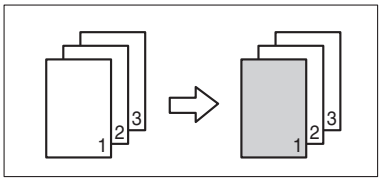
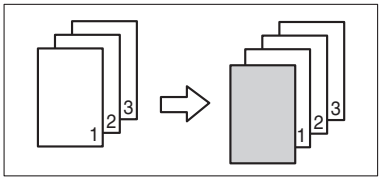
- Copy



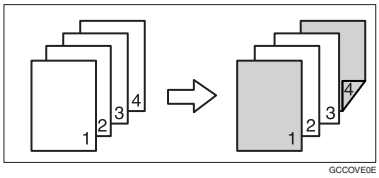
- Blank



❖ **Front/Back Covers**

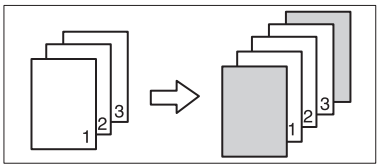
The first and last pages of your original are copied on separate paper for cover use.

- Copy



GCCOVE0E

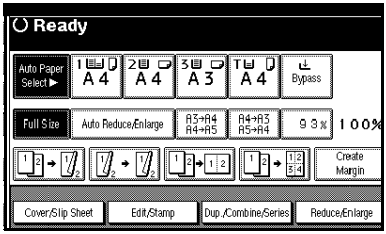
- Blank



**Reference**

⇒ p.103 "Front Cover Copy in Combine"

**1** **Press the [Cover/Slip Sheet] key.**




**2** **Press the (["Front Cover"] / [Front/Back Cover]) key.**

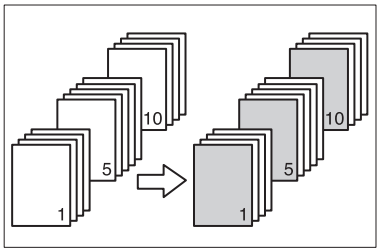
**3** **Select [Copy] or [Blank] for the cover sheet.**

**4** **Select the paper tray containing non-cover sheet paper, and then press the [OK] key.**

**5** **Place your originals in the document feeder, and then press the 【Start】 key.**

## Designate

Use this function to have certain pages of your original copied onto slip sheets.



**Preparation**

Before using this function, set the special paper tray for slip sheets.
⇒ "Slip Sheet 1", "Slip Sheet 2" in the General Settings Guide.



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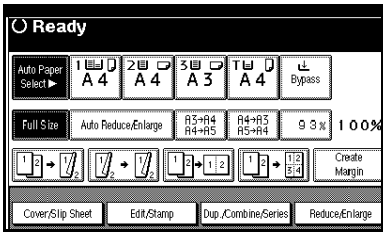
**Note**

- ❒ The paper for slip sheets should be the same size as the copy paper and should be set in the same direction.
- ❒ If you have selected "Interposer" for "Slip Sheet 2 Tray" in System Settings, you cannot copy on the slip sheets if you select "Slip Sheet 2".
- ❒ You cannot select the bypass tray for sheet paper to copy the originals.
- ❒ You can specify up to 20 pages.

**1** **Press the [Cover/Slip Sheet] key.**




**2** **Press the [Desig./Chapter] key.**

**3** **Press the key to select the chapter number.**

**4** **Use the number keys to enter the page number of the originals you want to copy onto a slip sheet. Then, press the [#] key.**

**5** **Select the paper tray for slip sheets.**

**6** **Press the [Copy] key to copy onto the slip sheets. Press the [Blank] key not to copy onto them.**

**7** **Press the [Next Chapter] key.**

**8** **To specify another page, repeat steps 4 to 7.**

**9** **When you wish to finish specifying pages, press the [OK] key.**

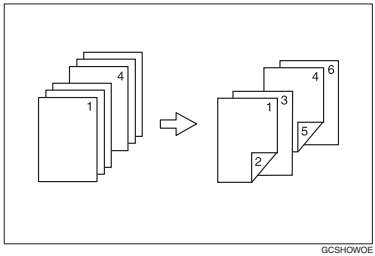
**10** **Press the [OK] key.**

**11** **Select the paper tray that contains paper for copying originals onto.**

**12** **Set originals, then press the [Start] key.**

## Chapter

The pages you specify with this function will appear on the front of copy sheets.




**Preparation**

Before selecting this function, press the **[Dup./Combine/Series]** key and select Duplex (1 Sided → 2 Sided) mode or Combine mode.

**Note**

- ❒ You can specify up to 20 pages.
- ❒ This function can be used only when you use the Duplex (1 Sided→2 Sided) or Combine function.



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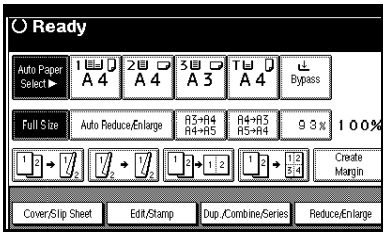
1 **Press the [Cover/Slip Sheet] key.**




2 **Press the [Desig./Chapter] key.**

3 **Press the key to select a chapter number.**

4 **Press the [Chapter] key.**

5 **Enter the number of the first page of the first chapter using the number keys. Then, press the [#] key.**

6 **Press the [Next Chapter] key.**

7 **To specify another page, repeat steps 4 to 6.**

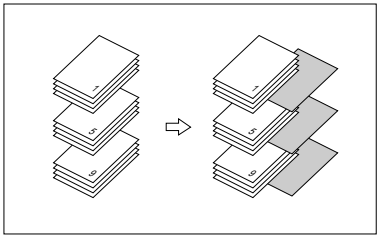
8 **When you finish specifying the pages, press the [OK] key.**

9 **Press the [OK] key.**

10 **Set originals, and then press the [Start] key.**

## Blank Slip Sheets

You can insert a blank slip sheet (or sheets) before or after a specified page.



### Preparation

Before using this function, select a tray for slip sheets. ⇒"Slip Sheet 1 Tray", "Slip Sheet 2 Tray" in the General Settings Guide

### Note

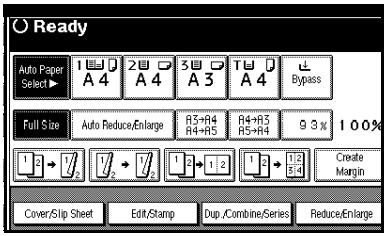
❒ The paper for slip sheets should be the same size as the copy paper and be set in the same direction.

❒ You can specify up to 20 pages (chapters).

### Reference

For how to set paper when using the interposer, see ⇒"Loading Paper in the Interposer" in the General Settings Guide.

1 **Press the [Cover/Slip Sheet] key.**




2 **Press the [Desig./Chapter] key.**



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3 **Press the key to select the chapter number.**

4 **Press the [Insert Sheet] key.**

5 **Select the paper tray for slip sheets.**

6 **Select [Before] to insert slip sheets before the page you specify. Select [After] to insert slip sheets after the page you specify. Enter the page number with the number keys.**

7 **Press the [Insert Quantity] key, and enter the number of sheets you wish to insert with the number keys.**

8 **Press the [Next Chapter] key.**

9 **To specify another location where to insert sheets, repeat steps 4 to 8.**

10 **When you have finished specifying all settings, press the [OK] key.**

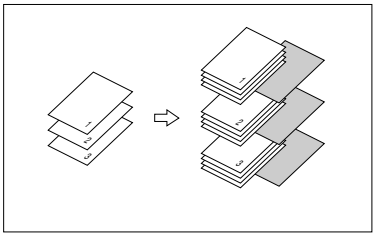
11 **Press the [OK] key.**

12 **Select the paper tray that contains paper for copying originals.**

13 **Place originals, and then press the 【Start】 key.**

## Slip Sheets

Every time an original page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between each OHP transparency copied or used as a stack function. You can also copy onto the inserted slip sheets.



**Preparation**

Before selecting this function, specify the paper tray for slip sheets. ⇒ "Slip Sheet Tray" in the General Settings Guide

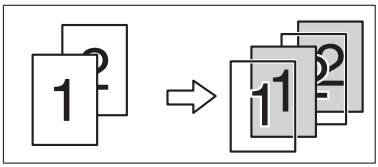
If “1 Sided → 2 Sided”is selected, change it to “1 Sided → 1 Sided”.

**Note**

❒ Load slip sheets of the same size and in the same orientation as the copy paper or OHP transparency.

❖ **When using OHP transparencies set on the bypass tray**

- Copy



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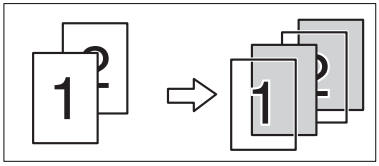
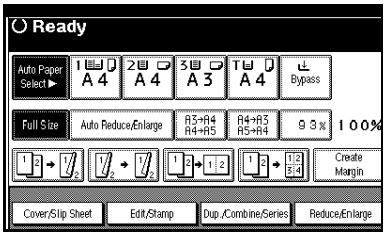
- Blank



**Note**

❒ OHP ship sheet(s) cannot be copied when using the interposer.

**1** **Press the [Cover/Slip Sheet] key.**




**2** **Press the [Slip Sheet] key.**

**3** **Select [Copy] or [Blank], and then press the [OK] key.**

**4** **Select the paper tray that contains paper for copying originals.**

**5** **Place originals, and then press the [Start] key.**



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# Storing Originals in the Document Server

The Document Server enables you to save documents in memory and print them as required.



**Important**

❒ Data stored in the machine might be lost if some kind of failure occurs. The supplier shall not be responsible for any damage that might result from loss of data.

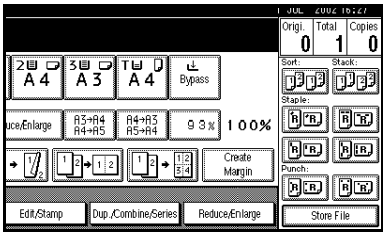
**Note**

❒ Data stored in the Document Server is deleted after 3 days (72 hours) the default setting. You can set stored data not to be deleted automatically, or specify a period after which the stored data is deleted automatically. ⇒ "Auto Delete File" in the General Settings Guide

**Reference**

Refer to the General Settings Guide. For information on functions you can use with the Document Server, see p.109 "Combination Chart".

**1** **Press the [Stored File] key.**

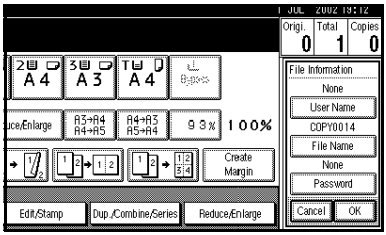



**Note**

❒ To stop scanning, press the **【Clear/Stop】** key. To resume a paused scanning job, press the **[Resume]** key in the confirmation dialog box. To delete saved images and cancel a job, press the **[Cancel]** key.

❒ To check a document has been stored, press the **【Document Server】** key to display the document selection screen.

**2** **Enter a file name, user name, or password if neccessary.**



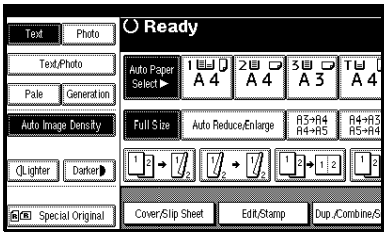

**3** **Press the [OK] key.**

**4** **Place your originals.**

**Reference**

For more information on types of originals that can be placed and how to place them, see p.12 "Placing Originals".

**5** **Make scanning settings for the original.**




**6** **Press the 【Start】 key.**

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# Programs

You can store frequently used copy job settings in memory and recall them for future use.

**Note**

❒ You can store up to 10 programs.

❒ You can select standard mode or program No. 10 as the mode to be set when modes are cleared or reset, or immediately after the operation switch is turned on. ⇒ p.99 "Change Initial Mode"

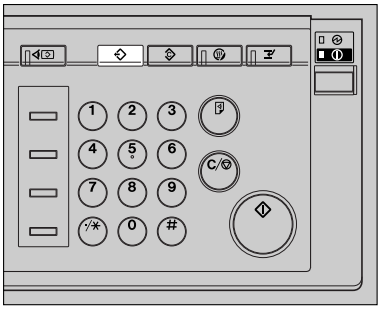
❒ Paper settings are stored based on size. So, if paper of the same size is set for more than one tray, the paper tray prioritized with User Tools (System Settings) will be selected first. ⇒"Paper Settings" General Settings Guide

❒ Programs are not cleared by turning the power off or by pressing the 【Clear Modes】 key. They are canceled only when you delete or overwrite them with another program.

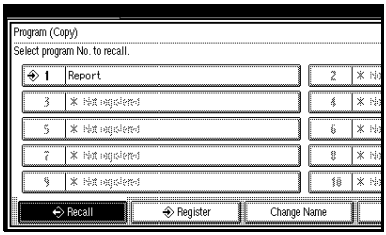
## Storing a Program

**1** **Edit the copy settings so that all functions you want to store in this program are selected.**

**2** **Press the 【Program】 key.**




**3** **Press the [Register] key.**




**4** **Press the program number you want to store.**

**Note**

❒ Program numbers with ◈ against them already have settings in them.

**Reference**

⇒ p.80 "Changing a stored program"



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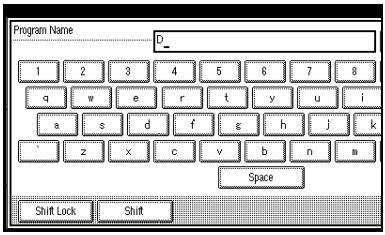
**5** **Enter the program name with the letter keys on the display panel.**

You can enter up to 40 characters.




**Reference**

For details on entering characters, see "Entering Text Characters" in the General Settings Guide.

**Note**

❒ If you do not wish to enter the program name, go to step **6**.

**6** **Press the [OK] key.**

When the settings are successfully stored, the ➔ indicator before the program number goes on, followed by the program name. The screen returns to the initial copy display after a short time.

### Changing a stored program

**1** **Check the program settings.**

**Note**

❒ When you want to check the contents of a program, recall the program. ⇒ p.80 "Recalling a Program"

**2** **Repeat steps 1 to 4 of "Storing a Program".**

**3** **Press the [Register] key.**

Repeat steps **5**, **6** of "Storing a Program".

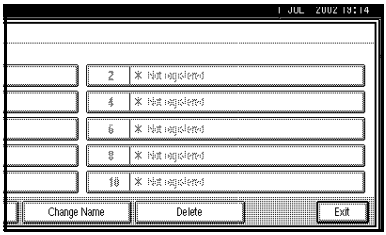
**Note**

❒ This overwrites the previous program.

## Deleting a Program

**1** **Press the 【Program】 key.**

**2** **Press the [Delete] key.**




**3** **Press the program number you want to delete.**

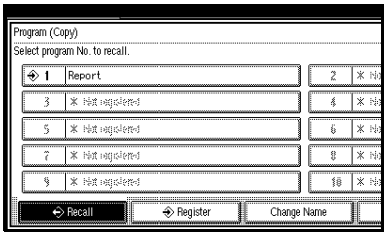
**4** **Press the [Yes] key.**

The program is deleted, and the screen returns to the initial copy display.

## Recalling a Program

**1** **Press the 【Program】 key.**

**2** **Press the [Recall] key.**



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**3** **Press the program number you want to recall.**

Stored settings are displayed.

**Note**

❒ Only programs with ➔ against them contain a program.

**4** **Place your originals, and then press the [Start] key.**





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# If Your Machine Does Not Operate as You Want

## When a Message is Displayed

The following chart contains explanations of common messages. If other messages appear, follow the instructions as they are displayed.

| Messege | Cause | Action |
|---|---|---|
| Cannot detect original size. | The size of the originals placed is difficult to detect. ⇒ p.9 "Sizes difficult to detect" | Place the original on the exposure glass. ⇒ p.13 "Placing Originals on the Exposure Glass" |
| | | If the original size is difficult to detect, select the size manually. |
| | | Do not use Auto Reduce/Enlarge mode. |
| | Original is not placed. | Place your originals. |
| Check original orientation. | There is no copy paper in the same direction as the originals. | Place the original in the same direction as the copy paper. |
| Check paper size. | In correct paper size is set. | If you press the 【Start】 key, copy will start onto the selected paper. |
| Rotate Sort is not available with this paper size. | A size of paper for which Rotate Sort is not available is selected. | Select the correct paper size. ⇒ p.35 "Sort" |
| It is over stapling capacity. | The number of sheets per set is over the staple capacity. | Check the stapler capacity. ⇒ p.37 "Staple" |
| Cannot staple paper of this size. | The Staple function cannot be used with the paper size selected. | Select a paper size that can be used in Staple mode. ⇒ p.37 "Staple" |
| Duplex is not avilable with this paper size. | A paper size not available in Duplex mode has been selected. | Select the proper paper size. |
| Maximum number of sets is □□. | The number of copies exceeds the maximum copy quantity. | You can change the maximum copy quantity. ⇒ p.99 "Max. Copy Quantity" |
| Cannot copy. Original is being scanned by other functions. | The Document Server function is in use. | To cancel the job in process, press the [Exit] key, and then press the 【Document Server】 key. Next, press the 【Clear/Stop】 key. When the message " [Stop] key was pressed. Stop storing?" appears, press the [Stop] key. |



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# If You Cannot Make Clear Copies

| Problem | Cause | Action |
|---|---|---|
| Copies appear dirty. | The image density is too dark. | Adjust the copy density. ⇒ p.25 "Adjusting Copy Image Density" |
| | Auto Image Density is not selected. | Adjust the auto density. ⇒ p.25 "Adjusting Copy Image Density" |
| The reverse side of an original image is copied. | The image density is too dark. | Adjust the copy density. ⇒ p.25 "Adjusting Copy Image Density" |
| | Auto Image Density is not selected. | Adjust the auto density. ⇒ p.25 "Adjusting Copy Image Density" |
| A shadow appears on copies if you use pasted originals. | The image density is too dark. | Adjust the copy density. ⇒ p.25 "Adjusting Copy Image Density"<br>Change the direction of the original.<br>Put mending tape on the pasted part. |
| The same copy area is dirty whenever making copies. | The exposure glass or document feeder is dirty. | Clean them. ⇒ "Maintainging Your Machine" in the General Settings Guide |
| Copies are too light. | The image density is too light. | Adjust the copy density. ⇒ p.25 "Adjusting Copy Image Density" |
| | The paper size is not appropriate. | Use the recommended paper. ⇒ General Settings Guide<br>**Note**<br>❒ A light copy may result when you use damp or rough grain paper. |
| | Toner cartridge is almost empty. | Add toner. ⇒ "Adding Toner" in the General Settings Guide |
| Parts of the image are not copied. | The original is not set correctly. | Set originals correctly. ⇒ p.12 "Placing Originals" |
| | An improper paper size is selected. | Select the proper paper size. |
| Copies are blank. | The original is not set correctly. | When using the exposure glass, face the originals down. When using the document feeder, face them up. ⇒ p.12 "Placing Originals" |
| A moiré pattern is produced on copies.<br> | Your original has a dot pattern image or many lines. | Place the original on the exposure glass at a slight angle. |



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# If You Cannot Make Copies As You Want

This section explains causes and remedies when copy results are not as expected.

| Problem | Cause | Action |
|---|---|---|
| Copies are not stapled. | There are jammed staples in the stapler. | Remove jammed staples. ⇒ " Removing Jammed Staple" in the General Settings Guide<br>**Note**<br>❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler. |
| | The number of copies exceeds the capacity of the stapler. | Check the stapler capacity. ⇒ p.37 "Staple" |
| | Copy paper is curled. | Turn the copy paper over in the tray. |
| Staples are wrongly positioned. | Originals are not set correctly. | Check the correct position to place the originals. ⇒ p.37 "Staple" |
| Paper jams occur frequently. | The paper size is not correct. | Set the correct paper size. ⇒ "Changing the Paper Size"in the General Settings Guide |
| You cannot combine several functions. | Selected functions cannot be used together. | Check the combination of functions and make the settings again.<br>**Reference**<br>⇒ p.109 "Combination Chart" |
| When sorting, the pages are divided into two blocks. | The memory became full in the middle of sorting and the pages were delivered in two blocks. | You can interrupt copying when the memory becomes full. ⇒ p.106 "Memory Full Auto Scan Restart" |
| In Double Copies mode, parts of the original image are not copied. | Combination of original and copy paper is not correct. | Select A3 for A4 originals and A4 for A5 originals (when using a 100% ratio). |
| In Border, Center, or Center/Border mode, parts of the original image are not copied. | You set a wide erased margin. | Make the margin width narrower. You can adjust it between 2–99mm. ⇒ p.101 "Erase Border Width" and ⇒ p.101 "Erase Center Width" |
| | Originals are not scanned correctly. | Set the originals correctly. |
| In Margin Adjustment mode, parts of the original image are not copied. | You set a wide erased margin. | Set a narrower margin with the User Tools. ⇒ p.101 "Front Margin : Left/Right", ⇒ p.101 "Front Margin : Top/Bottom", ⇒ p.101 "Back Margins : Left/Right", ⇒ p.101 "Back Margin : Top/Bottom" |
| | There is a lack of margin space on the opposite side of the binding position. | |



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| Problem | Cause | Action |
|---|---|---|
| In Image Repeat mode, the original image is not copied repeatedly. | You selected copy paper the same size as the originals, or you did not select the proper reproduction ratio. | Select copy paper larger than the originals. |
| | | Select the proper reproduction ratio. |
| The stamp position is wrong. | The paper orientation is wrong. | Check the paper orientation and stamp position. |
| When using Combine, parts of the image are not copied. | You specified a reproduction ratio that does not match the sizes of your originals and copy paper. | When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper.<br>**Note**<br>❒ Select the correct reproduction ratio before using Combine mode. |
| Order of copies is not correct. | You placed originals in incorrect order. | When placing a stack of originals in the document feeder, the last page should be on the bottom. |
| | | If you place an original on the exposure glass, start with the first page to be copied. |
| When using Duplex, copy is made Top/Bottom even though Left/Right is selected, or copy is made Left/Right even though Top/Bottom is selected. | You placed originals in the wrong direction. | Place originals in the correct orientation. ⇒ p.12 “Original Orientation” |
| Paper does not output during printing with stapling. | If you stop printing while using the staple function, papers not stapled during printing may be left in the staple unit. | Press the 【Reset】 key and cancel copy settings, including stapling. |



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## When Memory Is Full

**Note**

❒ If you set "Memory Full Auto Scan Restart" in User Tools (⇒ p.106) to "Yes", the memory overflow message will not be displayed, but Connect Copy continues to scan originals automatically. Connect Copy continues scanning and copying until the job is finished. Note that copy sets will be printed separately at this time.

| Message | Cause | Solution & Reference |
|---|---|---|
| Memory is full. ## originals have been scanned.<br>Press **[Print]** to copy scanned originals.<br>Do not remove remaining originals.<br>**Note**<br>❒ Copying will stop and this message will be displayed when memory is full. | The scanned original exceeds the number of pages that can be stored in memory. | Press the **[Output]** key to copy scanned originals and clear the scanning data. Press the **[Print Inquiry List]** key to clear the scanning data and not copy. |
| Press **[Continue]** to continue printing.<br>**[Stop] [Continue]** | The machine checks if the remaining original should be copied, after the scanned original has been printed. | To continue copying, remove all copies then press the **[Continue]** key. To stop copying, press the **[Stop]** key. |





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# 5. User Tools (Copy/Document Server Features)

## User Tools Menu (Copier/Document Server Features)

| User Tools Item Names | Default Settings |
|---|---|
| General Features 1/5 ⇒ p.97 "General Features 1/5" | |
| Auto Paper Select Priority | ON |
| Auto Tray Switching | With image rotation |
| Paper Display | Display |
| Original Type Priority | Text |
| Original Type Display | Display |
| Auto Image Density Priority | Text: On<br>Text/Photo: On<br>Photo: Off<br>Pale: On<br>Generation Copy: On |
| Copy Quality | Text: Normal<br>Text/Photo: Normal<br>Photo: Print Photo<br>Pale: Normal<br>Generation Copy: Normal |
| Image Density | Text: Normal<br>Text/Photo: Normal<br>Photo: Normal<br>Pale: Normal<br>Generation Copy: Normal |
| General Features 2/5 ⇒ p.99 "General Features 2/5" | |
| Duplex Mode Priority | 1 Sided → 1 Sided |
| Copy Orientation in Duplex Mode | Top to Top |
| Original Orientation in Duplex Mode | Top to Top |
| Change Initial Mode | Standard |
| Max. Copy Quantity | 999 Sheets |
| Tone: Original remains | ON |
| Job End Call | ON |
| General Features 3/5 ⇒ p.99 "General Features 3/5" | |



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| User Tools Item Names | Default Settings |
|---|---|
| Copy Function Key: F1–F5 | • F1: 1 Sided → 2 Sided: T to T<br>• F2: 2 Sided: T to T → 2 Sided: T to T<br>• F3: 1 Sided → 1 Sided Combine<br>• F4: 1 Sided → 1 Sided Combine: 4 originals<br>• F5: Create Margin |
| General Features 4/5 ⇒ p.99 “General Features 4/5” | |
| Document Server Storage Key: F1–F5 | • F1: 2 Sided Original Top to Top<br>• F2: 1 Sided → 1 Sided Combine<br>• F3: 1 Sided → 1 Sided Combine: 4 originals<br>• F4: 1 Sided → 1 Sided Combine: 8 originals<br>• F5: Create Margin |
| General Features 5/5 ⇒ p.100 “General Features 5/5” | |
| Document Server Print Key: F1–F5 | • F1: 2 Sided Top to Top<br>• F2: 2 Sided Top to Bottom<br>• F3: Booklet<br>• F4: Magazine<br>• F5: Off |
| Reproduction Ratio 1/2 ⇒ p.100 “Reproduction Ratio 1/2” | |
| Shortcut R/E 1–3 | Metric version<br>• Shortcut R/E 1: 71%<br>• Shortcut R/E 2: 141%<br>• Shortcut R/E 3: 93%<br>Inch version<br>• Shortcut R/E 1: 73%<br>• Shortcut R/E 2: 155%<br>• Shortcut R/E 3: 93% |



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| User Tools Item Names | Default Settings |
|---|---|
| Enlarge 1–5 | Metric version<br>• Enlarge 1: 115%<br>• Enlarge 2: 122%<br>• Enlarge 3: 141%<br>• Enlarge 4: 200%<br>• Enlarge 5: 400%<br>Inch version<br>• Enlarge 1: 121%<br>• Enlarge 2: 129%<br>• Enlarge 3: 155%<br>• Enlarge 4: 200%<br>• Enlarge 5: 400% |
| Priority Setting: Enlarge | Metric version 141%<br>Inch version 155% |
| Reproduction Ratio 2/2 ⇒ p.100 “Reproduction Ratio $^{2}/_{2}$” | |
| Reduce 1–6 | Metric version<br>• Reduce 1: 25%<br>• Reduce 2: 50%<br>• Reduce 3: 65%<br>• Reduce 4: 71%<br>• Reduce 5: 75%<br>• Reduce 6: 82%<br>Inch version<br>• Reduce 1: 25%<br>• Reduce 2: 50%<br>• Reduce 3: 65%<br>• Reduce 4: 73%<br>• Reduce 5: 78%<br>• Reduce 6: 85% |
| Priority Setting: Reduce | Metric version: 71%<br>Inch version: 73% |
| Ratio for Create Margin | 93% |
| R/E Priority | Reduce |
| Edit 1/2 ⇒ p.101 “Edit $^{1}/_{2}$” | |
| Front Margin: Left/Right | Metric version: Left 5 mm<br>Inch version: Left 0.2″ |
| Back Margin: Left/Right | Metric version: Right 5 mm<br>Inch version: Right 0.2″ |
| Front Margin: Top/Bottom | Metric version: T/B 0 mm<br>Inch version: T/B 0″ |





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| User Tools Item Names | | Default Settings |
|---|---|---|
| Back Margin: Top/Bottom | | Metric version: T/B 0 mm<br>Inch version: T/B 0″ |
| 1 Sided → 2 Sided Auto Margin: T to T | | Metric version: Right 5 mm<br>Inch version: Right 0.2″ |
| 1 Sided → 2 Sided Auto Margin: T to B | | Metric version: T/B 0 mm<br>Inch version: T/B 0″ |
| Erase Border Width | | Metric version: 10 mm<br>Inch version: 0.4″ |
| Erase Original Shadow in Combine | | Yes |
| Erase Center Width | | Metric version: 10 mm<br>Inch version: 0.4″ |
| Edit 2/2 ⇒ p.102 “Edit $^{2}/_{2}$” | | |
| Image Repeat Separation Line | | None |
| Double Copies Separation Line | | None |
| Separation Line in Combine | | None |
| Copy Back Cover | | Outside |
| Front Cover Copy in Combine | | Combine |
| Copy on Designating Page in Combine | | Combine |
| Orientation: Booklet, Magazine | | Open to left |
| Copy Order in Combine | | From left to right |
| Stamp ⇒ p.104 “Stamp” | | |
| Background Numbering | Size | Normal |
| | Density | Normal |
| Preset Stamp | Stamp Priority | Copy |
| | Stamp Language | English |
| | Stamp Position | Metric version<br>• Position: Top right<br>• Top Margin: 24 mm<br>• Right Margin: 24 mm<br>Inch version<br>• Position: Top right<br>• Top Margin: 1.0"<br>• Right Margin: 1.0" |
| | Stamp Format | Size: 1× |
| | | Density: Normal |
| | | All pages |



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| User Tools Item Names | | Default Settings |
|---|---|---|
| User Stamp | Program/Delete Stamp | |
| | Stamp Position: 1~4 | Metric version<br>• Position: Top right<br>• Top Margin: 24 mm<br>• Right Margin: 24 mm<br>Inch version<br>• Position: Top right<br>• Top Margin: 1.0"<br>• Right Margin: 1.0" |
| | Stamp Format : 1~4 | All pages |
| Date Stamp | Format | DD/MM/YYYY |
| | Font | Font 1 |
| | Stamp Position | Metric version<br>• Position: Top left<br>• Top Margin: 8 mm<br>• Right Margin: 32 mm<br>Inch version<br>• Position: Top left<br>• Top Margin: 0.3"<br>• Right Margin: 0.8" |
| | Stamp Setting | All pages |
| | Size | Auto |
| | Superimpose | No |





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| User Tools Item Names | | Default Settings |
|---|---|---|
| Page Numbering | Stamp Format | P1, P2... |
| | Font | Font 1 |
| | Size | Auto |
| | Duplex Back Page Stamping Position | Opposite position |
| | Page Numbering in Combine | Per original |
| | Stamp on Designated Slip Sheet | No |
| | Stamp Position | Metric version<br>• Position<br>P1, 1/5, P.1, 1: Top right<br>-1-, 1–1: Bottom center<br>• Top/Bottom Margin<br>P1, 1/5, P.1, 1: 12 mm<br>-1-, 1–1: 8 mm<br>• Left/Right Margin<br>P1, 1/5, P.1, 1: 12 mm<br>-1-, 1–1: 0 mm<br>Inch version<br>• Position<br>P1, 1/5, P.1, 1: Top right<br>-1-, 1–1: Bottom center<br>• Top/Bottom Margin<br>P1, 1/5, P.1, 1: 0.5"<br>-1-, 1–1: 0.3"<br>• Left/Right Margin<br>P1, 1/5, P.1, 1: 0.5"<br>-1-, 1–1: 0.0" |
| | Superimpose | No |
| Input/Output $^{1}/_{2}$ ⇒ p.106 “Input/Output $^{1}/_{2}$” | | |
| Switch to Batch | | Batch |
| SADF Auto Reset | | 5 seconds |
| Rotate Sort: Auto Paper Continue | | No |
| Auto Sort | | No |
| Memory Full Auto Scan Restart | | No |
| Select Stapling Position (Top Left) | | Top |
| Select Stapling Position (Bottom Left) | | Finisher 3000B(100-sheet staples): Top Slant<br>Finisher 3000M(50-sheet staples): Top Slant<br>Booklet Finisher: Saddle Stitch |



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| User Tools Item Names | Default Settings |
|---|---|
| Select Stapling Position (Top Right) | Top 2 |
| Select Stapling Position (Bottom Right) | Left 2 |
| Input/Output $^{2}/_{2}$ ⇒ p.107 "Input/Output$^{2}/_{2}$" | |
| Select Stack Function | Stack |
| Select Punch Type | 2 Holes [*1] |
| Letterhead Setting | No |
| Eject Copy Face Up/Down in Glass Mode | Face up |
| Eject Copy Face Up/Down in Bypass Mode | Face up |

[*1] The 4–hole punch type is only capable of punching in the 4–hole format.





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# Accessing User Tools (Copy/Document Server Features)

This section is for key operators in charge of this machine. You can change default settings.

**Note**

❒ Be sure to exit from User Tools after all settings are finished.

❒ Selected keys are highlighted.

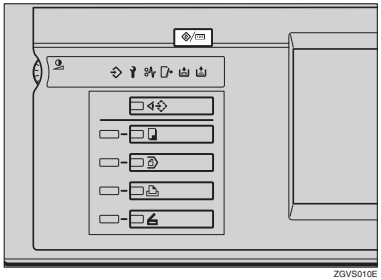
❒ Any changes you make with User Tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes】 key is pressed.

**Reference**

For details, see "User Tools (System Settings)" in the General Settings Guide.

**1** **Press the 【User Tools/Counter】 key.**

User Tools Main Menu appears.



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**Note**

❒ When the access code is set, the access code input screen is displayed when changing the initial settings. Operate by entering the registered access code beforehand. For access code, see "Key Operator Tools" in the General Settings Guide.

**2** **Press the [Copier/Document Server Features] key.**

The Copier/Document Server Features menu appears.

**3** **Select the menu you want to set.**

Setting screens for each menu will be displayed.

**Reference**

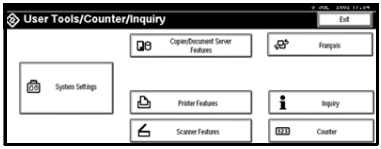
⇒ p.89 "User Tools Menu (Copier/Document Server Features)"

**4** **Change settings by following the instructions on the display panel, and then press the [OK] key.**

## Exiting From User Tools

**1** **After changing User Tools settings, press the [Exit] key on the User Tools Main Menu.**

User Tool changes are complete, and the machine is ready to copy.




**Note**

❒ You can also exit from User Tools by pressing the 【User Tools/Counter】 key.



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## General Features 1/5

❖ **Auto Paper Select Priority**

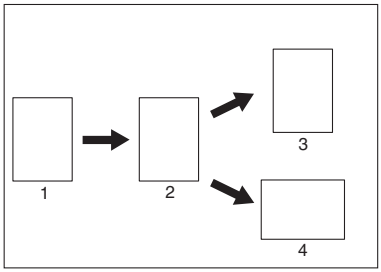
You can choose to have"Auto Paper Select" selected when the machine is turned on or reset, or modes are cleared. ⇒ p.27 "Selecting Copy Paper"

❖ **Auto Tray Switching**

If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the tray in use runs out (when Auto Paper Select is selected.) This function is called "Auto Tray Switching". This setting specifies whether to use "Auto Tray Switching" or not.

**Note**

❒ **[With image rotation]** Use this to copy with Auto Tray Switching.

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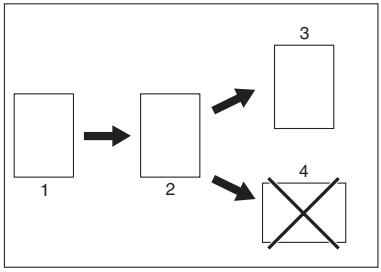
1. **Original**
2. **Paper (Tray 1)**
3. **Paper (Tray 2)**
4. **Paper (Tray 3)**

❒ **[Without image rotation]** Only copies with Auto Tray Switching if you load paper of the same size and in the same direction in two or more trays. If the paper is not the same size or in the same direction, copying is interrupted and the message "Load paper." is displayed.




ZGVX030E

1. **Original**
2. **Paper (Tray 1)**
3. **Paper (Tray 2)**
4. **Paper (Tray 3)**

❒ **[OFF]** When a paper tray runs out, copying is interrupted and the message "Load paper." is displayed.

5



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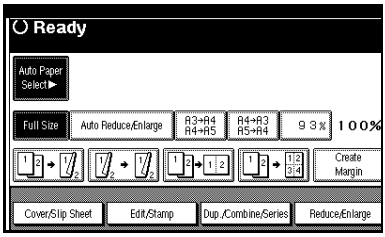
### ❖ Paper Display

You can choose to have available paper trays/sizes shown on the initial display.

**Note**

❒ If you choose "Hide", the display is shown as below. When the **[Auto Paper Select]** key is pressed, paper sizes appear on the display.




### ❖ Original Type Priority

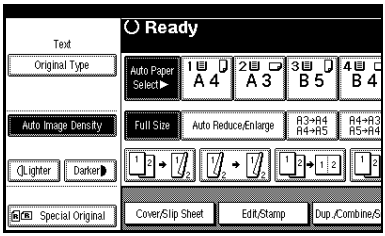
You can select the type of originals effective when the machine is turned on or reset, or when modes are cleared.

### ❖ Original Type Display

You can choose to have original types shown on the initial display.

**Note**

❒ If you choose "Hide", the display is shown as below.




### ❖ Auto Image Density Priority

You can turn the Auto Image Density on or off for each original type (Text, Text/Photo, Photo, Pale, and Generation Copy).

### ❖ Copy Quality

You can adjust the quality level for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).

- Text
  Adjust sharpness.
- Text/Photo
  When there are photo(s) and text on the original, determine which takes priority.
- Photo
  For a photo original, adjust the finish quality level to match the photo original.
- Pale
  Adjust the quality level for a pale original with normal density.
- Generation Copy
  Adjust the quality level so as not to thicken the lines of the finish image.

### ❖ Image Density

You can select one of seven original image density levels for each original type (Text, Text/Photo, Photo, Pale, Generation Copy).



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## General Features 2/5

❖ **Duplex Mode Priority**
You can select the type of Duplex function effective when the machine is turned on or reset, or when modes are cleared.

❖ **Copy Orientation in Duplex Mode**
You can set copy orientation when making two-sided copies.

❖ **Original Orientation in Duplex Mode**
You can set original orientation when making two-sided copies.

❖ **Change Initial Mode**
You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on or reset, or when modes are cleared.

❖ **Max. Copy Quantity**
The maximum copy quantity can be between 1 and 999.

❖ **Tone: Original remains**
The beeper (key tone) sounds when you forget to remove originals after copying.

**Note**

❒ If the "Panel Tone" in User Tools (System Settings) is "Off", the beeper does not sound irrespective of the "Tone: Original remains" setting. ⇒"Panel Tone" in the General Settings Guide

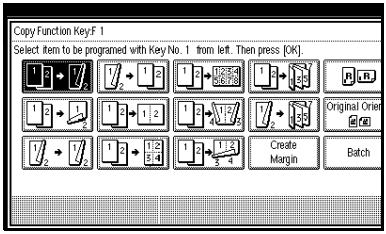
❖ **Job End Call**
You can choose to have the beeper sound when copying is complete.

**Note**

❒ If the "Panel Tone" in the User Tools (System Settings) is "On", the machine beeps to notify you if it did not complete a job, for reasons such as: copying was interrupted, the paper tray ran out of paper or a paper jam occurred.

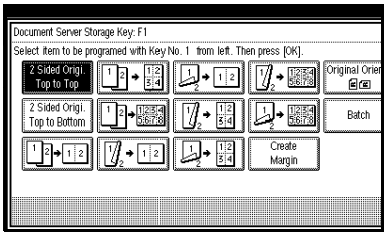
## General Features 3/5

❖ **Copy Function Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change registered functions.




## General Features 4/5

❖ **Document Server Storage Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change registered functions.



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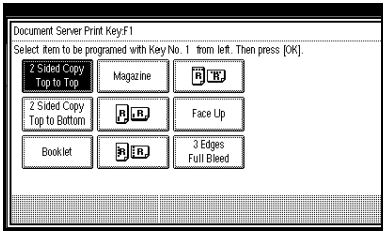
## General Features 5/5

❖ **Document Server Print Key: F1–F5**
You can register frequently used functions in function keys F1 to F5. You can also change registered functions.

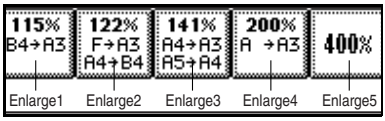



5

## Reproduction Ratio 1/2

❖ **Shortcut R/E 1–3**
You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios.

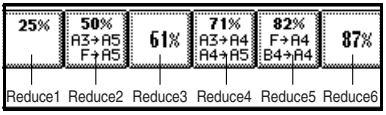
❖ **Enlarge 1–5**
You can customize available enlargement ratios when you press the **[Reduce/Enlarge]** key followed by the **[Enlarge]** key.




❖ **Priority Setting: Enlarge**
You can set the priority ratio when the **[Reduce/Enlarge]** key is pressed, followed by the **[Enlarge]** key.

## Reproduction Ratio 2/2

❖ **Reduce 1–6**
You can customize available reduction ratios when you press the **[Reduce/Enlarge]** key followed by the **[Reduce]** key.




❖ **Priority Setting: Reduce**
You can set the priority ratio when the **[Reduce/Enlarge]** key is pressed, followed by the **[Reduce]** key.

❖ **Ratio for Create Margin**
You can set a Reduce/Enlarge ratio when registering "Create Margin" in a Shortcut Key.

**Note**

❒ You can enter a ratio between 90 and 99 (in increments of 1%) with the number keys.

❖ **R/E Priority**
Specifies the tab given priority on the display panel when the **[Reduce/Enlarge]** key is pressed.



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## Edit 1/2

❖ **Front Margin : Left/Right**
You can specify left and right margins on the front side of copies in Margin Adjust mode.

**Note**
❒ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Back Margins : Left/Right**
You can specify left and right margins on the back side of copies in Margin Adjust mode.

**Note**
❒ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Front Margin : Top/Bottom**
You can specify top and bottom margins on the front side of copies in Margin Adjust mode.

**Note**
❒ You can enter a margin depth of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Back Margin : Top/Bottom**
You can specify top and bottom margins on the back side of copies in Margin Adjust mode.

**Note**
❒ You can enter a margin depth of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **1 sided→2 sided Auto Margins:T to T**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

**Note**
❒ You can enter a margin width of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **1 sided→2 sided Auto Margins :T to B**
In 1 sided → 2 sided Duplex mode, you can specify the margins on the back side.

**Note**
❒ You can enter a margins depth of between 0 and 30 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Erase Border Width**
Specify the width of erased border margins using this function.

**Note**
❒ You can enter a width of between 2 and 99 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.

❖ **Erase Original Shadow in Combine**
In Combine Copy mode, you can erase a 3 mm, 0.1" boundary margin around all four edges of originals.

❖ **Erase Center Width**
You can specify the width of the erased center area using this function.

**Note**
❒ You can enter a width of between 2 and 99 mm in 1 mm increments (0″ and 1.2″ in 0.1″ steps) with the number keys.





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## Edit 2/2

❖ **Image Repeat Separation Line**

You can select a separation line in Image Repeat mode: None, Solid, Broken A, Broken B or Crop Marks.

- None

- Solid

- Broken A

- Broken B

- Crop Marks

**Note**

❒ An image of approximately 1.5 mm (0.06″) will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Double Copies Separation Line**

You can select a separation line in Double Copy mode: None, Solid, Broken A, Broken B or Crop Marks.

- None

- Solid

- Broken A

- Broken B

- Crop Marks

**Note**

❒ An image of approximately 1.5 mm (0.06″) will not be copied as the width of the separation line, when specifying solid or broken lines.



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❖ **Separation Line in Combine**

You can select a separation line in Combine mode: None, Solid, Broken A, Broken B or Crop Marks. ⇒ p.45 "1 Sided Combine", ⇒ p.47 "2 Sided Combine"

- None

- Solid

- Broken A

- Broken B

- Crop Marks

**Note**

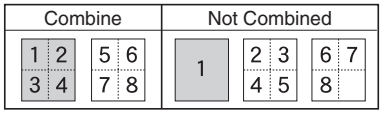
❒ An image of approximately 1.5 mm (0.06") will not be copied as the width of the separation line, when specifying solid or broken lines.

❖ **Copy Back Cover**

When copying the back cover, you can specify whether to have the back cover outside (outside page) or inside (inside page).

❖ **Front Cover Copy in Combine**

You can make a combined copy on the front cover sheet when you select Front Cover copy mode.




❖ **Copy on Designating Page in Combine**

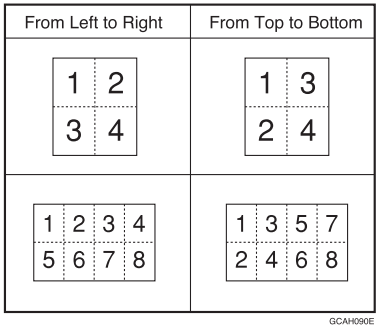
You can make a combined copy on a designated paper.

❖ **Orientation: Booklet, Magazine**

You can select the type of originals for Booklet or Magazine mode.

❖ **Copy Order in Combine**

You can set the copy order in Combine mode to "Left to Right" or "Top to Bottom".




5



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# Stamp

## Background Numbering

❖ **Size**
You can set the size of the numbers.

❖ **Density**
You can set the density of the numbers.

## Preset Stamp 1/4-4/4

❖ **Stamp Priority**
You can select the priority stamp type when the **[Preset Stamp]** key is pressed. ⇒ p.63 "Preset Stamp"

❖ **Stamp Language**
You can select the language of the message that is printed in Stamp mode.

❖ **Stamp Position**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Format**
You can adjust the size, density and print page for the stamp.

- Size
  You can set the size of the stamp.
- Density
  You can set the pattern used to print the stamp.

**Note**

❒ Normal: The stamp is printed on the image. You cannot confirm which parts overlap the image.

❒ Lighter: The image can be seen through the stamp.

❒ Light: You can see the image even clearer than in the "Lighter" setting.

- Print Page
  You can select whether the stamp is printed on the first page or all pages.

## User Stamp 1/2-2/2

❖ **Program/Delete Stamp**
You can register/change/delete designs you like as user stamps.

**Note**

❒ You can register up to 4 custom stamps with your favorite designs. ⇒ p.66 "To program the user stamp"

**Reference**
For how to delete stamps, see p.67 "To delete the user stamp"

❖ **Stamp Position**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Format**
You can adjust the print page for User Stamps 1 to 4 that you registered.

- Stamp Page
  Sets whether to print the stamp on all pages or only the first page.



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## Date Stamp

❖ **Format**
You can select the date format for Date Stamp mode.

❖ **Font**
You can select the Date Stamp font.

❖ **Stamp Position**
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Stamp Setting**
You can select whether the date is printed on the first page or all pages.

❖ **Size**
You can set the Date Stamp size.

❖ **Superimpose**
You can select whether the Date Stamp is printed as a negative when it overlaps black parts of the image.

## Page Numbering 1/3-2/3

❖ **Stamp Format**
You can select the priority page number format when the **[Page Numbering]** key is pressed.

❖ **Font**
You can select the font of the page number printed in Page Numbering mode.

❖ **Size**
You can set the size of the stamp printed in Page Numbering mode.

❖ **Duplex Back Page Stamping Position**
You can set the position of the duplex back page number printed in Duplex mode.

❖ **Page Numbering in Combine**
You can set how pages are numbered when you use the Combine function and Page Numbering function together.

❖ **Stamp on Designated Slip Sheet**
You can print the page number on slip sheets when you use the Designate function set to "Copy" and Page Numbering function together.

❖ **Stamp Position**
P1, P2...Stamp Position: 1/5, 2/5...Stamp Position: —1–, —2–...Stamp Position: P.1, P.2...Stamp Position: 1, 2...Stamp Position: 1–1, 1–2...
You can set the position at which the stamp is printed.
Press the arrow keys to adjust the position.

❖ **Superimpose**
You can select whether page numbers are printed as a negative when they overlap black parts of the image.





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## Input/Output 1/2

❖ **Switch to Batch (SADF)**
You can have Batch mode or SADF mode have displayed when you press the Special Original key. ⇒ p.14 "Batch mode"

❖ **SADF Auto Reset**
When you set one original at a time in the document feeder, the **Auto Feed** indicator lights for a selected time after an original is fed, to show is ready for another original.

**Note**
❒ You can adjust this time from 3 seconds to 99, in 1 second increments.

❖ **Rotate Sort: Auto Paper Continue**
You can specify to continue copying when paper of the required orientation has run out during rotate-sorting. ⇒ p.35 "Rotate Sort"

**Note**
❒ If you select **[No]**:
- When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying.

❒ If you select **[Yes]**:
- Copying continues using paper of a different orientation. The copy job will finish even if you have left the machine.

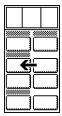
❖ **Auto Sort**
You can have Sort mode selected when the machine is turned on or reset, or if the mode is cleared.

❖ **Memory Full Auto Scan Restart**
If memory becomes full while scanning originals, the machine can make copies of those already scanned, and then automatically resume scanning the remaining originals.
You can enable or disable this function.

**Note**
❒ If you select **[No]**:
- When memory becomes full, the machine stops operation allowing you to remove copies delivered to the output tray.

❒ If you select **[Yes]**:
- You can leave the machine unattended to make all the copies, but the resulting pages will not be sequentially ordered.

❖ **Select Stapling Position (Top Left)**
You can register a type of stapling used frequently in the top left staple key on the initial display. You can also change the registered type.



**Note**
❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.



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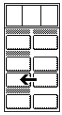
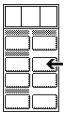
❖ **Select Stapling Position (Bottom Left)**
You can register a type of stapling used frequently in the bottom left staple key on the initial display. You can also change the registered type.



**Note**

❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

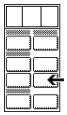
❖ **Select Stapling Position (Top Right)**
You can register a type of stapling used frequently in the top right staple key on the initial display. You can also change the registered type.



**Note**

❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

❖ **Select Stapling Position (Bottom Right)**
You can register a type of stapling used frequently in the bottom right staple key on the initial display. You can also change the registered type.



**Note**

❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

## Input/Output$^{2}/_{2}$

❖ **Select Stack Function**
Specify whether Stack or Rotate Sort has priority on the initial display.

**Note**

❒ An optional finisher is required to use this function.

❖ **Select Punch Type**
You can select the type of the punch.

**Note**

❒ The Finisher 3000B(100–sheet staples), Finisher 3000M(50–sheet staples) or Booklet Finisher is required to use this function.

❒ The 4–hole punch type is only capable of punching in the 4–hole format.





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❖ **Letterhead Setting**

If you select "Yes" in this function, the machine rotates the image correctly.

**Note**

❒ Direction-fixed (top to bottom) or 2-sided paper might not be printed correctly depending on how the originals and paper are placed.

**Reference**

When using letterhead paper, pay attention to the paper orientation. ⇒ p.11 "Direction-fixed paper or 2-sided paper"

5

❖ **Eject Copy Face Up/Down in Glass**

You can specify the way in which copies are delivered when copying an original placed on the exposure glass.

❖ **Eject Copy Face Up/Down in Bypass Mode**

You can specify the way in which copies are delivered when copying in Bypass mode.

**Note**

❒ If you have selected OHP transparencies or thick paper in "Special paper", you cannot have copies delivered face down.



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# Combination Chart

The combination chart given below shows modes that can be used together. When using the chart, note the explanations of the symbols, as given in the following table.

| | |
|---|---|
| ❍ | These modes can be used together. |
| ● | These modes cannot be used together. The second mode selected will be the mode you're working in. |
| × | These modes cannot be used together. The first mode selected will be the mode you're working in. |

The following shows the combinations of functions.

| Function selected first \ Function selected after | Original Orientation (Standard Orientation) | Batch Mode | Mixed Sizes | Custom Size Originals | Face Up | Bypass Tray | Auto Image Density | Manual Image Density | Original Type Setting | Auto Paper Select | Manual Paper Select | Reduce/Enlarge | Create Margin | Zoom | Auto Reduce/Enlarge | Size Magnification | Directional Magnification(%) | Directional Size Magnification(mm) | Sort | Rotate Sort | Stack | Staple | Punch | 1 Sided→2 Sided/2 Sided→2 Sided | 1 Sided Combine | 2 Sided Combine | Book→1 Sided | Book→2 Sided | Front & Back→2 Sided | 2 Sided→1 Sided | 1 Sided→Booklet | 2 Sided→Booklet | 1 Sided→Magazine | 2 Sided→Magazine |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Original Orientation (Standard Orientation) | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ |
| Batch Mode | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Mixed Sizes | ○ | ○ | | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Custom Size Originals | ○ | ○ | × | | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Face Up | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Bypass Tray | ○ | ○ | ○ | ○ | ○ | | ● | ● | ○ | ○ | ○ | × | ○ | × | ○ | ○ | ○ | ○ | ○ | × | ○ | × | × | × | × | ○ | × | ○ | × | ○ | ○ | × | × |
| Auto Image Density | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Manual Image Density | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Original Type Setting | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Auto Paper Select | ○ | ○ | ○ | ● | ○ | ● | ○ | ○ | ○ | | ● | ○ | ○ | ○ | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Manual Paper Select | ○ | ○ | ○ | ○ | ○ | ● | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Reduce/Enlarge | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ● | ● | ● | ● | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Create Margin | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ○ | | ● | ● | ● | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Auto Reduce/Enlarge | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ● | ○ | ● | ○ | ● | | ● | ● | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Size Magnification | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ○ | ● | ● | | ● | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Directional Magnification(%) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ○ | ● | ● | ● | | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Directional Size Magnification (mm) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ○ | ● | ● | ● | ● | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Sort | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ● | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Rotate Sort | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | | ● | ● | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Stack | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ● | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Staple | ○ | ○ | ○ | ○ | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ○ | | *1 | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Punch | ○ | ○ | ○ | ○ | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | *1 | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | × | ○ |
| 1 Sided→2 Sided/2 Sided→2 Sided | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ● | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| 1 Sided Combine | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | | ● | ● | ● | ● | ● | ● | ● | ● | ● |
| 2 Sided Combine | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ● | | ● | ● | ● | ● | ● | ● | ● | ● |
| Book→1 Sided | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ● | ● | | ● | ● | ● | ● | ● | ● | ● |
| Book→2 Sided | × | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ● | ● | ● | | ● | ● | ● | ● | ● | ● |
| Front & Back→2 Sided | × | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ● | ● | ● | ● | | ● | ● | ● | ● | ● |
| 2 Sided→1 Sided | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ● | ● | ● | ● | ● | | ● | ● | ● | ● |
| 1 Sided→Booklet<br>2 Sided→Booklet | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ● | ● | ● | ● | ● | ● | ● | | | | ● |
| 1 Sided→Magazine<br>2 Sided→Magazine | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ● | ● | ● | ● | ● | ● | ● | | | | |
| Repeat | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | ○ | ○ | ○ | ○ | × | × | | |
| Double Copy | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | ○ | ○ | ○ | ○ | × | × | | |
| Centering | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Scanning Position | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Border Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Center Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Center/Border Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| 3 Edges Full Bleed | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Inside Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Outside Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Margin Adjustment | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Background Numbering | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Preset Stamp | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| User Stamp | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Date Stamp | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Page Numbering | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | |
| Covers | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | ○ | | | |
| Designate | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × | | | |
| Chapter | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × | | | |
| Blank Slip Sheets | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × | | | |
| Slip Sheets | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | ○ | × | ○ | × | × | × | ○ | × | × | ○ | × | × | | |
| Document Server | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | × | ○ | | |

*1 You cannot use Top 2 of Staple position together with Standard Punch position. You cannot use Top, Top Sland or Bottom together with 90° turn Punch position.

ZGVX120E



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| Function selected first \ Function selected after | Repeat | Double Copy | Centering | Scanning Position | Border Erase | Center Erase | Center/Border Erase | 3 Edges Full Bleed | Inside Erase | Outside Erase | Margin Adjustment | Background Numbering | Preset Stamp | User Stamp | Date Stamp | Page Numbering | Covers | Designate | Chapter | Blank Slip Sheets | Slip Sheets | Document Server |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Original Orientation (Standard Orientation) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Batch Mode | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Mixed Sizes | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Custom Size Originals | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Face Up | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Bypass Tray | ○ | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × | × | × | ○ | × |
| Auto Image Density | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Manual Image Density | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Original Type Setting | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Auto Paper Select | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ● | ● | ● | ● | ● | ○ |
| Manual Paper Select | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Reduce/Enlarge | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Create Margin | ○ | ○ | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Zoom | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Auto Reduce/Enlarge | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Size Magnification | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Directional Magnification(%) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Directional Size Magnification (mm) | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Sort | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ |
| Rotate Sort | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | ○ |
| Stack | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Staple | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ |
| Punch | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 1 Sided→2 Sided/2 Sided→2 Sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ |
| 1 Sided Combine | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ |
| 2 Sided Combine | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ |
| Book→1 Sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | ○ | ○ |
| Book→2 Sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | ○ |
| Front & Back→2 Sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × |
| 2 Sided→1 Sided | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | ○ | ○ |
| 1 Sided→Booklet<br>2 Sided→Booklet | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × |
| 1 Sided→Magazine<br>2 Sided→Magazine | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | ○ |
| Repeat | | ● | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × |
| Double Copy | ● | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | × | × | × | × | × |
| Centering | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Scanning Position | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Border Erase | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Center Erase | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Center/Border Erase | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| 3 Edges Full Bleed | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Inside Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Outside Erase | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Margin Adjustment | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Background Numbering | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ |
| Preset Stamp | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| User Stamp | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Date Stamp | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ | ○ |
| Page Numbering | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ○ | ○ | ○ |
| Covers | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ○ | ● | ○ |
| Designate | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ○ | ● | ○ |
| Chapter | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ○ | ● | ○ |
| Blank Slip Sheets | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | | ● | ○ |
| Slip Sheets | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | × | ○ | ○ | ○ | ○ | ● | ● | ● | ● | | ○ |
| Document Server | × | × | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | ○ | |

ZGVX110E



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# Supplementary Specifications

### ❖ Batch Mode

In Batch mode, you cannot switch between 1–sided originals and 2–sided originals in the middle of copying.

### ❖ Mixed Size mode

- Copy speed and scanning speed may be reduced.

### ❖ Bypass Tray Copy

- The following paper sizes can be selected:
A3□, A4□□, A5□□, A6□, B4□, B5□□, B6□, 11″ × 17″□, Legal($8^1/_2$″ × 14″)□, Letter($8^1/_2$″ × 11″)□□, $5^1/_2$″ × $8^1/_2$″□□, Executive($7^1/_4$″ × $10^1/_2$″)□□, 8″ × 13″□, $8^1/_2$″ × 13″□, $8^1/_4$″ × 13″□, 11″ × 14″□, 11″ × 15″□, 10″ × 14″□, 10″ × 15″□, $8^1/_4$″ × 14″□, 8″ × $10^1/_2$″□□, 8 “× 10″□□, 12″ × 18″□, Postcards (100 × 148mm)

- The number of sheets you can set in the bypass tray depends on the paper type. If the number set exceeds that in the table below, paper misfeeds may occur or copies may be skewed.

| Paper type | Number |
|---|---|
| Thick paper (105/157g/$m^2$) | 30 sheets |
| Thick paper (157/216g/$m^2$) | 20 sheets |
| Translucent paper | 50 sheets |
| OHP transparencies | 50 sheets |

### ❖ Preset Enlarge/Reduce

**Note**

❒ You can select one of 12 preset ratios (5 enlargement ratios, 7 reduction ratios).

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear.

❒ Copies can be reduced or enlarged as follows.





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### ❖ Metric version

| Ratio (%) | Original → Copy paper size |
|---|---|
| 400 (enlarge area by 16) | -- |
| 200 (enlarge area by 4) | A5→A3, A6→A4, B6→B4 |
| 141 (enlarge area by 2) | A4→A3, A5→A4, A6→A5, B5→B4, B6→B5 |
| 122 | F→A3, A4→B4 |
| 115 | B4→A3 |
| 93 | -- |
| 82 | F→A4, B4→A4 |
| 75 | B4→F4, B4→F |
| 71 (reduce area by $^1/_2$) | A3→A4, A4→A5 |
| 65 | A3→F |
| 50 (reduce area by $^1/_4$) | A3→A5, F→A5 |
| 25 | -- |

### ❖ Inch version

| Ratio (%) | Original → Copy paper size |
|---|---|
| 400 (enlarge area by 16) | -- |
| 200 (enlarge area by 4) | $5^1/_2" \times 8^1/_2" \rightarrow 11" \times 17"$ |
| 155 (enlarge area by 2) | $5^1/_2" \times 8^1/_2" \rightarrow 8^1/_2" \times 14"$ |
| 129 | $8^1/_2" \times 11" \rightarrow 11" \times 17"$ |
| 121 | $8^1/_2" \times 14" \rightarrow 11" \times 17"$ |
| 93 | -- |
| 85 | $F \rightarrow 8^1/_2" \times 11"$ |
| 78 | $8^1/_2" \times 14" \rightarrow 8^1/_2" \times 11"$ |
| 73 | $11" \times 15" \rightarrow 8^1/_2" \times 11"$ |
| 65 | $11" \times 17" \rightarrow 8^1/_2" \times 11"$ |
| 50 (reduce area by $^1/_4$) | $11" \times 17" \rightarrow 5^1/_2" \times 8^1/_2"$ |
| 25 | -- |

### ❖ Zoom

- The reproduction ratios you can specify are 25 – 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear.



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### ❖ Auto Reduce/Enlarge

- The reproduction ratios you can specify are 25 – 400%.

### ❖ Size Magnification

- If the calculated ratio is over maximum or under the minimum ratio, it is adjusted to within available range automatically. However, with some ratios, parts of the image might not be copied or margins will appear on.
- The reproduction ratio that you can specify are 25 – 400%.

### ❖ Directional Size Magnification

- The reproduction ratios you can specify are 25 – 400%.
- When entering a percentage ratio, you can specify any value in the permitted range, regardless of the size of originals or copy paper. However, depending on settings and other conditions, part of the image may not be copied, or margins will appear.
- When entering a size in mm, if the calculated ratio is over maximum or under minimum ratio, it is adjusted to within available range automatically. However, with some ratios, parts of the image might not be copied or margins will appear.



### ❖ Sort

The number of copies that can be placed on the tray is as follows. When the number exceeds capacity, remove copies from the tray.

| | Paper Size and Direction | Number of Copies |
|---|---|---|
| Copy tray | B4 or smaller, A4 or larger | 500 sheets (80 g/$m^2$) (20 lb.) |
| | A3, B5 or smaller | 250 sheets (80 g/$m^2$) (20 lb.) |



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| | Paper Size and Direction | Number of Copies |
|---|---|---|
| Finisher 3000B(100– sheet staples) | Finisher Upper Tray<br>A4, B5, A5, B6, A6, 8 1/2" × 11", 5 1/2" × 8 1/2" | 500 sheets (80 g/m²) (20 lb.) |
| | A3, B4, 11" × 17", 8 1/2" × 14", 12" × 18" | 250 sheets (80 g/m²) (20 lb.) |
| | Finisher Shift Tray<br>A4, B5, 8 1/2" × 11" | 3, 000 sheets (80 g/m²) (20 lb.) |
| | A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 12" × 18" | 1, 500 sheets (80 g/m²) (20 lb.) |
| | A5, 5 1/2" × 8 1/2" | 500 sheets (80 g/m²) (20 lb.) |
| | A5, 5 1/2" × 8 1/2" | 100 sheets (80 g/m²) (20 lb.) |
| Finisher 3000M(50– sheet staples) | Finisher Upper Tray<br>A4, B5, A5, B6, 8 1/2" × 11", 5 1/2" × 8 1/2" | 250 sheets (80 g/m²) (20 lb.) |
| | A3, B4, 11" × 17", 8 1/2" × 14", 12" × 18" | 50 sheets (80 g/m²) (20 lb.) |
| | Finisher Shift Tray<br>A4, 8 1/2" × 11" | 3, 000 sheets (80 g/m²) (20 lb.) |
| | A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 12" × 18" | 1, 500 sheets (80 g/m²) (20 lb.) |
| | A5 | 500 sheets (80 g/m²) (20 lb.) |
| | A5, B6, 5 1/2" × 8 1/2" | 100 sheets (80 g/m²) (20 lb.) |





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| | Paper Size and Direction | Number of Copies |
|---|---|---|
| Booklet Finisher | Finisher Upper tray<br>A4, B5, A5, B6, 8 1/2" × 11", 5 1/2" × 8 1/2" | 250 sheets (80 g/m²) (20 lb.) |
| | A3, B4, 11" × 17", 8 1/2" × 14", 12" × 18" | 50 sheets (80 g/m²) (20 lb.) |
| | Finisher shift tray 1<br>A4, B5, A5, 8 1/2" × 11" | 500 sheets (80 g/m²) (20 lb.) |
| | A3, B4, 11" × 17", 8 1/2" × 14", 12" × 18" | 250 sheets (80 g/m²) (20 lb.) |
| | A5, B6, 5 1/2" × 8 1/2" | 100 sheets (80 g/m²) (20 lb.) |
| | Finisher Shift Tray 2<br>A4, 8 1/2" × 11" | 2, 500 sheets (80 g/m²) (20 lb.) |
| | A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 12" × 18" | 1, 250 sheets (80 g/m²) (20 lb.) |
| | A5 | 500 sheets (80 g/m²) (20 lb.) |
| | A5, B6 or 5 1/2" × 8 1/2" | 100 sheets (80 g/m²) (20 lb.) |

*1 Place paper in the bypass tray.

**Note**

❒ When using Rotate Sort or Staple functions, tray capacity may be reduced.

- Paper sizes and orientations that can be used with the Sort function are A3, B4, A4, B5, A5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11" and 5 1/2" × 8 1/2".
- Paper sizes and orientations that can be used with the Rotate Sort function are A4, B5, A5, 8 1/2" × 11" and 5 1/2" × 8 1/2".
- Paper sizes and orientations that can be used with the Shift Sort function are as follows:





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| | Paper Size and Orientation |
|---|---|
| Finisher 3000B(100–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□, 8 1/2" × 14"□, 12" × 18"□ |
| Finisher 3000M(50–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |
| Booklet Finisher | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |

### ❖ Stack

- Paper sizes and orientations that can be used with the Stack function are as follows:

| | Paper Size and Orientation |
|---|---|
| Finisher 3000B(100–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□, 8 1/2" × 14"□, 12" × 18"□ |
| Finisher 3000M(50–sheet staples) | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |
| Booklet Finisher | A3□, B4□, A4□□, B5□□, A5□□, 11" × 17"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□ |



### ❖ Staple

The following types of paper cannot be stapled:

- Postcards
- Translucent paper
- OHP transparencies
- Label paper (adhesive labels)
- Thick paper
- Thin paper
- Curled paper
- Paper of low stiffness
- Paper of mixed sizes (Differing horizontal dimensions, such as A4 □ and A3 □)

In the following cases, the copies will be delivered to the shift tray without stapling:

- When the number of sheets for one set is above stapler capacity.
- When memory reaches 0% during copying.
- When using Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided" or "2 Sided → 2 Sided" in Combine mode, select □ original for □ copy and □ original for □ copy.
- When using Double copies, or "1 Sided 2 Pages→ 1 Sided Combine" and "1 Sided 4 Pages→ 2 Sided Combine" in Combine mode, select □ original for □ copy and □ original for □ copy.



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- When using "Left 2" or "Top 2" with Double copies, or "1 Sided → 1 Sided", "1 Sided → 2 Sided", "2 Sided → 1 Sided", or "2 Sided → 2 Sided" in Combine mode, select ▯ original for ▭ copy and ▭ originals for ▯ copy.
- If you use the Auto Paper Select function in the Mixed Size mode, the machine selects the proper size of paper and staples it even if you place different sizes of originals. Set the size of paper you want to use in the paper tray beforehand. The sizes of the paper you can staple in the Mixed Size mode are as follows.
  - A3▭ and A4 ▯
  - B4 ▭ and B5 ▯
  - 11″ × 17″▭ and Letter (8″1/2 × 11″)▯

  The sizes and orientations of the paper you can staple and the stapler capacity are as follows.

❖ **Finisher 3000B(100–sheet staples)**

| Paper Sizes and Orientations | Stapler Capacity |
|---|---|
| A4▯▭, B5▯▭, 8 1/2" × 11"▯▭ | 100 sheets |
| A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭ | 50 sheets |

❖ **Finisher 3000M(50–sheet staples)**

| Paper Sizes and Orientations | Stapler Capacity |
|---|---|
| A4▯▭, B5▯▭, 8 1/2" × 11"▯▭ | 50 sheets |
| A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭ | 30 sheets |
| A4▯/A3▭, B5▯/B4▭, 8 1/2" × 11"▯, 11" × 17"▭ | 30 sheets |

❖ **Booklet Finisher**

| Paper Sizes and Orientation | Stapler Capacity |
|---|---|
| A4▯▭, B5▯▭, 8 1/2" × 11"▯▭ | 50 sheets |
| A3▭, B4▭, 11" × 17"▭, 8 1/2" × 14"▭ | 30 sheets |
| A4▯/A3▭, B5▯/B4▭, 8 1/2" × 11"▯, 11" × 17"▭ | 30 sheets |
| Saddle stitch<br>A3▭, B4▭, A4▭, 11" × 17"▭, 8 1/2" × 11"▭ | 15 sheets |

- When the number of copies exceeds tray capacity, copying stops. In this case, remove copies from the tray, and then resume copying.
  The finisher capacities after stapling are as follows.





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### ❖ Finisher 3000B(100–sheet staples)

| Paper Sizes and Orientation | Number of the Sheets | Number of the Stapled Copies |
|---|---|---|
| A4▯▭, B5▯▭, $8^1/_2$" × 11"▯▭ | 10~100 sheets | 200~30 sets |
| | 2~9 sheets | 150 sets |
| A3▭, B4▭, 11" × 17"▭, $8^1/_2$" × 14"▭ | 10~50 sheets | 150~30 sets |
| | 2~9 sheets | 150 sets |

### ❖ Finisher 3000M(50–sheet staples)

| Paper Sizes and Orientation | Maximum Number of the Sheets | Maximum Number of the Stapled Copies |
|---|---|---|
| A4▯, $8^1/_2$" × 11"▯ | 10~50 sheets | 300~60 sets |
| | 2~9 sheets | 300 sets |
| A4▯, B5▯▭, $8^1/_2$" × 11"▭ | 10~50 sheets | 150~30 sets |
| | 2~9 sheets | 150 sets |
| Other size paper | 10~30 sheets | 150~50 sets |
| | 2~9 sheets | 150 sets |
| In the Mixed Size mode | 2~30 sheets | 50 sets |

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### ❖ Booklet Finisher

| Paper Sizes and Orientation | Maximum Number of the Sheets | Maximum Number of the Stapled Copies |
|---|---|---|
| Finisher Tray 1 | | |
| A4▯, $8^1/_2$" × 11"▯ | 10~50 sheets | 50~10 sets |
| | 2~9 sheets | 50 sets |
| Other paper size | 10~30 sheets | 25~16 sets |
| | 2~9 sheets | 25 sets |
| In the Mixed Size Mode | 2~30 sheets | 16 sets |
| Finisher Tray 2 | | |
| A4▯, $8^1/_2$" × 11"▯ | 10~50 sheets | 250~50 sets |
| | 2~9 sheets | 250 sets |
| A4▭, B5▯▭, $8^1/_2$" × 11"▭ | 10~50 sheets | 125~25 sets |
| | 2~9 sheets | 125 sets |
| Other paper size | 10~30 sheets | 125~40 sets |
| | 2~9 sheets | 125 sets |
| In the Mixed Size Mode | 2~30 sheets | 50 sets |



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| Paper Sizes and Orientation | | Maximum Number of the Sheets | Maximum Number of the Stapled Copies |
|---|---|---|---|
| Saddle Stitch | A4⬓, 8 1/2" × 11"⬓ | 2~5 sheets | 25 sets |
| | | 6~10 sheets | 15 sets |
| | | 11~15 sheets | 10 sets |
| | Other paper size | 2~5 sheets | 30 sets |
| | | 6~10 sheets | 20 sets |
| | | 11~15 sheets | 10 sets |

You cannot change the stapling positions during copying.

When the original image is rotated, the stapling direction turns by 90°.

When "Top" or "Bottom" is selected and the paper with the same orientation as the original is not loaded, the image is rotated and the paper with the same size and the different orientation is selected.

With certain stapling settings, you cannot use the Rotate function.

When "Saddle Stitch" is selected, the copies are stapled with the saddle stitch stapler, folded in half and then delivered.

When "Saddle Stitch" is selected with the "Magazine" function, the copies are stapled with the saddle stitch stapler, folded like a magazine and then delivered.



### ❖ Punch

- With certain Punch function settings, the Rotate function cannot be used.
- Since punch holes are made in each copy, positions vary slightly.
- Punchable paper sizes are as follows:

#### ❖ Booklet Finisher, Finisher 3000M(50–sheet staples)

| Punch unit type | | | |
|---|---|---|---|
| 2 & 4 holes type | 2 holes | ⬓ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ⬒ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 4 holes | ⬓ | A3, B4, 11" × 17" |
| | | ⬒ | A4, B5, 8 1/2" × 11" |
| 4 holes type | 4 holes | ⬓ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ⬒ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| 2 & 3 holes type | 2 holes | ⬓ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ⬒ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 3 holes | ⬓ | A3, B4, 11" × 17" |
| | | ⬒ | A4, B5, 8 1/2" × 11" |



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❖ **Finisher 3000B(100–sheet staples)**

| Punch unit type | | | |
|---|---|---|---|
| 2 & 4 holes type | 2 holes | ▭ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ▯ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 4 holes | ▭ | A3, 11" × 17" |
| | | ▯ | A4, 8 1/2" × 11" |
| 4 holes type | 4 holes | ▭ | A3–B5, 11" × 17"–8 1/2" × 11" |
| | | ▯ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| 2 & 3 holes type | 2 holes | ▭ | A3–A5, 11" × 17"–5 1/2" × 8 1/2" |
| | | ▯ | A4–A5, 8 1/2" × 11", 5 1/2" × 8 1/2" |
| | 3 holes | ▭ | A3, B4, 11" × 17" |
| | | ▯ | A4, B5, 8 1/2" × 11" |

❖ **Duplex**

You cannot use the following copy paper with this function:

- Paper smaller than A5, $5^1/_2" \times 8^1/_2"$
- Paper thicker than 127.9 g/m$^2$, 34 lb.
- Paper thinner than 64 g/m$^2$, 17 lb.
- Translucent paper
- Label paper (adhesive labels)
- OHP transparencies
- Postcards

When an odd number of originals is set in the optional document feeder, the back of the last page is blank. During copying, the image is shifted to allow for the binding margin.The image quality of the front and back of copies might be different.

❖ **Combine**

- If the calculated ratio is under the minimum ratio, it is adjusted to within available range automatically. However, with some ratios, parts of the image might not be copied.
- You cannot use custom size paper.
- In this mode, the machine selects the ratio automatically. This ratio depends on copy paper size and the number of originals.
- The reproduction ratios you can specify are 25 – 400%.
- If the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.



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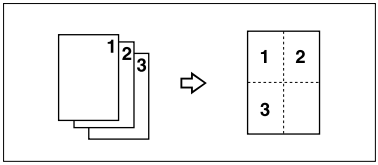
- If the number of originals placed is less than the number specified for combining, the last page is left blank, as shown in the illustration.



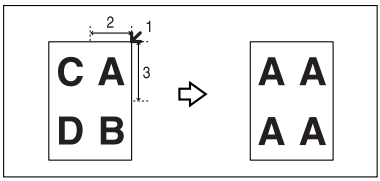

### ❖ Copying Book Originals

- The machine sets the reproduction ratio automatically to meet paper size and copies originals together onto the paper.
- The machine uses ratios in the range of 25 to 400%
- If the calculated ratio is under the available minimum, it will be adjusted to minimum ratio. However, with some ratios, parts of the image might not be copied.
- Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90°to make copies properly.
- If you mix originals of different sizes or place originals in different orientations, you cannot use this function.
- Four originals are copied onto each sheet of copy paper with this function. If the number of originals scanned is less than a multiple of 4, the last page will be blank.
- Copying to make a magazine may take some time after scanning originals.
- If the Booklet Finisher is installed and you select "Magazine" and "Staple (Saddle Stitch)", copies are stacked, stapled at the center, folded in half automatically, and then delivered.

### ❖ Repeat

Depending on paper size, ratio, and orientation, parts of repeated images may not be copied.

- If you use this function with "Custom Size Original", you can copy repeatedly the image in the area you want by specifying the vertical and horizontal lengths from the base point. In this case, place your original on the exposure glass. ⇒ p.16 “Placing Custom Size Originals”




*1.* **Base point**

*2.* **Horizontal length**

*3.* **Vertical length**



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### ❖ Centering

Although the original is set at a different orientation to the paper, the machine will not rotate the image by 90° (Rotate copy).

### ❖ Erase

The width of the erased margin varies depending on the reproduction ratio. If the size of the original is different to sizes listed in the following chart, the erased margin might be shifted.

- Metric version

| Where Original Is Set | Paper Size and Orientation |
|---|---|
| Exposure glass | A3□, B4□, A4□□, B5□□, A5□, 8 1/2" × 14"□, 8 1/2" × 13"□ |
| Document feeder | A3□, B4□, A4□□, B5□□, A5□□, 8 1/2" × 13"□ |

- Inch version

| Where Original Is Set | Paper Size and Orientation |
|---|---|
| Exposure glass | 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 10" × 14"□, 8" × 10"□ |
| Document feeder | 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 10" × 14"□, 5 1/2" × 8 1/2"□ |

You can erase two parts using “Erase Inside 1” together with “Erase Inside 2”

### ❖ Margin Adjustment

If you set a binding margin too wide, part of the image may not be copied. When making copies in Combine mode, the binding margin is added to copies after the combination is finished.

### ❖ Background Numbering

If the numbers overlap the copied image, the parts overlapped may look like some pattern.

### ❖ Preset Stamp

You can change the size and density of the stamp with User Tools.
Depending on paper size, if you change the stamp size, parts of the stamp might not be printed.
When you use this function with the Magazine or Booklet function, you can print the stamp only on the first page.





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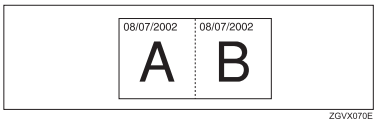
### ❖ Date Stamp

- When using Combine mode, the date stamp is printed as follows:

ZGVX060E

- When using Magazine or Booklet function, the date stamp is printed as follows:

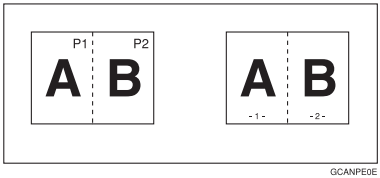



ZGVX070E

### ❖ Page Numbering

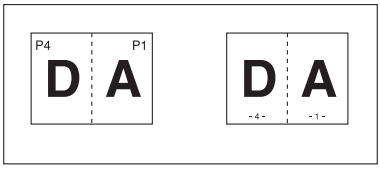
When page numbering is used with Combine mode, page numbers are printed as follows:

- Page Numbering per original:
  Combined with 1 Sided/2 Sided in the Combine function



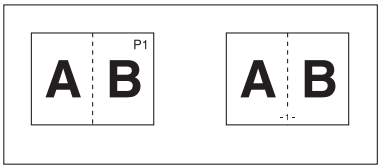

GCANPE0E

Combined with Magazine or Booklet function




AGVX050E

- Page Numbering per copy:
  Combined with 1 Sided/2 Sided in the Combine function




GCANPE2E





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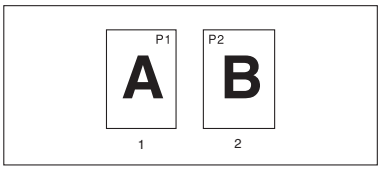
If you combine this function with the Duplex (Top to Top) function and select the "P1, P2" or "1/n, 2/n" format, the page numbers on the back of are printed as follows:




1. **Front**
2. **Back**

❖ **Front Cover, Front/Back Cover**

- In "Cover Sheet Tray" of User Tools (System Settings), if you selected "At Mode Selected" for "Display Time", the machine refers to the settings in "Cover Sheet Tray" to ascertain whether the front and back covers are copied 1-sided or 2-sided. If you selected "Full Time" for "Display Time", the machine refers to the settings in "Paper Type" to ascertain whether the front and back covers are copied 1-sided or 2-sided. ⇒ "Paper Type" and "Cover Sheet Tray" in the General Settings Guide
- If Blank mode is selected, the cover is not counted as a copy.

❖ **Designate**

When "Combine (1 Sided→2 Sided)" has been selected, specified pages will always be copied on the front of copies in the same way as in Chapters mode.

❖ **Slip Sheets**

When not copying onto slip sheets, the sheets are not counted as copies.





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